

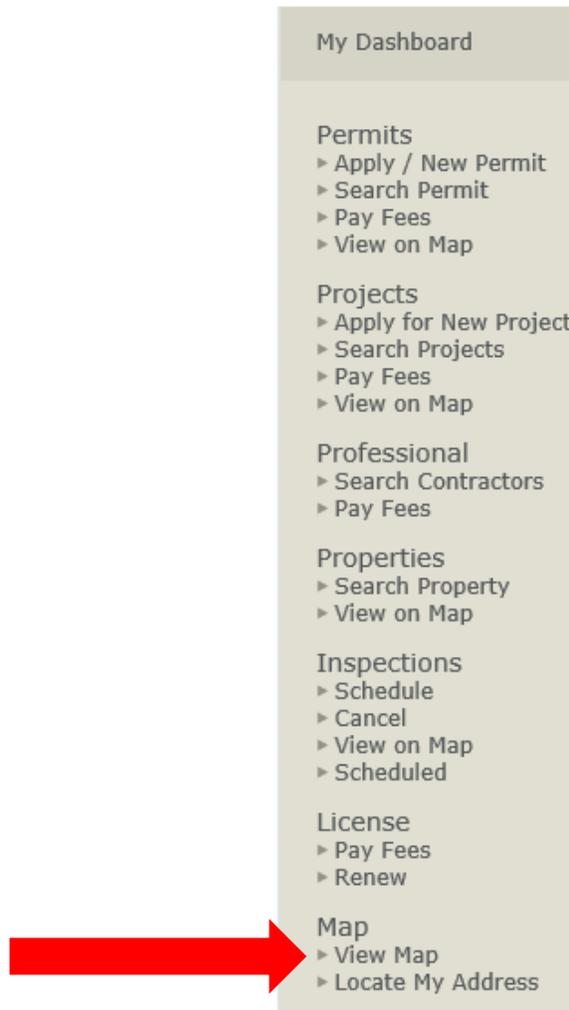
eTRAKiT Applying for ROW Permits

eTRAKiT must be opened and used in **Internet Explorer**. Using any other browser can cause issues.

1. Log into [eTRAKiT](#) as a professional user using your contractor license number.

| Log In

2. Under My Dashboard, under Map, click View Map



The screenshot shows a vertical menu titled "My Dashboard" with the following categories and sub-items:

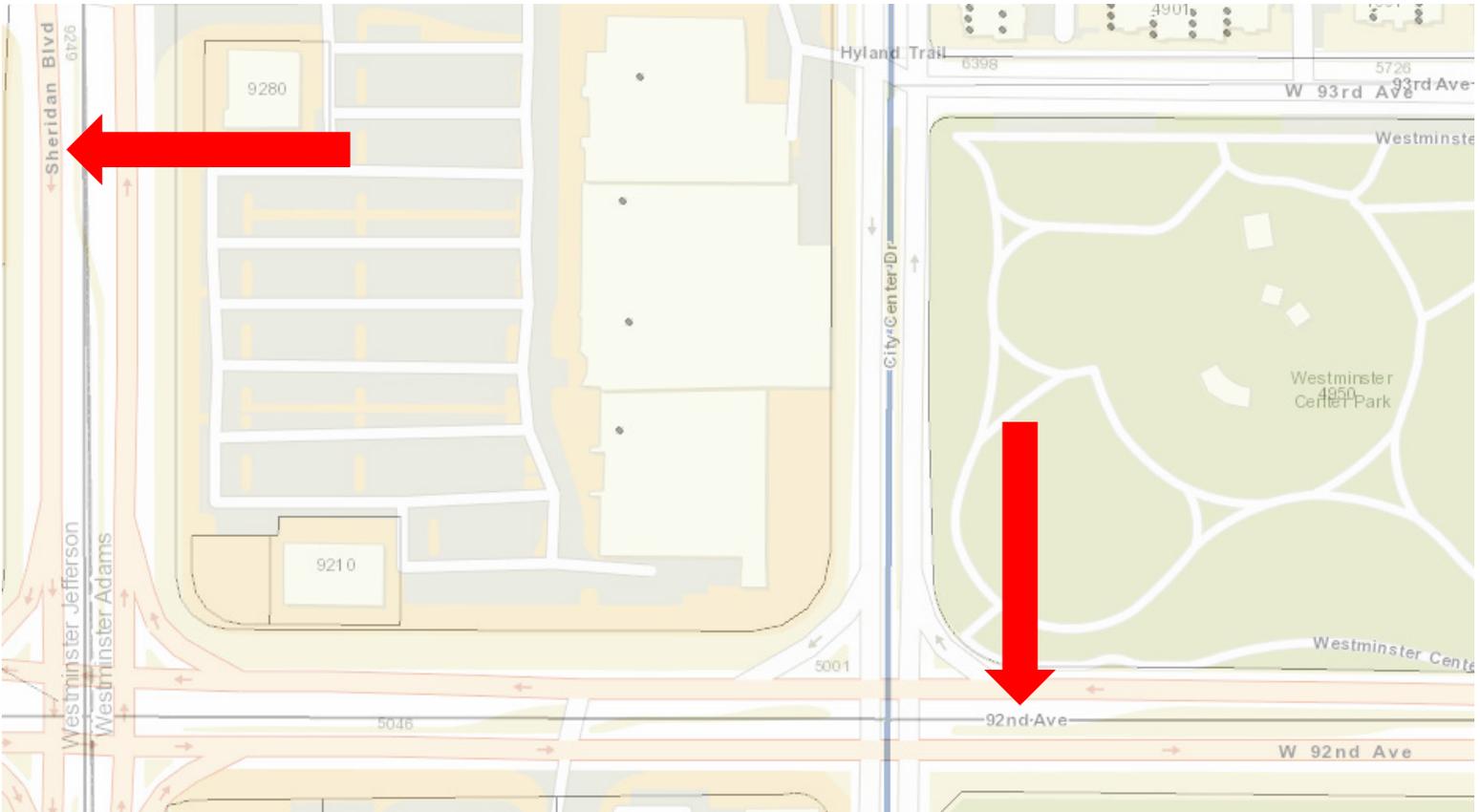
- Permits
 - ▶ Apply / New Permit
 - ▶ Search Permit
 - ▶ Pay Fees
 - ▶ View on Map
- Projects
 - ▶ Apply for New Project
 - ▶ Search Projects
 - ▶ Pay Fees
 - ▶ View on Map
- Professional
 - ▶ Search Contractors
 - ▶ Pay Fees
- Properties
 - ▶ Search Property
 - ▶ View on Map
- Inspections
 - ▶ Schedule
 - ▶ Cancel
 - ▶ View on Map
 - ▶ Scheduled
- License
 - ▶ Pay Fees
 - ▶ Renew
- Map
 - ▶ View Map
 - ▶ Locate My Address

A large red arrow points to the "View Map" option under the "Map" category.

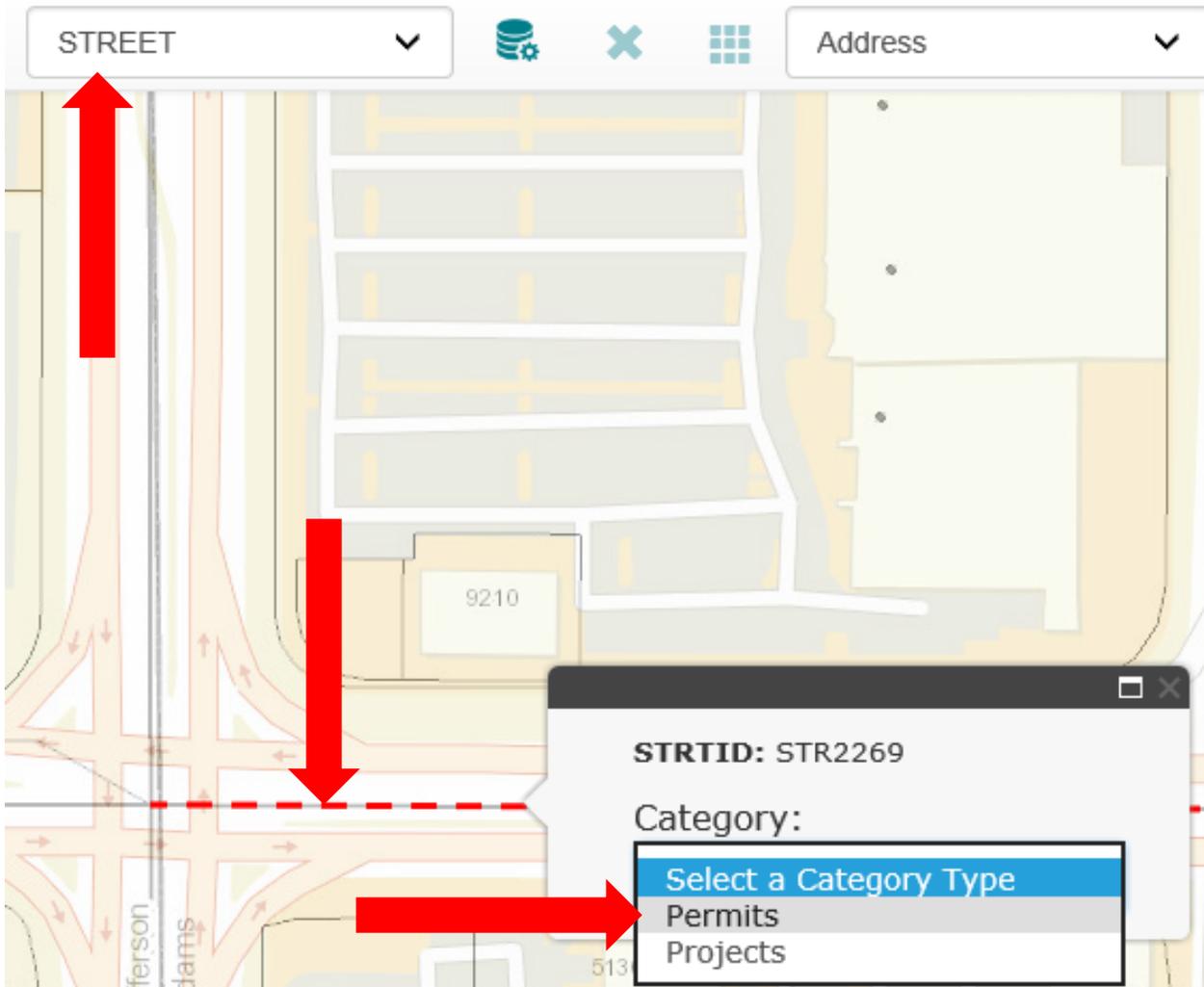
3. Search for your street segment. There are a couple way to do this.

Manually search for the desired street.

- Use the map and manually navigate to the desired street.
Example: intersection of 92nd and Sheridan.



- Make sure the dropdown is set to Street. Click the desired street. The street will highlight and a new window will open, under the Category dropdown choose Permits.



- Under the Type dropdown choose Right Of Way. Under the SubType dropdown choose Right Of Way. Under the location dropdown choose the street segments given. Click Go To Step 1.



STRTID: STR2269

Category:
Permits

Type:
RIGHT OF WAY

SubType:
RIGHT OF WAY

Location:
Select a Location
Select a Location
5000 5001 92nd 5199 5198 Ave

- Fill out the permit information. The asterisk indicates a required field.

Permit Application



Permit Type Information

PERMIT Type: [Instructions for online RIGHT OF WAY applications.](#)

PERMIT Subtype:

*Description:

Additional Information



ROW PERMIT INFO

*WORK BEHIND BACK OF CURB:

*PERMIT TYPE:

*APPLICANT TYPE:

*STREET CUT REQUIRED:

? *TOTAL SQUARE FEET:

? PAVED RECENTLY?:

START DATE:

END DATE:

*CATEGORY:

*RULES AND REGULATIONS:

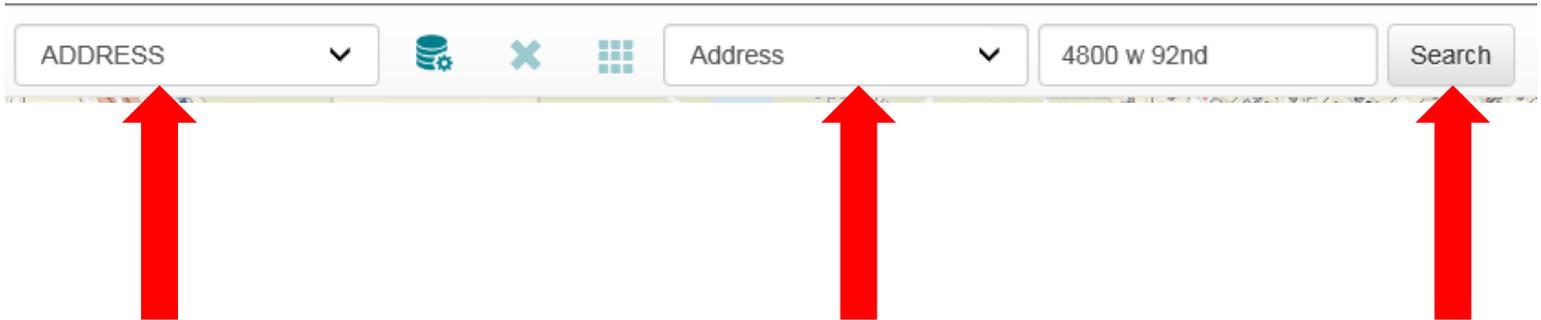
- Make sure to read through the Rules and Regulations and choose if you agree.

- Follow the steps to complete the permit and click submit.

- The permit will be reviewed. If revisions are required an email will be sent to the email address associated with the permit explaining what will be needed to complete the review.
- If the permit is approved and email will be sent to the email address associated with the permit explaining the permit has been approved. You will be able to log into eTRAKiT to make payment. The permit will then be issued.

Search for the exact address.

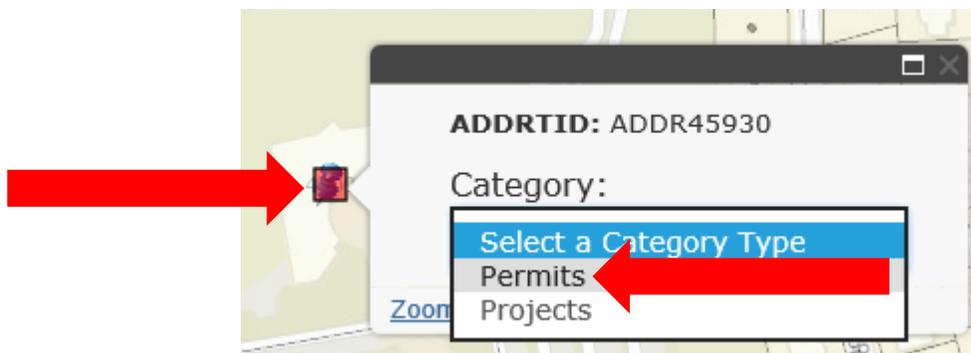
- If you know the address, select Address from the dropdown fields, type in the address, and click Search.



Click the ADDRTID number.



The address will be highlighted on the map. Click the highlighted address and in the new window, under the Category field, choose Permits.



- Under the Type dropdown choose Right Of Way. Under the SubType dropdown choose Right Of Way. Under the location dropdown choose the address given. Click Go To Step 1.



ADDRTID: ADDR45930

Category:
Permits ▼

Type:
RIGHT OF WAY ▼

SubType:
RIGHT OF WAY ▼

Location:
4800 W 92nd Ave ▼

Go To Step 1

The screenshot shows a software interface with a form. The form has four dropdown menus and a button. Red arrows point to the 'Type' dropdown (set to 'RIGHT OF WAY'), the 'SubType' dropdown (set to 'RIGHT OF WAY'), the 'Location' dropdown (set to '4800 W 92nd Ave'), and the 'Go To Step 1' button. The background shows a map with a red square marker.

- Fill out the permit information. The asterisk indicates a required field.

Permit Application



Permit Type Information

PERMIT Type [Instructions for online RIGHT OF WAY applications.](#)
PERMIT Subtype
***Description:**

Additional Information



ROW PERMIT INFO

***WORK BEHIND BACK OF CURB:**
***PERMIT TYPE:**
***APPLICANT TYPE:**
***STREET CUT REQUIRED:**
***TOTAL SQUARE FEET:**
***PAVED RECENTLY?:**
START DATE:
END DATE:
***CATEGORY:**
***RULES AND REGULATIONS:**

- Make sure to read through the Rules and Regulations and choose if you agree.

- Follow the steps to complete the permit and click submit.



WESTMINSTER

- The permit will be reviewed. If revisions are required an email will be sent to the email address associated with the permit explaining what will be needed to complete the review.
- If the permit is approved and email will be sent to the email address associated with the permit explaining the permit has been approved. You will be able to log into eTRAKiT to make payment. The permit will then be issued.