



Building Department requirements for Electronic Submittal and Review

Parker has implemented an electronic plan submittal and review process. It is highly recommended and preferred that all plans and documents be submitted electronically following the process outlined below. This new system allows online public access to code inspections, projects, permits and licenses. Contractors and designers will be able to make applications for licenses, permits and projects; submit plans; view and respond to plan review comments; and schedule and see inspection results, along with paying any fees due, all electronically. The goal is to reduce costs to the applicant and to create a high level of communication with the Town during the plan review process. After all reviews are completed the final set will have "Reviewed for Compliance" in the title. The contractor will be responsible for printing out a full size set of plans and any other needed documents for the jobsite.

Electronic Submittal Requirements:

- All digital files shall be MicroSoft Windows compatible.
- Digital documents can be in DWF, DWG, PDF, Word or Excel.
- All sheets shall be oriented so that the top of the page is always at the top of the computer monitor, and to scale.
- All plot plans, grading certificates, and similar plans shall have an engineering scale of 1" = 10' to a maximum of 1" = 30' / all architectural plans shall have an architectural scale of 1/4" = 1' -while larger projects may have a scale of 1/8" = 1' or 1/16" = 1'
- All construction plans shall be in one file so the plan reviewer may scroll through the file, and have the ability to view all pages without opening another file. Other documents shall be a separate file by type, e.g. Structural Calculations, Specifications, etc.
- Minimum required plan sheet size is 11"x 17" and must be a scaled drawing. Other documents shall be submitted on a minimum of 8-1/2"x 11"
- All text shall be no smaller than 11 point.

Submittal Process:

Go to the eTRAKit website <https://lms.parkeronline.org/eTRAKiT3/> and log on. If you have not registered as a contractor or designer with the Parker, please send us your contact information to building@parkeronline.org or 303-841-1970.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: GIL THE BUILDER

My Dashboard

Hello Gil the Builder.
Below is a Dashboard of your current activities.

My Open Permit Applications 3 total records

Applications In Progress	Permit Type	Created Date
Continue		3/19/2014
Continue		3/19/2014
Continue		3/19/2014

My Active Permits 6 total records

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE		
14-00021	20120 MAIN...	COMMERCIAL	ISSUED		\$0.00		
14-00026	20120 MAINSTREET	BLADING	ISSUED		\$0.00		
14-00028	20120 MAIN...	RESIDENTIAL FURNACE AND OR AIR CONDITIONER	ISSUED		\$0.00		
14-00030	20120 MAIN...	SIGNS	ISSUED		\$0.00		
14-00034	20120 MAIN...	MULTI-FAMILY	APPROVED		\$174,164.82		

Click on the paperclip to add an attachment

Locate the correct project by address or permit number. Placing the cursor over the address will allow the full address to 'pop up'

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My Dashboard

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My Open Permit Applications 3 total records

Applications In Progress	Permit Type	Created Date	
Continue		3/19/2014	Delete
			Delete
			Delete

eTRAKIT Attachment Upload

Upload Permit Attachment:

Description:

Click on Select and choose the correct file from your system.

Open

Organize

Desktop 439 bytes

Downloads 888 bytes

Gil Burger Palace Fresh Recipe PDF Document 251 KB

Recent Places 303 bytes

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My Dashboard

Permits

- Apply for a New Permit
- Search
- Pay Fees
- View on Map

Projects

- Apply for New Project
- Search Projects
- Pay Fees
- View on Map

Contractor

- Search Contractors

Properties

- Search
- View on Map

Inspections

- Schedule
- Cancel
- View on Map
- Scheduled

Licenses

- Apply for New Licenses
- Search Licenses

Violations

- Search
- View on Map

Report an Issue

- Report Issue
- Search Issues
- View on Map

Map

Hello Gil the Builder.
Below is a Dashboard of your current activities.

My Open Permit Applications 3 total record(s)

Applications In Progress	Permit Type	Created Date	
Continue		3/18/2014	Delete
			Delete
			Delete

eTRAKIT Attachment Upload

Upload Permit Attachment:

Description:

Status: File uploaded successfully.

Attachments:

Gil Burger Palace Arch Struc and MEP First Submittal 3-18-2014	Gil Burger Palace.pdf
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See the required naming convention below.

Click upload

All attached documents will be here

Attachment Naming Convention:

Project Name- e.g. Gil Burger Palace

Document Description- e.g. Arch Struc and MEP

Submittal Sequence- e.g. First Submittal, Second Submittal, etc.

Submittal Date- e.g. 3-18-2014

Please send any questions to: building@parkeronline.org