

Using eTRAKiT for Community Event Permit – Event Organizer

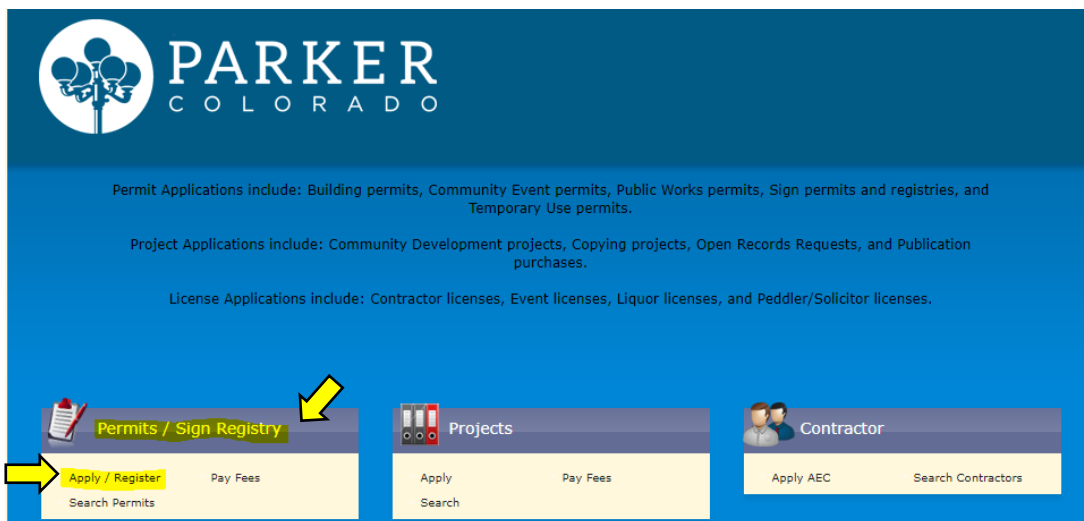
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I. APPLYING FOR A PERMIT

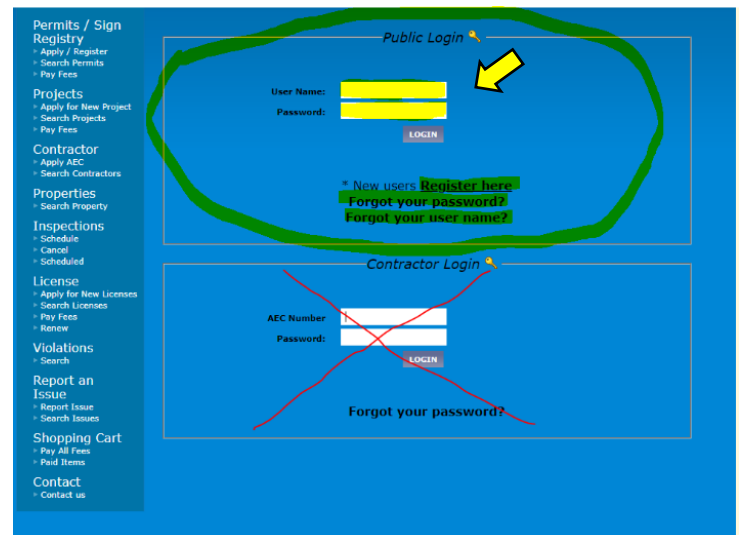
1. To submit a new permit, click the [eTRAKiT link](#)
2. On the permit landing page, locate the “Permits/Sign Registry” box
3. Click on “Apply/Register”

Note: In this box you can also search for permits and pay fees but the best way to do that is by MY DASHBOARD



4. Using the “Public Login” section, enter your user name and password. (Use the links provided if you have forgotten your user name or password)
5. Click “Login”

Note: If you have not previously registered, click “Register here” to complete that process, then return to login.



6. Review the "Permit Application Confirmation"
7. Click "I Agree" to move forward in the application process
8. Click "Continue"

9. In the "Permit Type Information" section:
 - a. **PERMIT Type:** select "Community Events"
 - b. **PERMIT Subtype:** select the appropriate category (Block Party, General Community Event or Internal Town)

Block Party: The link for the applicable permit guide is available.

General Community Event: The link for the applicable permit guide is available.

- c. **Short Description:** enter the NAME of the event
- d. **Notes:** enter the details of the event – provide enough information to allow Town staff to see the big picture details (i.e. attendance, inflatables, band, food, etc.)
- e. **Job Value:** leave blank

10. In the “Additional Information” section:
 - a. **Acknowledgment: Community Event Permit Guide:** confirm you have read the guide.
 - b. **Event Tier** – per the permit guide, determine what tier you belong in. Options are: Block Party; Tier 1, 2, 3; or internal (Customer Service will notify you if the tier is incorrect and will place you in the correct tier).
 - c. **Damage Deposit:** click on the deposit amount per the event tier you selected.
 - d. **Additional Fees:** confirm you understand that additional fees may apply.
 - e. Fill out all event detail questions accurately.

Additional Information

***ACKNOWLEDGMENT:**
Community Event Permit Guide
I have read the Community Event Permit Guide in its entirety.

***EVENT TIER:**
The Town of Parker classifies community events as Tier 1, Tier 2, Tier 3 or Block Party. The fees and requirements associated with each category are different; please refer to the Community Event Permit Guide for more information.
<http://www.parkeronline.org/CEPermitGuide>
Internal Town of Parker Event

***DAMAGE DEPOSIT:**
Block Party - No Deposit

***ADDITIONAL FEES:**
Depending on the size, complexity and Town staff involvement required for your event, fees for Town services and/or Town staffing may be required. To assist event organizers with budgeting for events, the Town charges flat fee hour rates for Town staffing. Please see the Community Event Permit Guide for more information.
I understand additional fees may apply.

EVENT STARTING DATE: 7/4/2022
***EVENT STARTING TIME:** 5:00 p.m.
EVENT ENDING DATE: 7/4/2022
***EVENT ENDING TIME:** 10:00 p.m.

LIST EVENT DATES:
Does this event have recurring dates?
No

SETUP START DATE: 7/3/2022
***SETUP START TIME:** noon
TEAR DOWN START DATE: 7/5/2022
***TEAR DOWN START TIME:** noon

***EVENT STATUS:** NONPROFIT
***LOCATION OF EVENT:** Salisbury
***# ATTENDEES INCL VENDORS:** 12,000
***USE OF GENERATORS?:** YES
***REPEAT EVENT?:** YES

TENT/CANOPY/INFLATABLES?: YES
***SELLING/SERVING ALCOLHOL?:** NO
SELLING/SERVING FOOD?: YES
SELLING GOODS?: NO

ADDITIONAL DETAILS:
Have you included a brief description of the event in the “Notes” section above to include a general overview of the event and event details?
Yes

QUESTIONS?: No – Continue permit submission

Annotations:
- Yellow arrow points to the "Additional Information" header.
- Yellow box: "If yes, enter the date details in this section." points to the "LIST EVENT DATES" section.
- Yellow box: "Has this event occurred in previous years?" points to the "*REPEAT EVENT?" dropdown.

11. In the "Location" section:

- a. **Search Value:** enter the street number of the location of the event (i.e., for O'Brien Park enter 10795), click search. Most addresses can be found through a Google Search

12. In the "Relation to this Permit", do not check either box

The screenshot shows two sections of a blue-themed form. The top section, titled "Location", has a yellow arrow pointing to the title. It contains the instruction "Enter part or all of your address and press search". Below this is a "Search By" dropdown menu set to "Address" and a "Search Value" input field. A "SEARCH" button is to the right of the input field. The bottom section, titled "Your Relation to this Permit", has a yellow arrow pointing to the title. It contains two radio button options: "Property Owner" with the instruction "Check this box if you are the Property Owner" and "Contractor" with the instruction "Check this box if you are the Contractor".

13. In the "Attachments" section:

- a. **Filename:** Attach all documents required per the applicable permit guide. PDF format is preferred. W
- b. **Description:** Clearly name the document to match the wording in the permit guide (i.e., Site Map, etc.).
- c. Click on "Next Step"

The screenshot shows the "Attachments" section of a blue-themed form. A yellow arrow points to the title. The section contains the instruction "Select file(s) and press UPLOAD. Please limit file size to 50MB maximum. PDF files are preferred." and a note: "* For Community Event Permits, please upload all required documents as detailed in the Community Event Permit Guide in the Checklist section. Applications submitted without the required documents will not be routed for review." Below this are two input fields: "Filename" with a "Select" button and "Description". An "UPLOAD" button is at the bottom left. On the right, there is a list of attachments with "DELETE" buttons next to each. A red star is placed next to the "Production Schedule.pdf" entry. The attachments listed are: "Set up map.pdf", "Site map", "Production Schedule.pdf", "Production Schedule", "Liability Insurance Sample.pdf", "Liability Insurance", "Marketing Plan.pdf", "Marketing Plan", "Workers Cop Waiver Fillable 2020.pdf", and "Workers Comp Insurance".

14. In "Step 2":

- a. **Applicant Information:** the applicant information will auto populate the information you provided when you registered. Please review for accuracy.
- b. **Owner Information:** leave blank
- c. **Contractor Information:** leave blank
- d. **Organization Name:** complete this area if you are a non-profit group

e. Click on "Next Step"

Step 1 **Step 2 Contact Information** **Step 3** **Step 4**

Application for a COMMUNITY EVENTS Permit

Applicant Information

*Name	Brooke Spain	*Phone	(303) 805-3253
*Address	20120 E. Mainstreet	*Email Address	bspain@parkeronline.org
*City	Parker		
*State	CO	*Zip	- 8013

Owner Information

Name	DO NOT FILL OUT	Phone	() --
Address		Email Address	
City			
State		Zip	-

CLEAR

Contractor Information

Name	DO NOT FILL OUT	Phone	() --
Address		Email Address	
City		License#	
State		Zip	-

CLEAR

Organization Information

Name	Town of Parker	Phone	(303) 805-3253
Address	20120 E. Mainstreet	Email Address	bspain@parkeronline.org
City	Parker		
State	CO	Zip	- 8013

CLEAR

CANCEL **PREVIOUS STEP** **NEXT STEP**

15. In "Step 3":

- Review the information you are about to submit for accuracy, making edits, if needed.
- Click on "Next Step"

Permit Application

Step 1 Step 2 Step 3 Review and Submit Step 4

Application for a COMMUNITY EVENTS Permit

<p><i>Permit Information</i> EDIT</p> <p>Type COMMUNITY EVENTS Subtype INTERNAL TOWN OF PARKER EVENT Description Stars and Stripes Job Value \$0.00</p>	<p><i>Location</i> EDIT</p> <p>11920.5 MOTSENBOCKER RD PARKER, CO 80134</p>
<p><i>Contacts</i> EDIT</p> <p>Applicant Information Brooke Spain (303) 805-3253 20120 E. Mainstreet bspain@parkeronline.org Parker, CO 80138</p> <p>Owner Information TOWN OF PARKER 20120 E MAINSTREET PARKER, CO 80138 - 7334</p> <p>Contractor Information</p> <p>Organization Information Town of Parker 20120 E. Mainstreet bspain@parkeronline.org Parker, CO 80138</p>	<p><i>Fee Information</i></p> <hr/> <p>Total Fees \$0.00</p> <p><i>Attachments</i></p> <p>To upload additional attachments click on Upload. Upload</p>

Review the information prior to submitting.

CANCEL
PREVIOUS STEP
NEXT STEP

16. You will receive a confirmation page when your permit has been submitted. You can view your permit by clicking the "View Permit" button.

Permit Application

Step 1 Step 2 Step 3 Step 4 Checkout/Confirmation

Confirmation

VIEW PERMIT

II. MANAGING YOUR PERMIT

You can log into your account to see your current activities, permit information, pay fees, upload documents, check for reviews and inspections.

My Dashboard Homepage:

The homepage lists current activities for your account. To view a particular permit, click on the permit number. You can [VIEW AND PAY FEES](#) and [ADD ATTACHMENTS](#) to your permit here as well.

My Open Permit Applications: this area lists all application that you previously started but had not yet submitted

My Active Permits: this area lists all your current active permits, you can click on each

My Active Inspections: this area lists fire and life safety inspections, if applicable

My Dashboard

Hello Brooke Spain.
Below is a Dashboard of your current activities.

My Active Permits 3 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	ATTACHMENT
CE22-0011	11920 Mots...	COMMUNITY EVENTS	VOID		\$0.00	
CE22-0016		COMMUNITY EVENTS	RECEIVED		\$0.00	
CE22-0026	11920.5 MO...	COMMUNITY EVENTS	SUBMITTED		\$0.00	

My Active Inspections 3 total record(s)

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE
CE22-0011	PERMIT	VOID	11920 Mots...	FINAL	
CE22-0016	PERMIT	RECEIVED		FINAL	
CE22-0026	PERMIT	SUBMITTED	11920.5 MO...	FINAL	

Permits / Sign Registry
 ▶ Apply / Register
 ▶ Search Permits
 ▶ Pay Fees

Projects
 ▶ Apply for New Project
 ▶ Search Projects
 ▶ Pay Fees

Contractor
 ▶ Search Contractors

Properties
 ▶ Search Property

Inspections
 ▶ Schedule
 ▶ Cancel
 ▶ Scheduled

License
 ▶ Apply for New Licenses
 ▶ Search Licenses

Viewing Your Permit:

Once you click on an active permit from the My Dashboard homepage, you will be able to access more information for your permit application. This area will allow you to upload documents to the permit, print the permit and has tabs for you to review permit information, fees, reviews and inspections (if applicable). You can [ADD ATTACHMENTS](#) here too.

General Permit Information:

This tab contains an overview of your permit. The status of your permit is listed here. Status options are:

- **Received:** The application has been submitted but not routed to internal Town staff.
- **Under Review:** The application has been routed to internal Town staff for reviews to begin.
- **Approved with Conditions or Approved:** The permit can now move forward with being issued. Marketing and promoting can begin.
- **Issued:** The signed permit is uploaded in ETRAKIT.
- **Event Concluded:** The post-event processes with fees, damage deposits, etc. are occurring.
- **Closed:** Outstanding fees have been paid, deposits are returned and organization is free to apply for the next year's permit, if applicable.

Permit #CE22-0016

Attachment Inspections

Permit Info Site Info Contacts (4) Fees \$0.00 Inspections(1) Conditions (0)

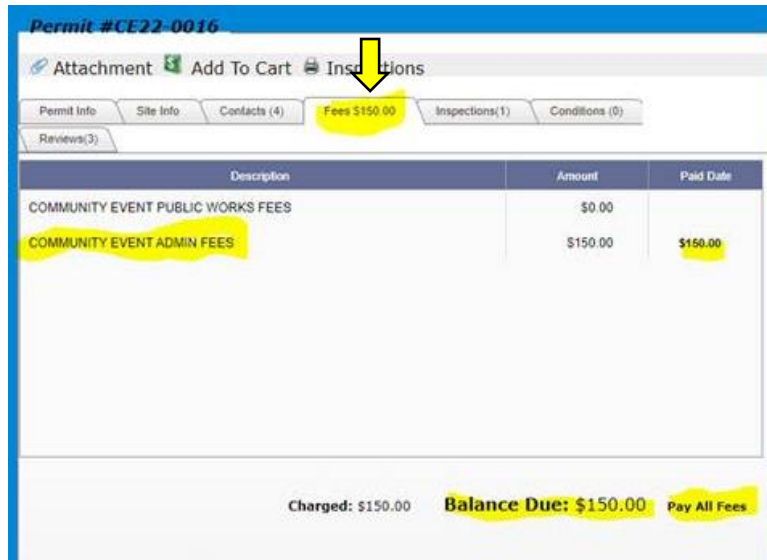
Reviews(3)

Type: COMMUNITY EVENTS
 Subtype: INTERNAL TOWN OF PARKER EVENT
 Short Description: Town of Parker Bike to Work Day
 Status: RECEIVED
 Applied Date: 2/23/2022
 Approved Date:
 Issued Date:
 Finaled Date:
 Expiration Date:
 Notes: 2/23/2022 9:50:47 AM Breakfast station on trail with 5-10 booths for vendors/sponsors, food and beverage, approximately 400 attendees

Attachments:
 Site map Set up map.pdf
 Production Schedule Production Schedule.pdf
 Marketing Plan Marketing Plan.pdf

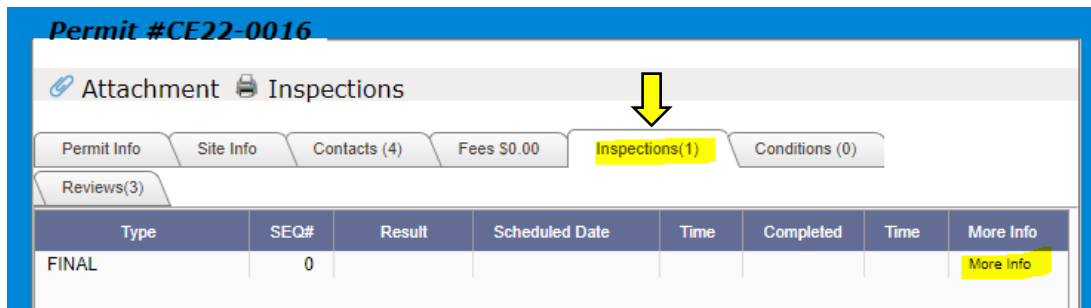
View and Pay Fees:

The “Fees” tab displays fees currently owed and allows you to pay online. Fees may also be accessed from the [MY DASHBOARD HOMEPAGE](#). To pay fees, click “Pay All Fees” to move fees to the shopping cart. Then click “proceed to checkout” to enter your payment information.



View Inspections and Inspection Notes:

The “Inspections” tab displays any additional inspections required. Click on “more info” to see details of each inspection.



View Reviews and Reviewer Notes:

Once you have submitted all required documentation, your permit will be routed to internal Town staff for review. You will receive email notifications when a reviewer changes the status of their individual review. Once you receive this email, log into the system to find more information and details by using the “Reviews” tab. Each department conducting a review will be listed.

Click on “More Info” to see the reviewer’s notes to determine if they are requesting additional information, requiring certain conditions, etc. The status for each reviewer must be “Approved with Conditions” or “Approved” before the **full** permit status will be changed to “Approved with Conditions” or “Approved”. The **full permit status** can be found on the [MY DASHBOARD HOMEPAGE](#) or the “Permit Info” tab.

Note: It is your responsibility to make sure to read the comments found in “More information” and respond to each reviewer directly.

Permit #CE22-0016

Attachment Inspections

Permit Info Site Info Contacts (4) Fees \$0.00 Inspections(1) Conditions (0)

Reviews(3)

Type	Reviewer	Status	Submitted	Completed	Due Date	More Info
CE ADMINISTRATION	Brooke Spain	REVI...	2/23/2...	3/11/2...	3/9/2022	More Info
CE CUSTOMER SERVICE ...	Wendy Seacat		2/23/2...		3/9/2022	More Info
CE COMMUNICATIONS PU...		REVI...	3/11/2...	3/11/2...	3/11/2...	More Info

Review - CE ADMINISTRATION

Group: CE GENERAL COMMUNITY EVENT
 Type: CE ADMINISTRATION
 Status: REVISIONS REQUIRED
 Date Submitted: 2/23/2022
 Date Due: 3/9/2022
 Date Completed: 3/11/2022
 Reviewer: Brooke Spain
 Remarks:
 Notes: 2/23/2022 10:05:59 AM Once all departments approve their sections we are good to go.

Add Attachments:

All required documents must be uploaded as attachments to your permit. PDF files are preferred.

1. Click on the paper clip in the [VIEWING PERMITS](#) section or for the appropriate permit on the [MY DASHBOARD HOMEPAGE](#).
2. The “eTRAKiT Attachment Upload” will popup.
3. In **Filename**, attach all documents required per the applicable permit guide.
4. In **Description**, clearly name the document to match the wording in the permit guide (i.e., Site Map, etc.).
5. Click “Upload”
6. Click “Close” when you have completed adding attachments.

My Dashboard

Hello Brooke Spain.
Below is a Dashboard of your current activities.

Permits / Sign Registry
 Apply / Register
 Search Permits
 Pay Fees

Projects
 Apply for New Project
 Search Projects
 Pay Fees

Contractor
 Search Contractors

Properties
 Search Property

Inspections
 Schedule
 Cancel
 Scheduled

License
 Apply for New License
 Search Licenses
 Pay Fees

Violations
 Search

Report an Issue
 Report Issue
 Search Issues

Shopping Cart
 Pay All Fees
 Paid Items

Contact
 Contact us

My Active Permits 3 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	ATTACHMENT
CE22-0011	11920 Mots...	COMMUNITY EVENTS	VOID			

eTRAKiT Attachment Upload

Upload Permit Attachment:

Description:

Attachments: