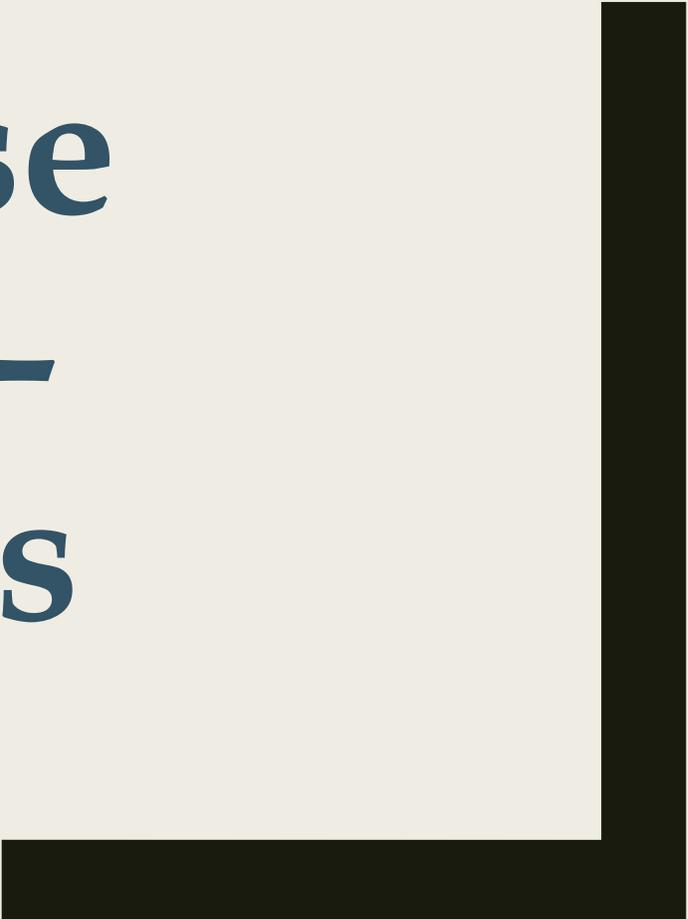




How To Use eTRAKiT - Contractors



Account Setup

Registration & Setting Password



Registration

- To receive access to your eTRAKiT account, you will first have to register with West St Paul on our webpage <http://wspm.n.gov/8189/E-Permits>.
- Once we enter your information, you will receive an e-mail confirming your account and your assigned AEC number.

Home > Your Government > Departments > Community Development > Building Permits & Inspection > Permits > E-Permits

E-Permits

REGISTER FOR E-PERMITS!

Sign up for the ability to apply for permits and so much more online!

[REGISTER NOW! >](#)

Home > Form Center

Search Forms:

Select a Category ▼

By [signing in or creating an account](#), some fields will auto-populate with your information and your submitted forms will be saved and accessible to you.

E-Permit Contractor Registration [Sign in to Save Progress](#)

<input type="text" value="Company Name*"/>	<input type="text" value="Contact Name*"/>	<input type="text" value="Phone Number*"/>
<input type="text" value="Address1*"/>		
<input type="text" value="Address2"/>		
<input type="text" value="City*"/>	<input type="text" value="State*"/>	<input type="text" value="Zip*"/>
<input type="text" value="Email*"/>	<input type="text" value="State of MN License/Bond Number"/>	

Copy of Insurance Certificate (if specialty contractor)

No file chosen

Set Password

Once you receive your confirmation e-mail with your new AEC number, go to the eTRAKiT log-in page in one of two ways.

1. Enter this web address into the address bar:

<http://permits.wspmn.gov/etrakit/>

2. Go to the E-Permit web page on the West St Paul Website:

<http://wspmn.gov/819/E-Permits>

The screenshot shows the eTRAKiT website for the City of West St. Paul. At the top, there is a navigation bar with links for Home, Setup an Account, Log In, Public, Username, Password, LOGIN, REMEMBER ME, and Forgot Password. Below this is a dark blue header with the text "WEST ST. PAUL MINNESOTA". The main content area features a welcome message: "Welcome to eTRAKiT for the City of West St. Paul". Two paragraphs of text describe the site's purpose: providing access to community development services and allowing citizens and contractors to search for information and complete tasks. Below the text are six service tiles arranged in a 2x3 grid:

- Permits**: Apply / New Permit, Pay Fees, Search Permit, Fee Estimator
- Contractor**: Search Contractors
- Properties**: Search
- Inspections**: Cancel, Scheduled
- License**: Apply for New Licenses, Pay Fees, Search, Renew
- Contact**: Contact Us

Set Password

1. Select 'Forgot Password'
2. Select 'Contractor'
3. Enter the AEC number from your confirmation e-mail and select 'Reset Password'

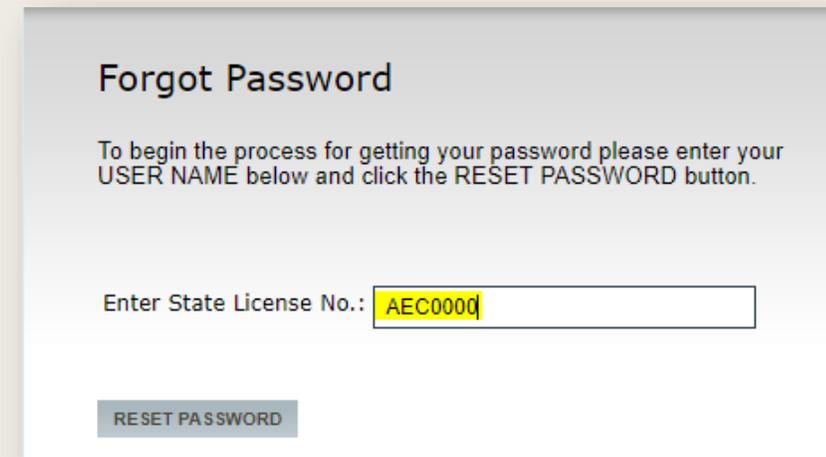
1.



2.



3.



Apply For A Permit

Permit Application Process for Contractors



Before Application

A contractor must have a valid/ active contractor and business (if required) license with the Department of Labor and Industry. To check your status, search

<https://secure.doli.state.mn.us/lookup/licensing.aspx> .

*Specialty Contractors: Submit a current Certificate of Insurance via fax (651-552-4190) or email to permits@wspmn.gov .

The screenshot shows the 'License lookup' page on the Minnesota Department of Labor and Industry website. The page header includes the department logo and navigation links for 'About DLI', 'Construction Codes and Licensing', 'OSHA', 'Wage and Hour', and 'Workers' Compensation'. The main content area provides instructions on how to use the search feature to find personal and business licenses, bonds, certifications, and registrations. It includes a search form with radio buttons for 'License class' (ALL, Personal, Business), dropdown menus for 'Select a discipline' and 'Select a classification', and a search button. A 'Number of items in a page' dropdown is set to 10. A link for 'Municipalities: Download current plumbing bond information here.' is also present.

mn DEPARTMENT OF
LABOR AND INDUSTRY

About DLI Construction Codes and Licensing OSHA Wage and Hour Workers' Compensation

License lookup

Use the search feature below to find personal and business licenses, bonds, certifications and registrations issued by DLI. To begin, choose either "Personal" or "Business." Next, select a specific type from the drop-down menu or leave the default "All."

To verify an individual's or company's current status, enter in a specific license, bond, certificate or registration number or the individual's or company's name and click "Search." For personal licenses, type the last name or license/registration number. If no search results are found, change selection of "Personal" or "Business" and search again. Because the lookup will retrieve all records containing the exact text you enter, it's best to start with just an individual's last name or part of the business name. Do not type in punctuation marks or wildcards (* or % for example).

[Click here](#) for more detailed instructions and information to help you search effectively.

Municipalities: [Download current plumbing bond information here.](#)

License class ALL Personal Business

Select a discipline

Select a classification

Search [Advanced Search](#) Number of items in a page

Step 1:

- Select 'Apply/New Permit'
- Choose 'I Agree' or 'I Disagree' and then 'Continue'.
 - *Selecting I Agree will take you to the application screen*
 - *Selecting I Disagree will return you to the main screen*

New Online Permit Application

When properly validated, this form constitutes a building permit. This expires and becomes null and void should work not be commenced 180 days from validation date or should authorized construction be suspended or abandoned for a period of 180 days after work is commenced.

**You can log onto this portal 24/7 for real time updates and progress on your permit, pay fees, and search for information.*

- I Agree
- I Disagree

CONTINUE

Step 2:

- *Permit Type Information:* Select your Permit Type & Subtype. Enter a Short Job Description and Job Value with numbers only.
 - *Required Information:* Enter the corresponding project information along with the Project Valuation.
 - *Location:* Enter the address and search. If you are having trouble finding the address, leave off the Street Type and Direction. (ie. 1616 Humboldt instead of 1616 Humboldt Ave)
 - *Attachments:* If utilized, all attachments are required to be in PDF format.
- * Items with a '?' next to them have a 'tool tip' which will give information about the item when hovered over or clicked.

Permit Application

STEP 1 PERMIT INFORMATION

STEP 2

STEP 3

STEP 4

Permit Type Information

PERMIT Type

PERMIT Subtype

*Short Description:

Notes:

Job Value

Required Information



BLDG FEES

Window(s):

Replacement into EXISTING OPENING only.

Door(s):

Replacement into EXISTING OPENING only.

Reroof:

Siding:



*Project Valuation:

Location

1616--55 HUMBOLDT AVE
WEST SAINT PAUL, MN 55118

Address Lookup

Attachments

Please upload any required documents needed for your permit type. Documents can be uploaded at anytime using this portal. Please enter which document you are uploading in the description box. Improperly naming documents may result in unnecessary delays to your permit.

Filename

Description

Step 3:

- Verify 'Owner' & 'Contractor' information marked as required with the *.
 - *Owner will be populated by the address record provided by Dakota County selected in Step 2.*
 - *Contractor will be populated by your account information that you logged in with.*

Permit Application

STEP 1 → **STEP 2 CONTACT INFORMATION** → STEP 3 → STEP 4

Application for a ETRAK BUILDING Permit

Owner Information

*Name	<input type="text" value="CITY OF WEST SAINT PAUL"/>	Phone	<input type="text" value="() _-__"/>
*Address	<input type="text" value="1616 HUMBOLDT AVE"/>	Email Address	<input type="text"/>
*City	<input type="text" value="WEST SAINT PAUL"/>	*Zip	<input type="text" value="55118"/> - <input type="text" value="3905"/>
*State	<input type="text" value="MN"/>		

Contractor Information

Name	<input type="text" value="1 TEST CONTRACTOR"/>	Phone	<input type="text" value="(651) 552-4116"/>
Address	<input type="text" value="1616 HUMBODLT AVE"/>	Email Address	<input type="text" value="GWALMSLEY@WSPMN.GOV"/>
City	<input type="text" value="WEST ST PAUL"/>	License or ID	<input type="text" value="AEC0888"/>
State	<input type="text" value="MN"/>	Zip	<input type="text" value="55118"/> - <input type="text"/>

Step 4:

- Confirm the information before selecting 'Next Step'. You are able to edit any information from this point.
 - Note: The fee shown is not the confirmed total fee due. Once the application is reviewed/approved, you will receive an e-mail alerting you to the application being ready for payment*

Permit Application

STEP 1 > STEP 2 > **STEP 3 REVIEW AND SUBMIT** > STEP 4

Application for a ETRAK BUILDING Permit

Permit Information EDIT	Location EDIT
Type: ETRAK BUILDING	1616--55 HUMBOLDT AVE
Subtype: RESIDENTIAL	WEST SAINT PAUL, MN 55118 SECTION 20 TWN
Description: Replace 2 Windows, ...	28 RANGE 22
Job Value: 0	

Contacts EDIT	Fee Information
Owner Information	Type Amount
CITY OF WEST SAINT PAUL	STATE SURCHARGE \$1.00
1616 HUMBOLDT AVE	STATE SURCHARGE FIXED 1.00
WEST SAINT PAUL, MN 55118 - 8390	BUILDING \$95.00
	WINDOW/DOOR/ROOF/SIDING 95.00
Contractor Information	LICENSE VERIFICATION \$5.00
1 TEST CONTRACTOR (651) 552-4116	Total Fees \$101.00
1616 HUMBOLDT AVE GWALMSLEY@WSPMN.GOV	
WEST ST PAUL, MN 55118	

Attachments

To upload additional attachments click [Here](#)

Review the information prior to submitting.

[CANCEL](#) [PREVIOUS STEP](#) [NEXT STEP](#)

Step 5:

Once you receive your confirmation e-mail, you can login to your eTRAKiT account.

- *Fees:* After your new permit is approved, you will be able to pay the fees in the Cart.
- *Payment:*
 - *Credit cards:* We accept Visa, MasterCard & Discover. You can either pay online or over the phone.
 - *Checks:* You may mail in a check made out to 'West St Paul'.
 - *In Person:* You may pay in person by any of the means listed above, including cash.

PERSONAL INFORMATION: West St Paul does not store and will never sell your personal information, including credit card account information, to a third party for marketing purposes.

The screenshot shows the user interface of the eTRAKiT system. At the top, a navigation bar includes links for HOME, DASHBOARD, VIEW/EDIT PROFILE, VIEW CART (highlighted in yellow), and LOG OUT. The user is logged in as '1 TEST CONTRACTOR'. Below the navigation bar, a 'My Dashboard' section displays a personalized greeting: 'Hello 1 TEST CONTRACTOR. Below is a Dashboard of your current activities.' The main content area features a 'Shopping Cart' section titled 'Shopping Cart for Online Payments'. This section contains a table with the following data:

	Item	Type	Site Address	Amount
<input checked="" type="checkbox"/>	PERMIT (BLDG2018-0228)	ETRAK BUILDING	1616--55 HUMBOLDT AVE	\$101.00
Total:				\$101.00

Below the table are four buttons: REMOVE SELECTED ITEMS, BACK TO DASHBOARD, VIEW PAID ITEMS, and PROCEED TO CHECKOUT. A note at the bottom of the cart section states: 'If you choose to pay online, then complete payment of the total amount due is required at the time of payment.'

Step 6:

- *Receipt:* After entering your card payment, select 'Process Payment'. Once processed, you will be able to print your receipt or save it for your records.
- *Refunds:* Refunds will be handled on a case-by-case basis and payments will be returned if deemed necessary by the Building Official. To request a refund, e-mail gwalmsley@wspmn.gov with the permit number and reason for the refund.
- *Permit:* You may print or save your copy of the issued permit by selecting the record you wish to print and select 'Print' next to the printer icon under the permit number.

Inspections

- Schedule inspections at least 24 hours ahead of your desired time. Call Grace Walmsley, Building Permit Technician, at 651-552-4116.
 - *When calling for an inspection, have the permit number or the address ready.*
- For questions about the inspections, contact the following:
 - *Commercial Projects: Dennis Schilling, Building Official. 651-552-4135 or dschilling@wspmn.gov .*
 - *Residential Projects: Bruce Wightman, Building Inspector. 651-552-4119 or bwightman@wspmn.gov .*

Questions?

■ Projects:

- *Building Official: Dennis Schilling, 651-552-4135, dschilling@wspmn.gov*
- *Building Inspector: Bruce Wightman, 651-552-4119, bwightman@wspmn.gov*
- *Electrical Inspector: Patrick McMullen, 612-866-1979, mcmulleninspecting@gmail.com*
- *Planning & Zoning: Ben Boike, 651-552-4134, bboike@wspmn.gov*
- *Community Development Director: Jim Hartshorn, 651-552-4140, [jhartshorn@wspmn.gov](mailto:hartshorn@wspmn.gov)*

■ Permit Applications & eTRAKiT:

- *Building Permit Technician: Grace Walmsley, 651-552-4116, gwalsley@wspmn.gov*