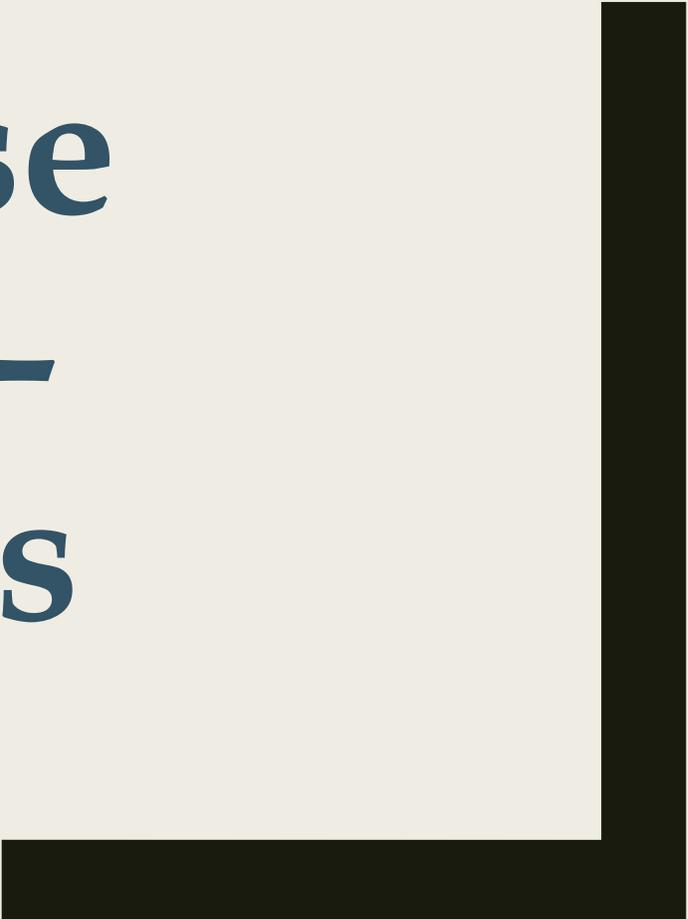# How To Use eTRAKiT - Contractors

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://wspmn.gov/8189/E-Permits .

▪ Once we enter your information, you will receive an e-mail confirming your account and your assigned AEC number.

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:

Word or Phrase   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

Company Name*   **Contact Name***   **Phone Number***

Address1*

Address2*

City*   **State***   **Zip***

Email*   **State of MN License/Bond Number**

Copy of Insurance Certificate (if specialty contractor)

Choose File No file chosen

Submit

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

Set Password

1. Select 'Forgot Password'

2. Select 'Contractor'

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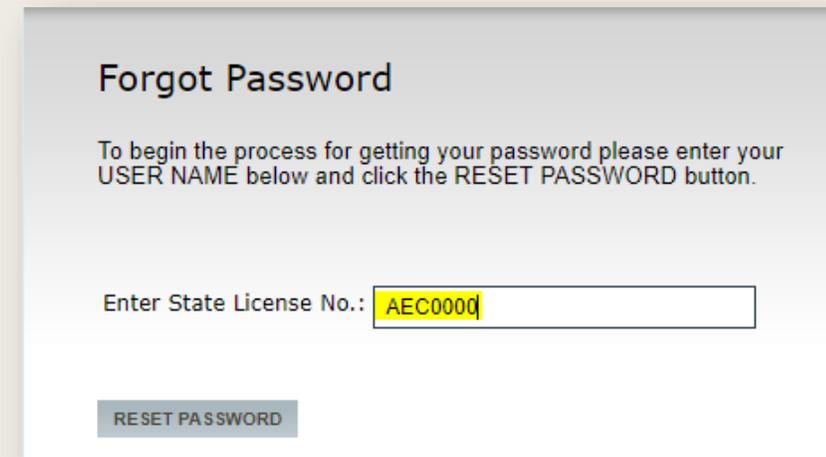
1.

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 .

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.

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	CITY OF WEST SAINT PAUL	Phone	(__) __-___
*Address	1616 HUMBOLDT AVE	Email Address	
*City	WEST SAINT PAUL		
*State	MN	*Zip	55118 - 3905

Contractor Information

Name	1 TEST CONTRACTOR	Phone	(651) 552-4116
Address	1616 HUMBODLT AVE	Email Address	GWALMSLEY@WSPMN.GOV
City	WEST ST PAUL	License or ID	AEC0888
State	MN	Zip	55118 -

CLEAR

CANCEL   PREVIOUS STEP   NEXT STEP

Step 4:

- Confirm the information before selecting 'Next Step'. You are able o 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*

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.

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*

- Permit Applications & eTRAKiT:
  - *Building Permit Technician: Grace Walmsley, 651-552-4116, gwalmsley@wspmn.gov*