

Instructions for Duluth eTRAKiT3 Permit Applications

- Select Apply from the left side box under Permits.
- Read the disclaimer language, then, if you wish to continue, select the button next to “I agree.”
- Select CONTINUE.

All fields with an asterisk (*) are required fields.

Note: If you encounter any error messages during the online application process, if you do not receive a confirmation of payment or if you have any question as to whether the online permit application was successful, call the Land Use Technicians in the Construction Services & Inspections office at 218/730-5240 to report the problem and obtain assistance. DO NOT create and/or pay for duplicate permits. Be sure to read the [Permit Refund Policy](#).

Step 1: Enter Permit Information

- Select the permit type and, if applicable, subtype needed.
- Click in the box labeled “Short Description” and type a description of the proposed work.
- Click in the box labeled “Job Value” and type the estimated value of the work. The job value is the valuation which must include costs for labor and materials for the project.
- In the Location section, type the name of the street where the work is proposed.
- Select SEARCH.
- Select the correct address from the list.

NOTE: If the site where the work is proposed does not have an address or you cannot find the correct address, call 218/730-5240 between 8am and 4 pm M-F for help from staff and instructions about how to proceed.

- Complete all required fields and other applicable information.
- Select NEXT STEP.

Step 2: Enter Contact Information

- Complete all required fields.
- Select GO TO NEXT STEP.

Step 3: Review and Submit

- Review the information for accuracy and completeness.
- If the information is correct and complete and you are ready to create the application, select NEXT STEP.

Payment

- To pay for the permit, select PAY FEES.
- Follow the instructions on the Shopping Cart screen.

Permit Processing

- The permit is not issued and work may not begin until the permit status is 'ISSUED.'
- City staff will review your permit application. Once approved, staff will issue the permit.
- Your application will be processed as soon as possible. Please allow 2 business days for processing. You will receive an email when the permit is issued.

Inspection Requests

- After the permit status is issued, you may call for inspections.
- Call at least 24 hours in advance of the requested inspection.
- Have the permit number ready when calling for inspections.