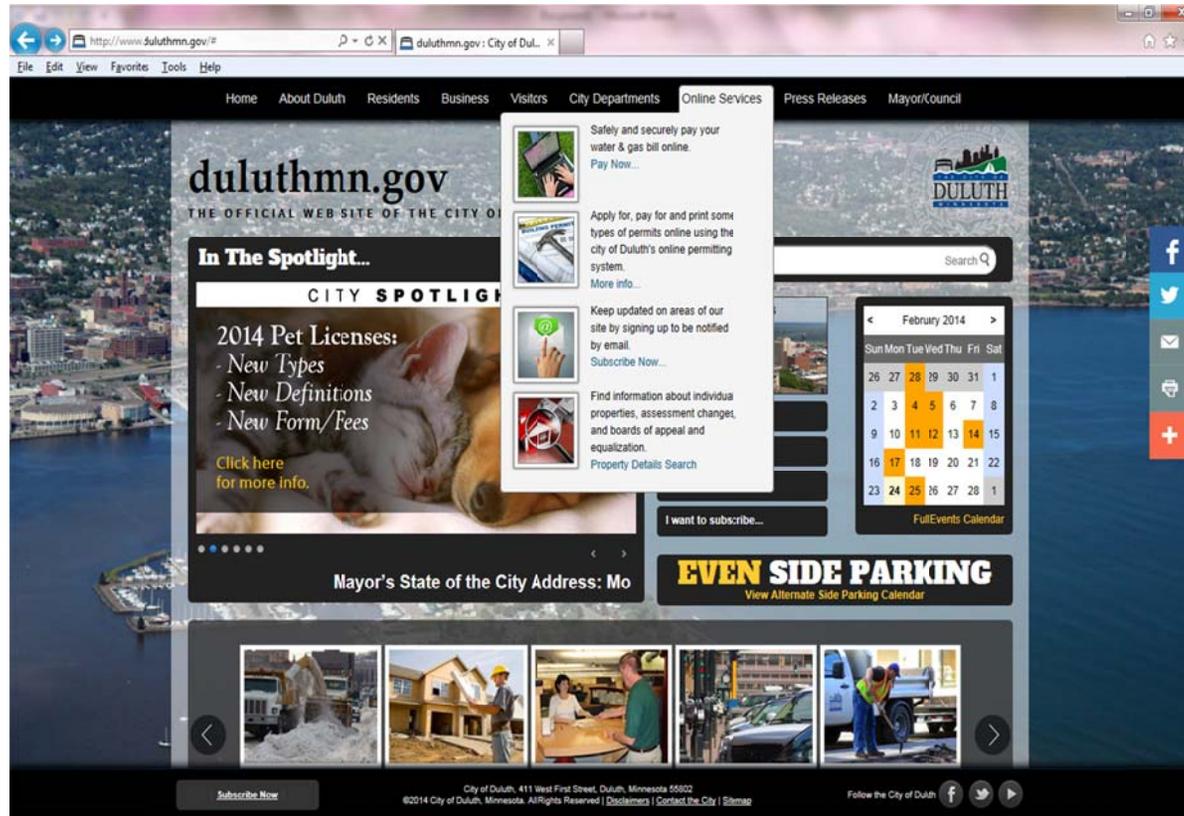


Instructions for Online Permits for Engineering Division

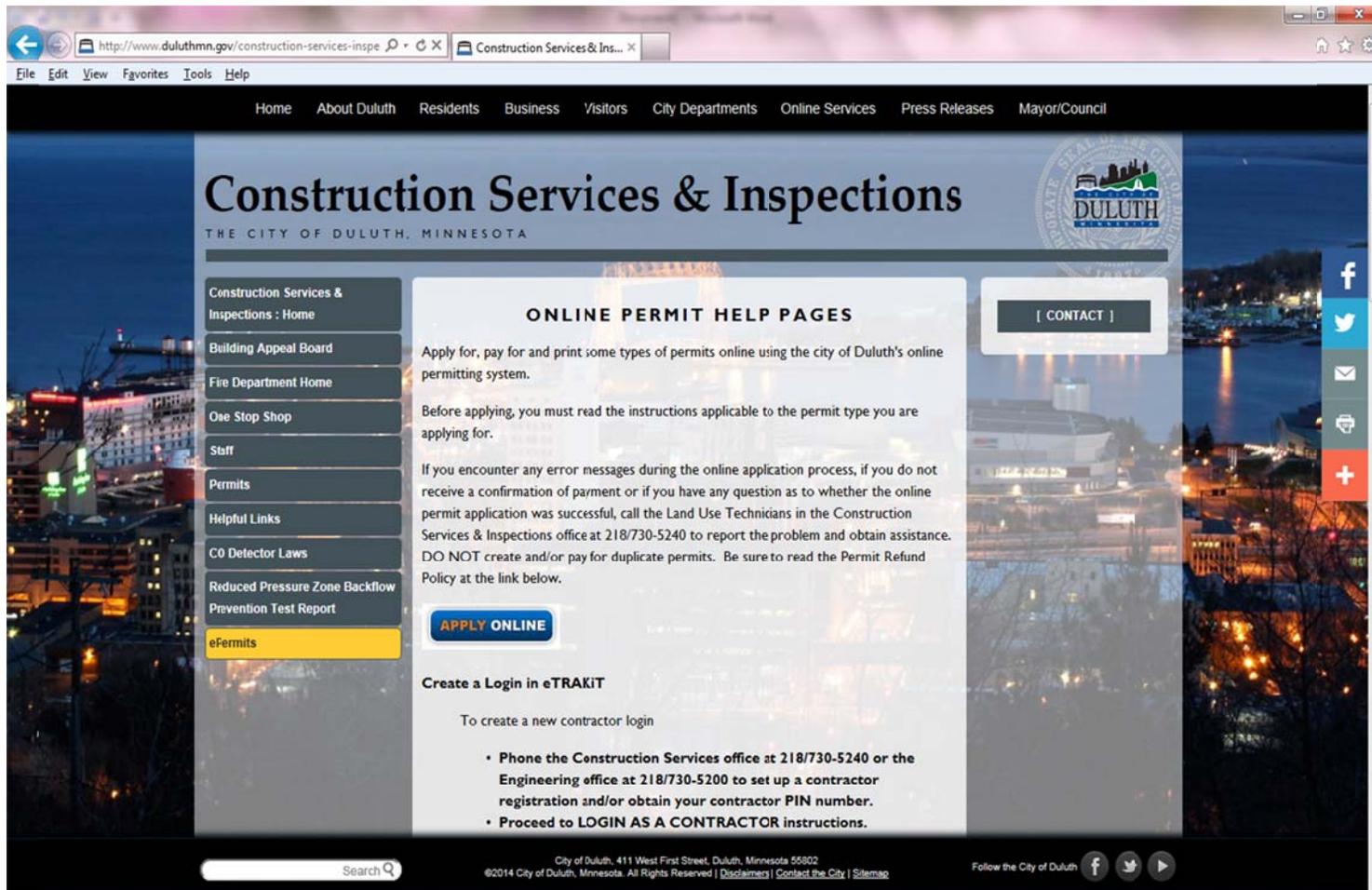


City website: <http://duluthmn.gov>

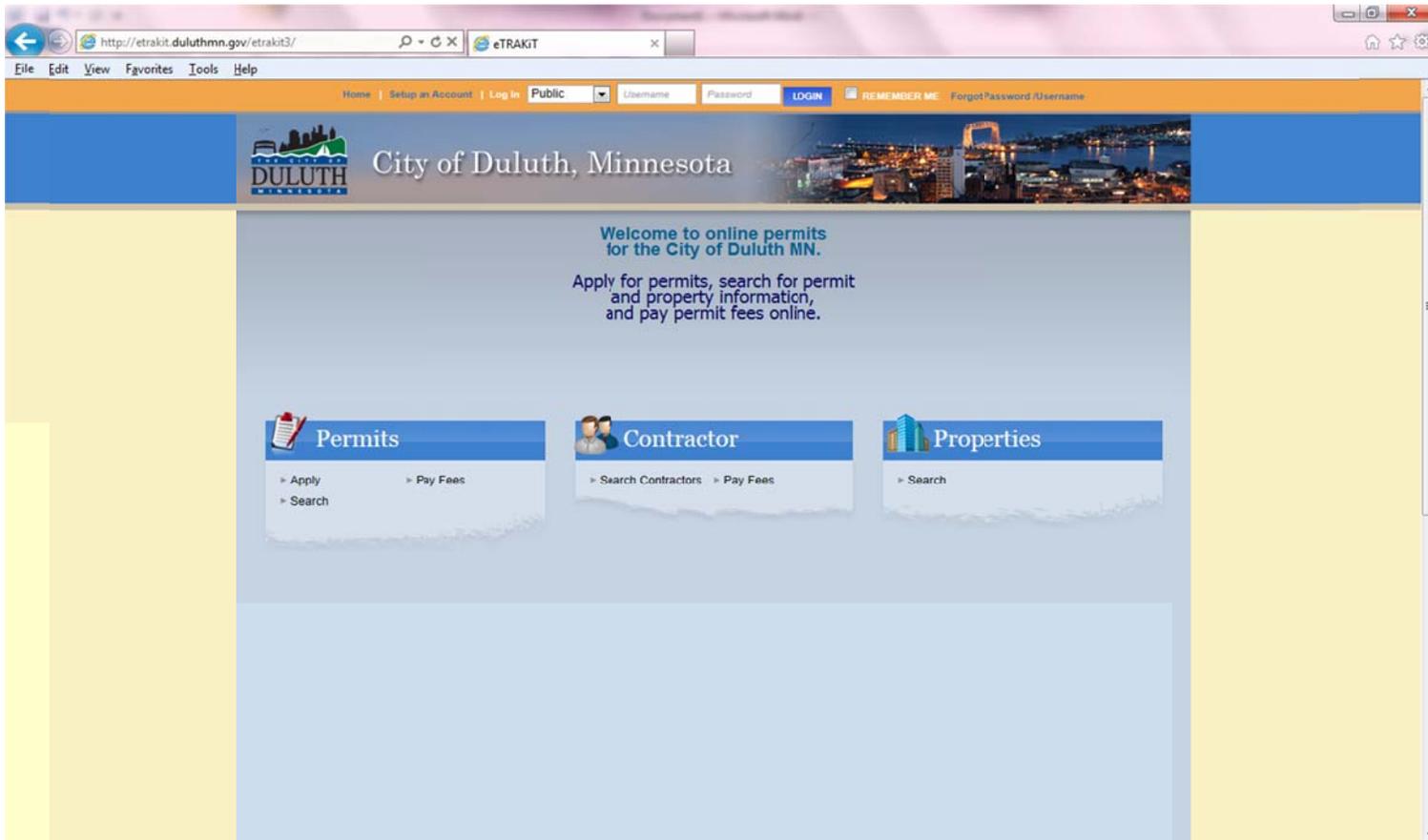
Parking meter maps: http://www.duluthgov.info/db_frames/parking_meters/

Anything within the yellow boundary lines on the downtown and hospital zone maps is considered “downtown” and the higher occupancy fee applies. If you don’t know a meter number or need to verify the zone, get the information from the parking meter map link prior to proceeding. Once you start the permit application process you are not able to save your work to visit this site.

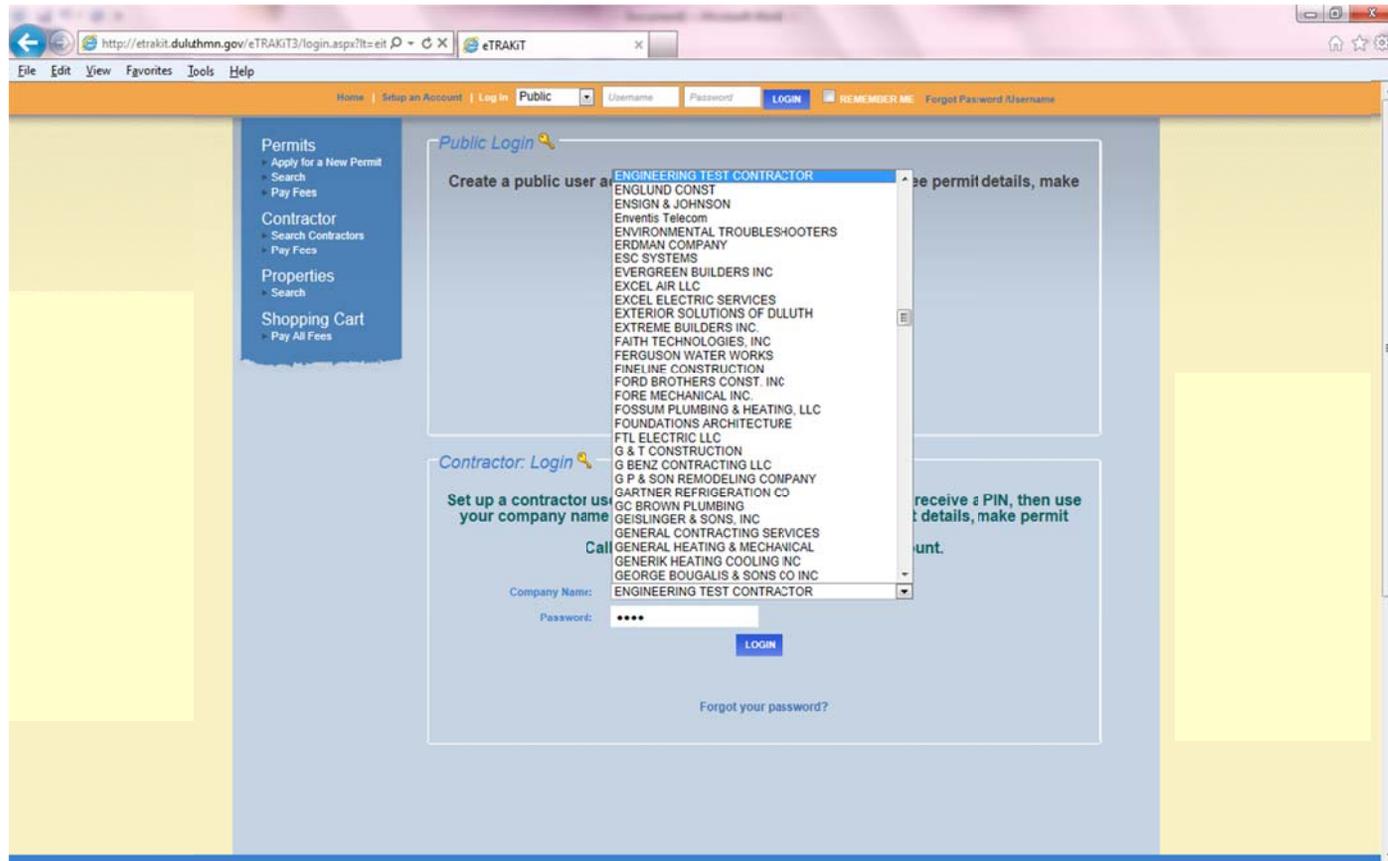
To apply for a permit, go to “Online Services” at the top, then “Apply for, pay for and print some types of permits online using the city of Duluth’s online permitting system.”



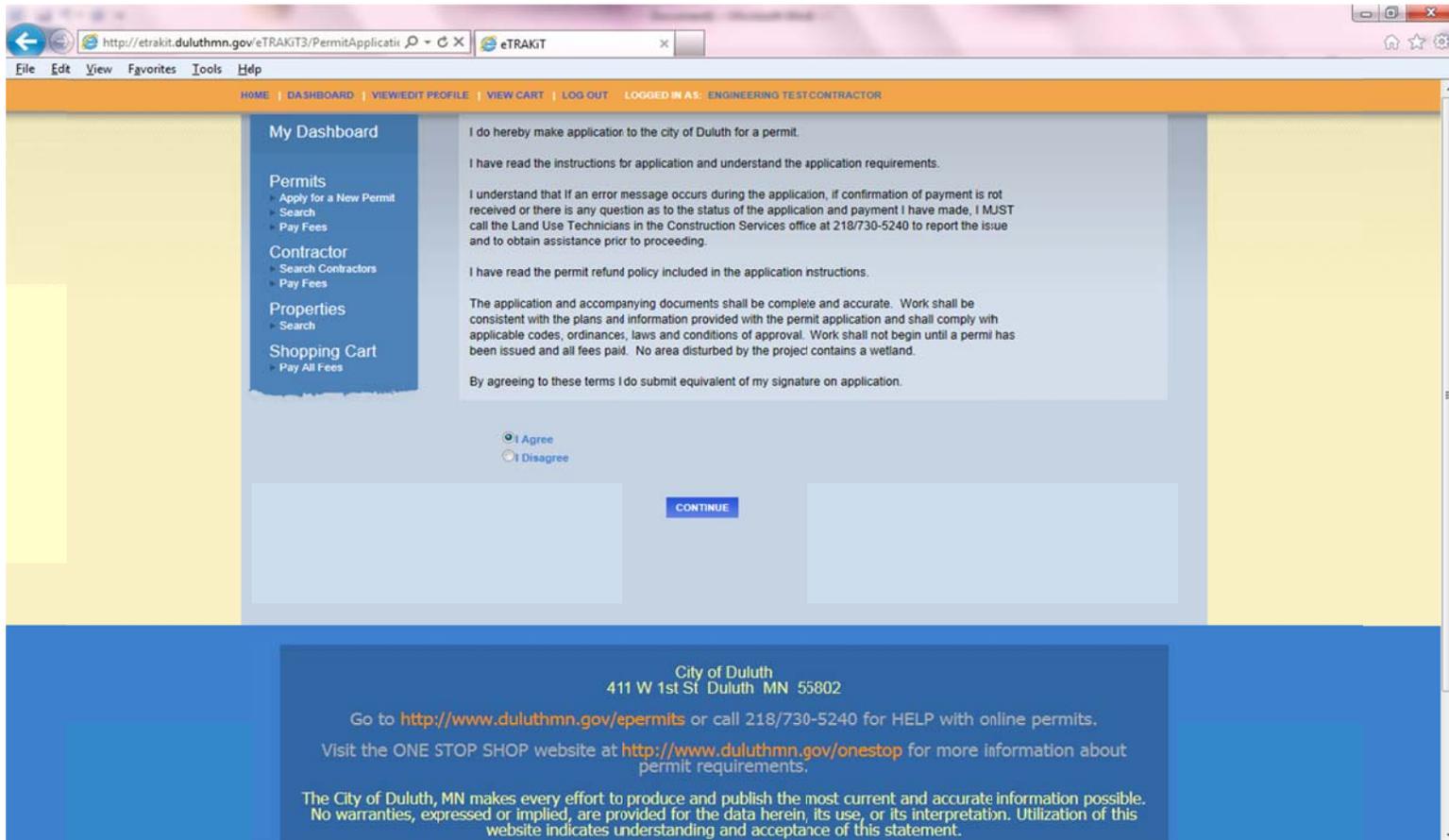
Click on the blue “Apply Online” box.



Under the “Permits” tab, click on “Apply.”



If you do not already have a contractor login, please call 218-730-5200 to get one set up. Otherwise, find your company name in the dropdown menu, highlight it, and enter your PIN in the “Password” field. Until you change your PIN, it is the last four digits of your phone number.



Please read the disclaimer and click on “I Agree,” then “Continue.”

My Dashboard

Permits
Apply for a New Permit
Search
Pay Fees

Contractor
Search Contractors
Pay Fees

Properties
Search

Shopping Cart
Pay All Fees

Permit Application

STEP 1 ENTER PERMIT INFORMATION STEP 2 STEP 3 STEP 4

Permit Type Information

PERMIT Type: WENG OBSTRUCTION

PERMIT Subtype: WITH METERS

*Short Description: ENGINEERING TEST ONLINE STREET OBSTRUCTION PERMIT

*Job Value: 7500

Additional Information

AREA SF DOWNTOWN: 704

AREA SF NOT DOWNTOWN: 0

OF DAYS: 5

NO PARK SIGNS NEEDED: 4

START DATE: 5/4/2014

END DATE: 5/5/2014

QUANTITY METERED: 4

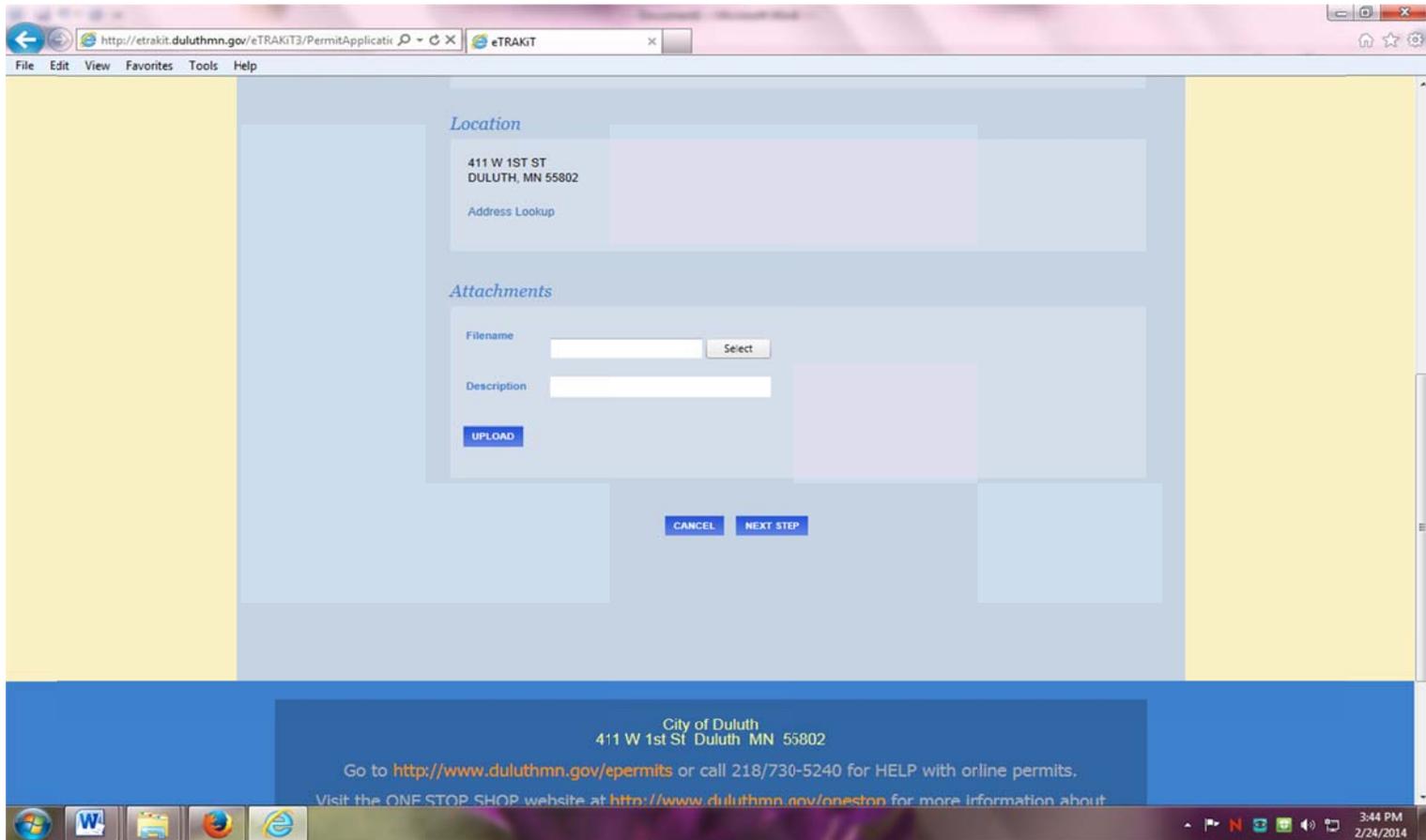
LIST METER NUMBERS: CV10, CV11, CV12, CV13

Location

Enter the permit information. In this example, the contractor is doing work on City Hall and will require four metered parking spaces in the Civic Center to place vehicles and equipment. A standard parking space is 8' x 22' or 176 square feet. All fields pictured above need to have a value entered, even if it is 0 or N/A.

The screenshot shows a web browser window with the URL <http://etrakit.duluthmn.gov/eTRAKT3/PermitApplicatio>. The browser's address bar and tabs are visible at the top. The main content area is divided into two sections: 'Location' and 'Attachments'. The 'Location' section has a search prompt: '*Enter part or all of your address and press search'. Below this is a text input field containing '411 w 1' and a blue 'SEARCH' button. Underneath, a dropdown menu is open, showing 'Select address below' and a list item '411 W 1ST ST'. The 'Attachments' section contains a 'Filename' field with a 'Select' button, a 'Description' field, and a blue 'UPLOAD' button. At the bottom of the form area, there are two blue buttons: 'CANCEL' and 'NEXT STEP?'. The page has a light blue background with yellow vertical bars on the left and right sides.

Enter part of the address and the system will automatically search for the correct address. If you have any attachments such as a sketch or map that you want to include with your application, you can browse, select, enter a description and upload in the “Attachments” area.



Select the correct address, upload any attachments you wish to include, and click “Next Step.”

Permit Application

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

Application for a WENG OBSTRUCTION Permit

Applicant Information

*Name	ENGINEERING TEST CONTRACTOR	*Phone	(218) 730-5100
*Address	411 W 1ST ST	*Email Address	jhorn@duluhmn.gov
*City	duluth	*Zip	55802 -
*State	mn		

Contractor Information

*Name	ENGINEERING TEST CONTRACTOR	Phone	(218) 730-5100
*Address	411 W 1ST ST	Email Address	jhorn@duluhmn.gov
*City	duluth	License or ID	R1785
*State	mn	*Zip	55802 -

Owner Information

*Name	CITY OF DULUTH	*Phone	() -
Address		Email Address	
City			
State		Zip	

The applicant, contractor and property owner information will automatically be filled out. If your contractor information is incorrect or you need to update it, please call Jeanne in the engineering division. Keep in mind that only one address and phone number can be entered as your company default.

The screenshot shows a web browser window with the URL <http://etrakit.duluthmn.gov/eTRAKT3/PermitApplicati>. The page contains a form with the following sections:

- Address:** Fields for Address, City, State, Email Address, and Zip.
- Taxpayer Information:** Fields for Name, Address, City, State, Phone, Email Address, and Zip. A **DELETE** button is located at the bottom right of this section.
- Architect Information:** Fields for Name, Address, City, State, Phone, Email Address, and Zip. A **DELETE** button is located at the bottom right of this section.

At the bottom of the form, there are three buttons: **CANCEL**, **PREVIOUS STEP**, and **NEXT STEP**. The form is flanked by two large yellow vertical bars, and the text below the image indicates these areas are not needed and can be deleted.

The blank areas under “Taxpayer” and “Architect” are not needed for this type of permit and can be deleted.

The screenshot shows a web browser window with the URL <http://etrakit.duluthmn.gov/eTRAKIT3/PermitApplicati...>. The page title is "Permit Application". A progress bar at the top indicates the current step is "STEP 3 REVIEW AND SUBMIT".

The main heading is "Application for a WENG OBSTRUCTION Permit". Below this, there is a prompt: "Review the information below prior to submitting the application".

The page is organized into several sections:

- Permit Information:**

Type	WENG OBSTRUCTION
Subtype	WITH METERS
Description	ENGINEERING TEST ON...
Job Value	7,500
- Location:**

411 W 1ST ST
DULUTH, MN 55802
- Contacts:**

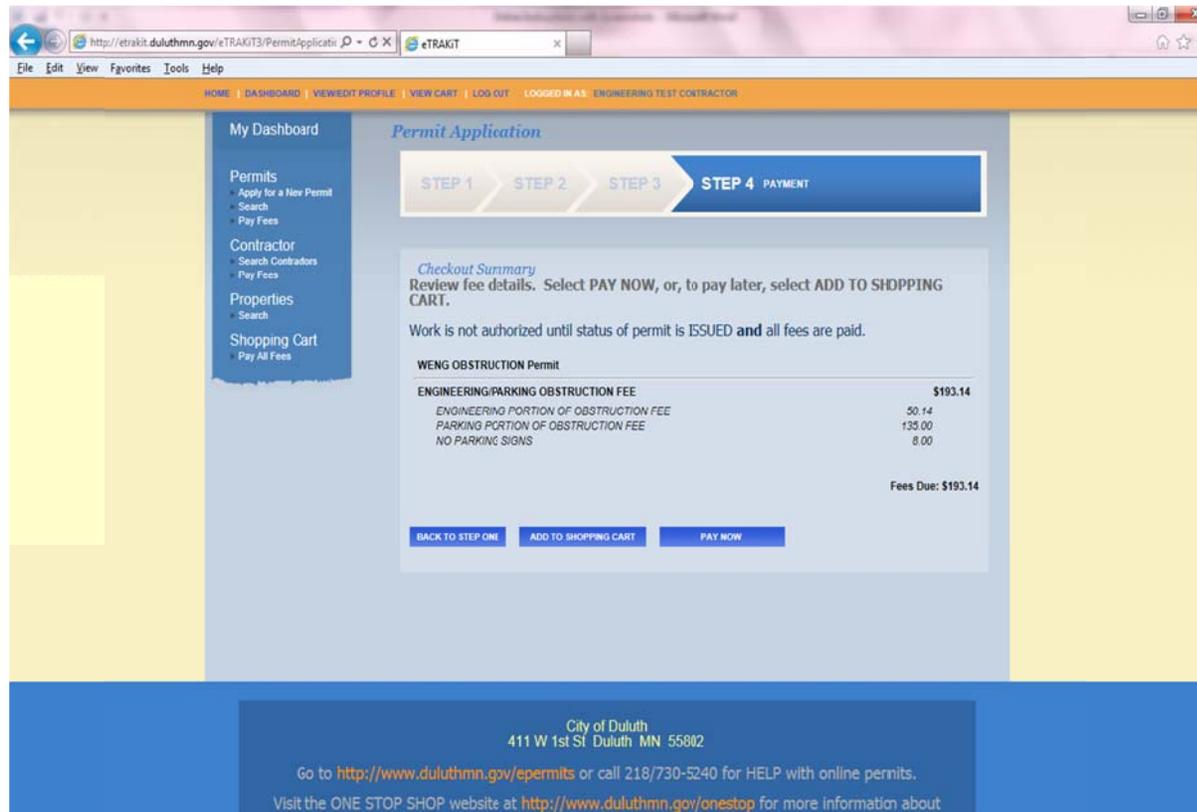
Applicant Information	
ENGINEERING TEST CONTRACTOR	(218) 730-5200
411 W 1ST ST	jhorn@duluthmn.gov
duluth, mn 55802	

Contractor Information	
ENGINEERING TEST CONTRACTOR	(218) 730-5200
411 W 1ST ST	jhorn@duluthmn.gov
duluth, mn 55802	
- Fee Information:**

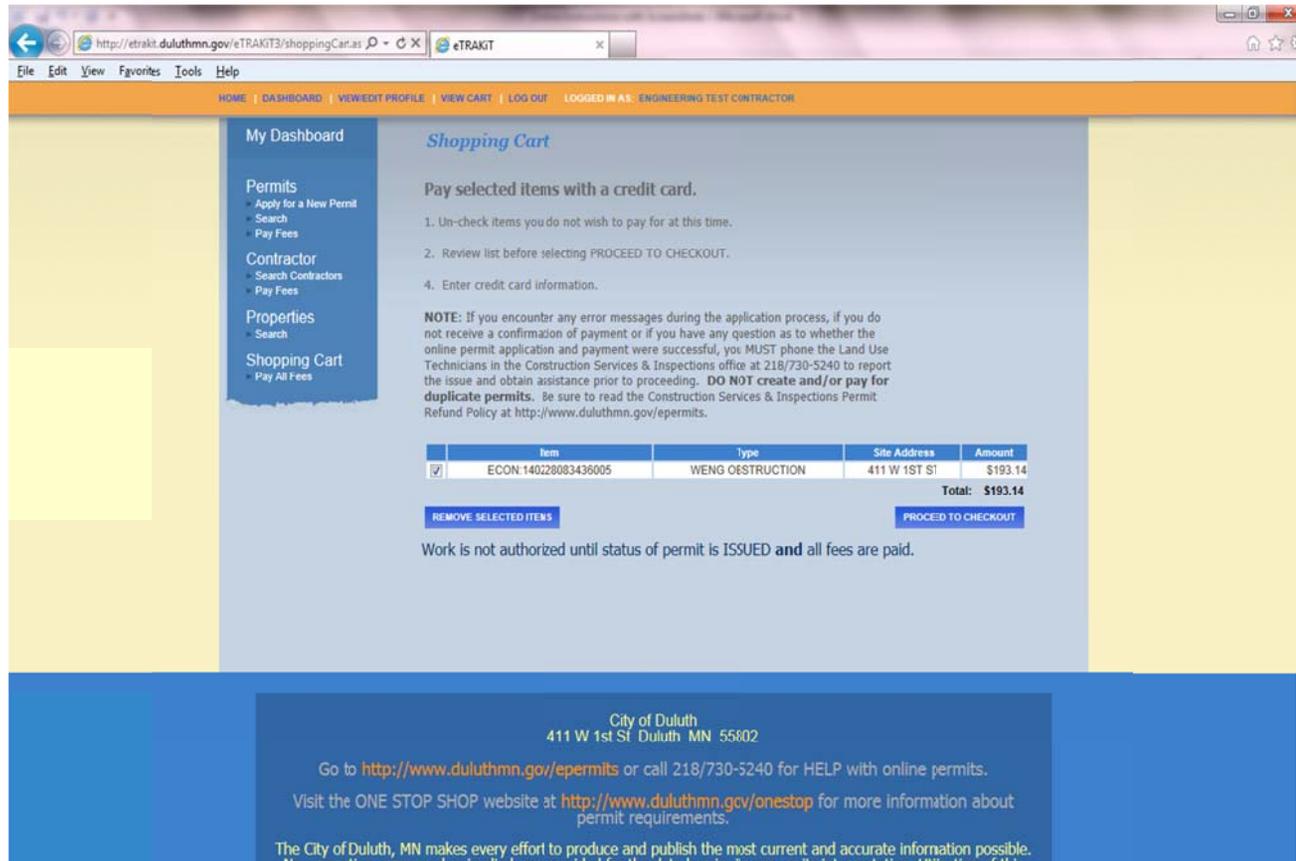
Type	Amount
ENGINEERING/PARKING CBSTRUCTION ...	\$185.14
ENGINEERING PORTION OF OB ...	50.14
PARKING PORTION OF CBSTRU...	135.00
Total Fees	\$185.14

There are "EDIT" buttons for each of these sections. An "Attachments" section at the bottom has a link: "To upload additional attachments click Here".

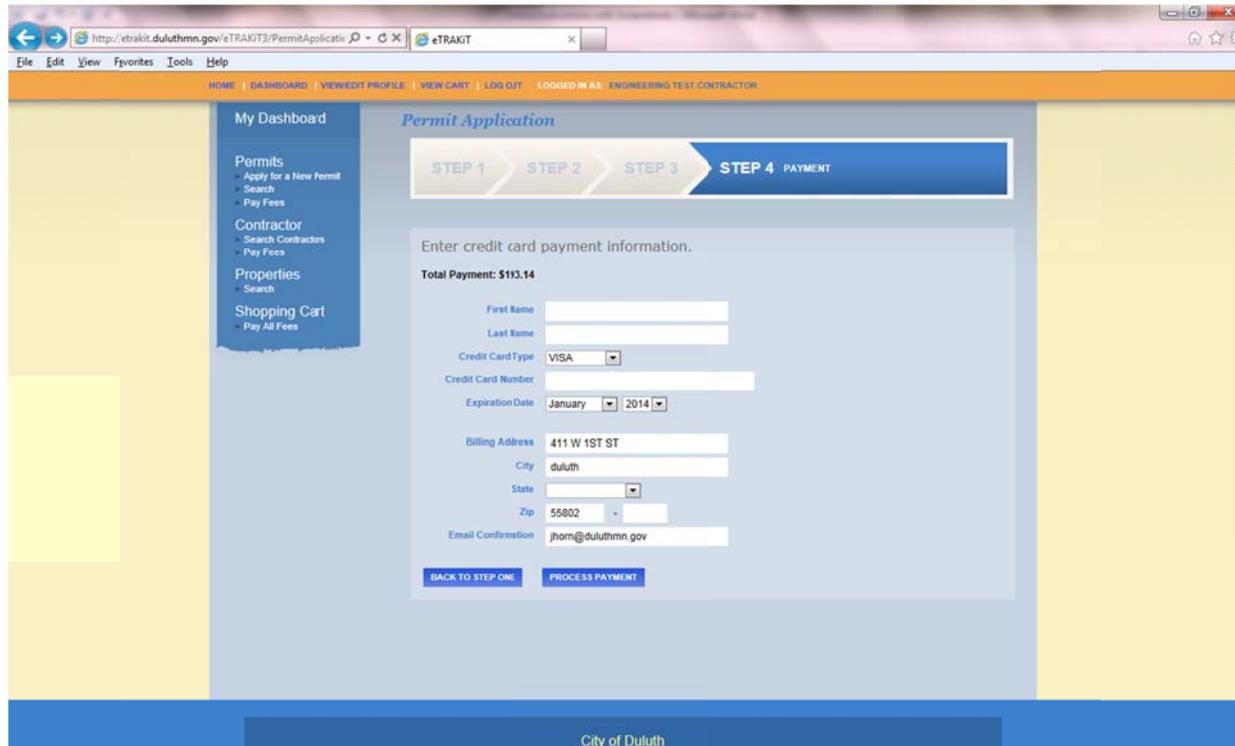
Review the information you submitted, and then click “Next Step.”



In this example the system has calculated a permit fee of \$193.14: \$50.14 for the obstruction portion (\$.0043 per square foot per day), \$135.00 for the parking meter portion, and \$8.00 for 4 “No Parking” signs. The signs need to be picked up in Engineering and wired to the parking meter heads 24 hours prior to the street obstruction. You can add the permit to your shopping cart if you want to pay later or select “Pay Now” to immediately pay and submit your permit application.



If you opted to pay later, your shopping cart will list all permits you have applied for. To check out, click the box next to the permit(s) you wish to pay for and proceed to checkout.



To pay immediately, click “Pay Now” and enter your credit card information on the next screen. The city accepts Visa, MasterCard and Discover. Engineering staff will review your application within 24 hours (or by the next business day), contact you if there are any questions or concerns, and will send you a PDF of your permit via email once it is approved.