Instructions for Duluth eTRAKiT3 Backflow Prevent Report Submission

➢ 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 submission process, if you do not receive a confirmation of payment or if you have any question as to whether the submission process 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 report submissions. Be sure to read the Permit Refund Policy.

Step 1: Enter Test Report Information

➢ Select the permit type, WBS Backflow Preventer Test Report and subtype needed.
➢ Click in the box labeled "Short Description" and type Backflow Test Report.
➢ Click in the box labeled "Job Value" and type the number 1.
➢ Enter the necessary information below ASSEMBLY TYPE and either the TEST RESULTS or DETECTOR FIRE PR section.
➢ Enter the TESTER CREDENTIALS.
➢ Enter the FACILITY CONTACT information.
➢ In the Location section, type the name of the street where the device is located.
➢ 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

- ➤ City staff will review your report submission. Once approved, staff will change the status to Report Current.
- ➤ Your report submission will be processed as soon as possible. Please allow 2 business days for processing. You will receive an email when the report is accepted.