Payments in eTRAKiT

Once a permit/project has been approved, payments should be made electronically through Littleton eTRAKiT Portal using Visa, Master Card, Discover or American Express (eCheck is coming soon). An email notification will be sent to the applicant when the permit is ready for payment.

Step 1: Log into Littleton eTRAKiT Portal
Once logged in, you will select your fee that you want to pay. Click on the fee to add to the cart.

Step 2: Add permit/project fees to Shopping Cart
Review the total amount in your shopping cart. To add more permits, click BACK TO DASHBOARD and repeat step 1. Once all items have been added to the shopping cart, click on PROCEED TO CHECKOUT.

Note: Unpaid items will remain in the shopping cart until they are removed or paid.
Step 3: Review Payments
After reviewing the checkout summary, click **PROCEED TO PAYMENT**
Step 4: Complete Payment
You will be redirected to a secured payment screen to complete your credit card payment using a Visa, Master Card, Discover or American Express. After the payment has been processed, you will be redirected back to eTRAKiT at [Littleton eTRAKiT Portal](#) to review your permits. A copy of the payment will be sent to the Bill email entered during payment processing.
Step 5: Printing Permit
After the payment is complete you will be redirected back to Littleton eTRAKiT Portal and will have the opportunity to print a copy of the permit. Click on the printer icon to the right of the header, a new window will open with the permit. For certain permits (ROW, Sewer, Grading, Floodplain Permits), additional instructions will be provided to obtain the printed permit from the Attachments.
**PERMIT NO:** ROOF20-0009  **ON-LINE PERMIT**

**CITY OF LITTLETON**
2255 W Berry Ave, Littleton, CO 80120

<table>
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<tr>
<th>INSPECTION REQUEST LINE</th>
<th>(480) 555-1216 OR SCHEDULE EXISTING INSPECTION ON LINE</th>
<th><a href="http://www.crw.com">www.crw.com</a></th>
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**SITE**
2255 W BERRY AVE
LITTLETON, CO 80120

**APPLICANT**
Hope Jones
2255 W Berry Ave
Littleton CO 80231

**OWNER**
Hope Jones
2255 W Berry Ave
Littleton CO 80231

**CONTRACTOR**

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**VOID**

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**LICENSED CONTRACTORS DECLARATION**

I, as owner or my agent with my share of the work, do not own the property, and the work is not intended to be performed for sale. (Sec. 7031.5, Business and Professions Code. The Contractors License Law does not apply to owners or property owners who own or lease the property, and on whom the work is intended to be performed for sale. (Sec. 7031.5, Business and Professions Code.) The Contractors License Law does not apply to owners or property owners who own or lease the property, and on whom the work is intended to be performed for sale. (Sec. 7031.5, Business and Professions Code.) The Contractors License Law does not apply to owners or property owners who own or lease the property, and on whom the work is intended to be performed for sale. (Sec. 7031.5, Business and Professions Code.) The Contractors License Law does not apply to owners or property owners who own or lease the property, and on whom the work is intended to be performed for sale. (Sec. 7031.5, Business and Professions Code.)

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**INSPECTION SUMMARY**

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**WORKERS COMPENSATION DECLARATION**

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the permit as issued.

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Last modified 6/17/2020