

Starting a Permit Application Online

ONLINE APPLICATION PROCESS

All applications online must have a user account. If you are a licensed contractor with the City of Littleton, you must access the [Littleton eTRAKiT Portal](#) using your contracting company's name. For more information about becoming a Licensed Contractor, see the [Contractor's](#) page under the [Building & Inspections](#) page on the City of Littleton's website.

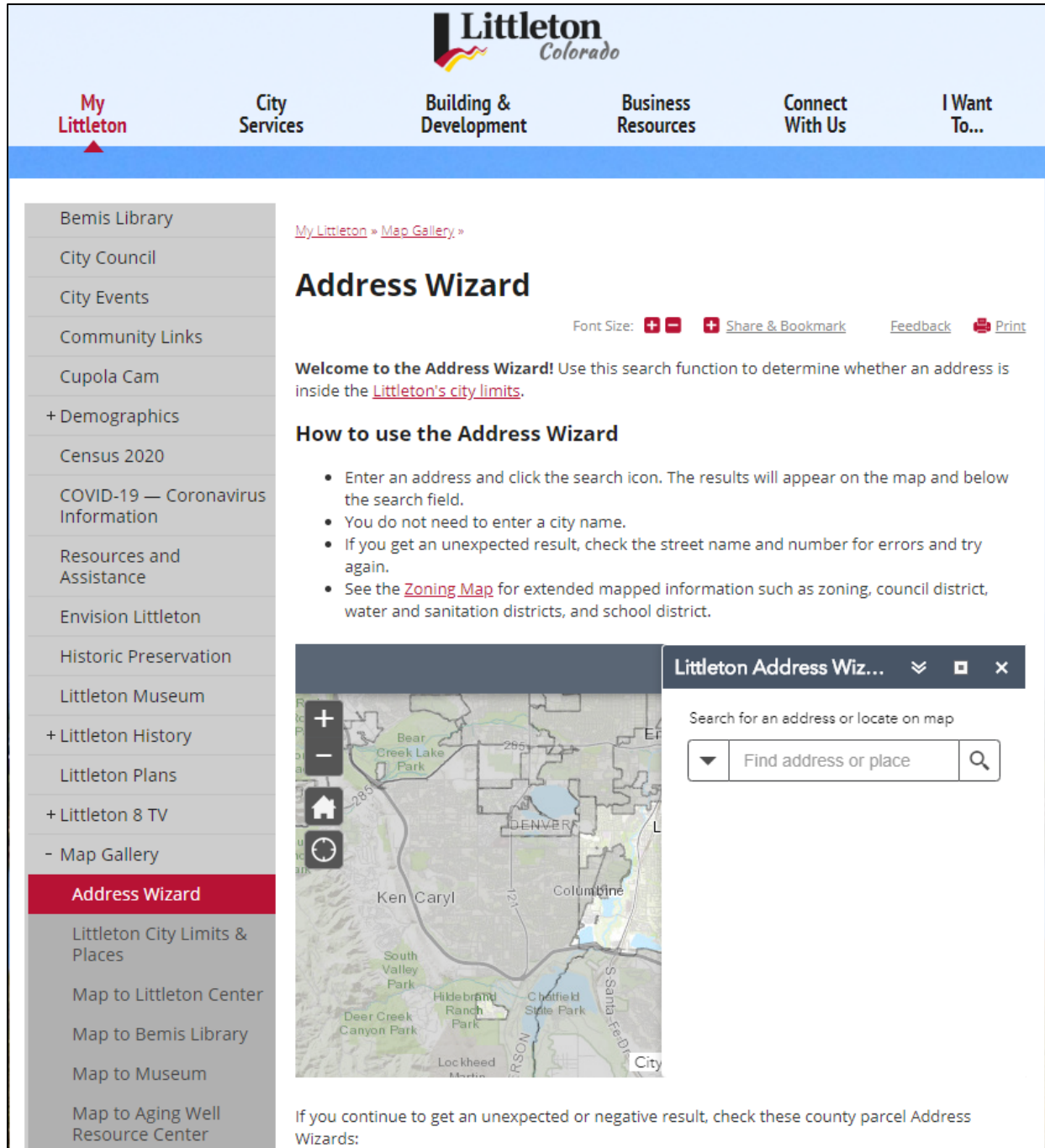
Note: If you are a homeowner completing work on a home that you own and occupy you can apply for the permit, if you are applying for a permit on a rental property, a license is required.

Steps:

- Step 1: Are you in the City of Littleton?
- Step 2: Starting an Application
- Step 3: Log in
- Step 4: Accept City Disclaimer
- Step 5: Select Permit Type
- Step 6: Selecting the Address
- Step 7: Attaching Documentation
- Step 8: Permit Contacts
- Step 9: Submitting Application

Step 1: Are you in the City of Littleton?

Using an Internet Explorer browser, use the [Address Wizard](#) to see if you are in Littleton's city limits. Many properties in the region use a Littleton mailing address, however may be located within unincorporated Arapahoe, Jefferson, or Douglas Counties.



Littleton Colorado

My Littleton City Services Building & Development Business Resources Connect With Us I Want To...

Bemis Library City Council City Events Community Links Cupola Cam + Demographics Census 2020 COVID-19 — Coronavirus Information Resources and Assistance Envision Littleton Historic Preservation Littleton Museum + Littleton History Littleton Plans + Littleton 8 TV - Map Gallery **Address Wizard** Littleton City Limits & Places Map to Littleton Center Map to Bemis Library Map to Museum Map to Aging Well Resource Center

[My Littleton > Map Gallery >](#)

Address Wizard

Font Size: + - + [Share & Bookmark](#) [Feedback](#) [Print](#)

Welcome to the Address Wizard! Use this search function to determine whether an address is inside the [Littleton's city limits](#).

How to use the Address Wizard

- Enter an address and click the search icon. The results will appear on the map and below the search field.
- You do not need to enter a city name.
- If you get an unexpected result, check the street name and number for errors and try again.
- See the [Zoning Map](#) for extended mapped information such as zoning, council district, water and sanitation districts, and school district.

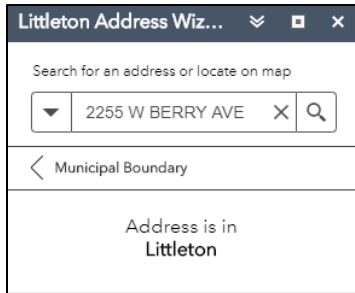
Littleton Address Wiz... Search for an address or locate on map Find address or place

Ken Caryl Columbine South Valley Park Hidebrand Ranch Park Deer Creek Canyon Park Lockheed Martin

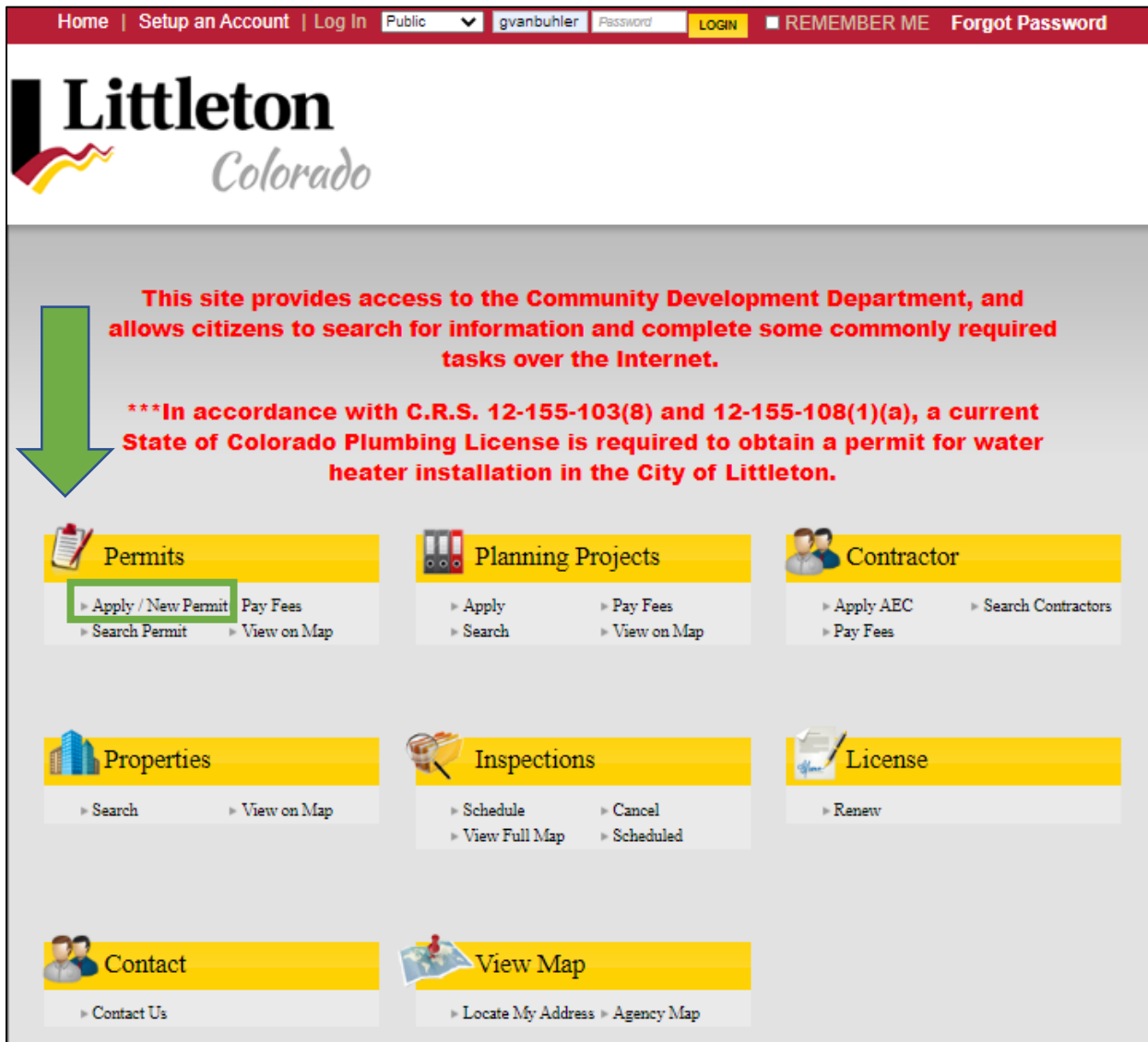
If you continue to get an unexpected or negative result, check these county parcel Address Wizards:

Step 2: Starting an Application

After confirming Address is in Littleton, navigate to the [Littleton eTRAKIT Portal](#). If the address is not in Littleton, please contact the municipal agency for the property.



Click on **Apply/New Permit** to start your application



Home | Setup an Account | Log In | Public [Dropdown] | gvanbuhler [Dropdown] | Password [Dropdown] | LOGIN | REMEMBER ME | Forgot Password

Littleton Colorado

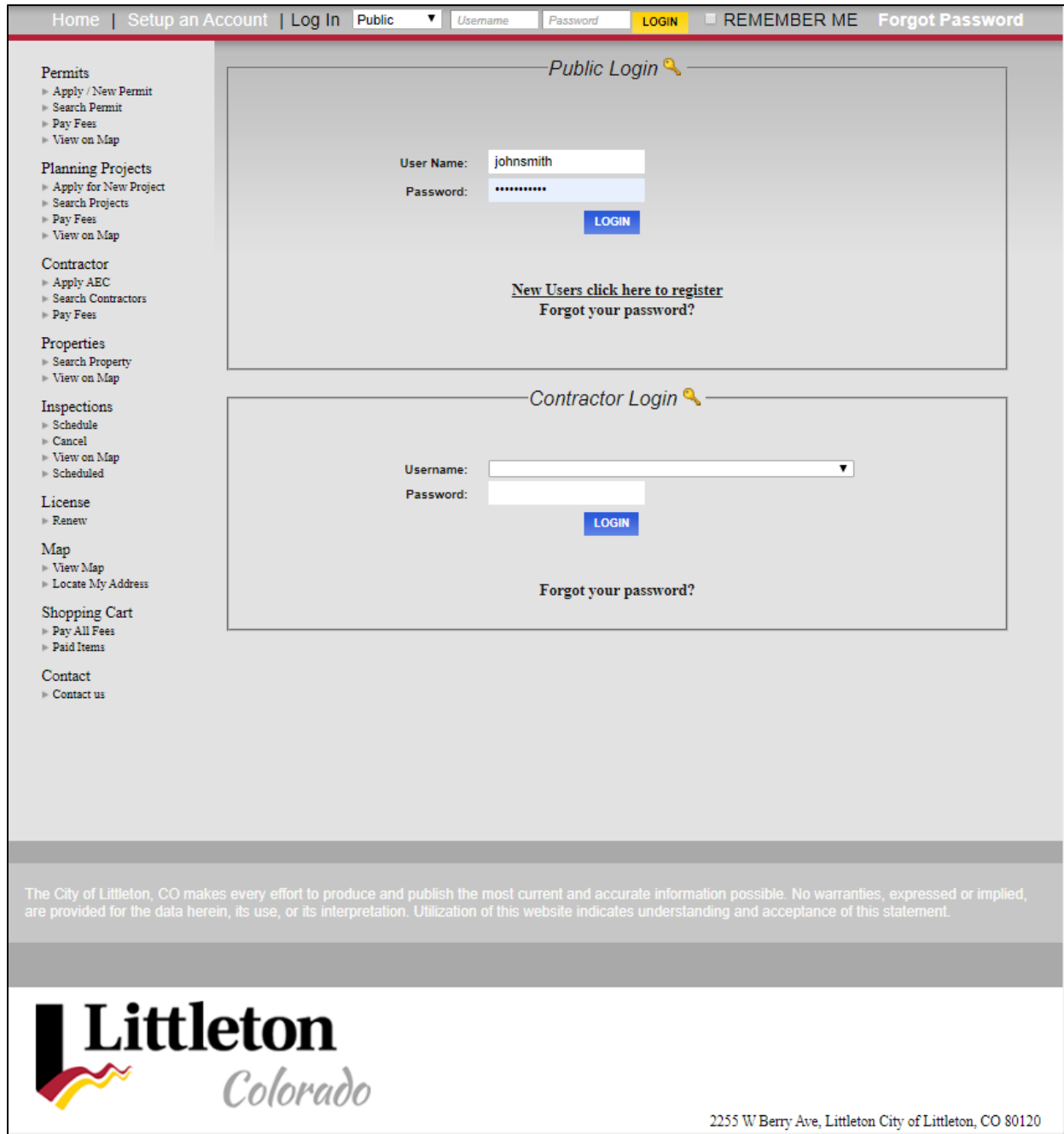
This site provides access to the Community Development Department, and allows citizens to search for information and complete some commonly required tasks over the Internet.

*****In accordance with C.R.S. 12-155-103(8) and 12-155-108(1)(a), a current State of Colorado Plumbing License is required to obtain a permit for water heater installation in the City of Littleton.**

| | | |
|--|--|--|
| <p>Permits</p> <ul style="list-style-type: none"> Apply / New Permit Search Permit Pay Fees View on Map | <p>Planning Projects</p> <ul style="list-style-type: none"> Apply Search Pay Fees View on Map | <p>Contractor</p> <ul style="list-style-type: none"> Apply AEC Pay Fees Search Contractors |
| <p>Properties</p> <ul style="list-style-type: none"> Search View on Map | <p>Inspections</p> <ul style="list-style-type: none"> Schedule View Full Map Cancel Scheduled | <p>License</p> <ul style="list-style-type: none"> Renew |
| <p>Contact</p> <ul style="list-style-type: none"> Contact Us | <p>View Map</p> <ul style="list-style-type: none"> Locate My Address Agency Map | |

Step 3: Log in

Log in with a Public Login or as a contractor. Existing contractors that are licensed with the City of Littleton will use the company name as user name to obtain permits. If you had a contractor account prior to the upgraded [Littleton eTRAKiT Portal](#), you will need to set up a password the first time you log in using *Littleton eTRAKiT Recovering Password* found on [eTRAKiT Help](#). The login information will be sent to the email that was provided during set up. For more information to set up a public account, see *Littleton eTRAKiT Create Public Account* found on [eTRAKiT Help](#).



The screenshot shows the login interface of the Littleton eTRAKiT Portal. At the top, there is a navigation bar with links for Home, Setup an Account, Log In, and a dropdown menu currently set to 'Public'. There are also input fields for Username and Password, a yellow LOGIN button, a REMEMBER ME checkbox, and a link for Forgot Password.

The main content area is divided into two sections:

- Public Login:** This section has a title 'Public Login' with a key icon. It contains a form with 'User Name:' (input: johnsmith) and 'Password:' (input: masked with dots) fields, followed by a blue LOGIN button. Below the form are links for 'New Users click here to register' and 'Forgot your password?'.
- Contractor Login:** This section has a title 'Contractor Login' with a key icon. It contains a form with 'Username:' (input: dropdown menu) and 'Password:' (input: masked with dots) fields, followed by a blue LOGIN button. Below the form is a link for 'Forgot your password?'.

A sidebar on the left lists various services with expandable arrows:

- Permits
 - Apply / New Permit
 - Search Permit
 - Pay Fees
 - View on Map
- Planning Projects
 - Apply for New Project
 - Search Projects
 - Pay Fees
 - View on Map
- Contractor
 - Apply AEC
 - Search Contractors
 - Pay Fees
- Properties
 - Search Property
 - View on Map
- Inspections
 - Schedule
 - Cancel
 - View on Map
 - Scheduled
- License
 - Renew
- Map
 - View Map
 - Locate My Address
- Shopping Cart
 - Pay All Fees
 - Paid Items
- Contact
 - Contact us

At the bottom of the page, there is a disclaimer: 'The City of Littleton, CO makes every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation. Utilization of this website indicates understanding and acceptance of this statement.'

The footer features the Littleton Colorado logo on the left and the address '2255 W Berry Ave, Littleton City of Littleton, CO 80120' on the right.

Step 4: Read and Accept City Disclaimer

[HOME](#) | [DASHBOARD](#) | [VIEW/EDIT PROFILE](#) | [VIEW CART](#) | [LOG OUT](#)

My Dashboard

Permits

- ▶ Apply / New Permit
- ▶ Search Permit
- ▶ Pay Fees
- ▶ View on Map
- ▶ Issued Permits Report

Planning Projects

- ▶ Apply for New Project
- ▶ Search Projects
- ▶ Pay Fees
- ▶ View on Map

Contractor

- ▶ Search Contractors
- ▶ Pay Fees

Properties

- ▶ Search Property
- ▶ View on Map

Inspections

- ▶ Schedule
- ▶ Cancel
- ▶ View on Map
- ▶ Scheduled

License

Map

- ▶ View Map
- ▶ Locate My Address

Shopping Cart

- ▶ Pay All Fees
- ▶ Paid Items


Contact

- ▶ Contact us

Before proceeding, you acknowledge that you are the homeowner performing work on the property in which you currently reside or that you are a contractor currently licensed or registered within the City of Littleton performing work authorized by the property owner.

I Agree

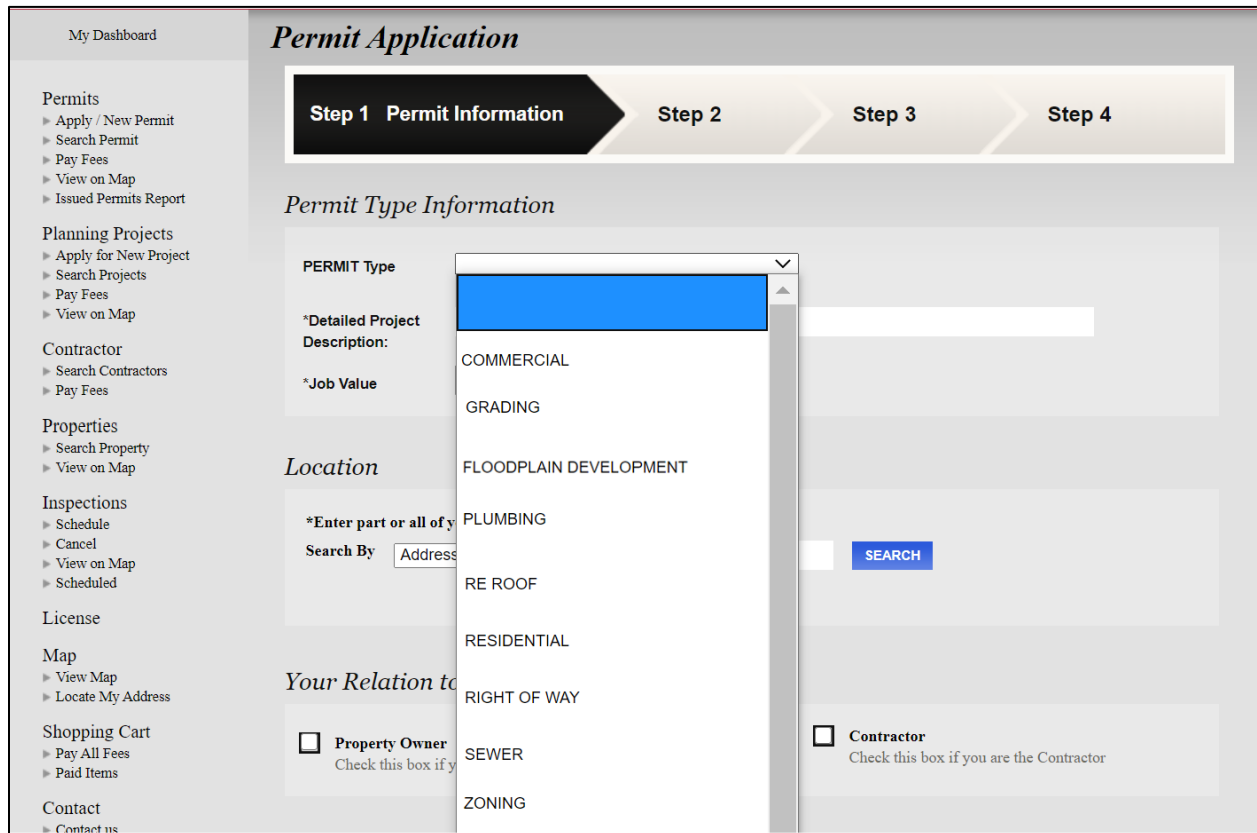
I Disagree


[CONTINUE](#)

Step 5: Select Permit Type

Select the permit type that you are wishing to create a permit for. If the permit is not available in this list, then the application is not available for online submittal. Once you select the permit type that you wish to create, more fields will be generated based on the permit type that was selected. All fields with asterisks (*) in front of the title must be completed to submit the application.

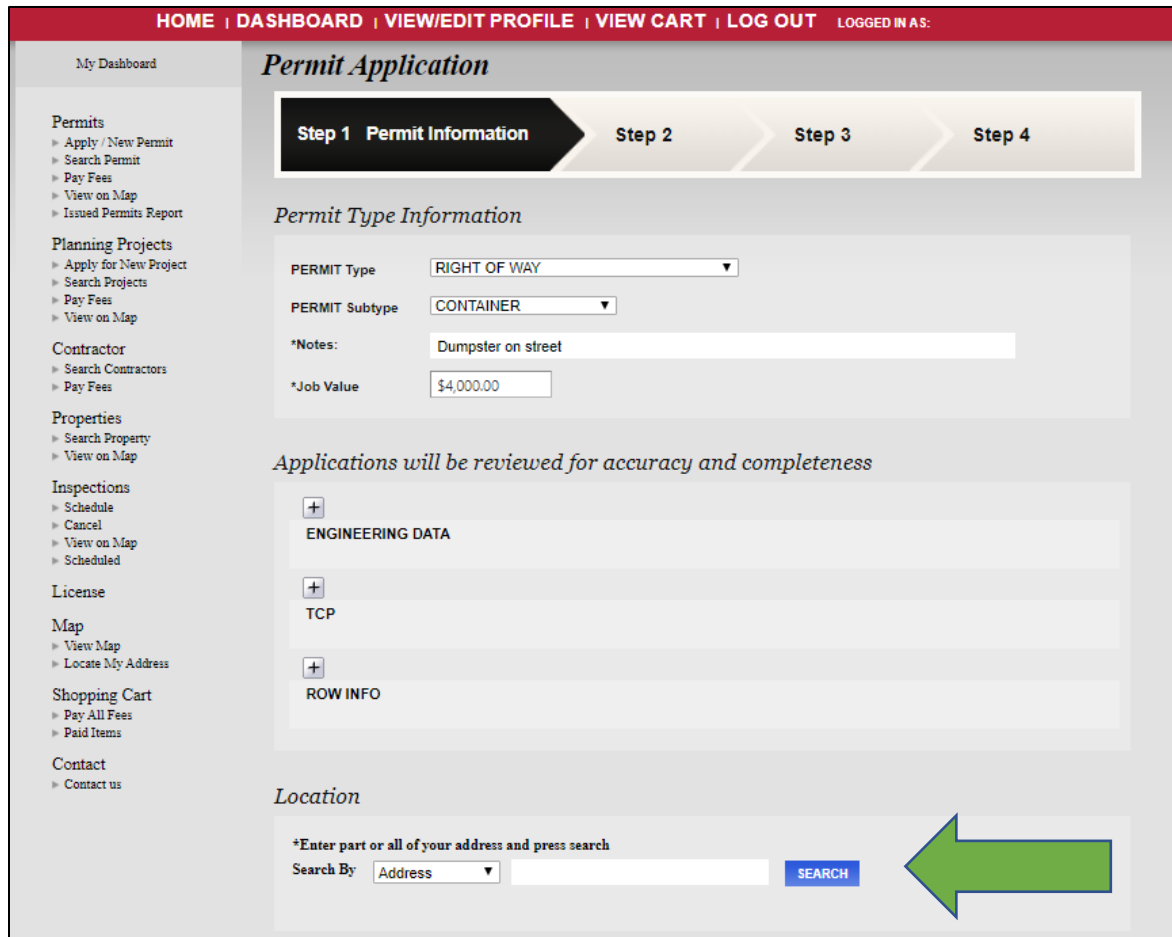
** Note that the **Detailed Project Description** is limited to 60 characters



The screenshot shows the 'Permit Application' web interface. On the left is a navigation menu with categories like 'Permits', 'Planning Projects', 'Contractor', 'Properties', 'Inspections', 'License', 'Map', 'Shopping Cart', and 'Contact'. The main content area is titled 'Permit Application' and features a progress bar with four steps: 'Step 1 Permit Information' (active), 'Step 2', 'Step 3', and 'Step 4'. Below the progress bar is the 'Permit Type Information' section. It includes a dropdown menu for 'PERMIT Type' with a blue highlight on the top option. Below the dropdown are fields for '*Detailed Project Description:' and '*Job Value'. There is also a 'Location' section with a search box and a 'SEARCH' button. At the bottom, there are two radio button options: 'Property Owner' (checked) and 'Contractor'. The dropdown menu lists the following permit types: COMMERCIAL, GRADING, FLOODPLAIN DEVELOPMENT, PLUMBING, RE ROOF, RESIDENTIAL, RIGHT OF WAY, SEWER, and ZONING.

Step 6: Selecting the Address

Permits must be linked to a valid Littleton address. If your address is not found, please make sure that you are using the correct address format. For directional streets, please use W instead of West and there is no abbreviation. You can also enter in the address numbers to find like results and select the address from a list. If your address shows up as a Parcel and again as a Building and you are unsure which to choose, select the Building.



HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT LOGGED IN AS:

My Dashboard

Permit Application

Step 1 Permit Information Step 2 Step 3 Step 4

Permit Type Information

PERMIT Type: RIGHT OF WAY

PERMIT Subtype: CONTAINER

*Notes: Dumpster on street

*Job Value: \$4,000.00

Applications will be reviewed for accuracy and completeness

+ ENGINEERING DATA

+ TCP

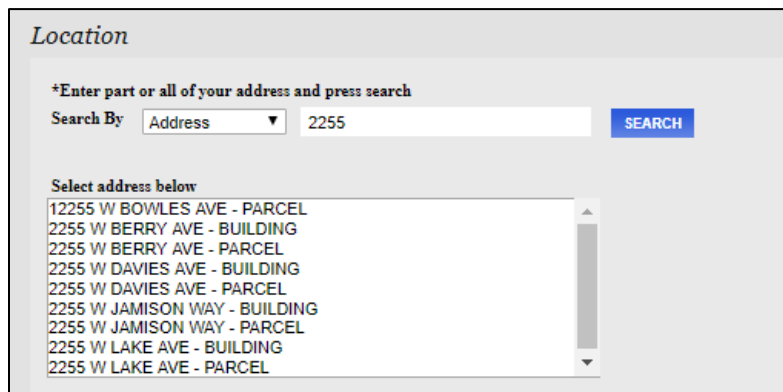
+ ROW INFO

Location

*Enter part or all of your address and press search

Search By: Address [input field] SEARCH

Note: If the address does not populate, verify that your address is correct and within the city limits of Littleton. All addresses can be verified using our online [Address Wizard](#).



Location

*Enter part or all of your address and press search

Search By: Address [input field] 2255 SEARCH

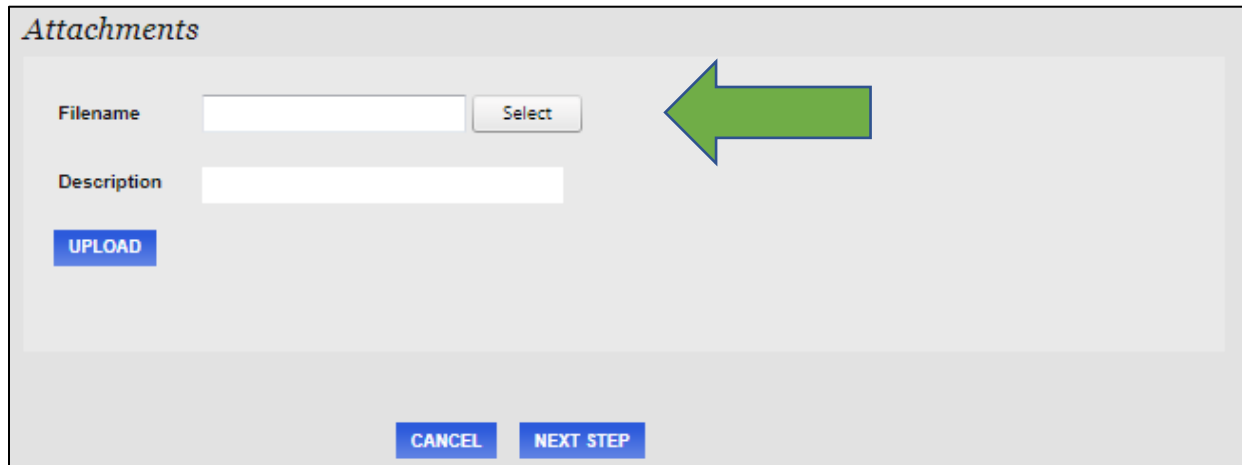
Select address below

- 12255 W BOWLES AVE - PARCEL
- 2255 W BERRY AVE - BUILDING
- 2255 W BERRY AVE - PARCEL
- 2255 W DAVIES AVE - BUILDING
- 2255 W DAVIES AVE - PARCEL
- 2255 W JAMISON WAY - BUILDING
- 2255 W JAMISON WAY - PARCEL
- 2255 W LAKE AVE - BUILDING
- 2255 W LAKE AVE - PARCEL

Step 7: Attaching Documentation

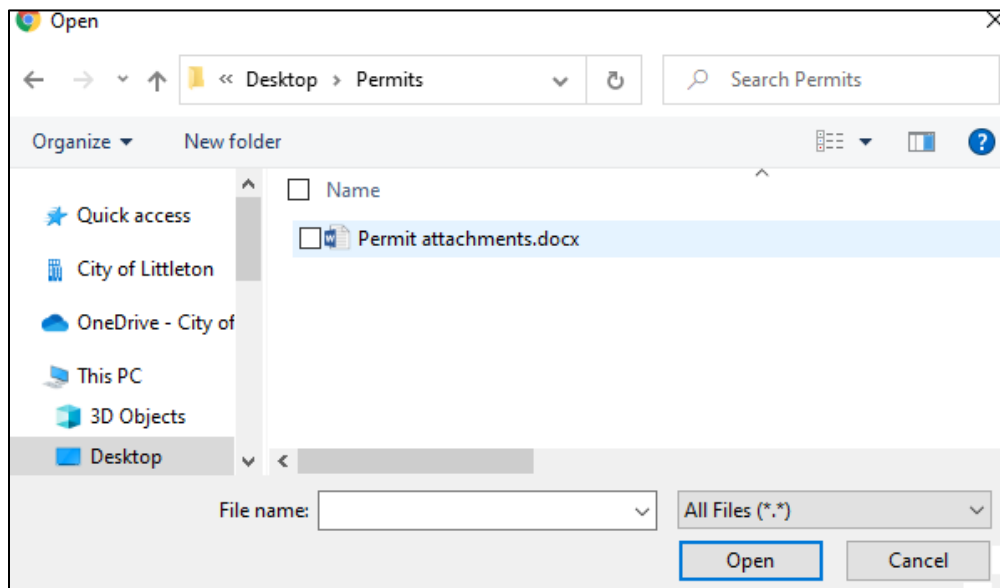
Different permit types request additional documentation to be submitted. If you need to submit additional documentation these are the file types that are accepted:

- Adobe: PDF
- Word: DOC, DOCX
- Excel: XLS, XLSX
- Image File: JPG, JPEG, PNG



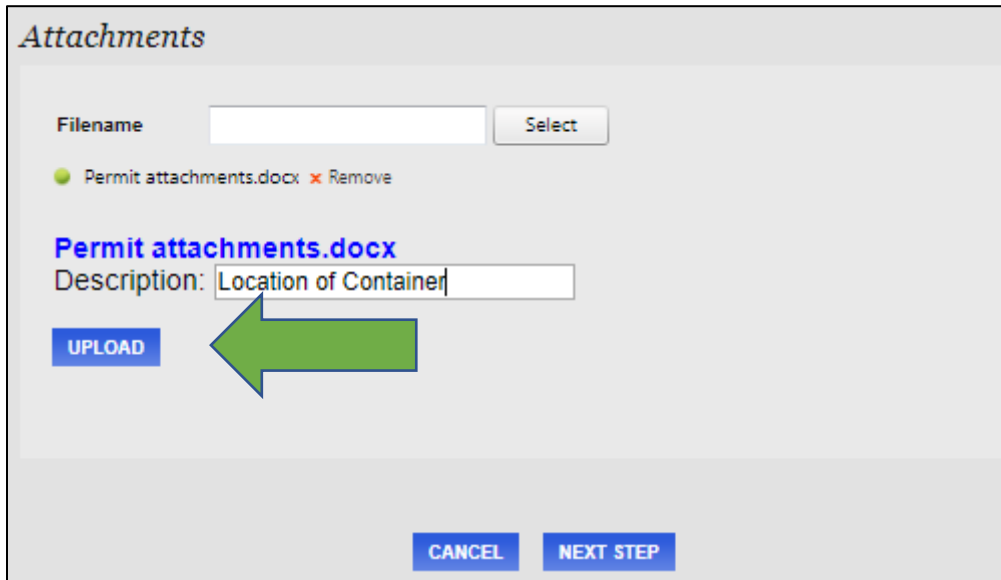
The screenshot shows a web form titled "Attachments". It contains a "Filename" field with a "Select" button to its right, a "Description" field, and a blue "UPLOAD" button. At the bottom of the form are "CANCEL" and "NEXT STEP" buttons. A large green arrow points from the right side of the form towards the "Select" button.

Select the attachments to add to your application



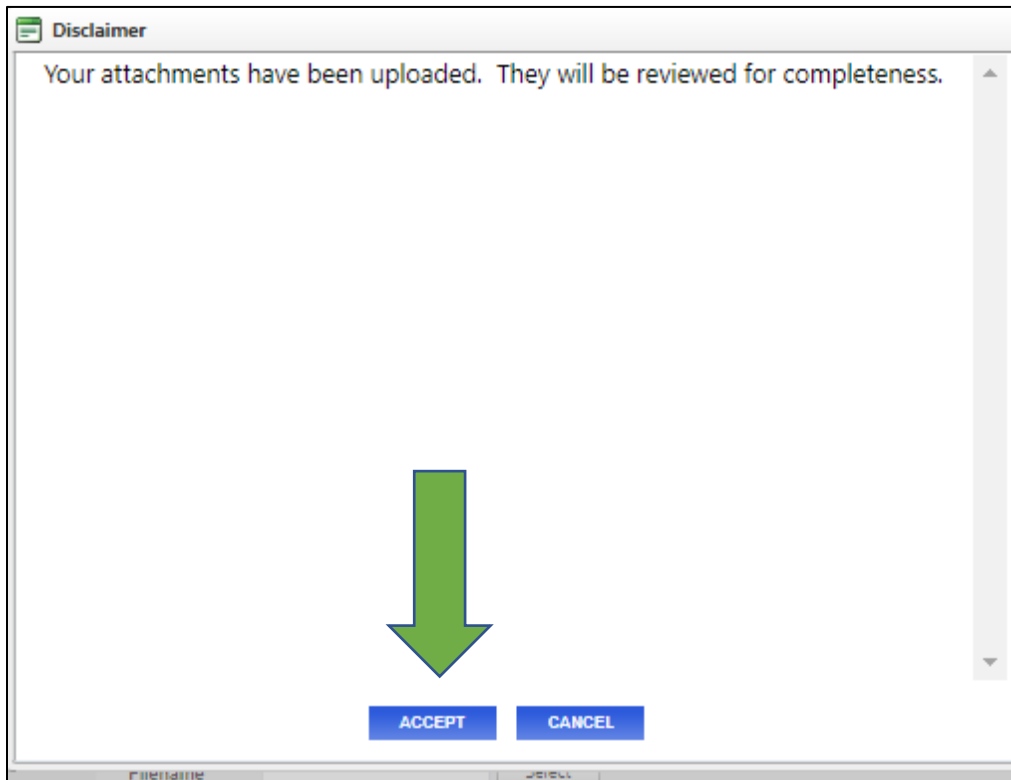
Once you select your document, click **Open**

Add a Description of the document to upload and click **UPLOAD**



The screenshot shows a web interface titled "Attachments". It features a "Filename" input field with a "Select" button to its right. Below this, there is a green dot icon followed by the text "Permit attachments.docx" and a red "x" icon with the word "Remove". Underneath, the text "Permit attachments.docx" is displayed in blue. A "Description:" label is followed by a text input field containing the text "Location of Container". A blue "UPLOAD" button is positioned to the left of a large green arrow pointing left towards the "Description:" field. At the bottom of the interface, there are two blue buttons: "CANCEL" and "NEXT STEP".

Accept Upload disclaimer



The screenshot shows a dialog box titled "Disclaimer". The main text inside the dialog reads: "Your attachments have been uploaded. They will be reviewed for completeness." At the bottom of the dialog, there are two blue buttons: "ACCEPT" and "CANCEL". A large green arrow points downwards from the text area towards the "ACCEPT" button. The dialog box has a standard window border with a title bar and a scroll bar on the right side.

Once Uploaded, you can select another file to upload, delete a file or a click **Next Step**

Attachments

| | | | |
|---------------|----------------------|--|------------------|
| Filename | <input type="text"/> | Select | |
| Description | <input type="text"/> | | |
| UPLOAD | | | |
| | | Attachments: Permit attachments.docx Location of Container | DELETE |
| | | CANCEL | NEXT STEP |

Step 8: Permit Contacts

After clicking on **NEXT STEP**, you will enter in the contacts for the permit. Most of this information will be already completed based on your information in the City of Littleton's eTRAKiT profile. Any fields that have an asterisks (*) is a required field and you will not be able to move forward until it is added. Click **NEXT STEP** to proceed in the process.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT
LOGGED IN AS:

My Dashboard

Permits

- ▶ Apply / New Permit
- ▶ Search Permit
- ▶ Pay Fees
- ▶ View on Map
- ▶ Issued Permits Report

Planning Projects

- ▶ Apply for New Project
- ▶ Search Projects
- ▶ Pay Fees
- ▶ View on Map

Contractor

- ▶ Search Contractors
- ▶ Pay Fees

Properties

- ▶ Search Property
- ▶ View on Map

Inspections

- ▶ Schedule
- ▶ Cancel
- ▶ View on Map
- ▶ Scheduled

License

Map

- ▶ View Map
- ▶ Locate My Address

Shopping Cart

- ▶ Pay All Fees
- ▶ Paid Items

Contact

- ▶ Contact us

Permit Application

Step 1
Step 2 Contact Information
Step 3
Step 4

Application for a RIGHT OF WAY Permit

Applicant Information

| | |
|--|---|
| *Name <input type="text" value="John Smith"/> | *Phone <input type="text" value="(720) 000-0000"/> |
| *Address <input type="text" value="2255 W. Berry Ave."/> | *Email Address <input type="text" value="johnsmith@company.com"/> |
| *City <input type="text" value="Littleton"/> | |
| *State <input type="text" value="CO"/> | *Zip <input type="text" value="8012"/> - <input type="text"/> |

Owner Information

| | |
|--|---|
| *Name <input type="text" value="John Smith"/> | *Phone <input type="text" value="(720) 000-0000"/> |
| *Address <input type="text" value="2255 W. Berry Ave."/> | *Email Address <input type="text" value="johnsmith@company.com"/> |
| *City <input type="text" value="Littleton"/> | |
| *State <input type="text" value="CO"/> | *Zip <input type="text" value="8012"/> - <input type="text"/> |

Contractor Information

| | |
|--|---|
| *Name <input type="text" value="John Smith"/> | *Phone <input type="text" value="(720) 000-0000"/> |
| *Address <input type="text" value="2255 W. Berry Ave."/> | *Email Address <input type="text" value="johnsmith@company.com"/> |
| *City <input type="text" value="Littleton"/> | *License or ID <input type="text" value="1111"/> |
| *State <input type="text" value="CO"/> | *Zip <input type="text" value="8012"/> - <input type="text"/> |

Other Information

| | |
|--|---|
| *Name <input type="text" value="John Smith"/> | *Phone <input type="text" value="(720) 000-0000"/> |
| *Address <input type="text" value="2255 W. Berry Ave."/> | *Email Address <input type="text" value="johnsmith@company.com"/> |
| *City <input type="text" value="Littleton"/> | |
| *State <input type="text" value="CO"/> | *Zip <input type="text" value="8012"/> - <input type="text"/> |

CANCEL
PREVIOUS STEP
NEXT STEP

Step 9: Submitting Application

After clicking **NEXT STEP**, you will be able to review and make edits to the application if needed. When done with those edits, click **NEXT STEP** again and your application will be submitted. Staff will review the applications and notify you when permit is approved or if more information is needed. During the review process, applicable fees will be added/confirmed, which are required to be paid prior to permit issuance.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT
LOGGED IN AS:

My Dashboard

Permits

- ▶ Apply / New Permit
- ▶ Search Permit
- ▶ Pay Fees
- ▶ View on Map
- ▶ Issued Permits Report

Planning Projects

- ▶ Apply for New Project
- ▶ Search Projects
- ▶ Pay Fees
- ▶ View on Map

Contractor

- ▶ Search Contractors
- ▶ Pay Fees

Properties

- ▶ Search Property
- ▶ View on Map

Inspections

- ▶ Schedule
- ▶ Cancel
- ▶ View on Map
- ▶ Scheduled

License

Map

- ▶ View Map
- ▶ Locate My Address

Shopping Cart

- ▶ Pay All Fees
- ▶ Paid Items

Contact

- ▶ Contact us

Permit Application

Step 1
Step 2
Step 3 Review and Submit
Step 4

Application for a RIGHT OF WAY Permit

Permit Information EDIT

| | |
|-------------|--------------|
| Type | RIGHT OF WAY |
| Subtype | CONTAINER |
| Description | |
| Job Value | \$4,000.00 |

Location EDIT

2255 W BERRY AVE
 LITTLETON, CO 80120 LITTLETON CENTER SUB

Contacts EDIT

Applicant Information

John Smith (720) 000-0000
 2255 W. Berry Ave. johnsmith@company.com
 Littleton, CO 80120

Owner Information

John Smith (720) 000-0000
 2255 W. Berry Ave. johnsmith@company.com
 Littleton, CO 80120

Contractor Information

John Smith (720) 000-0000
 2255 W. Berry Ave johnsmith@company.com
 Littleton, CO 80120

Other Information

John Smith (720) 000-0000
 2255 W. Berry Ave johnsmith@company.com
 Littleton, CO 80120

Fee Information

| | |
|-------------------|------------------------|
| Type | LANDSCAPE/TRAFFIC ONLY |
| Amount | \$105.00 |
| Total Fees | \$105.00 |

Attachments

Attachments:

Permit attachments.docx DELETE

Location of Container

To upload additional attachments click **Here**

Review the information prior to submitting.

CANCEL
PREVIOUS STEP
NEXT STEP