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.
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
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.
Step 4: Read and Accept City Disclaimer

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
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.

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.
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

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**

Accept Upload disclaimer

Your attachments have been uploaded. They will be reviewed for completeness.
Once Uploaded, you can select another file to upload, delete a file or a click **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.
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.