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 or eCheck. 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 or E-check. 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.

Credit Card Payment:

![Credit Card Payment Form]

E-Check Payment
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.
Payment Summary

The Transaction is Approved

Authorization Code: 060792|3359979740
Receipt No: WE8008005
Payment Method: Credit

Paid Date: 6/12/2020

<table>
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<th>COUNT</th>
<th>SOCKET W005</th>
<th>125 W BERRY AVE LITTLETON, CO 80105</th>
<th>TOTAL AMOUNT PAID</th>
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<tbody>
<tr>
<td></td>
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<td>DUPPLICATE PERMIT CARD</td>
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<tr>
<td></td>
<td></td>
<td>SUB TOTAL</td>
<td>$25.00</td>
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</tbody>
</table>

TOTAL AMOUNT PAID: $25.00

Hope Jones
Address: 2255 W Berry Ave
City, State, Zip: Littleton, CO 80231
Email: hjones@littletongov.org
**PERMIT NO:** ROOF20-0009  **ON-LINE PERMIT**

**CITY OF LITTLETON**  
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**

**SITE**  
2255 W BERRY AVE  
LITTLETON, CO 80120

**DUPicates PERMIT CARD**

<table>
<thead>
<tr>
<th>PERMIT INFORMATION</th>
<th>FEE SUMMARY</th>
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<tbody>
<tr>
<td>SITE</td>
<td>DUPlicate</td>
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<tr>
<td></td>
<td>PERMIT CARD</td>
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<td></td>
<td>$25.00</td>
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**APPLIED DATE**  
6/10/2020

<table>
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<tr>
<th>INSPECTION REQUEST LINE</th>
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</thead>
<tbody>
<tr>
<td>(480) 555-1216 OR</td>
</tr>
<tr>
<td>SCHEDULE EXISTING INSPECTION ON LINE</td>
</tr>
<tr>
<td><a href="http://www.crw.com">www.crw.com</a></td>
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**VOID**

**DESCRIPTION**  
23 sqs

**APPROVED DATE**

**PERMIT NUMBER**

**PERMIT TYPE**

**RE ROOF**

**APN**  
2017-16-217-001

**APPLIED DATE**  
6/10/2020

**VOID**

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**LICENSED CONTRACTORS DECLARATION**

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 6 (concerning with Section 7000) of Division 5 of the Business and Professions Code, and my license is in full force and effect.

**OWNER-BUILDER DECLARATION**

I hereby affirm under penalty of perjury that I am exempt from the contractors license law for the following reason (Sec. 7031.5 Business and Professions Code) Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, so required the applicant for such permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors License Law (Chapter 6, concerning with Section 7000) of Division 5 of the Business and Professions Code or that he or she is exempt from the license for the alleged exemption. Any violation of Section 7031.5 by an applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars ($500).

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**INSPECTION SUMMARY**

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**LAST MODIFIED 10/30/2020**