

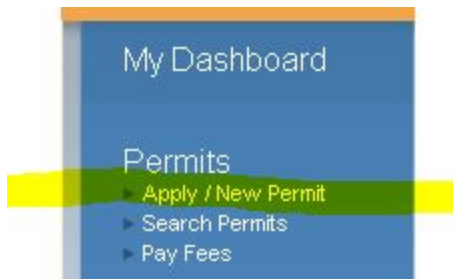
Procedure to “Apply for a Permit” on the Mesa County Online Permit Website


This procedure serves as a guide to apply for a permit on the Mesa County Online Permit Website. You must first “Setup an Account” in order to apply for a permit via this website. Refer to the “Setup an Account” procedure for more details.

1. Open a web browser and browse to the Mesa County Online Permit Website homepage located at <https://etrakit.mesacounty.us/etrakit3/>.
2. At the top of the homepage, provide your user account name and password, then click on “Login”.



3. From the “My Dashboard” navigational panel on the left side of the webpage, select “Apply / New Permit”



4. Each step provides an onscreen form for the applicant to fill in. Follow the onscreen instructions to complete each step. Required fields are denoted by “*”. Required Additional Fields have a helper tip that provides more detail about the information to be filled in. Mouseover or click on the question mark symbol () next to each field to see additional instructions and details.

5. Step 1 - Permit Information - fill in the form from top to bottom then click on "Next Step".
Information to be filled in include:
 - a. Permit Type Info
 - b. Required Additional Information
 - c. Location
 - d. Your Relationship to this Permit - Skip this part as it is not applicable
 - e. Attachments - add your traffic control plan and misc drawings related to your permit work. **(be sure to select "upload" before moving to the next step)**

6. Step 2 - Contact Information - review the information in the form from top to bottom to insure it is complete so required fields are complete, then click on "Next Step".
 1. Applicant Information - required
 2. Owner Information - required
 3. Contractor Information - optional

7. Step 3 - Review and Submit - review the information in the form from top to bottom to insure it is complete and is correct. Make any needed changes to each section by clicking on "Edit". Once your review is complete, click on "Submit".
 1. Permit Information
 2. Location
 3. Contacts
 4. Fee Information - Skip this section as it is not applicable
 5. Attachments should include traffic control plan and misc drawings.
(if adding attachments during this step, be sure to select "upload" before clicking on "Submit")

8. Step 4 - Checkout/Confirmation - Review the information and notes about the "Right of Way Permits". Then click on "View Permit" to see your permit details online.

9. When finished, click on "Logout" at the top of the webpage.

If you have questions, need assistance or encounter any errors, please contact the Mesa County IT Help Desk.

Phone - 970-683-4200

Email: help.desk@mesacounty.us