

ONLINE PROJECT USER GUIDE

KOOTENAI COUNTY COMMUNITY DEVELOPMENT ONLINE PROJECT SUBMISSION

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SUBMITTING A PROJECT APPLICATION

Log into your user account at <https://permits.kcgov.us/etrakit3/>
Select “Apply for New Project” from the HOME page or DASHBOARD

My Dashboard

- Permits
 - Apply / New Permit
 - Search Permit
 - Pay Fees
- Projects
 - Apply for New Project
 - Search Projects
 - Pay Fees
- Properties
 - Search Property
- Inspections
 - Schedule
 - Scheduled
- Shopping Cart
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- Contact
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DISCLAIMER

Some project application types require a pre-application meeting. Please consult Community Development if a pre-application meeting is necessary at (208) 446-1080.

PLEASE NOTE: ENSURE YOUR PARCEL IS LOCATED IN UNINCORPORATED KOOTENAI COUNTY. PROJECT APPLICATIONS FOR PARCELS WITHIN CITY LIMITS SHOULD BE DIRECTED TO THE APPLICABLE CITY.

After your project application, including all associated documents, has been submitted, it will be reviewed for completeness. A project application packet will move forward to sufficiency review after it has been deemed COMPLETE. Incomplete submittals are unable to be processed until all required documentation is received. You will be notified if additional documentation is required prior to moving forward.

The project cannot be processed until a complete application has been submitted and all fees have been paid.

The act of submitting a project application shall not be construed to be an approval of any request made within the application, or authorization to violate any of the provisions of the Land Use and Development Code or of any other ordinance of Kootenai County.

Terms and Conditions: The fees associated with this project application must be paid at time of application submittal.

By clicking on the “I Agree” button below, I swear or affirm that the information contained in this application is true and correct and I am the person authorized to sign this application.

I Agree I Disagree

Please read and agree to the disclaimer.

STEP 1 PROJECT INFORMATION

Project Application

STEP 1 ENTER PROJECT INFORMATION | STEP 2 | STEP 3

Project Type Information

PROJECT Type

Short Description or Pre-Application Number

Location

Enter all or part of the address and press search

Search By

Your Relation to this Project

Property Owner
Check this box if you are the Property Owner

Attachments

Filename

Description

Enter the applicable Project Type.

Enter a Short Description or Pre-Application Number.

Enter all or part of the site location into the Location search box, then click "SEARCH".

Search by either the Address or APN (Parcel Number).

Select the correct parcel from the search results.

Select your relation to the Project. If you are not the Property Owner, you can skip this section.

All required attachments must be uploaded.

Click the Select button to browse your computer for the attachment.

Navigate to the correct file and upload it.

Enter the file description using the applicable Naming Standard.

Click on the upload button to save the attachment(s).

If you sign out during the application process, the responses will be saved. Return later to the Dashboard to continue the application.

- Do not use the Backspace button in your web browser, as entries will not be saved.

STEP 2 CONTACT INFORMATION

Project Application

STEP 1 **STEP 2 ENTER CONTACT INFORMATION** STEP 3 STEP 4

Application for a MINOR SUB Project

Applicant Information

*Name	John Doe	*Phone	(555) 446-1234
*Address	451 N Government Way, P.O. Box 900	*Email Address	jdoe@kcgov.us
*City	Coeur d'Alene		
*State	ID	*Zip	83816 -

Owner Information

*Name	John Doe	*Phone	(555) 446-1234
*Address	451 N Government Way, P.O. Box 900	*Email Address	jdoe@kcgov.us
*City	Coeur d'Alene		
*State	ID	*Zip	83816 -

Consultant Information

Name		Phone	() -
Address		Email	
City			
State		Zip	-

CLEAR

Engineer Information

Name		Phone	() -
Address		Email	
City			
State		Zip	-

CLEAR

Fill in the Applicant and Owner information so the proper individuals can be contacted regarding this project.

Enter all applicable Contact Information
* Asterisks denote a required field.

STEP 3 REVIEW AND SUBMIT

Project Application

STEP 1 STEP 2 **STEP 3 REVIEW AND SUBMIT** STEP 4

Application for a MINOR SUB Project
Review the information below prior to submitting the application

Project Information EDIT

Type	MINOR SUB
Subtype	
Description	PRE20-0000

Location EDIT

Fee Information

Total Fees	\$0.00
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Attachments

To upload additional attachments click [Here](#)

Contacts EDIT

Applicant Information

John Doe (555) 446-1234
451 N Government Way, P.O. Box 9000 jdoe@kcgov.us
Coeur d'Alene, ID 83816

Owner Information

John Doe (555) 446-1234
451 N Government Way, P.O. Box 9000 jdoe@kcgov.us
Coeur d'Alene, ID 83816

Consultant Information

Engineer Information

Surveyor Information

CANCEL PREVIOUS STEP SUBMIT

Review the information entered.

If a correction is required, use the EDIT button next to that area to make the corrections.

Select "Submit" after reviewing the information.

STEP 4 MONITOR PROJECT

Project Search

Search By: [Click here for search examples](#)

Project #MIN20-0003 ← This is your project number.

Attachment

Project Info | Site Info | Contacts (2) | Fees \$0.00 | Inspections | Conditions | Reviews

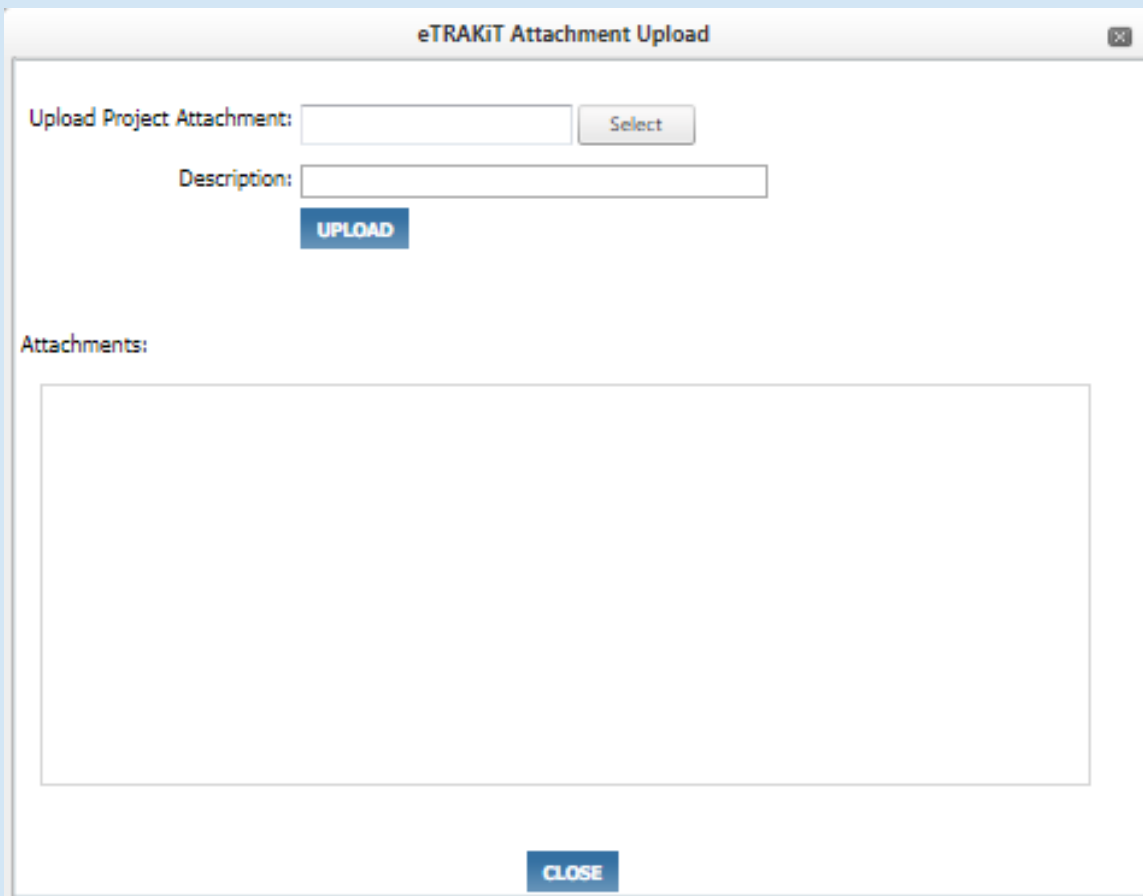
Description: PRE20-0000
Type: MINOR SUB
Subtype:
Planner:
Status: SUBMITTED ← Your project has been submitted. Check here to see the project's status throughout the process
Applied: 4/1/2020
Approved:
Closed:
Expired:
Status:
Due:
Notes:

Once the status is updated to IN REVIEW, the Applicant will be notified by email to pay the fees.

Once all fees are paid, Staff will proceed with processing the project.

SUBMITTING ADDITIONAL OR REVISED INFORMATION

1. Select Dashboard
2. Under “My Active Projects,” select the Project Number you want to submit materials for
3. Below the Project Number, click the Attachment button, which will bring up the window shown below
4. Please type a description for each file you upload
 - Example: MIN20-0003 Revised Preliminary Plat



The screenshot shows a web browser window titled "eTRAKIT Attachment Upload". The window contains the following elements:

- Upload Project Attachment:** A text input field followed by a "Select" button.
- Description:** A text input field.
- UPLOAD:** A blue button located below the description field.
- Attachments:** A large, empty rectangular box for listing uploaded files.
- CLOSE:** A blue button located at the bottom center of the window.

PAYING FEES

Navigate to My Active Projects in the Dashboard to begin the fee payment process.

My Open Project Applications 1 total record(s)

Applications In Progress	Project Type	Created Date	
Continue		4/1/2020	Delete

My Active Projects 2 total record(s)

PROJECT NO.	ADDRESS	TYPE	STATUS	FEES DUE		
MIN20-0002		MINOR SUB	SUBMITTED	\$0.00		
MIN20-0003		MINOR SUB	SUBMITTED	\$1,120.00		

Select the FEES DUE for the applicable permit.

Click here to uncheck or check all fees.

Shopping Cart

Verify the items in your shopping cart, then click on "PROCEED TO CHECKOUT" to pay online.

	Item	Type	Site Address	Amount
<input checked="" type="checkbox"/>	PROJECT (MIN20-0003)	MINOR SUB		\$1,120.00

Total: \$1,120.00

REMOVE SELECTED ITEMS BACK TO DASHBOARD VIEW PAID ITEMS **PROCEED TO CHECKOUT**

Click Proceed to Checkout when the desired fees are selected.

The fees can be reviewed before proceeding to official payment.

PAYING FEES

Checkout Summary

If everything looks correct, click "PROCEED TO PAYMENT". You will be re-directed to our Web-payment portal.

Please do not close or refresh your browser during the payment process.

PROJECT	(MIN20-0003)		
		PLANNING - MINOR SUB	\$525.00
		SKETCH PLAN REVIEW/SITE VISIT	\$95.00
		SURVEYOR - MINOR SUB	\$500.00

		Total Fees:	\$1,120.00
<input checked="" type="radio"/> Credit Card - 3%			
<input type="radio"/> Electronic Check - \$1.50			Access Idaho Fee: \$33.60
<input type="radio"/> eGov - Express Checkout for Repeat Customers Visit W3Schools			

Total: **Total Due: \$1,153.60**

[BACK TO SHOPPING CART](#)

[PROCEED TO PAYMENT](#)

Clicking Proceed to Payment will redirect the screen from the Online Permitting website to Official Payments.

Please follow the instructions to complete the payment.

Please print and save a copy of the receipt for your records.