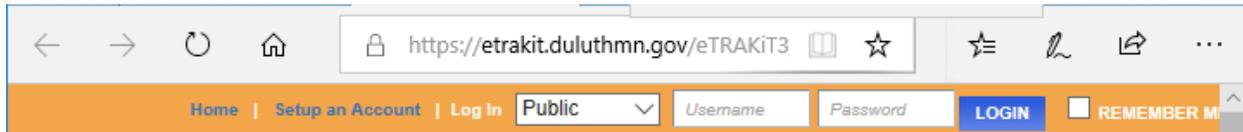


**Use this guide to pay permit and other fees online using eTRAKiT**

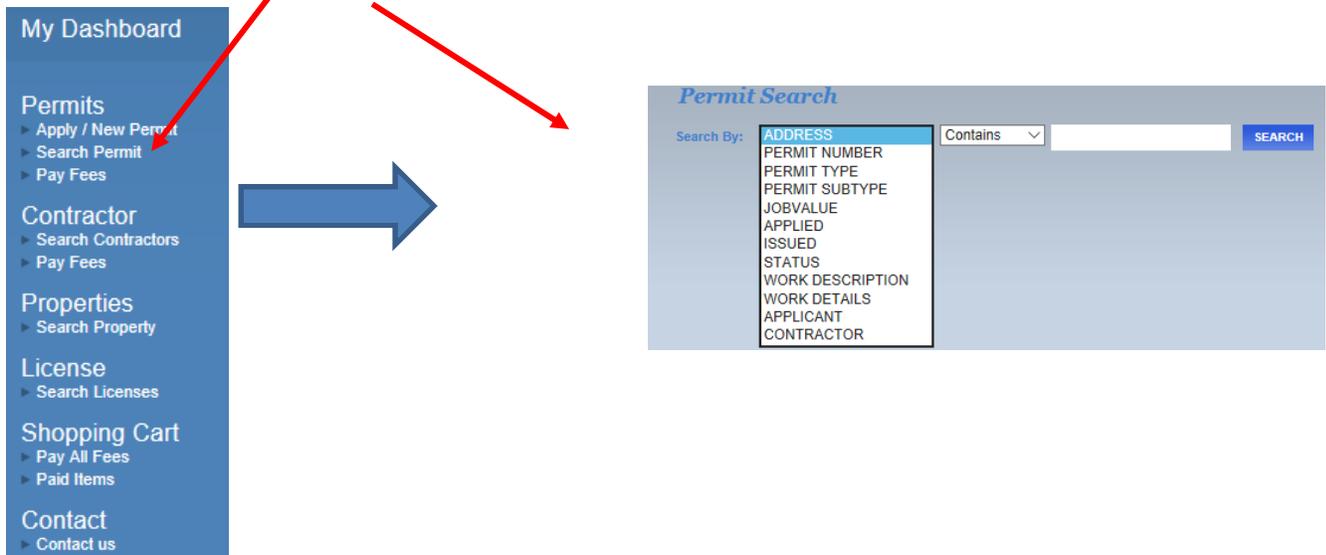
1. Navigate to <https://etrakit.duluthmn.gov/eTRAKiT3/>
2. To log in as a homeowner, enter your username and password and click “Login”



3. If you need to set up an account, click “Setup an Account”, fill out the online form, and click “Create Account” at the bottom.
4. To log in as a contractor, change the drop down selection to “Contractor:” and then locate your company in the dropdown menu to the right.



5. Your password will generally be a four digit number given to you when your account was created. If you need to generate an account or need a reminder of what your PIN is, please call 218-730-5240. Please verify that you do not already have an account before requesting an account be created.
6. Once logged in, you can search for a permit using the link on the left-hand column. You can search for the permit either by permit number or by address by selecting appropriately with the drop-down menu.



- Once you enter a permit number or address, click "Search". A list (if your search was successful) will populate. Click on the row you need to pay for.

Search By:  Contains

**Permits**

ADDRESS	PERMIT NUMBER	PERMIT TYPE	PERMIT SUBTYPE	JOBVALUE	APPLIED	ISSUED
3601 LONDON RD	BBLDG2003-025	BS BLDG RES	ADDITION	106465	03/04/2020	

- Once you have verified the fees are correct, click "Add to Cart"

**Permit #BBLDG2003-025**

[Attachment](#) [Permit](#)

Permit Info | Site Info | Contacts (6) | **Fees \$2,127.80** | Inspections

Reviews (6)

- Repeat steps 6-8 until all permits you need to pay for are in your cart. Once you are ready to pay for permits, click "Proceed to Checkout"

Item	Type	Site Address	Amount
<input checked="" type="checkbox"/> PERMIT (BBLDG2003-025)	BS BLDG RES	3601 LONDON RD	\$2,127.80
<b>Total:</b>			<b>\$2,127.80</b>

- Verify that all of the information is correct and click "Proceed to Payment"

PERMIT **BBLDG2003-025** 3601 LONDON RD

Description	Quantity	Amount
STATE SURCHARGE	1	\$53.24
BUILDING PERMITS	1	\$1,257.31
PLAN REVIEW FEE	1	\$817.25
<b>Total Fees:</b>		<b>\$2,127.80</b>
<b>Total:</b>		<b>\$2,127.80</b>

- Fill out your billing information and click "Pay Now" at the bottom of the form.
- If you have any questions, call 218-730-5240.