



CITY OF RAPID CITY

Community Planning & Development Services
300 Sixth Street
Rapid City, South Dakota 57701-5035

eTRAKIT User Registration Application

TERMS AND CONDITIONS:

AEC# _____

The eTRAKIT system is an optional Internet service provided by the City of Rapid City. In consideration of being authorized to use eTRAKIT,

_____ (hereinafter referred to as the "licensee")

(Print name)

Understands and agrees to the following terms and conditions:

1. Only the licensee or their designee may obtain any type of permit through eTRAKIT- <https://permits.rcgov.org/etrakit/>. The licensee will keep confidential and shall take all necessary steps to insure that any passwords or PINs used to access eTRAKIT shall only be used by licensee. The licensee shall be fully responsible for any use of the eTRAKIT system by persons using any password or PIN issued to licensee.
2. All work authorized by any permit must comply with all applicable ordinances and codes adopted by the City of Rapid City and the State of South Dakota.
3. All work authorized by permit is subject to inspection. Required inspections can be scheduled by calling the Building Division on the inspection recorder at **(605) 394-4157**. Access must be provided for inspection purposes.
4. Permits shall automatically EXPIRE, and become void if work has not started within 180 days from the issuance date, or if the work starts and then stops for a period of 180 days. One extension of up to 180 days may be granted if requested in writing.
5. "Single Permits" are permits that do not require any discretionary approvals or plan review by the City. If, subsequent to the issuance of a Single Permit, the Building Official determines that plans or other reviews are required for the work undertaken, the permit may be suspended or revoked until such time as proper reviews and approvals are obtained.
6. The issuance of a Single Permit shall not serve to legalize other unauthorized construction, improper occupancies, additional dwelling units, working in a floodplain, historic district, individually listed property, or unauthorized land uses not otherwise legally established. All Single Permits are subject to review and approval by the Rapid City Building Division.
7. Work shall not commence until the licensee is in receipt of an issued building permit.
8. The licensee must be properly licensed by the City of Rapid City to perform all work for which licensee obtains permits. All permits will be verified upon issuance.
9. Licensee shall abide by all the terms listed in the declaration on the building permit. Licensee or their authorized agents must printout and sign the permit. The signed permit must be posted at the job site before any work can begin.
10. The licensee hereby certifies that all information provided herein are correct, and all information that licensee, or licensee's authorized agents, will provide through eTRAKIT shall be correct.

Licensee has read, understood, and agrees to the terms on this page: Initials: _____

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11. The licensee's ability to continue using eTRAKIT shall be revoked if the license fails to adhere to: any of the above noted terms, any City Codes or ordinances, or any State or Federal laws and/or regulations.
12. "Total fees due" refer to Building Division fees only. All other fees (i.e. drainage, water meter, Air Quality, occupy right of way, curb, gutter, sidewalk, driveway, grading, Erosion and Sediment control, flood plain development, water/sewer connection and supplemental tap fees etc.) are paid separately.
13. To initiate the permit application in eTRAKIT, a valid address must be entered into eTRAKIT. If the licensee does not find the valid address, the licensee must apply for a permit at the Rapid City Building Division

LICENSEE DECLARATION (PRINT LEGIBLY)

I hereby declare under penalty of perjury under the laws of the State of South Dakota that the following information is true and correct:

Licensee Name		Business Name	
Mailing Address			
City, State & Zip			
E-Mail			
Telephone Number		Fax Number	
Cell Phone Number			
<p>I agree to comply with all applicable city, county, and state laws, codes, ordinances and regulations relating to building construction and hereby authorize representatives of the City of Rapid City to enter upon the property where work is being conducted for inspection purposes. If for any reason my license has been suspended or revoked, I will notify the Building Division of the City of Rapid City immediately and this registration will be voided.</p> <p>By signing below, and initialing each page herein, I acknowledge my understanding of and voluntarily agree to all of the terms and conditions and other information set forth above in this eTRAKIT User Application:</p> <p>Licensee Signature _____ Date _____</p>			

Office use only

Approved By:

Date of Approval:

Original password:

Notes:

Licensee has read, understood, and agrees to the terms on this page: Initials: _____

Revised: 2/9/2023