

City of Ann Arbor

eTRAKiT TCP Permit Application

This document describes how to apply and manage Traffic Control Permits for Lane Closures and Detours using the City of Ann Arbor's eTRAKiT system.

Steps

1. Acquire a PIN (password) from the City's Customer Service Unit.
2. Login to eTRAKiT and apply for the permit.
3. Work with the City Staff to complete the application and pay for the permit.
4. Print the issued permit and display a copy on site at all times.

Step 1 – Acquire a PIN to access the system.

Contact the Customer Service and Payment center via phone or in person and request a PIN for eTRAKiT.

LARCOM CITY HALL
301 E. Huron
Ann Arbor, MI 48104
734.794.6320

Hours of Operation
Mon. - Fri.
7:30am - 5:30pm

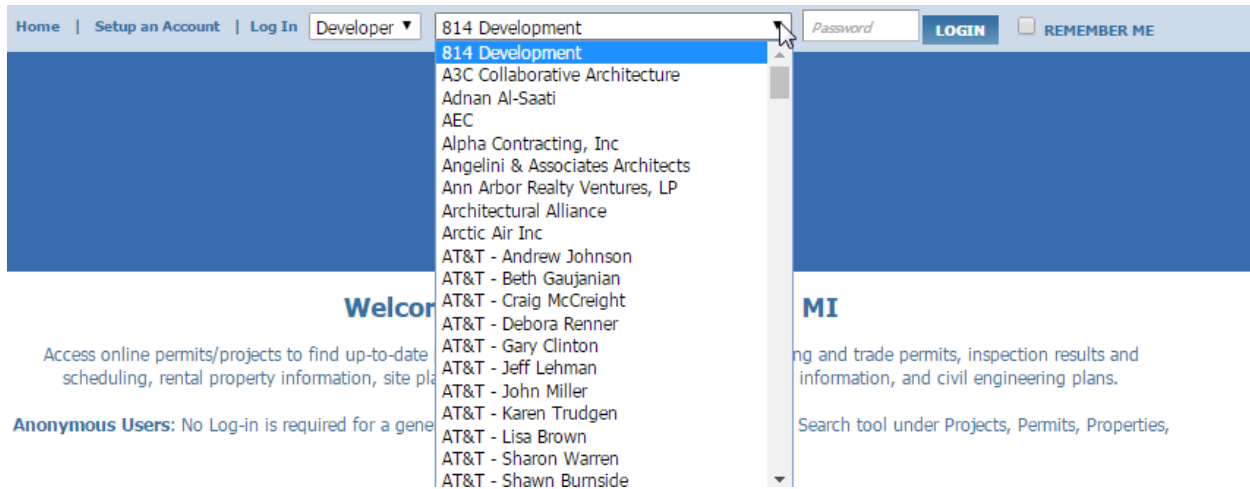
Step 2 – Sign in to eTRAKiT

Go to: <http://etrakit.a2gov.org>

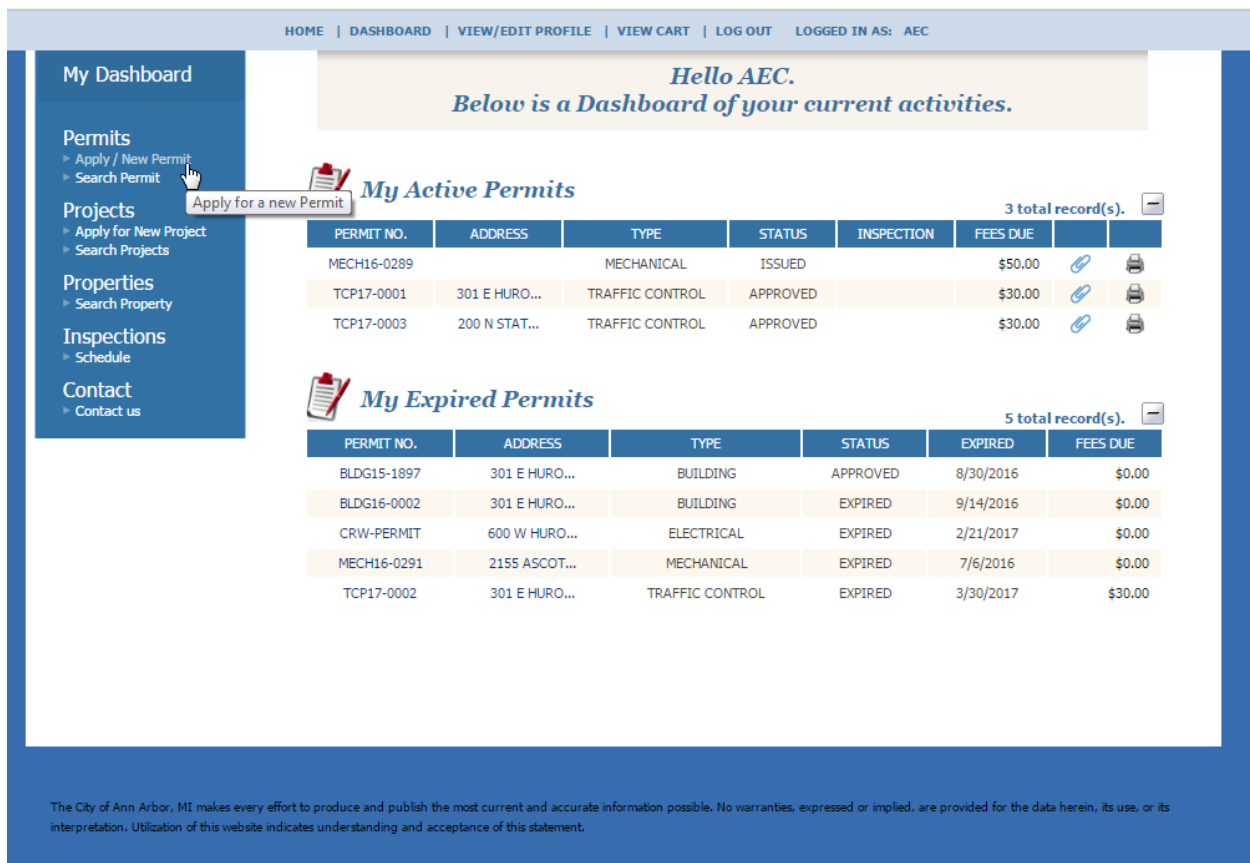
At the top of the page, next to Log In, click the drop down and choose Developer



The Username list will automatically populate with all of the registered accounts in the system, sorted alphabetically.



Select your account name. Enter the PIN provided by Customer Service in the Password field, then Click LOGIN. The system will take you to your account Dashboard.



Under My Dashboard, Permits, click Apply/New Permit

Step 1 Permit Application

Permit Type, select TRAFFIC CONTROL

Permit SubType, choose either LANE CLOSURE or DETOUR as applicable.

Permit Application



Permit Type Information

PERMIT Type	TRAFFIC CONTROL ▼
PERMIT Subtype	▼
Short Description:	LANE CLOSURE DETOUR
Notes:	
Job Value	

Short Description: Enter a one sentence description of the request.

Notes: Enter a detailed description containing:

Additional Information



Work Start Date:	4/5/2018	
Work End Date:	4/5/2018	
Work Time:	9AM to 3PM	
Work Type:	Lane closure for water tap	
Description:	Close the easterly NB lane of N. Maple, maintain westerly NB lane	

- Work Start and End Dates: Enter start date and end date
- Work Time: Specify the hours the work will occur
- Type of Work: (e.g., *Concrete restoration, sewer repair, etc.*)
- Work location (e.g., *north side of Summit St. between Wilt and Spring*)
- Description of the detour or lane closure: (e.g., *Close the easterly NB lane of N. Maple, maintain westerly NB lane*)
 - Please specify the cross streets closest to the beginning and ending of the work
 - For example: *Division Street between Catherine and Ann St.*

Location: Enter the closest street address to the work location. The system will search the City's address database and present a list of possible choices. Choose the closest, most relevant location.

<p><i>Location</i></p> <p>*Enter part or all of your address and press search</p> <p>200 N State <input type="button" value="SEARCH"/></p> <p>Select address below</p> <ul style="list-style-type: none">200 N STATE ST200 N STATE ST 100200 N STATE ST 101200 N STATE ST 102200 N STATE ST 103200 N STATE ST 104200 N STATE ST 201200 N STATE ST 202200 N STATE ST 203	<p><i>Location</i></p> <p>200 N STATE ST Ann Arbor, MI 48103</p> <p>Address Lookup</p>
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Your Relation to this Permit

Leave Contractor checked.

Your Relation to this Permit

Property Owner
Check this box if you are the Property Owner

Contractor
Check this box if you are the Contractor

Attachments

Please attach plans and detailed information to describe the lane closure or detour request. PDF and JPEG file formats may be used.



Select button and choose the file on your device.

- Enter a description of the file contents
- Click Upload to attach the file to the application

When the file(s) are uploaded successfully, they will be listed to the right.

Attachments

Filename

 Work Plan-2014-02-e5833.pdf  Remove

Work Plan-2014-02-e5833.pdf

Description:

Attachments

Filename

Description

Attachments:

Work Plan-2014-02-e5833.pdf

Project Description



Click

to continue

Step 2 Contact Information

The contact information associated with the company on record with the City will automatically populate on this screen.

Please review the Applicant, Owner, Contractor, and Contact information and make any necessary changes.

The Applicant contact information and phone number must be accurate and available to be contacted by phone for questions related to the application and permit. This information will serve as the contact information for the permit.



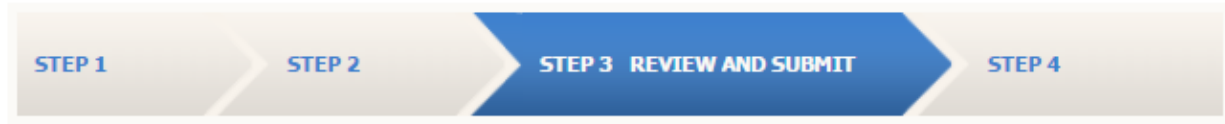
NEXT STEP

Click

to continue

Step 3 Review and Submit

Step 3 provides the opportunity to review the application prior to submittal. Use the EDIT or PREVIOUS buttons to revise any information.



Application for a TRAFFIC CONTROL Permit

Permit Information

[EDIT](#)

Type TRAFFIC CONTROL
Subtype LANE CLOSURE
Description Close north bound S...
Job Value 0

Location

[EDIT](#)

200 N STATE ST
Ann Arbor, MI 48103 EASTERN ADD.

Contacts

[EDIT](#)

Applicant Information

Tyler Durden (734) 517-2486
537 Paper St tylerDurden@PSSCO.com
Ferndale, MI 48220

Owner Information

DRAPROP CORP
P.O. BOX 8200
Ann Arbor, MI 48107

Contractor Information

AEC
222222

Contact Information

Fee Information

Type PM - LANE CLOSURE PERMITS
Amount \$30.00

Total Fees \$30.00

Attachments

Attachments:

Work Plan-2014-02-e5833.pdf
Project Description

[DELETE](#)

To upload additional attachments click [Here](#)

Review the information prior to submitting.

[CANCEL](#)[PREVIOUS STEP](#)[SUBMIT](#)

If the information is accurate click SUBMIT to submit your application

Step 4 Checkout/Confirmation

The system will confirm receiving your application. Online payment is not available at this time.

Once the application has been reviewed and approved, Customer Service will contact the applicant to collect payment prior to issuing the permit.

Please note that the permit is not valid until approved, payment received, and the permit has been issued.

Permit Application



Confirmation

Thank you for your permit application.

[VIEW PERMIT](#)

Permit management and Status

The permit application is visible on the Dashboard under My Active Permits.

Until the permit is issued, it is not valid. The workflow for the permitting process is as follows:

City Staff reviews the application and may request additional information from Applicant

Inspector assigns a status of Approved or Denied

If Denied the Inspector will contact the Applicant

If Approved, Customer Service will contact the Applicant for payment.

Once payment is received, the permit is issued and available as an attachment in eTRAKIT

TCP Permit Status Definitions	
Pending	Under Review by Inspector
Approved	Permit Approved by Inspector. Awaiting fee payment.
Issued	The permit is approved and fees are collected. The permit is now valid.