Littleton
Colorado

Starting a Project Application Online

ONLINE APPLICATION PROCESS

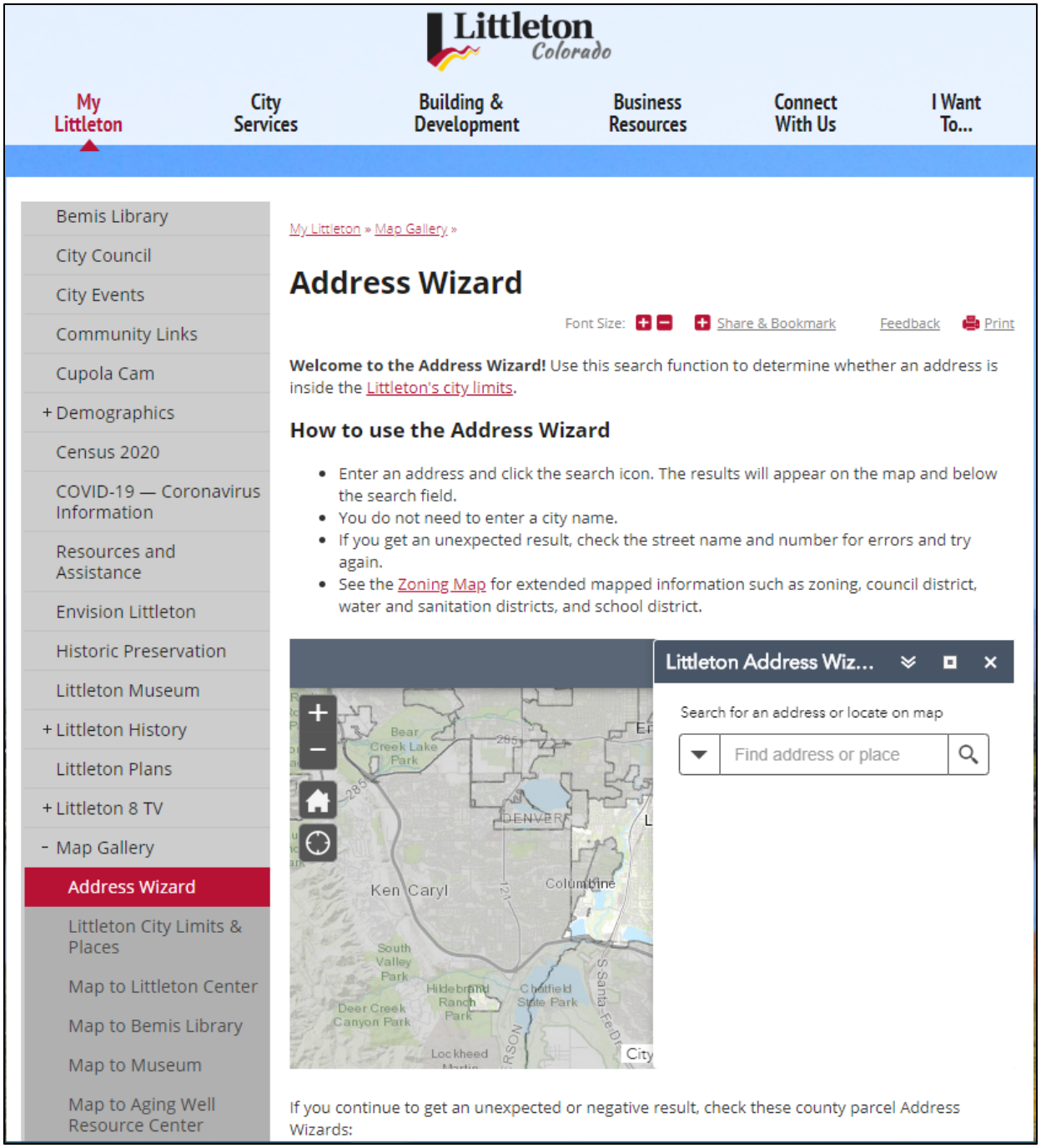
All applications online must have a user account. If you are a licensed contractor with the City of Littleton, you must access the Littleton eTRAKiT Portal using your contracting company's name. For more information about becoming a Licensed Contractor, see the Contractor's page under the Building & Inspections page.

Steps:

- Step 1: Are you in the City of Littleton?
- Step 2: Starting an Application
- Step 3: Log in
- Step 4: Accept City Disclaimer
- Step 5: Select Permit Type
- Step 6: Selecting the Address
- Step 7: Attaching Documentation
- Step 8: Permit Contacts
- Step 9: Submitting Application

Step 1: Are you in the City of Littleton?

Using an Internet Explorer browser, use the Address Wizard to see if you are in Littleton's city limits. Many properties in the region use a Littleton mailing address, however may be located within unincorporated Arapahoe, Jefferson, or Douglas Counties.



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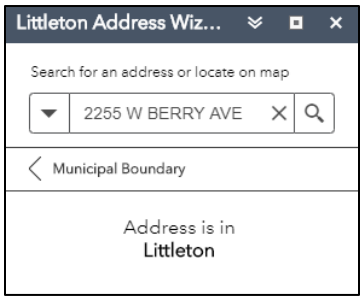
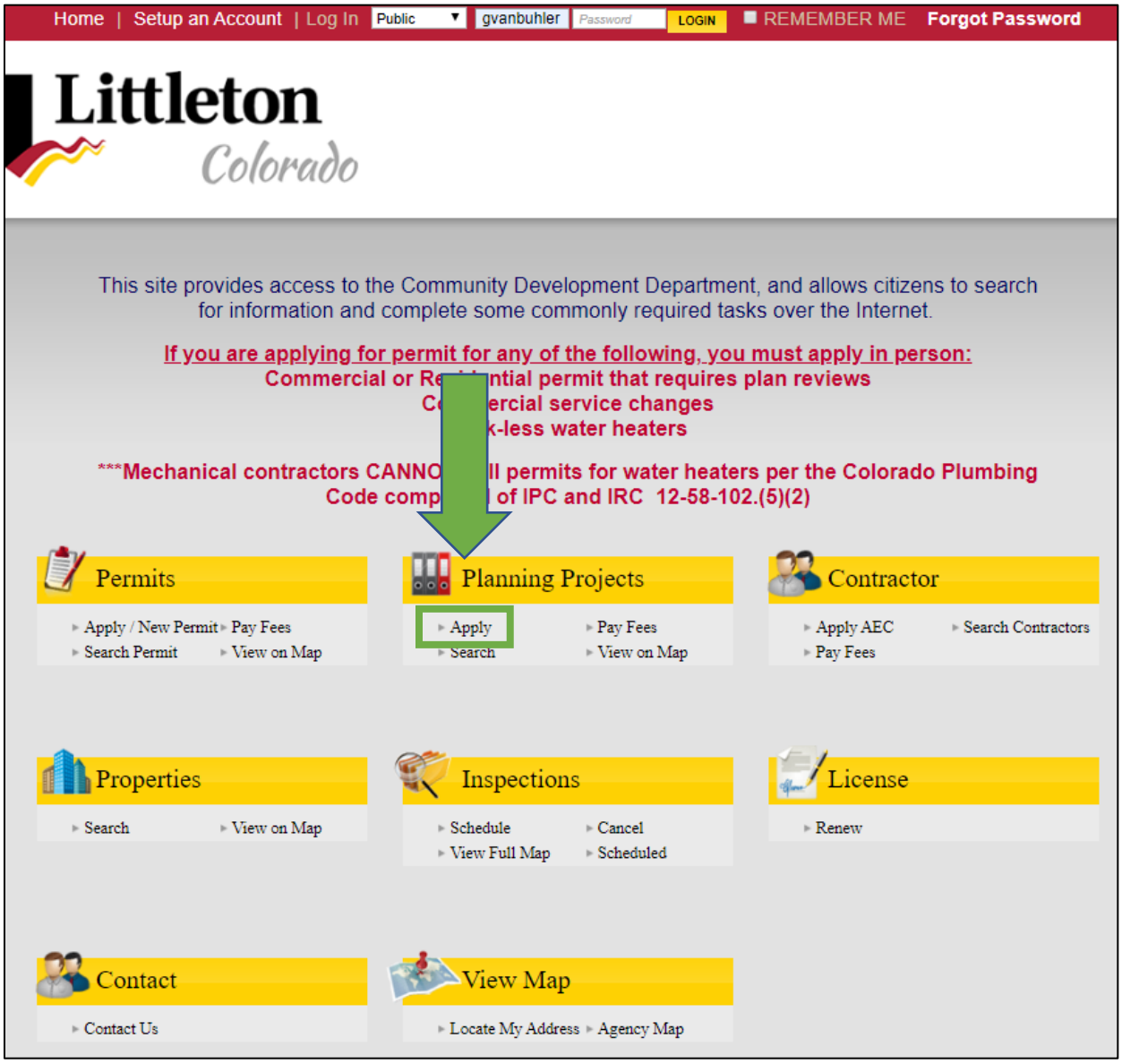
Step 2: Starting an Application

After confirming your Address is in Littleton, navigate to the [Littleton eTRAKiT Portal](). If the address is not in Littleton, please contact the municipal agency for the property.



Click on **Apply** under Planning Projects to start your application



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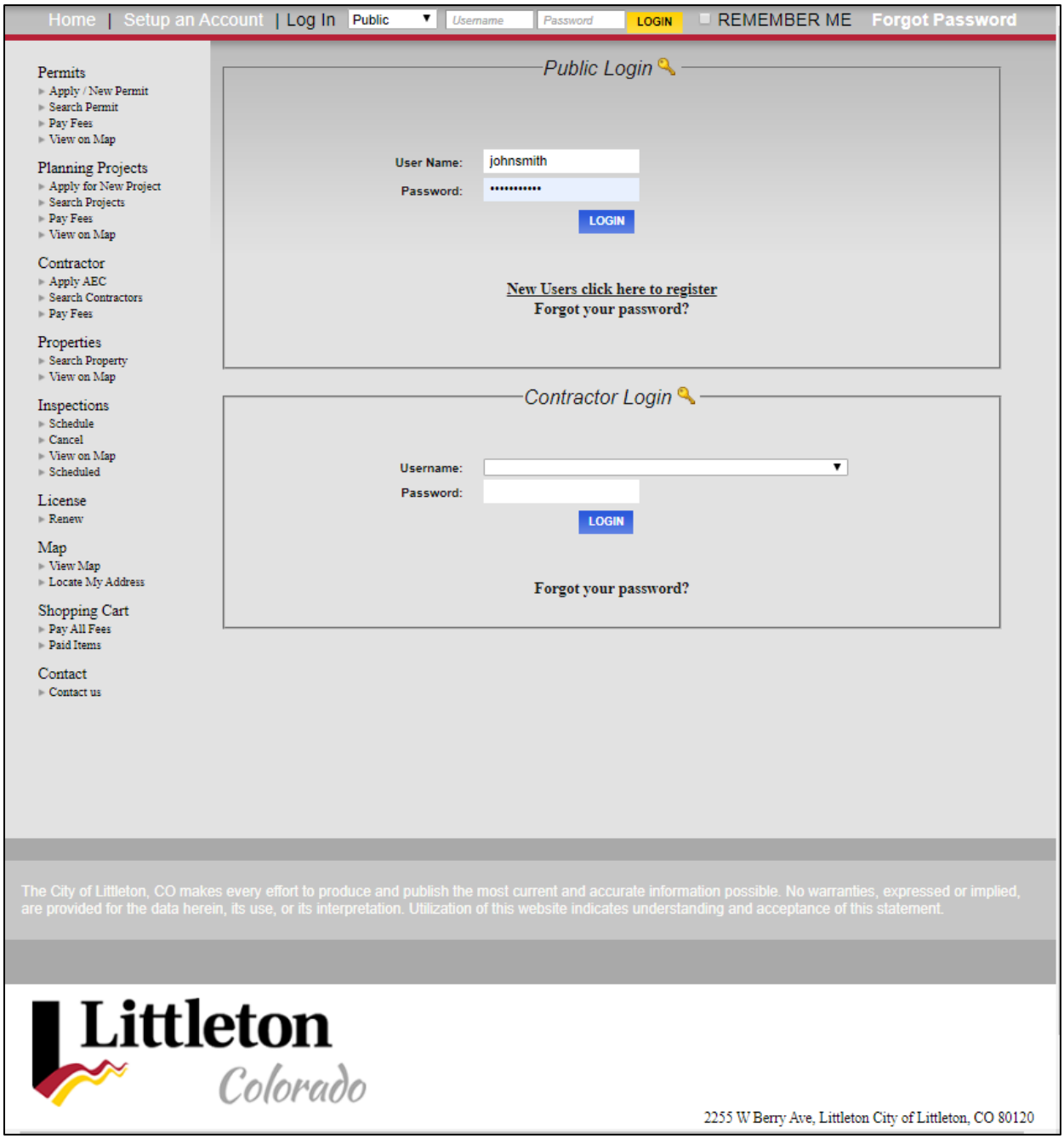
Step 3: Log in

Log in with a Public Login or as a contractor. Existing Contractors that are licensed with the City of Littleton will use the company name as your username to obtain permits. If you had a contractor account prior to the new eTRAKiT system you will need to set up a new password the first time you log in using *Littleton eTRAKiT Recovering Password* found on eTRAKiT Help. The login information will be sent to the email address that was provided during set up. For more information to set up a public account see *Littleton eTRAKiT Create Public Account* found on eTRAKiT Help.



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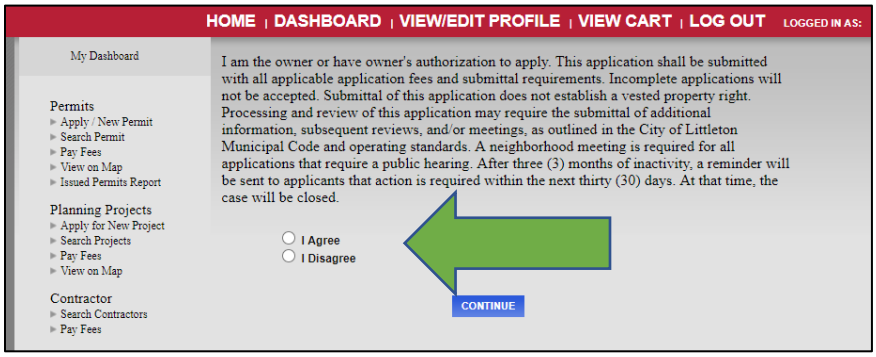
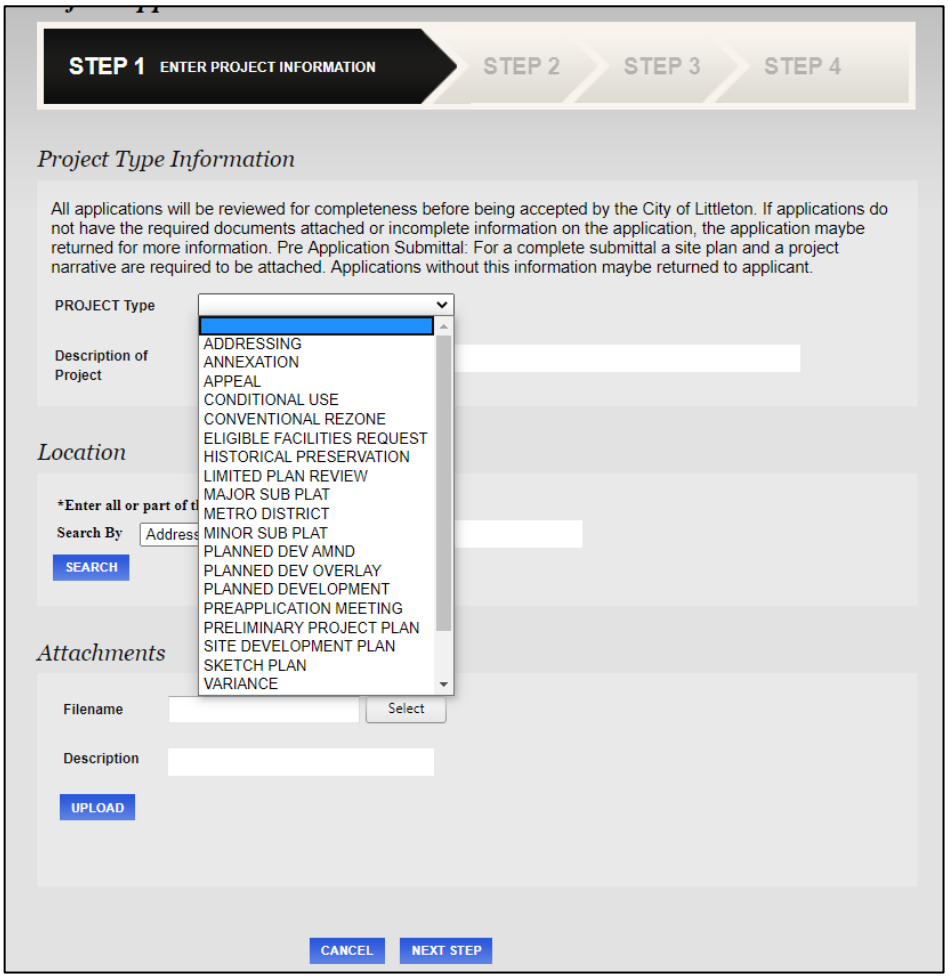
Step 4: Read and Accept City Disclaimer



Step 5: Select Project Type

Select the project type and sub type. Note, you will need a separate application for each project type associated with your plan. All fields with asterisks (*) in front of the title must be completed to submit the application.

** Note that the **Detailed Project Description** is limited to 60 characters



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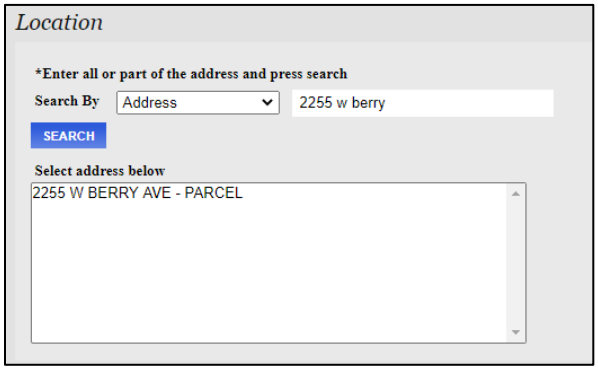
Step 6: Selecting the Address

Projects must be linked to a valid Littleton parcel or address. If your address or parcel number is not found, please make sure that you are using the correct address format. For directional streets please use W instead of West and there is no abbreviation. You can also just enter in the address numbers to find like results and select the address or parcel number from the list.



Note: If the address does not populate, verify that your address is correct and within the city limits of Littleton. All addresses can be verified using our online Address Wizard.

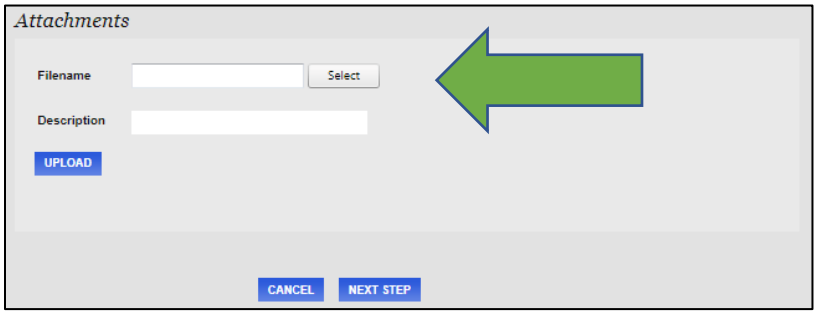
Step 7: Attaching Documentation

Upload the documents indicated on the pre-application meeting checklist (note, a pre-application meeting is not required for Addressing, Appeals, Eligible Facilities Requests, certain Historic Preservation applications, and Zoning Letter applications). For all project application types, required documents are listed in the application's Operating Standards which may be viewed and downloaded on the city website under Building & Development.

Please name your files according to the naming convention indicated on the checklist. Improperly named files may result in an incomplete application. Different project types require additional documentation to be submitted. If you need to submit additional documentation these are the file types that are accepted:

- Adobe: PDF
- Word: DOC, DOCX
- Excel: XLS, XLSX
- Image File: JPG, JPEG, PNG

Select the attachments to add to your application



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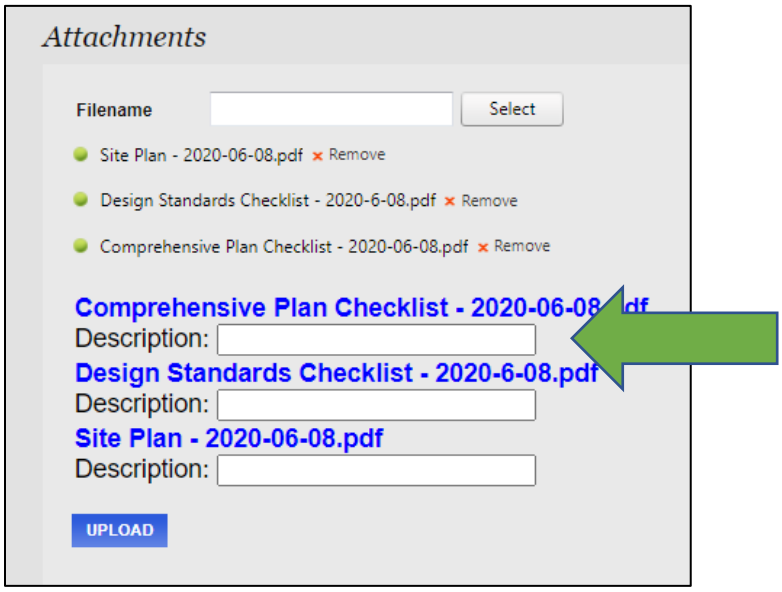
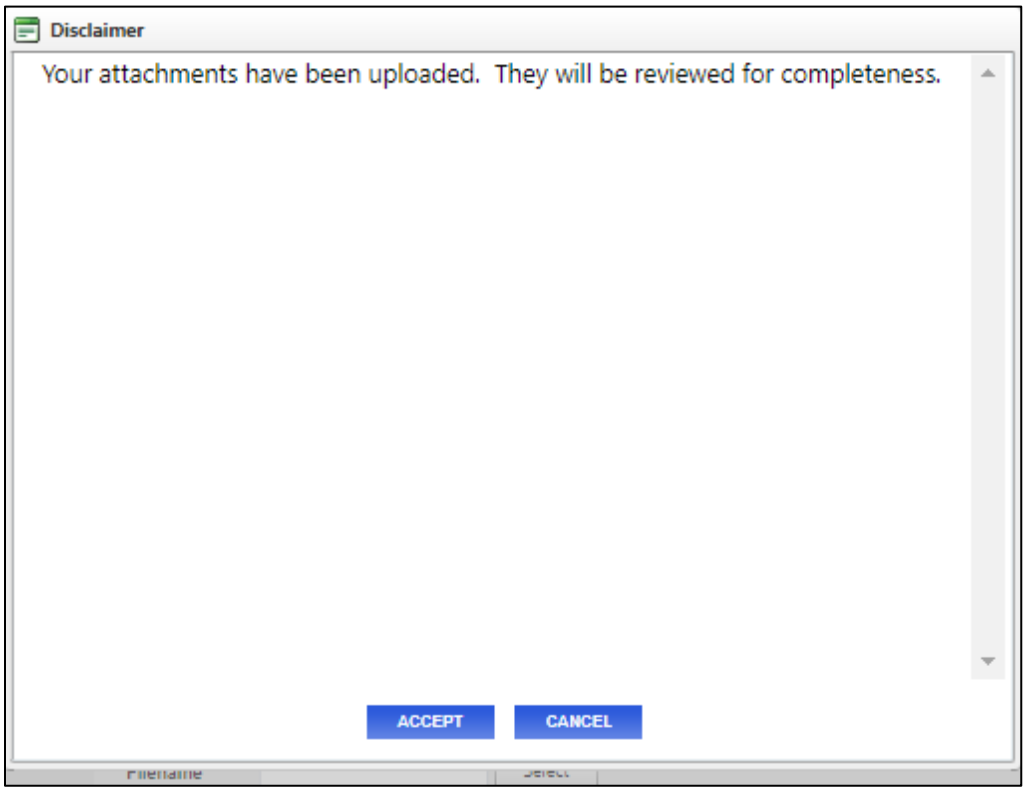
Add a Description of the document to upload and click **UPLOAD**



Read and Accept Upload disclaimer



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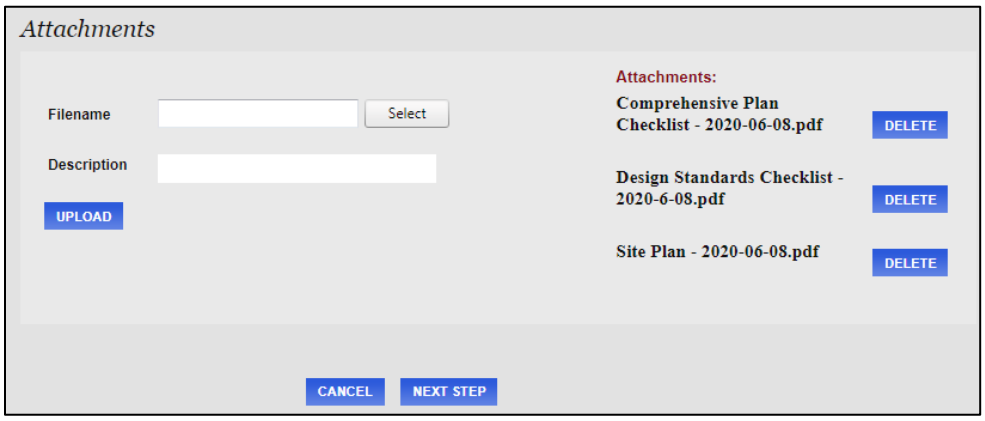
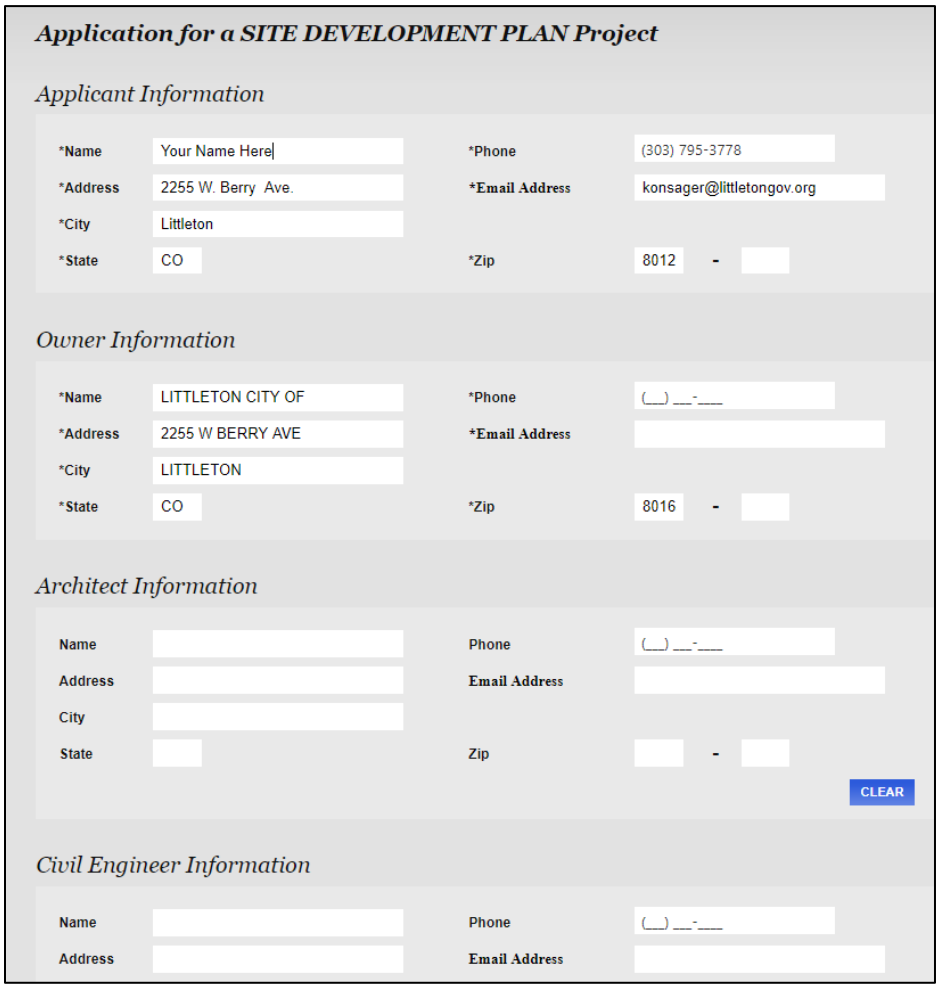
Once Uploaded, you can select another file to upload, delete a file or click **NEXT STEP**



Step 8: Project Contacts

After clicking on **NEXT STEP**, you will enter in the contacts for the project. Most of this information will be already completed based on your information on the City of Littleton's eTRAKiT profile. Any fields that have an asterisks (*) is a required field and you will not be able to move forward until it is added. Click **NEXT STEP** to proceed in the process.



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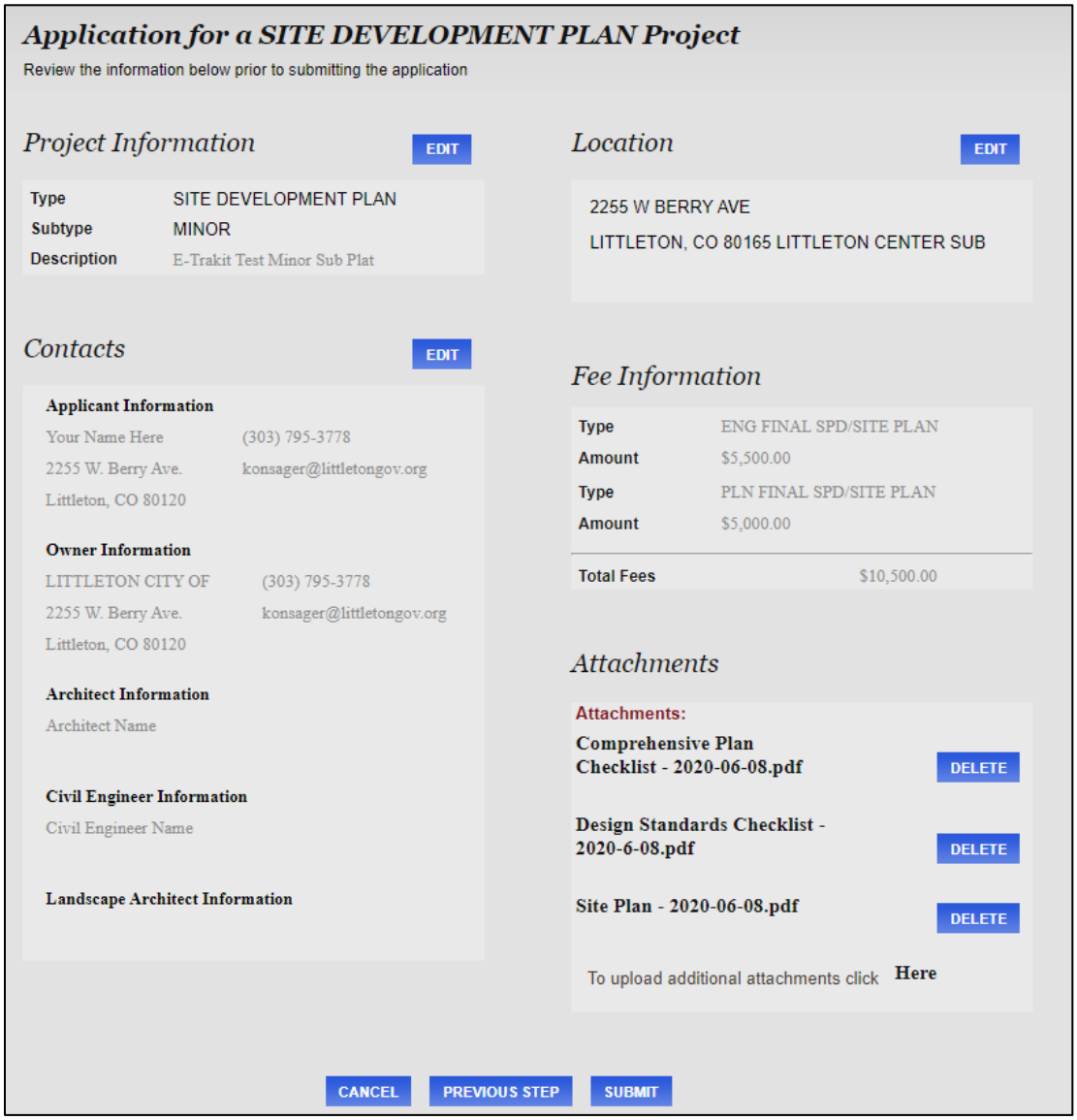
Step 9: Submitting Application

After clicking **NEXT STEP**, you will be able to review and make edits to the application if needed. When done with those edits, click **NEXT STEP** again and your application will be submitted. Staff will review the applications and notify you if the application is complete or if more information is needed. Payment of fees is required before the technical review of your application or issuance of a zoning letter. Instructions for payment will be sent once a project application is accepted as complete.