

Starting a Project Application Online

ONLINE APPLICATION PROCESS

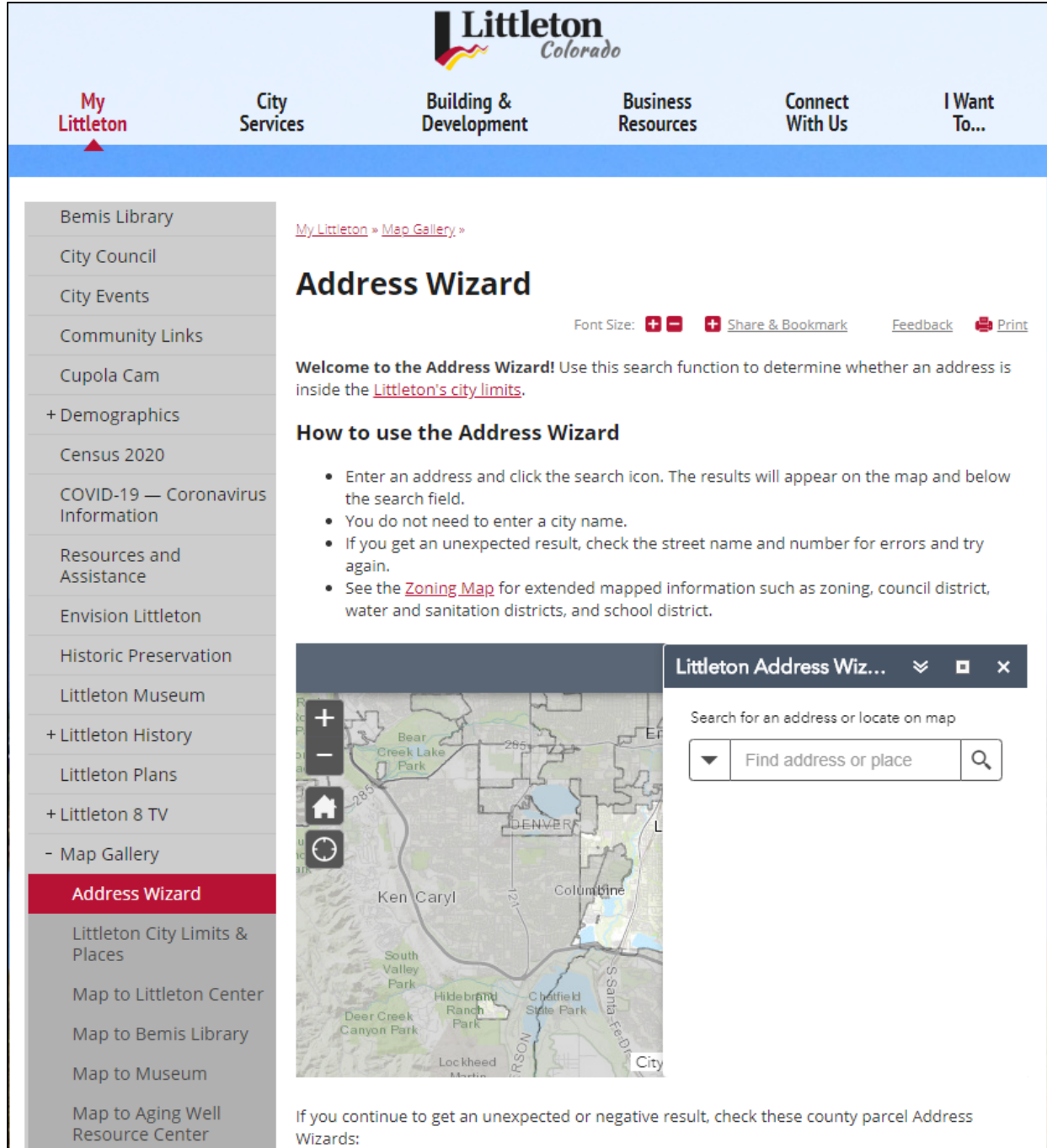
All applications online must have a user account. If you are a licensed contractor with the City of Littleton, you must access the [Littleton eTRAKiT Portal](#) using your contracting company's name. For more information about becoming a Licensed Contractor, see the [Contractor's](#) page under the [Building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



Littleton Colorado

My Littleton City Services Building & Development Business Resources Connect With Us I Want To...

My Littleton » Map Gallery »

Address Wizard

Font Size: + - + Share & Bookmark Feedback Print

Welcome to the Address Wizard! Use this search function to determine whether an address is inside the [Littleton's city limits](#).

How to use the Address Wizard

- Enter an address and click the search icon. The results will appear on the map and below the search field.
- You do not need to enter a city name.
- If you get an unexpected result, check the street name and number for errors and try again.
- See the [Zoning Map](#) for extended mapped information such as zoning, council district, water and sanitation districts, and school district.

Littleton Address Wiz... [Close] [Maximize]

Search for an address or locate on map

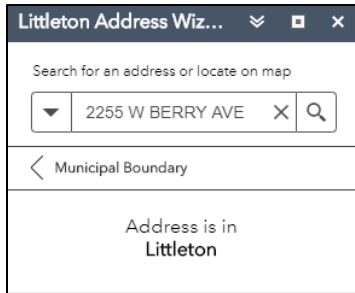
Find address or place [Search]

Ken Caryl Columbine South Valley Park Hidebrand Ranch Park Deer Creek Canyon Park Lockheed Martin

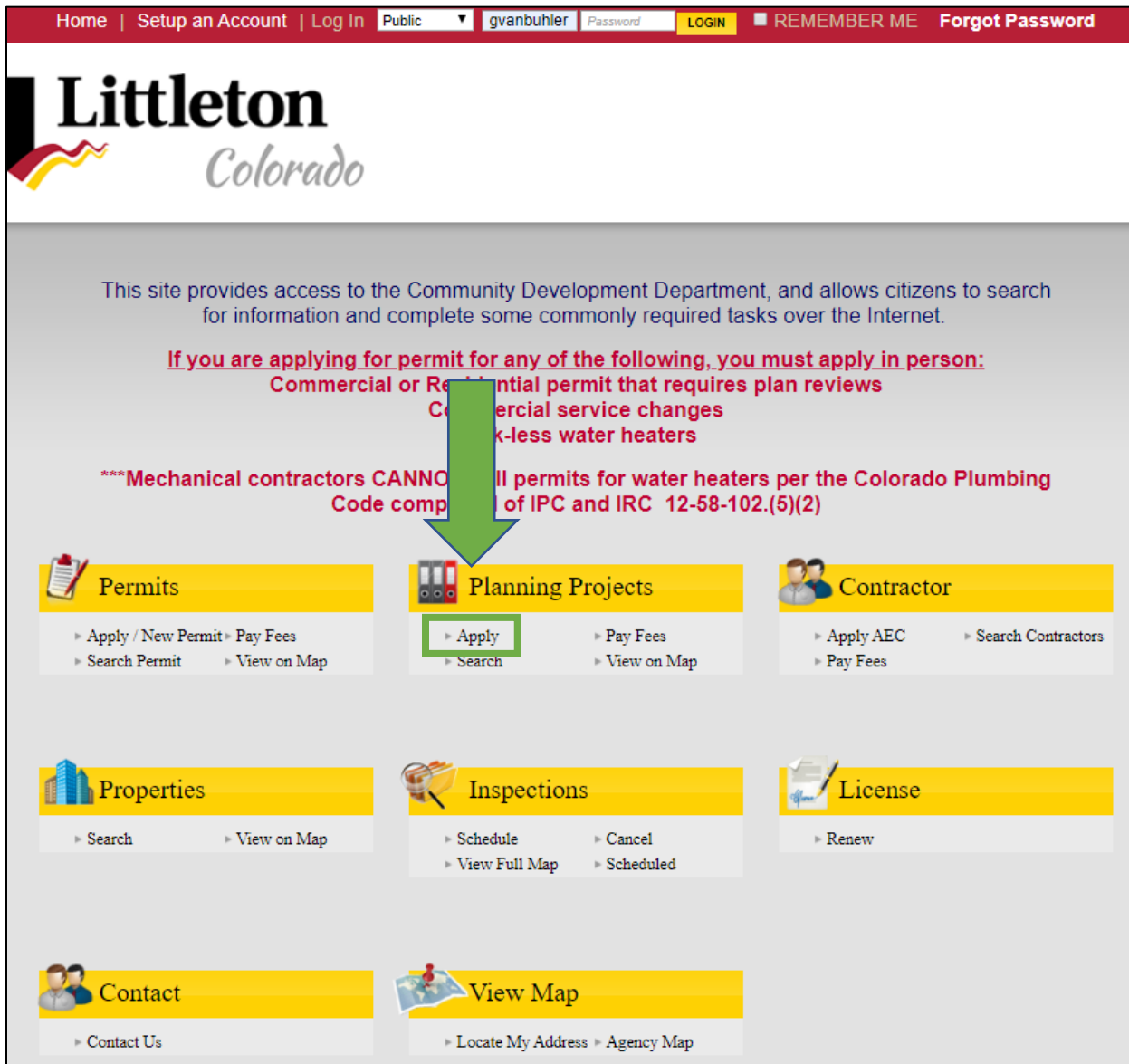
If you continue to get an unexpected or negative result, check these county parcel Address Wizards:

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



Home | Setup an Account | Log In | Public | gvanbuhler | Password | LOGIN | REMEMBER ME | Forgot Password

Littleton Colorado

This site provides access to the Community Development Department, and allows citizens to search for information and complete some commonly required tasks over the Internet.

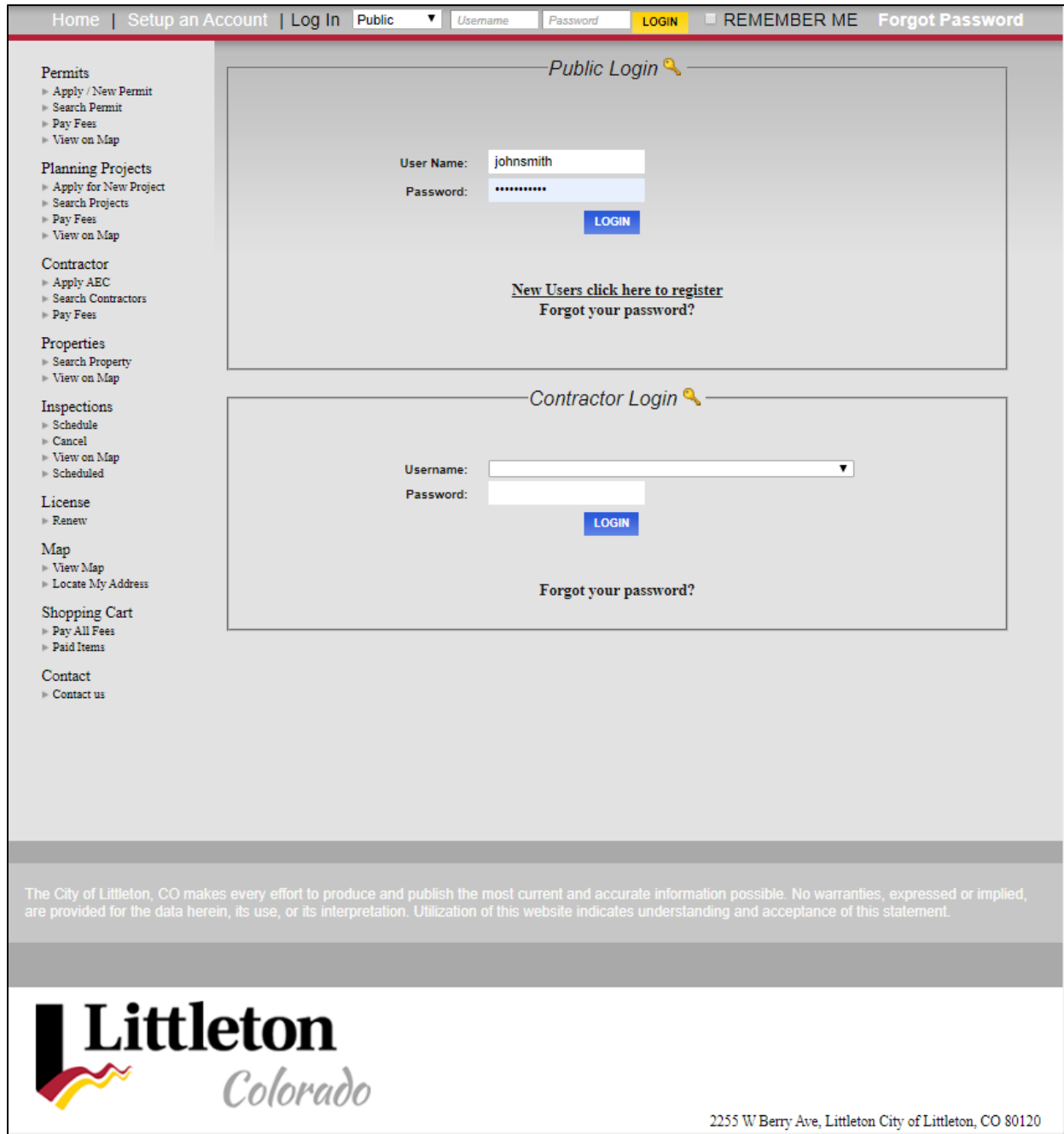
If you are applying for permit for any of the following, you must apply in person:
Commercial or Residential permit that requires plan reviews
Commercial service changes
Tank-less water heaters

*****Mechanical contractors CANNOT apply for all permits for water heaters per the Colorado Plumbing Code compliance of IPC and IRC 12-58-102.(5)(2)**

- Permits**
 - Apply / New Permit
 - Pay Fees
 - Search Permit
 - View on Map
- Planning Projects**
 - Apply**
 - Search
 - Pay Fees
 - View on Map
- Contractor**
 - Apply AEC
 - Search Contractors
 - Pay Fees
- Properties**
 - Search
 - View on Map
- Inspections**
 - Schedule
 - Cancel
 - View Full Map
 - Scheduled
- License**
 - Renew
- Contact**
 - Contact Us
- View Map**
 - Locate My Address
 - Agency Map

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](#).



The screenshot shows the eTRAKiT login interface. At the top, there is a navigation bar with links for Home, Setup an Account, Log In, and a dropdown menu currently set to 'Public'. There are input fields for Username and Password, a yellow LOGIN button, a REMEMBER ME checkbox, and a link for Forgot Password.

The main content area is divided into two sections:

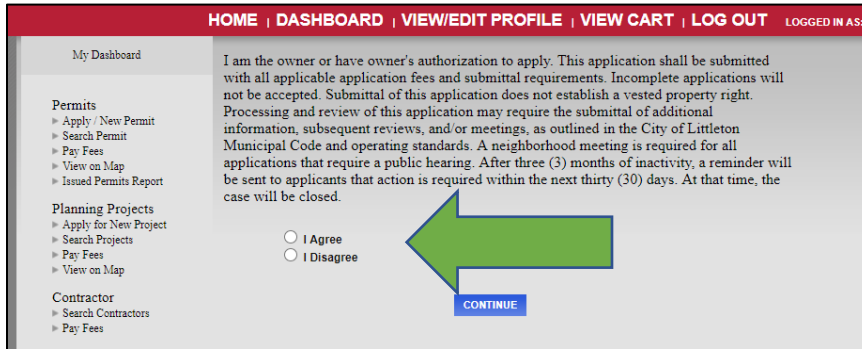
- Public Login:** Features a form with 'User Name:' (containing 'johnsmith') and 'Password:' (masked with dots) fields, a blue LOGIN button, and links for 'New Users click here to register' and 'Forgot your password?'.
- Contractor Login:** Features a form with 'Username:' (a dropdown menu) and 'Password:' (masked) fields, a blue LOGIN button, and a 'Forgot your password?' link.

A sidebar on the left contains a list of menu items: Permits, Planning Projects, Contractor, Properties, Inspections, License, Map, Shopping Cart, and Contact, each with sub-links.

At the bottom, a disclaimer states: 'The City of Littleton, CO makes every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation. Utilization of this website indicates understanding and acceptance of this statement.'

The footer contains the Littleton Colorado logo and the address: 2255 W Berry Ave, Littleton City of Littleton, CO 80120.

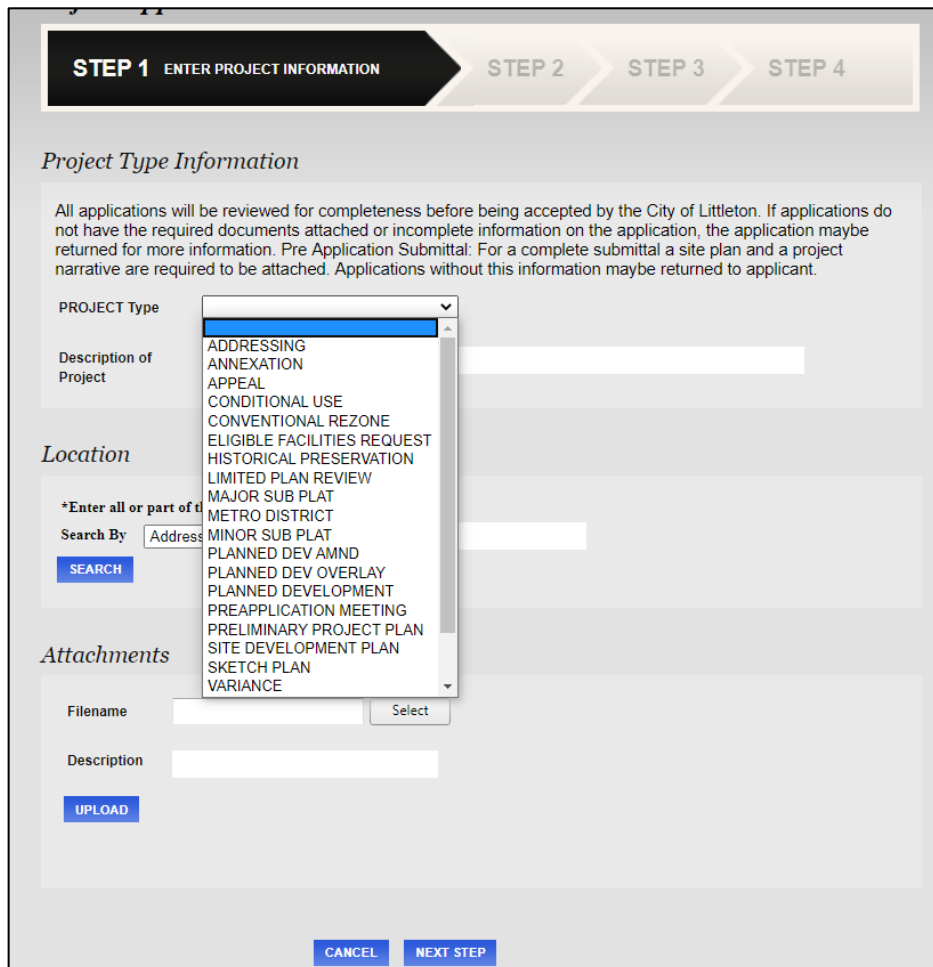
Step 4: Read and Accept City Disclaimer



Step 5: Select Project Type

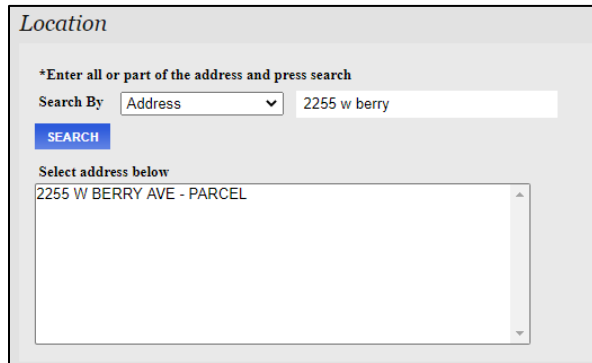
Select the project type and sub type. Note, you will need a separate application for each project type associated with your plan. All fields with asterisks (*) in front of the title must be completed to submit the application.

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



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.



Location

*Enter all or part of the address and press search

Search By

SEARCH

Select address below

2255 W BERRY AVE - PARCEL

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](#).

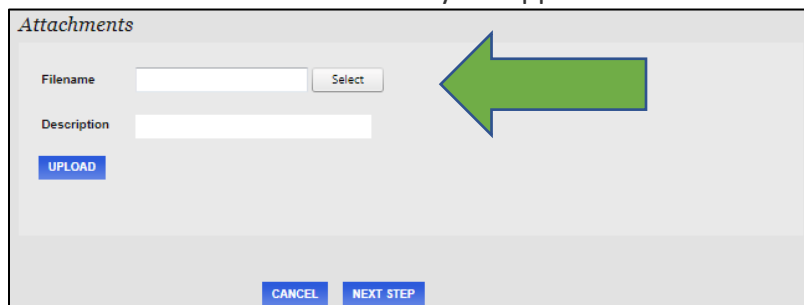
Step 7: Attaching Documentation

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



Attachments

Filename

Description

UPLOAD

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

Attachments


Filename

- Site Plan - 2020-06-08.pdf
- Design Standards Checklist - 2020-6-08.pdf
- Comprehensive Plan Checklist - 2020-06-08.pdf

Comprehensive Plan Checklist - 2020-06-08.pdf
Description:

Design Standards Checklist - 2020-6-08.pdf
Description:

Site Plan - 2020-06-08.pdf
Description:



Read and Accept Upload disclaimer

Disclaimer

Your attachments have been uploaded. They will be reviewed for completeness.

filename select

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

Attachments

Filename <input style="width: 100%;" type="text"/> <input type="button" value="Select"/> Description <input style="width: 100%;" type="text"/> <input type="button" value="UPLOAD"/>	<p>Attachments:</p> <p>Comprehensive Plan Checklist - 2020-06-08.pdf <input type="button" value="DELETE"/></p> <p>Design Standards Checklist - 2020-6-08.pdf <input type="button" value="DELETE"/></p> <p>Site Plan - 2020-06-08.pdf <input type="button" value="DELETE"/></p>
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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.

Application for a SITE DEVELOPMENT PLAN Project

Applicant Information

*Name <input style="width: 90%;" type="text" value="Your Name Here"/>	*Phone <input style="width: 90%;" type="text" value="(303) 795-3778"/>
*Address <input style="width: 90%;" type="text" value="2255 W. Berry Ave."/>	*Email Address <input style="width: 90%;" type="text" value="konsager@littletongov.org"/>
*City <input style="width: 90%;" type="text" value="Littleton"/>	*Zip <input style="width: 15%;" type="text" value="8012"/> - <input style="width: 15%;" type="text" value=""/>
*State <input style="width: 20%;" type="text" value="CO"/>	

Owner Information

*Name <input style="width: 90%;" type="text" value="LITTLETON CITY OF"/>	*Phone <input style="width: 90%;" type="text" value="() - -"/>
*Address <input style="width: 90%;" type="text" value="2255 W BERRY AVE"/>	*Email Address <input style="width: 90%;" type="text"/>
*City <input style="width: 90%;" type="text" value="LITTLETON"/>	*Zip <input style="width: 15%;" type="text" value="8016"/> - <input style="width: 15%;" type="text" value=""/>
*State <input style="width: 20%;" type="text" value="CO"/>	

Architect Information

Name <input style="width: 90%;" type="text"/>	Phone <input style="width: 90%;" type="text" value="() - -"/>
Address <input style="width: 90%;" type="text"/>	Email Address <input style="width: 90%;" type="text"/>
City <input style="width: 90%;" type="text"/>	Zip <input style="width: 15%;" type="text"/> - <input style="width: 15%;" type="text"/>
State <input style="width: 20%;" type="text"/>	

Civil Engineer Information

Name <input style="width: 90%;" type="text"/>	Phone <input style="width: 90%;" type="text" value="() - -"/>
Address <input style="width: 90%;" type="text"/>	Email Address <input style="width: 90%;" type="text"/>

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.

Application for a *SITE DEVELOPMENT PLAN* Project

Review the information below prior to submitting the application

Project Information EDIT

Type	SITE DEVELOPMENT PLAN
Subtype	MINOR
Description	E-Trakit Test Minor Sub Plat

Location EDIT

2255 W BERRY AVE
LITTLETON, CO 80165 LITTLETON CENTER SUB

Contacts EDIT

Applicant Information

Your Name Here (303) 795-3778
2255 W. Berry Ave. konsager@littletongov.org
Littleton, CO 80120

Owner Information

LITTLETON CITY OF (303) 795-3778
2255 W. Berry Ave. konsager@littletongov.org
Littleton, CO 80120

Architect Information

Architect Name

Civil Engineer Information

Civil Engineer Name

Landscape Architect Information

Fee Information

Type	ENG FINAL SPD/SITE PLAN
Amount	\$5,500.00
Type	PLN FINAL SPD/SITE PLAN
Amount	\$5,000.00
Total Fees	\$10,500.00

Attachments

Attachments:

Comprehensive Plan Checklist - 2020-06-08.pdf DELETE

Design Standards Checklist - 2020-6-08.pdf DELETE

Site Plan - 2020-06-08.pdf DELETE

To upload additional attachments click [Here](#)

CANCEL
PREVIOUS STEP
SUBMIT