

# **St. Louis County Public Works Department *e*Permitting**



## *User Reference Manual*

## **Utility Permit Application**

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## Introduction

The St. Louis County Public Works Department has implemented an ePermitting application for utility permits. The ePermitting application is an electronic based utility permit in which an applicant submits a utility permit application through an online website. The paper form of the St. Louis County utility permit application will no longer be available. Utility permit applications will only be accepted through the ePermitting application. The ePermitting application is anticipated to provide more efficient, accurate processing and management of utility permit applications and utility permits for both St. Louis County and the Users.

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### Note:

Although utility permit applications will be submitted electronically, St. Louis County can only accept payment for the utility permit application fee via check or money order.

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This reference manual provides instructions for creating a new user account, submitting a utility permit application, and managing your utility permits.

The ePermitting link is located on the St. Louis County Public Works Department website. You can navigate to the Public Works website through the main St. Louis County website at:

<http://www.co.st-louis.mn.us/slcportal/>

The following is a view of the main St. Louis County website.



To access the Public Works Department website, hover your mouse over “Departments” and click on “Public Works”.



Click on “Permits” in the navigation side bar to access the ePermitting link.



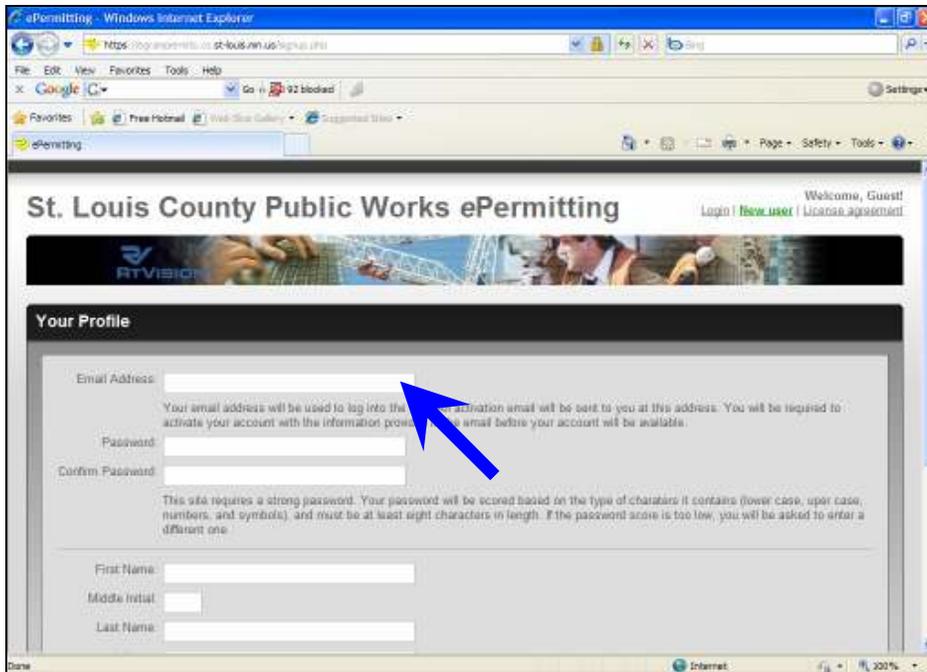
## New User Account Set-Up

You are required to possess a user account to submit a utility permit application. Setting up a new user account is free. You must possess a valid email address to create a user account. It is recommended that you create one user account for your agency.

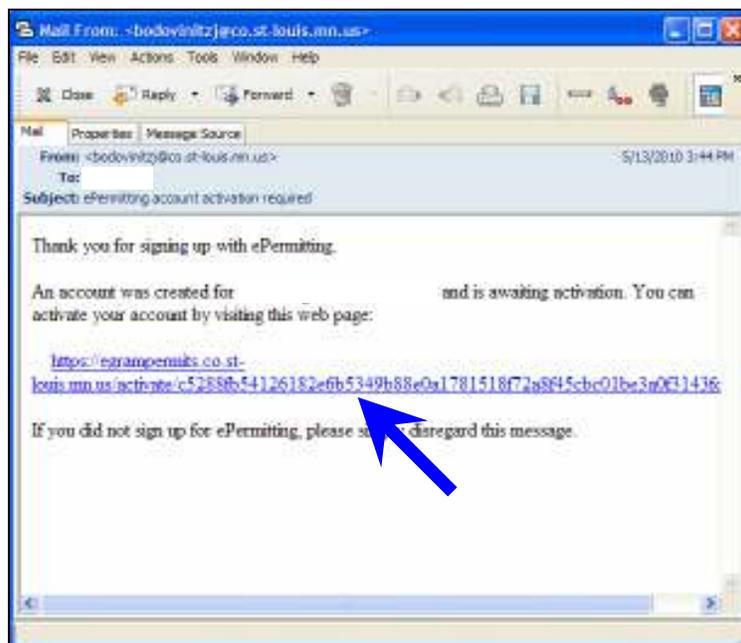
To create a new user account, click on the ePermitting link on the St. Louis County Public Works Department website. Click on “New User” in the upper right corner.



Enter your profile information into the spaces provided. Make sure you save your email address and password because they are required to log into your user account.



After completing your profile information, click “Submit” at the bottom of the page. After you submit your information, you will receive an email stating the new ePermitting account must be activated. To activate your account, open the email and click on the web link contained in the email. A new window will open stating your account has been activated. You have now created a new user account.

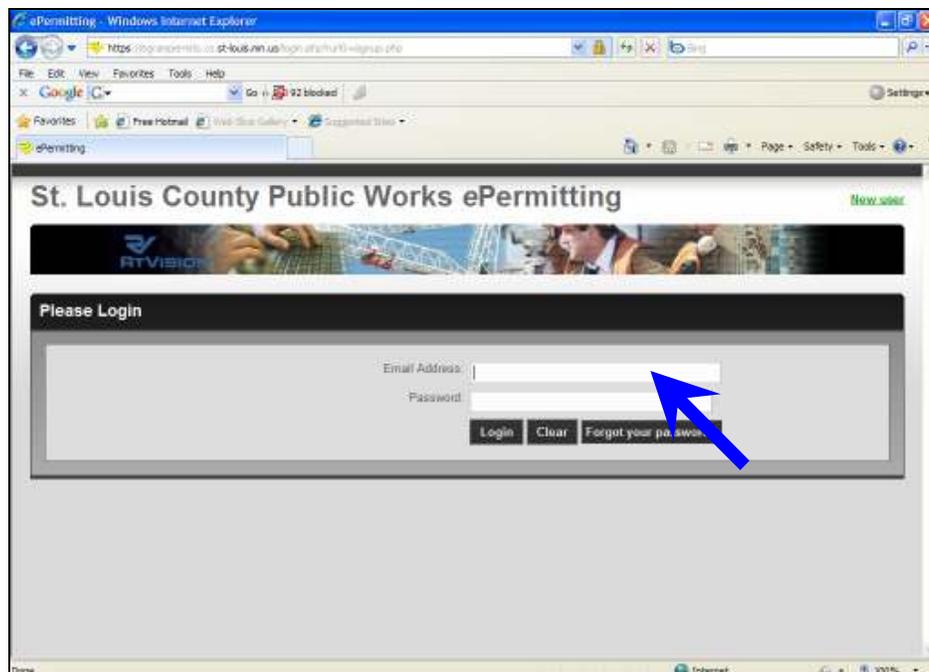


## Account Log-In

To log into your user account, click on the ePermitting link on the St. Louis County Public Works Department website. Click “Login” in the upper right corner.



Enter your email address and password. After your initial log-in, you may be prompted to change your password. When you are logged in, you may change your password at anytime by selecting “Change Password” under “User”. Make sure you save your password. If you lose your password, contact the Permit Administrator at 218-625-3830.



## Submitting a Utility Permit Application

Once you log into your user account, you will be directed to the main ePermitting site. Click on the “Utility” application.

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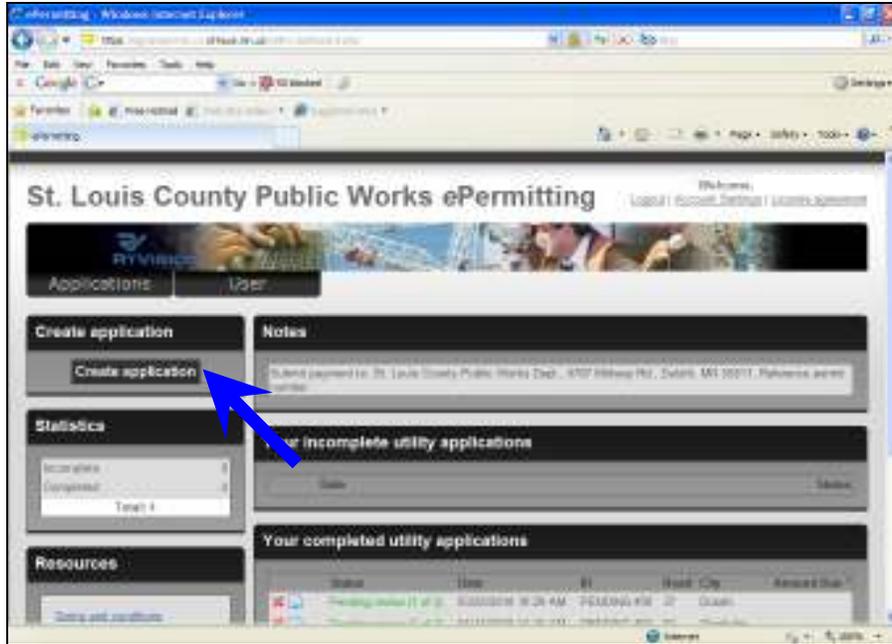
**Note:**

There are multiple permit applications on the main ePermitting site that represent the various St. Louis County permits. You will be working with the “Utility” application.

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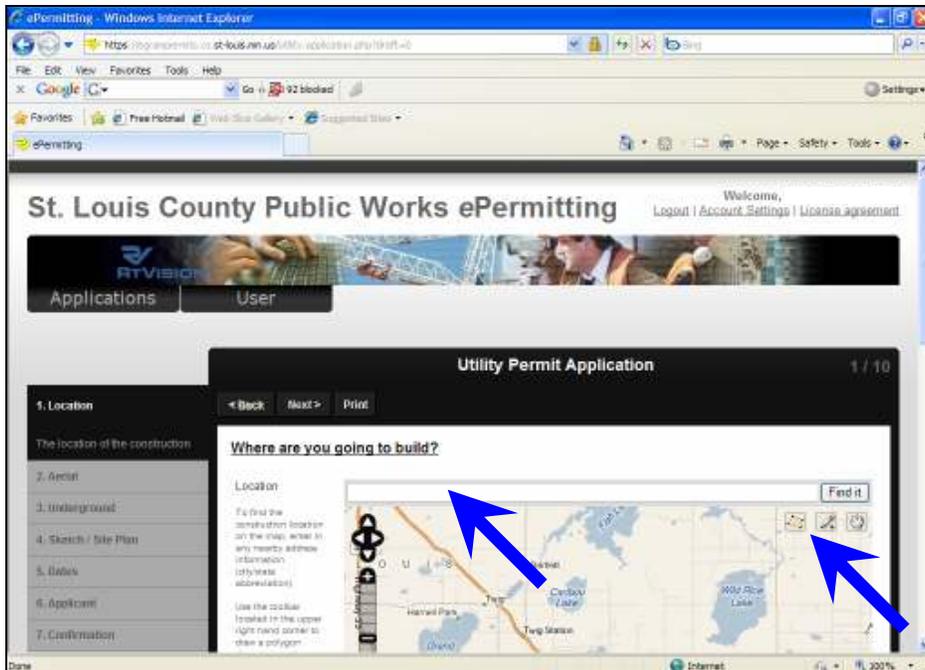


You will be directed to the utility permit main dashboard. The main dashboard is where you create a new utility permit application and also lists utility permit applications that were previously submitted. Click “Create Application” to begin a new utility permit application.



### Step 1: “Location”

In this step, you will identify the worksite location. In the search field above the map, enter the description of the worksite location and click “Find it”. For example, if the worksite is located near Duluth, enter “Duluth, MN”. You may also use the navigation tools on the left side of the map to navigate to the worksite. Once you find the worksite, use the drawing tools in the upper right corner of the map to draw the area of your worksite. You may draw a polygon or place a dot to represent this area. Review the instructions on the left side of the map to assist you with the drawing tools.



Scroll down and complete the other description fields. The description fields marked with a \* are required. Click “Next” when complete.

The screenshot shows a web browser window titled "ePermitting" with the URL "https://epermitting.st-louis-mo.gov/MyApplications/Start-0". The form contains the following fields:

- \*Start point: [Text input]
- \*End point: [Text input]
- \*Construction description: [Text input]
- \*Showat distance from centerline: [0] feet [0] inches
- Highway or county road: [Text input]
- Location Relative to Road:  North,  South,  East
- City:  Aurora,  Babbit,  Bluebird

## Step 2: “Aerial”

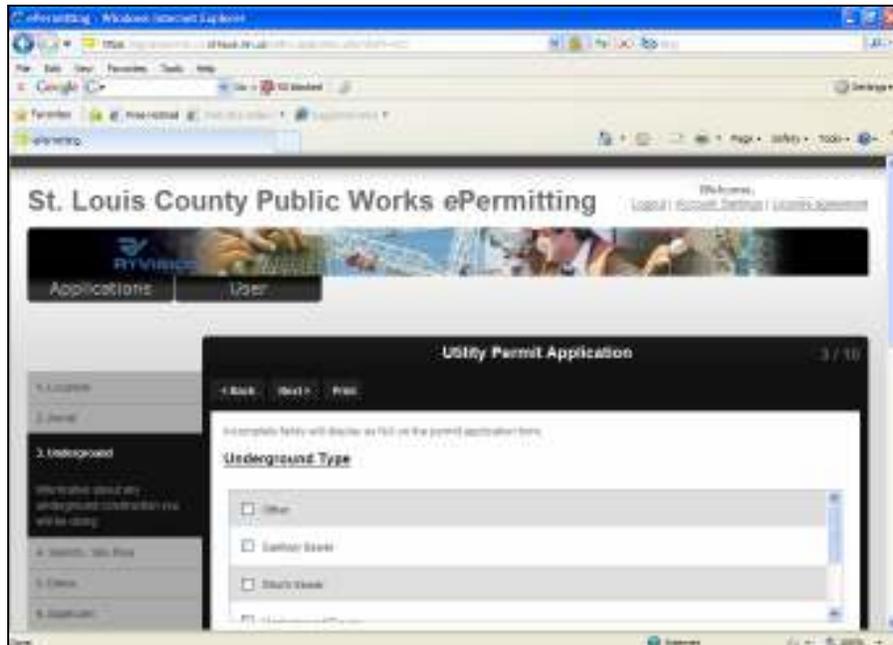
If the utility permit application involves above ground facilities, complete the description fields in this step and click “Next”. If the utility permit application only involves facilities at or below ground level, leave the fields blank and click “Next”.

The screenshot shows the "St. Louis County Public Works ePermitting" application. The "Utility Permit Application" form is displayed, with the "Aerial Type" section containing the following options:

- Overhead
- Open Trench
- Storage Pits

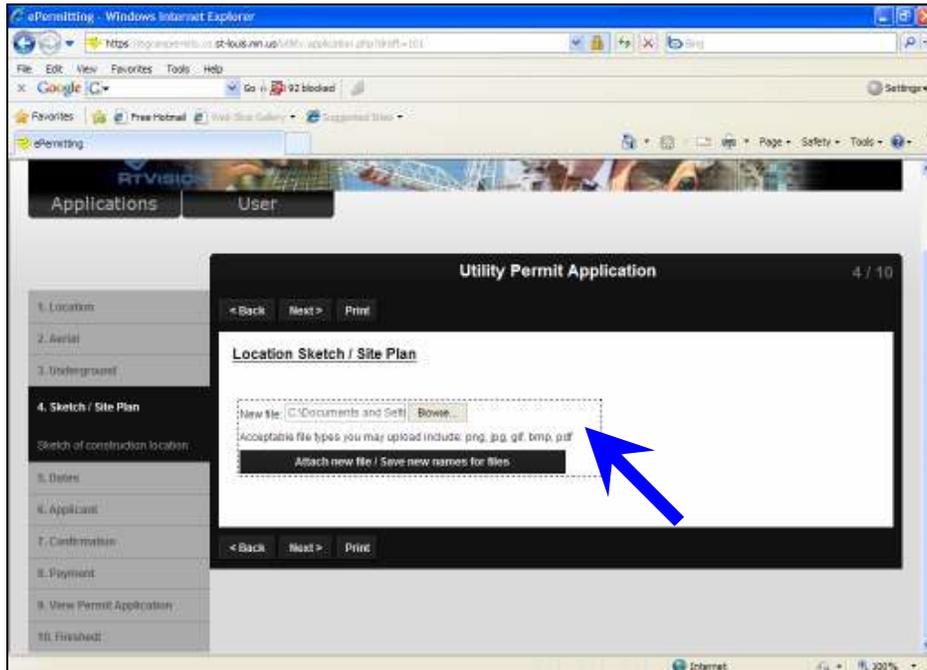
### Step 3: “Underground”

If the utility permit application involves facilities at or below ground level, complete the description fields in this step and click “Next”. If the utility permit application only involves above ground facilities, leave the fields blank and click “Next”.

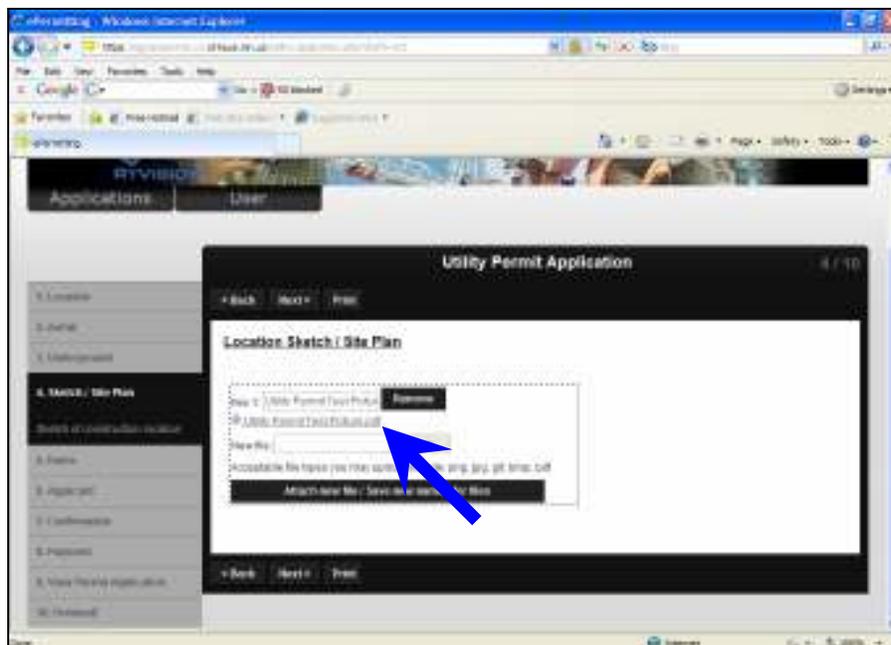


## Step 4: “Sketch/Site Plan”

To attach a sketch/site plan, click “Browse” and navigate to the file(s) on your computer. After locating the file(s), click “Attach new file/Save new names for files”. You may proceed with the utility permit application without attaching a sketch/site plan. However, you may be required to submit a hard copy of a sketch/site plan during the utility permit application review.

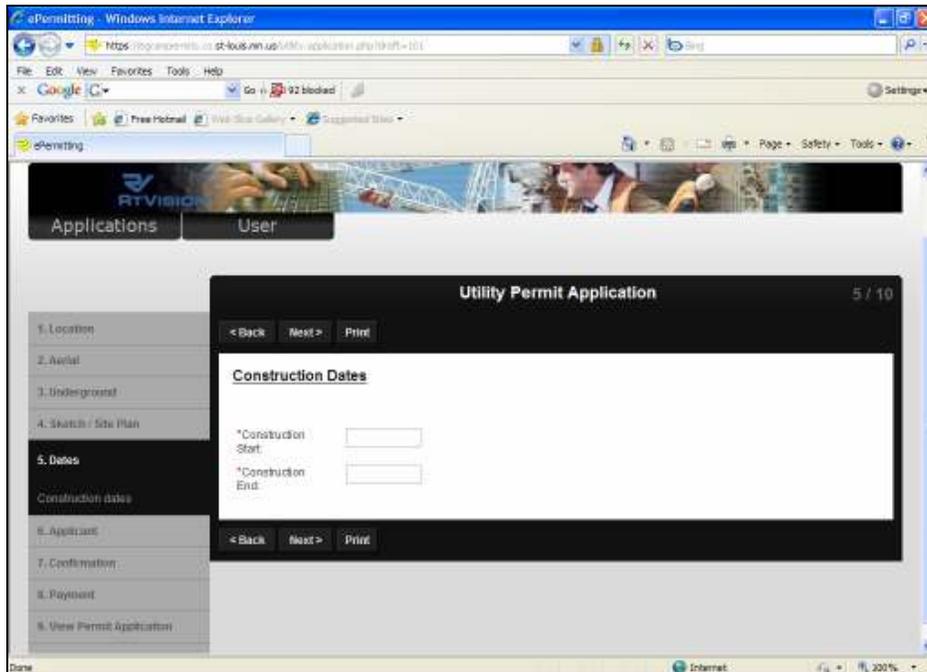


The sketch/site plans you have attached will be listed for your review. When you have attached all of your sketch/site plans, click “Next”.

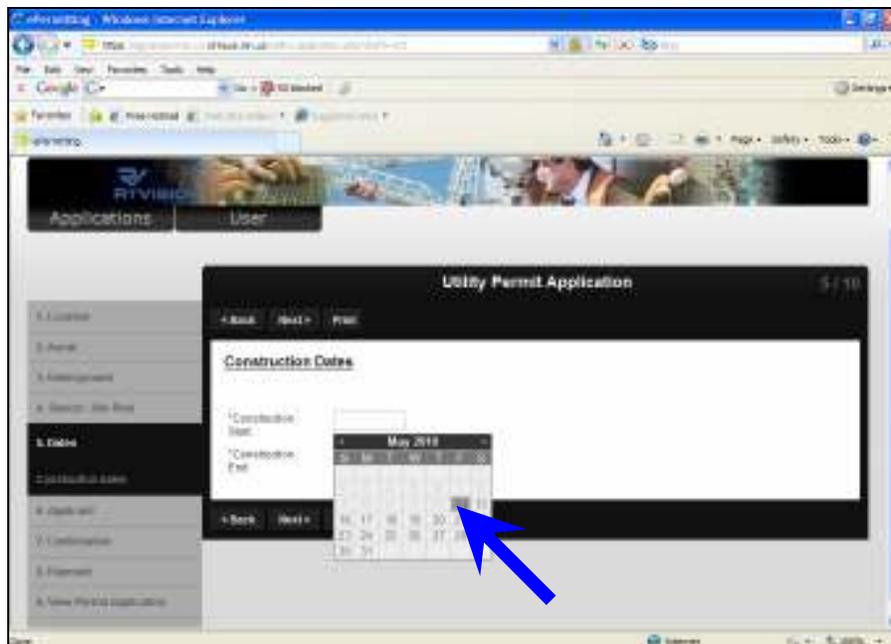


## Step 5: “Dates”

You are required to select a date range that you anticipate your work to be completed within. It is important to provide your best estimate. Utility permits expire one year from the approval date if no work has occurred.



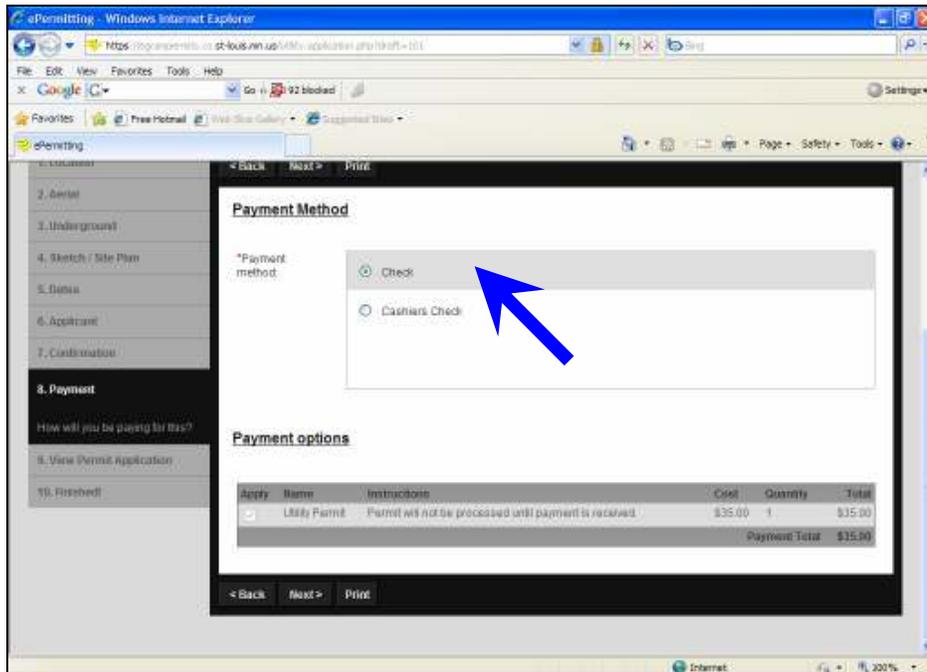
To select the beginning date, click in the box near “Start”. Repeat for the end date by clicking in the box near “End”. After you have completed the work dates, click “Next”.





## Step 8: “Payment”

You are required to select a payment method. Click in the radio button next to “Check” or “Cashiers Check” to specify your payment method. St. Louis County is unable to accept payments online. You must mail or drop-off your check or cashiers check at the St. Louis County Public Works Department office in Pike Lake. See the Resources section for the St. Louis County Public Works Department address. The address is also listed on the main dashboard. The utility permit application fee is listed in the Total column. **THE UTILITY PERMIT APPLICATION WILL NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED IN FULL.** After the payment method is selected, click “Next”.



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### Note:

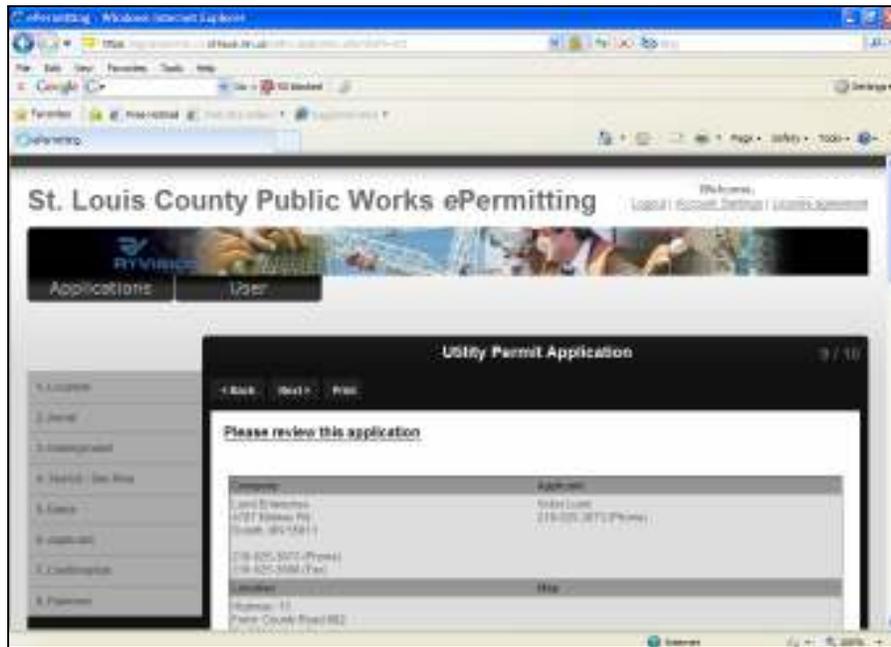
Once your payment is submitted and receipted into St. Louis County, you will receive an email notifying you that payment has been received. The utility permit listing on the main dashboard will also be updated by removing the amount due. **YOU ARE NOT YET AUTHORIZED TO BEGIN WORK. SEE “WORK AUTHORIZATION” FOR MORE DETAILS.** If you do not receive this email notification, please contact the Permit Administrator at 218-625-3830.

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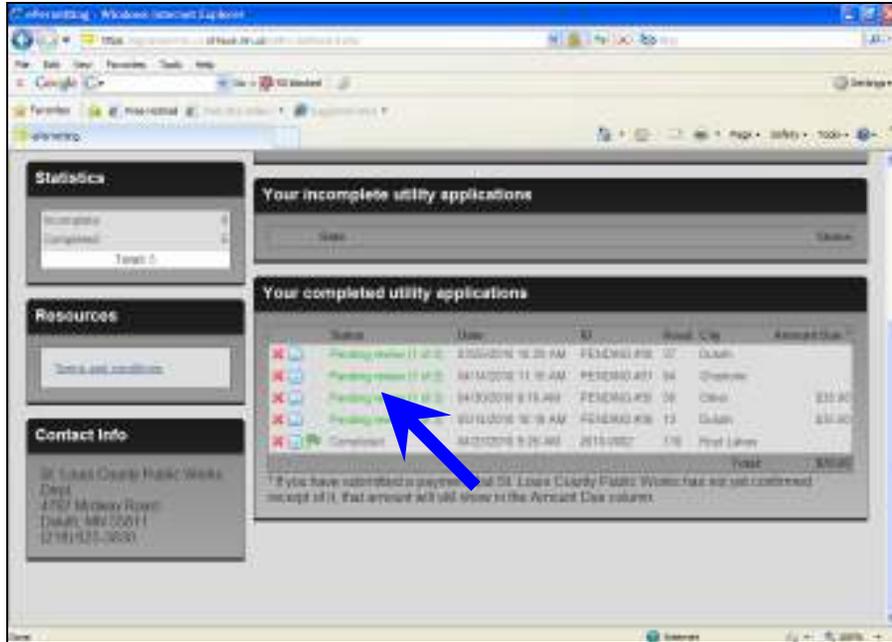
## Step 9: “View Permit Application”

This step provides an opportunity to review your utility permit application. **THIS IS THE LAST CHANCE YOU HAVE TO REVISE THE UTILITY PERMIT APPLICATION PRIOR TO SUBMITTING THE UTILITY PERMIT APPLICATION FOR REVIEW.**

After you have verified the information in your utility permit application is correct, click “Next” to submit your utility permit application to St. Louis County for review.



You will be directed back to the main dashboard and be able to see the utility permit application you just submitted and track its status and payment verification.



You now have submitted your utility permit application for review. **YOU MAY NOT BEGIN WORK UNTIL THE UTILITY PERMIT APPLICATION IS APPROVED.**

## Work Authorization

Upon submission of your utility permit application, you will receive an email stating St. Louis County has received your utility permit application. **YOU ARE NOT YET AUTHORIZED TO BEGIN WORK.** You must submit payment for the utility permit application to be processed.

Once St. Louis County has reviewed and approved your utility permit application, you will receive an email stating your utility permit application is approved and the utility permit status will be changed to “Active” on your main dashboard. Upon receipt of this email confirming the utility permit is approved, you may start your work. **YOU ARE NOW AUTHORIZED TO BEGIN WORK.**

**BEFORE BEGINNING WORK, YOU ARE REQUIRED TO CONTACT THE DISTRICT SUPERINTENDENT LISTED IN THE “SPECIAL PROVISIONS” OF YOUR UTILITY PERMIT AND COMPLY WITH ANY SPECIAL INSTRUCTIONS HE OR SHE MAY PROVIDE.**

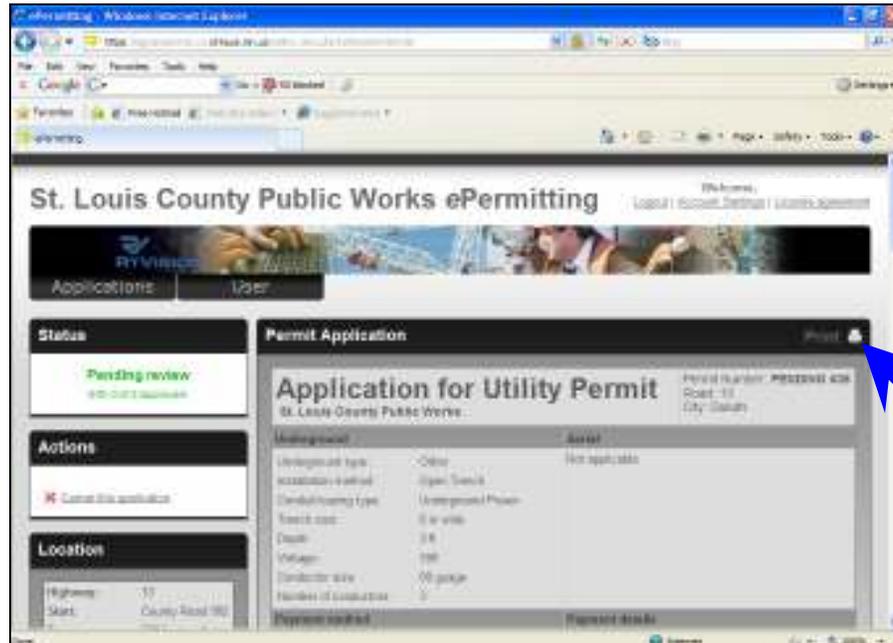
## Final Inspection

Upon completion of the work identified in your utility permit, **YOU ARE REQUIRED TO FLAG YOUR UTILITY PERMIT FOR INSPECTION.** Click the flag icon  next to the utility permit that is ready for inspection. This will notify St. Louis County to inspect your worksite. Once the utility permit has been inspected and work accepted by St. Louis County, the utility permit status will be changed to “Complete”. **IT IS YOUR RESPONSIBILITY AS A PERMITTEE TO REQUEST FINAL INSPECTION.** St. Louis County will not close-out your utility permit until the worksite has been inspected and has been satisfactorily restored to original condition in accordance with the utility permit terms and conditions.

**FAILURE TO REQUEST INSPECTION AND/OR RESTORE THE WORKSITE PROPERLY MAY RESULT IN THE SUSPENSION OF APPROVAL FOR FUTURE UTILITY PERMIT APPLICATIONS.**

## Managing Your Utility Permits

All of your utility permit applications and utility permits will be listed on the main dashboard with their respective status. You may view any utility permit by clicking on the document icon  next to the utility permit of interest. When viewing a utility permit, you may click the “Print” icon in the upper right corner to print out a copy.



At any time during the utility permit application process, you may exit and return to continue at a later time. You can also delete a utility permit by clicking on the delete icon  next to the utility permit you want to delete.

In the “Statistics” pod located on the left side of the main dashboard, you can track the number of utility permits that are incomplete or complete.

In the “Resources” pod located on the left side of the main dashboard, you can access a copy of the utility permit terms and conditions.

In the “Contact Info” pod located on the left side of the main dashboard, you can view the contact information for the St. Louis County Public Works Department.

## **Resources**

If you have questions regarding the *e*Permitting application, please contact the Permit Administrator at 218-625-3830.

St. Louis County Public Works Department Address:

St. Louis County Public Works  
4787 Midway Road  
Duluth, MN 55811

St. Louis County Website:

<http://www.co.st-louis.mn.us/slcportal/>