

St. Louis County Public Works Department *e*Permitting



Moving Permit Application

User Reference Manual

Updated: March, 2012

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Introduction

The St. Louis County Public Works Department has implemented an *e*Permitting application for moving permits. The *e*Permitting application is an internet based moving permit where an applicant submits a moving permit application through a website. The paper form of the St. Louis County moving permit application will no longer be available. Moving permit applications will only be accepted through the *e*Permitting application. The *e*Permitting application provides more efficient, accurate processing and management of moving permit applications and moving permits.

The St. Louis County moving permit is composed of the following permit types.

Permit Type	Description
Annual Permit	Unlimited moves allowed per permit.
Single Trip Permit	One move allowed per permit.
Septic Permit	One move allowed per permit.

The Annual permit is designed for frequent users of the St. Louis County moving permit. An example of a typical user would be a transportation company that frequently moves oversize/overweight loads during the year. The Single permit is designed for infrequent users of the St. Louis County moving permit. An example would be a one time special move. The Septic permit is designed for septic companies that must make emergency service calls for septic tanks during the seasonal load restrictions period which typically occurs during the months of March, April and May.

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

The *e*Permitting link is located on the St. Louis County website at the following address:

<http://www.stlouiscountymn.gov/>

Click on the “Most Popular Pages...” drop down menu, select “Permits” then click “Go”.

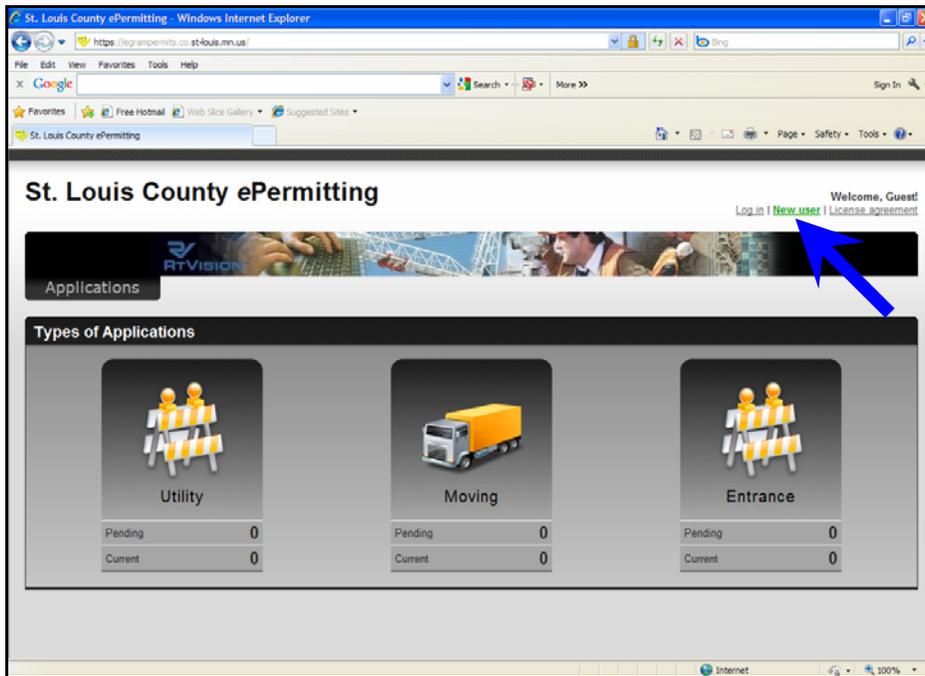


Under the “Transportation” section, click “Moving” to access the *e*Permitting application.

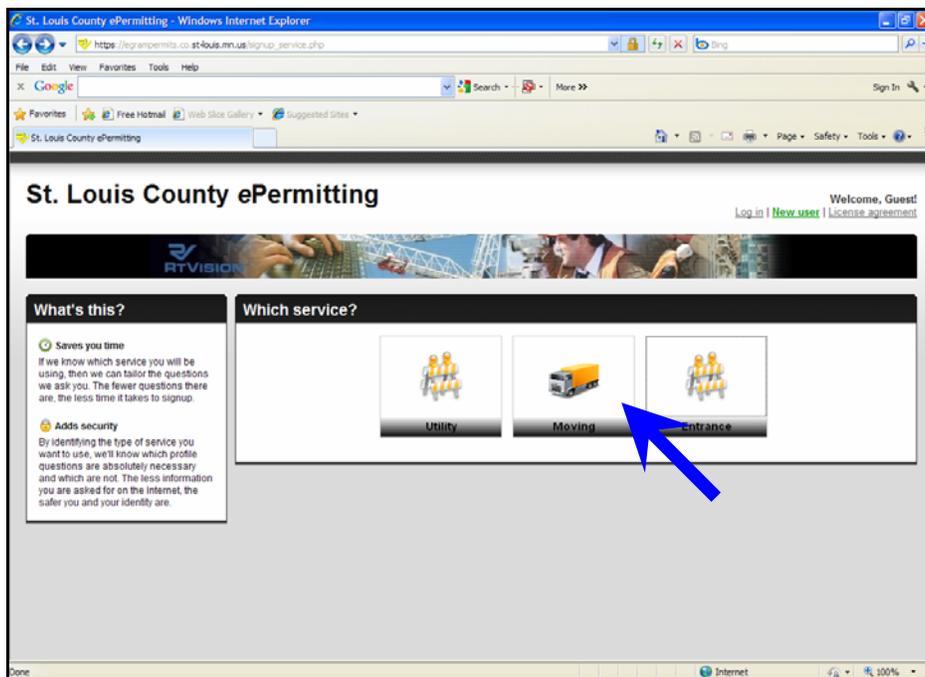
New User Account Set-Up

You are required to possess a user account to submit a moving 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 company.

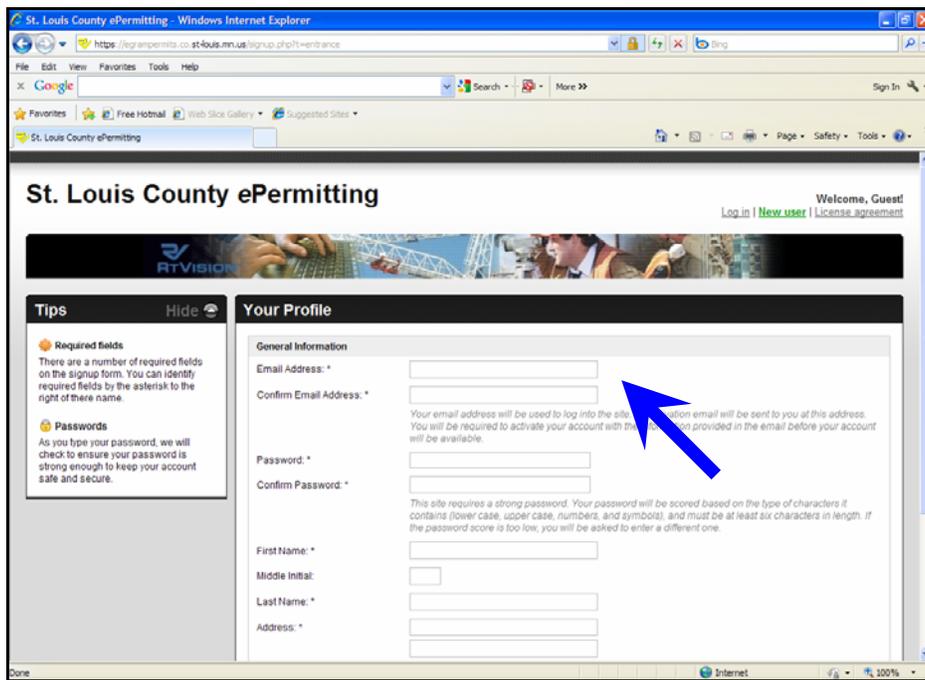
To create a new user account, click “New User” in the upper right corner of the *e*Permitting application.



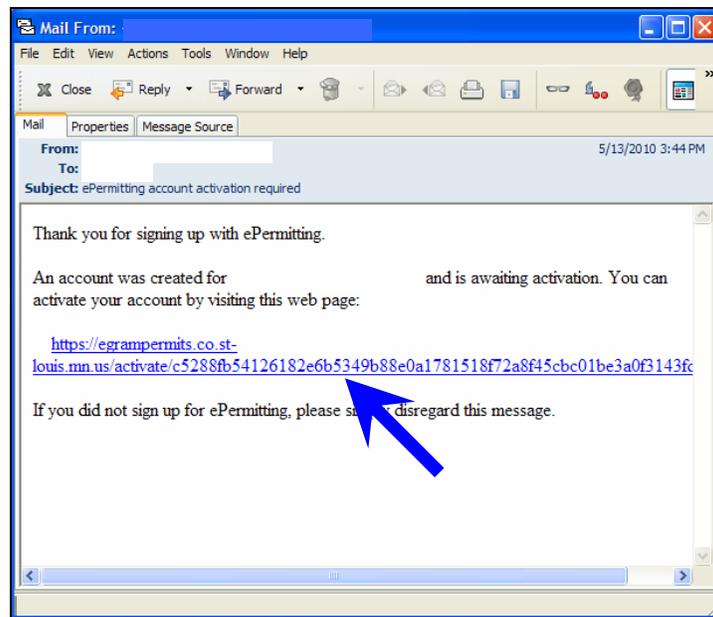
Click on the “Moving” pod.



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.



When you have completed entering 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.

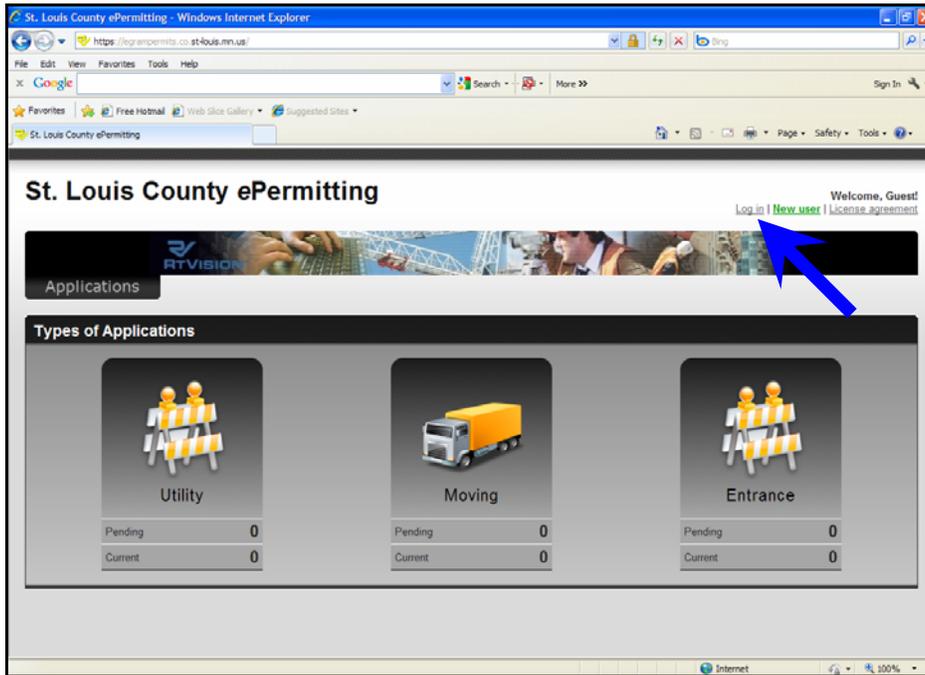


Before submitting your first moving permit application, you must submit a current certificate of insurance for your company to St. Louis County. You may mail, fax or drop off the certificate of insurance at the Pike Lake office. See the Resources section of this Manual for contact information. Upon submission of a current certificate of insurance, your account will be verified. You must also maintain a current certificate of insurance with St. Louis County.

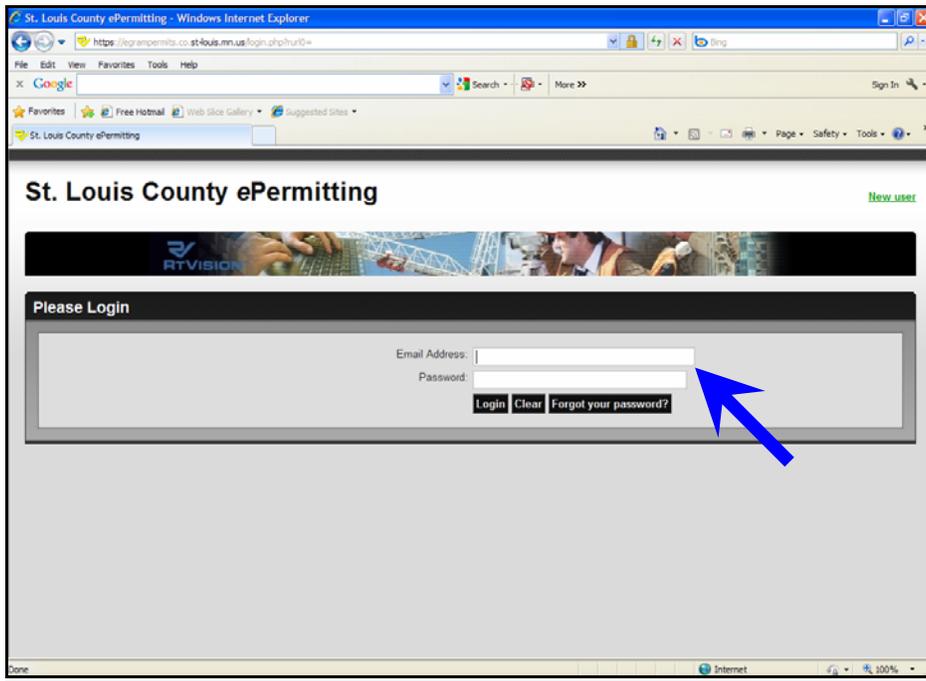
YOU MAY NOT SUBMIT A MOVING PERMIT APPLICATION UNTIL YOUR ACCOUNT HAS BEEN VERIFIED BY ST. LOUIS COUNTY.

Account Log-In

To log into your user account, click “Login” in the upper right corner of the ePermitting application.



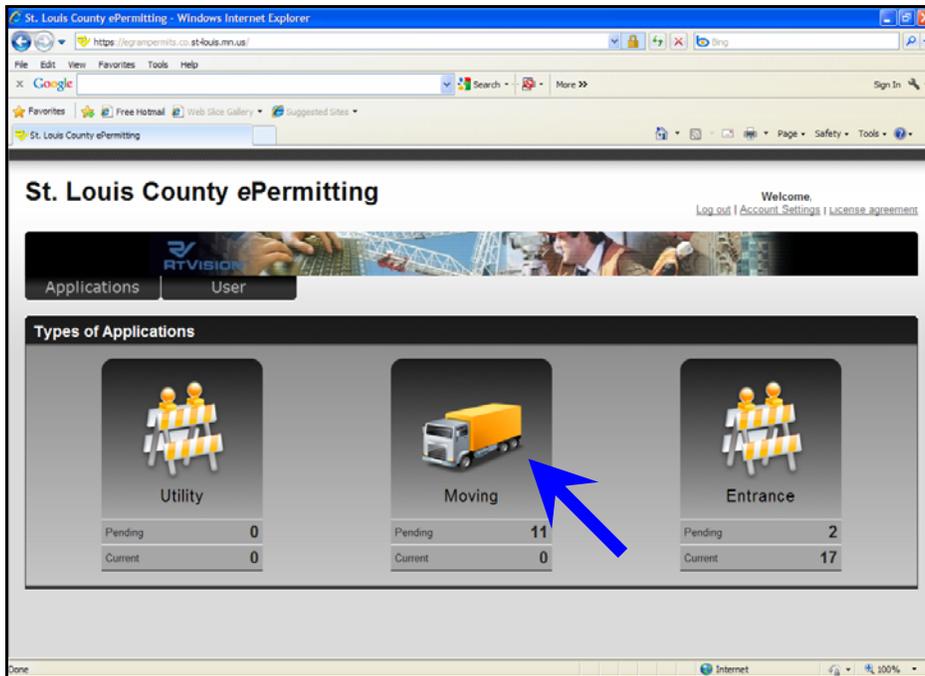
Enter your email address and password then click “Login”. When you are logged in, you may change your password at anytime by selecting “Change Password” under “User”. Make sure you save your password. If you lose your password, contact St. Louis County at 218-625-3830.



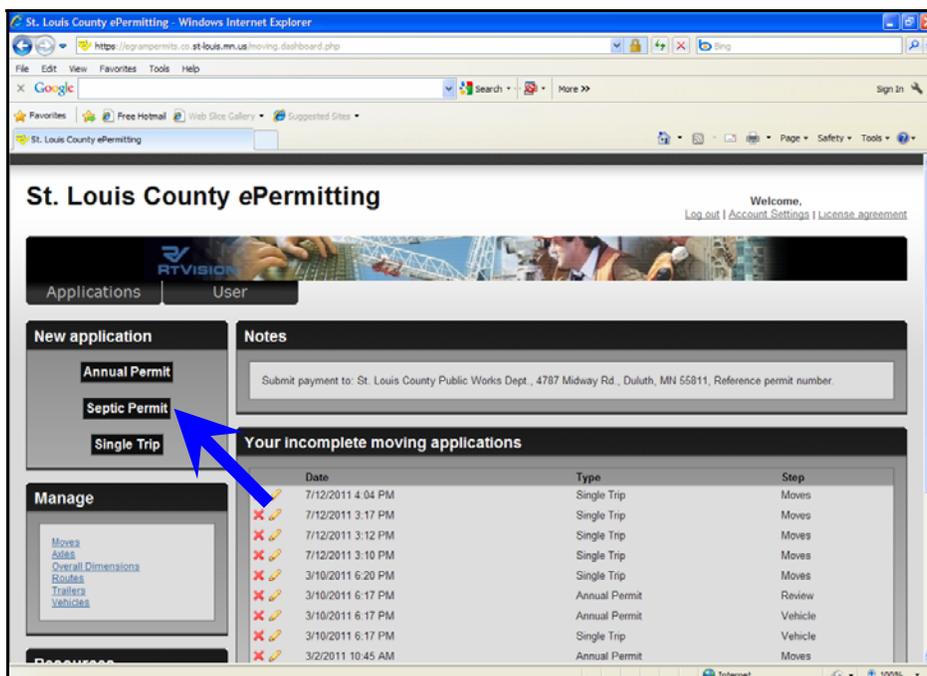
SEPTIC PERMIT

Submitting a Septic Permit Application

Log into your user account. You will be directed to the main ePermitting site. Click on the Moving application.

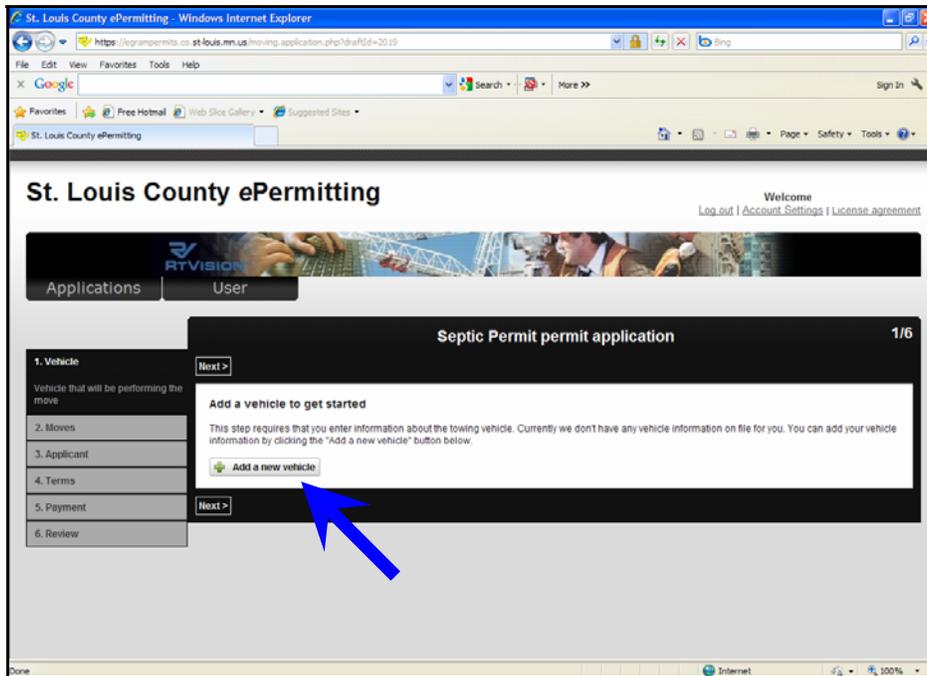


You will be directed to the moving permit main dashboard. The main dashboard is where you create a new moving permit application. It also lists moving permit applications that were previously submitted. Click “Septic Permit” to begin a new Septic Permit application.

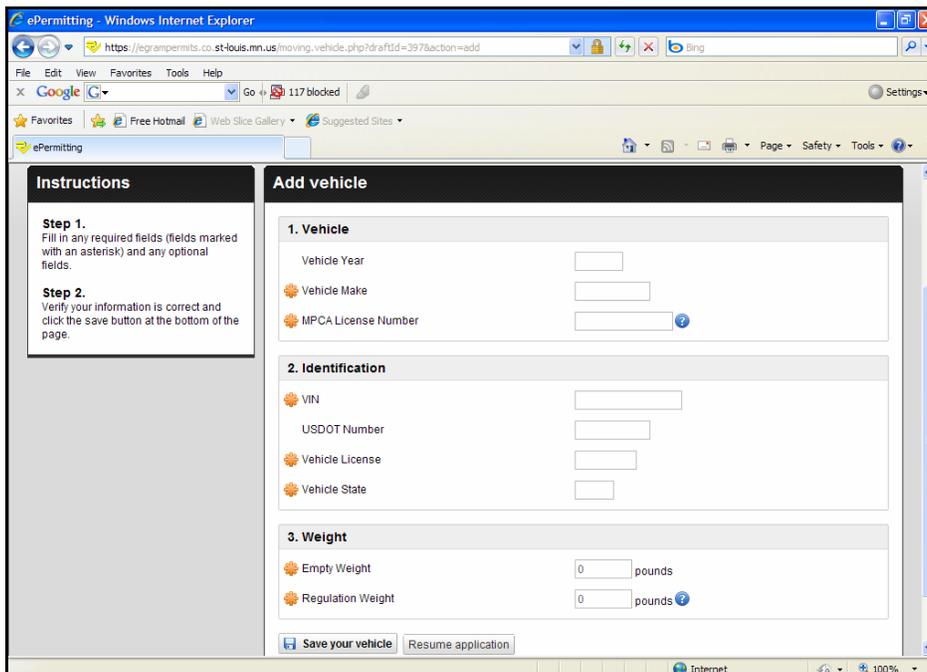


Step 1: Vehicle

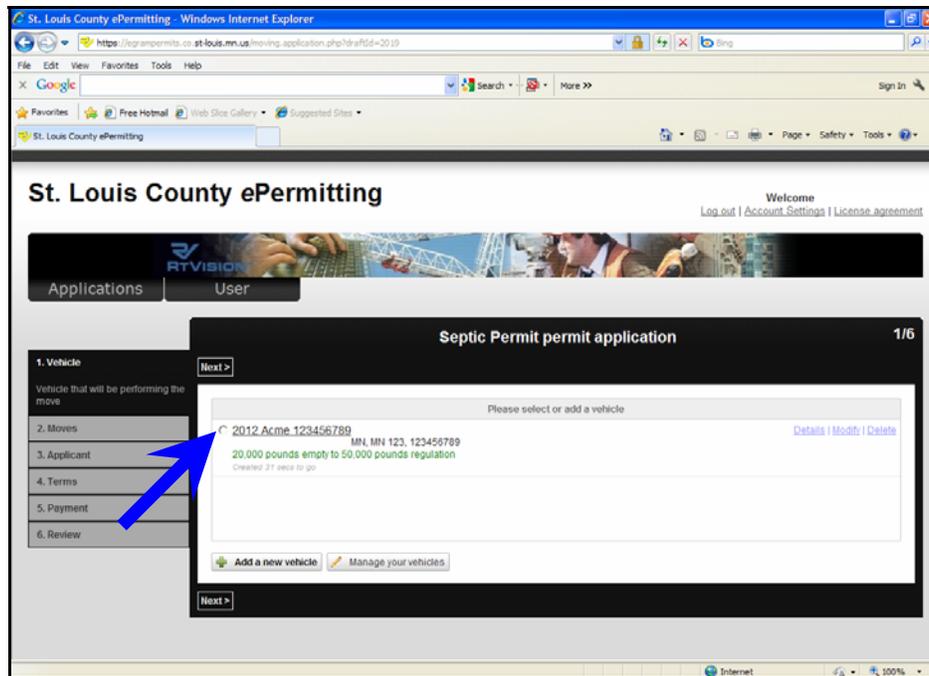
In this step, you will create your vehicle that will be used as the septic truck. Click, “Add a new vehicle”.



Enter your vehicle information. When finished, click “Save your vehicle” then click “Resume application”.

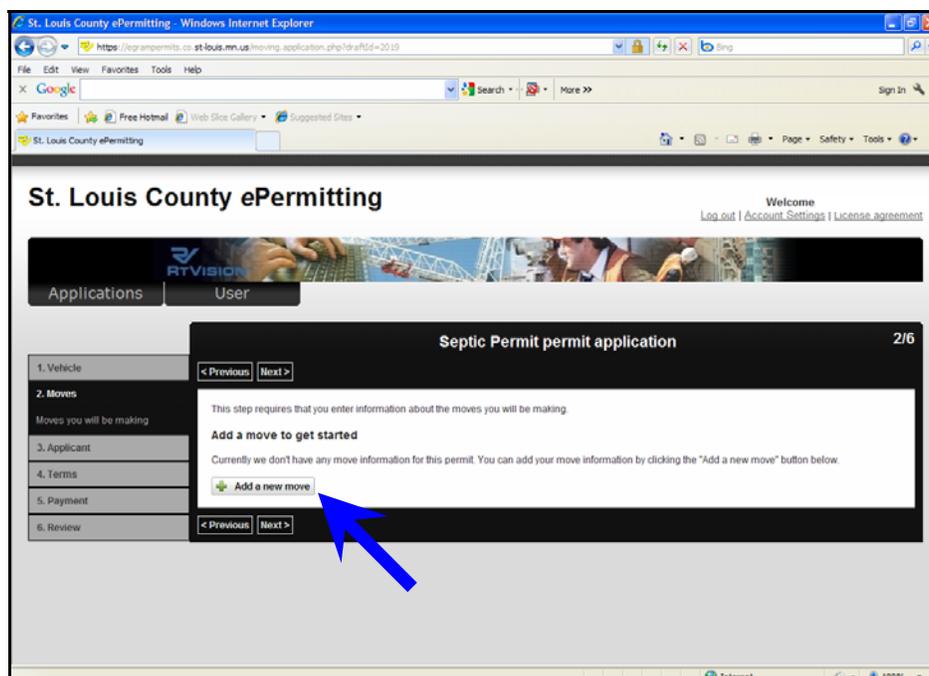


The application will now list the vehicle you just created. Click on the radio button next to the vehicle you will use for this move then click “Next”. If you own multiple septic trucks, you can create profiles for each vehicle you may use. Because your vehicles are saved in the ePermitting program, you can select a vehicle you previously created when submitting a future Septic Permit application.

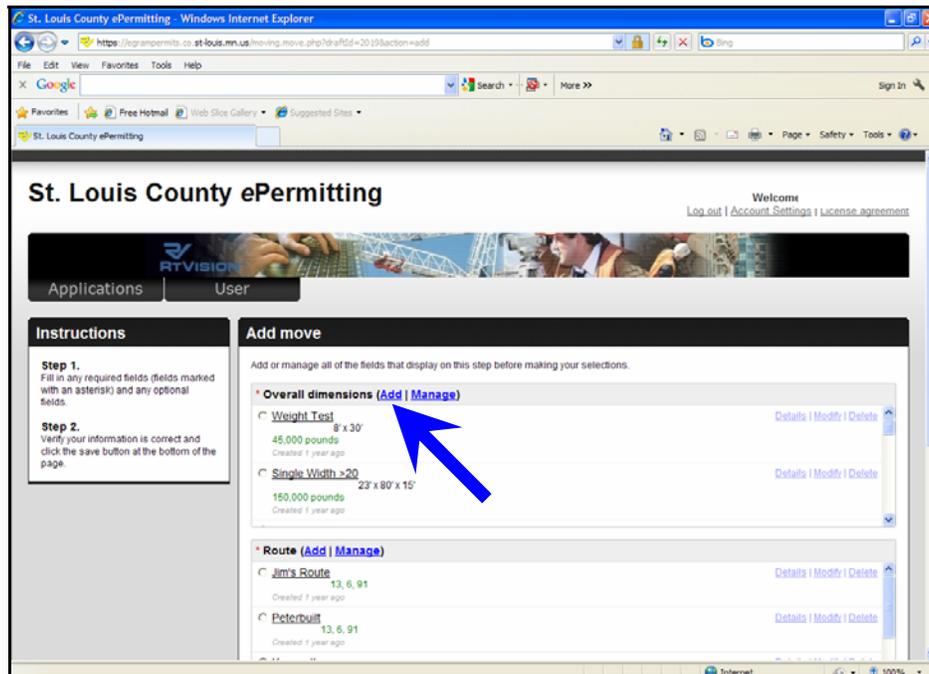


Step 2: Moves

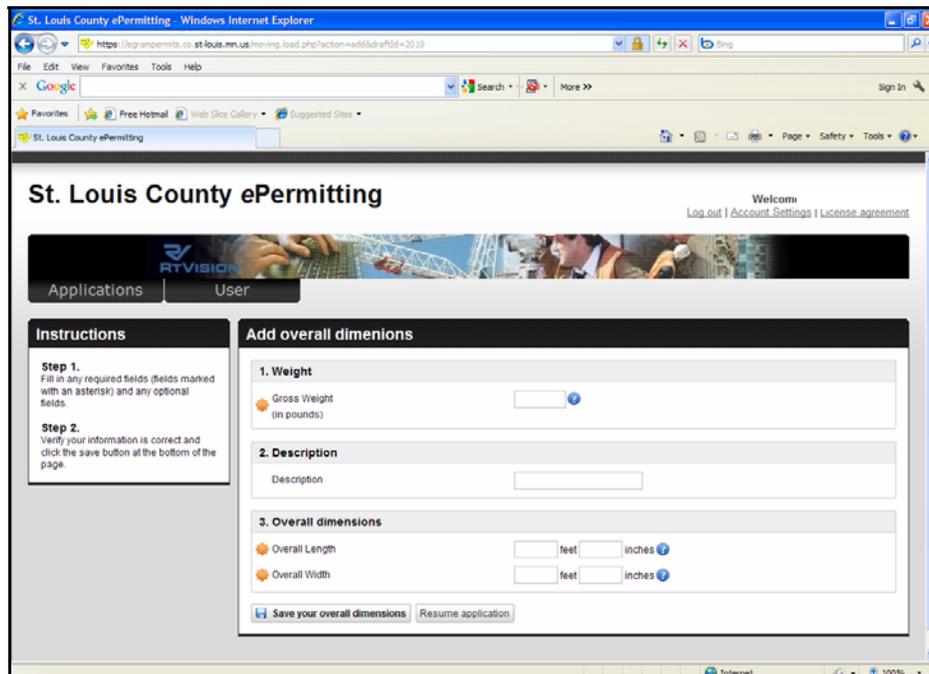
In this step, you will enter your move information. Click “Add a new move”.



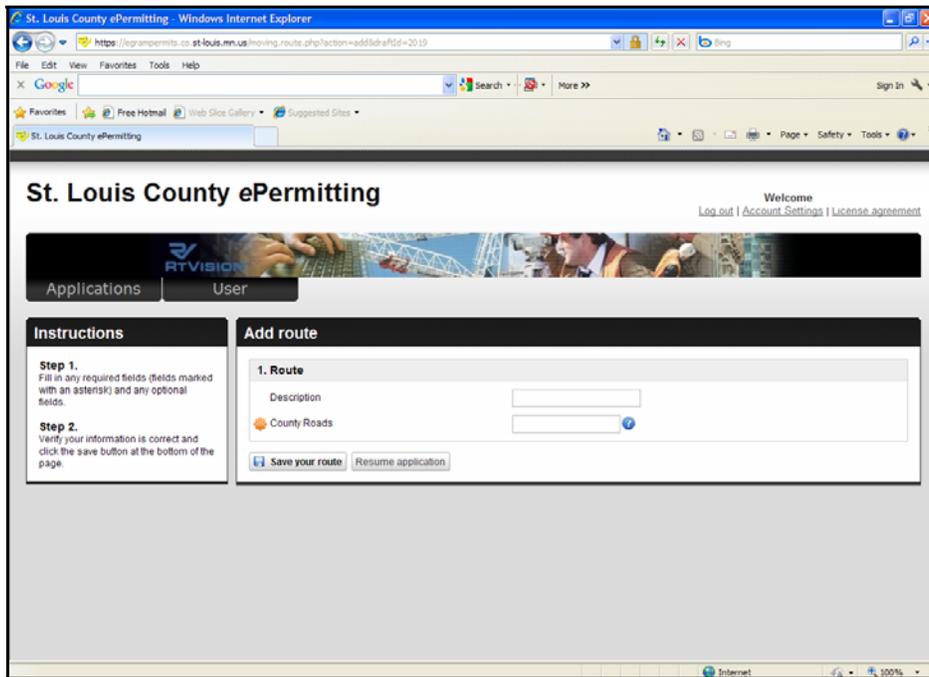
The move information consists of the “Overall Dimensions”, “Route”, “Axle Configuration” and “Dates” fields. Click “Add” next to each field description to enter your move information.



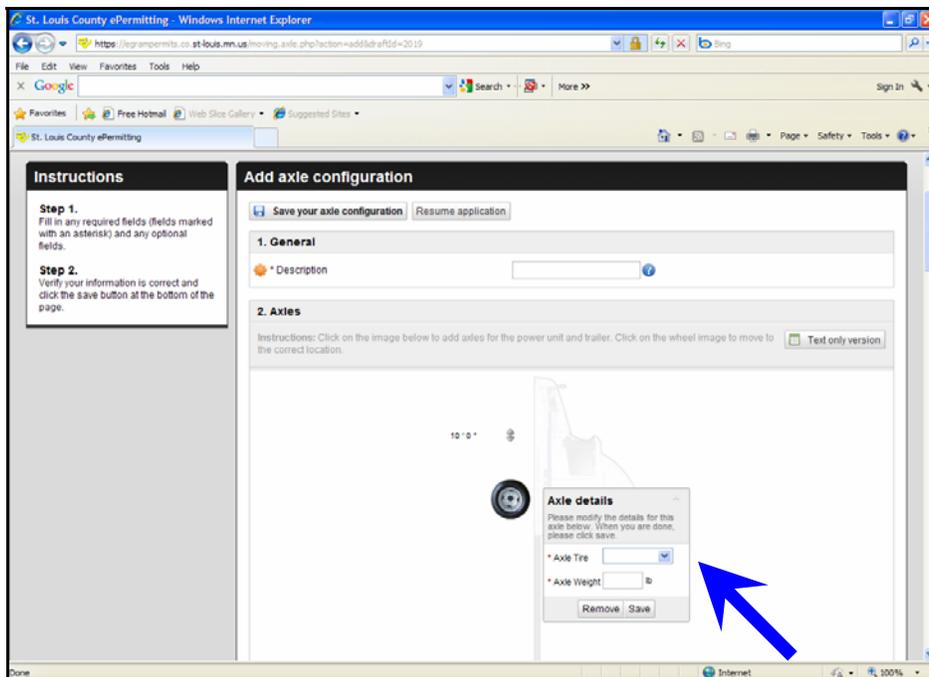
First enter the overall dimensions information. The gross weight is defined as the combined weight of the septic truck and sewage. The maximum allowed Overall Length is 30 ft and the maximum allowed Overall Width is 8 ft, 6 in. If you exceed any of these values, your Septic Permit **WILL NOT** be automatically approved. When finished, click “Save your load” then click “Resume application”.



Next, enter the route information. List all County roads you will use for this move. When finished, click “Save your route” then click “Resume application”.



Next, enter your axle configuration. To add axle information, click on the truck image and a new axle will automatically appear.

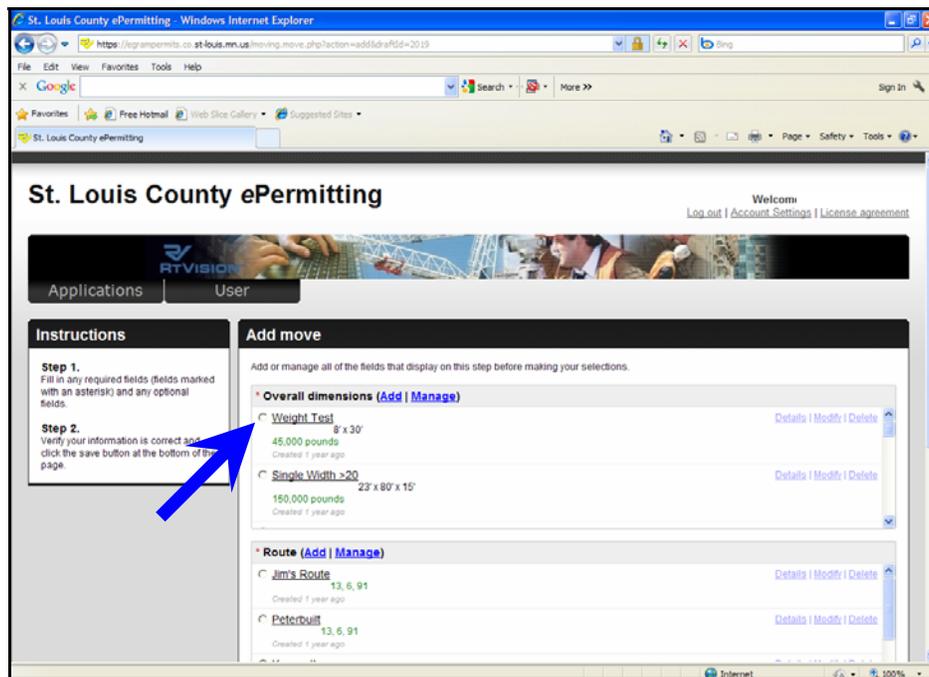


Enter information for each axle of the truck. To adjust the axle location, click and hold the tire and move your mouse to the location the axle is located on your truck. The axle spacing will automatically change as you move the axle. You can also enter your axle information into a table by clicking on “Text only version”. When finished, click “Save your axle configuration” then click “Resume application”.

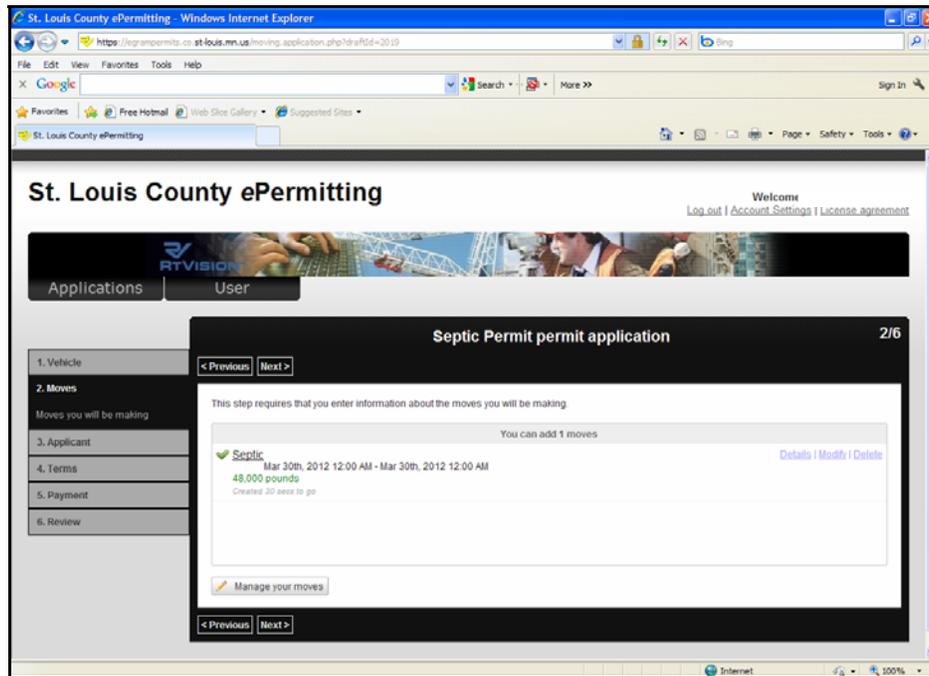
Next, select the date of your move. You must select the same date for both the start date and end date of your move.

A SEPTIC PERMIT IS ONLY VALID FOR ONE CALENDAR DAY.

Finally, click the radio button next to each field that pertains to your move. Click “Save your move” then click “Resume application”.

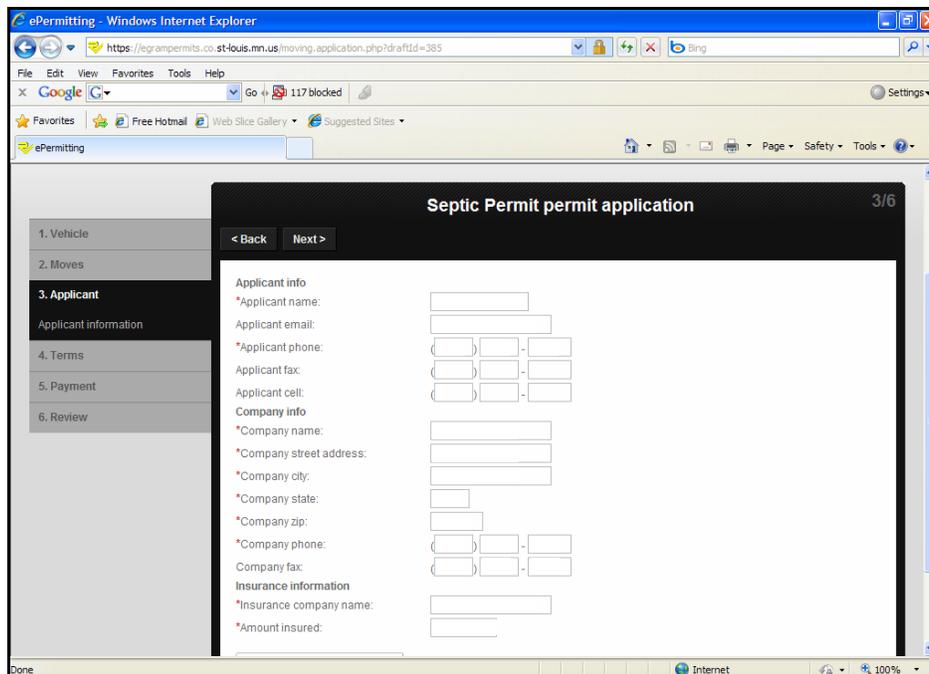


The ePermitting application will now list the move information you just created. You may view details, modify or delete your move by clicking “Details”, “Modify” or “Delete”. When you are satisfied with your move information, click “Next”.



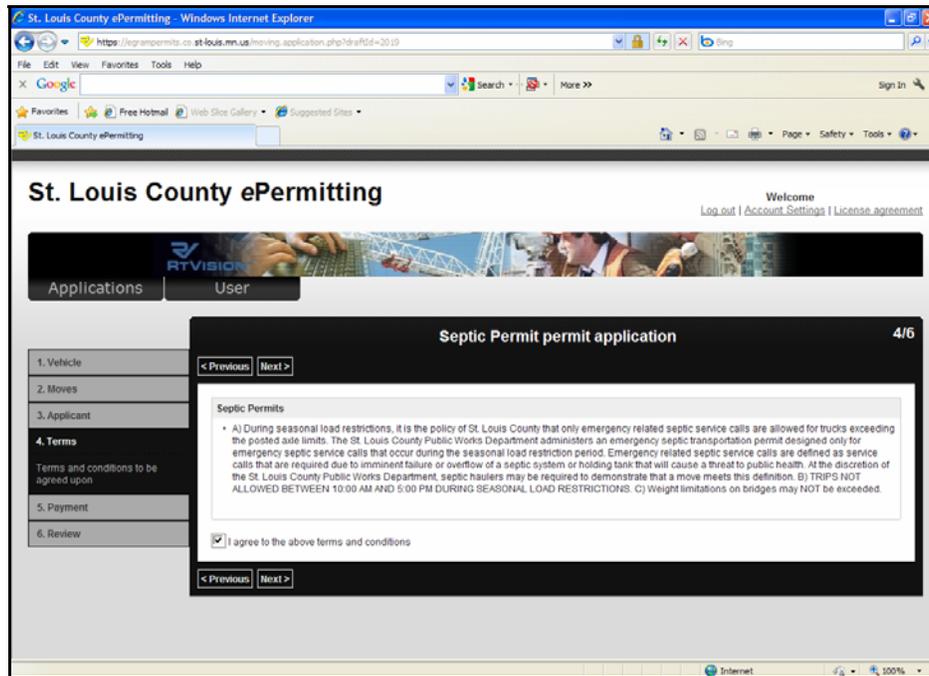
Step 3: Applicant

In this step, verify your profile information. If any information is not accurate or not up-to-date, you can complete any changes in this step. When you have reviewed all the information to be accurate, click “Next”.



Step 4: Terms

You are required to agree to the moving permit terms. Click the box “I agree to the above terms and conditions”. When finished, click “Next”.

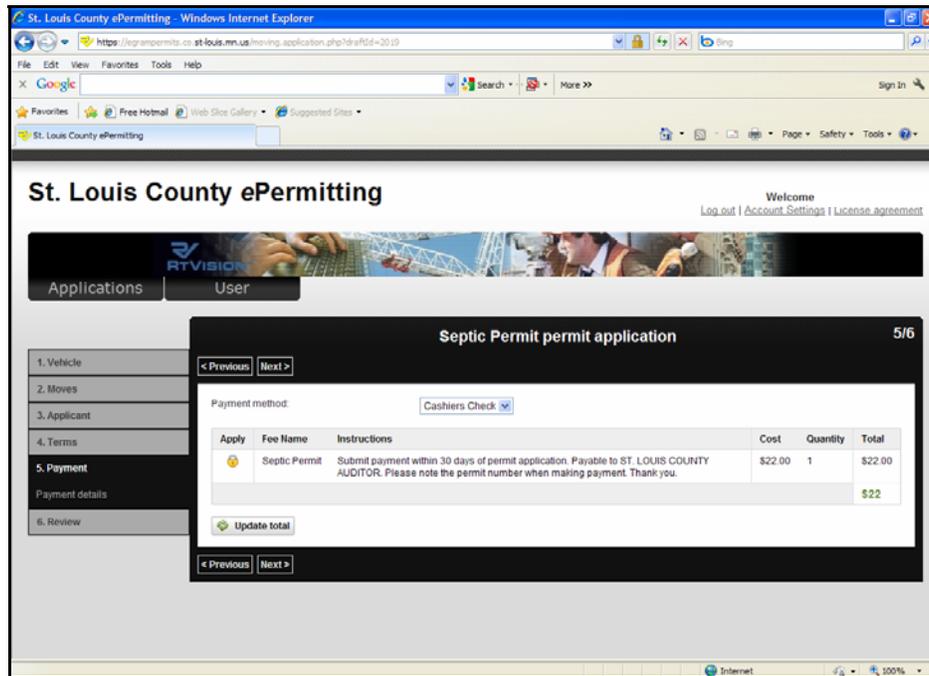


Step 5: Payment

In this step, you are required to select a payment method. The moving permit application fee is listed in the Total column. At this time, you may pay by personal check or cashiers check. Payment is payable to “St. Louis County Auditor”. Be sure to reference the moving permit number on the check memo. The check may be mailed or dropped off to the St. Louis County Public Works Department Office in Pike Lake. See the Resources section of this manual for address information.

THE SEPTIC PERMIT WILL BE AUTOMATICALLY APPROVED WITHOUT PAYMENT. HOWEVER, PAYMENT MUST BE SUBMITTED WITHIN 30 DAYS OF THE PERMIT APPROVAL DATE. IF PAYMENT IS NOT RECEIVED WITHIN 30 DAYS, YOU MAY BE RESTRICTED FROM SUBMITTING FUTURE MOVING PERMIT APPLICATIONS.

Once your payment is submitted and receipted into St. Louis County, you will receive an email notifying you that payment has been received. The moving permit listing on the main dashboard will also be updated by removing the amount due. If you do not receive this email notification, please contact St. Louis County at 218-625-3830.



After the payment method is selected, click “Next”.

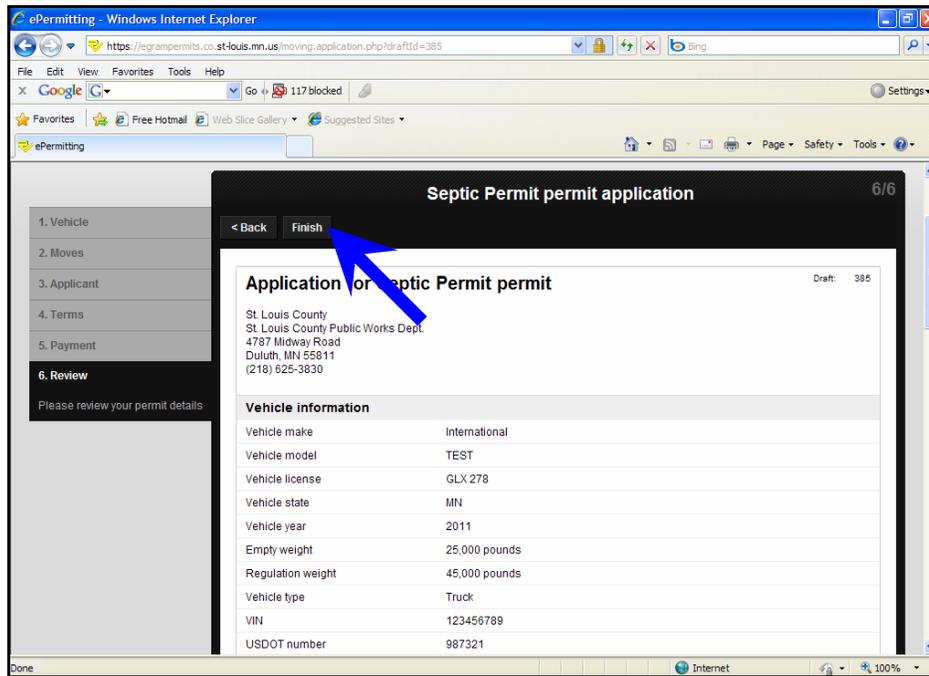
Step 6: Review

This step provides an opportunity to verify your Septic Permit application information.

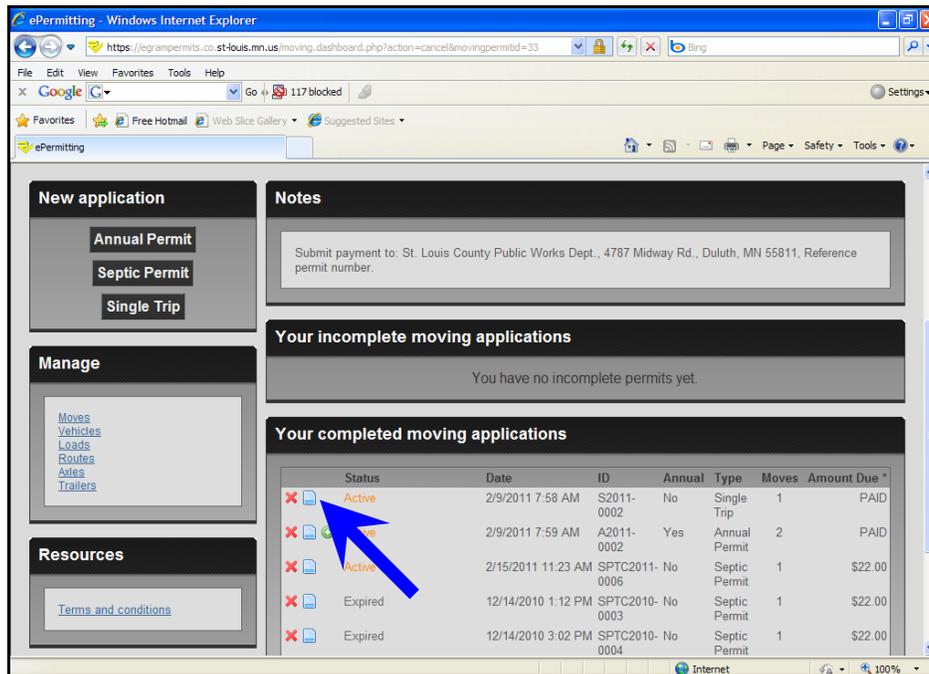
THIS IS THE LAST OPPORTUNITY TO REVISE THE SEPTIC PERMIT APPLICATION PRIOR TO SUBMITTING FOR AUTOMATIC APPROVAL.

It is important that all information contained in the permit is accurate because it may be reviewed by a law enforcement officer. If any permit information is not accurate, click “Back” or click on the step you need to modify. If all the information is accurate, click “Finish” to submit the moving permit application.

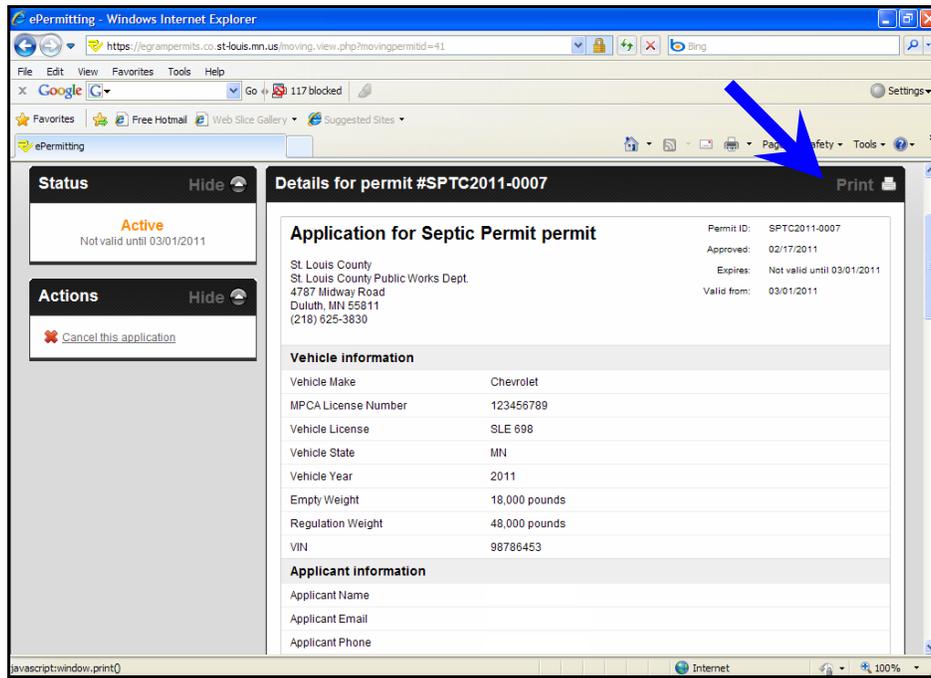
Upon submission of the Septic Permit application, you will receive an email stating your St. Louis County Moving Permit Application has been approved.



You will be directed back to the main dashboard. The Septic Permit application you just submitted will be listed in the completed moving applications. Click on the document icon to view your Septic Permit.



While viewing the Septic Permit, you can print by clicking the "Print" icon in the upper right corner of the ePermitting application. Your Septic Permit is automatically assigned a permit number. This permit number is listed on top of the permit as SPTCXXXX-XXXX. The first four numbers are the year and the second four numbers are the series number of the permit.

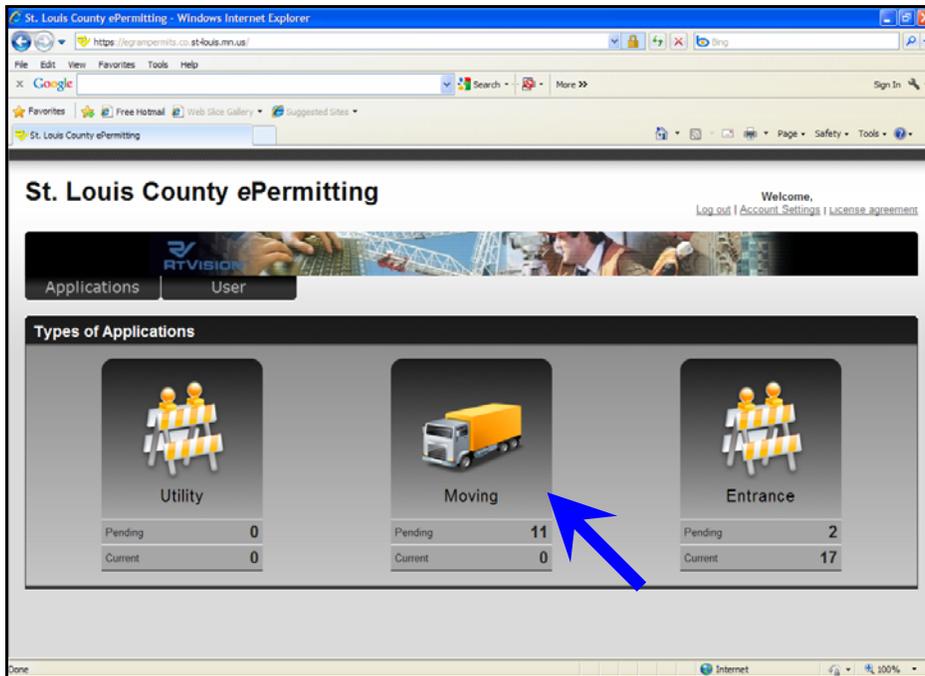


YOU MUST POSSESS A COPY OF THE MOVING PERMIT IN THE TRUCK DURING THE MOVE. YOU WILL BE CONSIDERED ILLEGAL IF YOU DO NOT POSSESS A COPY OF THE MOVING PERMIT IN THE TRUCK.

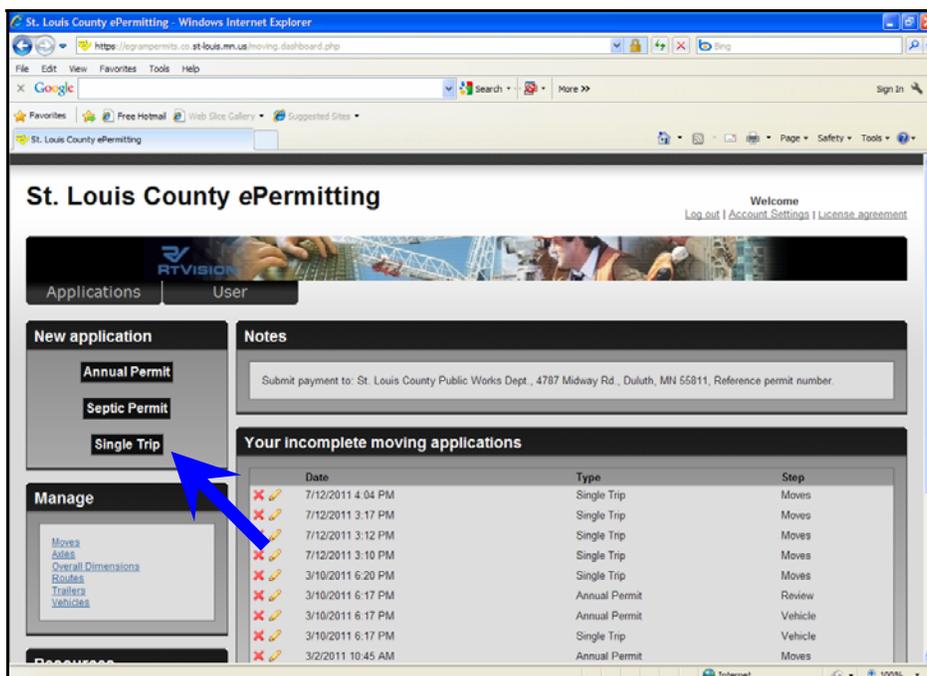
SINGLE TRIP PERMIT

Submitting a Single Trip Permit Application

Log into your user account. You will be directed to the main ePermitting site. Click on the Moving application.

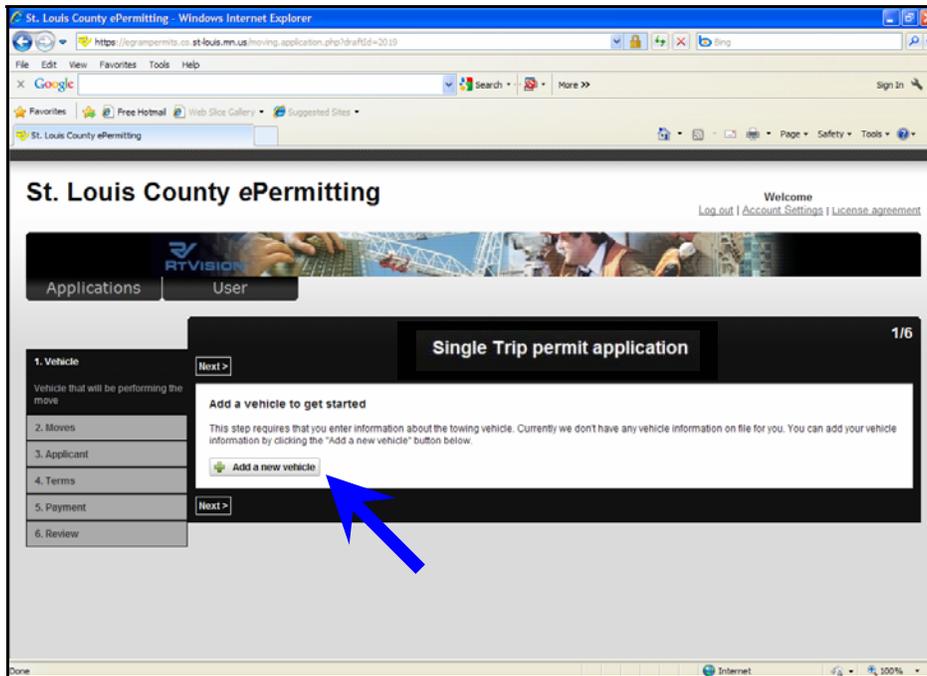


You will be directed to the moving permit main dashboard. The main dashboard is where you create a new moving permit application. It also lists moving permit applications that were previously submitted. Click "Single Trip" to begin a new Single Trip Permit application.

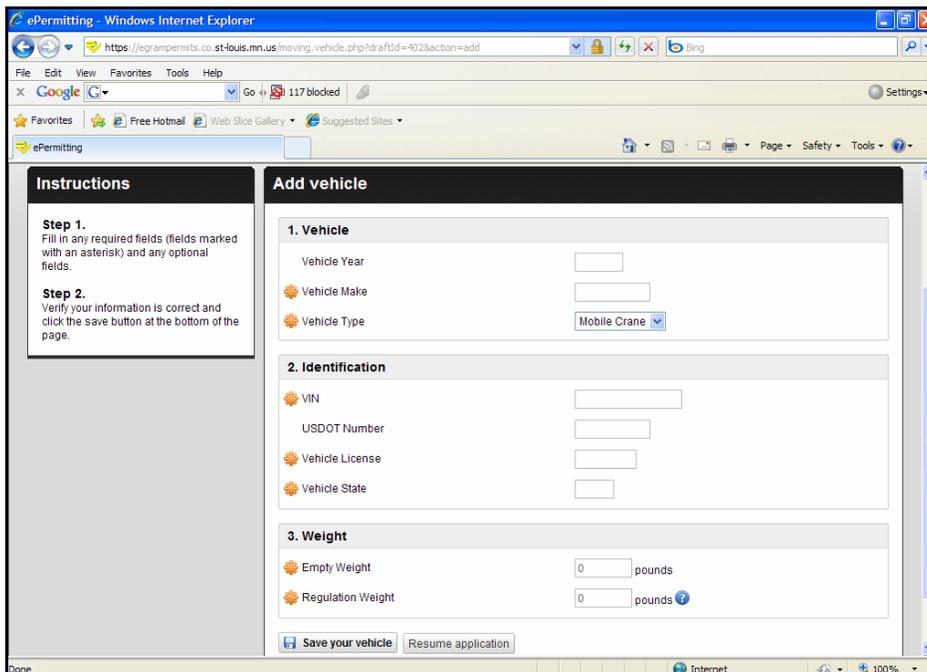


Step 1: Vehicle

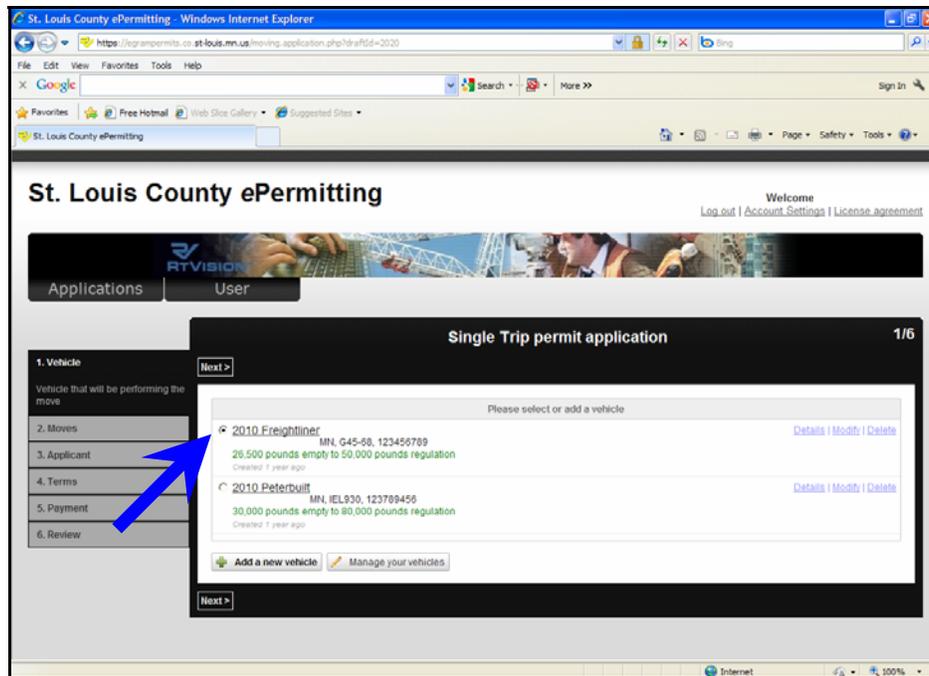
In this step, you will create your vehicle that will be used as your truck. Click, “Add a new vehicle”.



Enter your vehicle information. When finished, click “Save your vehicle” then click “Resume application”.

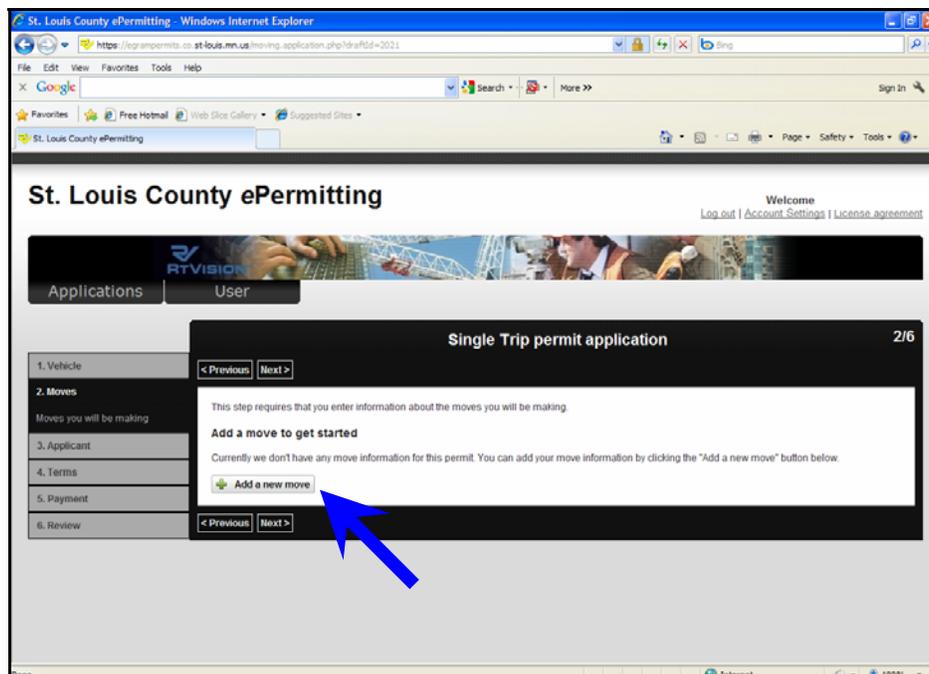


The application will now list the vehicle you just created. Click on the radio button next to the vehicle you will use for this move then click “Next”. If you own multiple trucks, you can create profiles for each vehicle you may use. Because your vehicles are saved in the ePermitting program, you can select a vehicle you previously created when submitting a future Single Trip Permit application.

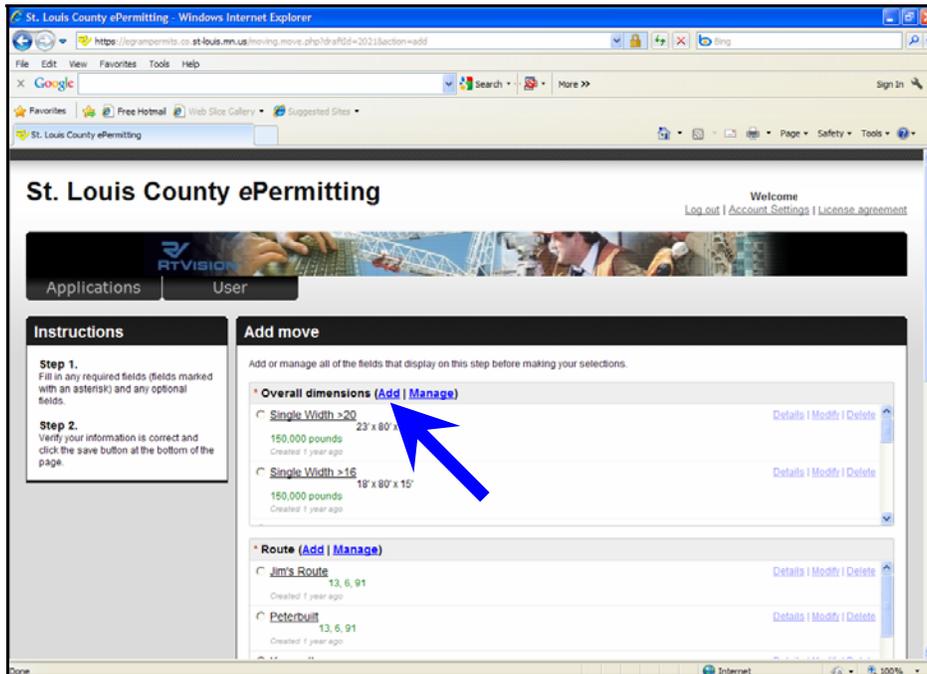


Step 2: Moves

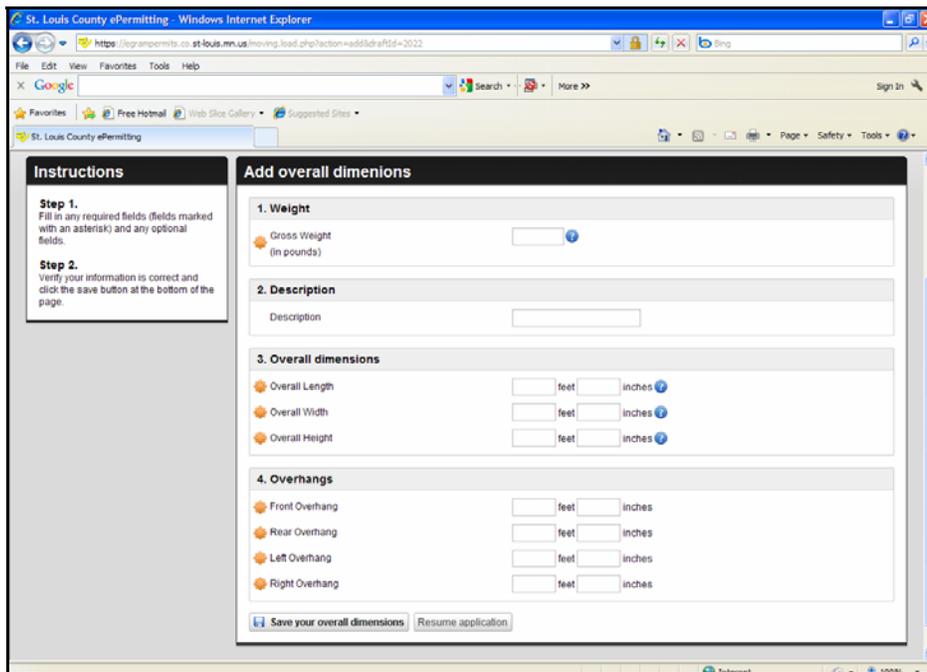
In this step, you will enter your move information. Click “Add a new move”.



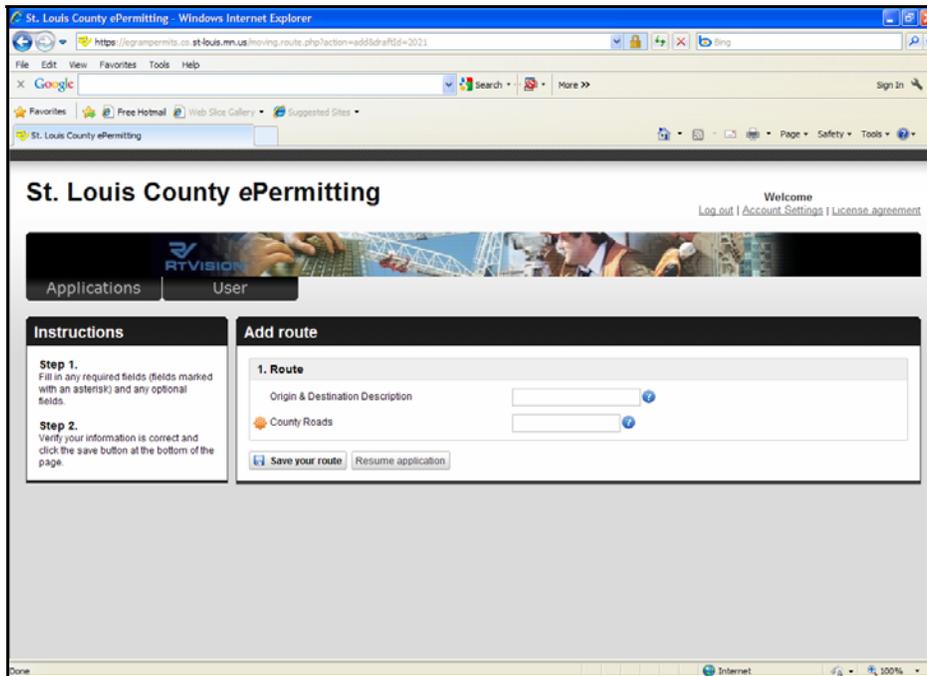
The move information consists of the “Overall dimensions”, “Route”, “Axle Configuration”, “Trailers”, “Dates” and “State Highways” fields. Click “Add” next to each field description to enter your move information.



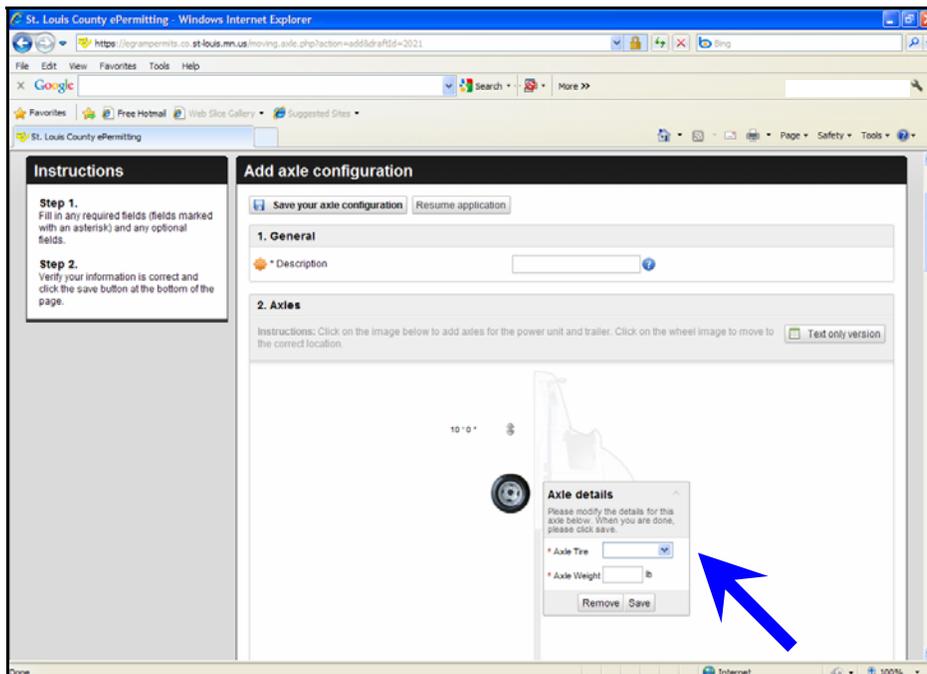
First enter the overall dimensions information. The gross weight is defined as the combined weight of the truck, trailer and load combination. When finished, click “Save your load” then click “Resume application”.



Next, enter the route information. List all County roads you will use for this move. When finished, click “Save your route” then click “Resume application”.



Next, enter your axle configuration for the truck and trailer. To add axle information, click on the truck image and a new axle will automatically appear.



Enter information for each axle of the truck and trailer combination. To adjust the axle location, click and hold the tire and move your mouse to the location the axle is located on your truck. The axle spacing will automatically change as you move the axle. You can also enter your axle information into a table by clicking on “Text only version”. When finished, click “Save your axle configuration” then click “Resume application”.

Next, enter your trailer information. When finished, click “Save your trailer” then click “Resume application”.

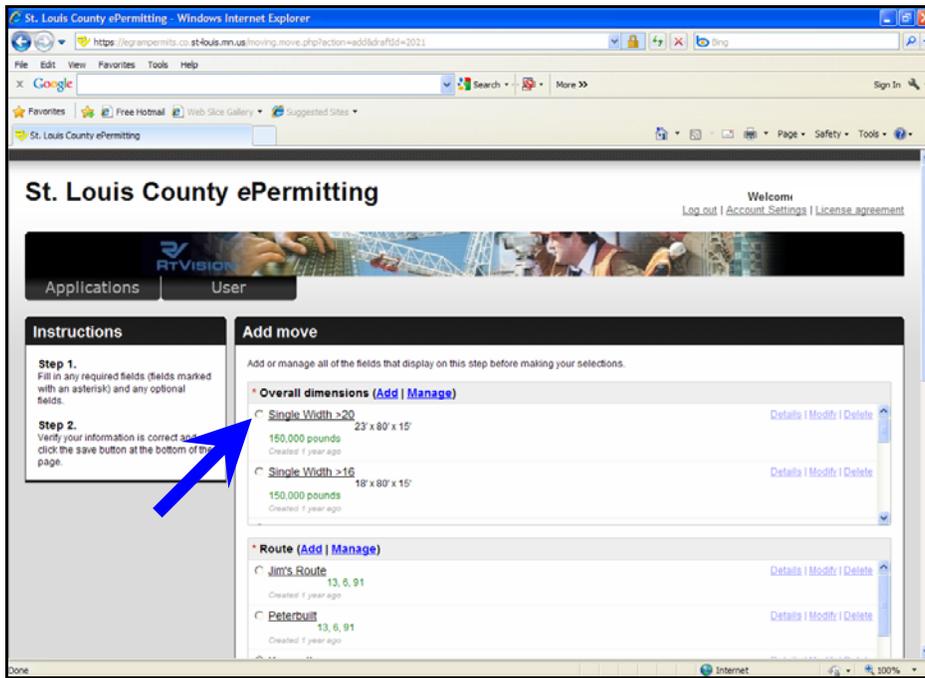
The screenshot shows a web browser window titled "ePermitting - Windows Internet Explorer". The address bar shows the URL: https://epermits.co.st-louis.mo.us/moving_trailer.php?action=add&draftId=409. The page content is organized into two main columns. The left column, titled "Instructions", contains two steps: "Step 1. Fill in any required fields (fields marked with an asterisk) and any optional fields." and "Step 2. Verify your information is correct and click the save button at the bottom of the page." The right column, titled "Add trailer", contains three sections: "1. Trailer" with fields for Description, Trailer Make, and Trailer Type (a dropdown menu currently showing "Dolly"); "2. Identification" with fields for Trailer Serial Number, Trailer License, and Trailer State; and "3. Weight" with fields for Empty Weight and Regulation Weight, both followed by "pounds". At the bottom of the form are two buttons: "Save your trailer" and "Resume application".

Next, select the date(s) your move will begin and end. If you are unsure, you can select a different start and end date as a range of dates when the move will occur.

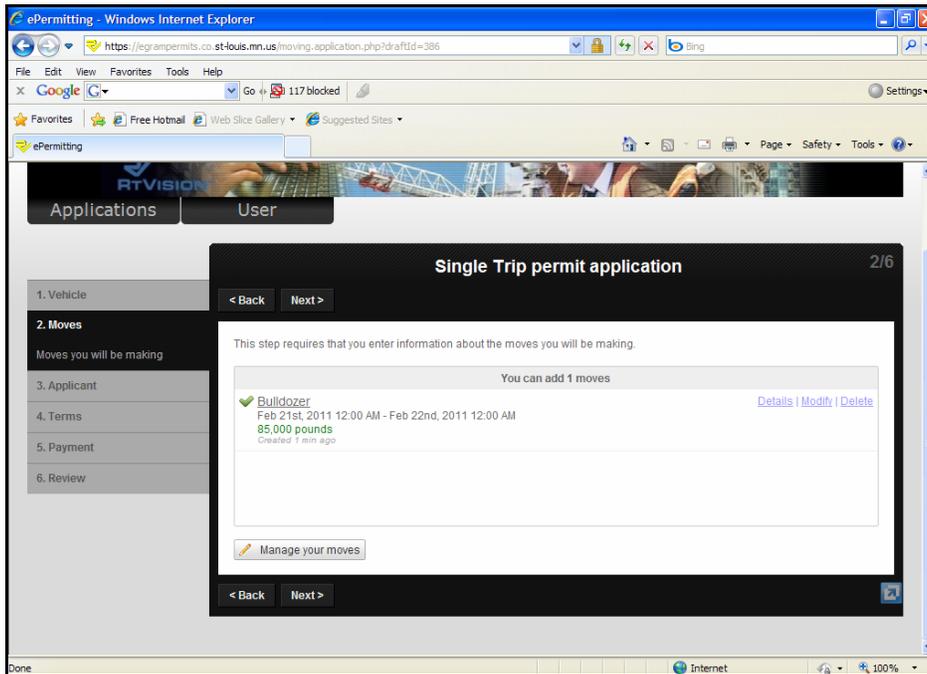
A SINGLE TRIP PERMIT IS ONLY VALID FOR FIVE CALENDAR DAYS.

Next, answer whether your move includes a moving permit for State highways. If you possess a State moving permit, you are required to list the permit number.

Finally, click the radio button next to each field that pertains to your move. Click “Save your move” then click “Resume application”.

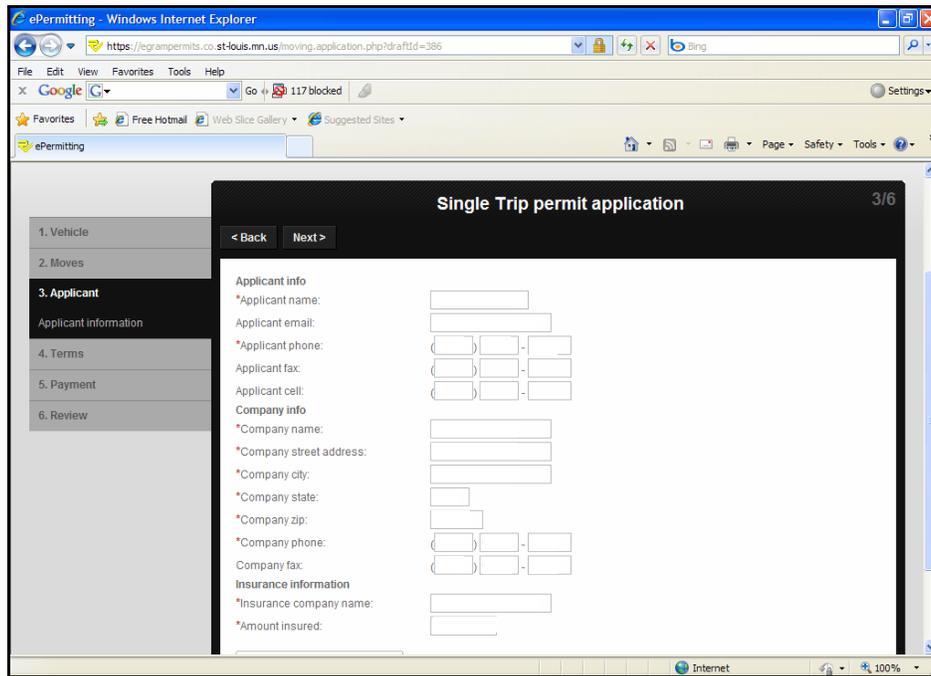


The ePermitting application will now list the move information you just created. You may view details, modify or delete your move by clicking “Details”, “Modify” or “Delete”. When you are satisfied with your move information, click “Next”.



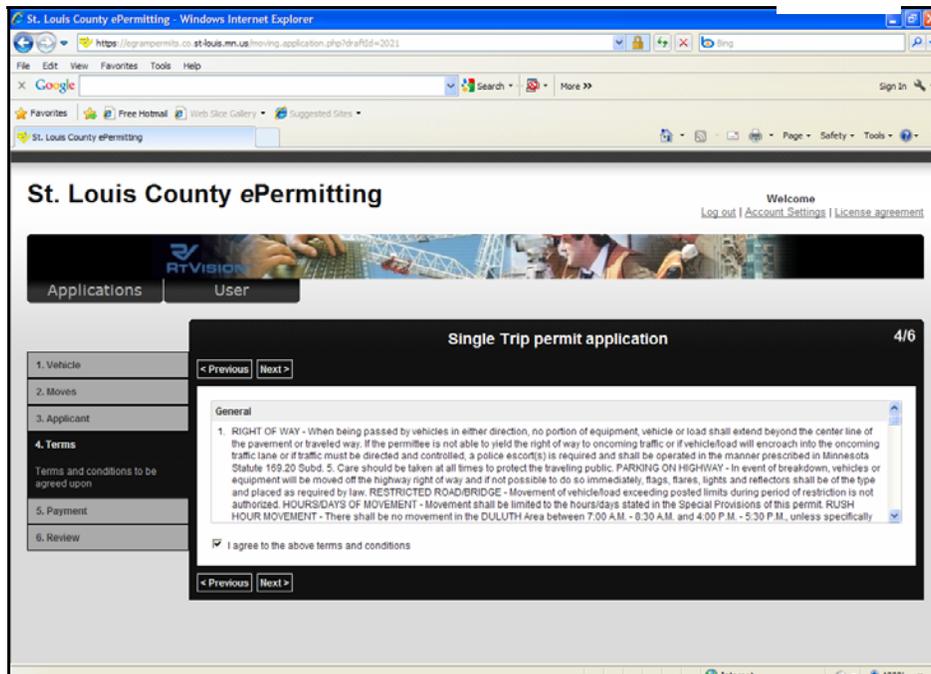
Step 3: Applicant

In this step, verify your profile information. If any information is not accurate or not up-to-date, you can complete any changes in this step. When you have reviewed all the information to be accurate, click “Next”.



Step 4: Terms

You are required to agree to the moving permit terms. Click the box “I agree to the above terms and conditions”. When finished, click “Next”.

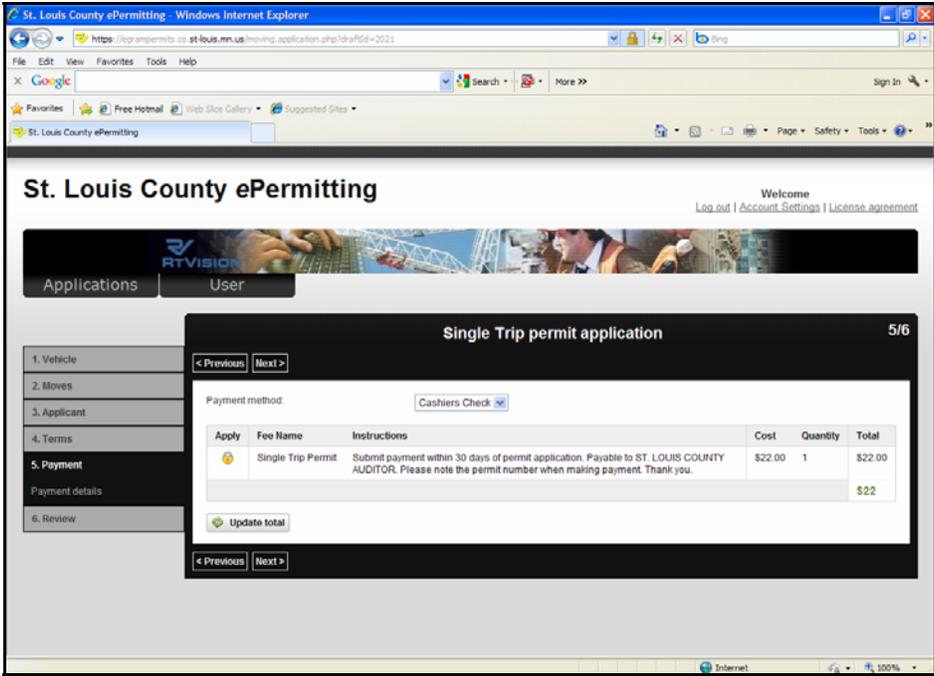


Step 5: Payment

In this step, you are required to select a payment method. The moving permit application fee is listed in the Total column. At this time, you may pay by personal check or cashiers check. Payment is payable to “St. Louis County Auditor”. Be sure to reference the moving permit number on the check memo. The check may be mailed or dropped off to the St. Louis County Public Works Department Office in Pike Lake. See the Resources section of this manual for address information.

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Once your payment is submitted and receipted into St. Louis County, you will receive an email notifying you that payment has been received. The moving permit listing on the main dashboard will also be updated by removing the amount due. If you do not receive this email notification, please contact St. Louis County at 218-625-3830.



The screenshot shows a web browser window displaying the St. Louis County ePermitting application. The page title is "Single Trip permit application" and it is page 5/6. The "Payment" step is selected in the left navigation menu. The "Payment method" dropdown is set to "Cashiers Check". A table lists the application fee:

Apply	Fee Name	Instructions	Cost	Quantity	Total
	Single Trip Permit	Submit payment within 30 days of permit application. Payable to ST. LOUIS COUNTY AUDITOR. Please note the permit number when making payment. Thank you.	\$22.00	1	\$22.00

Below the table is an "Update total" button. Navigation buttons for "Previous" and "Next" are visible at the top and bottom of the payment section.

After the payment method is selected, click “Next”.

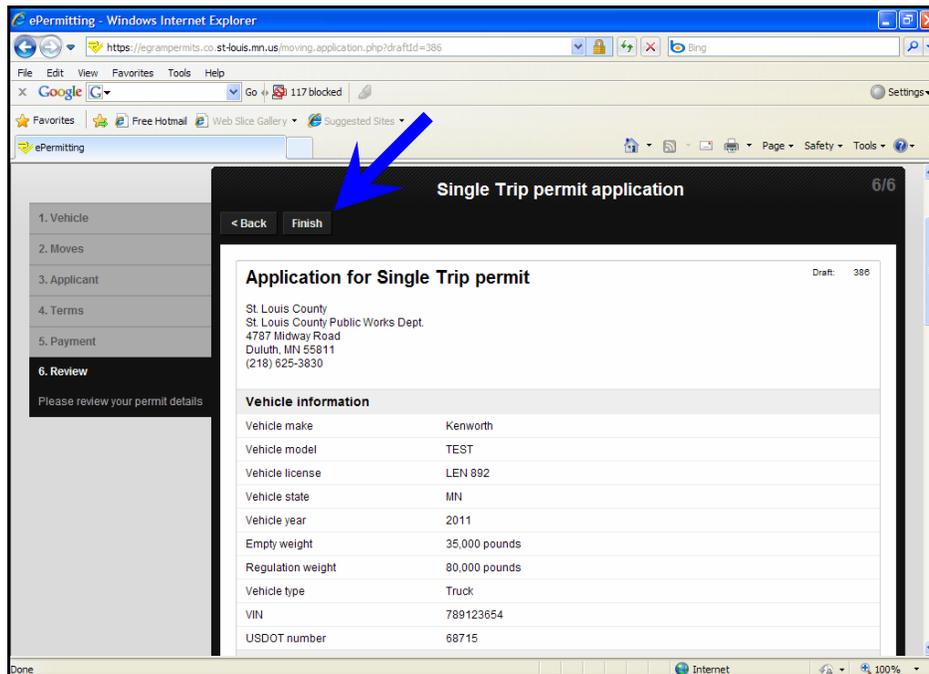
Step 6: Review

This step provides an opportunity to verify your Single Trip Permit application information.

THIS IS THE LAST OPPORTUNITY TO REVISE THE SINGLE TRIP PERMIT APPLICATION PRIOR TO SUBMITTING FOR APPROVAL.

It is important that all information contained in the permit is accurate because it may be reviewed by a law enforcement officer. If any permit information is not accurate, click “Back” or click on the step you need to modify. If all the information is accurate, click “Finish” to submit the moving permit application.

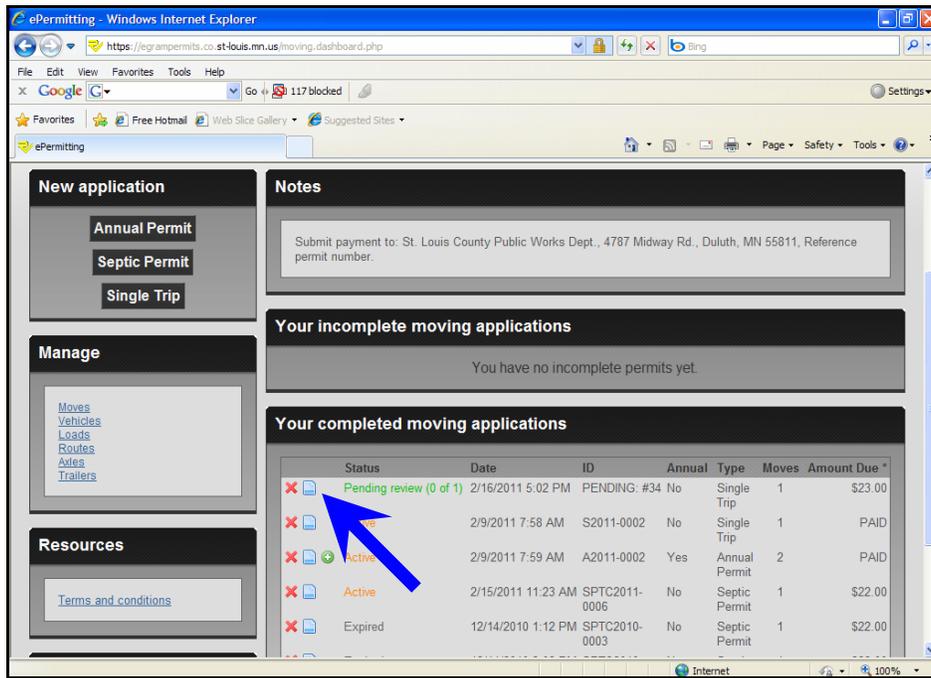
Upon submission of the Single Trip Permit application, you will receive an email stating your St. Louis County Moving Permit Application has been submitted.



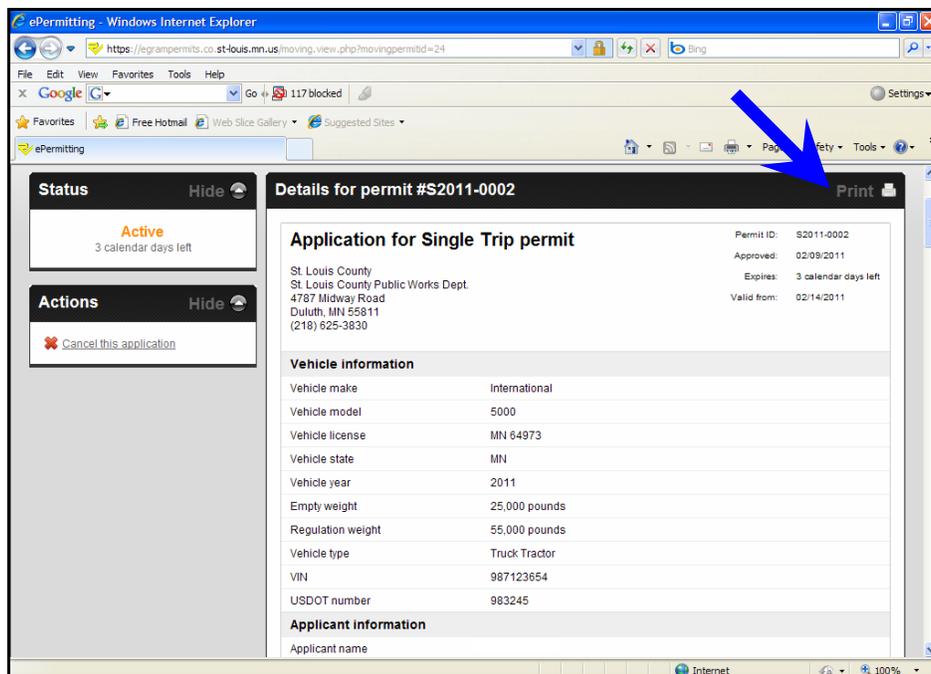
You will be directed back to the main dashboard. The Single Trip Permit application you just submitted will be listed in the completed moving applications. Click on the document icon to view your Single Trip Permit application.

YOU MAY NOT COMPLETE YOUR MOVE UNTIL THE MOVING PERMIT APPLICATION IS APPROVED. WHEN APPROVED, THE STATUS OF AN APPROVED PERMIT WILL BE CHANGED TO “ACTIVE”.

Upon approval of the Single Trip Permit application, you will receive an email stating your St. Louis County Moving Permit Application has been approved.



While viewing the Single Trip Permit, you can print by clicking the “Print” icon in the upper right corner of the ePermitting application. Your Single Trip Permit is automatically assigned a pending permit number when submitted for review and a permanent permit number when approved. The permanent permit number is listed on top of the permit as SXXXX-XXXX. The first four numbers are the year and the second four numbers are the series number of the permit.

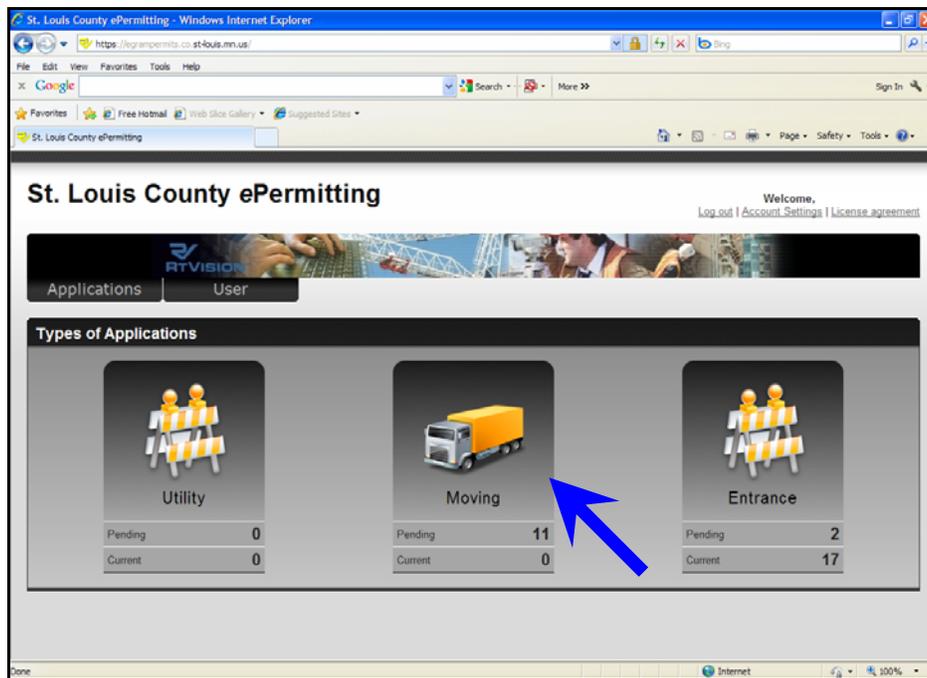


YOU MUST POSSESS A COPY OF THE MOVING PERMIT IN THE TRUCK DURING THE MOVE. YOU WILL BE CONSIDERED ILLEGAL IF YOU DO NOT POSSESS A COPY OF THE MOVING PERMIT IN THE TRUCK.

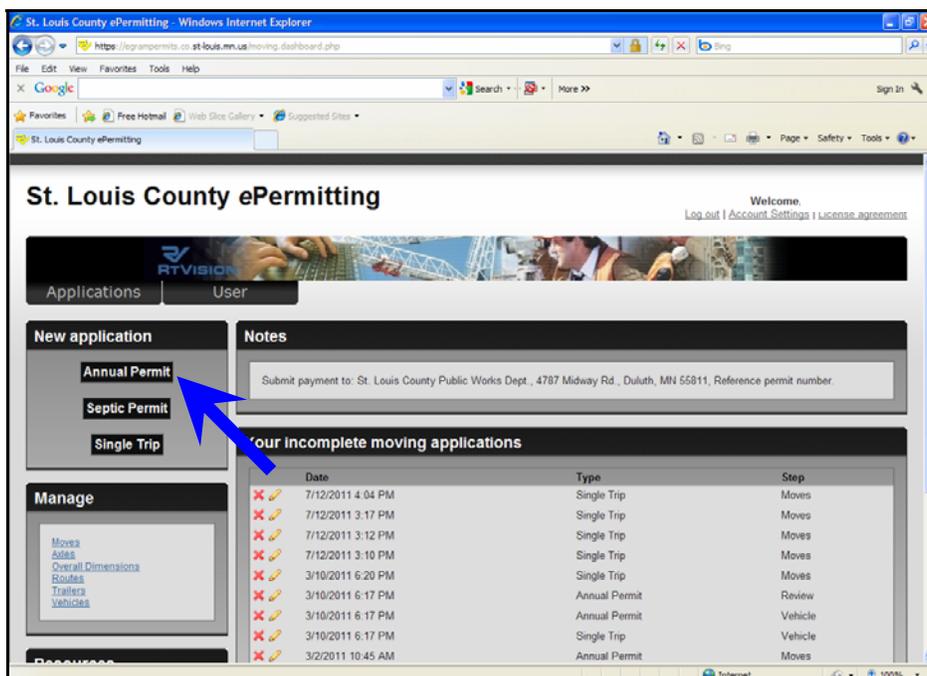
ANNUAL PERMIT

Submitting an Annual Permit Application

Log into your user account. You will be directed to the main ePermitting site. Click on the Moving application.

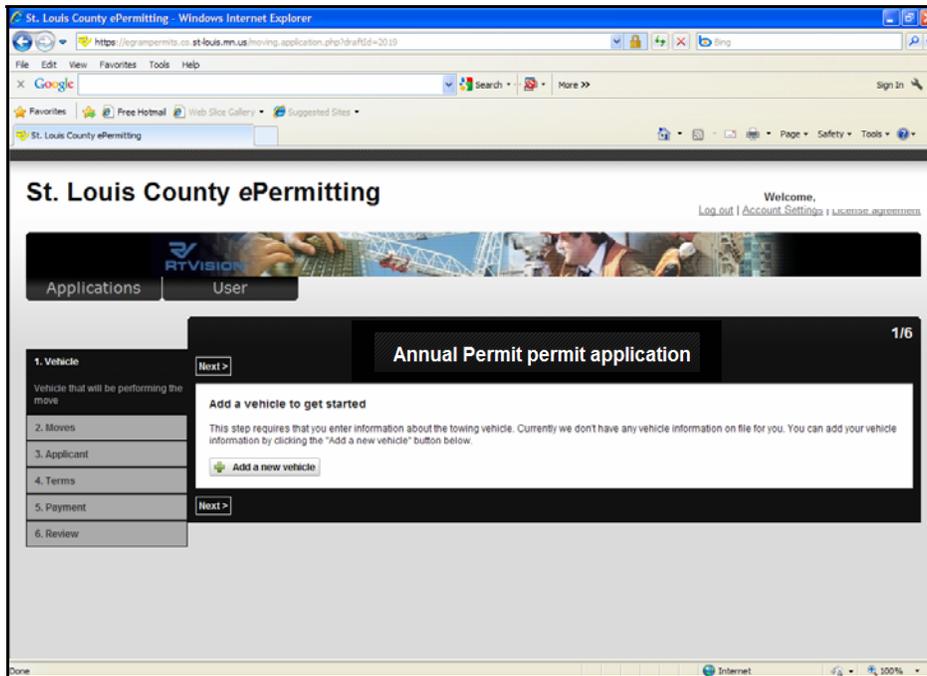


You will be directed to the moving permit main dashboard. The main dashboard is where you create a new moving permit application. It also lists moving permit applications that were previously submitted. Click "Annual Permit" to begin a new Annual Permit application.

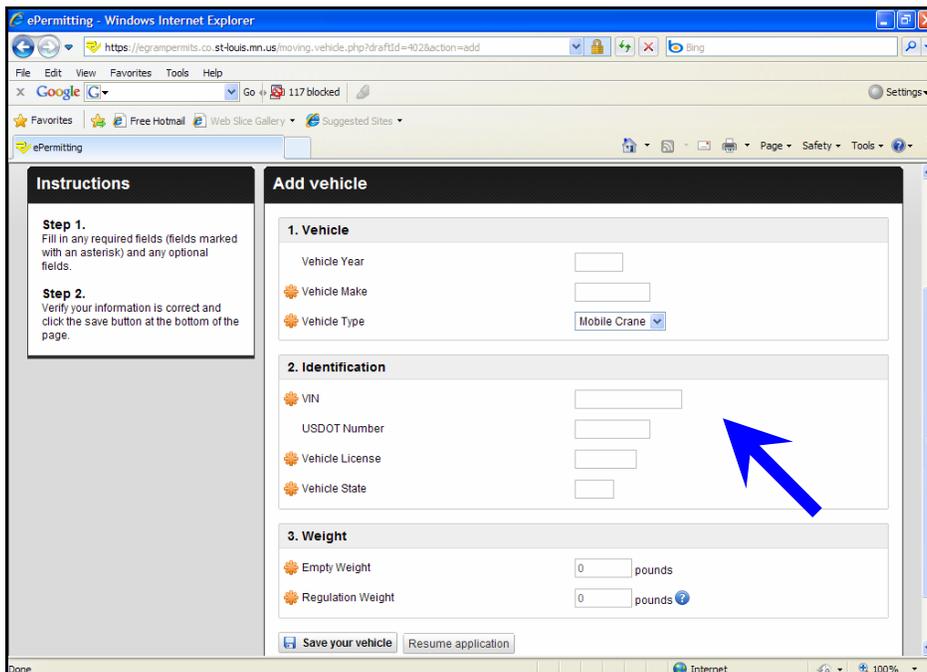


Step 1: Vehicle

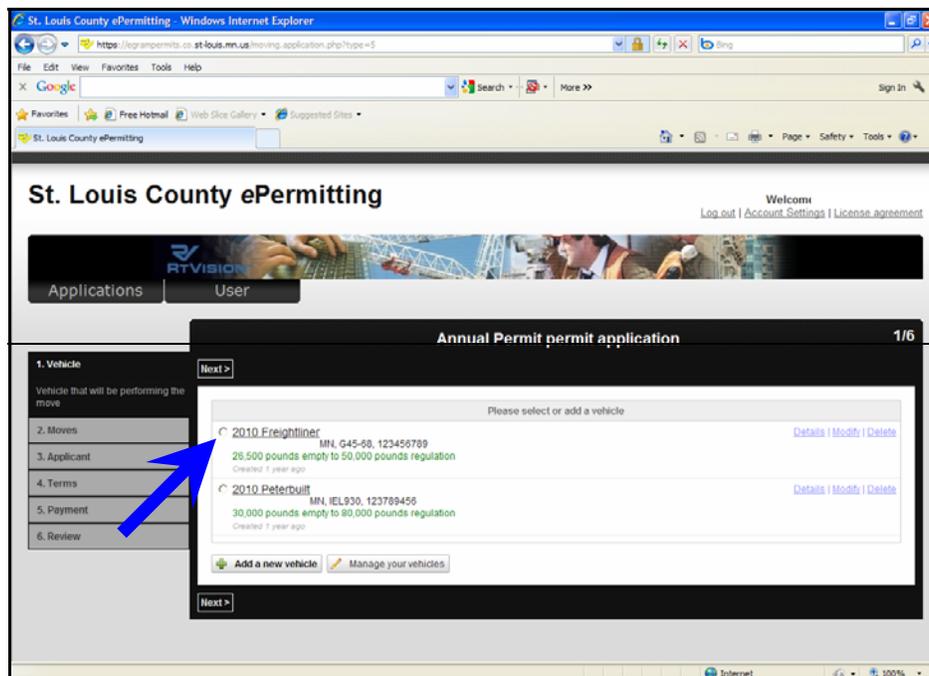
In this step, you will create your vehicle that will be used as your truck. Click, “Add a new vehicle”.



Enter your vehicle information. When finished, click “Save your vehicle” then click “Resume application”.

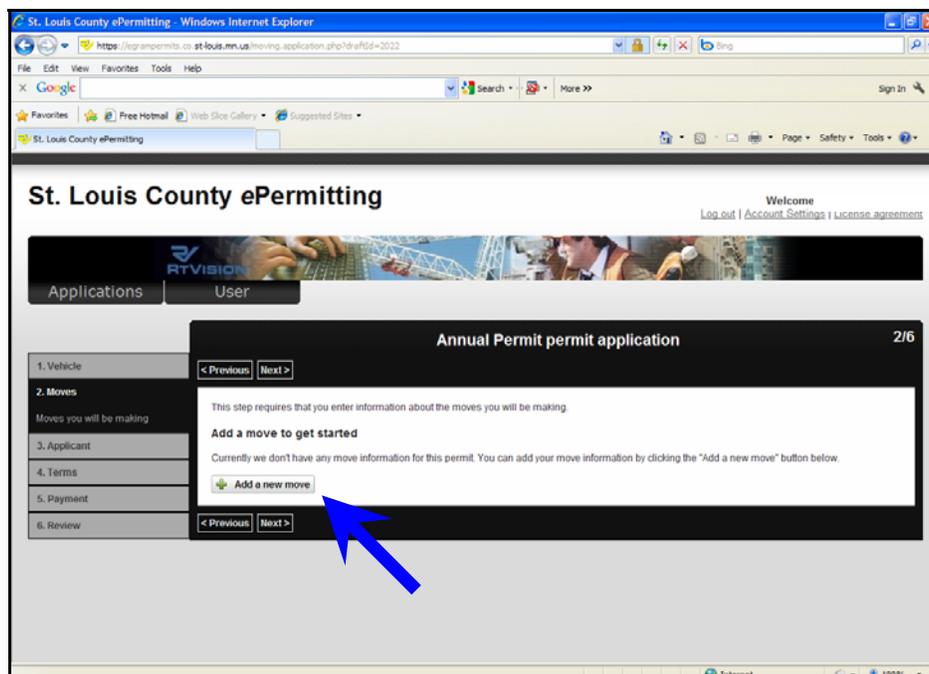


The application will now list the vehicle you just created. Click on the radio button next to the vehicle you will use for this move then click “Next”. If you own multiple trucks, you can create profiles for each vehicle you may use. Because your vehicles are saved in the ePermitting program, you can select a vehicle you previously created when submitting a future Annual Permit application. However, you may only use one vehicle for each Annual Permit. Any moves added to an Annual Permit will use the vehicle selected in this step.

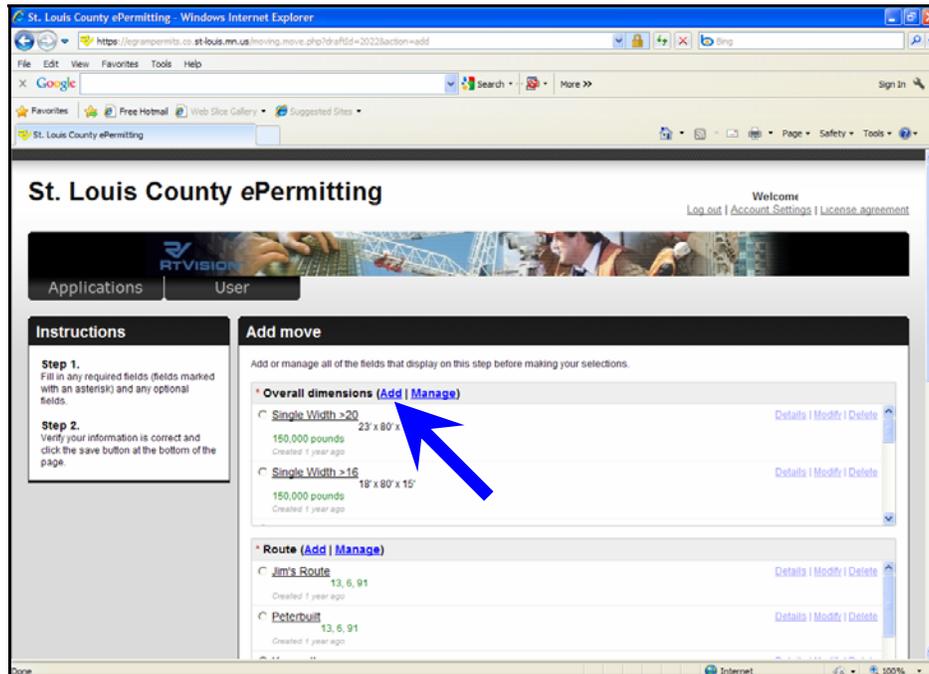


Step 2: Moves

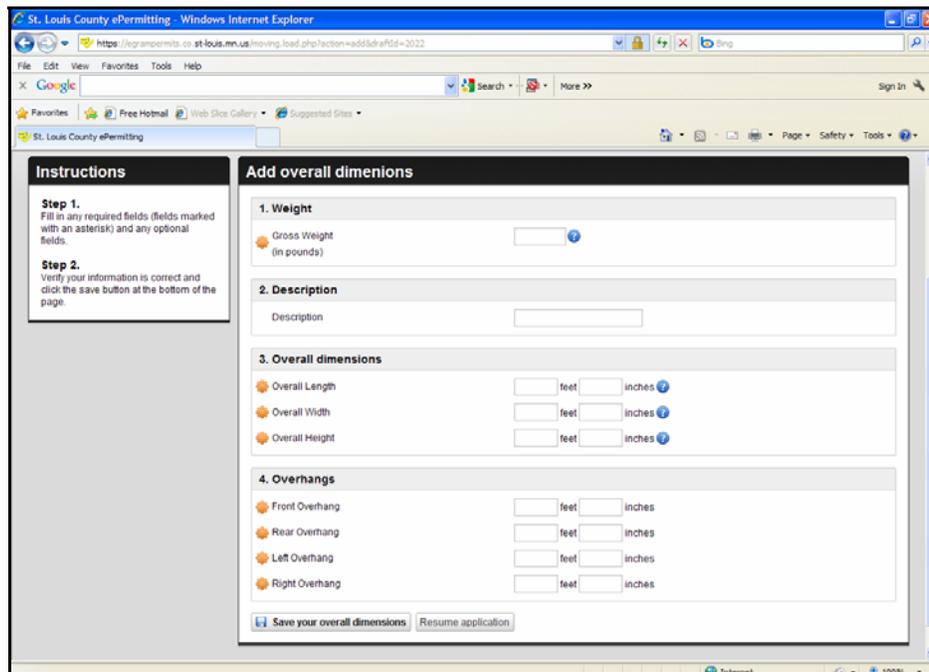
In this step, you will enter your move information. Click “Add a new move”.



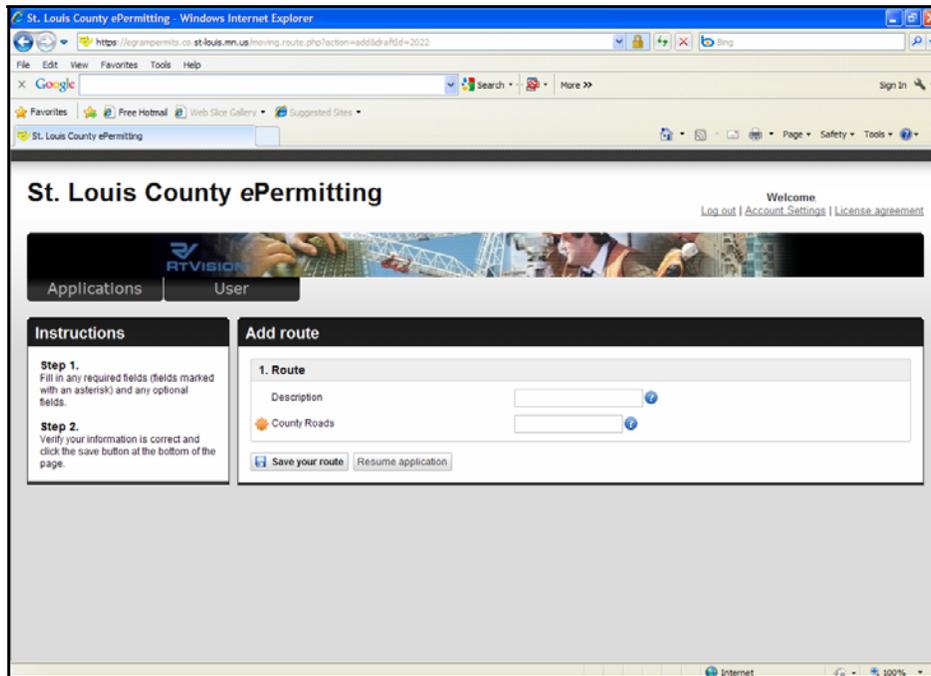
The move information consists of the “Overall dimensions”, “Route”, “Axle Configuration”, “Trailers”, “Dates” and “State Highways” fields. Click “Add” next to each field description to enter your move information.



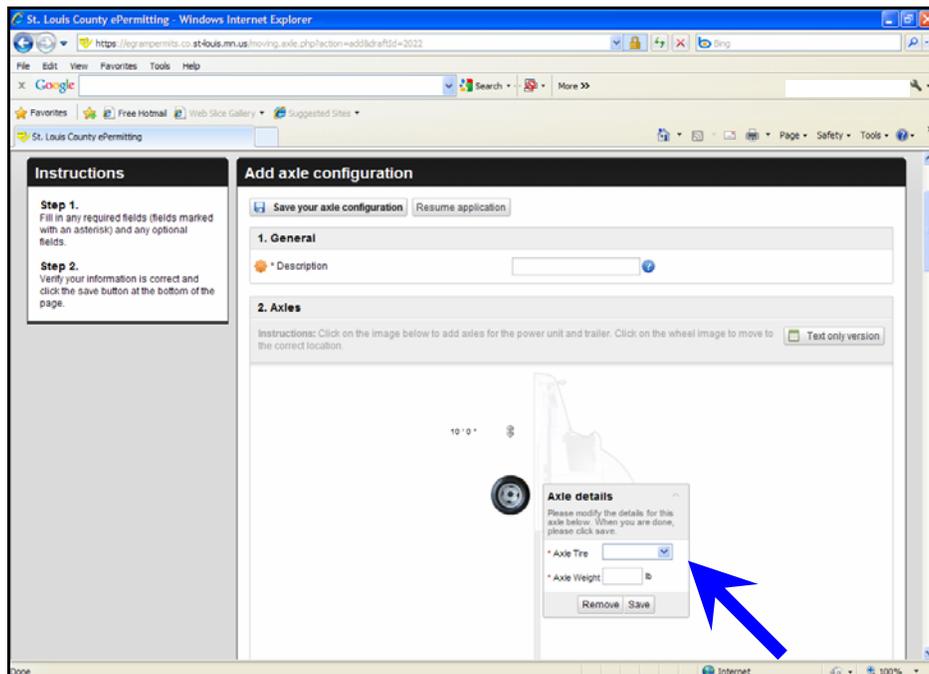
First enter the overall dimensions information. The gross weight is defined as the combined weight of the truck, trailer and load combination. When finished, click “Save your load” then click “Resume application”.



Next, enter the route information. List all County roads you will use for this move. When finished, click “Save your route” then click “Resume application”.



Next, enter your axle configuration for the truck and trailer. To add axle information, click on the truck image and a new axle will automatically appear.



Enter information for each axle of the truck and trailer combination. To adjust the axle location, click and hold tire and move your mouse to the location the axle is located on your truck. The axle spacing will automatically change as you move the axle. You can also enter your axle information into a table by clicking on “Text only version”. When finished, click “Save your axle configuration” then click “Resume application”.

Next, enter your trailer information. When finished, click “Save your trailer” then click “Resume application”.

The screenshot shows a web browser window titled "ePermitting - Windows Internet Explorer". The address bar displays "https://epermits.co.st-louis.mo.us/moving_trailer.php?action=add&draftId=386". The page content is divided into two main sections: "Instructions" and "Add trailer".

Instructions:

- Step 1.** Fill in any required fields (fields marked with an asterisk) and any optional fields.
- Step 2.** Verify your information is correct and click the save button at the bottom of the page.

Add trailer:

1. Trailer

- Description:
- Trailer make:
- Trailer model:
- Trailer type:

2. Identification

- Trailer serial number:
- Trailer license:
- Trailer state:

3. Weight

- Empty weight: pounds
- Regulation weight: pounds

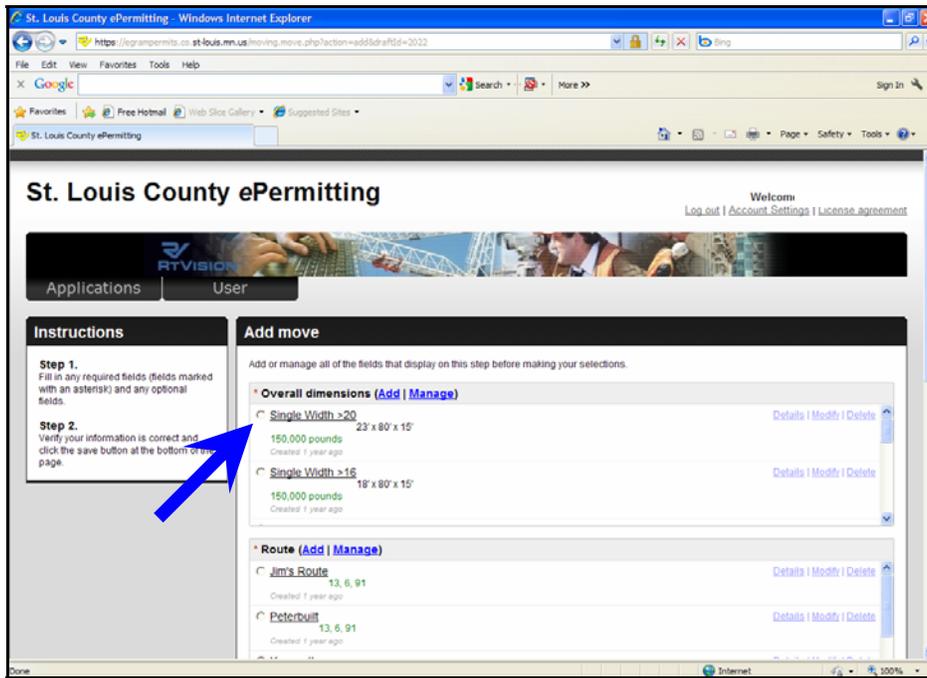
At the bottom of the form, there are two buttons: "Save your trailer" and "Resume application".

Next, select the date(s) when your move will begin and end. If you are unsure, you can select a different start and end date as a range of dates when the move will occur.

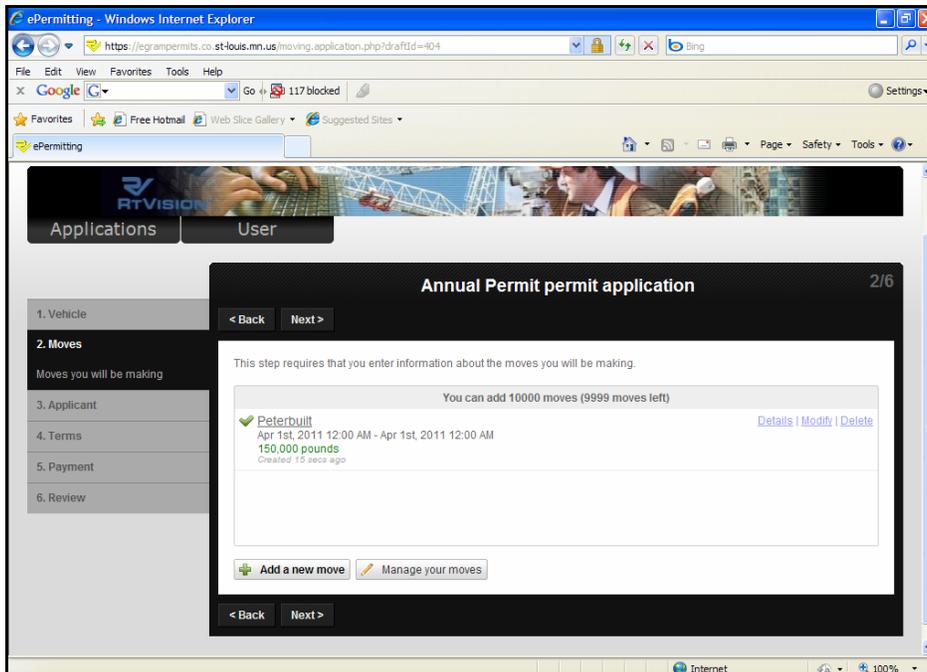
AN ANNUAL PERMIT IS VALID FOR 365 CALENDAR DAYS, OR ONE CALENDAR YEAR. YOU MAY MAKE AN UNLIMITED NUMBER OF MOVES UNDER AN ANNUAL PERMIT.

Next, answer whether your move includes a moving permit for State highways. If you possess a State moving permit, you are required to list the permit number.

Finally, click the radio button next to each field that pertains to your move. Click “Save your move” then click “Resume application”.

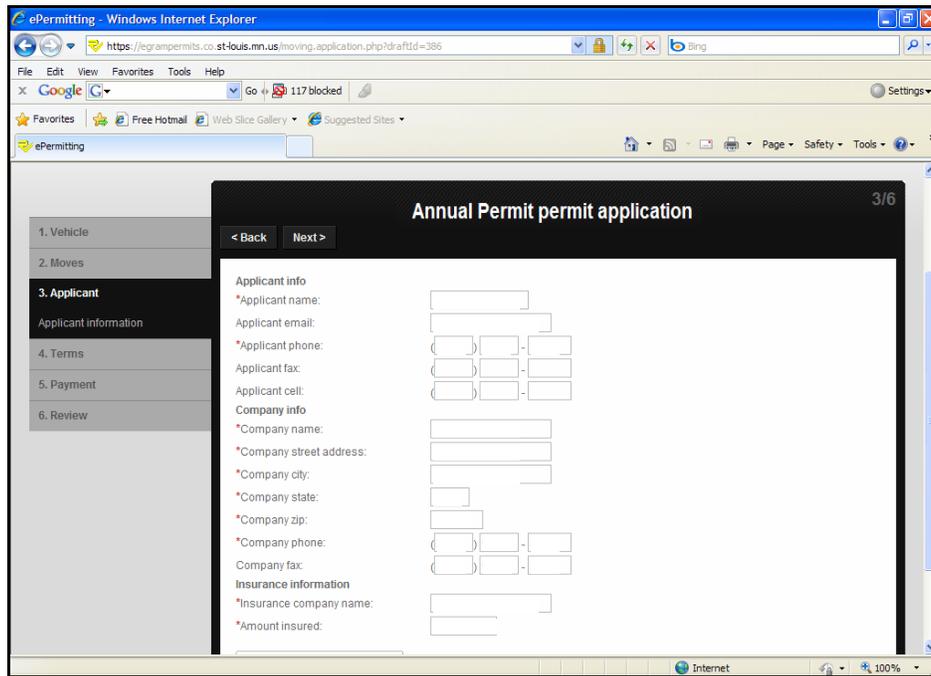


The ePermitting application will now list the move information you just created. You may view details, modify or delete your move by clicking “Details”, “Modify” or “Delete”. You may also add additional moves by clicking “Add a new move”. When you are satisfied with your move information, click “Next”.



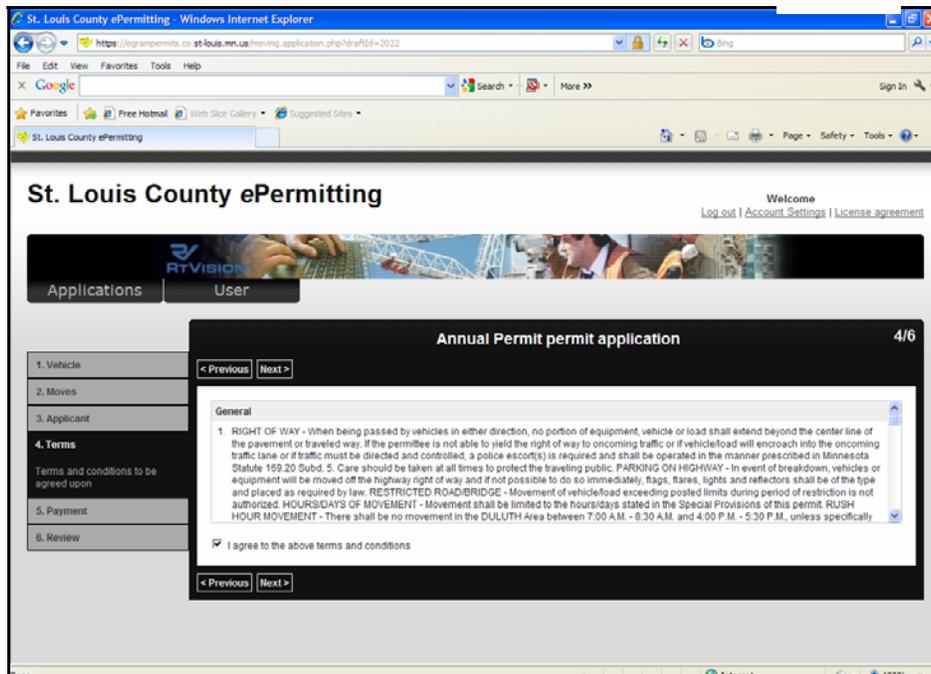
Step 3: Applicant

In this step, verify your profile information. If any information is not accurate or not up-to-date, you can complete any changes in this step. When you have reviewed all the information to be accurate, click “Next”.



Step 4: Terms

You are required to agree to the moving permit terms. Click the box “I agree to the above terms and conditions”. When finished, click “Next”.

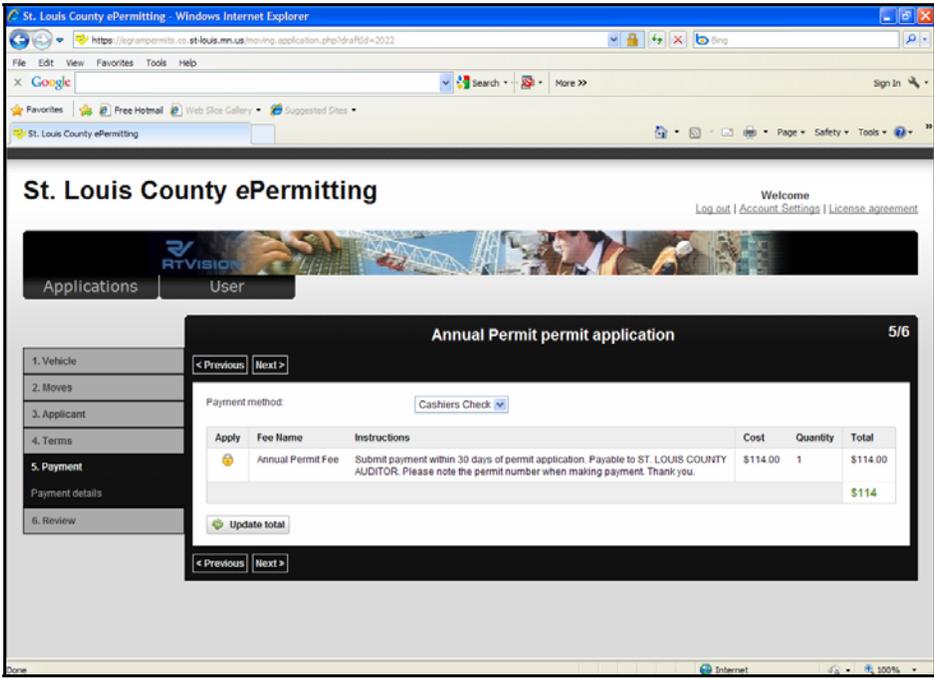


Step 5: Payment

In this step, you are required to select a payment method. The moving permit application fee is listed in the Total column. At this time, you may pay by personal check or cashiers check. Payment is payable to “St. Louis County Auditor”. Be sure to reference the moving permit number on the check memo. The check may be mailed or dropped off to the St. Louis County Public Works Department Office in Pike Lake. See the Resources section of this manual for address information.

THE ANNUAL PERMIT WILL BE APPROVED WITHOUT PAYMENT. HOWEVER, PAYMENT MUST BE SUBMITTED WITHIN 30 DAYS OF THE PERMIT APPROVAL DATE. IF PAYMENT IS NOT RECEIVED WITHIN 30 DAYS, YOU MAY BE RESTRICTED FROM SUBMITTING FUTURE MOVING PERMIT APPLICATIONS.

Once your payment is submitted and receipted into St. Louis County, you will receive an email notifying you that payment has been received. The moving permit listing on the main dashboard will also be updated by removing the amount due. If you do not receive this email notification, please contact St. Louis County at 218-625-3830.



The screenshot shows the St. Louis County ePermitting website in a Windows Internet Explorer browser. The page title is "St. Louis County ePermitting" and the URL is "https://epermits.st-louis.mo.us/moving_application.php?afid=2022". The page displays a navigation menu with "Applications" and "User" tabs. The main content area is titled "Annual Permit permit application" and shows a progress bar with 6 steps: 1. Vehicle, 2. Moves, 3. Applicant, 4. Terms, 5. Payment, and 6. Review. The "Payment" step is currently active. The payment method is set to "Cashiers Check". A table lists the fees:

Apply	Fee Name	Instructions	Cost	Quantity	Total
	Annual Permit Fee	Submit payment within 30 days of permit application. Payable to ST. LOUIS COUNTY AUDITOR. Please note the permit number when making payment. Thank you.	\$114.00	1	\$114.00
					\$114

Below the table is an "Update total" button. Navigation buttons for "< Previous" and "Next >" are visible at the top and bottom of the payment section.

After the payment method is selected, click “Next”.

Step 6: Review

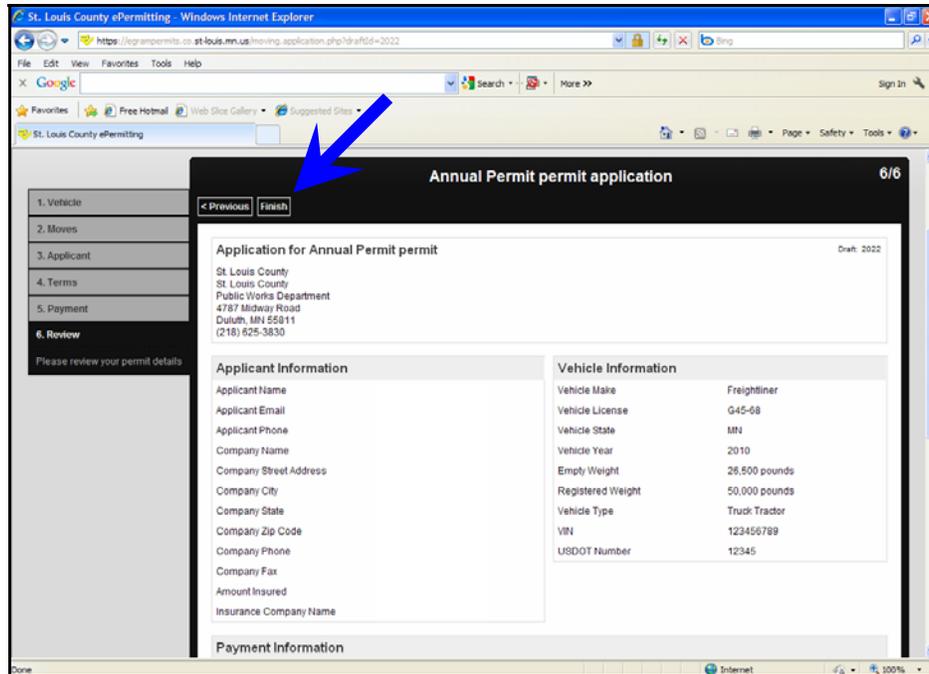
This step provides an opportunity to verify your Annual Permit information.

THIS IS THE LAST OPPORTUNITY TO REVISE THE ANNUAL PERMIT APPLICATION PRIOR TO SUBMITTING FOR APPROVAL.

It is important that all information contained in the permit is accurate because it may be reviewed by a law enforcement officer. If any permit information is not accurate, click “Back” or click on

the step you need to modify. If all the information is accurate, click “Finish” to submit the moving permit application.

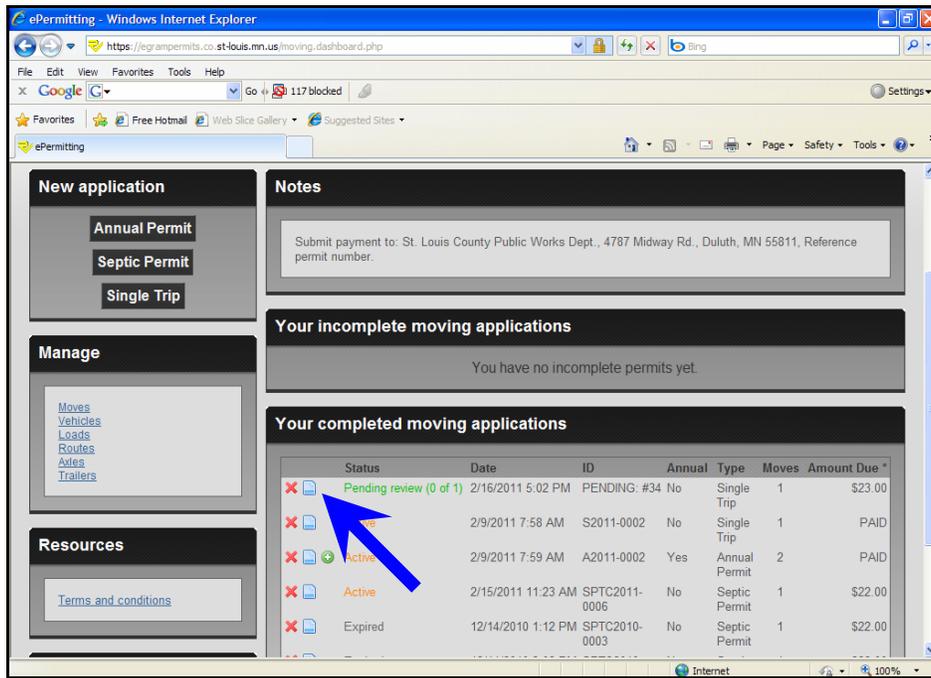
Upon submission of the Annual Permit application, you will receive an email stating your St. Louis County Moving Permit Application has been submitted.



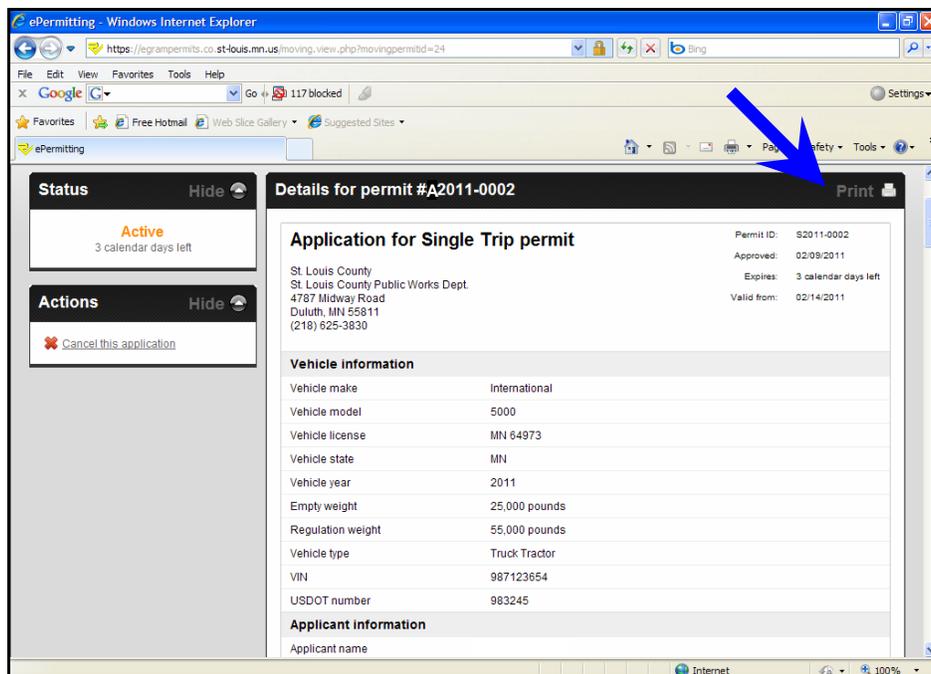
You will be directed back to the main dashboard. The Annual Permit application you just submitted will be listed in the completed moving applications. Click on the document icon to view your Annual Permit.

YOU MAY NOT COMPLETE YOUR FIRST MOVE UNTIL THE MOVING PERMIT APPLICATION IS APPROVED. WHEN APPROVED, THE STATUS OF AN APPROVED MOVING PERMIT WILL BE CHANGED TO “ACTIVE”.

Upon approval of the Annual Permit application, you will receive an email stating your St. Louis County Moving Permit Application has been approved.



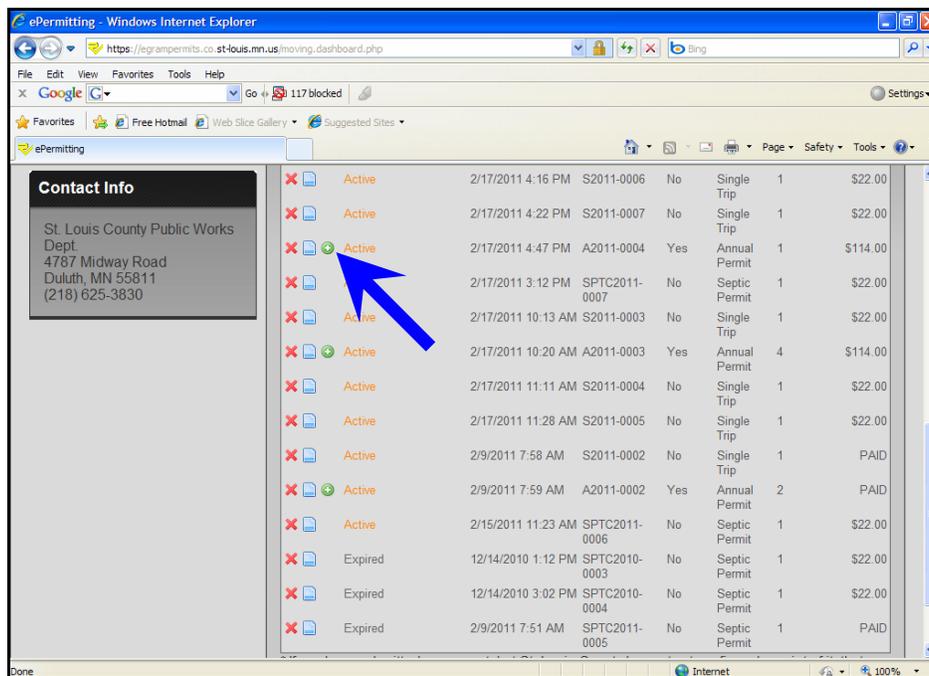
While viewing the Annual Permit, you can print by clicking the “Print” icon in the upper right corner of the ePermitting application. Your Annual Permit is automatically assigned a pending permit number when submitted and a permanent permit number when approved. The permanent permit number is listed on top of the permit as AXXXX-XXXX. The first four numbers are the year and the second four numbers are the series number of the permit.



YOU MUST POSSESS A COPY OF THE MOVING PERMIT IN THE TRUCK DURING THE MOVE. YOU WILL BE CONSIDERED ILLEGAL IF YOU DO NOT POSSESS A COPY OF THE MOVING PERMIT IN THE TRUCK.

Adding a New Move to an Annual Permit

To add another move to an approved Annual Permit, click the “+” icon next to your Annual Permit on the main dashboard. You will be asked to complete the move information as originally completed in Step Two. Click “Save your move” to add this move to your Annual Permit then click “Back to application”. Your new move is automatically approved.



Managing Your Transportation Permits

The main dashboard of the ePermitting application is divided into two main sections. The first section is for incomplete moving permit applications you are currently working on and have not yet submitted to St. Louis County. These moving permit applications are listed under “Your incomplete moving applications”. The permit listing for this section includes the date you last worked on the permit, permit type and the step you last worked on. When working on a new moving permit application, you may exit the ePermitting application at anytime and return later and continue your incomplete application. Click on the “Pencil” icon to continue working on the moving permit application. If you want to delete an incomplete moving permit application, click on the “X” icon.

The second section is for moving permit applications you submitted to St. Louis County. These moving permit applications are listed under “Your completed moving applications”. The permit listing for this section includes the permit status, date submitted, permit number (ID), permit type, number of moves (applies to Annual Permits only), and the amount due. You may view a completed moving permit application by clicking the document icon next to the moving permit. While viewing a moving permit, you can print by clicking the “Print” icon in the upper right corner of the ePermitting application. If you would like to cancel a moving permit application or approved moving permit, click the “X” icon. You will not be charged the permit fee for canceled moving permit applications or approved moving permits.

The following are definitions for each permit status.

Pending Review (0 of 1): The moving permit application was submitted to St. Louis County and is awaiting review and approval. The moving permit is not valid and you may not complete the move.

Active: The moving permit was given final approval. The move may be completed anytime within the allowed date range.

Expired: The moving permit is no longer active because it has exceeded the allowed date range. Annual Permits are valid for 365 calendar days or one calendar year. Single Trip Permits are only valid for five calendar days. Septic Permits are only valid for one calendar day.

In the “Resources” pod located on the left side of the main dashboard, you can access a copy of the moving 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 ePermitting application, please contact St. Louis County at the following.

Phone number: 218-625-3830

Fax Number: 218-625-3888

St. Louis County Public Works Department Address:

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

St. Louis County Website: <http://www.stlouiscountymn.gov/>