

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



## **Utility 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 utility permits. The *e*Permitting application is an internet based utility permit where an applicant submits a utility permit application through a 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 *e*Permitting application. The *e*Permitting application provides more efficient, accurate processing and management of utility permit applications and utility permits.

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

The *e*Permitting link is located on the St. Louis County Public Works Department website at:

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

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

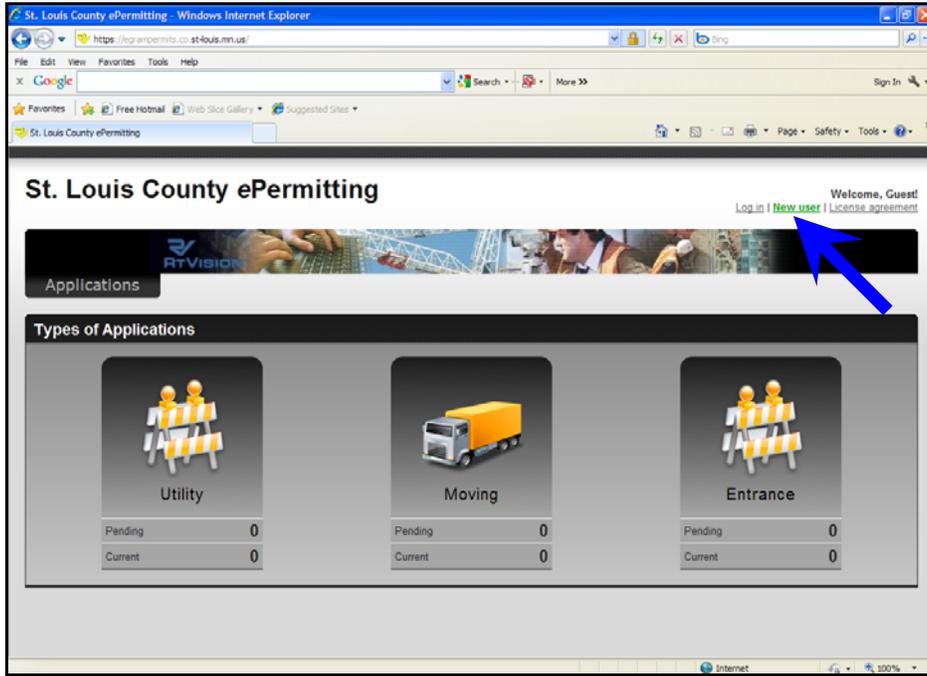


Under the “Transportation” section, click “Utility” to access the *e*Permitting application.

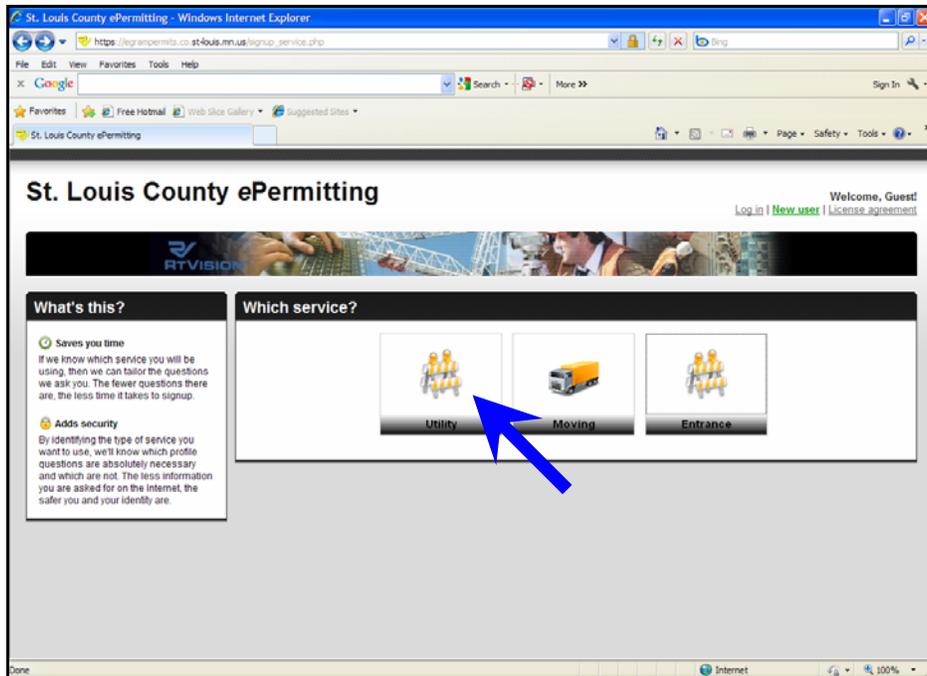
## New User Account Set-Up

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.

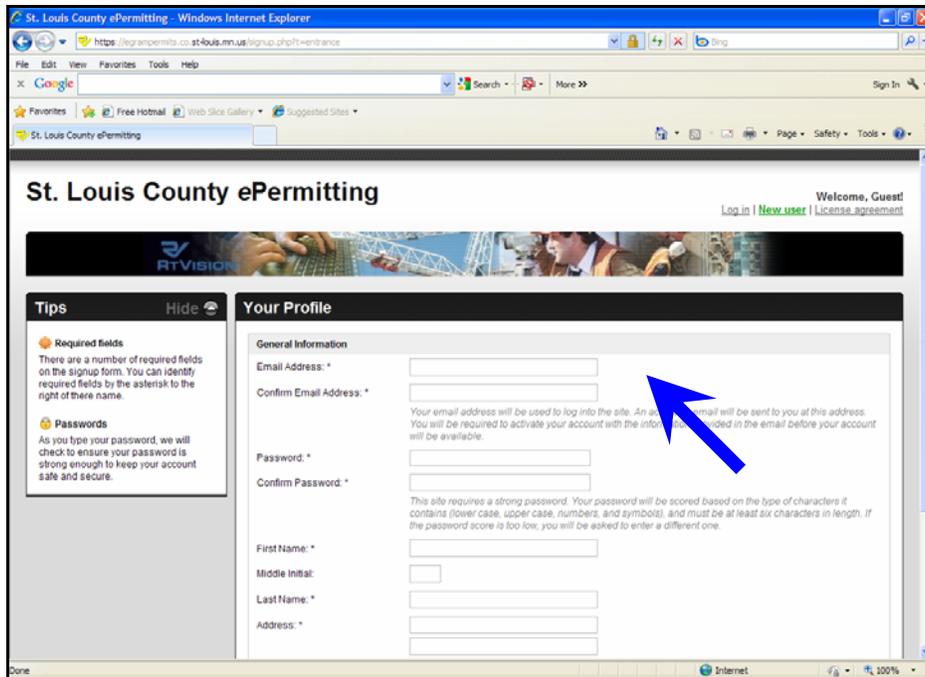
To create a new user account, click “New User” in the upper right corner of the ePermitting application.



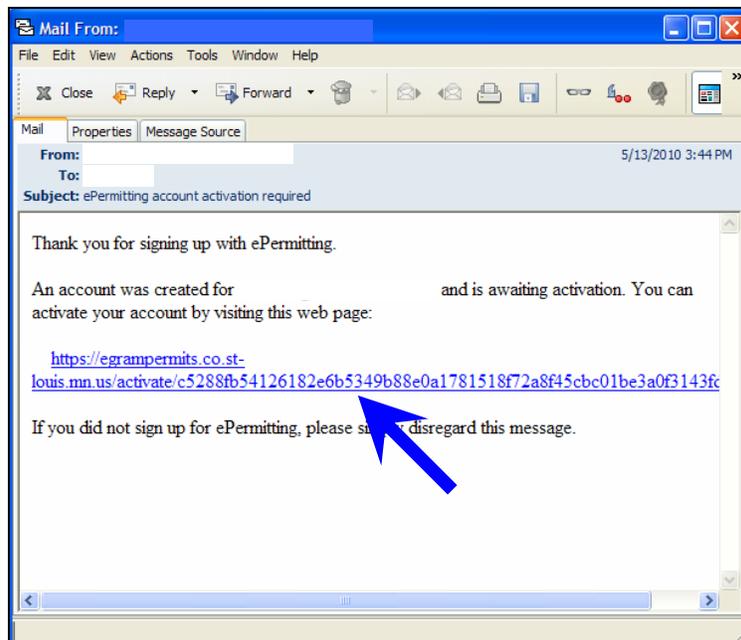
Click on the “Utility” pod.



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.

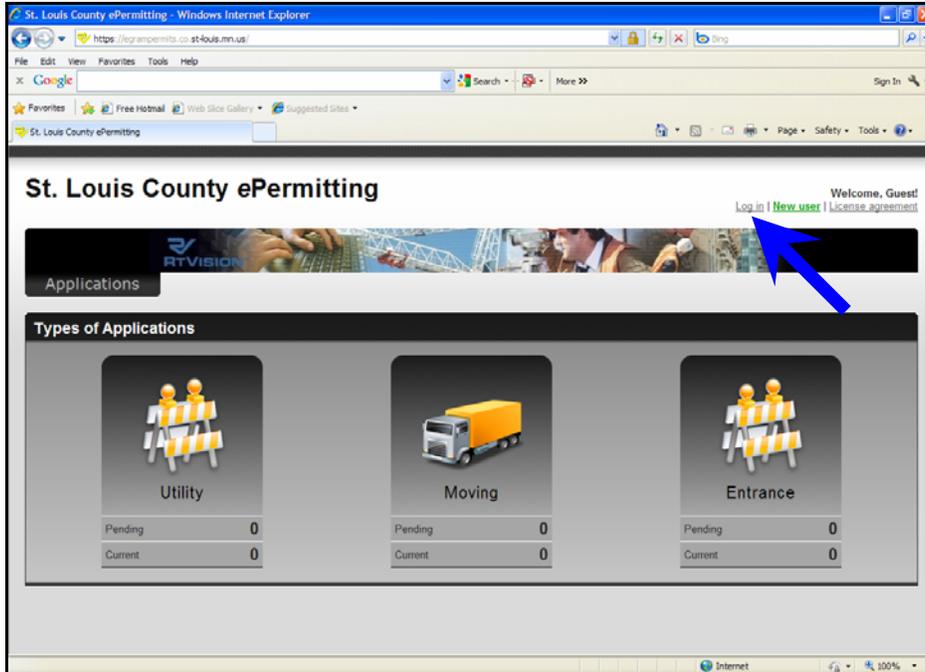


When you have completed entering your profile information, click “Submit” at the bottom of the page. After you submit your information, you will receive an email stating the new ePermitting account must be activated. To activate your account, open the email and click on the web link contained in the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

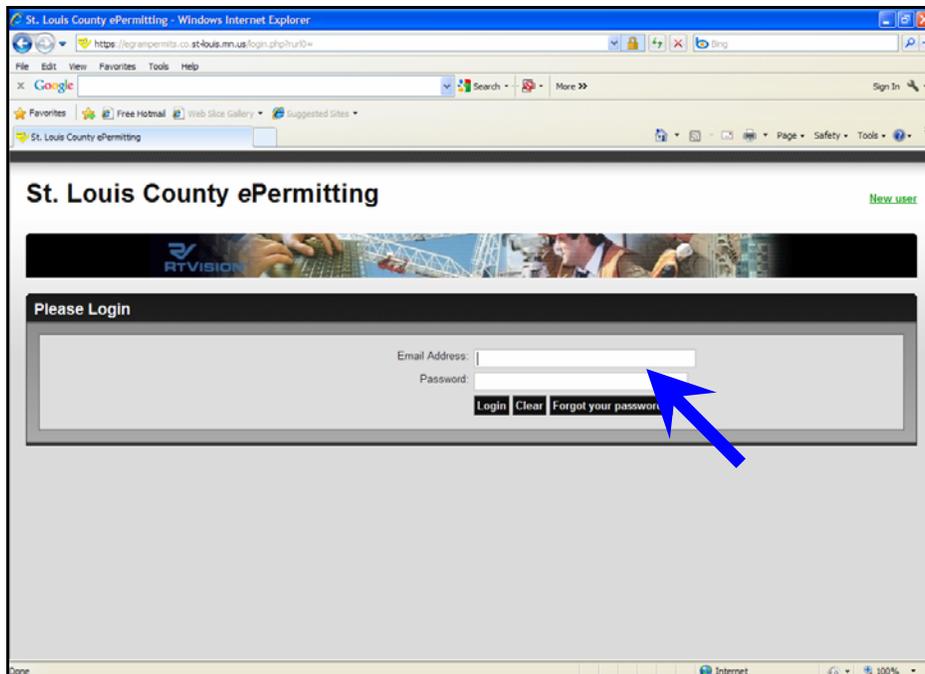


## Account Log-In

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

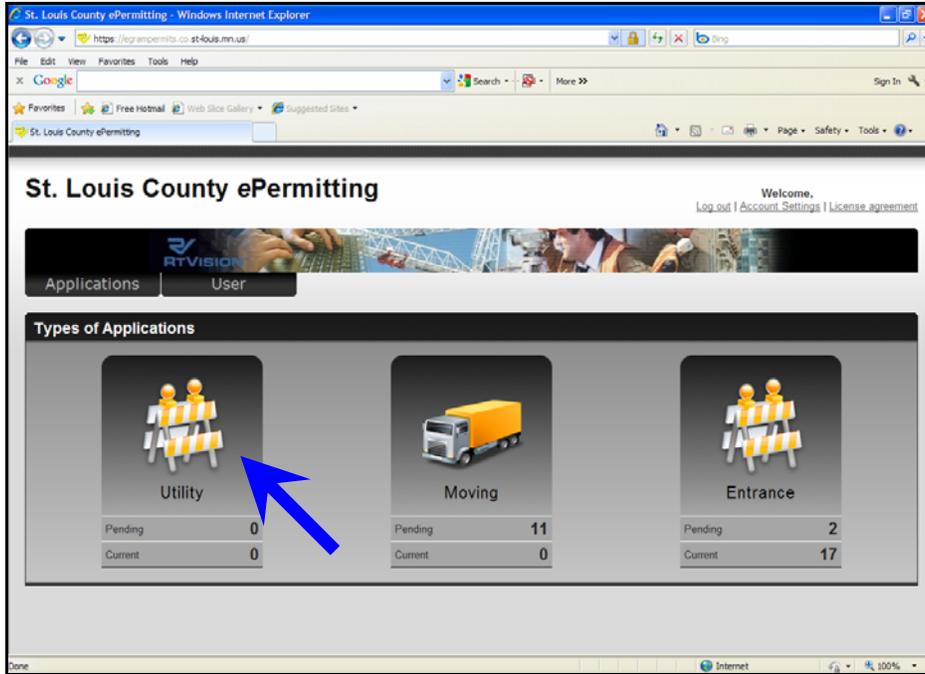


Enter your email address and password then click “Login”. When you are logged in, you may change your password at anytime by selecting “Change Password” under “User”. Make sure you save your password. If you lose your password, contact St. Louis County at 218-625-3830.

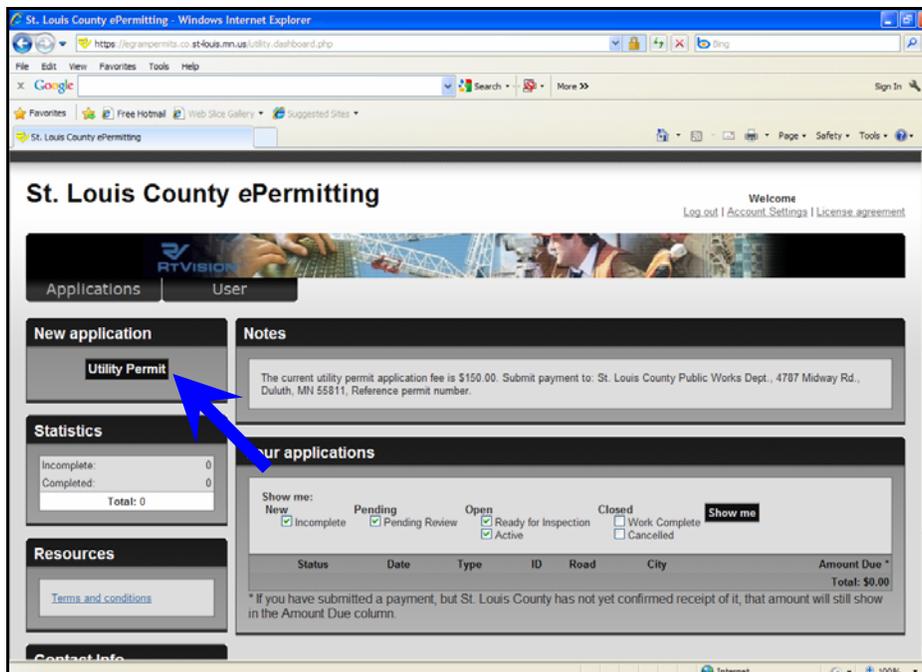


## Submitting a Utility Permit Application

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

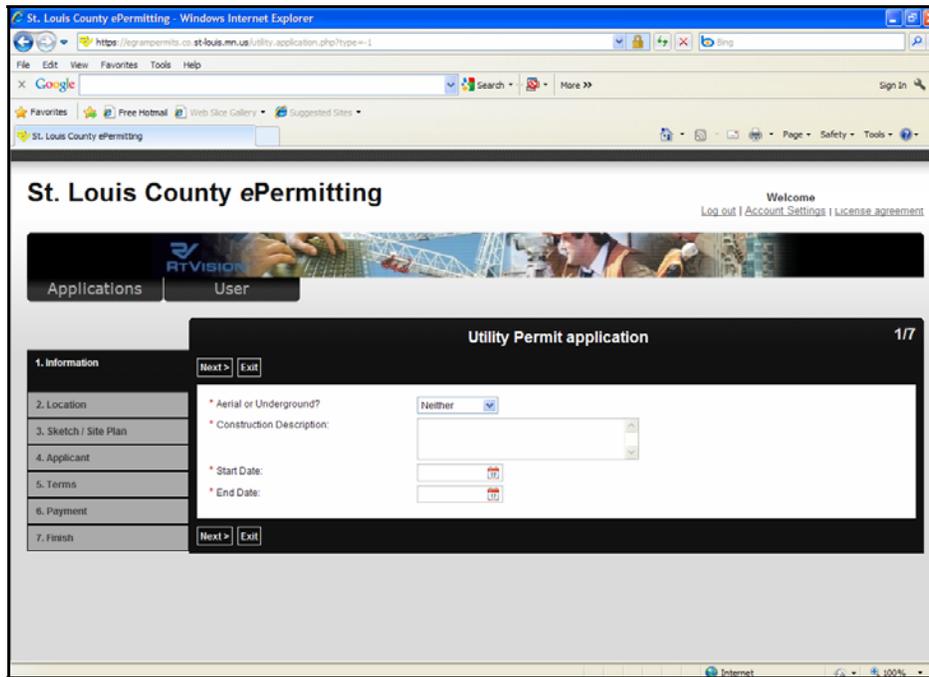


You will be directed to the utility permit main dashboard. The main dashboard is where you create a new utility permit application. It also lists utility permit applications that were previously submitted. Click "Utility Permit" to begin a new utility permit application.



## Step 1: Information

In this step, you will provide basic information about your project. First, identify if the work will be aerial, underground, both or neither. For example, installing power lines on utility poles would be aerial work. Second, provide a verbal description of the project. And lastly, provide a best estimate of when the project will begin and end. Utility permits expire one year from the approval date if no work has occurred. When finished, click “Next”.

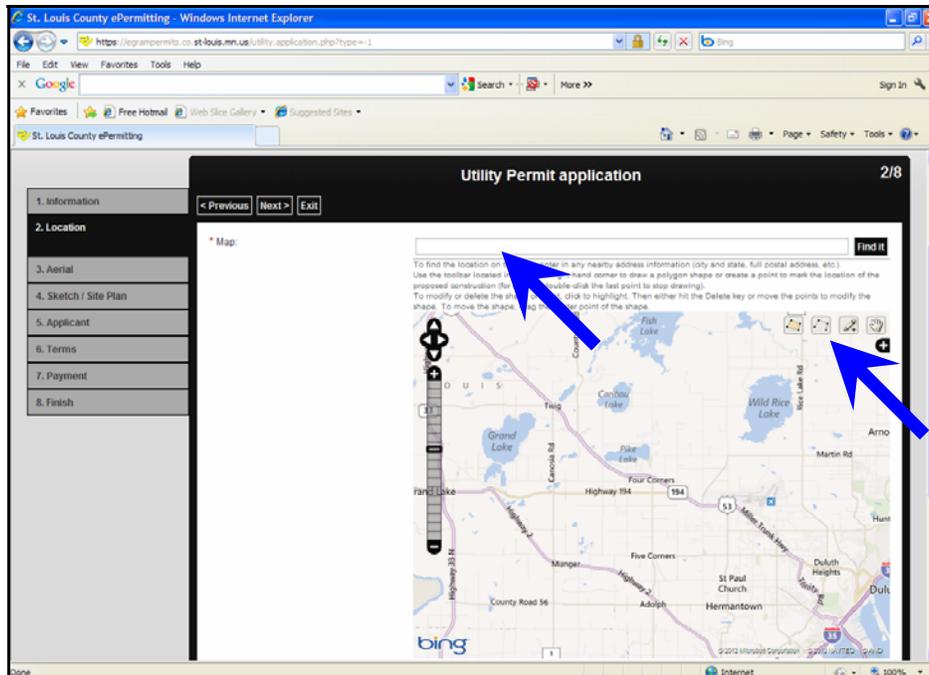


The screenshot shows a web browser window titled "St. Louis County ePermitting - Windows Internet Explorer". The address bar shows the URL "https://epermits.st-louis.mo.us/utility/application.php?type=1". The page header includes "St. Louis County ePermitting" and "Welcome" with links for "Log out", "Account Settings", and "License agreement". Below the header is a navigation bar with "Applications" and "User" tabs. The main content area is titled "Utility Permit application" and shows a progress indicator "1/7". On the left, there is a vertical menu with steps: "1. Information", "2. Location", "3. Sketch / Site Plan", "4. Applicant", "5. Terms", "6. Payment", and "7. Finish". The "1. Information" step is active, showing a form with the following fields: "Aerial or Underground?" (dropdown menu set to "Neither"), "Construction Description" (text input field), "Start Date" (calendar icon), and "End Date" (calendar icon). "Next" and "Exit" buttons are visible at the top and bottom of the form area.

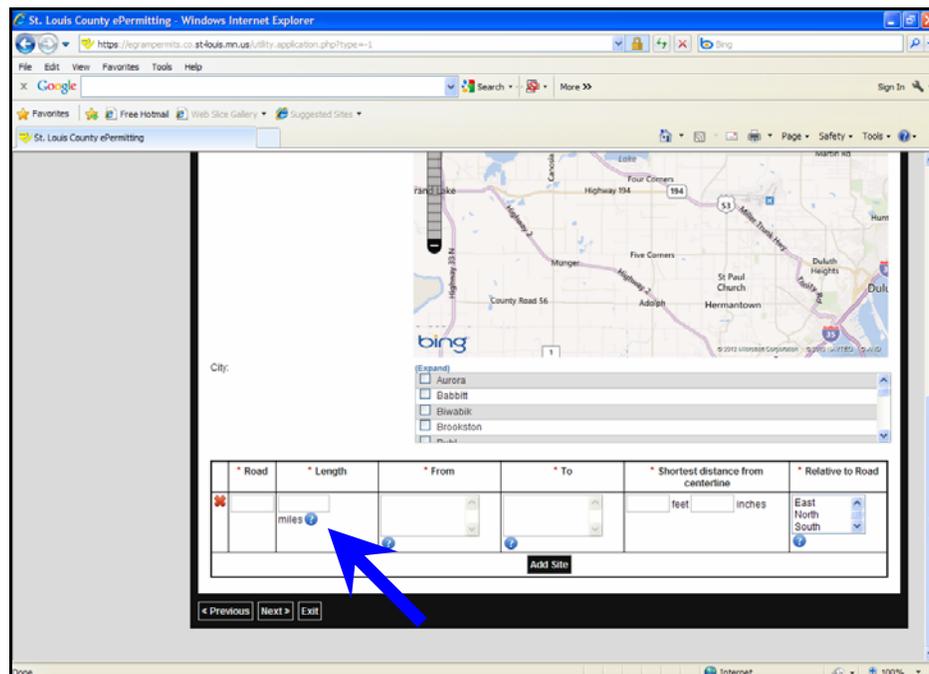
## Step 2: Location

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.

**YOU ARE REQUIRED TO DRAW THE WORKSITE LOCATION ON THE MAP.**



Scroll down and complete the other description fields. Click the checkbox of the city that is closest to your worksite. You may click “Expand” to see a wider view of the city list. Finally, enter the location information about the road, length of the worksite, beginning and ending points, relative location to road centerline, and the location relative to the road. If you have multiple worksite locations for the same project, click “Add Site” to add additional sites. When finished, click “Next”.

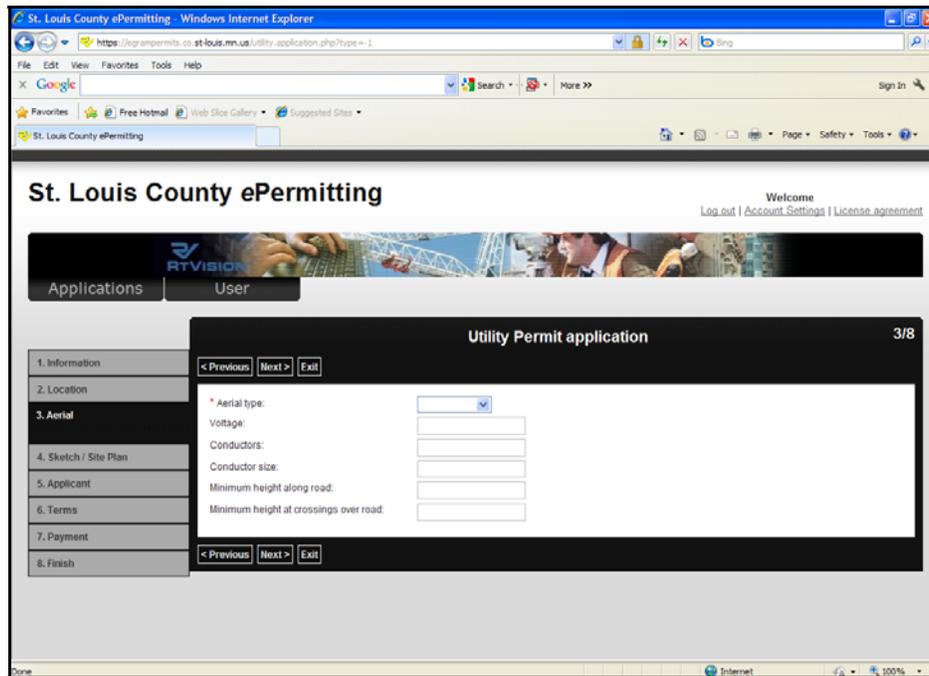


### Step 3: Aerial or Underground (Contingent Step)

Depending on whether you identified your work as aerial, underground or both in Step 1, you will be prompted to provide information in an additional step(s). If you selected neither, you will not be required to complete this information.

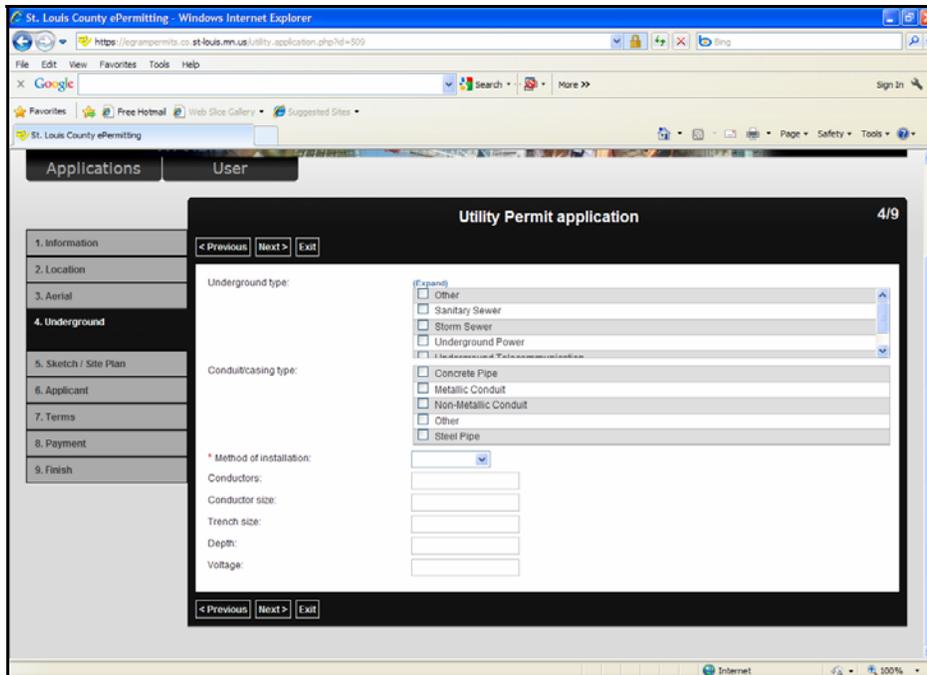
#### Aerial

If the utility permit application involves aerial work, complete the description fields in this step then click “Next”.



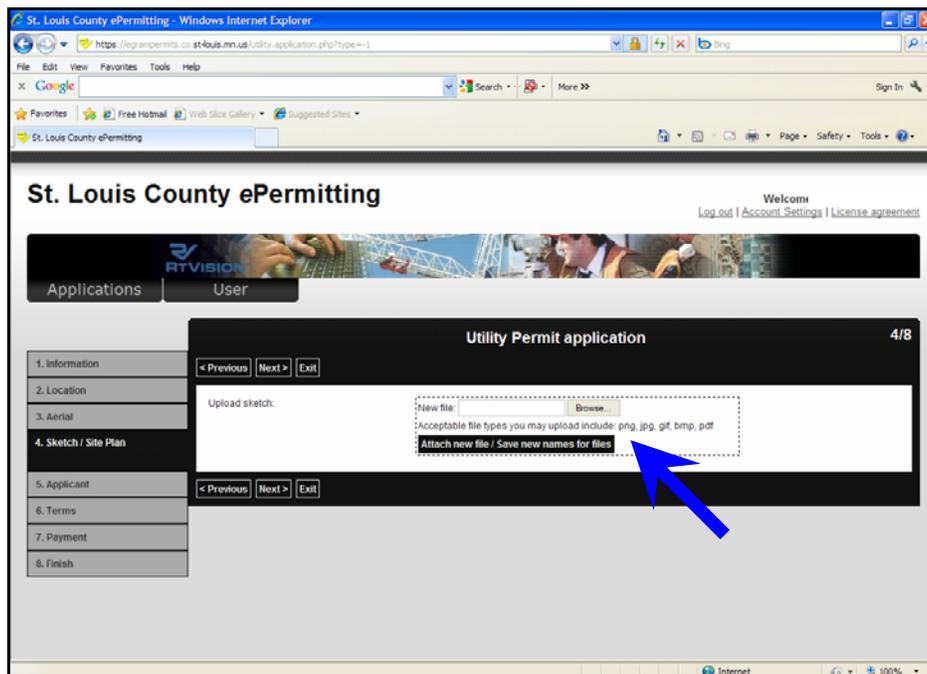
#### Underground

If the utility permit application involves underground work, complete the description fields in this step then click “Next”.



#### Step 4: Sketch/Site Plan

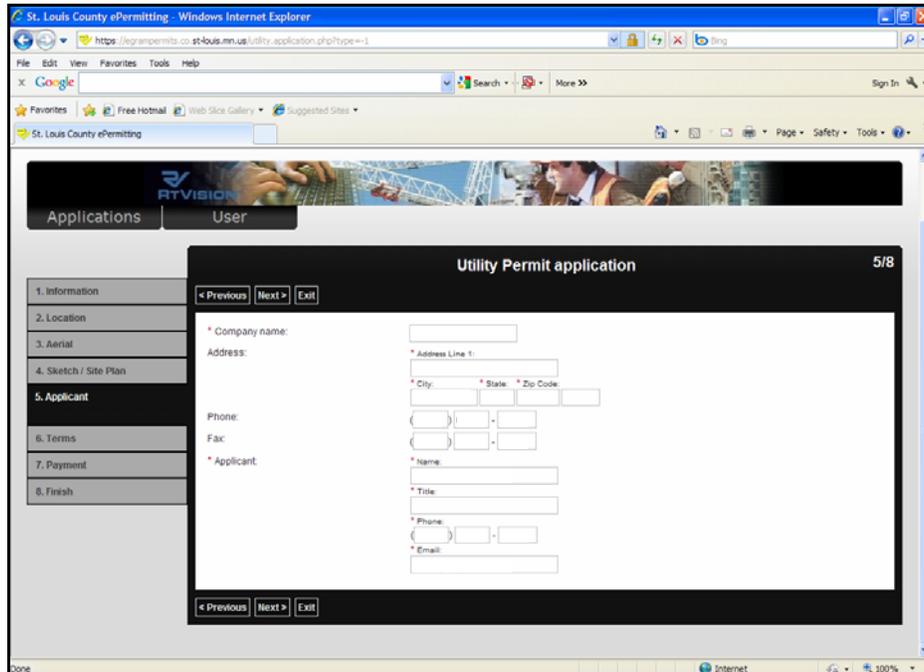
To attach a sketch/site plan, click “Browse” and navigate to the file(s) on your computer. After locating the file(s), click “Attach new file/Save new names for files”. You may proceed with the utility permit application without attaching a sketch/site plan. However, you may be required to submit a hard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

## Step 5: Applicant

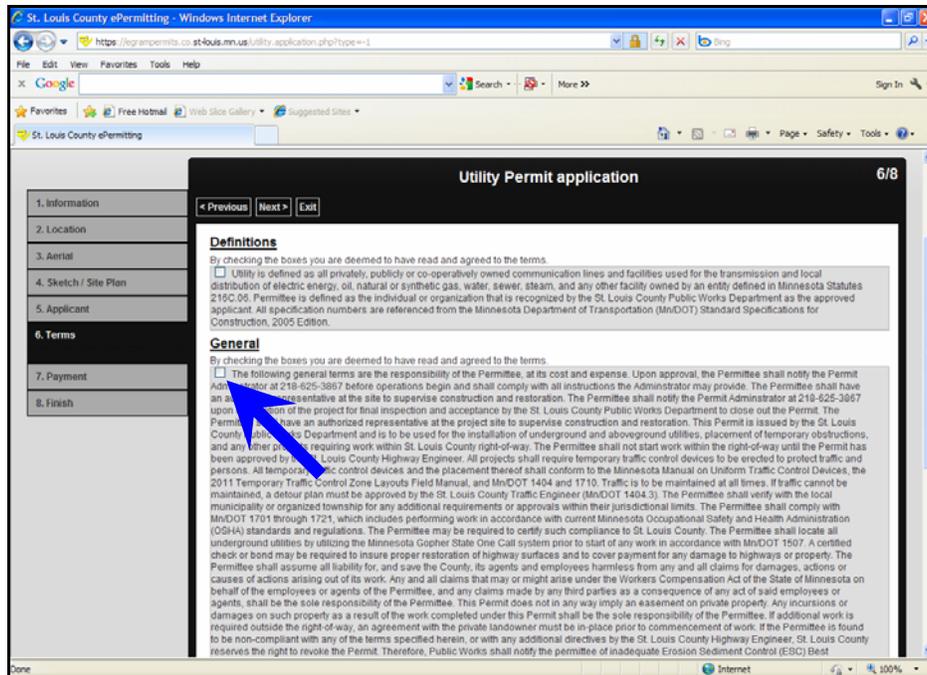
In this step, verify your profile information. If any information is missing, not accurate or not up-to-date, you can complete any changes in this step. When you have reviewed all the information to be accurate, click “Next”.



The screenshot shows a web browser window titled "St. Louis County ePermitting - Windows Internet Explorer". The address bar shows the URL "https://egrapermits.co.st-louis.mo.us/utility\_application.php?type=1". The browser's search bar contains "Google". The website header includes "Applications" and "User" tabs. A navigation menu on the left lists steps: 1. Information, 2. Location, 3. Aerial, 4. Sketch / Site Plan, 5. Applicant (highlighted), 6. Terms, 7. Payment, and 8. Finish. The main content area is titled "Utility Permit application" with a progress indicator "5/8". It contains a form with the following fields: "Company name:" (text box), "Address:" (text box), "Address Line 1:" (text box), "City:" (text box), "State:" (text box), "Zip Code:" (text box), "Phone:" (text box), "Fax:" (text box), "Applicant:" (text box), "Name:" (text box), "Title:" (text box), "Phone:" (text box), and "Email:" (text box). Navigation buttons "< Previous", "Next >", and "Exit" are located at the top and bottom of the form area.

## Step 6: Terms

You are required to agree to the utility permit application terms. Click the checkboxes to accept each term. When finished, click “Next”.



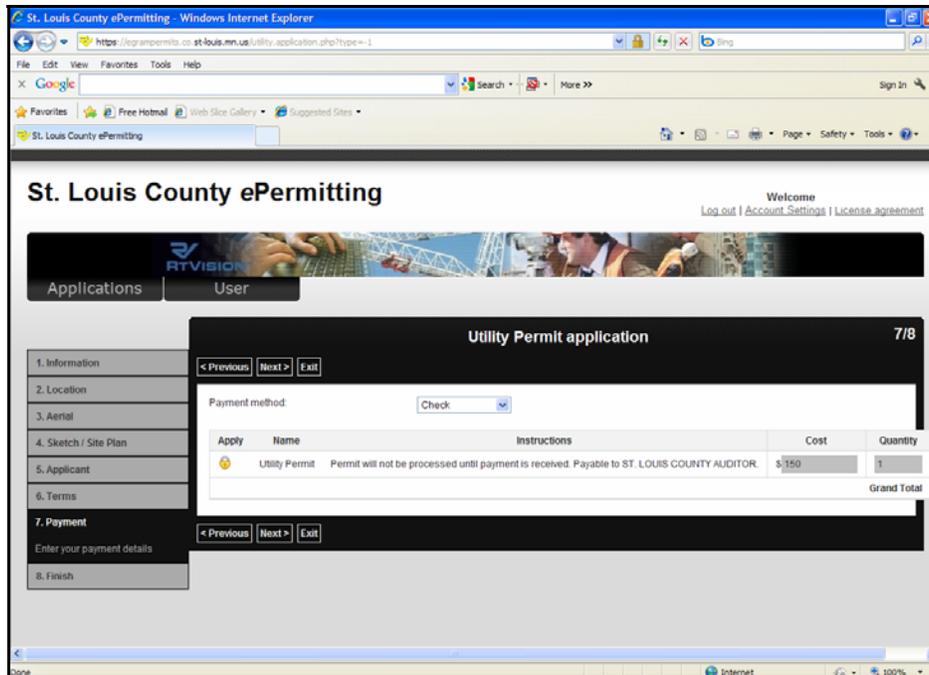
## Step 7: Payment

In this step, you are required to select a payment method. The utility 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 utility 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 UTILITY PERMIT APPLICATION WILL NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED IN FULL.**

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. If you do not receive this email notification, please contact St. Louis County at 218-625-3830.

### **YOU ARE NOT YET AUTHORIZED TO BEGIN WORK. SEE “WORK AUTHORIZATION” FOR MORE DETAILS.**



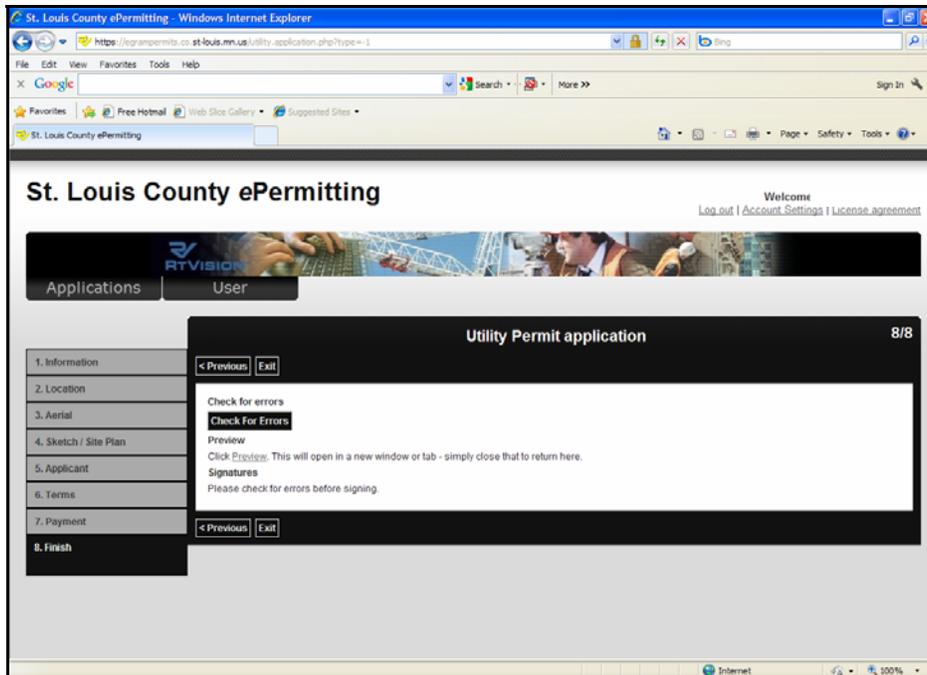
When finished, click “Next”.

## Step 8: Finish

This step prompts you to check for errors in your application. Click “Check For Errors”. If an error is found, the step(s) on the left side of the screen with an error will be changed to **red text**. Click on that step to correct the error. After you have made the necessary corrections, click on the Finish step tab on the left side of the screen. If the application is correct, the statement “No errors were found.” will be displayed.

Click “Preview” to review your utility permit application.

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



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

You will be directed back to the main dashboard. The utility permit application you just submitted will be listed under “Your Applications”. Click on the document icon to view your utility permit application.

**YOU MAY NOT BEGIN WORK UNTIL THE UTILITY PERMIT APPLICATION IS APPROVED.**

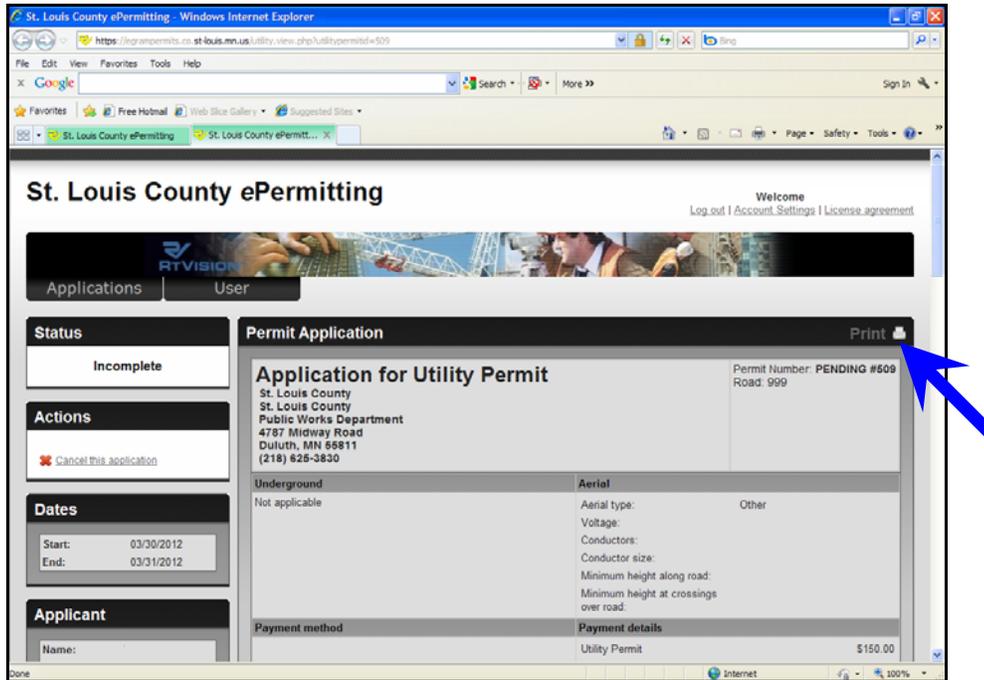
## **Work Authorization**

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 THEY MAY PROVIDE.**

While viewing the utility permit, you can print by clicking the “Print” icon in the upper right corner of the permit application. Your utility 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 XXXX-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 UTILITY PERMIT IN THE FIELD DURING CONSTRUCTION OPERATIONS. YOU WILL BE CONSIDERED UNAUTHORIZED TO BE IN THE RIGHT-OF-WAY IF YOU DO NOT POSSESS A COPY OF THE UTILITY PERMIT IN THE FIELD.**

## 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”. St. Louis County will not close-out your utility permit until the worksite has been inspected and has been satisfactorily restored in accordance with the utility permit terms and conditions.

**IT IS YOUR RESPONSIBILITY AS THE PERMITTEE TO REQUEST FINAL INSPECTION. FAILURE TO REQUEST INSPECTION AND/OR SATISFACTORILY COMPLETE THE WORKSITE IN ACCORDANCE WITH THE TERMS AND CONDITIONS MAY RESULT IN THE SUSPENSION OF APPROVAL FOR FUTURE ENTRANCE PERMIT APPLICATIONS.**

## Managing Your Utility Permits

The main dashboard of the *e*Permitting application lists all of your utility permit applications and active permits. You may query your listing of permits and applications by using the Show Me feature on the top of the page. To query, click the check box of the status of the permit or application you would like to see.

When working on a new utility permit application, you may exit the *e*Permitting application at anytime and return later to continue your incomplete application. Click on the “Pencil” icon to continue working on the utility permit application. If you want to cancel an incomplete utility permit application, click on the “X” icon.

The following are definitions for each permit status.

- Pending review (0 of 2):** The utility permit application was submitted but has not been reviewed or recommended for approval.
- Pending review (1 of 2):** The utility permit application was reviewed and recommended for approval. It is awaiting final approval.
- Active:** The utility permit application has received final approval. Work may begin at anytime.
- Ready for Inspection:** The Permittee has requested final inspection of the worksite.
- Complete:** The utility permit has had a final inspection and was marked as complete. All restoration work is complete and satisfactory.

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 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/>