

Septic Permit Online Application Instructions

1. Go to the following website and click “Apply Now”: <https://www.stlouiscountymn.gov/departments-a-z/planning-development/on-site-wastewater>.

ON-SITE WASTEWATER (SEPTIC SYSTEMS)

[Home](#) / [DEPARTMENTS A-Z](#) / [Planning & Community Development](#) / [On-Site Wastewater \(Septic Systems\)](#)

ABOUT PLANNING & DEVELOPMENT

LAND USE


ON-SITE WASTEWATER

- About
- Owner Information
- Apply for a Septic Permit
- Buying-Selling Property
- Financial Assistance-Septic
- Training and Education
- Ordinance 61/Standards

COMMUNITY DEVELOPMENT

ENTERPRISE GIS

BOARDS & COMMITTEES



Notice: [On-Site Wastewater Inspections during the COVID-19 Outbreak](#)

The On-Site Wastewater Division is responsible for the administration and coordination of on-site wastewater treatment systems throughout St. Louis County. The division regulates the St. Louis County Subsurface Sewage Treatment System Ordinance 61, along with incorporating by reference minimum standards established by Minnesota statutes and administrative rules of the Minnesota Pollution Control Agency (MPCA). These regulations are intended to serve the best interests of the County's citizens by protecting their health, safety, general welfare and natural resources.

[Buying-Selling Property](#)
[Financial Assistance-Septic](#)
[Training and Education](#)

Apply Now

News

1. **New!** Online Permitting system planned rollout in spring 2021
2. **New!** Septic Records Online: [Click Here](#)
3. **New!** Free Subscription service about septic news: [Click Here](#)

For further information, email us at: OSWInfo@StLouisCountyMN.gov

CONTACT

Virginia Office
Phone: 218-749-0625
Fax: 218-749-7194
Email

Duluth Office
Phone: 218-725-5200
Fax: 218-725-5029
Email

[All contacts](#)

Inspector Areas

MPCA Contractors List

County Courtesy List

Septic Records

SUBSCRIBE

2. Click on “On-Site Wastewater – Septic Permitting”

Portal Links

<p>SLC Business and Merchant Licenses</p> <p>You may apply for various types of licenses required in St. Louis County to operate businesses and merchant endeavors. What would you like to do?</p> <p>Auctioneer License</p> <p>Fireworks/Pyrotechnic Special Effects Display Permit</p> <p>Liquor Licenses</p> <p>Precious Metal Dealer License</p> <p>Tobacco Products License</p> <p>Transient Merchant License</p>	<p>SLC Health and Human Service Conference</p> <p>You may register to be an attendee, a sponsor, or a presenter for the Health and Human Service Conference. What would you like to do?</p> <p>Attendee Registration</p> <p>Champion and Advocate Sponsor</p> <p>Ally Sponsor</p> <p>Presenter Proposals</p>
<p>SLC Liquor Law & Tobacco Products Violation</p> <p>You may view or pay for your liquor law or tobacco products violations. What would you like to do?</p> <p>Liquor Law Violation</p> <p>Tobacco Products Violation</p>	<p>SLC Extension Services</p> <p>You may register for various Extension Services Events. Events eligible for registration are listed on our website: Garden and Lawn Educational Resources and Events</p> <p>Select the link below to register for a Horticulture Event.</p> <p>Horticulture Events</p>
	<p>SLC Planning and Community Development</p> <p>Apply On-Line for Land Use and Septic Permits using the links below. To view what information you will need to fill out an online application or to print off a paper copy select Building & Moving Structures (stlouiscountymn.gov) for Land Use Permits and Septic Permit (stlouiscountymn.gov) for Septic Permits</p> <p>Land Use</p> <p>Search our Land Use database You may search through our Land Use database by business name, owner name and/or location.</p> <p>On-Site Wastewater - Septic Permitting</p> <p>Search our Septic database You may search through our Septic database by business name, owner name and/or location.</p>

Septic Permit Online Application Instructions

3. Click on "Compliance Inspection"

The screenshot shows the 'Start a New Permit' page with a list of permit options. The 'Compliance Inspection' option is circled in red. The page also includes a 'View My Records' link and descriptions for other permit types.

Start a New Permit

[View My Records](#)

- [Septic Permit](#) Apply for a Septic Permit - Privy/Outhouse or New, Replace, Component Add/Repair SSTS system
- [Compliance Inspection](#)**
- [Renewal Operating Permit](#)
- [Owner Transfer Operating Permit](#) Use this form to apply for the transfer of ownership of an existing SSTS Operating Permit.
- [Abandonment](#)
- [Point of Sale Transfer and Disclosure Agreement](#) Use this form to apply for the transfer of ownership relating to Point of Sale of an existing SSTS Operating Permit.
- [Annual Submittal of Holding Tank Operating Permit](#)

4. Click on "Register Now" to create an account. If you already have an account, login using your credentials to the left of "Register Now."

Access to this page requires you to be logged in. After logging in, you'll be returned to your selection.

The 'Log In' form has a title 'Log In' and a subtitle 'Enter your User Name and Password'. It contains input fields for 'User Name:' and 'Password:', a 'Remember Me' checkbox, and a 'Log In' button. There are also links for 'Forgot your user name?' and 'Forgot your password?'.

Log In

Enter your User Name and Password

User Name:

Password:

Remember Me

Log In

[Forgot your user name?](#)
[Forgot your password?](#)

The 'Are you a new user?' form has a title 'Are you a new user?' and a subtitle 'Don't have a User Name?'. It contains the text 'Create one today so you can use the St. Louis County Citizen Portal!' and a 'Register Now' button, which is circled in red.

Are you a new user?

Don't have a User Name?

Create one today so you can use the St. Louis County Citizen Portal!

Register Now

Powered By



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Septic Permit Online Application Instructions

5. Fill out all required information and click "Create User" at the bottom to create an account.

Sign Up For Your New Account

(Fields marked with an * are required.)

Select a Logon ID and Password

Logon ID you want to use: *

Password: *

Confirm Password: *

Personal Information

Salutation

First Name *

Middle Name

Last Name *

Business Phone

Home Phone

Cell Phone

Fax

E-Mail Address *

Confirm E-Mail Address *

Mail To Name

Address Line 1 *

Line 2

Line 3

City *

Country *

State or Province *

Postal Code *

Date of Birth

In Case You Forget Your Password...

Security Question: *

Security Answer: *

6. You should receive an email from crm@stlouiscountymn.gov with the information below. You will need to click the link in the email to activate the account.

Your citizen portal account with St. Louis County has been successfully created and your user id is: SmithJ

To activate your account please navigate to the following link to confirm your email address:

<<http://CRM2016test.stlouiscountymn.gov/Common/Verification.aspx?uid=c29d092b-21a1-ea11-80ec-0050568d1b08>>

Septic Permit Online Application Instructions

- Once you click the link, you will be brought back to the Septic Permit application page like in step #3. Click on "Compliance Inspection".

Start a New Permit

[View My Records](#)

Septic Permit Apply for a Septic Permit - Privy/Outhouse or New, Replace, Component Add/Repair SSTS system	Abandonment
Compliance Inspection	Point of Sale Transfer and Disclosure Agreement Use this form to apply for the transfer of ownership relating to Point of Sale of an existing SSTS Operating Permit.
Renewal Operating Permit	Annual Submittal of Holding Tank Operating Permit
Owner Transfer Operating Permit Use this form to apply for the transfer of ownership of an existing SSTS Operating Permit.	

- Click on "Create Application"

On-Site Wastewater : Septic

[Home](#) >> [Start Permit](#) >> [Compliance Inspection](#)

You have selected the following Permit Type

Compliance Inspection:

Septic Permit Online Application Instructions

9. The area circled below shows your Application ID, application date, and permit status. You will also find other information such as the permit type, the date the permit was closed (when issued), and the balance due. Based on this application type, there is a set \$30 balance due.

[Home](#) >> [Record Overview](#)

Application ID:	21-SC-00287	Permit Type:	Compliance Inspection
Application Date:	5/11/2021	Closed On:	
Permit Status:	Pending Application Completion	Balance Due:	30.00

Compliance Inspection permit application.

You have no new messages.

[Send a New Message](#)

Application Progress (0%)

Legend: Incomplete: Complete: Locked: Open for Edit: View-only: Allows Attachments: Allows Submission:

1. Enter application details <input type="checkbox"/> Completed? Edit	2. Add attachments <input type="checkbox"/> Completed? 	3. Submit and Pay for Application <input type="checkbox"/> Completed?
--	--	---

Charges Due

The following fees/charges are now due.

Transaction	Date	Reference ID	Violation ID	Charge Amount	Balance Due
Septic Fee 641	05/11/2021	05/11/2021		\$30.00	\$30.00

[Cancel this application](#)

[Exit](#)

10. Click on "Edit" to complete the application details.

[Home](#) >> [Record Overview](#)

Application ID:	21-SC-00287	Permit Type:	Compliance Inspection
Application Date:	5/11/2021	Closed On:	
Permit Status:	Pending Application Completion	Balance Due:	30.00

Compliance Inspection permit application.

You have no new messages.

[Send a New Message](#)

Application Progress (0%)

Legend: Incomplete: Complete: Locked: Open for Edit: View-only: Allows Attachments: Allows Submission:

1. Enter application details <input type="checkbox"/> Completed? Edit	2. Add attachments <input type="checkbox"/> Completed? 	3. Submit and Pay for Application <input type="checkbox"/> Completed?
--	--	---

Charges Due

The following fees/charges are now due.

Transaction	Date	Reference ID	Violation ID	Charge Amount	Balance Due
Septic Fee 641	05/11/2021	05/11/2021		\$30.00	\$30.00

[Cancel this application](#)

[Exit](#)

Septic Permit Online Application Instructions

11. Begin filling out the application details. Some of the contact information may auto populate from the account information. You may change this if necessary. Any field with a red asterisk is a required field. Use the TAB key to move forward to the next text field.
12. Fill in the primary PIN (this is the property ID found on your tax statement) and add any associated PIN numbers (adjacent parcels that you own) by clicking "Add Response." Only fill out the Primary PIN if you just have one parcel.
13. All fields with a (*) indicates a required field.

1. Enter application details

ST. LOUIS COUNTY, MN
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
(On-Site Wastewater Division)

Duluth Government Services Center 320 West 2nd Street, Suite 301 Duluth, MN 55802 Phone (218) 725-5200 Toll Free (800) 450-9278	Virginia Government Services Center 201 South 3rd Avenue West Virginia, MN 55792 Phone (218) 749-0625 Toll Free (800) 450-9278
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Compliance Inspection Report
Existing Subsurface Sewage Treatment System

Your Contact Information.
If the information is not correct, you may need to update your contact information using the 'Edit Contact Info' option once you have filled out this application.

First Name: * Angela
Middle Name:
Last Name: * Lepak
Address Line 1: * 307 1st Street South
Address Line 2: Suite 117
City: * Virginia
State/Province: * MN Postal Code: * 55792
Business Phone: * 2187497103 Mobile Phone:
Home Phone: Fax:
Email Address: + lepaka@stlouiscountymn.gov
Preferred Contact Method: * Any

Are you the applicant? (Check this box if Yes) Yes

General - This form is used to submit a Compliance. Additional information: www.stlouiscountymn.gov/septic

Enter the Primary PIN and Associated PIN (if applicable) of the property to be reviewed. After entering the PIN, press the TAB key or click "Add Response" to enter an Associated PIN.
PIN is found on your Property Tax Statement. For example, 123-1234-12345. Primary PIN: Parcel where Structure/SSTS are located. Associated PIN: Additional and/or adjacent property that you own or that is related to the project.
County Land Explorer: <https://www.stlouiscountymn.gov/explorer>
Property Lookup: <http://apps.stlouiscountymn.gov/landinfo/parcelInfo2005/frame>

Primary PIN

Associated PINs [Collapse](#)

Add Response

Septic Permit Online Application Instructions

14. Fill out the Inspector Information.

INSPECTOR INFORMATION

Select Inspector

Licensed Business Name or Designer *

Name

License #

Certification #

15. Continue filling out the applicant information. If you are part of an LLC business, you will be able to add your business name if you check "Yes."

Enter Applicant Information

I am a: *

Are you an LLC Business? * Yes No

Applicant Name: *

Address Line 1: *

Address Line 2:

City: *

State: * Zip: *

Primary Phone: *

Mobile Phone:

Email:

Contact Person Name: +

Contact Person Phone: +

Preferred Contact Method: *

16. Continue by filling out the property owner's name and contact information.

Property Owner Name and Contact Information.

If the property owner information we have on file is not correct, please enter the current owner information.

Property Owner Name: *

Site Address: *

City: *

State/Province: * Zip: *

Primary Phone: *

Mobile Phone:

Email: +

Preferred Contact Method:

Contact Person Name +

Contact Person Phone +

Septic Permit Online Application Instructions

17. The mailing address information can be the same as the Property (owner's) address or the Applicant address, but not both.

Mailing Address Information

This address can default from the address you selected. If the values defaulted are not correct, please enter the correct information.

Same as Property address? Yes
Same as Applicant address? Yes

Name: * Angela Lepak
Address: * 307 1st Street South
Suite 117
City: * Virginia
State/Province: * MN Zip: * 55792
Primary Phone: 2187497103
Mobile Phone:
Email: + lepaka@stlouiscountymn.gov

18. Fill in the Permit number for the existing system.

Existing Permit

Select the Septic Permit that was inspected. If unable to be found, click My Permit Could Not Be Found.

Permit # for system (if known) + 21-S-00001
Unselect
 My Permit Could Not Be Found

19. Fill in the Inspection section.

Inspection

Inspection reason * [dropdown]
MPCA Type + [dropdown]
MPCA System Type + [dropdown]
MPCA System Type Other [text]
Inspection Results + [dropdown]
Inspection Result Comments * [text area]
Date of Inspection * [calendar]

Septic Permit Online Application Instructions

20. The list of required attachments is also included at the bottom of the application.

ATTACHMENTS

After submitting this form, please attach the following in the attachments screen:

COMPLIANCE INSPECTION WORKSHEET

Site Drawing

MPCA Compliance Inspection form

Soil Boring Logs

Tank Certification Worksheet

21. Click the “I agree” button before you submit your septic permit application.

By submitting this application, I certify and agree that I am the owner or the authorized agent of the owner of the above property, and that all uses will conform to the provisions of St. Louis County. I further certify and agree that I will comply with all conditions imposed in connection with the approval of the application. Applicants may be required to submit additional property descriptions, property surveys, site plans, building plans, and other information before the application is accepted or approved.

Intentional or unintentional falsification of this application or any attachments thereto will make the application, any approval of the application and any result invalid. I authorize St. Louis County staff to inspect the property to review the application and for compliance inspections. Furthermore, by submitting this application, I release St. Louis County and its employees from any and all liability and claims for damages to person or property in any manner or form that may arise from the approval of the application or any related plans, the issuance of any resulting permit or the subsequent location, construction, alteration, repair, extension, operation or maintenance of the subject matter of the application.

If your name, contact information or email address have changed, you should update your contact information in the portal by selecting 'Maintain Contact Information' at the top of this page.

Submitted By:	Angela Lepak
Address:	307 1st Street South
City:	Virginia
State:	MN
Postal Code:	55792
Email Address:	lepaka@stlouiscountymn.gov

I have read and agree to the statement above: * I agree

22. Click “Submit” to submit your septic permit application.

<input type="button" value="Submit"/>	<input type="button" value="Print a Copy"/> <input type="button" value="Save and Complete Later"/> <input type="button" value="Exit"/>
---------------------------------------	--

Alternatively, if you do not finish your application, you can choose to Save and Complete Later.

Septic Permit Online Application Instructions

By choosing to save and complete your application later, you will be able to find this located on the On-Site Wastewater : Septic page under View My Records.

Start a New Permit

[View My Records](#)

- Septic Permit** Apply for a Septic Permit - Privy/Outhouse or New, Replace, Component Add/Repair SSTS system
- Abandonment**
- Compliance Inspection**
- Point of Sale Transfer and Disclosure Agreement** Use this form to apply for the transfer of ownership relating to Point of Sale of an existing SSTS Operating Permit.
- Renewal Operating Permit**
- Annual Submittal of Holding Tank Operating Permit**
- Owner Transfer Operating Permit** Use this form to apply for the transfer of ownership of an existing SSTS Operating Permit.

Your permit application will appear there.

Your Permits

Your Permit Applications

Application ID	Sub-Permit	Type	Status	Effective Date	Due Date	Balance	New Messages
21-SR-00243		Septic Renewal Operating Permit	Pending Renewal Notice Sent			\$0.00	0
21-SC-00244		Septic - Compliance Inspection	Pending Application Completion		05/20/2021	\$30.00	0

Clicking on the Application ID, you will be able to get back to this page to edit the application again.

[Home](#) >> [Record Overview](#)

Application ID: 21-SC-00287 Permit Type: Compliance Inspection
Application Date: 5/11/2021 Closed On:
Permit Status: Pending Application Completion Balance Due: 30.00

Compliance Inspection permit application.

You have no new messages. [Send a New Message](#)

Application Progress (0%)

Legend: Incomplete: Complete: Locked: Open for Edit: View-only: Allows Attachments: Allows Submission:

1. Enter application details

Completed?

[Edit](#)

2. Add attachments

Completed?

3. Submit and Pay for Application

Completed?


Charges Due

The following fees/charges are now due.

Transaction	Date	Reference ID	Violation ID	Charge Amount	Balance Due
Septic Fee 641	05/11/2021	05/11/2021		\$30.00	\$30.00

[Cancel this application](#) [Exit](#)








Septic Permit Online Application Instructions




23. Once you have submitted the application form, you will be prompted to upload your attachments. You can either click on the  next to the name of the attachment, or you can click "Add Attachment" at the bottom. The underlined attachments are required.

2. Add attachments

One or more required attachments are missing. You may also mail-in required backup documentation.

You can attach the following supporting documents to this application when submitted. All required documentation will need to be attached or mailed before your application can be processed.

SUBJECT	DOCUMENTATION REQUIRED?	DESCRIPTION	ATTACHED?
 Application	Optional		No
 <u>County Compliance inspection worksheet</u>	Required		No
 <u>MPCA Compliance Inspection form</u>	Required		No
 Site Sketch	Optional	Site Sketch - CI	No
 <u>Site Sketch</u>	Required		No
 Soil Boring Logs	Conditionally Required		No
 Tank Certification Worksheet	Conditionally Required		No


24. Once you click on the required attachment, a box will pop up for you to choose a file to attach. You will need to choose a file to upload and click "upload". Repeat this step until all required attachments are uploaded.

Add Attachments

(Fields marked with an * are required.)

Attachment Type: *

Description:

Select a file to upload: *  No file chosen

Each upload must have a unique name.

You will also be able to view your attachment once you finish uploading it by clicking View Attached.

Septic Permit Online Application Instructions

2. Add attachments

You can attach the following supporting documents to this application when submitted.

You can attach the following supporting documents to this application when submitted. All required documentation will need to be attached or mailed before your application can be processed.

SUBJECT	DOCUMENTATION REQUIRED?	DESCRIPTION	ATTACHED?
Application	Optional		No
County Compliance inspection worksheet	Required		Yes View Attached
MPCA Compliance Inspection form	Required		Yes View Attached
Site Sketch	Optional	Site Sketch - CI	No
Site Sketch	Required		Yes View Attached
Soil Boring Logs	Conditionally Required		No
Tank Certification Worksheet	Conditionally Required		No

25. Once you have uploaded all required attachments, click on "Continue".

2. Add attachments

You can attach the following supporting documents to this application when submitted.

You can attach the following supporting documents to this application when submitted. All required documentation will need to be attached or mailed before your application can be processed.

SUBJECT	DOCUMENTATION REQUIRED?	DESCRIPTION	ATTACHED?
Application	Optional		No
County Compliance inspection worksheet	Required		Yes View Attached
MPCA Compliance Inspection form	Required		Yes View Attached
Site Sketch	Optional	Site Sketch - CI	No
Site Sketch	Required		Yes View Attached
Soil Boring Logs	Conditionally Required		No
Tank Certification Worksheet	Conditionally Required		No

Septic Permit Online Application Instructions

26. After clicking "Continue", you will be brought to the payment page. You will need to make sure that "Pay Online" is selected in the drop-down menu and click "Continue." You will need to pay for each application separately. You can also choose to Submit application and pay fees by mail. ▾

[Home](#) >> [Record Overview](#) >> [Submit and Pay for Application](#)

Application ID:	21-SC-00244	Permit Type:	Septic - Compliance Inspection
Application Date:	4/30/2021	Closed On:	
Permit Status:	Pending Application Completion	Balance Due:	30.00

[Return to add attachments](#)

3. Submit and Pay for Application

Charges Due

The following fees/charges are now due.

Transaction	Date	Reference ID	Violation ID	Charge Amount	Balance Due
Septic Fee 641	04/30/2021	04/30/2021		\$30.00	\$30.00

Total Amount:	30.00	Due Date:	05/20/2021
Amount Paid:	0.00	Last Payment Date:	
Adjustments:	0.00		
Balance Due:	30.00		

What would you like to do next? *

Pay Online. ▾ Continue

Exit

27. Select "Continue" when the below popup comes on the screen.

To pay on-line now:

- Click on the **Continue** button.
- Review the amount you owe.
- Click on the **Process Payment** button.
- You will be transferred to Official Payment's secure site to enter payment details.
- After submitting your payment, you will be e-mailed a receipt and returned to this website to print your registration.
- Your registration will be submitted to St. Louis County upon successful completion of your online payment.

Cancel - Clicking this button will return you to the registration and nothing will be submitted.

Continue - Clicking this button will take you to the Process Payment confirmation screen.

← Cancel Continue →

Septic Permit Online Application Instructions

28. Select Process Payment on the next screen.

[Home](#) >> [Record Overview](#) >> [Charges](#) >> [Confirm Payment](#)

Application ID:	21-SC-00244	Permit Type:	Septic - Compliance Inspection
Application Date:	4/30/2021	Closed On:	
Permit Status:	Pending Application Completion	Balance Due:	30.00

Confirm Payment			
Total Amount:	30.00	Due Date:	05/20/2021
Amount Paid:	0.00	Last Payment Date:	
Adjustments:	0.00		
Balance Due:	30.00		
Total Payment:	30.00		
<input type="button" value="Process Payment"/>			

Septic Permit Online Application Instructions

29. You will now need to go through the payment process. Select the payment method and click "Continue"

Make A Payment



Saint Louis County, MN

Electronic Payments

Select a Payment Option, then click "Continue" to proceed with the payment process.

- Your convenience fee will be calculated and presented on the next page, if applicable.
- Do not use your browser's "Back" button. Instead, navigate using the buttons below.

*Payment Amount \$ 30 -00

Payment Options:

- Debit Card 
- Debit Card 
- E-Check 
- Credit Card   

Cancel

Continue

30. Read the terms and conditions and click "Accept" if you agree to them.

Make A Payment



Saint Louis County, MN

Electronic Payments

This payment service is offered by ACI Payments, Inc. as authorized by the entity to which you are making a payment. Please confirm your payment amount, convenience fee and total (if applicable). Review the Terms and Conditions below and click "Accept" to proceed with your payment. Click "Back" button to change any of the information fields. Click "Decline" button to return to the beginning of the payment process.

- Do not use your browser's "Back" button. Instead, navigate using the buttons below.

Payment Type: Electronic Payments
Payment Amount: \$30.00

ACI Payments, Inc. Terms and Conditions:

I. Agreement Information

Welcome to the ACI Payments, Inc.'s(r) electronic check (E-check) web page. This agreement describes the electronic check (E-check) payment and processing service ("Service") provided by ACI Payments, Inc. through an internet interface over the web. This agreement should be reviewed carefully since it informs you of the terms and conditions you must agree to and abide by in order to use this Service. AT THE END OF THESE WRITTEN TERMS AND CONDITIONS YOU WILL BE ASKED TO CLICK ON THE "ACCEPT" BUTTON/ICON. BY YOUR ACTIONS OF SUBMITTING THE REQUESTED PAYMENT INFORMATION THROUGH ACI Payments, Inc., YOU AGREE TO THESE TERMS AS WELL AS ANY OTHER DOCUMENTS INCORPORATED BY REFERENCE.

By clicking "Accept" you will be providing your electronic signature that will affirm: (1) you understand and intend that this agreement and its terms and conditions are a legally binding agreement and the equivalent of a signed, written contract. (2) you will use all ACI Payments, Inc.

Printer Friendly

Back

Decline

Accept

Septic Permit Online Application Instructions

31. Enter your payment information and click "Continue".

Payer Information
(Information for the person making the payment.)

*Country: United States

*First Name: Angela

Middle Name:

*Last Name: Lepak

Suffix: (Jr., Sr. etc.)

*Street Address: 307 1st Street South
Suite 117

*Town/City: Virginia

*State: MN

*Zip Code: 55792

(Use this field for APO, FPO, AA, AE or AP codes.)

*Daytime Phone: (218) 749-7103

*E-mail Address: lepaka@stlouiscountymn.gov
(Required for an e-mail confirmation and online verification.)

*Re-enter E-mail Address: lepaka@stlouiscountymn.gov

Permit Number: 21-SC-00244

Invoice Number: 1091

Check Information
(May differ from the person owing the tax, bill or fee.)

*Select an Account Type.

Account Type: Personal Checking Account

Complete the check below by entering the Routing Number and Account Number exactly as they appear on your check

345

Pay to the order of Saint Louis County - Electronic Payments \$30.00
Thirty dollars

*Enter your 9 digit routing number: 010101012

*Enter your account number: ****65674

Routing Number between these symbols: 1 2 3 4 5 6 7 8 9 0

Account Number before this symbol: 1 2 3 4 5 6 7 8 9 0

345 345

Do not include your check number it may be located in either position

Payment Information

Payment Type: Electronic Payments

Payment Amount: \$30.00

Back Cancel Continue

Septic Permit Online Application Instructions

32. You will now be able to review the information that you have entered. Click "Submit" if all of the information is correct.

Please carefully check the information you have provided below and click "Submit" to authorize payment of the "Total Payment" amount displayed.

- Click the "Edit" button to correct any of the information displayed.
- To preserve confidentiality, only partial bank account information is displayed.
- You will receive a printable digital receipt with a confirmation number and an email confirmation once your payment is authorized.
- Do not use your browser's "Back" button. Instead, navigate using the buttons below.

Payer Information

First Name: Angela
Middle Name:
Last Name: Lepak
Suffix:
Street Address: 307 1st Street South
Suite 117
Town/City: Virginia
State: MN
Zip Code: 55792
Country: United States
Daytime Phone Number: (218) 749 - 7103
E-mail Address: lepaka@stlouiscountymn.gov
Permit Number: 21-SC-00244
Invoice Number: 1091

Check Information

Account Type: Personal Checking Account

Pay to the order of	Saint Louis County - Electronic Payments	\$30.00
<i>Thirty dollars</i>		
010101012 ***74		

Payment Information

Payment Type: Electronic Payments
Payment Amount: \$30.00

By clicking submit, you authorize us to initiate an automated clearing house (ACH) one-time debit in your name to your bank account. The amount of this transaction as noted above will be presented to your bank on or after today for immediate payment.

Edit

Cancel

Submit

Septic Permit Online Application Instructions

33. You should now see that your payment has been completed successfully. Click "Continue"

Your payment information has been submitted successfully to ACI Payments, Inc.



Print Confirmation

Confirmation Number: 123456
Payment Date: Friday, April 30, 2021
Payment Time: 09:47AM CT

- Please print or write down your payment confirmation number for your records.
- Successful completion of the payment transaction is conditioned upon accurate and complete information being entered by you and is subject to financial institution and biller acceptance, approval and authorization of the payment.
- Electronic check payments may take up to seven business days to be returned by your Financial Institution if incorrect information is entered when a payment is submitted.
- Do not use your browser's "Back" button. Instead, navigate using the buttons below.

Payer Information

Name: Angela Lepak
Street Address: 307 1st Street South
Suite 117
Virginia, MN 55792
United States
Daytime Phone Number: (218) 749 - 7103
E-mail Address: lepaka@stlouiscountymn.gov
Permit Number: 21-SC-00244
Invoice Number: 1091

Check Information

Account Type: Personal Checking Account
Routing Number: ****01012
Account Number: *****65674

Payment Information

Payment Type: Electronic Payments
Payment Amount: \$30.00



34. At this point, your application has been submitted. Please call 218-749-0625 or 218-725-5200 if you have any questions. Alternately, you may email us at oswinfo@stlouiscountymn.gov.

Septic Permit Online Application Instructions

You will be able to track your permit's status from the main On-Site Wastewater : Septic page. Note that the balance due is \$0.

Start a New Permit

[View My Records](#)

- [Septic Permit](#) Apply for a Septic Permit - Privy/Outhouse or New, Replace, Component Add/Repair SSTS system
- [Abandonment](#)
- [Compliance Inspection](#)
- [Point of Sale Transfer and Disclosure Agreement](#) Use this form to apply for the transfer of ownership relating to Point of Sale of an existing SSTS Operating Permit.
- [Renewal Operating Permit](#)
- [Annual Submittal of Holding Tank Operating Permit](#)
- [Owner Transfer Operating Permit](#) Use this form to apply for the transfer of ownership of an existing SSTS Operating Permit.

Your Permits

Your Permit Applications

Application ID	Type	Status	Effective Date	Due Date	Balance	New Messages
21-SR-00243	Septic Renewal Operating Permit	Pending Renewal Notice Sent			\$0.00	0
21-SC-00244	Septic - Compliance Inspection	Pending Application Completion		05/20/2021	\$0.00	0