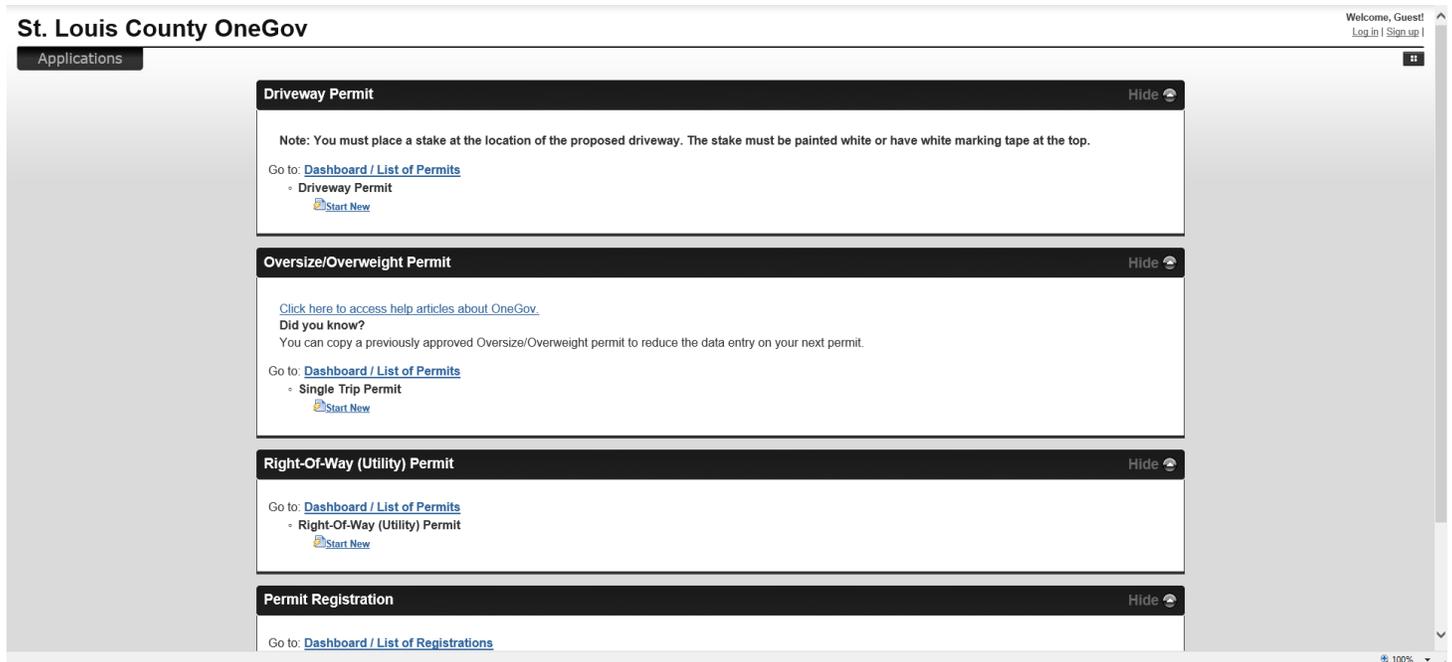


OneGov Driveway Permit Guide

Link to OneGov for entering applications for a Driveway, Right-of-Way, or an Oversize/Overweight Permit.

<https://onegov.stlouiscountymn.gov/index/pw>

The main screen will look like this



To enter a permit you must log into the system.

Log In

- Click on “**log in**” (upper right corner).
- If this is your first time on the system click on the green “**sign up**” button, otherwise click on the “**log in**” button.

Sign Up

To sign up, you will be required to create an account for you, or your company:

1. Login Info

- Enter your email
- Confirm your email
- Enter a password
- Confirm your password

2. Profile

- Enter First name, Middle Name. Last Name

3. Permit Profile Configuration

- Click Auto-fill from Profile to populate first row
- Enter company Name (when applicable)
- Enter phone number(s)
- Enter Mailing Address
- Click on “**Finish**”

After creating an account, you will receive an email notification with a link to activate your account. Your

account will not be valid until you activate it.

Driveway Permit Application

*Required fields are marked with a red asterisk.

1. Longevity

- select the longevity of the driveway

2. Type

- Select the surface type
- If surface type is other, enter details
- Select the construction start date
- Select the construction end date

3. Location

- Select the Side of the road
- Enter the Road Name
- Identify the location of the driveway on the map.
 - Note the "**Address Search**" button located at the top left of the map. Enter your address here, or an address which is close to you, too zoom the map in quickly to the correct area.
 - The upper right of the map has icons you choose from for marking the map.
- Enter the address or Parcel ID
- Enter the City
- Enter the driveway width

4. Applicant

- Enter applicant information, or click to Autofill from Profile
- Select if the property owner is the applicant
- Select if there is a contractor

5. Property Owner

- Enter property owner information when different from Applicant

6. Contractor

- Enter Contractor information when different from Owner/Applicant

7. Sketch

- Select browse and load sketch to application

8. Terms and Conditions

- Read and click to approve the Terms and Conditions

9. Invoice

- Select payment type
- If online payment selected follow prompts from official payments program

10. Review

- Review the permit costs and click on "**Finish**"

Note : If any required fields are not completed when trying to submit the application the step will highlight in red. Click on the highlighted step, and then locate the highlighted field to complete or fix the requirement.

Once the permit has been approved and the driveway has been installed

11. Log into your OneGov account
- 12. Click on the "Dashboard/List Permits"**
13. Click on the blue **"View My Applications Only"** button in the middle of the screen, right side.
14. Locate your permit at the bottom of the screen, click on the 3 horizontal lines at the far left.
15. When the pop up box opens select **"Request Inspection"**
16. Select **"Yes"** when asked if you want to notify St Louis County that you are ready for an inspection.