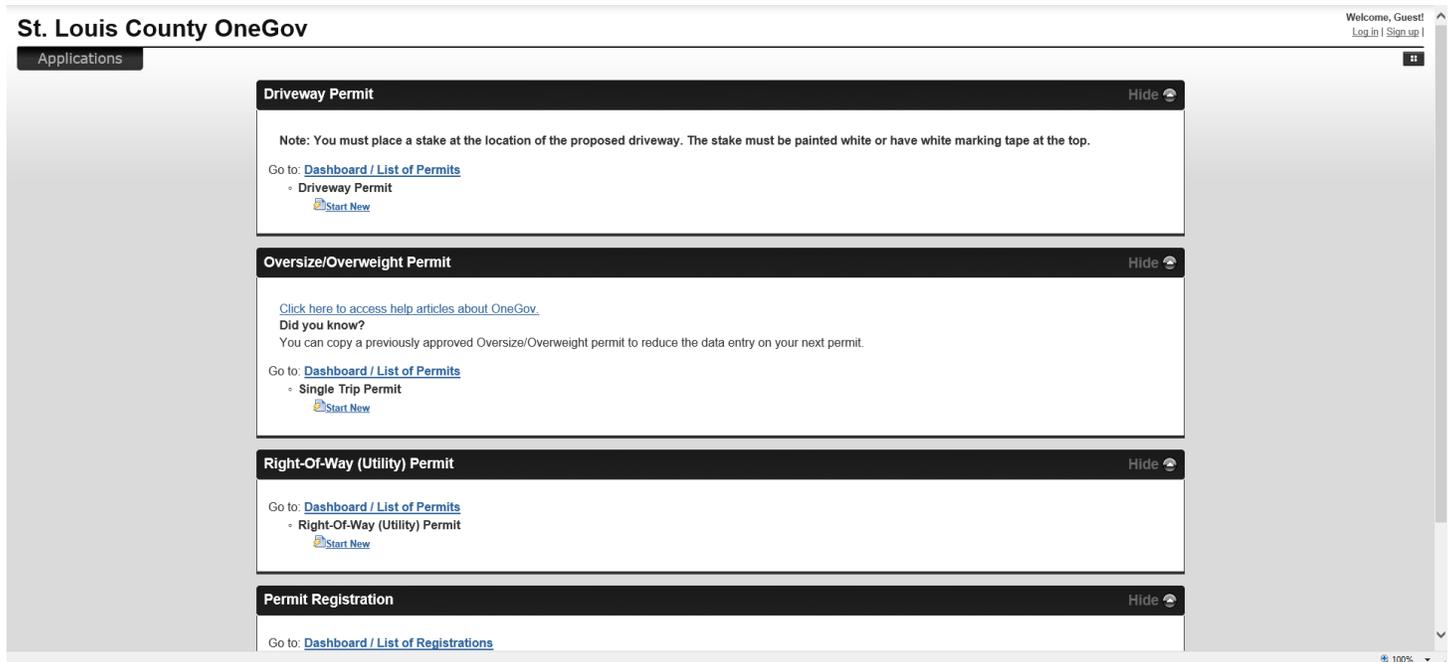


OneGov Right-of-Way Permit Guide

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.

To 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.

Right-of-Way Permit Application

*Required fields are marked with a red asterisk.

1. Information

- Enter a construction description
- Select the construction start and end dates

2. Location

- Identify the location of the driveway on the map.
- Note the "**Address Search**" button located at the top left of the map. Enter the address here, or an address which is close, 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.
- Select the City
- Enter the Site(s) information, start by clicking on the green plus sign in the table
 - i. Enter the Road number
 - ii. Enter the Length of the work
 - iii. Enter the starting location (from)
 - iv. Enter the ending location (to)
 - v. Enter the shortest distance from the roadway centerline (in Feet)
 - vi. Enter the location of work relative to the road
- Select Aerial or Underground work (depending on your selection you will then see item 3, 4, or both.)

3. Aerial

- Select the type of Aerial work
- If the Aerial type selected is "Other" specify
- Enter the Voltage
- Enter the Cable Diameter (in inches)
- Enter the Minimum Height Crossing the Road (in feet)

4. Underground

- Select the type of Underground work
- Select the Conduit/Casing type
 - If the Conduit/Casing type is "Other" specify type
- Select the Method of Installation
 - If method of installation is "other" specify method
- Enter cable diameter (in inches)
- Enter Trench width (in feet)
- Enter Depth (in feet)
- Enter Voltage

5. Sketch/Site Plan

- Select browse and load sketch to application
- Click on "Add Another Attachment" to load additional files.

6. Applicant

- Enter applicants Name
- Enter Company name
- Enter your Title
- Enter phone Numbers(s)

- Enter Company Fax number
- Enter Email address
- Enter Company address

7. Terms and Conditions

- Read and click to approve the Terms and Conditions

8. Invoice

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

9. 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.