

Carlton County Transportation Department *e*Permitting



Utility Permit Application

User Reference Manual

Updated: January 2012

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Introduction

The Carlton County Transportation Department has implemented an ePermitting application for utility permits. The ePermitting application is an internet based utility permit where an applicant submits a utility permit application through a website. The paper form of the Carlton County utility permit application will no longer be available January 1st, 2014. The ePermitting 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 ePermitting link is located on the Carlton County Transportation Department website at:

<https://permits.co.carlton.mn.us/>

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. Automatic email notifications are sent to the email listed in the account.

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

Carlton County ePermitting Welcome, Guest!
[Log in](#) | [New user](#) | [License agreement](#)

Applications

Types of Applications

Utility/ROW	Moving
Pending: 0	Pending: 0
Current: 0	Current: 0

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.



What's this?

- Saves you time**
If we know which service you will be using, then we can tailor the questions we ask you. The fewer questions there are, the less time it takes to sign up.
- Adds security**
By identifying the type of service you want to use, we'll know which profile questions are absolutely necessary and which are not. The less information you are asked for on the internet, the safer you and your identity are.

Which service?

Utility/ROW Moving



Tips Hide

- Required fields**
There are a number of required fields on the signup form. You can identify required fields by the asterisk to the right of their name.
- Passwords**
As you type your password, we will check to ensure your password is strong enough to keep your account safe and secure.

Your Profile

General Information

Email Address: *

Confirm Email Address: *

Your email address will be used to log into the system. An activation email will be sent to you at this address. You will be required to activate your account with the information you provided in the email before your account will be available.

Password: *

Confirm Password: *

This site requires a strong password. Your password will be scored based on the type of characters it contains (lower case, numbers, and symbols) and must be at least 8 characters in length. If the password score is too low, you will be asked to enter a different one.

First Name: *

Middle Initial:

Last Name: *

Address: *

City: *

After completing 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.

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Applications

Types of Applications

Utility/ROW	Moving
Pending: 0	Pending: 0
Current: 0	Current: 0

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, click on “Forget your password” to generate a new password that will be sent to your email address used for the account, or contact the Permit Administrator at 218-384-9150.

Carlton County ePermitting

[New user](#)

Please Login

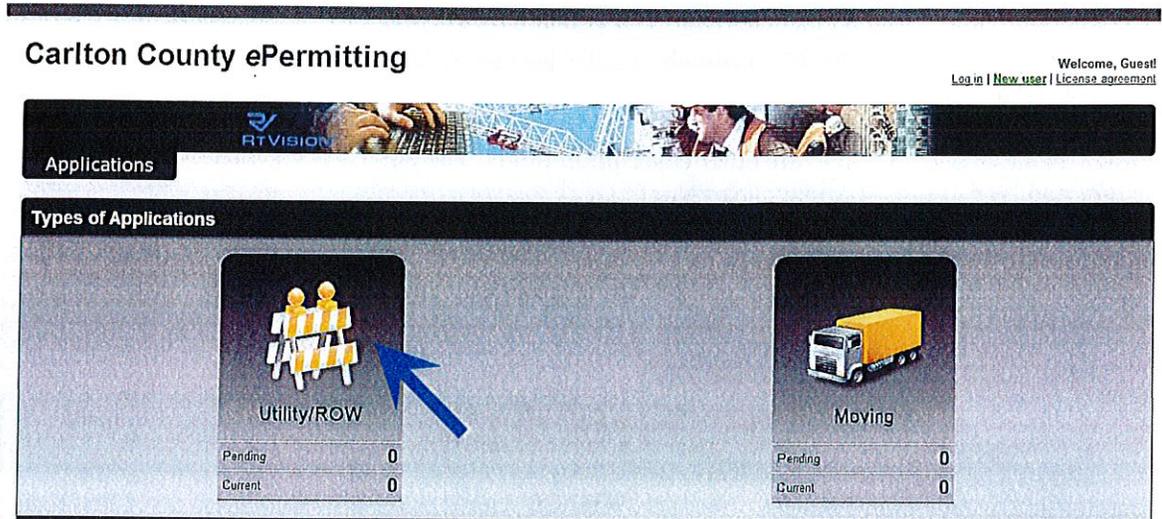
Email Address:

Password:

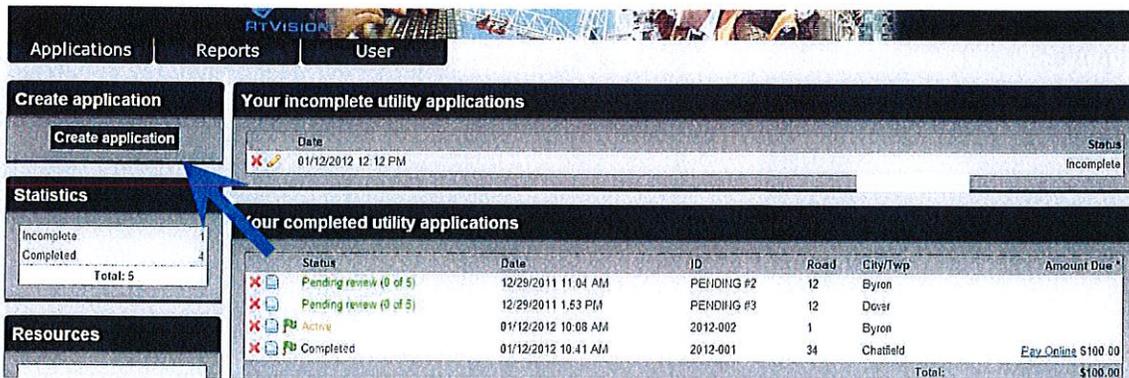
[Login](#) [Clear](#) [Forget your password?](#)

Submitting a Utility Permit Application

To complete a Utility Permit application, click on the Utility application.



You will be automatically 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 "Create Application" to begin a new utility permit application.



Step 1: Information

In this step, you will identify the general information related to the permit application.

You are required to select a date range that you anticipate your work to be completed within. It is important to provide your best estimate. Utility permits expire one year from the approval date if no work has occurred.

Scroll down and complete the other description fields. The description fields marked with an * are required. When finished, click "Next".

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Applications Reports User

Utility Permit application 177

1. Information [Next >] [Exit]

2. Location

3. Sketch / Site Plan

4. Applicant

5. Terms

6. Payment

7. Finish [Next >] [Exit]

* Aerial or Underground? Neither

* Construction Description:

* Start Date:

* End Date:

Aerial and Underground steps with required information display when selected from the pulldown.

Step 2: 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 Carlton, enter “Carlton, 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.

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Applications
Reports
User

Utility Permit application
2/9

1. Information
2. Location
3. Aerial
4. Underground
5. Sketch / Site Plan
6. Applicant
7. Terms
8. Payment
9. Finish

< Previous
Next >
Exit

* Map:

To find the location on the map, enter in any nearby address information (city and state, full postal address, etc.)
 Use the toolbar located in the upper right hand corner to draw a polygon shape or create a point to mark the location of the proposed construction (for shapes, double-click the last points to stop drawing).
 To modify or delete the shape or point, click to highlight. Then either click the Delete key or move the pointer to modify the shape. To move the shape, drag the corner points of the shape.

Municipality:

* Road	* Length	* From	* To	* Shortest distance from centerline	* Relative to Road
<input type="text"/>	<input type="text"/> miles	<input type="text"/>	<input type="text"/>	<input type="text"/> feet <input type="text"/> inches	<input type="text"/> East <input type="text"/> North <input type="text"/> South <input type="text"/> Under Road

< Previous
Next >
Exit

List the Road number, Length, From and To description, Shortest distance from centerline, and location Relative to Road. To select multiple options in this field, hold down the “Ctrl” key on your keyboard while left clicking with your mouse.

Step 3: Aerial

If the utility permit application involves above ground facilities, complete the description fields in this step, then click “Next”.

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Applications Reports User

Utility Permit application 3/9

- 1. Information
- 2. Location
- 3. Aerial**
- 4. Underground
- 5. Sketch / Site Plan
- 6. Applicant
- 7. Terms
- 8. Payment
- 9. Finish

< Previous Next > Exit

* Aerial type: [Dropdown]
* Voltage: [Text]
* Conductors: [Text]
* Conductor size: [Text]
* Minimum height along road: [Text]
* Minimum height at crossings over road: [Text]

< Previous Next > Exit

Step 4: Underground

If the utility permit application involves facilities at or below ground level, complete the description fields in this step then click “Next”.

Applications Reports User

Utility Permit application 4/9

- 1. Information
- 2. Location
- 3. Aerial
- 4. Underground**
- 5. Sketch / Site Plan
- 6. Applicant
- 7. Terms
- 8. Payment
- 9. Finish

< Previous Next > Exit

* Underground type: [Expand] [List: Clay Tile, Direct Bury, Multiple Tile, Other, Sectional Concrete]
* Conduiting casing type: [List: None, Other, Sectional Concrete, Steel Pipe]
* Method of installation under roadbed: [Dropdown]
* Conductors: [Text]
* Conductor size: [Text]
* Trench size: [Text]
* Depth (minimum 24'): [Text]
* Voltage: [Text]

< Previous Next > Exit

Step 6: Applicant

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

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Applications Reports User

Utility Permit application 6/9

< Previous Next > Exit

1. Information	* Company name:	<input type="text"/>
2. Location	Address:	* Address Line 1: <input type="text"/>
3. Aerial		* City: <input type="text"/> * State: <input type="text"/> * Zip Code: <input type="text"/>
4. Underground	Phone:	(<input type="text"/>) <input type="text"/> - <input type="text"/>
5. Sketch / Site Plan	Fax:	(<input type="text"/>) <input type="text"/> - <input type="text"/>
6. Applicant	* Applicant:	* Name: <input type="text"/>
7. Terms		* Title: <input type="text"/>
8. Payment		* Phone: <input type="text"/>
9. Finish		(<input type="text"/>) <input type="text"/> - <input type="text"/>
		* Email: <input type="text"/>



Step 7: Confirmation

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

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Applications Reports User

Utility Permit application 7/9

1. Information 2. Location 3. Aerial 4. Underground 5. Sketch / Site Plan 6. Applicant 7. Terms 8. Payment 9. Finish

< Previous Next > Exit

Aerial

By checking the boxes you are deemed to have read and agreed to the terms

- There shall be only a single pole line on the county highway right of way on either side of the center line thereof
- Longitudinal installations on county highways shall normally be located in the outer five feet of the right of way. At crossings of the county highway, poles shall be placed at a minimum of thirty feet from the shoulder lines of the through roadbeds unless right of way widths are prohibitive to such locations
- The location of all brace poles, anchors and anchor poles within the limits of the county highway right of way shall be approved by the County Highway Engineer.
- In those instances in which a Utility is issued a Permit or Permits for construction on both sides of the county highway right of way in a given area, such Permit is conditional upon the Utility subsequently providing joint use to other Utilities upon reasonable terms mutually agreeable to the Utilities

General

By checking the boxes you are deemed to have read and agreed to the terms.

- The applicant, in carrying on any and all of the work herein above mentioned or referred to in its application and in the Permit issued hereafter, shall strictly conform to the term of such Permit, and the regulations of the Board of County Commissioners, as set forth herein together with the Special Provisions, all of which are made a part hereof. The applicant specifically agrees to be bound hereby. The applicant shall also comply with the regulations of all other governmental agencies for the protection of the public. The work shall be accomplished in a manner that will not be detrimental to the highway and that will safeguard the public.
- Under this order "Utility" shall mean and include all privately, publicly or co-operatively owned communication lines and facilities, any systems, lines and facilities for

Special Provisions

By checking the boxes you are deemed to have read and agreed to the terms.

- Permit holder to notify Gopher State One-Call as per Minnesota Statutes 216D for locations of existing underground utilities before work is started and to register the

Step 8: Payment

In this step, you are required to select a payment method.
After the payment method is selected, click "Next".

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Applications Reports User

Utility Permit application 8/9

1. Information 2. Location 3. Aerial 4. Underground 5. Sketch / Site Plan 6. Applicant 7. Terms 8. Payment 9. Finish

< Previous Next > Exit

Payment method:

Apply	Item	Instructions	Cost	Quantity	Total
<input checked="" type="checkbox"/>	Bond	If private individual, required \$1000 bond.	\$ 1,000	1	\$1,000.00
Grand Total					\$1,000.00

< Previous Next > Exit

Enter your payment details

Step 9: Finish Permit Application

This step provides an opportunity to review your utility permit application. **THIS IS THE LAST OPPORTUNITY TO REVISE THE UTILITY PERMIT APPLICATION PRIOR TO SUBMITTING FOR APPROVAL.**

Click on the “Check for Errors” button to view any required information or any problems with information entered.

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Applications Reports User

Utility Permit application 9/9

1. Information < Previous Exit

2. Location

3. Aerial

4. Underground

5. Sketch / Site Plan

6. Applicant

7. Terms < Previous Exit

8. Payment

9. Finish

Check for errors
Check For Errors

Preview
Click **Preview**. This will open a new window or tab - simply close that to return here.
Signatures
Please check for errors before signing.

If there is any information that needs to be completed or modified, the step will highlight in red. Click on the step to complete the requirements.

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Applications Reports User

Utility Permit application 9/9

* 1. Information < Previous Exit

* 2. Location

* 3. Aerial

* 4. Underground

5. Sketch / Site Plan

* 6. Applicant

* 7. Terms < Previous Exit

8. Payment

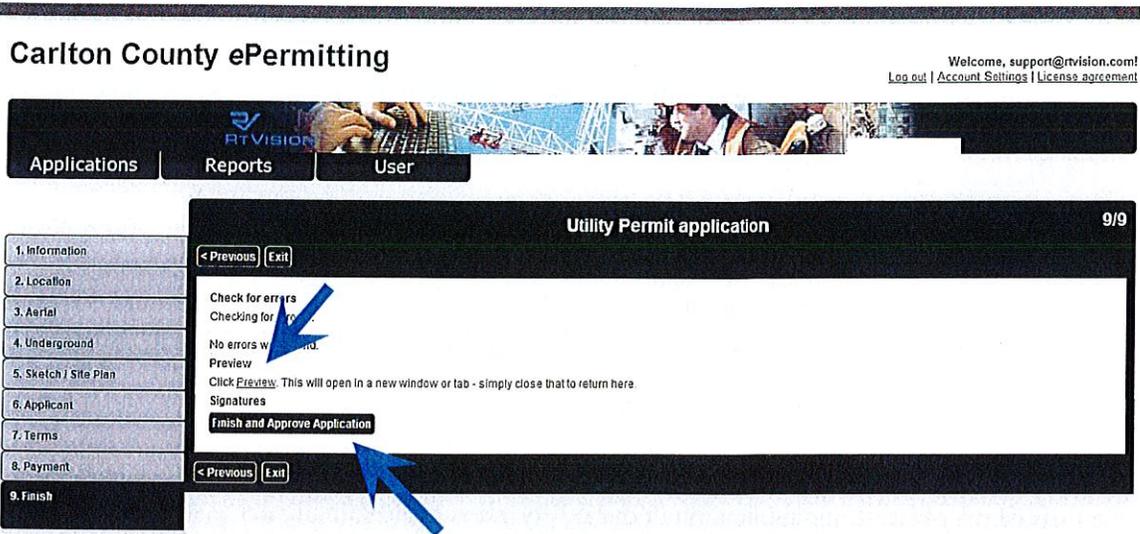
9. Finish

Check for errors
Check For Errors

Checking for errors ..

Errors were found.
Preview
Click **Preview**. This will open in a new window or tab - simply close that to return here.
Signatures
Please correct all errors before signing.

Once the errors have been corrected, click on Preview to view all of the information on one screen view. Click to “Finish and Approve Application” to electronically approve and submit the application.



You will be automatically directed back to the main dashboard. The utility permit application you just submitted will be listed under “Your completed utility applications”. Click on the document icon to view your utility permit application. The permit application is pending review. Once it has been approved, it will move to an “Active” status. You will be notified via an automatic email notification. You can click on the link to open up the approved permit. You can also check on the status by logging into your user account.

Utility Permit

Statistics

Incomplete: 1
Completed: 2
Total: 3

Resources

[Terms and conditions](#)
[Inspection map](#)

Contact Info

Carlton County Transportation Department
1630 County Road 61
Carlton, MN 55718
(218) 381-9150

Legend: Incomplete Pending Review Ready for Inspection Work Complete Cancelled

Status	Date	Type	ID	Applicant	Entered By	Amount Due
New						
Incomplete	03/05/2012 1:56 PM	Utility Permit	PENDING #2		Wayne Olson	\$0.00
Incomplete	03/12/2012 9:13 AM	Utility Permit	PENDING #8	mine me	Milt Hagan	\$0.00
Incomplete	03/28/2012 9:33 AM	Agate Picking Permit	PENDING #17		Barb Bassa	\$0.00
Incomplete	04/23/2012 9:16 AM	Utility Permit	PENDING #27		Jennifer Thielen	\$0.00
Pending						
Pending review (0 of 2)	04/10/2012 3:05 PM	Utility Permit	PENDING #20	Northeast Service Cooperative	Tiffany Anderson	\$0.00
Pending review (0 of 2)	04/10/2012 3:20 PM	Utility Permit	PENDING #21	Northeast Service Cooperative	Tiffany Anderson	\$0.00
Pending review (0 of 2)	04/12/2012 10:35 AM	Utility Permit	PENDING #22	Northeast Service Cooperative	Tiffany Anderson	\$0.00
Pending review (0 of 2)	04/12/2012 11:23 AM	Utility Permit	PENDING #23	Northeast Service Cooperative	Tiffany Anderson	\$0.00
Pending review (0 of 2)	04/12/2012 11:56 AM	Utility Permit	PENDING #24	Northeast Service Cooperative	Tiffany Anderson	\$0.00
Pending review (0 of 2)	04/12/2012 12:28 PM	Utility Permit	PENDING #25	Northeast Service Cooperative	Tiffany Anderson	\$0.00
Pending review (0 of 2)	04/23/2012 9:13 AM	Utility Permit	PENDING #26	RtVision	Jennifer Thielen	\$0.00
Total:						\$0.00

* If you have submitted a payment, but Carlton County has not yet confirmed receipt of it, that amount will still show in the Amount Due column.

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

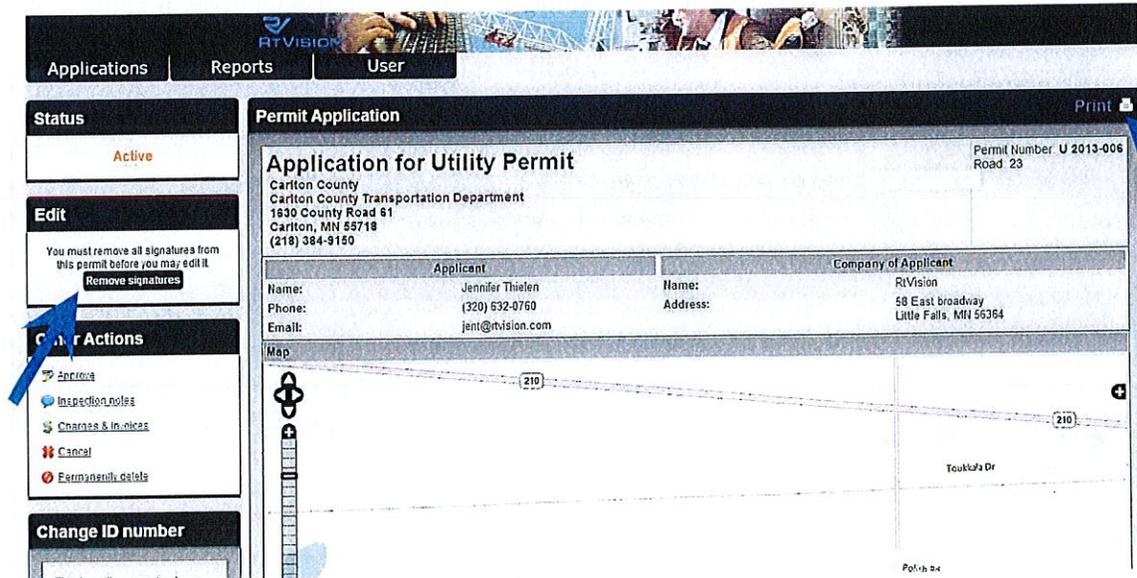
Work Authorization

Upon submission of your utility permit application, you will receive an email stating Carlton County has received your utility permit application. **YOU ARE NOT YET AUTHORIZED TO BEGIN WORK.**

Once Carlton 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.**

While viewing the utility permit, you can print by clicking the “Print” icon in the upper right corner of the ePermitting 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-XXX. The first four numbers are the year and the second three numbers are the series number of the permit.

You may edit the permit when it is in a “Pending Review” and “Active” status by clicking on “Remove Signatures” box on the left hand side. You can then make revisions and resubmit the permit for review. The permit will be in a “Pending Review” status until the County approves the changes. You will then receive an email notification when the status changes to “Active”.



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 Carlton County to inspect your worksite. Once the utility permit has been inspected and work accepted by Carlton County, the utility permit status will be changed to “Complete”. Carlton County will not close-out your utility permit until the worksite has been inspected and has been satisfactorily restored to original condition in accordance with the utility permit terms and conditions.

IT IS YOUR RESPONSIBILITY AS A PERMITTEE TO REQUEST FINAL INSPECTION. FAILURE TO REQUEST INSPECTION AND/OR RESTORE THE WORKSITE PROPERLY MAY RESULT IN THE SUSPENSION OF APPROVAL FOR FUTURE UTILITY PERMIT APPLICATIONS.

The screenshot shows the ePermitting application dashboard. At the top, there are navigation tabs for 'Applications', 'Reports', and 'User'. The main content area is divided into several sections:

- Create application:** A button labeled 'Create application'.
- Statistics:** A summary of application counts: Incomplete (1), Completed (5), Total: 6.
- Resources:** A link for 'Terms and conditions inspection.asp'.
- Contact Info:** Address: 2122 Campus Drive SE, Suite 200, Rochester, MN 55904.
- Your incomplete utility applications:** A table with one entry:

Date	Status
01/12/2012 12:12 PM	Incomplete
- Your completed utility applications:** A table with columns: Status, Date, ID, Road, City/Town, Amount Due.

Status	Date	ID	Road	City/Town	Amount Due
Pending review (1 of 5)	12/23/2011 11:04 AM	PEI:011G #2	12	Byron	
Pending review (0 of 5)	12/29/2011 1:53 PM	PEI:011G #3	12	Dover	
Active	01/12/2012 10:09 AM	2012-002	1	Byron	
Ready For Inspection	01/23/2012 9:32 AM	2012-003	23	Stewartville	Eval Station \$100.00
Completed	01/12/2012 10:41 AM	2012-001	34	Chalfield	Eval Station \$160.00
Total:					\$260.00

Managing Your Utility Permits

The main dashboard of the ePermitting application is divided into sections by permit status. The first section is for incomplete utility permit applications you are currently working on and have not yet submitted to Carlton County. These utility permit applications are listed under “Your incomplete utility applications”. The permit listing for this section includes the date you last worked on the permit and the step you last worked on. When working on a new utility 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 utility permit application. If you want to delete an incomplete utility permit application, click on the “X” icon.

To view other permits by current status, check the box next to the status(s) you wish to view. The corresponding permit applications or active permits will display below. Only the permits created for that user account will display on the user account dashboard. The permit listing for this section includes the permit status, date submitted, permit number (ID), the city the worksite is located in or near, and the amount due. You may view a completed utility permit application by clicking the document icon next to the utility permit. While viewing a utility 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 utility permit application, click the "X" icon. You will not be charged the permit fee for canceled utility permit applications.

The following are definitions for each permit status.

- Pending review (0 of 2):** The utility permit was submitted by the Permittee but has not been reviewed or recommended for approval by the Permit Administrator.
- Pending review (1 of 2):** The utility permit was reviewed and recommended for approval by the Permit Administrator. It is awaiting final approval by the County Engineer.
- Active:** The utility permit has received final approval. The Permittee may begin work 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 Carlton County Transportation Department.

Resources

If you have questions regarding the ePermitting application, please contact the Permit Administrator at the following.

Phone number: 218-384-9150

Carlton County Transportation Department Address:

Carlton County Transportation Department

1630 County Road 61

Carlton, MN 55718

Carlton County Website: <http://www.co.carlton.mn.us/>