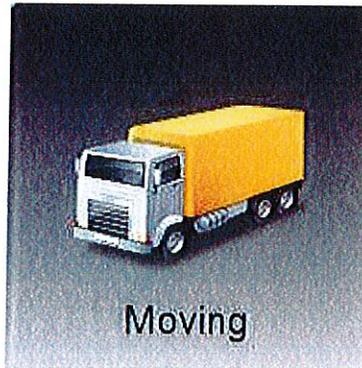


Carlton County Transportation Department *e*Permitting



Moving Permit Application

User Reference Manual

Updated: January 2012

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Introduction

The Carlton County Transportation Department has implemented an *e*Permitting application for moving permits. The *e*Permitting application is an internet based moving permit where an applicant submits a moving permit application through a website. The paper form of the Carlton County moving permit application will no longer be available January 1st, 2014. The *e*Permitting application provides more efficient, accurate processing and management of moving permit applications and moving permits.

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

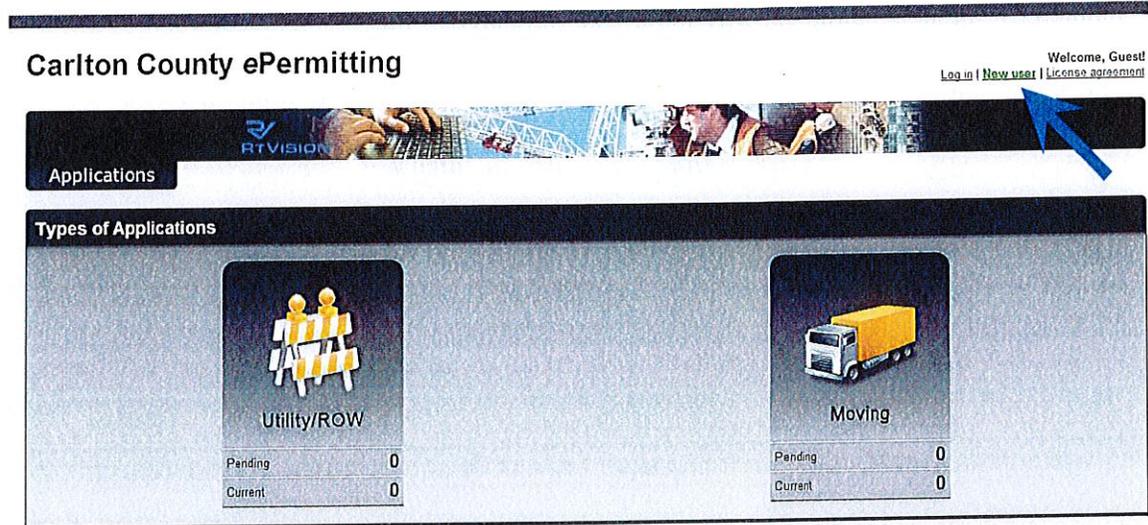
The *e*Permitting link is located on the Carlton County Transportation Department website at:

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

New User Account Set-Up

You are required to possess a user account to submit a moving 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.



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.

Carlton County ePermitting

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



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

Carlton County ePermitting

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



Tips

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 site. An activation email will be sent to you at this address. You will be required to activate your account through the email. Please check the email before your account will be activated.

Password: *

Confirm Password: *

This site requires a strong password. Your password will be scored based on the type of characters it contains. Longer characters, uppercase, lowercase, 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.

Carlton County ePermitting

Welcome, Guest!
[Login](#) | [New user](#) | [License agreement](#)

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

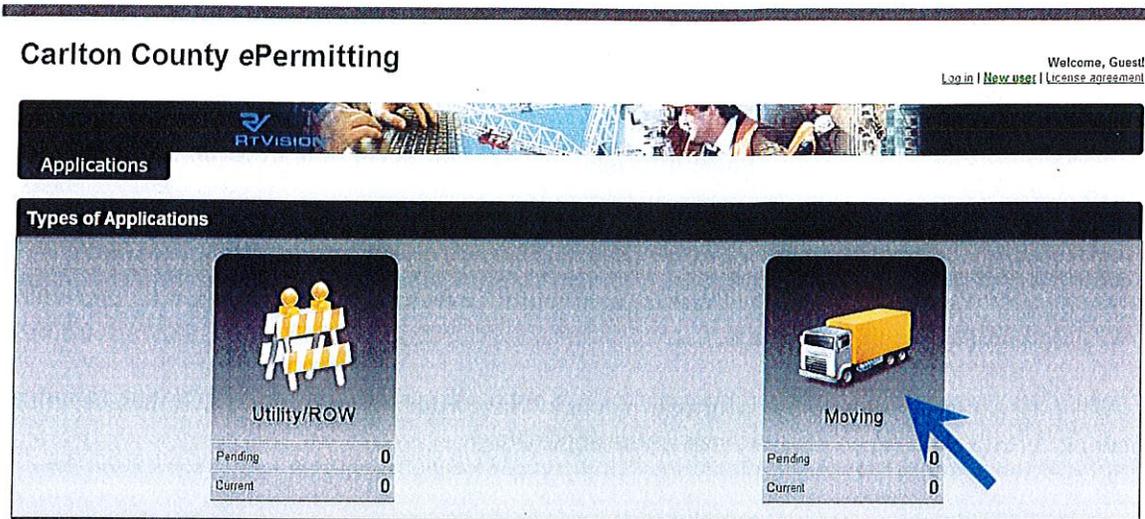
Email Address:

Password:

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

Submitting a Moving Permit Application

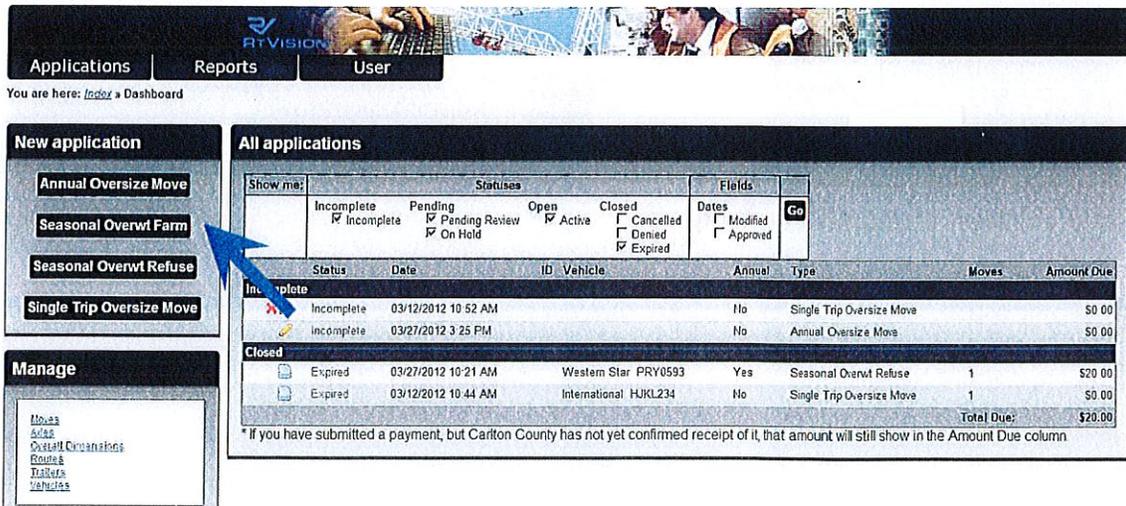
To complete a Moving Permit application, click on the Moving application.



You will be automatically directed to the moving permit main dashboard. The main dashboard is where you create a new moving permit application. It also lists moving permit applications that were previously submitted. Click the type of moving permit under the “New Application” heading to begin a new moving permit application.

Carlton County ePermitting

Welcome, support@rvision.com!
[Log out](#) | [What's New](#) | [License agreement](#)



Below the new applications is the “Manage” tool. You can enter your vehicle and trailer information ahead of time and then select from those options when completing a new application.

Step 1: Vehicle

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

You are required to enter in vehicle information with an * asterisk next to the field. For some moving permit types you have the option of attaching a state permit. Click Choose File to navigate to the file to upload. This attachment will then be saved with the vehicle if the vehicle is used on new permit application.

When finished completing the information, click “Save your vehicle”. You will then be able to click “Next” to move to the next step in the application.

Carlton County ePermitting Welcome, support@rvision.com!
[Log out](#) | [What's New](#) | [License agreement](#)

Applications Reports User

Instructions
Step 1.
Fill in any required fields (fields marked with an asterisk) and any optional fields
Step 2.
Verify your information is correct and click the save button at the bottom of the page

Add vehicle
1. Vehicle
* Vehicle make
* Vehicle model
2. Identification
* Vehicle license
* Vehicle state
3. Attachments
Attach state issued vehicle permit (No file chosen)
Acceptable file types you may upload include: .png, .jpg, .gif, .bmp, .pdf

Step 2: Move

If the permit type selected requires information on the move or trip, step two will collect this information.

Enter in the Object or Material to be moved along with the overall dimensions. Then click "Save overall dimensions". You will be brought back to enter or select additional information on the move.

Applications Reports User

You are here: Your overall dimensions

Instructions

Step 1.
Fill in any required fields (fields marked with an asterisk) and any optional fields.

Step 2.
Verify your information is correct and click the save button at the bottom of the page.

Add overall dimensions

1. Description

Object or Material

2. Overall dimensions

Length feet inches

Width feet inches

Height feet inches

3. Overhangs

Front overhang feet inches

Rear overhang feet inches

Left overhang feet inches

Right overhang feet inches

Save your overall dimensions Resume application

Enter in your axle information by clicking on the image. You can also enter the information into a text only version by clicking on the button located on the right hand side. To display the axle spacing, drag the tire icon to show the distance between the two axles. The description will provide you a place to name the axle configuration to be reused on other moves.

You are here: [moving permitting](#) > modify axle configurations

Applications Reports User

You are here: [moving permitting](#) > modify axle configurations

Instructions

Step 1.
Fill in any required fields (fields marked with an asterisk) and any optional fields.

Step 2.
Verify your information is correct and click the save button at the bottom of the page.

Add axle configuration

Save your axle configuration Resume application

1. General

Description

2. Axles

Tire only version?

Axle details

Please modify the details for this axle below, when you're done please click save.

* Axle tire

Axle width

* Axle weight

* Axle group

Remove Save

Enter in the entire route on the move. Below the route, enter in the County Roads that will be traveled on. Save your route to be reused on another permit application.

Carlton County ePermitting

Welcome, support@rtvision.com!
[Log out](#) | [What's New](#) | [License agreement](#)



Applications | Reports | User

You are here: Your routes

Instructions

Step 1.
Fill in any required fields (fields marked with an asterisk) and any optional fields.

Step 2.
Verify your information is correct and click the save button at the bottom of the page.

Add route

1. Route

Route From / To:

County Roads:

If the permit type require a trailer to be specified for the move. Enter in the information and click "Save your trailer. This can be reused on another permit application.

Carlton County ePermitting

Welcome, support@rtvision.com!
[Log out](#) | [What's New](#) | [License agreement](#)



Applications | Reports | User

You are here: Your trailers

Instructions

Step 1.
Fill in any required fields (fields marked with an asterisk) and any optional fields.

Step 2.
Verify your information is correct and click the save button at the bottom of the page.

Add trailer

1. Trailer

Description:

Trailer make:

Trailer model:

After information has been entered or selected on your move, select the date of move. The permit will be valid for 5 days from the approval date.

* Axle configuration (Add)

03.12
3 axles in 3 groups 34,000 pounds

* Trailers (Add)

dozer
international 234

Dates

Move start date:

Final Location

Has a permit been issued for the final location?

[Save your move!](#) [Resume application!](#)

Step 3: Applicant

The applicant and company information will be auto-filled from your user profile. If additional information is required, complete before moving to the next step.

Applications Reports User

Single Trip Oversize Move permit application 3/6

1. Vehicle
2. Moves
3. Applicant
4. Terms
5. Payment
6. Review

Applicant info

* Applicant name: Jennifer Thielon
* Applicant email: support@rtvvision.com
* Applicant phone: (320) 832-0760
* Applicant fax: () -
* Applicant cell: () -

Company info

* Company name: Rtvision
* Company street address: 58 East Broadway
* Company state: MN
* Company zip: 55345

Insurance information

* Insurance company name: State Farm
* Insurance policy number: MN11-234-44444
* Amount insured: \$1,000,000

Use my profile information

[< Previous](#) [Next >](#)

Step 4: Terms

Read the terms of the permit and if you can meet the conditions of the permit, check the box and move to the next step.

The screenshot shows the 'Carlton County ePermitting' interface. At the top right, there is a welcome message: 'Welcome, support@rtvision.com' with links for 'Log out', 'What's New', and 'License agreement'. Below this is a navigation bar with 'Applications', 'Reports', and 'User' tabs. The main content area is titled 'Single Trip Oversize Move permit application' and is labeled '4/6'. On the left, a sidebar lists steps: 1. Vehicle, 2. Moves, 3. Applicant, 4. Terms (highlighted), 5. Payment, and 6. Review. The 'Terms' section contains 'Pertinent Permit Information' with three bullet points: 'RIGHT OF WAY', 'PARKING ON HIGHWAY', and 'RESTRICTED ROAD/BRIDGE'. Below the terms are buttons for 'Add a term' and 'Manage terms', and a checkbox for 'I agree to the above terms and conditions'. At the bottom, there are '< Previous' and 'Next >' buttons, with a blue arrow pointing to the 'Next >' button. A 'Modify this permit type' link is visible in the top right of the main content area.

Step 5: Payment

In this step, you are required to select a payment method. Payment must be received prior to the permit being issued. After the payment method is selected, click "Next".

The screenshot shows the 'Carlton County ePermitting' interface. At the top right, there is a welcome message: 'Welcome, support@rtvision.com' with links for 'Log out', 'What's New', and 'License agreement'. Below this is a navigation bar with 'Applications', 'Reports', and 'User' tabs. The main content area is titled 'Single Trip Oversize Move permit application' and is labeled '5/6'. On the left, a sidebar lists steps: 1. Vehicle, 2. Moves, 3. Applicant, 4. Terms, 5. Payment (highlighted), and 6. Review. The 'Payment' section shows a 'Payment method' dropdown menu set to 'Check'. Below this is a table with columns 'Apply', 'Fee Name', 'Instructions', 'Cost', 'Quantity', and 'Total'. The table contains one row: 'Single Trip Oversize Move' with a cost of \$10.00 and a quantity of 1. Below the table are buttons for 'Update total', 'Add a fee', and 'Manage fees'. At the bottom, there are '< Previous' and 'Next >' buttons. A 'Modify this permit type' link is visible in the top right of the main content area.

Step 6: Review

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

Applications Reports User

Single Trip Oversize Move permit application 6/6

1. Vehicle
2. Moves
3. Applicant
4. Terms
5. Payment
6. Review
Please review your permit details

< Previous Finish Modify this permit type

Application for Single Trip Oversize Move permit Draft 2

Carlton County
Carlton County Transportation Department
1630 County Road 51
Carlton, MI 49718
(218) 394-9150

Applicant Information		Vehicle Information	
Applicant name	Jennifer Thieson	Vehicle make	Kenworth
Applicant email	support@rtvision.com	Vehicle model	5500
Applicant phone	(320) 632-0730	Vehicle license	FTG 1233
Company name	Rtvision	Vehicle state	MI
Company street address	50 East Broadway		
Company state	MI		
Company zip	49718		
Amount insured	\$0.00		
Insurance company name	State Farm		
Insurance policy number	MI14-234-44444		

After you click finish, you will be automatically directed back to the main dashboard. The moving permit application you just submitted will be listed under “Your completed moving applications”. Click on the document icon to view your moving permit application. The permit application is now 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.

YOU MUST POSSESS A COPY OF THE MOVING PERMIT IN THE TRUCK.

While viewing the moving permit, you can print by clicking the “Print” icon in the upper right corner of the ePermitting application. Your transportation 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.

The screenshot shows the RTVISION dashboard with a navigation bar (Applications, Reports, User) and a sidebar (New application, Manage, Resources). The main content area displays a table of applications with columns for Status, Date, ID, Vehicle, Annual, Type, Moves, and Amount Due. A blue arrow points to the 'Remove Signatures' button in the 'Manage' sidebar.

Status	Date	ID	Vehicle	Annual	Type	Moves	Amount Due	
Incomplete	03/27/2012 3:25 PM			No	Annual Oversize Move		\$0.00	
Pending	02/25/2013 1:50 PM	PENDING: #6	Kenworth FTG1233	No	Single Trip Oversize Move	1	\$10.00	
Open	02/25/2013 1:33 PM	SWL2013-01	Western Star PRY0593	Yes	Seasonal Overwt Refuse		\$20.00	
Closed	03/27/2012 10:21 AM		Western Star PRY0593	Yes	Seasonal Overwt Refuse	1	\$20.00	
Expired	03/12/2012 10:44 AM		International HJKL234	No	Single Trip Oversize Move	1	\$0.00	
							Total Due:	\$50.00

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”.

The screenshot shows the 'Details for permit #6' page. It includes sections for Applicant Information, Vehicle Information, and Payment Information. A blue arrow points to the 'Remove signatures' button in the 'Edit Moves' section.

Applicant Information

Applicant name: Jennifer Thielen
 Applicant email: support@rtvision.com
 Applicant phone: (320) 832-0760
 Applicant fax: (320) 832-0760
 Company name: RTvision
 Company state: MN
 Amount insured: \$1,000,000.00
 Insurance company name: State Farm
 Insurance policy number: MNH-234-44444

Vehicle Information

Vehicle make: Kenworth
 Vehicle model: 5500
 Vehicle license: FTG1233
 Vehicle state: MN

Payment Information

Fee name	Instructions	Amount	Quantity	Total
Single Trip Oversize Move	Permit issued after receipt of fee	\$10.00	1	\$10.00

Pending review (0 of 1): The moving permit was submitted by the Permittee but has not been reviewed or recommended for approval by the Permit Administrator.

Active: The moving permit has received final approval. The Permittee may begin work at anytime.

Expired: The moving permit end date has expired.

In the “Resources” pod located on the left side of the main dashboard, you can access a copy of the moving permit terms and conditions.

In the “Manage” pod located on the left side of the main dashboard, you can create a database of vehicle and trailer information to be used on the permit application.

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/>

