

Scott County Electronic Utility Permitting

ePermitting is an electronic permitting program which allows you to submit utility permits online. To access the County's ePermitting site please go to: <https://permits.co.scott.mn.us> and click on the Utility icon.

Account Set-up: We recommend that you set up a user account prior to needing a permit. This will help to avoid any delay in the submittal of your permits.

There are two options for setting up user accounts:

- A company-wide account: All permit applications and active permits will display for the entire company on the home page. This option requires a company email and password.
 - Individual user accounts: The permit applications and active permits submitted display for that specific user account. This option requires an individual email and password.
1. After accessing the County's permitting site, click on **New User** located in the top right hand corner. Enter in account information and click **Submit**.
 2. A message will then display requesting that you check your email to activate the account.
 3. Click on the link in your email notification to complete the activation.

Creating a Utility Permit Application

****Note:** A message will display on the first step notifying you that this screen displays information taken from another site, Google Maps. Click that it is okay to display this information. ******

From the home page, click on the Utility icon. Then click on **Create Application** located on the left hand side of the screen.

Follow the steps below to complete the Utility Permit Application:

Application Step 1 – LOCATION

- Enter in any known nearby address information *including the state abbreviation*. Then click **Find It**. Click on the map to place a marker at the construction location. To move the marker, click and drag.
- Enter in the starting and ending location information.
- Enter a description of the proposed construction
- Enter the shortest distance from the centerline to the start of the construction location.
- Enter the county road number in numeric characters only.
- Select the side of the highway (N, S, E, W). If construction crosses the highway, select both sides of the highway (N and S or E and W). Then click **Next**.

Application Step 2 – AERIAL

If Aerial construction is taking place, enter the information here. Otherwise, click **Next** to continue to Underground construction details. If no information is entered, N/A will display on the permit application form.

Application Step 3 - UNDERGROUND

Enter in underground construction details if applicable. If no information is entered, N/A will display on the permit application form.

Application Step 4 - LOCATION SKETCH

Attach a sketch of proposed construction by browsing to the file on your computer. Select and open it, then click **Next**.

Application Step 5 – CONSTRUCTION DATES

Enter the start and end date of construction. Click **Next**

Application Step 6 – APPLICANT

The user account information populates these fields. You can modify the information by deleting the information in a field and entering different applicant information. The applicant information on this step is what will display on the permit application form. Click **Next**

Application Step 7 – CONFIRMATION

Click to check the box to acknowledge and accept the terms and special provisions. You cannot proceed to the next step unless the box has been checked. The terms listed on this page will print with the permit form. Click **Next**

Application Step 8 – PAYMENT

Select Invoice My Account for payment type. Then calculate the permit fees before moving to the review page. You must enter the number of trench feet if there is underground work. Click **Next**

Application Step 9 - PERMIT REVIEW

Review the permit information. If any information is incorrect, click **Back** to navigate back to the step to modify the information.

Application Step 10 – FINISH

After reviewing the permit information, click **Next** to complete and submit the Permit Application. A digital signature is automatically created, and the permit is then viewable by the County. The status is marked as Pending Review until the County approves the application. Once approved, the status is changed to Active and displayed on the home page under completed applications. The County approval signatures will display on the permit form making it a valid permit.

ePermitting Home Page

- From the home page, click on the “**page**” icon to view and print the permit.

- Click on the “**red X**” to cancel the permit application.
- Click on the “**flag**” icon to notify the County that the construction is complete and the site is ready for final inspection. ***It is important that you go back to each application and flag them for final inspection. This allows the County to clear the application from the active permits.***
- Applications started and not completed will display in the incomplete applications. You may go back and complete them by clicking on the “**pencil**” icon to edit.

Email Notifications

The email account used in the ePermitting user account will receive email notifications when a new permit is submitted and approved. You can opt to unsubscribe to notifications by going to Account Settings and removing the check in the box next to the notification.