

ePermitting Moving or Harvest Permit Application and Payment

Moving or Harvest Permits

Applying and paying for a Moving Permit is done via the Clay County ePermitting System. Step-by-step instructions are available below.

Instructions for Clay County ePermitting System Moving or Harvest Permit Application and Payment

Apply for a Moving or Harvest Permit on the [Clay County ePermitting Website](#)

Logging In

1. Select **Log in** in the upper right corner **or** the **Moving** (truck icon).

Clay County ePermitting

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

Applications

Types of Applications

Application Type	Pending	Current
Utility	0	0
Moving	0	0
Access	0	0

2. **Enter** email address and password (the ones activated via the **one time** registration process).

Note: Throughout the instructions Highway Department information is used as **an example only**. Use your information as requested.

Clay County ePermitting

[New user](#)

Please log in

Email Address:

Password:

Creating a Permit

- Use the **Manage** section to enter and save vehicle, route and other information. This information will then be readily available in the Auto-fill option when completing the permit application.

Welcome, highway.department@co.clay.mn.us
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Applications User

You are here: [Index](#) » Dashboard

New application

- House Move Permit
- Oversize/weight Permit
- Seasonal Harvest

Manage

- Axles
- Overall Dimensions
- Routes
- Vehicles
- Moves

Notes

**PLEASE NOTE: We are changing our card processing vendor as of SEPTEMBER 1st.

*NOTE: If width exceeds 10' please call Matt Siro at the Sheriffs Department at (218) 299-5160.

Your applications

Show me:	Statuses			Fields			Go
	Pending	Open	Closed	Dates	Person	Other	
	<input checked="" type="checkbox"/> Incomplete <input checked="" type="checkbox"/> Returned <input checked="" type="checkbox"/> Pending Review	<input checked="" type="checkbox"/> Active	<input type="checkbox"/> Canceled <input type="checkbox"/> Denied <input type="checkbox"/> Expired	<input type="checkbox"/> Started <input type="checkbox"/> Modified <input type="checkbox"/> Approved	<input type="checkbox"/> User <input type="checkbox"/> Applicant	<input checked="" type="checkbox"/> UID# <input checked="" type="checkbox"/> Vehicle <input checked="" type="checkbox"/> Moves	
Status	UID#	Permit#	Type	Vehicle	Moves	Amount Due	
Pending							
	Incomplete		Over Weight Permit			\$0.00	
	Incomplete		Over Dimensional Permit			\$0.00	
	Incomplete		Over Dimensional Permit			\$0.00	
	Incomplete		Over Dimensional Permit			\$0.00	
	Incomplete		Oversize/weight Permit			\$0.00	
	Incomplete		Oversize/weight Permit			\$0.00	
						Total Due:	\$0.00

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

- Within the **Manage** options you are able to add or revise information. For example, to add a vehicle, click on **+Add a vehicle**. To edit an existing item, click on the pencil icon.
***Harvest Permits** only need to complete the **Vehicle** information.

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Applications User

You are here: [Index](#) » [Moving Dashboard](#) » Your Vehicle Listing

Your Vehicle Listing

[+ Add a vehicle](#) [Back](#) [Show disabled options](#)

Actions	Added	Usage	Vehicle make	Vehicle model	Vehicle type	VIN	Vehicle license	Vehicle state
	02/07/2013 4:03 PM	1 permits 1 moves	Mack	S500	Truck-Tractor	321d15e3.d21e584f	456123	MIN
	05/10/2012 4:29 PM	2 permits 2 moves	Kenworth	t800	Truck-Tractor	APZQ575CZP65752	UPQ452	MIN

- For **Oversize/Overweight Permits**: Complete all the options within the Manage section that may apply. **Note**: To enter all information needed for a truck, complete **Axles, Overall Dimensions & Vehicles**.
- For **Harvest Permits**: Complete only the **Vehicle** information.

5. In the **New Application** box, on the left side of the screen, select the appropriate permit:

- **House Move Permit**
- **Oversize/weight Permit**
- **Seasonal Harvest**

The screenshot shows the Clay County Rt/Permit dashboard. The top navigation bar includes 'Applications' and 'User'. The 'New application' menu on the left is highlighted with a red box, showing options for 'House Move Permit', 'Oversize/weight Permit', and 'Seasonal Harvest'. The main content area displays 'Notes' with a disclaimer about card processing vendor changes and a note about permit width. Below is a table titled 'Your applications' with columns for Status, UID#, Permit#, Type, Vehicle, Moves, and Amount Due. The table lists several 'Incomplete' permits, including 'Over Weight Permit' and 'Over Dimensional Permit'. A 'Total Due' of \$0.00 is shown at the bottom right of the table.

6. Select the **Vehicle** tab to enter vehicle information or select a previously saved vehicle by selecting it from the **Choose from my list** option (see Step 3 and 4 on how to manage this list).

* Note: Harvest Permits will not have as many steps to complete.

Click **Next>**.

The screenshot shows the 'Over Dimensional Permit Application' form in the Clay County ePermitting system. The left sidebar shows a progress list with '2. Vehicle' highlighted in red. The main form area has 'Auto-fill?' and 'Choose from my list' buttons circled in red. Below these are fields for 'Vehicle make', 'Vehicle model', and 'Vehicle type'. The 'Identification' section includes fields for 'VIN', 'Vehicle license', and 'Vehicle state'. Navigation buttons '< Previous' and 'Next >' are visible at the top and bottom of the form.

7. Verify the **Move Details**. Click **Next >**.

Clay County ePermitting

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Applications | User

Over Dimensional Permit Application 3/8

< Previous Next >

This step requires that you enter information about the moves you will be making.

Dates

* Move start date: 02/04/2014

<< < February 2014 > >>

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8

< Previous Next >

8. Enter **Overall dimensions** or select previously saved dimensions by selecting it from the **Choose from my list** option (see Step 3 and 4 on how to manage this list).
**Harvest Permits do not have this step.*

Click **Next >**.

Clay County ePermitting

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Applications | User

Over Dimensional Permit Application 4/8

< Previous Next >

Auto-fill? **Choose from my list ...**

Want to start over?

Overall

* Description: Dozer

* Length: 75 feet inches

* Width: 8 feet 6 inches

* Height: 13 feet inches

Weight

* Gross weight: 85,000 pounds; Max: 150,000

< Previous **Next >**

Complete the **Route** information above the map area or select a previously saved route by selecting it from the **Choose from my list** option (see Step 3 and 4 on how to manage this list). **Harvest Permits do not have this step.*

- a. **Description** - enter the move starting point.
- b. **Roads** - enter the roads to be used in the move.

A map will appear - use the directions above the map and the tools included with the map to draw your route.

Note: To draw a line, select the icon second from the left and click your starting point. Click again to establish a direction change at an intersection. When you reach your ending point double click to stop the line tool.

Click **Next >**.

Applications User

Over Dimensional Permit Application 5/8

< Previous Next >

Auto-fill? **Choose from my list ...**

Want to start over? **Clear**

General

* Description:

* Roads:

* Route map: **Find it**

Instructions:
Enter in a nearby street name and zip code (Ridge Street, 64578) to center the map where the move will start from.
Then use the toolbar located in the upper right hand corner to either draw the route over the roads you will be traveling over - double-click the last point to stop drawing, or mark the starting and ending points.
To modify or delete the route, click to highlight. Then either hit the Delete key or move the points to modify the line or markers.



- Enter **Axle** configuration or select previously saved axle configurations by selecting it from the **Choose from my list** option (see Step 3 and 4 on how to manage this list).
*Harvest Permits do not have this step.

Description - enter the description of the load you will be hauling.

Axles - in the Axles section, axle information may be entered either in the **Graphical version** or the **Text only version** by toggling the selection button on the right side of the section. Enter the axle configuration information, including **Axle group**, **Axle tire type**, **Axle weight**, and **Spacing**.

Click **Next >**.

The screenshot shows the 'Over Dimensional Permit Application' interface. On the left is a navigation menu with steps 1 through 8, where '6. Axles' is selected. The main form area has a header with 'Over Dimensional Permit Application' and '6/8'. Below the header are navigation buttons '< Previous' and 'Next >'. There are two input fields: 'Auto-fill?' with a dropdown 'Choose from my list ...' and 'Want to start over?' with a 'Clear' button. The 'General' section has a 'Description' field circled in red, containing the text 'lowboy 7 axles'. Below this is the 'Axles' section, which contains a table with 6 rows of axle data. To the right of the table is a diagram of a vehicle with two axles, #1 and #2, with their respective spacings: '#1 to Front: 4' 0"' and '#2 to Previous: 12' 8" to Front: 16' 8"'. The table data is as follows:

#	* Axle group	Axle tire type	* Axle weight	* Spacing
1	Group 1	Super single	14,000 lb	4' 0"
2	Group 2	Double	16,000 lb	12' 8"
3	Group 2	Double	18,000 lb	4' 4"
4	Group 3	Double	18,500 lb	22' 0"
5	Group 4	Double	9,500 lb	16' 0"
6	Group 4	Double	9,000 lb	14' 0"

Summary: Sum: 84 lb, Max: 18 lb, Sum: 73' 0"

- Read **Terms and Conditions** by clicking on the links next to the check boxes. Upon review, if you agree, check **I have read and agree to these terms**. Click **Next>**.

The screenshot shows the 'Oversize/weight Permit Application' interface. The navigation menu on the left has '7. Terms' selected. The main form area has a header with 'Oversize/weight Permit Application' and '7/8'. Below the header are navigation buttons '< Previous' and 'Next >'. The 'Terms and conditions' section contains several paragraphs of text, each followed by a checkbox and a link: 'I have read and agree to these terms'. The checkboxes and links are circled in red. At the bottom of the form, the 'Next >' button is also circled in red.

11. Review your information and make corrections if necessary by clicking the < Previous button.

Verify that the **Total** is correct. Keep in mind the fee structure is as follows:

- The **over dimensional permit (\$25)** involves moves **under 100,000 pounds**.
- The **over weight permit (\$50)** involves moves of weights between **100,000 pounds to 160,000 pounds**.
- The **over weight >160,000 lbs. permit (\$100)** involves moves **over 160,000 pounds**.
- The **house move permit (\$100)**.
- The **harvest permit (\$60)**.

Click **Finish**.

Clay County ePermitting

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Applications User

Over Dimensional Permit Application 8/8

< Previous Finish

Payment method: Credit Card

Apply	Fee Name	Instructions	Cost	Quantity	Total
	Over dimension fee	Add for each oversized permit	\$25.00	1	\$25.00
					\$25.00

Update total

< Previous **Finish**

12. Review the permit application. If the application information is correct, click **Finish**. If you need to make changes, see Step 12.

Your company information will be displayed here (Highway Department information is used as **an example only**).

Applications User

over dimensional permit permit application 6/6

< Previous Finish

Application for over dimensional permit permit Draft: 194

Clay County
Clay County
Highway Department
2951 41 1/2 Street South
Moorhead, MN 56560
Phone: 218.299.5099
Fax: 218.299.7304

Applicant Information		Vehicle Information	
Applicant name	Highway Department Highway Department	Vehicle make	Kenworth
Applicant email	highway.department@co.clay.mn.us	Vehicle model	I800
Applicant phone	(218) 299-5099	Vehicle license	UPQ452
Company name	Clay County Highway Dept	Vehicle state	MN
Company street address	2951 41 1/2 St S	Vehicle type	Truck-Tractor
Company city	Moorhead	VIN	AF2Q575CZP65752
Company state	MN		
Company zip	56560		
Company phone	(218) 299-5099		
Company fax	(218) 299-7304		
Amount insured	\$0.00		
Insurance company name	Clay County		
Insurance policy number	000		

Please review your permit details

Payment Information

Fee name	Instructions	Amount	Quantity	Total
Over dimension fee	Add for each oversized permit	\$25.00	1	\$25.00
				Total: \$25.00

Move Information

Moving May 14, 2012

Description	980 C CAT Loader
Length	71 feet 8 inches
Width	11 feet
Height	14 feet
Gross weight	115,000 pounds
Description	CR 26 @ ND Border
Roads	E to CR33, S to CR 31, S to Wilkin Cnty

No trailers

< Previous
Finish

Local intranet 100%

13. To make corrections, navigate to the sections needing changes by using the **navigation on the left side of the screen**.

If there is an issue with the permit when clicking the **Finish** button, the sections in question will appear **red** in the navigation section on the left. Make corrections and click **Finish**. Your permit will be sent to the Highway Department for review and approval.

< Previous
Finish

Payment method: Credit Card

Apply	Fee Name	Instructions	Cost	Quantity	Total
🚚	Over dimension fee	Add for each oversized permit	\$25.00	1	\$25.00
					\$25.00

Update total

< Previous
Finish

Payment details

14. The Moving Dashboard will appear, displaying each application and its corresponding status.

The screenshot shows the Clay County Rt/Permit dashboard. At the top, it says "Clay County Rt/Permit" and "Welcome, highway.department@co.clay.mn.us!". Below that are "Applications" and "User" tabs. The main content area is divided into several sections:

- New application:** Includes buttons for "House Move Permit", "Oversize/weight Permit", and "Seasonal Harvest".
- Notes:** Contains two notes:
 - **PLEASE NOTE: We are changing our card processing vendor as of SEPTEMBER 1st.
 - *NOTE: If width exceeds 18' please call Matt Siro at the Sheriff's Department at (218) 299-5160.
- Your applications:** A table showing application statuses and fields.

Show me:	Statuses			Fields			Go
	<input checked="" type="checkbox"/> Incomplete	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed	<input type="checkbox"/> Dates	<input type="checkbox"/> Person	<input type="checkbox"/> Other	
	<input checked="" type="checkbox"/> Returned	<input checked="" type="checkbox"/> Active	<input type="checkbox"/> Canceled	<input type="checkbox"/> Started	<input type="checkbox"/> User	<input checked="" type="checkbox"/> UID#	
	<input checked="" type="checkbox"/> Pending Review	<input type="checkbox"/> Denied	<input type="checkbox"/> Expired	<input type="checkbox"/> Modified	<input type="checkbox"/> Applicant	<input checked="" type="checkbox"/> Vehicle	
				<input type="checkbox"/> Approved		<input checked="" type="checkbox"/> Moves	

Making Payment Online

15. To make payment online click **Pay Online**.

This screenshot shows the "Your applications" section of the dashboard. It features a table with columns for Status, Date, ID, Vehicle, Annual, Type, Moves, and Amount Due. One application is highlighted in green and has a red circle around the "Pay Online" link in the "Amount Due" column.

Status	Date	ID	Vehicle	Annual	Type	Moves	Amount Due
Incomplete							
<input checked="" type="checkbox"/> Incomplete	01/02/2013 11:33 AM			No	over weight permit		\$0.00
<input checked="" type="checkbox"/> Incomplete	01/02/2013 11:33 AM			No	over dimensional permit		\$0.00
<input checked="" type="checkbox"/> Pending review (0 of 1)	02/07/2013 4:18 PM	PENDING: #184	Mack 456123	No	over dimensional permit	1	\$25.00
Total Due:							\$25.00

16. Click the **Process Payment** button on the left side of the screen.

This screenshot shows the "Credit Card Payment" section of the dashboard. The "Process Payment" button is circled in red. To its right is the "Moving Permit Information" section, which displays details for a pending permit.

Credit Card Payment

Process Payment

Moving Permit Information

ID: PENDING: #4234 Date: 09/01/2015 Type: Seasonal Harvest Multi-Move: No Moves: 1

Amount Due: \$120.00

[Return to Listing](#)

17. You will be connected to the online Value Payment Systems. Complete the required information.

Retain a copy of the receipt for your records.

(Do not use your browser's "Back" button. Instead, please navigate using the buttons below.)



This service allows you to pay your Clay County, MN payment electronically and is a service of Value Payment Systems. All payments are processed immediately and the payment date is equal to the time you complete your transaction.

Account Information

Payment Type: Clay County

Permit Application: Moving Permits UID# 4234 \$120.00

Payment Details

Select Payment Method*



Payment Amount : \$ 120.00

Card Number *

XXXXXXXXXXXXXXXXXX

Expiration Month*

--

Expiration Year*

--

CVV *

123

[What is CVV?](#)

Billing Information

Check this if card address is international.

Cardholder First Name*

First Name

Last Name*

Last Name

Billing Address*

AnySt. #1278

City*

Anytown

State*

--Select--

ZIP code*

37512

Contact Phone Number*

Phone Number

Email Address

email@email.com

Continue

Permit Approval

18. Once your payment has been received, the Highway Department will review the permit application and an email will be sent indicating that your application is either **approved, returned** or **denied**.

If the application is **approved**, the email will indicate approved and will include a **link** on which to click to view the permit. **Print out the permit and have it available during the move.** There must be an electronic signature in the **Approved** area for the permit to be valid.

If the application is **returned** or **denied**, the email will indicate the new status and include a brief description of the reason it has been returned or denied. It will also include a **link** on which to click. Near the bottom of the page, in the **Event Log** area, further information regarding why the permit was returned or denied will be provided.

- If the permit is **returned**, you will be able to make appropriate adjustments per the reason provided and resubmit the permit.
- If the permit is **denied**, it will not be valid and indicate: **This is not a valid permit and new application will need to be submitted.**

If you have any questions, please do not hesitate to contact the Clay County Highway Department at:

**2951 41 1/2 Street South
Moorhead, MN 56560
Phone: 218.299.5099
Fax: 888.259.8757**