

ePermitting Utility Permit Application and Payment

Utility Permits

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

Instructions for Clay County ePermitting System Utility Permit Application and Payment

Apply for a Utility Permit on the [Clay County ePermitting Website](https://permitting.co.clay.mn.us/)

Logging In

1. Select **Log in** in the upper right corner **or** the **Utility** icon.

Clay County ePermitting - Microsoft Internet Explorer provided by Clay County

https://permitting.co.clay.mn.us/

Clay County ePermitting

Welcome, Guest!

[Log in](#) [New user](#) | [What's New](#) | [License agreement](#)

Applications

Types of Applications

Utility	Moving	Access
Pending: 0	Pending: 0	Pending: 0
Current: 0	Current: 0	Current: 0

2. **Enter** email address and password (the ones activated via the **one time** registration process).
To create a **New user account**, please review the online [Registration Guide](#) on the Clay County permit website. (The Registration Guide is applicable to both the Utility and the Moving permits.)

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

3. Click on **Utility Permit** in the **New application** box.

Clay County ePermitting Welcome, highway.department@co.clay.mn.us!
[Log out](#) | [What's New](#) | [License agreement](#)

Applications **User**

New application

Utility Permit

Statistics

Incomplete:	0
Completed:	0
Total:	0

Your applications

Show me: Pending Open Closed

<input checked="" type="checkbox"/> Incomplete	<input checked="" type="checkbox"/> Ready for Inspection	<input type="checkbox"/> Work Complete
<input checked="" type="checkbox"/> Returned	<input checked="" type="checkbox"/> Active	<input type="checkbox"/> Canceled
<input checked="" type="checkbox"/> Pending Review	<input type="checkbox"/> Denied	

Status	Date	Type	UID#	Permit#	Road	City/Twp	Amount Due *
							Total: \$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.

4. 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. (**Aerial** and/or **Underground** steps with required information display when selected from the pull-down.)

When finished, click **Next >**.

The screenshot shows the 'Clay County ePermitting' interface. The page title is 'Utility Permit application' and the user is logged in as 'User'. The left sidebar shows a navigation menu with steps 1 through 6. Step 1, 'Information', is selected. The main content area contains the following fields:

- * Aerial or Underground?: Neither (dropdown)
- * Construction Description: (text area)
- * Start Date: (calendar icon)
- * End Date: (calendar icon)

At the bottom of the form, the 'Next >' button is circled in red.

5. Complete the **Location Description** box to identify the location for this permit request.

- List the **Road** number, **Length**, **From** and **To** description, **Shortest distance from centerline**, and location **Relative to Road**.

Note: To select multiple options in this field, hold down the “Ctrl” key on your keyboard while left clicking with your mouse.

When finished, click **Next >**.

The screenshot shows the 'Utility Permit application' interface at Step 2: Location. The left sidebar shows steps 1 through 7, with Step 2 selected. The main content area contains the following fields:

- City/Twp: (text field)
- * Location Description: Test (text area)

Below these fields is a table with the following columns and data:

* Road	* Length	* From	* To	* Shortest distance from centerline	* Relative to Road
2	0.5 miles	CR11	.5 mi east	2 feet 0 inches	East North South

An 'Add Site' button is located below the table. At the bottom of the form, the 'Next >' button is circled in red.

6. Complete the **Aerial** information if the utility permit application involves above ground facilities.

To proceed, click **Next >**.

The screenshot shows the 'Utility Permit application' interface on page 3/8. On the left is a vertical navigation menu with steps 1 through 8. Step 3, 'Aerial', is highlighted. The main content area contains the following fields:

- Aerial type:** A dropdown menu.
- If "Other", please specify:** A text input field.
- Details:**
 - Voltage:** A text input field.
 - Conductors:** A text input field.
 - Conductor size:** A text input field.
 - Minimum height along road:** A text input field.
 - Minimum height at crossings over road:** A text input field.

At the bottom of the form, there are three buttons: '< Previous', 'Next >' (circled in red), and 'Preview in new window'.

7. Complete the **Underground** information if the utility permit application involves facilities at or below ground level.

To proceed, click **Next >**.

The screenshot shows the 'Utility Permit application' interface on page 4/8. The left navigation menu highlights step 4, 'Underground'. The main content area contains the following fields:

- Underground type:** A dropdown menu with an '(Expand)' link. The expanded list includes:
 - Clay Tile
 - Multiple Title
 - Other
 - Sectional Concrete
- If "Other", please specify:** A text input field.
- Conduit/casing type:** A dropdown menu with an '(Expand)' link. The expanded list includes:
 - Other
 - Sectional Concrete
 - Steel Pipe
- If "Other", please specify:** A text input field.
- Method of installation:** A dropdown menu.
- If "Other", please specify:** A text input field.
- Details:**
 - Conductors:** A text input field.
 - Conductor size:** A text input field.
 - Trench size:** A text input field.
 - Depth:** A text input field.
 - Voltage:** A text input field.

At the bottom of the form, there are three buttons: '< Previous', 'Next >' (circled in red), and 'Preview in new window'.

8. This step involves attaching the **Sketch/Site Plan**. Click **Browse...** and navigate to the file(s) on your computer. After locating the file(s), click **Attach new file/Save new names for files**.

Note: You **will be required** to attach a file in order to submit the permit request.

To proceed, click **Next >**.

Utility Permit application 5/8

1. Information < Previous Next > Preview in new window

2. Location

3. Aerial

4. Underground

5. Sketch / Site Plan

6. Applicant

7. Terms

8. Payment

* Upload sketch:

New file: Browse...

Acceptable file types you may upload include: png, jpg, gif, bmp, pdf

Attach new file / Save new names for files

< Previous Next > Preview in new window

9. Within a few moments the sketch/site plans you have attached will be listed for your review.

When finished, click **Next >**.

Utility Permit application 5/8

1. Information < Previous Next > Preview in new window

2. Location

3. Aerial

4. Underground

5. Sketch / Site Plan

6. Applicant

7. Terms

8. Payment

* Upload sketch:

File 1: Utility Site Picture.pdf Remove

Utility Site Picture.pdf

New file: Browse...

Acceptable file types you may upload include: png, jpg, gif, bmp, pdf

Attach new file / Save new names for files

< Previous Next > Preview in new window

10. Verify the **Applicant** information is correct. If any information is not accurate or up-to-date, you can complete any changes in this step.

Note: The Highway Department information is used as an **example only**. Your company profile information will be displayed.

Once you confirm all the information is accurate, click **Next >**.

Utility Permit application 6/8

< Previous Next > Preview in new window

* Company name: Clay County Highway D1

Address: * Address Line 1: 2951 41 1/2 St S

* City: Moorhead * State: MN * Zip Code: 56560

Phone: (218) 299 - 5099

Fax: (218) 299 - 7304

* Applicant: Highway Department Highway D1

* Title:

* Phone: (218) 299 - 5099

* Email: highway.department@co.clay.mn

< Previous **Next >** Preview in new window

11. Review the **Terms** and if you agree, click the checkbox indicating **I have read and agree to these terms** to accept each term.

When finished, click **Next >**.

< Previous **Next >** Preview in new window

Aerial

1. There shall be only a single pole line on the County Highway Right-of-Way on either side of the centerline therefore.
2. Longitudinal installations on County Highways shall normally be located in the outer five feet of the Right-of-Way. At crossing 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 location.
3. 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.
4. 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 conditioned upon the Utility subsequently providing joint use to other Utilities upon reasonable terms mutually agreeable to the Utilities.

I have read and agree to these terms

Definitions

1. UTILITY. 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 the distribution and transmission of electrical energy, oil, gas, water, sewer, steam and other pipe lines, railways, ditches, lumes or other structures which under the laws of this State or the Ordinance of any County or City may be constructed, placed or maintained across, along or on County Highway Right-of-Way. Dependent upon the meaning intended in the context, "utility" shall also mean the Utility Company, inclusive of any wholly owned subsidiary.

I have read and agree to these terms

General

1. Except as otherwise permitted, utility construction and relocation on County Highway Right-of-Way shall not be commenced until an application for a Permit has been made and such Permit granted. The Permit sketch shall show the location of the proposed utility with reference to County Highway Centerline. A copy of the

12. In this step, you are required to select a **Payment** method.

Note: Review your application by clicking **Preview in new window** to ensure application is complete and accurate.

After the payment method is selected, click **Finish**.

Utility Permit application 8/8

< Previous Finish Preview in new window

Payment method: Check

Apply	Name	Instructions	Cost	Quantity	Total	
	Utility Permit Fee	permit fee	\$ 100	1	\$100.00	
					Grand Total	\$100.00

< Previous Finish Preview in new window

13. If any required information is missing, the applicable step will appear in red. Revise the information in the step by clicking on its name in the left-hand column.

Note: This is the last opportunity to revise the utility permit application prior to submitting for approval. You may review your completed application by clicking **Preview in new window**.

Utility Permit application 8/8

< Previous Finish Preview in new window

Payment method: Credit Card

Apply	Name	Instructions	Cost	Quantity	Total	
	Utility Permit Fee	permit fee	\$ 100	1	\$100.00	
					Grand Total	\$100.00

< Previous Finish Preview in new window

14. If paying by credit card, click **Pay Online**. This will bring you to the card payment system.

New application: Utility Permit

Statistics: Incomplete: 0, Completed: 1, Total: 1

Your applications

Show me: Pending, Open, Closed

Status	Date	Type	UID#	Permit#	Road	City/Twp	Amount Due *
Pending review (0 of 2)	03/19/2014 3:32 PM	Utility Permit	11	2			Pay Online \$100.00
							Total: \$100.00

* 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.

Upon completion you will be automatically directed back to the main dashboard. The utility permit application you just submitted will be listed under the **Pending** column. Click on the **document icon** to view your utility permit application.

New application

Utility Permit

Statistics

Incomplete: 2
Completed: 1
Total: 3

Resources

[Terms and conditions](#)

Your applications

Show me: Pending Open Closed Show me

Incomplete Ready for Inspection Work Complete
 Returned Active Canceled
 Pending Review Denied

Status	Date	Type	UID#	Permit#	Road	City/Twp	Amount Due *
Incomplete	03/21/2014 12:16 PM	Utility Permit	14				\$0.00
Returned	03/19/2014 3:32 PM	Utility Permit	11	2			Pay Online \$100.00
Pending review (0 of 2)	03/19/2014 4:20 PM	Utility Permit	13	11			Pay Online \$100.00
							Total: \$200.00

* 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.

The permit application is pending review. **Once it has been approved**, it will move to an **Active** status and you will be notified via an automatic email notification.

You can click on the link within the email message to open up the approved permit. You can also check on the status by logging into your user account.

You may not begin work until the utility permit application is approved.

15. Work Authorization

Upon submission of your utility permit application, you will receive an email stating Clay County has received your utility permit application. **You are not yet authorized to begin work.**

Once Clay County has reviewed and approved your utility permit application, you will receive an email stating your utility permit application is approved. 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.**

Incomplete: 5
Completed: 1
Total: 6

Resources

[Terms and conditions](#)

Status	Date	ID
Pending review (0 of 5)	12/29/2011 11:04 AM	PENDING #2
Pending review (0 of 5)	12/29/2011 1:53 PM	PENDING #3
Active	01/12/2012 10:08 AM	2012-002
Ready For Inspection	01/23/2012 9:32 AM	2012-003
Completed	01/12/2012 10:41 AM	2012-001

While viewing the utility permit, you can print by clicking the **Print** icon in the upper right corner of the ePermitting application.

Note: 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.

Status

Pending review
With 0 of 2 approvals

Edit

You must remove all signatures from this permit before you may edit it.
Remove signatures

Other Actions

Cancel

Permit Application **Print**

Application for Utility Permit UID#: 13
Road: 11

Clay County
Clay County
Highway Department
2951 41 1/2 Street South
Moorhead, MN 56560
Phone: 218.299.5099
Fax: 218.299.7304
highway.department@co.clay.mn.us

Applicant		Company of Applicant	
Name:	Highway Department Highway Department	Name:	Clay County Highway Dept
Title:	Test	Address:	2951 41 1/2 St S

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 Clay County approves the changes. Once approved you will receive an email notification and the status will change 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.

16. 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 Clay County to inspect your worksite. Once the utility permit has been inspected and work accepted by Clay County, the utility permit status will be changed to **Complete**.

Note: Clay 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.

Completed: 5
Total: 6

Resources

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

Status	Date	ID
Pending review (0 of 5)	12/29/2011 11:04 AM	PENDING #2
Pending review (0 of 5)	12/29/2011 1:53 PM	PENDING #3
Active	01/12/2012 10:08 AM	2012-002
<u>Ready For Inspection</u>	01/23/2012 9:32 AM	2012-003
<u>Completed</u>	01/12/2012 10:41 AM	2012-001

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.



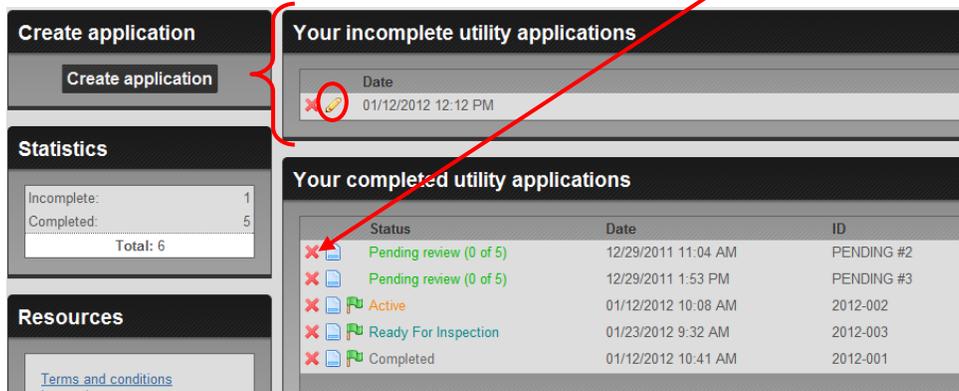
Status	Date	ID
✖ Pending review (0 of 5)	12/29/2011 11:04 AM	PENDING #2
✖ Pending review (0 of 5)	12/29/2011 1:53 PM	PENDING #3
✖ Active	01/12/2012 10:08 AM	2012-002
✖ Ready For Inspection	01/23/2012 9:32 AM	2012-003
✖ Completed	01/12/2012 10:41 AM	2012-001

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 Clay County. These utility permit applications are listed under **Your incomplete utility applications**.

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.



Create application
Create application

Statistics
Incomplete: 1
Completed: 5
Total: 6

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

Your incomplete utility applications

Date
✖ 01/12/2012 12:12 PM

Your completed utility applications

Status	Date	ID
✖ Pending review (0 of 5)	12/29/2011 11:04 AM	PENDING #2
✖ Pending review (0 of 5)	12/29/2011 1:53 PM	PENDING #3
✖ Active	01/12/2012 10:08 AM	2012-002
✖ Ready For Inspection	01/23/2012 9:32 AM	2012-003
✖ Completed	01/12/2012 10:41 AM	2012-001

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.

The screenshot shows the 'Your applications' section with filter options for Pending, Open, and Closed statuses. A red bracket highlights the 'Show me' button next to the filter options. Below the filters is a table with columns: Status, Date, Type, UID#, Permit#, Road, City/Twp, and Amount Due *.

Status	Date	Type	UID#	Permit#	Road	City/Twp	Amount Due *
Pending							
<input checked="" type="checkbox"/> Incomplete	03/21/2014 12:16 PM	Utility Permit	14				\$0.00

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.

The screenshot shows the 'Resources' section with a list of permit applications. Each row includes a status icon (X, document, and flag), a status label, a date and time, and a permit ID.

Status	Date	Permit ID
<input checked="" type="checkbox"/> Active	01/12/2012 10:08 AM	2012-002
<input checked="" type="checkbox"/> Ready For Inspection	01/23/2012 9:32 AM	2012-003
<input checked="" type="checkbox"/> Completed	01/12/2012 10:41 AM	2012-001

The following are definitions for each permit status.

- Pending review (0 of 2)
- Active
- Ready For Inspection
- Completed

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.

New application

[Utility Permit](#)

Statistics

Incomplete: 2
 Completed: 1
Total: 3

Resources

[Terms and conditions](#)

Contact Info

Clay County
 Highway Department
 2951 41 1/2 Street South
 Moorhead, MN 56560
 Phone: 218.299.5099
 Fax: 218.299.7304
highway.department@co.clay.mn.us

← 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 Clay County Highway Department.

Making Payment Online

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

Manage

[Moves](#)
[Aides](#)
[Overall Dimensions](#)
[Routes](#)
[Vehicles](#)

Resources

[Terms and conditions](#)

Your applications

Show me: **Statuses** **Fields** **Go**

Incomplete Pending Open Closed

Incomplete Pending Review Active Cancelled

On Hold Denied Approved

Expired Modified

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

* 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.

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

Clay County Rt/Permit Welcome, highway.department@co.clay.mn.us!
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Applications **User**

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](#)

3. 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

Resources

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

2951 41 1/2 Street South
Moorhead, M56560
Phone: 218.299.5099
Fax: 888.259.8757

highway.department@co.clay.mn.us

claycountymn.gov