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).

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.
Creating a Permit

3. 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.

4. 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.

- 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

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

![Clay County ePermitting](image)

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](image)
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 >**.
9. 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 >**.

10. 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 >**.
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:

a. The over dimensional permit ($25) involves moves under 100,000 pounds.
b. The over weight permit ($50) involves moves of weights between 100,000 pounds to 160,000 pounds.
c. The over weight >160,000 lbs. permit ($100) involves moves over 160,000 pounds.
d. The house move permit ($100).
e. The harvest permit ($60).

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

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

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

PayPal

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

Expiration Month
Expiration Year

CVV

Billing Information
☑ Check this if card address is international.

First Name
Last Name
AnySt. #1278
Anytown

State
ZIP code

Contact Phone Number
Email Address

Continue

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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:

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Moorhead, MN 56560
Phone: 218.299.5099
Fax: 888.259.8757