



COUNTY OF
Olmsted

Public Works Department
2122 Campus Dr. SE - Suite 200
Rochester MN 55904-4744
www.co.olmsted.mn.us
507.328.7070

Olmsted County Public Works Department *e*Permitting



Utility Permit Application

User Reference Manual

Updated: January 2012

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Introduction

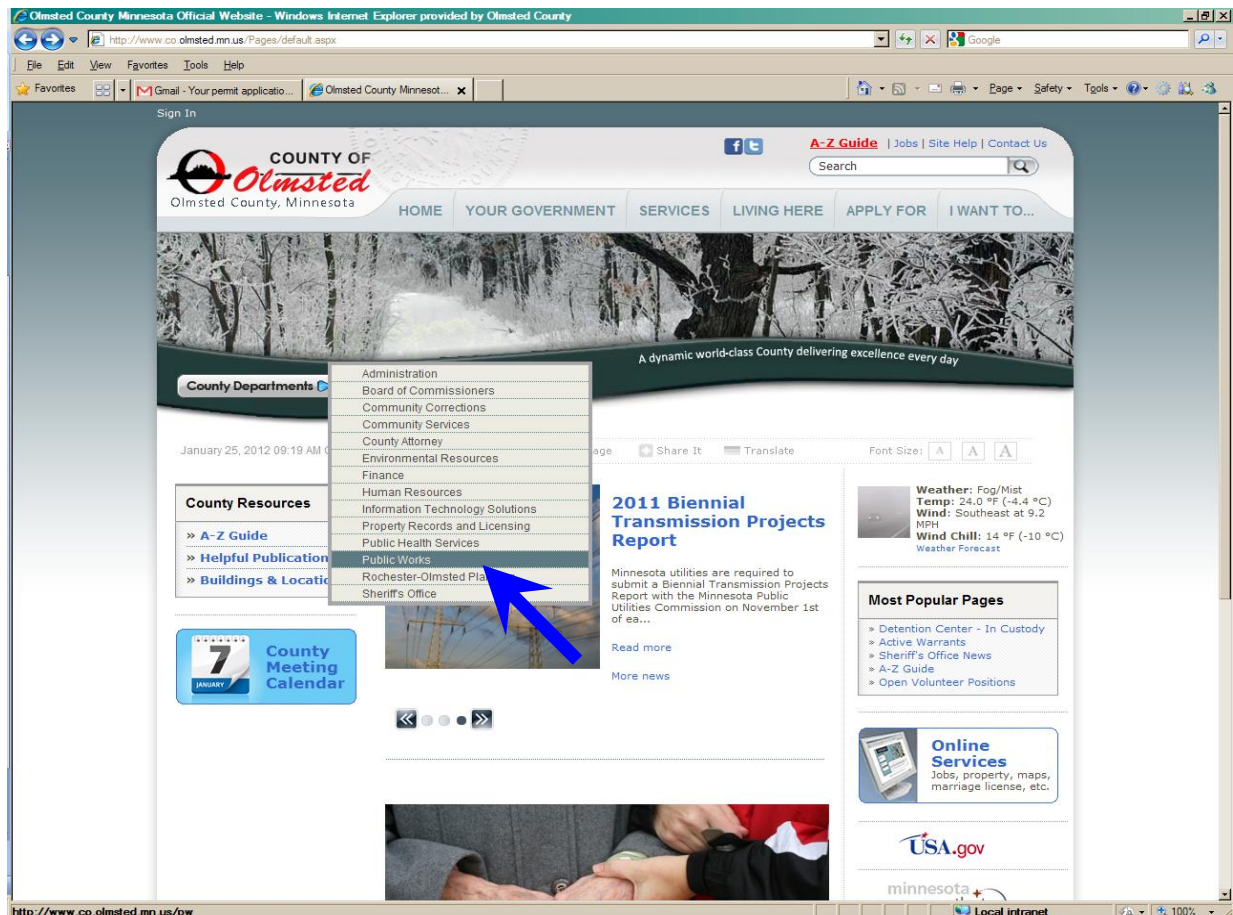
The Olmsted County Public Works Department has implemented an ePermitting application for utility permits. The ePermitting application is an internet based utility permit where an applicant submits a utility permit application through a website. The paper form of the utility permit application will no longer be available. Utility permit applications will only be accepted through the ePermitting application. Credit card payments for utility permits will be the preferred method of payment but checks and invoice payments will be accepted for now. The ePermitting application provides more efficient, accurate processing and management of utility permit applications and utility permits.

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

The ePermitting link is located on the Olmsted County Public Works Department website at:

<http://www.co.olmsted.mn.us/>

Click on the “County Departments” drop down menu, select “Public Works” then click “Road & Transportation”. Next select “Permits, Policies, Ordinances, and Restrictions” then click “Permits” and finally click **Olmsted County Public Works ePermitting**.



New User Account Set-Up

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

To create a new user account, click “New User” in the upper right corner of the ePermitting application.

Olmsted County Public Works ePermitting

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

Applications

Types of Applications

Utility/ROW	Overwidth/Overweight
Pending: 0	Pending: 0
Current: 0	Current: 0

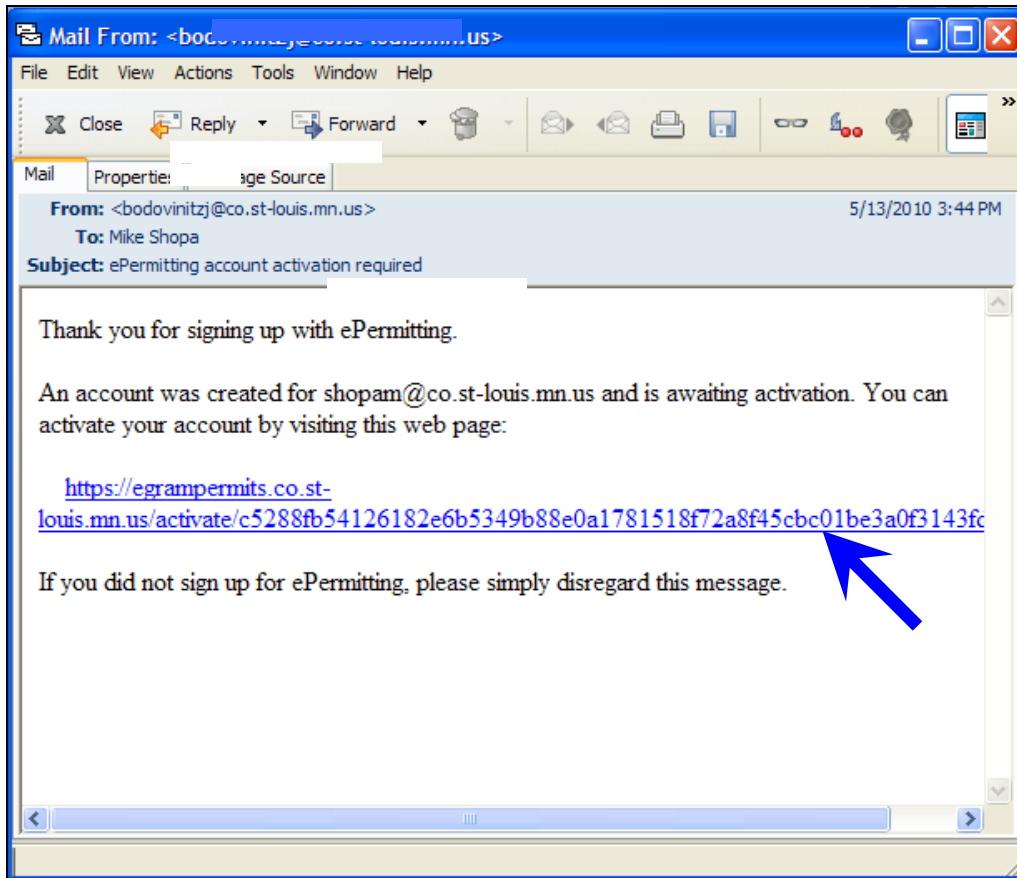
Enter your profile information into the spaces provided. Make sure you save your email address and password because they are required to log into your user account.

The screenshot shows a web browser window with the URL <https://permitting.co.olmsted.mn.us/signup.php?r=utility>. The page title is "ePermitting - Windows Internet Explorer provided by Olmsted County". The main content area is titled "Your Profile" and contains a registration form. The form is divided into three sections: "General Information", "Business Information", and "Utility Information". The "General Information" section includes fields for "Email Address", "Confirm Email Address", "Password", "Confirm Password", "First Name", "Middle Initial", "Last Name", "Address", "City", "State", "Zip Code", and "Phone Number". The "Business Information" section includes fields for "Business / Company Name", "Office Phone Number", "Office Fax Number", and "Cell Phone Number". The "Utility Information" section includes a radio button for "My Certificate of Insurance is On File" (set to "No") and a date field for "Certificate of Insurance Expires On". At the bottom of the form are "Submit" and "Clear" buttons. A blue arrow points to the "Submit" button. On the left side of the page, there is a "Tips" section with "Required fields" and "Passwords" instructions.

After completing your profile information, click "Submit" at the bottom of the page.

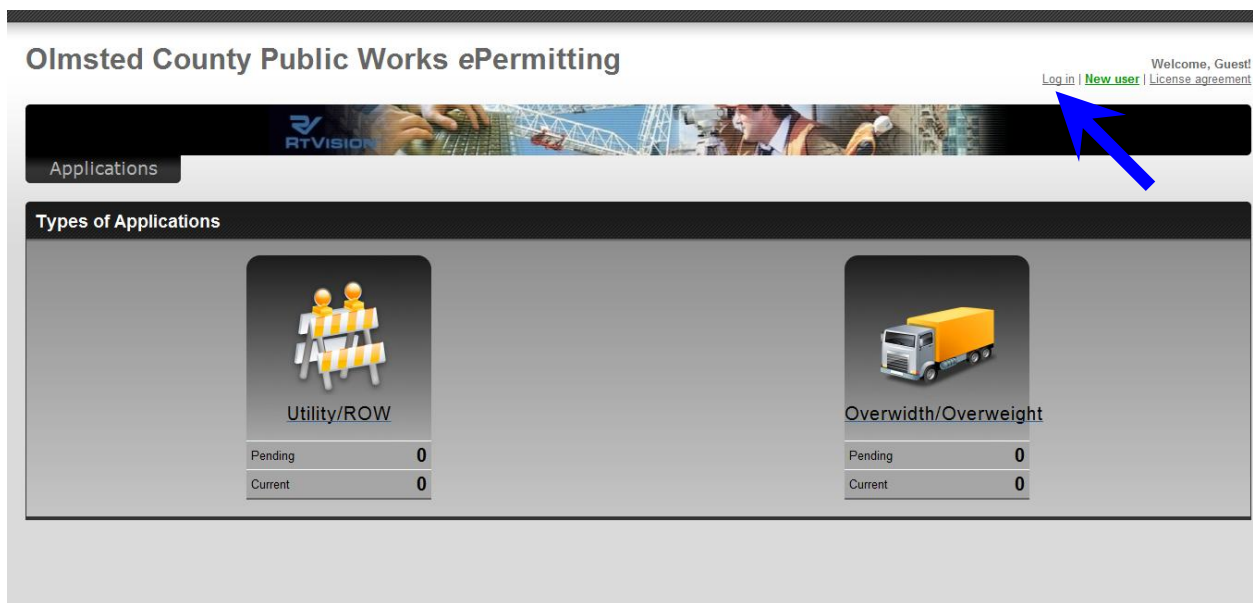
After you submit your information, you will receive an email stating the new ePermitting account must be activated.

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.

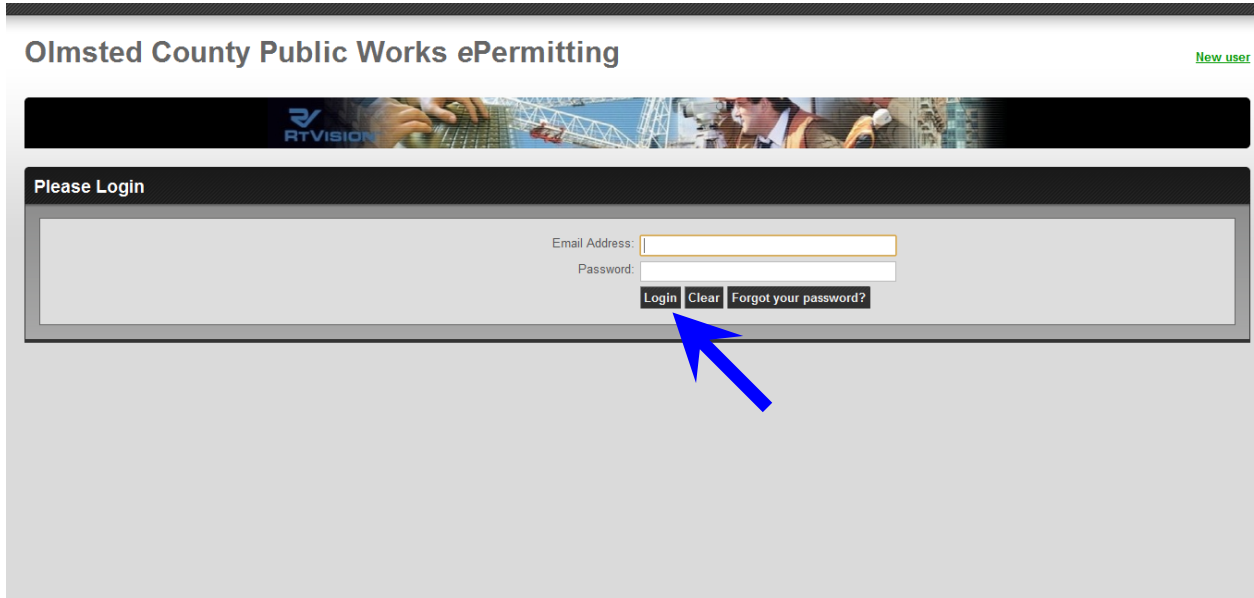


Account Log-In

Once the account is activated, log into your user account by clicking “Login” in the upper right corner of the ePermitting application.

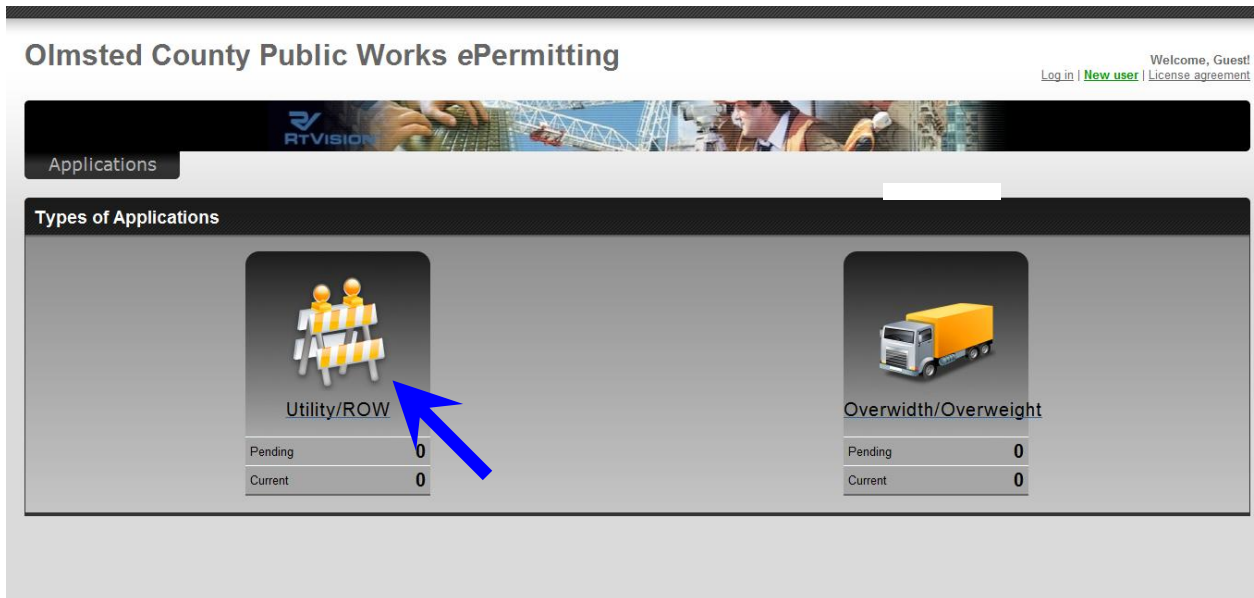


Enter your email address and password then click “Login”. When you are logged in, you may change your password at anytime by selecting “Change Password” under “User”. Make sure you save your password. If you lose your password, click on “Forget your password” to generate a new password that will be sent to your email address used for the account, or contact the Permit Administrator at 507-328-7070.



Submitting a Utility Permit Application

Log into your user account. You will be automatically directed to the main ePermitting site. Click on the Utility application.



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

Olmsted County Public Works ePermitting

Welcome, admin@default.com!
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RTVISION
Applications Reports User

Create application

[Create application](#)

Statistics

Incomplete: 4
 Completed: 1
Total: 5

Resources

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

Contact Info

2122 Campus Drive SE
 Suite 200
 Rochester, MN 55904

Your incomplete utility applications

	Date	Status
✖	01/12/2012 12:12 PM	Incomplete

Your completed utility applications

	Status	Date	ID	Road	City/Twp	Amount Due *
✖	Pending review (0 of 5)	12/29/2011 11:04 AM	PENDING #2	12	Byron	
✖	Pending review (0 of 5)	12/29/2011 1:53 PM	PENDING #3	12	Dover	
✖	Active	01/12/2012 10:08 AM	2012-002	1	Byron	
✖	Completed	01/12/2012 10:41 AM	2012-001	34	Chatfield	Pay Online \$100.00
Total:						\$100.00

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

Step 1: Location

In this step, you will identify the worksite location. In the search field above the map, enter the description of the worksite location and click “Find it”. For example, if the worksite is located near Rochester, enter “Rochester, MN”. You may also use the navigation tools on the left side of the map to navigate to the worksite. Once you find the worksite, use the drawing tools in the upper right corner of the map to draw the area of your worksite. You may draw a polygon or place a dot to represent this area. Review the instructions on the left side of the map to assist you with the drawing tools.

Public Works ePermitting

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Applications Reports User

Utility Permit Application 1 / 10

< Back Next > Print

1. Location

The location of the construction

- 2. Aerial
- 3. Underground
- 4. Sketch / Site Plan
- 5. Dates
- 6. Applicant
- 7. Confirmation
- 8. Payment
- 9. View Permit Application
- 10. Finished!

Where are you going to build?

Location

To find the construction location on the map, enter in any nearby address information (city/state abbreviation).

Use the toolbar located in the upper right hand corner to draw a polygon shape or create a point to mark the location of the proposed construction.

To modify or delete the shape or point, click to highlight. Then either hit the Delete key or move the points to modify the shape. To move the shape, drag the center point of the shape.

* Start point:

* End point:

* Construction description:

* Shortest distance from centerline: feet inches

* Highway or county road number
Only numbers are allowed:

* Location Relative to Road:
 North
 South
 East
 West

* City/Twp:
 Byron
 Chatfield
 Dover
 Evota

The map shows the Rochester, MN area with various streets and highways. A blue arrow points to the 'Find it' search field in the top right corner of the map. Another blue arrow points to the 'City/Twp' dropdown menu in the bottom left corner of the form.

< Back Next > Print

YOU ARE REQUIRED TO SELECT A WORKSITE ON THE MAP.

Scroll down and complete the other description fields. The description fields marked with an * are required. When finished, click “Next”.

Step 2: Aerial

If the utility permit application involves above ground facilities, complete the description fields in this step then click “Next”. If the utility permit application only involves facilities at or below ground level, leave the fields that don't apply blank then click “Next”.

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Applications Reports User

Utility Permit Application

2 / 10

< Back Next > Print

Incomplete fields will display as N/A on the permit application form.


Aerial Type

H-Frame
 Open Wire
 Single Pole
 Single Pole & H-Frame

Aerial Details

Voltage:
Conductors:
Conductor Size:
Minimum Height Along Highway:
Minimum Height at Crossings Over Highway:

< Back Next > Print



Step 3: Underground

If the utility permit application involves facilities at or below ground level, complete the description fields in this step then click “Next”. If the utility permit application only involves above ground facilities, leave the fields that don't apply blank then click “Next”.

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Applications Reports User

Utility Permit Application 3 / 10

< Back Next > Print

Incomplete fields will display as N/A on the permit application form.

Underground Type

- Multiple Tile
- Other
- Plastic Tile
- PVC or similar type

Conduit/Casing Type

- Other
- PVC - Plastic
- Sectional Concrete
- Steel Pipe

Method of Installation

- Boring
- Jacking
- Open Trench
- Plowin

Underground Details

Trench Size:

Depth:

Voltage:

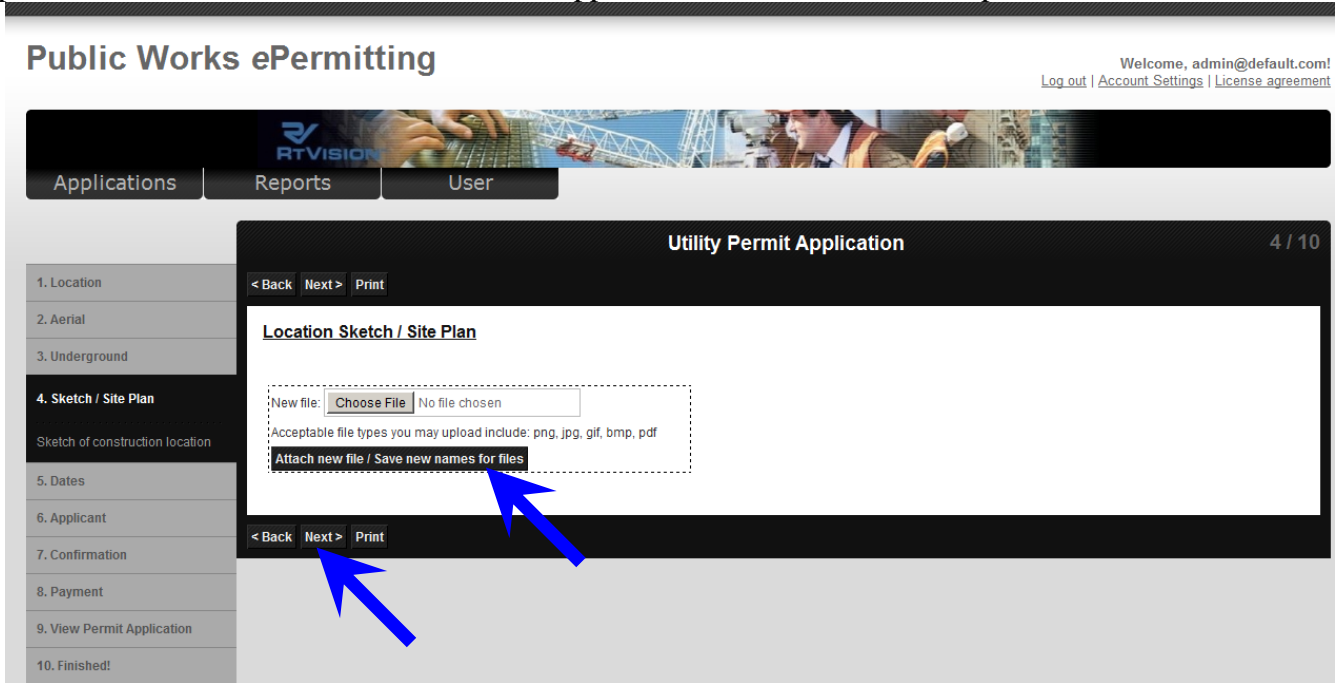
Conductors:

Conductor Size:

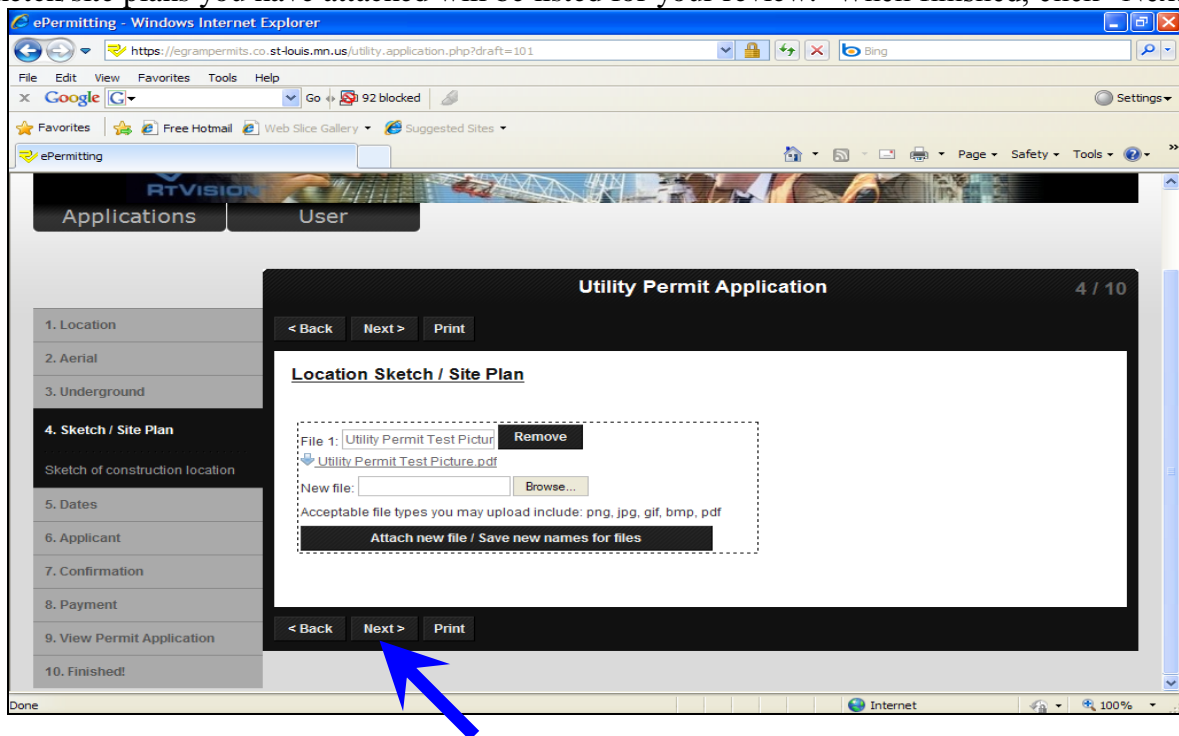
< Back Next > Print

Step 4: Sketch/Site Plan

To attach a 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”. You will be required to attach a sketch/site plan. You will not be allowed to submit an application without a sketch/site plan.



The sketch/site plans you have attached will be listed for your review. When finished, click “Next”.



Step 5: Dates

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.

The screenshot shows a web browser window titled "ePermitting - Windows Internet Explorer" with the URL "https://egrapermits.co.st-louis.mn.us/utility.application.php?draft=101". The page displays a navigation menu on the left with steps 1 through 9. Step 5, "Dates", is selected. The main content area is titled "Utility Permit Application" and shows the "Construction Dates" section with two input fields: "*Construction Start:" and "*Construction End:". Navigation buttons "< Back", "Next >", and "Print" are visible above and below the form.

To select the beginning date, click in the box near "Start". Repeat for the end date by clicking in the box near "End". When finished, click "Next".

This screenshot shows the same application form as above, but with a calendar pop-up for May 2010. The calendar is positioned over the "Construction Start" input field. A blue arrow points to the "Next >" button, indicating the next step in the process.

May 2010						
S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Step 6: Applicant

In this step, verify your profile information. If any information is not accurate or up-to-date, you can complete any changes in this step. When you have reviewed all the information to be accurate, click “Next” to proceed with the application.

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Utility Permit Application 6 / 10

Company

* Company Name: RTVision

* Address: 58 East Broadway
Street address
Little Falls MN 56345
City State Zip

* Phone: (320) 632-0760

Fax: () - () - ()

Applicant

* Applicant Name: []

Title: []

* Phone: (320) 632-0760

< Back Next > Print

Step 7: Confirmation

You are required to agree to the utility permit application terms. Click the checkboxes to accept each term. When finished, click “Next”.

Utility Permit Application 7 / 10

< Back Next > Print

AERIAL
By checking the boxes you are deemed to have read and agreed to the terms.

There shall be only a single pole line on the county highway right of way on either side of the center line thereof unless otherwise approved by the County. Individual pole locations shall be approved by the County prior to installation.

2. Long distance installations on county highways shall normally be located in the outer five feet of the right of way. Poles, brace poles, anchors and anchor poles shall be placed outside of the clear zone unless right of way widths are prohibitive to such location.

3. 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.

DEFINITIONS
By checking the boxes you are deemed to have read and agreed to the terms.

Utility - Under this order utility shall mean and include all privately, publicly or cooperatively 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, flumes or other structures which under the laws of this State or the ordinance of any village 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.

County - Shall mean Olmsted County, its employees, successors, agents or assigns.

GENERAL
By checking the boxes you are deemed to have read and agreed to the terms.

1. Except as otherwise permitted, utility construction and relocation on county highway right of way shall not commence until an application for a Permit has been made and such Permit approved. The Permit process will not begin prior to payment of permit fee.

2. No Utility work shall be allowed on Sunday's or legal holidays without prior consent of County.

Step 8: Payment

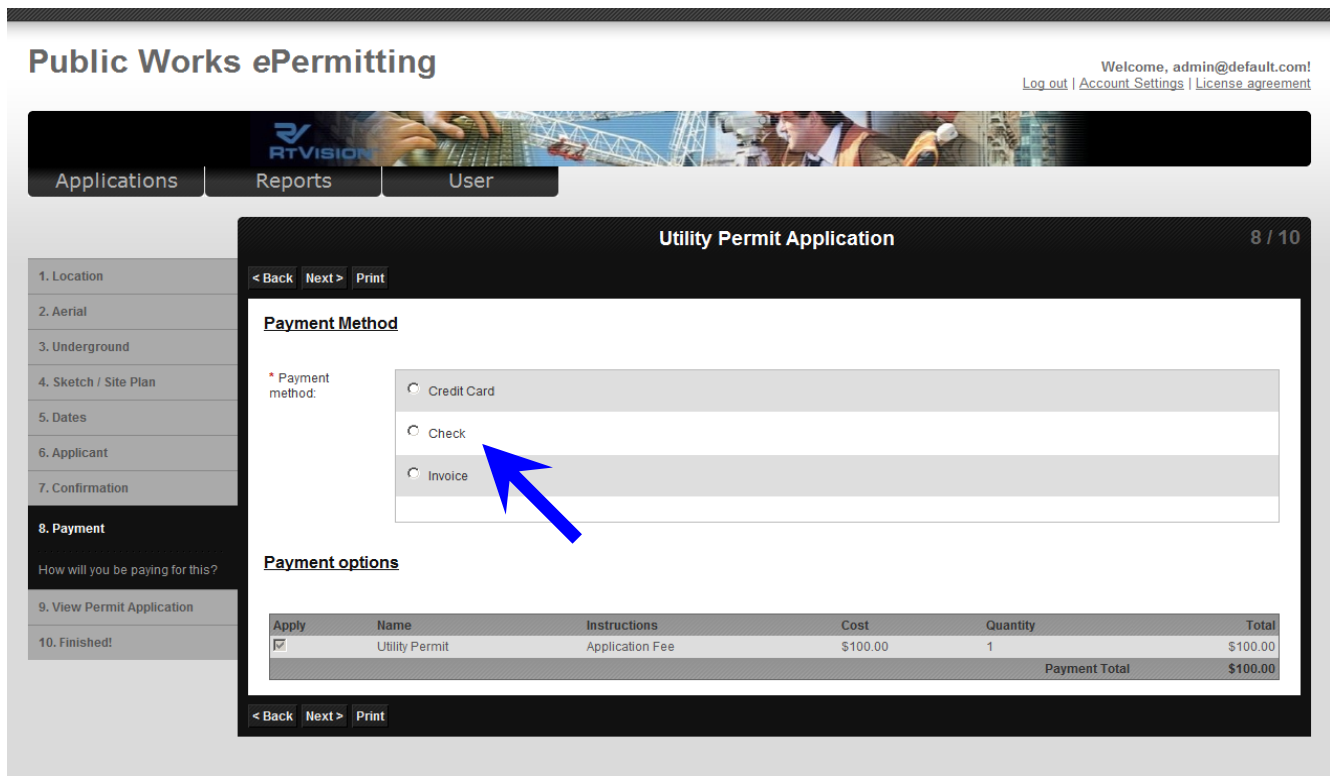
In this step, you are required to select a payment method. **Credit cards are the preferred method of payment.** Although checks and invoice payments will be accepted for a short period. The utility permit application fee is listed in the Total column. Payment is payable to “Olmsted County Public Works”. Always reference the utility permit number.

PAYMENT MUST BE SUBMITTED WITHIN 30 DAYS OF THE PERMIT APPROVAL DATE. IF PAYMENT IS NOT RECEIVED WITHIN 30 DAYS, YOU MAY BE RESTRICTED FROM SUBMITTING FUTURE UTILITY PERMIT APPLICATIONS.

Once your payment is submitted and receipted into Olmsted County, you will receive an email notifying you that payment has been received. The utility permit listing on the main dashboard will also be updated by removing the amount due. If you do not receive this email notification, please contact the Permit Administrator at 507-328-7070.

YOU ARE NOT YET AUTHORIZED TO BEGIN WORK. SEE “WORK AUTHORIZATION” FOR MORE DETAILS.

After the payment method is selected, click “Next”.



The screenshot displays the 'Public Works ePermitting' interface. At the top, there is a navigation bar with 'Applications', 'Reports', and 'User' tabs. A sidebar on the left lists steps from 1 to 10, with '8. Payment' highlighted. The main content area is titled 'Utility Permit Application' and shows a 'Payment Method' selection screen. A blue arrow points to the 'Check' radio button. Below this, there is a 'Payment options' table.

Apply	Name	Instructions	Cost	Quantity	Total
<input checked="" type="checkbox"/>	Utility Permit	Application Fee	\$100.00	1	\$100.00
Payment Total					\$100.00

Step 9: View Permit Application

This step provides an opportunity to review your utility permit application.

THIS IS THE LAST OPPORTUNITY TO REVISE THE UTILITY PERMIT APPLICATION PRIOR TO SUBMITTING FOR APPROVAL.

After you have verified the information in your utility permit application is correct, click “Next” to submit your utility permit application to Olmsted County for review.

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Applications Reports User

Utility Permit Application 9 / 10

- 1. Location
- 2. Aerial
- 3. Underground
- 4. Sketch / Site Plan
- 5. Dates
- 6. Applicant
- 7. Confirmation
- 8. Payment
- 9. View Permit Application**
- 10. Finished!

Please review this application

Company RTVISION 58 East Broadway Little Falls, MN 56345 320-532-0760 (Phone) - (Fax)	Applicant Jennifer 320-532-0760 (Phone)
Location Highway 23 From 1 mile west To 1 Location Relative to Road West	Map 
Description buried cable	Dates 01/30/2012 - 04/30/2012
Underground Underground type(s): Steel Pipe Fiber Optic Cable Conduits/casing type(s): Unknown Installation method(s): Flowing Conductor size: Voltage: Depth: Trench size:	Aerial Not applicable
Payment method Check	Payment details Utility Permit = \$100.00
Sketch / Site Plan RTVISION Logo.jpg	

You have agreed to the following terms and conditions

County - Shall mean Olmsted County, its employees, successors, agents or assigns.

- Except as otherwise permitted, utility construction and relocation on county highway right of way shall not commence until an application for a Permit has been made and such Permit approved. The Permit process will not begin prior to payment of permit fee.
- No Utility work shall be allowed on Sunday's or legal holidays without prior consent of County.
- Bike paths are not to be used to park equipment on or as access roads.
- Any manhole, hand hole, splice box, etc... placed within the right of way shall be marked with an approved post, sign, or marker being a minimum of 5 feet in height and produced of highly visible materials.
- The Permit sketch or utility construction plans shall show the location of the proposed construction work with reference to county highway centerline and highway right of way line. The proper right of way width should be indicated. A copy of the sketch shall be attached to each copy of such Permit.
- The Utility shall notify the County at least 48 hours in advance of the actual start of the work at 507-328-7070.
- Utility shall be responsible for contractor's actions and operations, including but not limited to traffic control, installation location, depth, conformance with permit requirements and final cleanup.
- Tree and/or vegetation removal operations where needed shall be the responsibility of the Utility and shall be approved prior to start of operation. All waterways and lines of drainage shall remain operative. Wherever topsoil and sod are disturbed they shall be replaced and maintained until the turf is established.
- The utility facility and installation shall not interfere with any existing utility facilities on the County right of way. Any deviation of two (2) feet or more from the approved location requires Utility to notify County prior to said deviation. As-built plans shall be submitted to show deviation location.
- The design and placement of all signs, barricades, and other warning devices shall conform to the current Minnesota Manual on Uniform Traffic Control Devices. When necessary, barricades, warning devices and flagmen shall be provided by the Utility during all phases of their construction and maintenance operations on county highway right of way. The appropriate work zone traffic control layout shall be submitted with the permit request. Work zone traffic control layouts are available at the link provided in the REFERENCE section of this permit.
- At the time of construction of the utility and at the times of subsequent maintenance, prior approval shall be obtained from the County for the cutting and trimming of trees within the county highway right of way. Wherever trees are cut the resulting stumps shall be removed unless otherwise provided in the Special Provisions of the Permit. Any holes caused by stump removal shall be backfilled, are leveled and all materials associated therewith disposed of outside the county highway right of way. The Utility shall advise the County at least 48 hours in advance of its intent to start clearing and grubbing operations.
- The Utility shall notify the County of its intent to perform service and maintenance operations which will interfere with the flow of traffic on county highways, and shall obtain approval prior to performing such operations. However, the Company may perform service and maintenance operations on county highways including opening and disturbing the surface of the right of way without prior approval in those instances where an emergency exists that is dangerous to the life or safety of the public and which requires immediate repair. The Utility shall take all necessary and reasonable safety measures to protect the traveling public and shall within two business days after the occurrence apply for the necessary permit. A permit is not required if the repair is caused by another Permittee's work in the right of way.
- If at any time Olmsted County shall deem it necessary to make any improvements or changes on all or any part of the county highway right of way, then and in such event, the owner of the utility shall within 15 days after written notice from the County, proceed to alter, change, vacate or remove said utility from the county right of way so as to conform to said county highway changes and as directed by the County. Such work shall be done without any cost whatsoever to Olmsted County and shall be completed within the date specified in said written notice. The Utility shall assume all liability and save Olmsted County harmless from any and all claims or damage of any nature whatsoever occasioned by reason of not having removed said utility within the time specified in said notice. If work cannot be completed within the dates specified, a written request for an extension must be made to the County.
- The Utility and Contractor shall assume all liability for, and save the County, its agents and employees, harmless from, any and all claims for damages, actions or causes of action arising out of the work to be done hereon and the continuing uses by the Utility, including but not limited to the placing, constructing, reconstructing, maintaining and using of said utility under this application and Permit.
- The Permit as issued does not in any way imply an easement on public or private property. The permit does not convey any property rights within the highway right of way to the Permittee. If the highway right of way covered by this permit needs to be used or changed, the Utility or its assigns shall move, remove, change, the improvements described in this permit without any obligation to the County.
- The installations shall be made in conformity with all applicable laws, regulations and codes covering said installations. All installations shall be made in conformity with regulations of governmental agencies for the protection of the public.
- Upon completion of an installation, the Utility shall immediately restore the right of way to its original condition or better. County shall be notified within 5 working days of completion for final inspection. Contact the Permit Office: 507-328-7070.

- Open trenching in roadbeds maybe allowed only after adequate justification. Trenches in roadbeds will not be allowed to remain open overnight without consent from the County.
- Trench excavations in roadway shall be backfilled with a minimum of 18" of Sand or as found. Class 5 base shall be replaced to a minimum depth of 9 inches or as found. Compaction of these materials shall be in accordance with the Ordinary Compaction Method for compacting embankments, Specification 2105 of Mn/DOT Standard Specifications for Highway Construction, Current Edition.
- Bituminous surfacing shall be replaced to a minimum depth of 6 inches (4 inches of non wear and 2 inches of wear) or as found and installed in accordance with Mn/DOT's combined specification 2350 / 2360 asphalt pavement.
- Concrete surfacing shall be replaced as per Utility Trench Full Depth Repair Type BA-C2.
- All crossings made in the roadbeds of the county highways shall be made by boring inside a casing or carrier pipe, by jacking, or by directional boring unless this procedure is modified in the Special Provisions of the Permit. The auger shall not lead the casing or carrier pipe by more than one inch. The bore pits shall be restricted to the area from 5 feet beyond the shoulder of the road except as modified in the Special Provisions of the Permit.
 - When pipes with bells or flanges are installed, the crossings of the county highway shall be made by boring inside a conduit as provided in paragraph 1 of this section or jacking a conduit of sufficient diameter to permit threading the carrier pipe through it.
 - All voids caused by jacking or boring shall be filled by pressure grouting. The grout material shall consist of sand-cement slurry of at least two sacks of cement per cubic yard and a minimum of water to assure satisfactory placement.
- The underground utilities shall be so installed as virtually to preclude any necessity for disturbing the roadbeds to perform maintenance operations.
- Underground installations shall be accomplished without damaging or destroying the principal root structure of specimen trees.

- Back Next > Print

You will be automatically directed back to the main dashboard. The utility permit application you just submitted will be listed under “Your completed utility applications”. Click on the document icon to view your utility permit application.

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Applications | Reports | User

Create application
[Create application](#)

Statistics
 Incomplete: 1
 Completed: 5
 Total: 6

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

Contact Info
 2122 Campus Drive SE
 Suite 200
 Rochester, MN 55904

Your incomplete utility applications

Date	Status
01/12/2012 12:12 PM	Incomplete

Your completed utility applications

Status	Date	ID	Road	City/Twp	Amount Due *
Pending review (0 of 5)	12/29/2011 11:04 AM	PENDING #2	12	Byron	
Pending review (0 of 5)	12/29/2011 1:53 PM	PENDING #3	12	Dover	
Pending review (0 of 5)	01/23/2012 9:32 AM	PENDING #6	23	Stewartville	Pay Online \$100.00
Pending review (0 of 5)	01/12/2012 10:08 AM	2012-002	1	Byron	
Completed	01/12/2012 10:41 AM	2012-001	34	Chatfield	Pay Online \$100.00
Total:					\$200.00

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

YOU MAY NOT BEGIN WORK UNTIL THE UTILITY PERMIT APPLICATION IS APPROVED UNLESS AUTHORIZED TO DO SO.

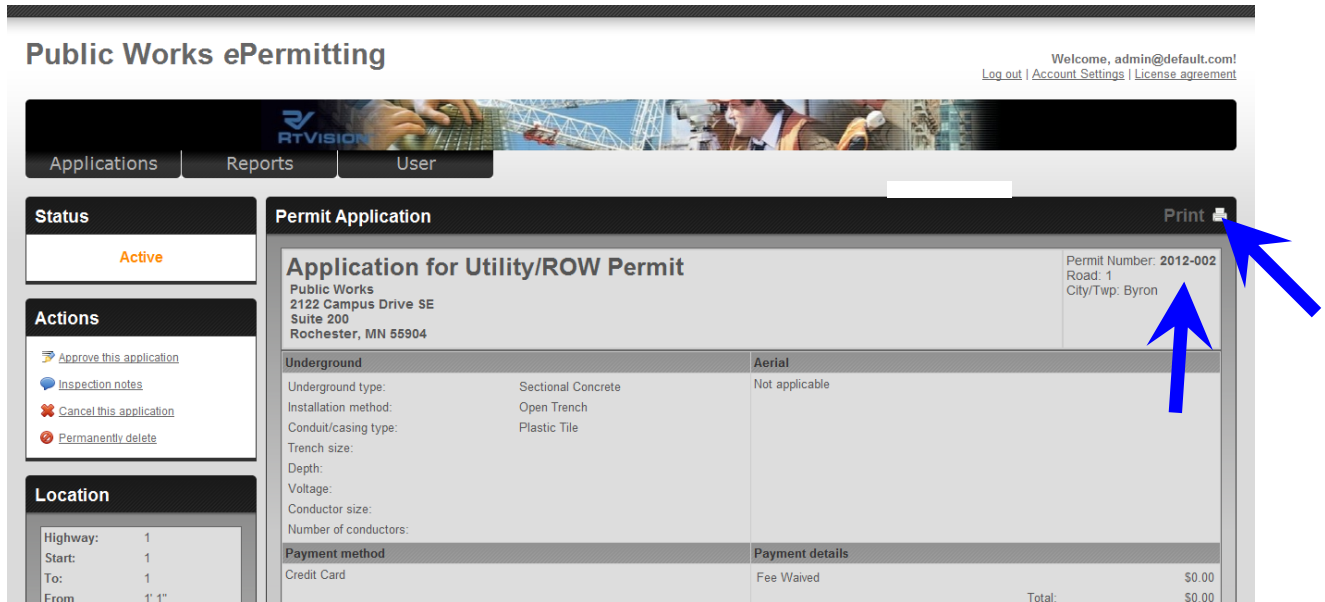
Work Authorization

Upon submission of your utility permit application, you will receive an email stating Olmsted County has received your utility permit application. **YOU ARE NOT YET AUTHORIZED TO BEGIN WORK.** You must submit payment for the utility permit application to be processed.

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

COMPLIANCE WITH PERMIT “TERMS AND CONDITIONS” AND “SPECIAL PROVISIONS” IS IMPERATIVE. NON-COMPLIANCE MAY RESULT IN FUTURE APPLICATIONS BEING DELAYED OR DENIED.

While viewing the utility permit, you can print by clicking the “Print” icon in the upper right corner of the ePermitting application. 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 next three numbers are the series number of the permit.



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 Olmsted County to inspect your worksite. Once the utility permit has been inspected and work accepted, the utility permit status will be changed to “Complete”.

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.

The screenshot displays the ePermitting application dashboard. At the top, there are navigation tabs for 'Applications', 'Reports', and 'User'. The main content area is divided into several sections:

- Create application:** A button labeled 'Create application'.
- Statistics:** A summary showing 1 incomplete application and 5 completed applications, with a total of 6.
- Resources:** Links for 'Terms and conditions' and 'Inspection map'.
- Contact Info:** Address: 2122 Campus Drive SE, Suite 200, Rochester, MN 55904.
- Your incomplete utility applications:** A table with one entry:

Date	Status
01/12/2012 12:12 PM	Incomplete
- Your completed utility applications:** A table listing completed permits:

Status	Date	ID	Road	City/Twp	Amount Due *
Pending review (0 of 5)	12/29/2011 11:04 AM	PENDING #2	12	Byron	
Pending review (0 of 5)	12/29/2011 1:53 PM	PENDING #3	12	Dover	
Active	01/12/2012 10:08 AM	2012-002	1	Byron	
Ready For Inspection	01/23/2012 9:32 AM	2012-003	23	Stewartville	Pay Online \$100.00
Completed	01/12/2012 10:41 AM	2012-001	34	Chatfield	Pay Online \$100.00
Total:					\$200.00

A blue arrow points to the 'Ready For Inspection' status in the completed applications table. A note at the bottom states: '* If you have submitted a payment, but Public Works has not yet confirmed receipt of it, that amount will still show in the Amount Due column.'

Managing Your Utility Permits

The main dashboard of the ePermitting application is divided into two main sections. The first section is for incomplete utility permit applications you are currently working on and have not yet submitted to Olmsted County. These utility permit applications are listed under “Your incomplete utility applications”. The permit listing for this section includes the date you last worked on the permit and the step you last worked on. 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.

The second section is for utility permit applications you submitted to Olmsted County. These utility permit applications are listed under “Your completed utility applications”. The permit listing for this section includes the permit status, date submitted, permit number (ID), the city the worksite is located in or near, and the amount due. 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. You will not be charged the permit fee for canceled utility permit applications.

The following are definitions for each permit status:

Pending review (0 of 5): The utility permit was submitted by the Permittee but has not been reviewed or recommended for approval by the Permit Administrator.

Pending review (2 of 5): The utility permit has been reviewed by two of the five permit approvers.

- 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.

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 Olmsted County Public Works Department.

Resources

If you have questions regarding the ePermitting application, please contact the Permit Administrator at the following:

Phone number: 507-328-7070

Olmsted County Public Works Department Address:
2122 Campus Drive SE
Suite 200
Rochester, MN 55904

Olmsted County Website: <http://www.co.olmsted.mn.us/>

Utility Trench Full Depth Repair Type SA-C2

<http://www.co.olmsted.mn.us/pw/roadtransportation/permitspolicesordinancesrestrictions/Pages/Permits-transportation.aspx>

Minnesota Manual of Uniform Traffic Control Devices:

<http://www.dot.state.mn.us/trafficeng/publ/mutcd/index.html>

Temporary Traffic Control Zone Layouts:

<http://www.dot.state.mn.us/trafficeng/publ/fieldmanual2011/index.html>

MNDOT, Standard Specifications for Construction, 2005 Edition: <http://www.dot.state.mn.us/pre-letting/spec/index.html>

Gopher State One Call (800) 252-1166 or (651) 454-0002:

<http://www.gopherstateonecall.org/index.php/home-utilities.html>