



McLEOD COUNTY HIGHWAY DEPARTMENT

ePermitting



Access/Entrance Permit Application

User Reference Manual

Table of Contents

INTRODUCTION.....	1
NEW USER ACCOUNT SET-UP.....	2
ACCOUNT LOG-IN.....	4
SUBMITTING AN ENTRANCE PERMIT APPLICATION	4
STEP 1 - ENTRANCE	6
STEP 2 – LOCATION	6
STEP 3: PROPERTY	7
STEP 4: APPLICANT	7
STEP 5: PROPERTY OWNER.....	8
STEP 6: CONTRACTOR.....	8
STEP 7: SKETCH	9
STEP 8: TERMS	9
STEP 9: PAYMENT	9
STEP 10: REVIEW	10
WORK AUTHORIZATION	11
FINAL INSPECTION.....	12
MANAGING ENTRANCE PERMITS	12
RESOURCES	13

Introduction

The McLeod County Highway Department has implemented an ePermitting application for entrance permits. The ePermitting application is an internet based entrance permit where an applicant submits an entrance permit application through a website. The paper form of the McLeod County entrance permit application will no longer be available. Entrance permit applications will only be accepted through the ePermitting application. The ePermitting application provides more efficient, accurate processing and management of entrance permit applications and entrance permits.

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

The ePermitting link is located on the McLeod County Highway Department website at:

<http://www.co.mcleod.mn.us/highway>

On the left side of the page select “ePermits”.

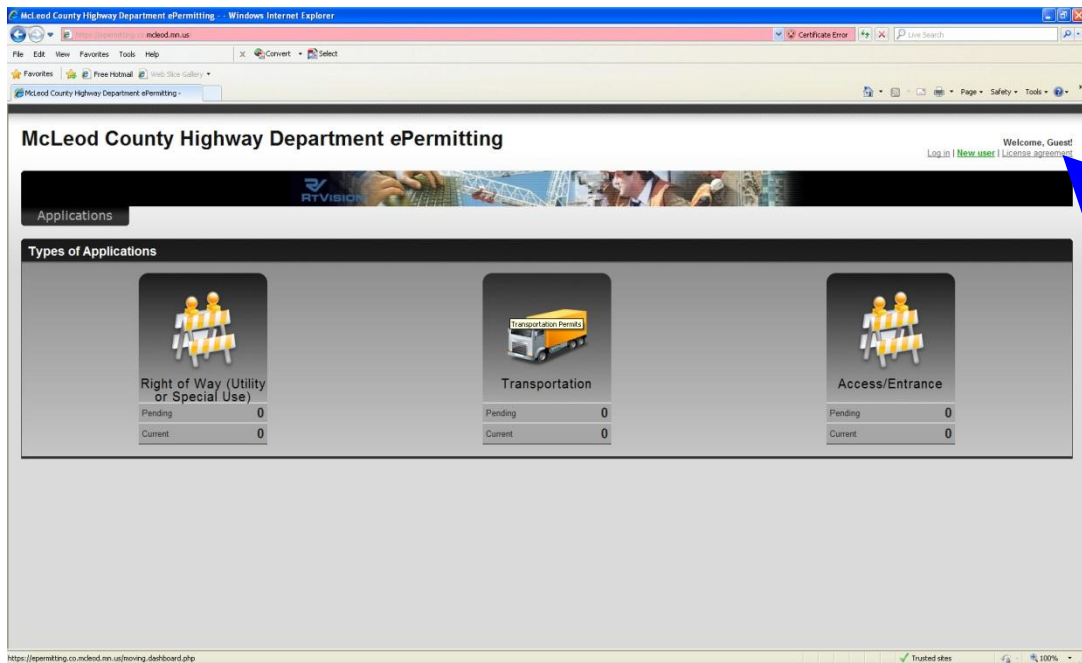


Click “Access/Entrance Permit” to access the ePermitting application.

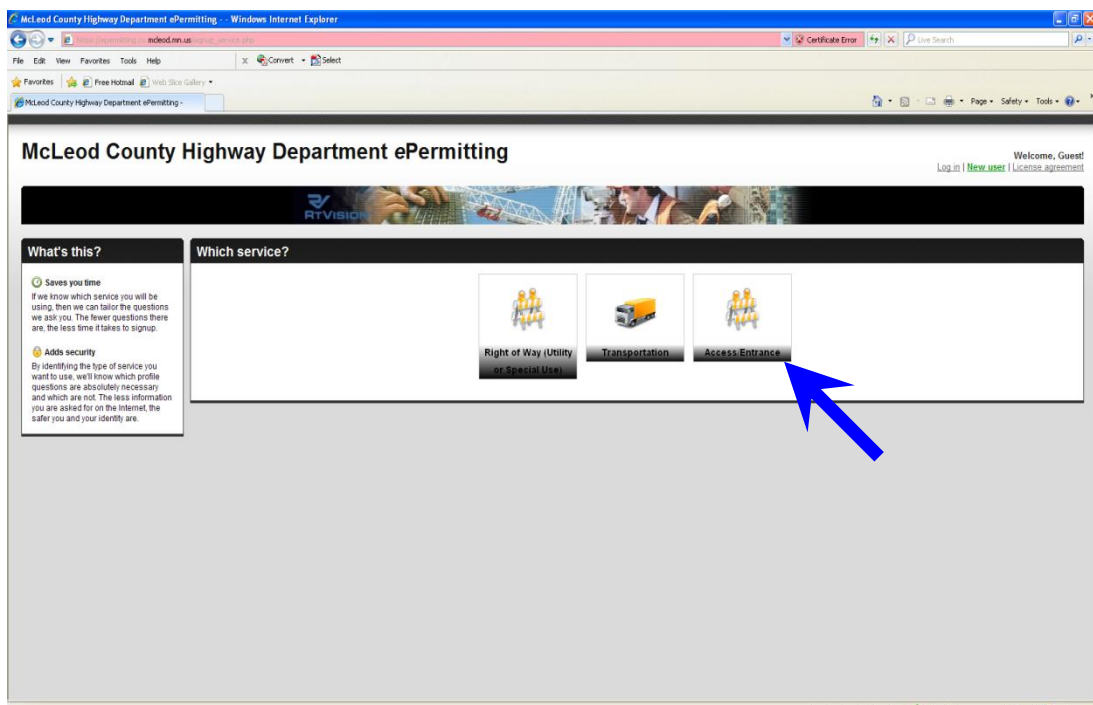
New User Account Set-Up

You are required to possess a user account to submit an entrance 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 contractors create one user account for their company.

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



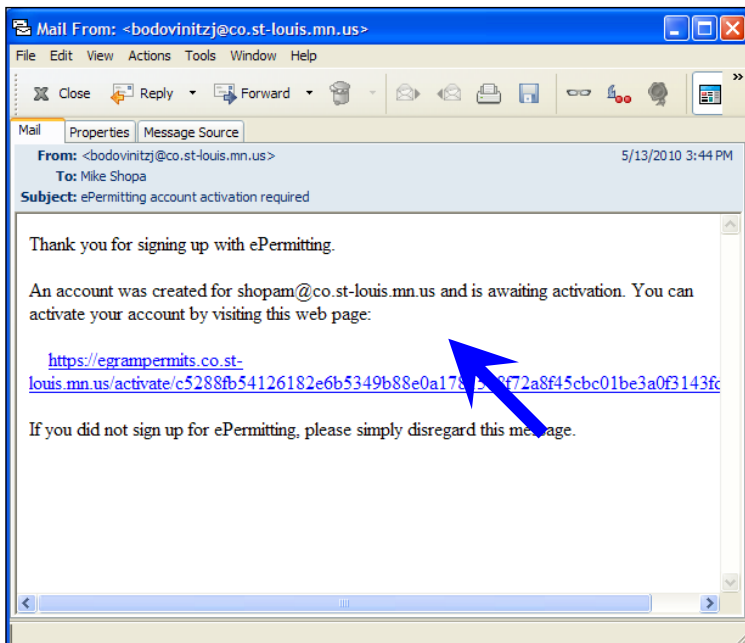
Click on the “Access/Entrance” pod.



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.

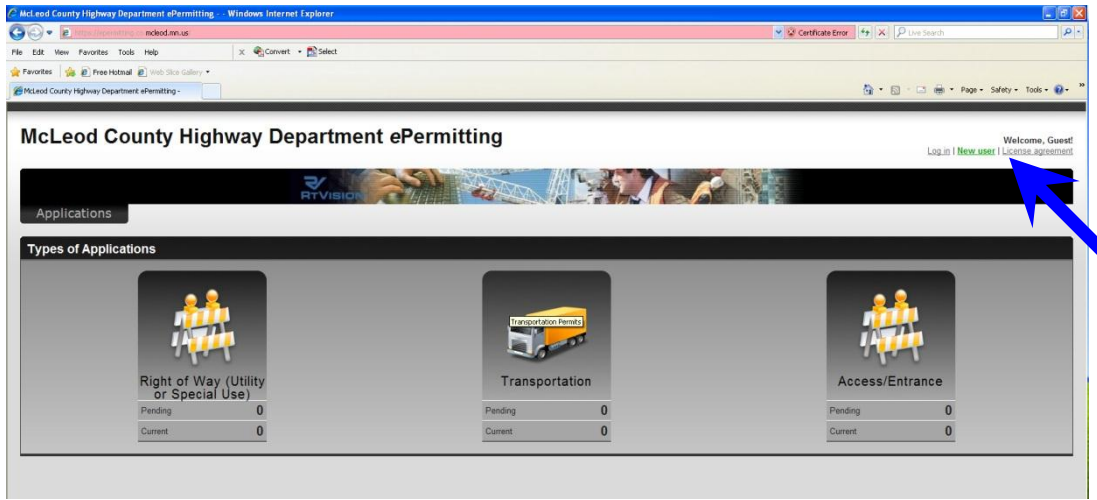
The screenshot shows a web browser window displaying the 'McLeod County Highway Department ePermitting' registration page. The page has a header with the department name and a 'Welcome, Guest!' message. Below the header is a 'Your Profile' section with a 'General Information' tab. This tab contains several input fields: 'Email Address', 'Confirm Email Address', 'Password', 'Confirm Password', 'First Name', 'Middle Initial', 'Last Name', 'Address', 'City', 'State', 'Zip Code', and 'Phone Number'. A blue arrow points to the 'Password' field, which has a note indicating it must be at least six characters long and contain lower case, upper case, numbers, and symbols. There are also 'Submit' and 'Clear' buttons at the bottom of the form.

When you have completed entering 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.

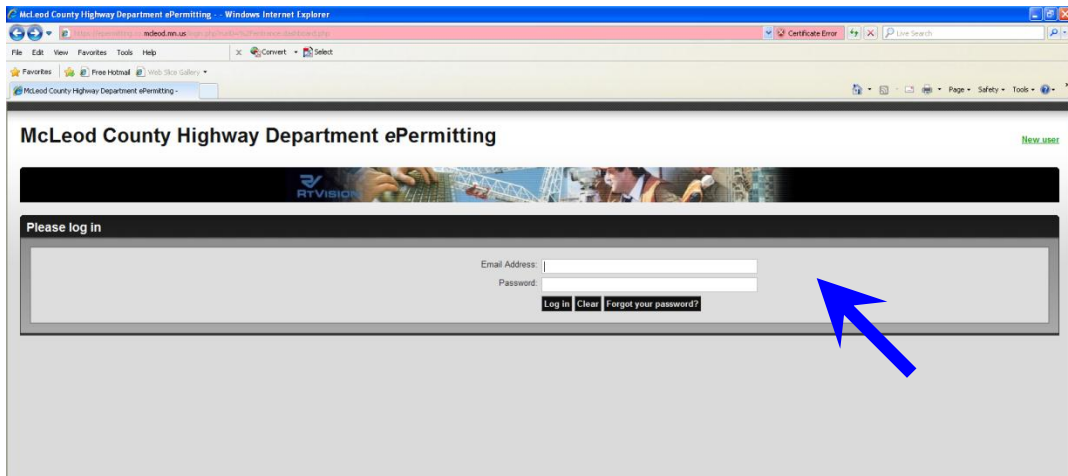


Account Log-In

To log into your user account, click “Login” in the upper right corner of the ePermitting application.

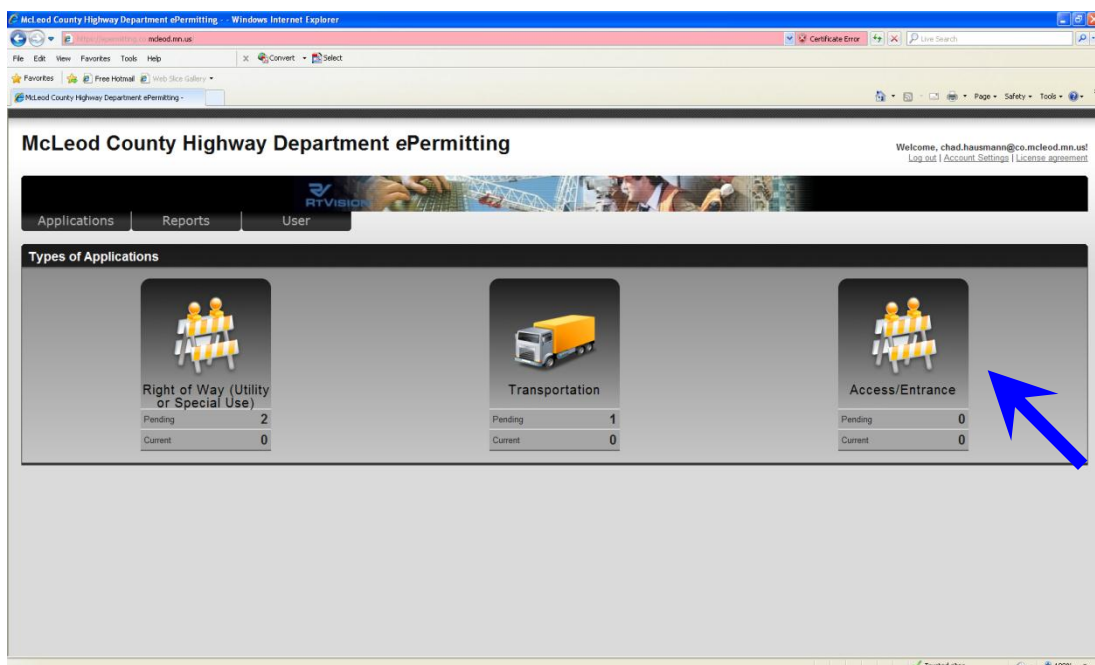


Enter your email address and password. After your initial log-in, you may be prompted to change your password. When you are logged in, you may change your password at anytime by selecting “Change Password” under “User”. Make sure you save your password.

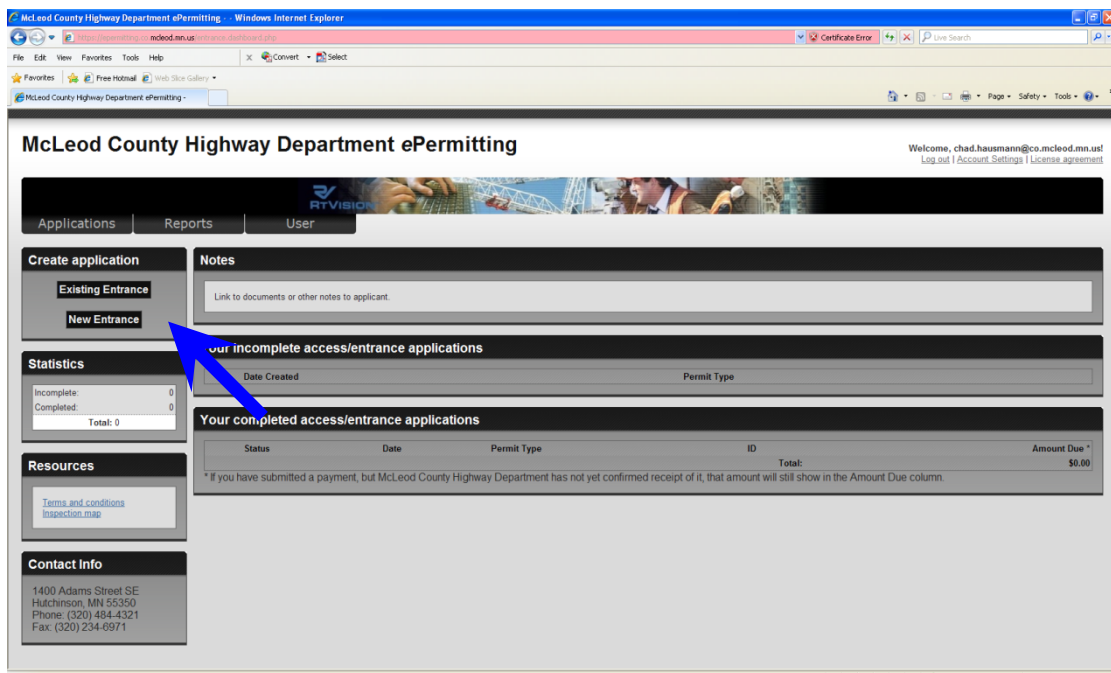


Submitting an Entrance Permit Application

Log in to your user account. You will be directed to the main ePermitting site. Click on the Entrance application.



You will be directed to the entrance permit main dashboard. The main dashboard is where you create a new entrance permit application. It also lists entrance permit applications that were previously submitted. Click “Existing Entrance” if you are widening a current entrance, or “New Entrance” to begin a new entrance permit application.



Step 1 - Entrance

In this step, you will identify the entrance Type, Surface, and expected Dates of construction.

The screenshot shows the 'New Entrance permit application' form in a web browser. The left sidebar lists steps 1 through 10, with '1. Entrance' selected. The main form area contains the following fields:

- Entrance Type:** A dropdown menu with options: Commercial, Farm, Field, Industrial, and Residential (selected).
- Surface Type:** A dropdown menu with options: Bituminous, Concrete, Gravel, Recycled bituminous or concrete, and Other (selected).
- Please specify if other:** A text input field.
- Dates:** Two date pickers labeled 'When is construction scheduled to be complete?' and 'When is the entrance needed by?'.

Navigation buttons 'Next >' and '< Previous' are visible at the top and bottom of the form area.

Step 2 – Location

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

The screenshot shows the 'New Entrance permit application' form in a web browser, now on Step 2: Location. The left sidebar shows '2. Location' selected. The main form area contains the following fields:

- Location Information:** A text input field for the proposed entrance location.
- Mark Location on Map:** A text input field for the location on the map.
- Find it:** A button to search for the location.
- Map:** A map showing the location of the entrance. The map includes a search bar, a scale bar, and a compass. The map shows the area around Glencoe, MN, with various roads and landmarks labeled.
- Address:** A text input field for the address or PID.
- Platted?** A checkbox labeled 'This property is: Platted?'. The 'No' option is selected.

Navigation buttons '< Previous' and 'Next >' are visible at the top of the form area.

YOU ARE REQUIRED TO DRAW THE ENTRANCE LOCATION ON THE MAP.

Scroll down and complete the “Address” and “Building” fields. When finished, click “Next”.

Step 3: Property

In this step, include the legal description of the property. The short version is acceptable and can be found on your property tax statement. When finished, click “Next”.

The screenshot shows the 'McLeod County Highway Department ePermitting' web application in Internet Explorer. The page title is 'McLeod County Highway Department ePermitting'. The user is logged in as 'chad.hausmann@co.mcleod.mn.us'. The application is titled 'New Entrance permit application' and is at step 3/10. The left sidebar shows a list of steps: 1. Entrance, 2. Location, 3. Property (selected), 4. Applicant, 5. Property Owner, 6. Contractor, 7. Sketch, 8. Terms, 9. Payment, 10. Review. The main content area has a 'Legal Description' text box. Navigation buttons '< Previous' and 'Next >' are visible.

Step 4: Applicant

In this step, review, confirm and add any applicable contact information about the applicant. This information should be representative of the actual person or contractor submitting the entrance permit. When finished, click “Next”.

The screenshot shows the 'McLeod County Highway Department ePermitting' web application in Internet Explorer. The page title is 'McLeod County Highway Department ePermitting'. The user is logged in as 'chad.hausmann@co.mcleod.mn.us'. The application is titled 'New Entrance permit application' and is at step 4/10. The left sidebar shows a list of steps: 1. Entrance, 2. Location, 3. Property, 4. Applicant (selected), 5. Property Owner, 6. Contractor, 7. Sketch, 8. Terms, 9. Payment, 10. Review. The main content area has a form titled 'Applicant Information' with fields for: * Name, * Address (with sub-fields for Address Line 1, City, State, and Zip Code), * Phone, and Email. Navigation buttons '< Previous' and 'Next >' are visible.

Step 5: Property Owner

In this step, enter the property owner information. If you are a contractor submitting the entrance permit application on behalf of a property owner, enter the property owner information in this step. If this information matches the Applicant, click “Same as Applicant”. When finished, click “Next”.

The screenshot shows the 'McLeod County Highway Department ePermitting' web application in Internet Explorer. The page title is 'New Entrance permit application' and the progress indicator shows '5/10'. A sidebar on the left lists steps 1 through 10, with '5. Property Owner' highlighted. The main content area has a 'Same as Applicant' button at the top. Below it, the 'Property Owner' section contains fields for Name, Address (Address Line 1, City, State, Zip Code), and Phone. Navigation buttons '< Previous' and 'Next >' are at the bottom of the form.

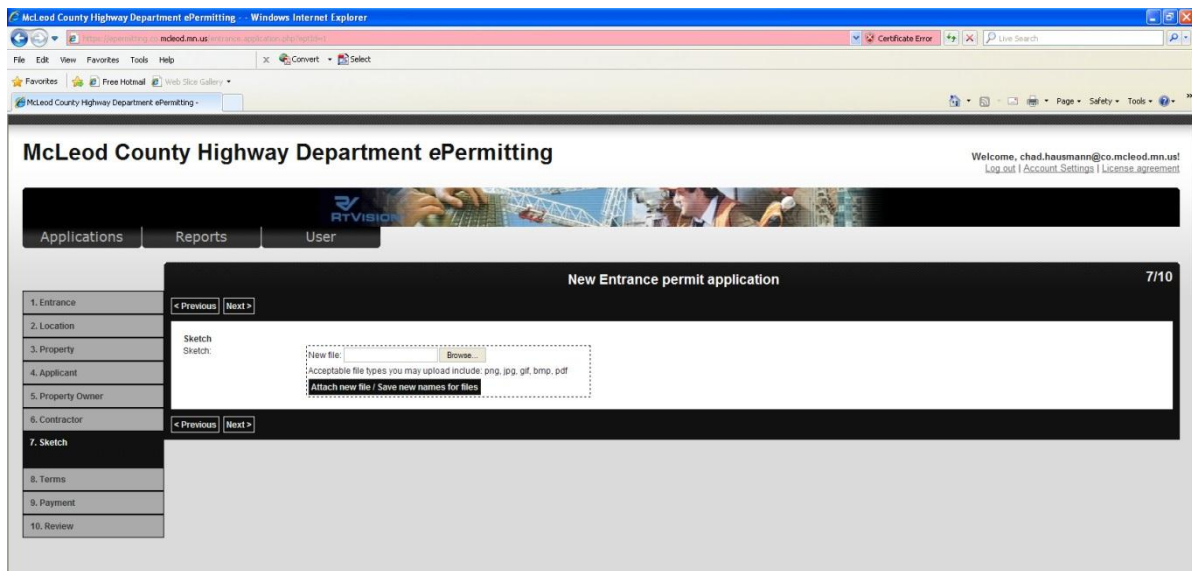
Step 6: Contractor

In this step, enter the contractor information. If you are a property owner submitting the entrance permit application on your own behalf and will hire a contractor to perform the work, enter the contractor information in this step. If you will be performing the work as the property owner, click “Same as Applicant” or “Same as Property Owner”, whichever matches. When finished, click “Next”.

The screenshot shows the same web application, but now at 'Step 6: Contractor', with the progress indicator at '6/10'. The sidebar highlights step 6. The main content area has two buttons: 'Same as Applicant' and 'Same as Property Owner'. Below these, the 'Contractor' section contains fields for Name, Address (Address Line 1, City, State, Zip Code), and Phone. Navigation buttons '< Previous' and 'Next >' are at the bottom of the form.

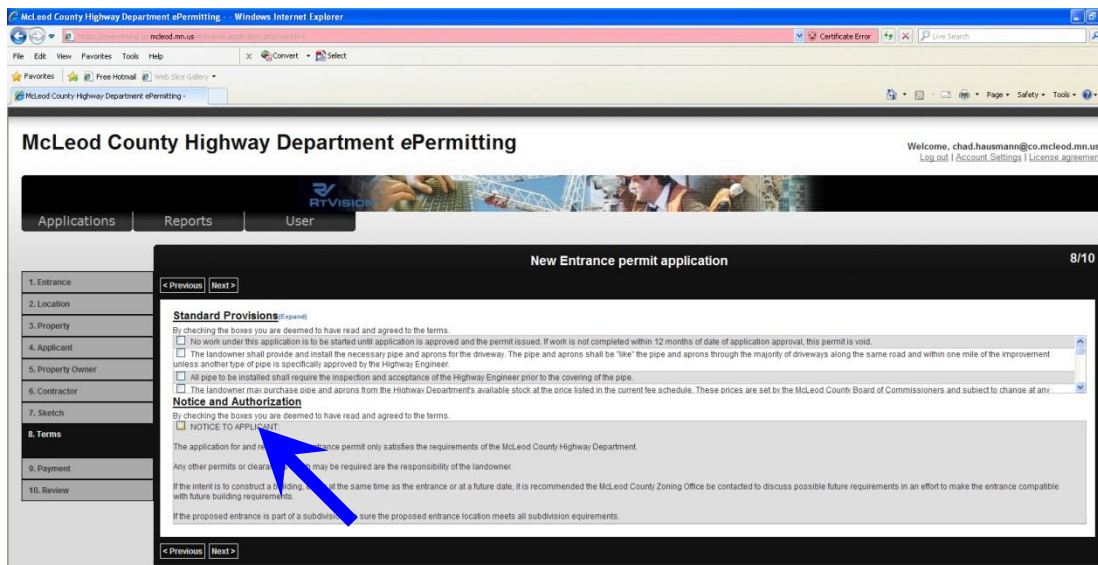
Step 7: Sketch

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 may proceed with the entrance permit application without attaching a sketch/site plan. The sketch/site plans you have attached will be listed for your review. When finished, click “Next”.



Step 8: Terms

You are required to agree to the entrance permit application terms. Please read all the terms. If you do not have any questions, click the checkbox to accept the terms. When finished, click “Next”.



Step 9: Payment

In this step, you are required to select a payment method. The entrance permit fees are listed in the Cost column. At this time, you may pay by personal check or Credit Card. There is NO additional fee to use the Credit Card option. Payment is payable to “McLeod County Auditor-Treasurer”. Be sure to

reference the entrance permit number on the check memo. The check may be mailed or dropped off to the McLeod County Highway Department Office, at 1400 Adams St. SE, Hutchinson, MN 55350.

THE ENTRANCE PERMIT APPLICATION WILL NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED IN FULL.

Once your payment is submitted and receipted into McLeod County, you will receive an email notifying you that payment has been received. The entrance 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 McLeod County at 320-484-4321.

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

When finished, click “Next”.

The screenshot shows a web browser window with the URL <http://mcLeod.en.us>. The page title is "McLeod County Highway Department ePermitting". The user is logged in as "chad.hausmann@co.mcleod.mn.us". The navigation menu includes "Applications", "Reports", and "User". The main content area is titled "New Entrance permit application" and shows a progress bar with 10 steps. The current step is "9. Payment". The form fields include "Payment method" (radio buttons for "Check" and "Credit Card"), "Fees" (a table with columns for "Apply Name", "Instructions", "Cost", and "Payment Total"), and "Payment Total" (\$0.00). The "Payment Total" field is highlighted in yellow.

Apply Name	Instructions	Cost	Payment Total
			\$0.00

Step 10: Review

This step provides an opportunity for you to review your entrance permit application.

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

After you have verified the information in your entrance permit application is correct, click “Finish” to submit your entrance permit application to McLeod County for review.

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

YOU MAY NOT BEGIN WORK UNTIL THE ENTRANCE PERMIT APPLICATION IS APPROVED.

WORK AUTHORIZATION

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

THE APPLICANT IS REQUIRED TO INSTALL A WOODEN SURVEY STAKE AT THE CENTERLINE OF THE PROPOSED ENTRANCE. MCLEOD COUNTY PERSONNEL MUST REVIEW THE ACTUAL LOCATION OF THE NEW ENTRANCE IN THE FIELD.

Once McLeod County has reviewed and approved your entrance permit application, you will receive an email stating your entrance permit application is approved and the entrance permit status will be changed to “Active” on your main dashboard. Upon receipt of this email confirming the entrance permit is approved, you may start your work. **YOU ARE NOW AUTHORIZED TO BEGIN WORK.**

While viewing the entrance permit, you can print by clicking the “Print” icon in the upper right corner of the permit application. Your entrance 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 **20XX-XX**. The letter “20XX” stands for year the entrance was submitted, the first four numbers are the year, and the second set is the series number of the permit.

YOU MUST POSSESS A COPY OF THE ENTRANCE 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 ENTRANCE PERMIT IN THE FIELD.

Final Inspection

Upon completion of the work identified in your entrance permit, **YOU ARE REQUIRED TO FLAG YOUR ENTRANCE PERMIT FOR INSPECTION**. Click the “Flag” icon next to the entrance permit that is ready for inspection. This will notify McLeod County to inspect your entrance. Once the entrance has been inspected and work accepted by McLeod County, the entrance permit status will be changed to “Complete”. McLeod County will not close-out your entrance permit until the worksite has been inspected and has been satisfactorily restored in accordance with the entrance permit terms and conditions.

IT IS YOUR RESPONSIBILITY AS THE PERMITTEE TO REQUEST FINAL INSPECTION. FAILURE TO REQUEST INSPECTION AND/OR SATISFACTORILY COMPLETE THE WORKSITE IN ACCORDANCE WITH THE TERMS AND CONDITIONS MAY RESULT IN THE LOSS OF THE PERMIT FEE DEPOSIT AND/OR THE SUSPENSION OF APPROVAL FOR FUTURE ENTRANCE PERMIT APPLICATIONS.

Managing Entrance Permits

The main dashboard of the ePermitting application is divided into two main sections. The first section is for incomplete entrance permit applications you are currently working on and have not yet submitted to McLeod County. These entrance permit applications are listed under “Your incomplete entrance applications”. The permit listing for this section includes the date you last worked on the permit type. When working on a new entrance permit application, you may exit the ePermitting application at any time and return later and continue your incomplete application. Click on the “Pencil” icon to continue working on the entrance permit application. If you want to delete an incomplete entrance permit application, click on the “X” icon.

The second section is for entrance permit applications you submitted to McLeod County. These entrance permit applications are listed under “Your completed entrance applications”. The permit listing for this section includes the permit status, date submitted, permit type, permit number (ID), and the amount due. You may view a completed entrance permit application by clicking the document icon next to the entrance permit. While viewing an entrance permit, you can print by clicking the “Print” icon in the upper right corner of the application. If you would like to cancel an entrance permit application, click the “X” icon. You will not be charged the installation deposit or permit fee for canceled entrance permit applications.

The following are definitions for each permit status.

Pending review: The entrance permit application was submitted but has not been approved.

Active: The entrance permit application has received final approval. Work may begin at any time.

Ready for Inspection: The Permittee has requested final inspection of the worksite.

Complete: The entrance permit has had a final inspection and was marked as complete. The worksite is complete and satisfactory.

In the “Statistics” pod located on the left side of the main dashboard, you can track the number of entrance 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 entrance 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 McLeod County Highway Department.

Resources

If you have questions regarding the ePermitting application, please contact McLeod County at the following.

Phone number: 320-484-4321

Email Address: mcleod.highway@co.mcleod.mn.us

McLeod County Highway Department Address:

McLeod County Highway Department
1400 Adams Street SE
Hutchinson, MN 55350

McLeod County Highway Department Website: www.co.mcleod.mn.us/highway