

Utility Permit Overview

Welcome to the Crow Wing County Permitting Website. This tutorial has been created to guide you through the Utility application. If you have any questions, please call us at: (218) 824-1110 or email at: highwayinfo@crowwing.us

If you do not have an account in this system, please **register** by clicking the link. If you already have an account, please skip to page 4.



Welcome to Crow Wing County Online Permit Portal

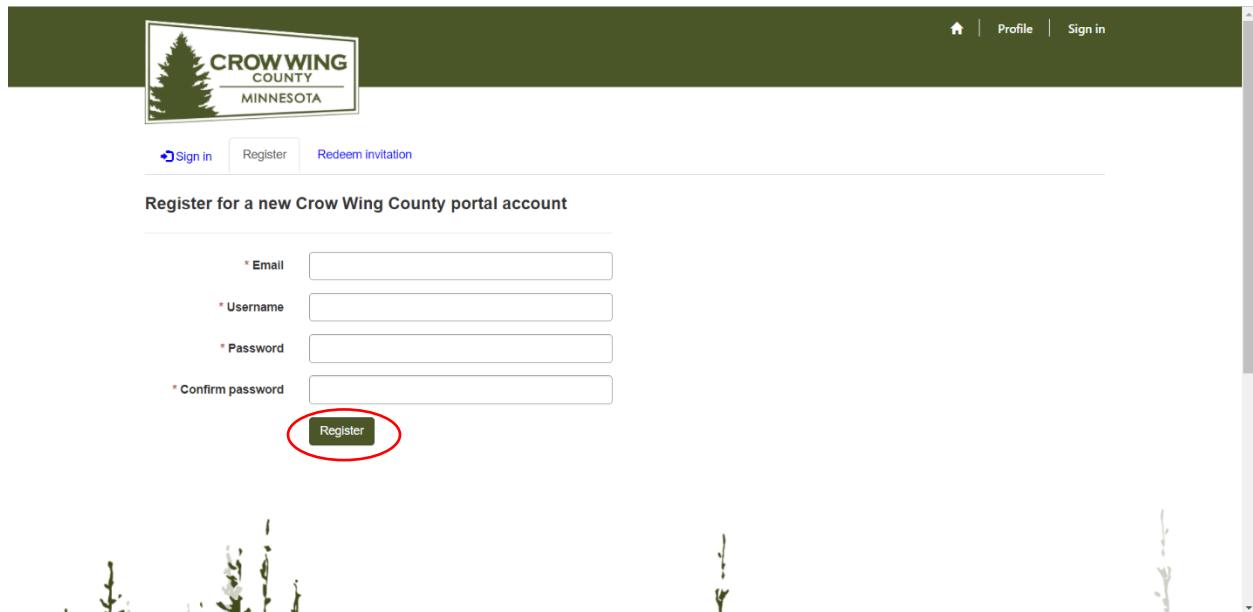
Please [sign in](#) or [register](#) to begin a new application or to view existing applications.

Sign In

Register



Fill in information as required and click **Register**.



Register for a new Crow Wing County portal account

* Email

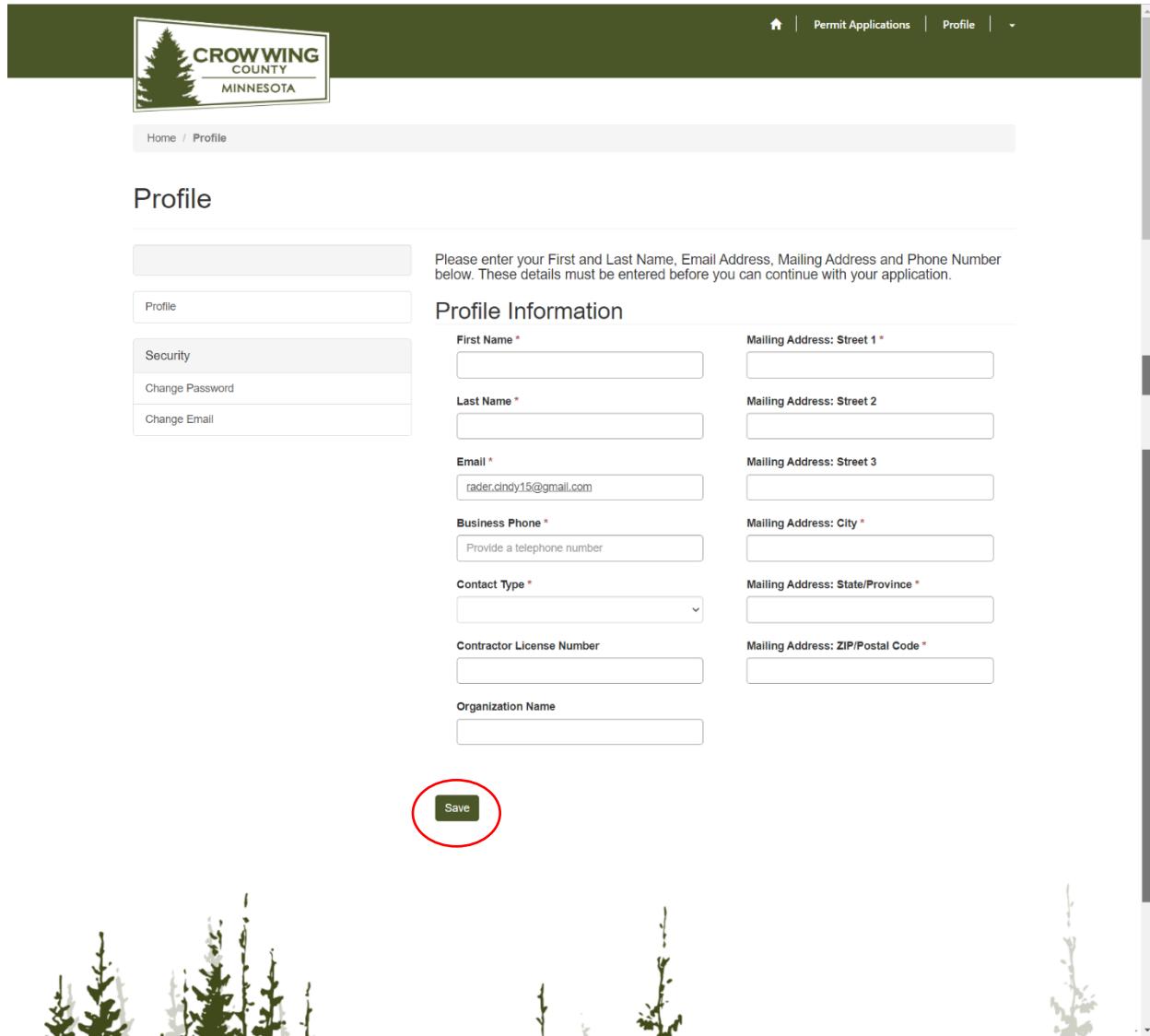
* Username

* Password

* Confirm password

Register

Fill in appropriate information and click **Save**.



The screenshot shows a web-based application for profile management. At the top, there is a dark green header bar with the Crow Wing County Minnesota logo on the left and navigation links for Home, Permit Applications, Profile, and a dropdown menu on the right. Below the header, the page title is "Profile".

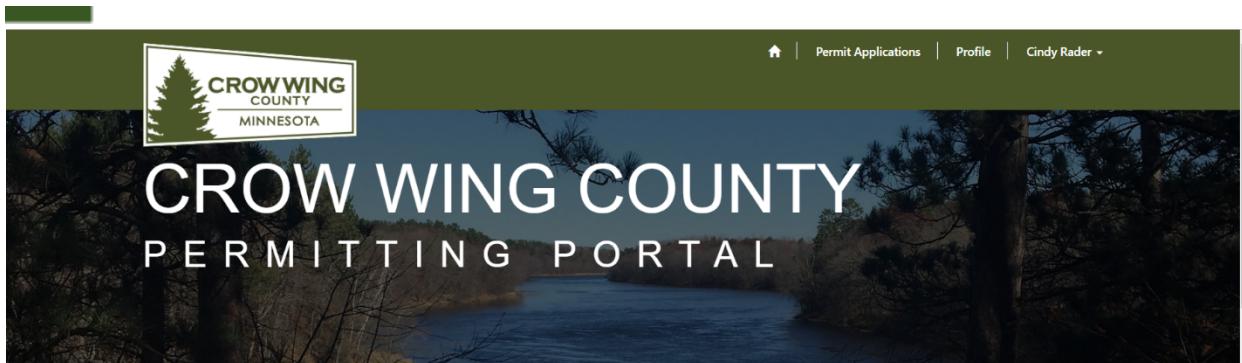
On the left, there is a sidebar with links for Profile, Security, Change Password, and Change Email. The main content area is titled "Profile Information". It contains several input fields for personal and contact information, each with a required asterisk (*).

The fields include:

- First Name: [Input Field]
- Mailing Address: Street 1: [Input Field]
- Last Name: [Input Field]
- Mailing Address: Street 2: [Input Field]
- Email: [Input Field] (Value: rader.cindy15@gmail.com)
- Mailing Address: Street 3: [Input Field]
- Business Phone: [Input Field] (Value: Provide a telephone number)
- Mailing Address: City: [Input Field]
- Contact Type: [Input Field]
- Mailing Address: State/Province: [Input Field]
- Contractor License Number: [Input Field]
- Mailing Address: ZIP/Postal Code: [Input Field]
- Organization Name: [Input Field]

At the bottom center of the form, there is a "Save" button, which is highlighted with a red circle.

Click on Highway Permits.



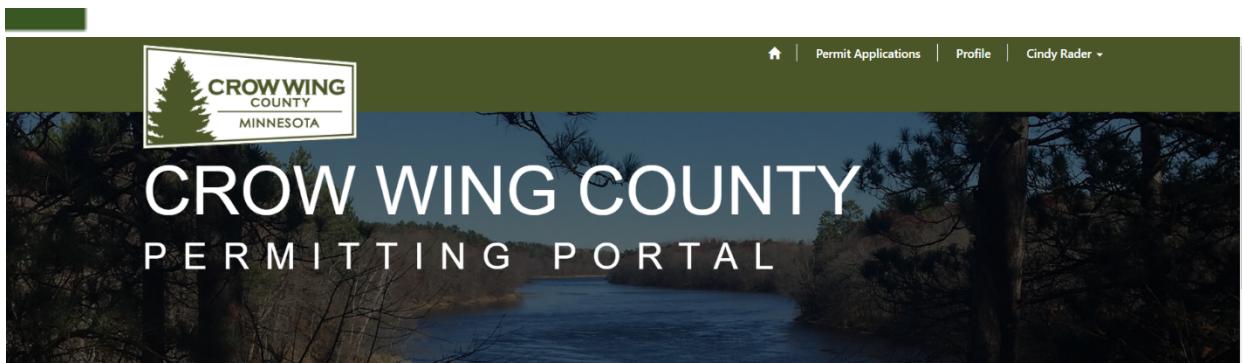
Welcome to Crow Wing County Online Permit Portal

Here you can apply for permits within Crow Wing County. Please select a department below to view the permit types available to be applied for online through this portal. The system will guide you through the application process & requirements for a complete application. If you find that you don't have all of the necessary materials & documents for submitting your application, this program will auto-save & you will be able to pick up where you left off.

We look forward to working with you!



Click on Utility Permit.



Welcome to Crow Wing County Online Permit Portal

Here you can apply for permits associated with driveway/entrance accesses, moving oversize loads, order installation of mailbox supports, special events such as parades or races, utility installations, one-time maintenance in the First Assessment District, & specific service signs. The system will guide you through the application process & requirements for a complete application. If you find that you do not have all of the necessary materials & documents for submitting your application, this program will auto-save & you will be able to pick up where you left off. If you have any questions during the application process, please call our Highway team at 218-824-1110 or email highwayinfo@crowwing.us.

We look forward to working with you!



Fill out the contractor information, then click **Next**.



Home / Incomplete Highway Pe... / Utility Permit

Utility Permit

Contractor Information

Company Performing Work

Contractor Name

Contact Person

Contact's Phone Number

 Provide a telephone number

Contact's Email Address

Street 1

Street 2

City

State

Zip Code

Next

Fill out all of the utility company information, then click **Next**.



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Utility Permit

Contractor Information ✓ **Utility Company**

Utility Company

Contact Person

Utility Contact's Phone Number

Provide a telephone number

Utility Contact's Email

Utility Company Address Street 1

Utility Company Address Street 2

Utility Company City

Utility Company State

Utility Company Zip Code

Utility Project / Job Name

Previous

Next

First use the search button to find your county road. Next enter the length of work area from the drop down. On the map search for the starting address in the search field. Once you have located the starting point, use the smart editor to select the point or line of utility and click on the map where it will be. Enter into the notes what the point or line is and hit save. Now click **Next** to move to the next page.

Home / Incomplete Highway Pe... / Utility Permit

Utility Permit

Contractor Information ✓ Utility Company ✓ Project Location

Permits are available for work along a single road up to a five-mile length. File a separate permit for work areas that continue along an additional road.

How to use the map:

1. Select the county road where the utility will be installed to verify need for Utility Permit application.
2. Select length of work area from dropdown.
3. Enter the starting address on the top left of the map below.
4. Click the "Enhanced Smart Editor" box and then select either the point or line.
5. For the point, click on the map where the utility will be installed.
6. For the line, click on the map to start drawing the line. Once the line is at the location and length needed double click to end the drawing.
7. After clicking either the point or line, enter in the notes what the point or line is.
8. Scroll down and click "Next" to proceed.

County Road*

Length of work area in miles. Maximum work area is 5 miles. If work extends further, please file a separate permit.*

ESRI Edit Widget with ArcGIS Web AppBuilder

18945 Tower Rd, Ironton, MN, 5k

Show search results for 18945 Tower ...

Search result

18945 Tower Rd, Ironton, MN, 56455, USA

Zoom to

Smart Editor

Select a template to create features or click a feature on the map to edit it

HighwayPermits - Points (Driveway and Mailbox Permits)

Driveway Mailbox Utility

HighwayPermits - Lines (Utility Permits, One Time Move Permits)

Permit Lines

Previous

Review the utility policy and click **Next**.



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Utility Permit

Contractor Information ✓ Utility Company ✓ Project Location ✓ Review Rules and Regulations

Please review the Rules and Regulations for Utilities on County Maintained Roadways

[Link to Policy](#)

I have read and agree to Utility Installation terms *

No Yes

Previous **Next**

First select the type of facility then select the method of installation. Use the **Add Files** button to upload a copy of your project plans. If you selected gas facility then move to page 12 Now click **Next**.



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Utility Permit

Contractor Information ✓ Utility Company ✓ Project Location ✓ Review Rules and Regulations ✓ Work Site

Work Site Details

Type of facility work *

Method of installation *

Is this project a part of a county highway construction project

No Yes

Please upload a copy of your project plans.

Add files **New folder**

There are no folders or files to display.

Previous **Next**

First select the aerial type. If you **won't** meet either of the requirements add an explanation as to why you won't. Click **Next** to move to the next step. (If you are only applying for an underground permit, move to page 12).



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Utility Permit

Contractor Information ✓ Utility Company ✓ Project Location ✓ Review Rules and Regulations ✓ Work Site ✓ **Aerial Construction Method**

Aerial Type *

Aerial installation will meet requirement that all poles, support structures, guy wires be placed in outer 5 feet of right-of-way.
Ⓐ No Ⓑ Yes

Aerial installation will meet requirement that crossing be a minimum of 22' above roadway surface
Ⓐ No Ⓑ Yes

Please add explanation why minimum standards cannot be met.

Add any other pertinent information

Previous **Next**

First select the underground type. If you **won't** meet all of the requirements add an explanation as to why you won't. Click **Next** to move to the next page. (If you are only applying for aerial permit, move to page 13).



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Utility Permit

Contractor Information ✓ Utility Company ✓ Project Location ✓ Review Rules and Regulations ✓ Work Site ✓ Aerial Construction Method ✓

Underground Construction Method

Underground Type *

Underground Installation under roadbeds will meet requirement of 60" minimum depth.
Ⓐ No Ⓑ Yes

Underground Installation outside roadbeds will meet requirement of 36" minimum depth.
Ⓐ No Ⓑ Yes

Underground Installation outside roadbeds will meet requirement being in outer 5' of right-of-way and parallel to road
Ⓐ No Ⓑ Yes

Please add explanation why minimum standards cannot be met.

Add any other pertinent information

Previous **Next**

Fill out any necessary fields, then click **Next**.



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Utility Permit

Contractor Information ✓ Utility Company ✓ Project Location ✓ Review Rules and Regulations ✓ Work Site ✓ Aerial Construction Method ✓

Underground Construction Method ✓ **Work Area**

Extent and location of tree trim and/or clearing

Describe any necessary traffic control needed

Miscellaneous Information

[Previous](#) **Next**

Review payment summary. Choose either Submit and Pay Online or Submit and Pay in Person or by Mail. (Payment must be received to process your order.)



Home / Application Payment Summary

Application Payment Summary

Please note that you MUST select a payment option by selecting one of the buttons below in order to submit your permit application for review. Applications submitted without payment will be considered incomplete until payment is established - except for those that do not require a fee. Online payments will be redirected to an online payment vendor for processing. You may need to allow pop-ups to proceed.

Please note that if you have selected "Pay by mail or drop off payment" that you can always return to your application to pay online. Simply select "click here to pay!" from the list of submitted applications on the home page.

Questions about payment can be directed to Crow Wing County Highway Department at 218-824-1110 or highwayinfo@crowwing.us. Our office is located at 16589 County Road 142, Brainerd MN 56401. Business hours are Monday – Friday 8 am to 4:30 pm.

Fee Schedule	Fee	Credit From Previous Payment	Amount Due
Utility Permit - First Mile	\$100.00	\$0.00	\$100.00
Utility Permit - Additional Miles	\$100.00	\$0.00	\$100.00
Total			\$200.00

[Submit and Pay Online](#)

[Submit and Pay in Person or by Mail](#)