Online Permit Guide

The following step by step process shows how to apply for a permit using OneGov permitting in Aitkin County. Questions? e-mail Planning & Zoning **aitkinpz@co.aitkin.mn.us** or call us **(218) 927-7342**

This document is intended to assist in answering frequently asked questions about land use requirements in Aitkin County. Please note this guide is only a summary and not intended as a legal authority on specific land use requirements.

1. Log In & Start Up

- Go to the OneGov website https://mn-co-aitkin-pz.onegov.rtvision.com/index.php or scan the QR code.
- Select the appropriate application from the selection, then 'Sign Up' to set up your account.

2. Application

- Complete the application fields step by step and attach any necessary forms. Once an application is started it is assigned a UID# to reference. The application will auto-save and you can resume where you left off.

3. Invoice & Payment

- Select your payment method on the invoice.
- Pay Online through our vendor with Credit, Debit or eCheck. *A convenience fee is charged for using this service.*
- To pay by Check make payable to Aitkin County and mail to Aitkin County Planning & Zoning, 307 2nd St NW Room 219, Aitkin, MN 56431.
- **Applications are not processed until paid. If you have questions on fees please contact Planning & Zoning prior to payment.*

4. Finish

- Review the application and invoice for completeness, then click Finish. Applicant will receive an email confirmation that the application was submitted.

5. Under Review

- Planning & Zoning reviews your application for completeness and conducts necessary site visits. Applicant may be contacted to obtain additional information before it is deemed complete.
- Notice of Approval or Denial of permit can take up to 60 days from a complete application, however our goal is 2 weeks. Applicant will be notified by email with the results of the permit.

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FREQUENTLY ASKED QUESTIONS

When can I expect to receive the permit?

The Zoning Office will review your application and perform any necessary site visits prior to approving your application.

Applicant will receive an email notification with the results of your permit request. If the request is approved you will receive the permit by email and it will be mailed.

MN Statute states an agency must approve or deny a request within <u>60 days</u> from the date of receiving a <u>complete</u> application; however, our office goal is *2 weeks*. *<u>Incomplete applications will be returned.</u>*

What can I apply for online?

Applicants can apply for all types of applications, including: Land Use/Building, Land Alteration, Vegetation Alteration, Administrative Subdivision, Lot Line Adjustment, Septic Systems, Variance, Conditional/Interim Use, Rezone, Plat, Vacation Rental, Mining Operations, etc.

Is it required to use online permitting?

Yes, it is required to apply for all permits online. The online process will allow for faster processing of permits and more accurate reporting to other government agencies, among other advantages.

If you need assistance applying online, the Zoning Office is able to assist you either over the phone or in person at our public work station. It is best to contact the Zoning Office ahead to assure staff is available to help before coming in. Please come prepared with an active email address, a site plan, and any other required information depending on the project.

What if I don't have a computer or scanner?

If you do not have a computer, a public workstation is available to use next to the Zoning Office. If you are planning to use the Zoning Office public work station to apply, it is best to contact the Zoning Office ahead to assure staff is available to help. Please come prepared with an active email address, a site plan, and any other required information depending on the project type.

If you do not have a scanner or phone to upload your documents to the application, you can email to aitkinpz@co.aitkin.mn.us and reference the Parcel # or UID#. You can also mail or drop off the documents at the Zoning Office for help attaching them.

Who do I contact for an Electrical Permit and Inspection?

The State of MN handles all electrical permits and inspections through the MN Department of Labor and Industry. For more information go to https://www.dli.mn.gov/