

Frequently Asked Questions: Online Permitting

Why did Aitkin County decide to go to online permitting? Online permitting gives applicants the flexibility of completing, paying, and submitting permits online. The online permit option allows an application to be submitted outside of regular business days/hours. The applicants are able to view the status of their permit and receive automatic email notifications when it has been reviewed and/or approved. This may expedite the process, as the applicant will not have to wait for their hard card permit to arrive in the mail.

Is it required to use the online permitting process? Yes, all permits will be required to be submitted in this form. However, the Zoning Office is able to assist you either over the phone or in person at our office. This application process will allow for faster and more accurate reporting to the State of MN and other government agencies, among other advantages.

How can I pay for my application? The online permitting system allows applicants to pay online with a minimal convenience fee. If you are not interested in paying online, you still have the option of sending in or dropping off a check/cash. Check should be made payable to: Aitkin County Zoning. Please note, applications will not be considered complete until the full payment has been received. Incomplete applications are returned to the applicant.

What if I don't have a computer or a scanner? The online permitting program requires the applicant to create an account (email address required) in order to access the site and view the status of their application. Applicants are notified via email during each step of the application process. If you do not have a computer you should visit the local public library or the Zoning Office for use of the public work station. If you are planning to come to the Zoning Office to apply, please come prepared with an active email address, a site plan, and any other required information depending on the project type.

When can I expect to receive the permit?

The Zoning Office will review your completed application and perform any necessary site visits prior to approving your application. You can view the status of the application and notes by the Zoning staff at any time by scrolling to the bottom of the application.

Please note, MN Statute states an agency must approve or deny a request within 60 days, however; our office goal is 2 weeks from the date of receiving a completed application.

You will receive an email notification with the results of your permit application. The email will include a link to view the results and attachments, which can be printed and posted at the project site.

Questions?

Contact us at (218) 927-7342 or aitkinpz@co.aitkin.mn.us

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.

Online Permit Applications – How to Apply

How do I get started?

Aitkin County's online permitting link can be found on our Environmental Services department page on the Aitkin County website www.co.aitkin.mn.us or by entering the website directly at: <https://pzpermit.co.aitkin.mn.us/index.php>

If you are a new user, please Sign Up, located at the top right of the page. Once your account is created please Log In.

Step 1

Select the application type from the list of options. The application will walk you through every step. Some have external links, examples, and detailed descriptions of what is required. Once an application is started it is placed in "incomplete" status and assigned a unique identification number.

Step 2

Complete the required sections of the application and agree to the terms and conditions.

Step 3

The permit fees are calculated automatically within the application. If you have questions on the fees, please call the Zoning office prior to finishing the application. Under Invoice, select the expected payment method.

- To pay online: select Credit Card or Electronic Check, click Make Ready to Pay Online and click Next. Review the grand total and click Finish. When you are ready to check out select Pay with Credit Card or ECheck. You will be directed to the Online Payment Page to enter payment information. Enter information, select Continue, and Accept Payment.
- To pay by check: select Check To Be Mailed. Click Next, review the grand total, and click Finish. Please make check payable to Aitkin County Zoning and mail check to:

Aitkin County Planning & Zoning
209 Second St. NW Room 100
Aitkin, MN 56431

Step 4

Once the application is completed and you have clicked Finish, review the application and electronically sign under the Approvals section.

The finished application will be sent automatically to the Zoning staff. You will receive an email notification when the Zoning Office receives your application.

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