

Land Use Permit Online Application Instructions

1. Go to the following website and click "Apply Now":

<https://www.stlouiscountymn.gov/departments-a-z/planning-development/land-use>

LAND USE

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LAND USE

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- [Building & Moving Structures](#)
- [Variance](#)
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The Land Use Division is responsible for the administration and enforcement of land use regulations for county administered areas.

To find zoning information, click Maps on the left side of the page and you will be directed to the [County Land Explorer](#).

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[Land Use Videos](#)

[Short Term Rentals](#)

CONTACT

Duluth
[Government Services Center](#)
218-725-5000

Virginia
[Government Services Center](#)
218-749-7103
[Email](#)

[All contacts](#)



2. Click on "Land Use"

Portal Links

SLC Business and Merchant Licenses You may apply for various types of licenses required in St. Louis County to operate businesses and merchant endeavors. What would you like to do? Auctioneer License Fireworks/Pyrotechnic Special Effects Display Permit Liquor Licenses Precious Metal Dealer License Tobacco Products License Transient Merchant License	SLC Health and Human Service Conference You may register to be an attendee, a co-sponsor, an exhibitor or a presenter for the Health and Human Service Conference. What would you like to do? Champion and Advocate Sponsor Ally Sponsor
SLC Liquor Law & Tobacco Products Violation You may view or pay for your liquor law or tobacco products violations. What would you like to do? Liquor Law Violation Tobacco Products Violation	SLC Extension Services You may register for various Extension Services Events. Events eligible for registration are listed on our website: Garden and Lawn Educational Resources and Events Select the link below to register for a Horticulture Event. Horticulture Events
	SLC Planning and Community Development To view what information you will need to fill out an online application or to print off a paper copy go to: http://www.stlouiscountymn.gov/buildingstructures Land Use Search our Land Use database Search our Land Use database

Land Use Permit Online Application Instructions

3. Click on "Land use application"

Planning and Community Development: Land Use

Start a New Permit

 <p>Land use application The land use permit application can be used for many types of construction. If you are building a structure, moving a structure, or adding to a structure, a land use permit must be submitted. http://www.stlouiscountymn.gov/buildingstructures</p>	 <p>Conditional use applications St. Louis County requires conditional use permits for most types of commercial use and businesses, industrial uses, outdoor signs, planned developments, and certain short term rental uses, etc. http://www.stlouiscountymn.gov/LANDPROPERTY/BuildingZoning/LandUse(Building)/NewBusinessExpansion.aspx If you are unsure if your project requires a conditional use permit, please contact our office at (218) 725-5000 or (218) 749-7103 or by email at planninginfo@stlouiscountymn.gov</p>
 <p>Land alteration application A land alteration permit is necessary for filling, grading, and/or excavating on or near shoreland property. http://www.stlouiscountymn.gov/LANDPROPERTY/BuildingZoning/LandUse(Building)/LandAlteration.aspx</p>	 <p>Borrow (Gravel) Pits/Extractive Use A borrow pit is a land use involving the excavation or digging of material for use as fill at another site. A permit is required whenever there is borrow material for sale. A General Purpose Commercial Borrow Pit requires a Conditional Use Permit and public hearing and a Public Works Borrow Pit requires a Performance Standard Permit http://www.stlouiscountymn.gov/LANDPROPERTY/BuildingZoning/LandUse(Building)/Borrow(Gravel)Pits.aspx If you are unsure if your project requires a conditional use permit, please contact our office at (218) 725-5000 or (218) 749-7103 or by email at planninginfo@stlouiscountymn.gov</p>
 <p>Rezoning application In some cases, rezoning a parcel may be necessary as the current zoning may be incompatible with the current activities in the area. http://www.stlouiscountymn.gov/LANDPROPERTY/BuildingZoning/LandUse(Building)/RezoningProperty.aspx?folderId=2652&view=gridview&pageSize=10</p>	 <p>Subdividing Property Nearly all land divisions in Minnesota are regulated by local authorities. St. Louis County Ordinance 60 regulates the subdivision of land outside of municipalities (cities). Subdivision of property may require review to ensure property meets minimum requirements and is suitable for development. http://www.stlouiscountymn.gov/LANDPROPERTY/BuildingZoning/SubdividingProperty.aspx?</p>

4. Click on "Register Now" to create an account. If you already have an account, login using your credentials to the left of "Register Now".

Access to this page requires you to be logged in. After logging in, you'll be returned to your selection.

Log In

Enter your User Name and Password

User Name:

Password:

Remember Me

[Forgot your user name?](#)
[Forgot your password?](#)

Are you a new user?

Don't have a User Name?

Create one today so you can use the St. Louis County Citizen Portal!

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Land Use Permit Online Application Instructions

5. Fill out all required information and click "Create User" at the bottom to create an account.

Sign Up For Your New Account

(Fields marked with an * are required.)

Select a Logon ID and Password

Logon ID you want to use: *

Password: *

Confirm Password: *

Personal Information

Salutation

First Name *

Middle Name

Last Name *

Business Phone

Home Phone

Cell Phone

Fax

E-Mail Address *

Confirm E-Mail Address *

Mail To Name

Address Line 1 *

Line 2

Line 3

City *

Country *

State or Province *

Postal Code *

Date of Birth

In Case You Forget Your Password...

Security Question: *

Security Answer: *

6. You should receive an email from crm@stlouiscountymn.gov with the information below. You will need to click the link in the email to activate the account.

Your citizen portal account with St. Louis County has been successfully created and your user id is: SmithJ

To activate your account please navigate to the following link to confirm your email address:

<<http://CRM2016test.stlouiscountymn.gov/Common/Verification.aspx?uid=c29d092b-21a1-ea11-80ec-0050568d1b08>>.

Land Use Permit Online Application Instructions

- Once you click the link, you will be brought back to the Land Use Permit application page like in step #3. Click on “Land use application”.

Planning and Community Development: Land Use

Start a New Permit

 <p>Land use application The land use permit application can be used for many types of construction. If you are building a structure, moving a structure, or adding to a structure, a land use permit must be submitted. http://www.stlouiscountymn.gov/buildingstructures</p>	 <p>Conditional use applications St. Louis County requires conditional use permits for most types of commercial use and businesses, industrial uses, outdoor signs, planned developments, and certain short term rental uses, etc. http://www.stlouiscountymn.gov/LANDPROPERTY/BuildingZoning/LandUse(Building)/NewBusinessExpansion.aspx If you are unsure if your project requires a conditional use permit, please contact our office at (218) 725-5000 or (218) 749-7103 or by email at planninginfo@stlouiscountymn.gov</p>
 <p>Land alteration application A land alteration permit is necessary for filling, grading, and/or excavating on or near shoreland property. http://www.stlouiscountymn.gov/LANDPROPERTY/BuildingZoning/LandUse(Building)/LandAlteration.aspx</p>	 <p>Borrow (Gravel) Pits/Extractive Use A borrow pit is a land use involving the excavation or digging of material for use as fill at another site. A permit is required whenever there is borrow material for sale. A General Purpose Commercial Borrow Pit requires a Conditional Use Permit and public hearing and a Public Works Borrow Pit requires a Performance Standard Permit http://www.stlouiscountymn.gov/LANDPROPERTY/BuildingZoning/LandUse(Building)/Borrow(Gravel)Pits.aspx If you are unsure if your project requires a conditional use permit, please contact our office at (218) 725-5000 or (218) 749-7103 or by email at planninginfo@stlouiscountymn.gov</p>
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- Click on “Create Application”

Home Maintain Contact Information Contact Us Logout

Planning and Community Development: Land Use

Home >> Start Permit >> Land use application

You have selected the following Permit Type

 <p>Land use application: The land use permit application can be used for many types of construction. If you are building a structure, moving a structure, or adding to a structure, a land use permit must be submitted. http://www.stlouiscountymn.gov/buildingstructures</p>

Cancel Create Application

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Land Use Permit Online Application Instructions

9. The area circled below shows your Application ID, application date, and permit status. You will also find other information such as the permit type, the date the permit was closed (when issued), and the balance due.

Planning and Community Development: Land Use

[Home](#) >> [Record Overview](#)

Application ID:	20-000127	Permit Type:	Land use application
Application Date:	5/28/2020	Closed On:	
Permit Status:	Pending Application Completion	Balance Due:	0.00

The land use permit application can be used for many types of construction. If you are building a structure, moving a structure, or adding to a structure, a land use permit must be submitted. <http://www.stlouiscountymn.gov/buildingstructures>

You have no new messages. [Send a New Message](#)

Application Progress (0%)

Legend: Incomplete: Complete: Locked: Open for Edit: View-only: Allows Attachments: Allows Submission:

1. Enter application details

Completed?

[Edit](#)

2. Add attachments

Completed?

3. Submit and Pay for Application

Completed?

No Charges Exist.

[Cancel this application](#) [Exit](#)

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10. Click on "Edit" to complete the application details.

[Home](#) [Maintain Contact Information](#) [Contact Us](#) [Logout](#)

Planning and Community Development: Land Use

[Home](#) >> [Record Overview](#)

Application ID:	20-000127	Permit Type:	Land use application
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The land use permit application can be used for many types of construction. If you are building a structure, moving a structure, or adding to a structure, a land use permit must be submitted. <http://www.stlouiscountymn.gov/buildingstructures>

You have no new messages. [Send a New Message](#)

Application Progress (0%)

Legend: Incomplete: Complete: Locked: Open for Edit: View-only: Allows Attachments: Allows Submission:

1. Enter application details

Completed?

[Edit](#)

2. Add attachments

Completed?

3. Submit and Pay for Application

Completed?

No Charges Exist.

[Cancel this application](#) [Exit](#)

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Land Use Permit Online Application Instructions

11. Begin filling out the application details. Some of the contact information may auto populate from the account information. You may change this if necessary.
12. Fill in the primary PIN (this is the property ID found on your tax statement) and add any associated PIN numbers (adjacent parcels that you own). Only fill out the Primary PIN if you just have one parcel.

I. Enter application details

ST. LOUIS COUNTY, MN
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

Duluth Government Services Center 320 West 2nd Street, Suite 301 Duluth, MN 55802 (218) 725-5000	Virginia Northland Office Center 307 First Street South, Suite 117 Virginia, MN 55792 (218) 749-7103
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LAND USE PERMIT APPLICATION

Your Contact Information.
If the information is not correct, you may need to update your contact information using the 'Edit Contact Info' option once you have filled out this application.

First Name: * John
Middle Name:
Last Name: * Smith
Address Line 1: * 201 South 3rd Avenue West
Address Line 2:
City: * Virginia
State/Province: * MN Postal Code: * 55792
Business Phone: * 218-123-9876 Mobile Phone: 218-123-8765
Home Phone: Fax:
Email Address: * ecklundj@stlouiscountymn.gov
Preferred Contact Method: * Any ▾

Are you the applicant? (Check this box if Yes) Yes

If you are entering this application for another individual, then do not answer yes to this question. You will still be the primary contact regarding this application if there are questions regarding this application.

General - This application is used to apply for a Land Use Permit. Applicants will need to attach the appropriate worksheet(s) in order to process. Incomplete applications will be returned. Note that the 'clock' does not begin until after payment has been processed for the application. For more information, see our website at: www.stlouiscountymn.gov/BuildingStructures

Enter the Primary PIN and Associated PIN (if applicable) of the property to be reviewed.
PIN is found on your Property Tax Statement. For example, 123-1234-12345. Primary PIN: Parcel where Structure/SSTS are located. Associated PIN: Additional and/or adjacent property that you own or that is related to the project.
County Land Explorer: http://gis.stlouiscountymn.gov/planningflexviewers/County_Explorer
Property Lookup: <http://apps.stlouiscountymn.gov/auditor/parcelInfo2005iframe>

Primary PIN *

Associated PINs [Collapse](#)

Land Use Permit Online Application Instructions

13. Continue filling out the applicant information and mailing address application. There is an option to check the “Same as Applicant Address” box that will auto populate the mailing address information.

Enter Applicant Information

I am a: *

Applicant Name: *

Address Line 1: *

Address Line 2: *

City: *

State: * Zip: *

Primary Phone: *

Cell Phone:

Fax:

Email:

Contact Person Name: +

Contact Person Phone: +

Mailing Address Information.

This address can default from the address you selected. If the values defaulted are not correct, please enter the correct information.

Same as Applicant address? Yes

Name: *

Address: *

City: *

State/Province: * Zip: *

Primary Phone:

Cell Phone:

Fax:

Email: +

14. Fill out the site information similar to the example below. This address is for the site of the project and may be different than your mailing address. If you do not have a site address, simply check no.

Site Information

If there is no site address, the application will be forwarded to 911/Communications to assign one.

Is there a site address for this property? * Yes No

Site Address: *

Is this leased property? * Yes No

How is the property accessed?

Public Road

Private Road

Easement

Water

Other

Land Use Permit Online Application Instructions

15. Enter the project information. Please enter the total number of bedrooms on the property, even if your project is not adding a bedroom to the property. This could include all bedrooms in the dwelling and accessory dwelling (bunkhouse). Note: If you click yes to any one of these questions (except the last one), you are required to upload a copy of your septic system permit when it comes to the attachment portion of the application. If your property is connected to a public sewer system, check yes to the last question in this section.

Enter Project Information.
If you answered 'Yes' to any of the questions below, it is required that you submit a copy of a septic permit to construct or certificate of compliance approval or municipal/sanitary district approval when applying for a land use permit.

Is this project on a parcel less than 2.5 acres? * Yes No

Is this project within 300 feet of a stream/river or 1,000 feet of a lake? * Yes No

Is this project adding a bedroom?
Include home, garage, and accessory dwelling. * Yes No

Total # of bedrooms on property after project completion. *

Does this project include plumbing or pressurized water in proposed structure? * Yes No

Is this project connected to a municipal or sanitary district system? * Yes No

16. Continue to complete the application. **It is important to read the questions carefully! The fee for your project is calculated by the information provided in this section. Unless you have multiple projects you are proposing, please check only the boxes that pertain to your project. If you are unsure, please don't hesitate to call our office to discuss your project; we would be happy to walk you through the process. 218-749-7103 or 218-725-5000. Alternately, you may email us at landuseinfo@stlouiscountymn.gov**
- Step number 16 includes several examples. The following images show a few of the common scenarios. Note: Some of the questions do not apply or show up for all scenarios.

Land Use Permit Online Application Instructions

- a. The first scenario is for an application for a new dwelling that is 1,500 square feet.

What are you applying for? Check all that apply to this project.

Are there New Buildings?
Less than 1,200 square feet - \$160.00
Greater than or equal to 1,200 square feet - \$315.00

* Yes No

How many New Buildings that are 1-1200 Sq. Ft.?

How many New Buildings that are 1201 Sq. Ft. or greater?

Is this a New Dwelling? * Yes No
Home, Mobile Home, Hunting Shack, or Cabin (includes attached deck, if applicable). Select No if this is a Replacement of Existing Dwelling.

Accessory Dwelling? * Yes No
Guest cottage or bunkhouse. Must follow administrative standards.

Accessory Structure? * Yes No
Garage, Pole Building, Shed, Sauna, Screenhouse or Gazebo that either meets lake or river setback or not located in a shoreland area.

Water-oriented Accessory Structure? * Yes No
Boathouse, Sauna, Screenhouse or Gazebo on a lake or river located at reduced shoreline setback. Must follow administrative standards.

Commercial Structure? * Yes No

Other Principal Structure? * Yes No

Is the dwelling location on a lake or river? * Yes No

Does the structure meet the required shoreline setback? * Yes No
If this property is not located on a lake or river, check Yes. If the structure does not meet the shoreline setback, a performance standard permit or variance may be required.

Is this an addition to an existing dwelling? * Yes No
Check no if adding a new deck and new dwelling was checked above.

Is this an addition to an existing accessory structure? * Yes No

New Deck Only or Deck Replacement? * Yes No

Combination Addition(s) & Deck on the same structure? * Yes No

Moving a structure? * Yes No

Is this a sign request? * Yes No

Structure Alteration or Component Replacement? * Yes No

Change in Use? (e.g. converting an old cabin to storage)? * Yes No

Will a permit extension be required beyond 2 years? * Yes No
\$55.00 fee

Is this a site visit/evaluation request?
Site Visit/Evaluation - \$160.00

* Yes No

Land Use Permit Online Application Instructions

- b. The second scenario is for an application for a new accessory structure (garage) that is 576 square feet.

What are you applying for? Check all that apply to this project.

Are there New Buildings?
Less than 1,200 square feet - \$160.00
Greater than or equal to 1,200 square feet - \$315.00
* Yes No

How many New Buildings that are 1-1200 Sq. Ft.?

How many New Buildings that are 1201 Sq. Ft. or greater?

Is this a New Dwelling? * Yes No
Home, Mobile Home, Hunting Shack, or Cabin (includes attached deck, if applicable). Select No if this is a Replacement of Existing Dwelling.

Is this a Replacement of Existing Dwelling? * Yes No
Home, Mobile Home, Hunting Shack, or Cabin. If Yes, an affidavit must be filled out stating when the old dwelling will be removed. If this dwelling is a mobile home, there is a special mobile home affidavit to be filled out.

Accessory Dwelling? * Yes No
Guest cottage or bunkhouse. Must follow administrative standards.

Accessory Structure? * Yes No
Garage, Pole Building, Shed, Sauna, Screenhouse or Gazebo that either meets lake or river setback or not located in a shoreland area.

Water-oriented Accessory Structure? * Yes No
Boathouse, Sauna, Screenhouse or Gazebo on a lake or river located at reduced shoreline setback. Must follow administrative standards.

Commercial Structure? * Yes No

Other Principal Structure? * Yes No

Is the dwelling location on a lake or river? * Yes No

Does the structure meet the required shoreline setback? * Yes No
If this property is not located on a lake or river, check Yes. If the structure does not meet the shoreline setback, a performance standard permit or variance may be required.

Is this an addition to an existing dwelling? * Yes No
Check no if adding a new deck and new dwelling was checked above.

Is this an addition to an existing accessory structure? * Yes No

New Deck Only or Deck Replacement? * Yes No

Combination Addition(s) & Deck on the same structure? * Yes No

Moving a structure? * Yes No

Is this a sign request? * Yes No

Structure Alteration or Component Replacement? * Yes No

Change in Use? (e.g. converting an old cabin to storage)? * Yes No

Will a permit extension be required beyond 2 years? * Yes No
\$55.00 fee

Is this a site visit/evaluation request?
Site Visit/Evaluation - \$160.00
* Yes No

Land Use Permit Online Application Instructions

c. The third scenario is for an application to add a deck to an existing dwelling.

What are you applying for? Check all that apply to this project.

Are there New Buildings?
Less than 1,200 square feet - \$160.00
Greater than or equal to 1,200 square feet - \$315.00
* Yes No

Is the dwelling location on a lake or river? * Yes No

Does the structure meet the required shoreline setback? * Yes No
If this property is not located on a lake or river, check Yes. If the structure does not meet the shoreline setback, a performance standard permit or variance may be required.

Is this an addition to an existing dwelling? * Yes No
Check no if adding a new deck and new dwelling was checked above.

Is this an addition to an existing accessory structure? * Yes No

New Deck Only or Deck Replacement? * Yes No

Combination Addition(s) & Deck on the same structure? * Yes No

Moving a structure? * Yes No

Is this a sign request? * Yes No

Structure Alteration or Component Replacement? * Yes No

Change in Use? (e.g. converting an old cabin to storage)? * Yes No

Will a permit extension be required beyond 2 years? * Yes No
\$55.00 fee

Is this a site visit/evaluation request?
Site Visit/Evaluation - \$160.00
* Yes No

Land Use Permit Online Application Instructions

d. This scenario is for an application to add an addition to an existing dwelling.

What are you applying for? Check all that apply to this project.

Are there New Buildings?

Less than 1,200 square feet - \$160.00

Greater than or equal to 1,200 square feet - \$315.00

▼ Yes No

Is the dwelling location on a lake or river? ▼ Yes No

Does the structure meet the required shoreline setback? ▼ Yes No

If this property is not located on a lake or river, check Yes. If the structure does not meet the shoreline setback, a performance standard permit or variance may be required.

Is this an addition to an existing dwelling? * Yes No

Check no if adding a new deck and new dwelling was checked above.

Is this an addition to an existing accessory structure? * Yes No

New Deck Only or Deck Replacement? ▼ Yes No

Combination Addition(s) & Deck on the same structure? ▼ Yes No

Moving a structure? ▼ Yes No

Is this a sign request? * Yes No

Structure Alteration or Component Replacement? ▼ Yes No

Change in Use? (e.g. converting an old cabin to storage)? ▼ Yes No

Will a permit extension be required beyond 2 years? * Yes No
\$55.00 fee

Is this a site visit/evaluation request?

Site Visit/Evaluation - \$160.00

▼ Yes No

Land Use Permit Online Application Instructions

- e. This scenario is for an application is for a new dwelling that is 1,500 square feet and accessory structure (sauna) that is 400 square feet.

What are you applying for? Check all that apply to this project.

Are there New Buildings?
Less than 1,200 square feet - \$160.00
Greater than or equal to 1,200 square feet - \$315.00
* Yes No

How many New Buildings that are 1-1200 Sq. Ft.?

How many New Buildings that are 1201 Sq. Ft. or greater?

Is this a New Dwelling? * Yes No
Home, Mobile Home, Hunting Shack, or Cabin (includes attached deck, if applicable). Select No if this is a Replacement of Existing Dwelling.

Accessory Dwelling? * Yes No
Guest cottage or bunkhouse. Must follow administrative standards.

Accessory Structure? * Yes No
Garage, Pole Building, Shed, Sauna, Screenhouse or Gazebo that either meets lake or river setback or not located in a shoreland area.

Water-oriented Accessory Structure? * Yes No
Boathouse, Sauna, Screenhouse or Gazebo on a lake or river located at reduced shoreline setback. Must follow administrative standards.

Commercial Structure? * Yes No

Other Principal Structure? * Yes No

Is the dwelling location on a lake or river? * Yes No

Does the structure meet the required shoreline setback? * Yes No
If this property is not located on a lake or river, check Yes. If the structure does not meet the shoreline setback, a performance standard permit or variance may be required.

Is this an addition to an existing dwelling? * Yes No
Check no if adding a new deck and new dwelling was checked above.

Is this an addition to an existing accessory structure? * Yes No

New Deck Only or Deck Replacement? * Yes No

Combination Addition(s) & Deck on the same structure? * Yes No

Moving a structure? * Yes No

Is this a sign request? * Yes No

Structure Alteration or Component Replacement? * Yes No

Change in Use? (e.g. converting an old cabin to storage)? * Yes No

Will a permit extension be required beyond 2 years? \$55.00 fee * Yes No

Is this a site visit/evaluation request?
Site Visit/Evaluation - \$160.00
* Yes No

Land Use Permit Online Application Instructions

17. Once you have completed the previous step, you will need to answer whether you are applying for a new structure or for a structure addition. Note: if the proposal is for a new deck, click yes that it is for a structure addition. Once you have checked yes to either, you will need to add structure information. The 576 square foot detached garage and addition to existing dwelling will be used as an example here. You may add multiple responses here if you are applying for more than one structure.

Is this a new structure? Yes No [Expand 1 response\(s\)](#)

New Structures Information

Foundation Type

Maximum Length (exterior footprint only in feet)

Maximum Width (exterior footprint only in feet)

Maximum Sq. Ft (exterior footprint only)

Maximum Height (ground level to roof peak in feet)

Is this a structure addition? Yes No [Expand 1 response\(s\)](#)

Structure Additions Information

Foundation Type

Maximum Length (exterior footprint only in feet)

Maximum Width (exterior footprint only in feet)

Maximum Sq. Ft. (exterior footprint only)

Maximum Height (ground level to roof peak in feet)

18. Once you have completed the previous step, you will need to check "I Agree" that you have read the above statement and click "Submit"

By submitting this application, I certify and agree that I am the owner or the authorized agent of the owner of the above property, and that all uses will conform to the provisions of St. Louis County. I further certify and agree that I will comply with all conditions imposed in connection with the approval of the application. Applicants may be required to submit additional property descriptions, property surveys, site plans, building plans, and other information before the application is accepted or approved. **Intentional or unintentional falsification of this application or any attachments thereto will make the application, any approval of the application and any result invalid.** I authorize St. Louis County staff to inspect the property to review the application and for compliance inspections. Furthermore, by submitting this application, I release St. Louis County and its employees from any and all liability and claims for damages to person or property in any manner or form that may arise from the approval of the application or any related plans, the issuance of any resulting permit or the subsequent location, construction, alteration, repair, extension, operation or maintenance of the subject matter of the application.

If your name, contact information or email address have changed, you should update your contact information in the portal by selecting 'Maintain Contact Information' at the top of this page.

Submitted By:
Address:
City:
State:
Postal Code:
Email Address:

I have read and agree to the statement above. I agree

Land Use Permit Online Application Instructions

19. Once you have submitted the application form, you will be prompted to upload site sketch and any other required attachments. To do so, you will need to click on the attachment. This box will tell you which attachments are required.

[Home](#) >> [Record Overview](#) >> [Attachments](#)

Application ID:	20-000127	Permit Type:	Land use application
Application Date:	5/28/2020	Closed On:	
Permit Status:	Pending Application Completion	Balance Due:	475.00

[Return to questionnaire](#)

[Proceed to Submit and Pay for Application](#)

2. Add attachments

One or more required attachments are missing. You may also mail-in required backup documentation.

You can attach the following supporting documents to this application when submitted. All required documentation will need to be attached or mailed before your application can be processed.

SUBJECT	DOCUMENTATION REQUIRED?	DESCRIPTION	ATTACHED?
<input type="checkbox"/> Site Sketch Form	<u>Required</u>	The sketch is used to graphically illustrate your proposed project(s).	No
<input type="checkbox"/> Written Authorization from Leased Property Owner	Conditionally Required	You must attach a written authorization form from the leased property owner.	No
<input type="checkbox"/> Septic Permit Application	Conditionally Required	You may be required to submit a copy of a septic permit to construct when applying for a land use permit.	No
<input type="checkbox"/> Septic Permit Approval	Conditionally Required	You may be required to submit a copy of a certificate of compliance approval when applying for a land use permit.	No
<input type="checkbox"/> Municipal/Sanitary District Approval	Conditionally Required	You may be required to submit a copy of a municipal/sanitary district approval when applying for a land use permit.	No
<input type="checkbox"/> Replacement of Existing Dwelling Affidavit	Conditionally Required	If a permit includes a replacement of an existing dwelling, an affidavit must be filled out stating when the old dwelling will be removed.	No
<input type="checkbox"/> Mobile Home Affidavit	Conditionally Required	If a permit includes a mobile home dwelling, a special mobile home affidavit is to be filled out.	No
<input type="checkbox"/> Misc./Other Attachment	Optional		No

[Add Attachment](#) [Continue](#)

[Exit](#)

Land Use Permit Online Application Instructions

20. Once you click on the required attachment, a box will pop up for you to choose a file to attach. You will need to choose a file to upload and click “upload”. Repeat this step until all required attachments are uploaded.

Add Attachments

(Fields marked with an * are required.)

You can attach the following supporting documents to this application when submitted.

Attachment Type: * Site Sketch Form

Description:

Select a file to upload: *

Choose File No file chosen

Cancel Upload

21. Once you have uploaded all required attachments, click on “Continue”.

2. Add attachments

You can attach the following supporting documents to this application when submitted. All required documentation will need to be attached or mailed before your application can be processed.

SUBJECT	DOCUMENTATION REQUIRED?	DESCRIPTION	ATTACHED?
Site Sketch Form	Required	The sketch is used to graphically illustrate your proposed project(s).	Yes View Attached
Written Authorization from Leased Property Owner	Conditionally Required	You must attach a written authorization form from the leased property owner.	No
Septic Permit Application	Conditionally Required	You may be required to submit a copy of a septic permit to construct when applying for a land use permit.	No
Septic Permit Approval	Conditionally Required	You may be required to submit a copy of a certificate of compliance approval when applying for a land use permit.	No
Municipal/Sanitary District Approval	Conditionally Required	You may be required to submit a copy of a municipal/sanitary district approval when applying for a land use permit.	No
Replacement of Existing Dwelling Affidavit	Conditionally Required	If a permit includes a replacement of an existing dwelling, an affidavit must be filled out stating when the old dwelling will be removed.	No
Mobile Home Affidavit	Conditionally Required	If a permit includes a mobile home dwelling, a special mobile home affidavit is to be filled out.	No
Misc./Other Attachment	Optional		No

Add Attachment Continue Exit

Land Use Permit Online Application Instructions

22. After clicking “Continue”, you will be brought to the payment page. You will need make sure that “Pay Online” is selected in the drop down menu and click “Continue”.

[Return to add attachments](#)

3. Submit and Pay for Application

Charges Due

The following fees/charges are now due.

Transaction	Date	Reference ID	Violation ID	Charge Amount	Balance Due
New Building 1200 sq ft and larger	05/29/2020	05/29/2020		\$315.00	\$315.00
New Building 1 to 1200 sq ft	05/29/2020	05/29/2020		\$160.00	\$160.00

Total Amount: 475.00 Due Date: 06/17/2020
Amount Paid: 0.00 Last Payment Date:
Adjustments: 0.00
Balance Due: 475.00

What would you like to do next? *

23. Select “Continue” when the below popup comes on the screen.

To pay on-line now:

- Click on the **Continue** button.
- Review the amount you owe.
- Click on the **Process Payment** button.
- You will be transferred to Official Payment’s secure site to enter payment details.
- After submitting your payment, you will be e-mailed a receipt and returned to this website to print your registration.
- Your registration will be submitted to St. Louis County upon successful completion of your online payment.

Cancel - Clicking this button will return you to the registration and nothing will be submitted.
Continue - Clicking this button will take you to the Process Payment confirmation screen.

Land Use Permit Online Application Instructions

24. Select Process Payment on the next screen.

Home >> Record Overview >> Charges >> Confirm Payment

Application ID:	20-000127	Permit Type:	Land use application
Application Date:	5/28/2020	Closed On:	
Permit Status:	Pending Application Completion	Balance Due:	475.00

Confirm Payment			
Total Amount:	475.00	Due Date:	06/17/2020
Amount Paid:	0.00	Last Payment Date:	
Adjustments:	0.00		
Balance Due:	475.00		
Total Payment:	475.00		

[Process Payment](#)

25. You will now need to go through the payment process. Select the payment method and click "Continue"



[Back to Saint Louis County](#) [Make A Payment](#) [Payment Verification](#) [Help](#)

Make A Payment



Saint Louis County, MN

Electronic Payments

Select a Payment Option, then click "Continue" to proceed with the payment process.

- Your convenience fee will be calculated and presented on the next page, if applicable.
- Do not use your browser's "Back" button. Instead, navigate using the buttons below.

*Payment Amount \$.

Payment Options:

Debit Card



Debit Card



E-Check



Credit Card



Cancel

[Continue](#)

Land Use Permit Online Application Instructions

26. Read the terms and conditions and click "Accept" if you agree to them.

The screenshot shows a web browser window with the URL `staging.officialpayments.com/pc_template_cobrand.jsp?body=pc_step3_body.jsp`. The page title is "OFFICIAL PAYMENTS" and the sub-header is "Make A Payment". The user is making a payment for Saint Louis County, MN, with a payment amount of \$160.00. The page includes a section for "ACI Payments, Inc. Terms and Conditions" with a scrollable text area. Below the terms and conditions are three buttons: "Back", "Decline", and "Accept". The "Accept" button is circled in red. The page also features a sidebar advertisement for "OFFICIAL PAYMENTS" and a footer with various links and logos, including DigiCert, TRUSTe, and the IRS.

Land Use Permit Online Application Instructions

27. Enter your payment information and click "Continue".

To continue this payment, please fill out the form below.

- Note that the [*] fields are required.
- All information is kept confidential.
- You will receive a printable digital receipt with a confirmation number and an email confirmation once your payment is authorized.
- Do not use your browser's "Back" button. Instead, navigate using the buttons below.

Payer Information

(Information for the person making the payment.)

*Country:	United States
*First Name:	Angela
Middle Name:	
*Last Name:	Lepak
Suffix: (Jr., Sr. etc.)	
*Street Address:	307 1st Street South
	Suite 117
*Town/City:	Virginia
*State:	MN
*Zip Code:	55792
<small>(Use this field for APO, FPO, AA, AE or AP codes.)</small>	
*Daytime Phone:	(218) 749 - 7103
*E-mail Address:	lepaka@stlouiscountymn.gov
<small>(Required for an e-mail confirmation and online verification.)</small>	
*Re-enter E-mail Address:	lepaka@stlouiscountymn.gov
Permit Number:	20-000125
Invoice Number:	1069

Payment Option

(May differ from the person owing the tax, bill, or fee.)

*Card Type:	MasterCard	VISA	DISCOVER	
*Card Number:	5555555555554444			
*Expiration Date:	04	/	23	(mm/yy)
*Card Verification Number:	123			

(To determine the location of your Card Verification Number, click here.)

Payment Information

Payment Type: Electronic Payments
Payment Amount: \$160.00

Back  Cancel  Continue 

Land Use Permit Online Application Instructions

28. You will now be able to review the information that you have entered. Click "Submit" if all of the information is correct.

Make A Payment



Saint Louis County, MN

Electronic Payments

Please carefully check the information you have provided below and click "Submit" to authorize payment of the "Total Payment" amount displayed.

- Click the "Edit" button to correct any of the information displayed.
- To preserve confidentiality, only partial credit card information is displayed.
- You will receive a printable digital receipt with a confirmation number and an email confirmation once your payment is authorized.
- Do not use your browser's "Back" button. Instead, navigate using the buttons below.

Payer Information

First Name: Angela
Middle Name:
Last Name: Lepak
Suffix:
Street Address: 307 1st Street South
Suite 117
Town/City: Virginia
State: MN
Zip Code: 55792
Country: United States
Daytime Phone Number: (218) 749 - 7103
E-mail Address: lepaka@stlouiscountymn.gov
Permit Number: 20-000125
Invoice Number: 1069

Payment Option

Card Type: MasterCard
Card Number: *****4444
Expiration Date: 04/2023
Card Verification Number: ****

Payment Information

Payment Type: Electronic Payments
Payment Amount: \$160.00

Edit

Cancel

Submit

Land Use Permit Online Application Instructions

29. You should now see that your payment has been completed successfully. Click "Continue"

Make A Payment



Saint Louis County, MN

Electronic Payments

Your payment has been completed successfully.

Confirmation Number: 123456
Payment Date: Tuesday, June 9, 2020
Payment Time: 09:45AM CT



- Please print or write down your payment confirmation number for your records.
- Do not use your browser's "Back" button. Instead, navigate using the buttons below.

Payer Information

Name: Angela Lepak
Street Address: 307 1st Street South
Suite 117
Virginia, MN 55792
United States
Daytime Phone Number: (218) 749 - 7103
E-mail Address: lepaka@stlouiscountymn.gov
Permit Number: 20-000125
Invoice Number: 1069

Payment Option

Card Type: MasterCard
Card Number: *****4444
Card Verification Number: ****

Payment Information

Payment Type: Electronic Payments
Payment Amount: \$160.00



30. At this point, your application has been submitted. Please call 218-749-7103 or 218-725-5000 if you have any questions. Alternately, you may email us at landuseinfo@stlouiscountymn.gov.