

# 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](mailto: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.

# 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](mailto: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.*

## **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 60 days from the date of receiving a complete application; however, our office goal is 2 weeks. Incomplete applications will be returned.

### **Returned Applications.**

There may be times when an application is Returned to you for further information that you missed or information that needs to be updated.

- You will receive an email notification that the application has been returned to you. Click the link in the email to bring you to the application view page. Be sure to log in to OneGov so you have appropriate access.
- From the Dashboard: Click the 3 dot icon and click "Edit". From the Application View Page: Click "Edit Application".
- Fix/Add/Change the information that was requested.
- Navigate to the Review section and click Finish.
- Your application is now resubmitted and sent back to the department for review.

### **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 apply online?**

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 workstation. 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.

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](mailto:aitkinpz@co.aitkin.mn.us) and reference the Parcel # or UID#. You can also mail/drop off the documents at the Zoning Office for staff to assist.

### **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/>

# GeoPermits™

GeoPermits™ is an innovative solution to help communities streamline and track all types of permits throughout their lifecycles. This cloud-based technology dramatically reduces the time it takes to generate permits and improves customer satisfaction with a 24/7 easy to use solution. GeoPermits™ provides easy to use access for filing and tracking local permits online for your community.

| Application ID | Type                | Description                                   | Applicant       | Date Created | Status     |
|----------------|---------------------|---|-----------------|--------------|------------|
| (0019608)      | Permit 1            | Test Permit                                   | Mike Mohrhauser | 08/26/2018   | InProgress |
| (0019610)      | Construction Permit | Permit application for construction approval. | Mike Mohrhauser | 05/04/2019   | InProgress |
| (0019611)      | Construction Permit | Permit application for construction approval. | Mike Mohrhauser | 05/04/2019   | InProgress |
| (0019612)      | Construction Permit | Permit application for construction approval. | Mike Mohrhauser | 05/04/2019   | InProgress |
| (0019613)      | Construction Permit | Permit application for construction approval. | Mike Mohrhauser | 05/04/2019   | InProgress |
| (0019614)      | Construction Permit | Permit application for construction approval. | Mike Mohrhauser | 05/04/2019   | InProgress |
| (019415)       | Septic Permit       | Permit for Septic Installation or Repair      | Mike Mohrhauser | 05/04/2019   | InProgress |
| (019416)       | Driveway Permit     | Permit for driveway cut.                      | Mike Mohrhauser | 05/04/2019   | Completed  |

Permitting™ workflow dashboard

**GeoPermits.com**  
**317-826-7200**

**Permitting™ can be used by multiple offices**

- ✓ Planning
- ✓ Economic
- ✓ Sheriff
- ✓ Clerk
- ✓ Health Department
- ✓ Highway Department
- ✓ Animal Control
- ✓ Development

## MAPS

User friendly maps, offering easier manageability & workflow design

**Map Sketch**

Please use the following map tool to make a sketch of the construction to be completed

- Sketch Layer
- Reference Layer
- Layer

Please upload a copy of the site plan (if available)

SELECT FILES

Valid Document Types: PDF, DOC, DOCX, XLS, XLSX, DWG, JPG, JPEG, BMP, GIF, PNG

UPLOADED

BACK DISCARD SAVE & EXIT NEXT

**Permitting™ can process all types of permits, application & licenses such as**

- ✓ Building
- ✓ Electrical
- ✓ Mechanical
- ✓ Home occupation
- ✓ Construction
- ✓ Conditional use
- ✓ Plumbing
- ✓ Handgun
- ✓ Alcohol
- ✓ Marriage
- ✓ Variance
- ✓ Driveway

## TRANSFER

Our support team can transfer existing historic permit data into the system

**Governments benefit by**

- ✓ No additional hardware or software
- ✓ Improved workflow
- ✓ Increased organization efficiency
- ✓ Staff managed task list
- ✓ Affordable for any budget

# GeoPermits™

Offer your citizens web-based technology enabling them to track their permitting process in real time, 24/7, interactively edit maps and integrating current data. GeoPermits™ requires no additional software, reduces time, and improves efficiencies. Eliminate many challenges by managing permit applications, vendor registration, and code enforcement. It tracks all types of permits throughout their lifecycle by streamlining workflows, reducing or eliminating the need for office visits, increasing and automating communication and information access to all involved parties, and allowing for online payments.

**GeoPermits.com**  
**317-826-7200**

## GOVERNMENT BENEFITS

- ✓ Online permit application fee collection.
- ✓ User-friendly dashboard that tracks the permit progress.
- ✓ Permit history reports, including data from your organization's legacy systems.
- ✓ Administration interface allows creating and modifying permit workflows, security roles, and rights to data.
- ✓ Customizable notification emails that automate the communication of the permit application progress, from the system to the key offices and applicant.
- ✓ Integration with the property information of CAMA, tax roll, or Beacon/qPublic.net for easier property searches and auto-population of property information on permit application forms.
- ✓ Interactive GIS mapping interface, which allows online map sketching and measurements on aerial photography and mapped data features.
- ✓ The ability for document upload and attachment for all workflow stages.

Applicant Information

Name of Property Owner  
JONES, JERRY L & LUANN F JONES (Deed)

Address of Property Owner  
JONES, JERRY L & LUANN F JONES | 29388 W 140 ST | OKE, IA 50624

Parcel ID Number  
891529100003

Phone Number of Property Owner

Site Address - Location of Construction  
29388 140 ST

Is the proposed building site located on an agricultural area of 25 acres or more?  
 No  
 Yes

Is the proposed building site located on a flood plain?  
 No  
 Yes

Estimated Fees  
Estimated Total \$0.00

BACK DISCARD SAVE & EXIT NEXT

## APPLICANT BENEFITS

- ✓ Automated data entry.
- ✓ Notifications are automated.
- ✓ Multiple trips to government offices are eliminated.
- ✓ Bottlenecks are minimized so customer service is improved.
- ✓ 24/7 access and communication about the permit process.
- ✓ Permits are processed consistently and efficiently.
- ✓ Duplication of effort is avoided and errors are reduced.
- ✓ Payments can be made online.

Property Location

SEARCH MAP

Parcel ID

Property Owner  
JONES

Property Address

SEARCH

| Parcel ID    | Address          | City          | Owner Name  | Acres |
|--------------|------------------|---------------|---|-------|
| 861730383012 | 106 W GRUNDY AVE | CONRAD        | JONES, RANDELL J (Deed)   | 0.000 |
| 871607309002 | 3161 I AVE       | GRUNDY CENTER | JONES, STEVEN (Deed)  | 0.000 |
| 891533300002 | 21764 V AVE      | REINBECK      | JONES, DEBRA L % DEBRA BRASS (Mat To J JONES, DEBRA L (Deed)        | 2.930 |
| 87112284002  | 508 E AVE        | GRUNDY CENTER | JONES, ROBERT J & SHAWNA M JONES (Mat To J JONES, ROBERT J & SHAWNA | 0.000 |

Estimated Fees  
Estimated Total \$0.00

BACK DISCARD SAVE & EXIT NEXT



# ONEGOV

## COMMUNITY DEVELOPMENT PLATFORM

### DOCUMENT WORKFLOW AUTOMATION

With OneGov, any document, form, license, or permit can be built into a unique workflow process, automating submittal, review, approval, inspections and reporting. With customers from small cities to large agencies, OneGov provides the flexibility and scalability to handle virtually any document and workflow process.

Create a full civic engagement platform, allowing the public to quickly and easily access and utilize government licensing, permits, forms, and property information. Generate custom permit and worksite cards that can be easily printed or viewed online.

Setup expiration timelines and custom email notifications to notify both internal staff and permit applicants of status changes, notes, reminders, and more.

### INTEGRATIONS AND PROPERTY MANAGEMENT DATABASE

Integrate payment systems, GIS mapping, property/tax systems, and document archival applications to bring all data into a single platform. View permits, historical records, parcel sketches, and property details all from a single search screen.

Customize viewing privileges down to the field level, allowing the public, permit applicant, and internal staff to see data relevant to their needs. Track data versions to see when changes were made and by whom, providing complete application oversight.

### BUSINESS ANALYTICS

Using business analytic reporting, query permit and license revenue, inspection workloads, and more. Create custom reports that can be shared with internal staff, other agencies, or the general public. Generate calendars to show permit dates and inspection timelines, as well as community and park reservations.



### SUMMARY

OneGov provides local government agencies with an enterprise-wide permit, license, and document management platform that encourages automation and civic engagement.

### BENEFITS

- ✓ SaaS via Amazon Web Services or locally installed in a virtual environment
- ✓ Constituents can easily use and access valuable government services
- ✓ Completely customize forms, reports, workflows, inspections, and access rights

### CONTACT

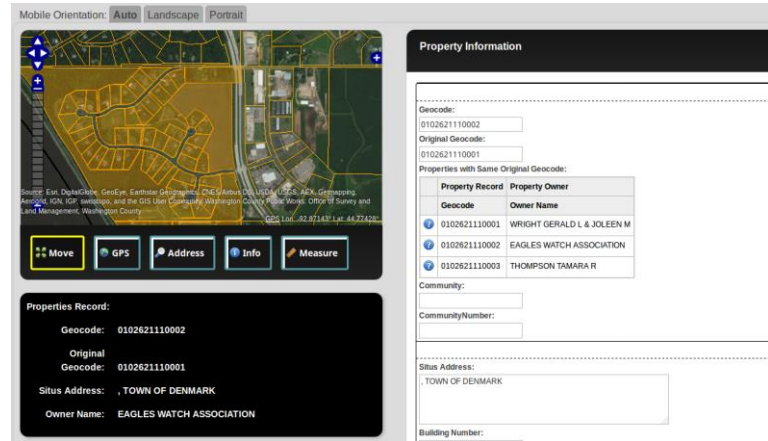
888.298.1705  
sales@rtvision.com

## COMMUNITY DEVELOPMENT PLATFORM

### INTELLIGENT INSPECTIONS

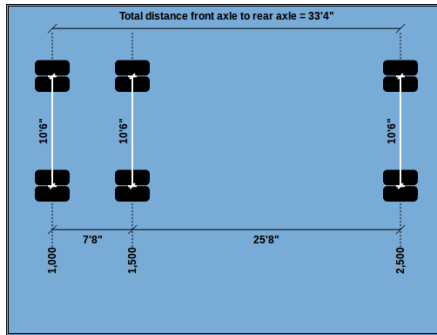
Customize inspection forms, per permit type, and optionally pull in data from the permit or license form to easily compare data. With mobile-access, enter inspection data, take photos, and add recordings from virtually any device.

Use mapping tools or GIS integrations to plot locations. Sketch areas using built in coordinate locators or use centimeter-level, accurate GPS technology (X, Y and Z coordinates).



### PERMIT, LICENSE, & FORM AUTOMATION

*Currently in use for:*



|  | * Weight | * Width    | * Spacing  |
|--|----------|------------|------------|
|  | 1,000    | 10 ft 6 in | 0 ft       |
|  | 1,500    | 10 ft 6 in | 7 ft 6 in  |
|  | 2,500    | 10 ft 6 in | 25 ft 8 in |

- ✓ Risk Assessment Documentation
- ✓ Tobacco & Fireworks Licenses
- ✓ Public Hearing and Study Requests and Concern/Complaint Submittals
- ✓ Highway Permits: Utility, Moving, Access, and many more
- ✓ Planning & Zoning Permits: Land Use, Variance, Conditional Use, Zoning, Septic Sewer, and many more
- ✓ Birth & Death Certificate Requests
- ✓ Park, Campground, and Community Reservations
- ✓ Miscellaneous Permits: Snowmobile Trail, Well Water Testing, Tower Installation, Solid Waste, and many more

### ABOUT RTVISION

RTVision is a software-application company that has been working with local government agencies for over 20 years. Our focus is to optimize the impact of local government through inventive technologies that streamline operations, connect people, and protect data integrity. With over 350 product installs across the United States, RTVision products have value in agencies of every size and budget.

Contact Us

➤ 888.298.1705  
➤ sales@rtvision.com