

Frequently Asked Questions: Online Permitting



1. What can I apply for?

Landowners can apply for all types of land use permits online, including:

- Building / Construction
- Septic Systems
- Shoreland alterations
- Commercial / Industrial
- Signs / Towers
- Development Review Team (DRT)
- Conditional Use Permits (CUP)
- Land Use Map Amendments
- Variances
- E-911 Addresses
- Minor & Platted Sub-divisions
- Wetlands



Landowners can also schedule free calls for service for staff to meet with them onsite



Environmental Services

Hide

Crow Wing County Environmental Services

[Find Permits issued by Crow Wing County](#)

Start new application for

- [01. Free Site / Project Consultation](#)
Request help from staff to answer questions onsite
- [02. Construction / Septic Permit Application](#)
Use this online form to apply for a Construction and/or Septic Permit
- [03. Shoreland Alteration Permit Application](#)
Patio Sheds, Walkways, Dirt moving, Landscaping, or Vegetation Removal Within the Structure Setback to a Public Water.
- [04. Commercial & Industrial Permit Application](#)
Use this form to apply for a Commercial & Industrial Permit
- [05. Sign / Tower Permit Application](#)
Use this form to apply for a commercial permit for signage / towers
- [06. Development Review Team \(DRT\)](#)
Before applying for a variance, CUP, or other public hearing item, a DRT meeting is required.

2. How do I get started?

Crow Wing County's online permitting system allows applicants to apply, pay, and print permits online. The website is:

<https://enviopermits.crowwing.us>

Users are required to create an account (email address required) in order to access the site (example form to the right). Once a user name and password are created, applicants can login at any time to view the status of their permit or see old permits. Applicants are notified via email during each step of the application process.



* Email address:
* Confirm email address:
* Password:
* Confirm password:
* First name:
Middle initial:
* Last name:
* Address: * Country:
* Address Line 1:
Address Line 2:
* City: * State: * Zip Code:
* Phone: () -

3. How does the process work?

Applicants first select the property. This is done by searching with a parcel #, landowner name, or property address. The system will auto-fill in the rest of the parcel information once the correct parcel is selected from the options presented. Once the desired parcels are selected, the landowner (or authorized agent) needs to enter in contact information. The next step asks for septic information. A current, compliant septic inspection is required for all permits. Then the system asks for the specifics of the project (type, size, dimensions, impervious surface coverage, etc.), which can vary by project type. The applicant must also submit a site plan and any other required information depending on the project type. After specifying the project specifics and agreeing to the terms and conditions, the fees are automatically generated based on the permit type and project size/scope. Applications are reviewed by County staff for completeness and then reviewed in the field (if applicable) prior to approval.

This document is intended to assist our customers in answering frequent questions about land use requirements in Crow Wing County. Please note that this guide is only a summary and not intended as a legal authority on specific land use requirements.

Questions?

Contact us at (218) 824-1010 or landservices@crowwing.us or www.crowwing.us

Frequently Asked Questions: Online Permitting

1. Property Information

Please submit the following information

2. Preliminary Project Questions

3. Septic System Information

4. Project Specifics: New House

5. Additional Septic Info Needed

6. Impervious Surface Calculations

7. Required Performance Standards

Author: Pat

Next >

Please search by one of the following: parcel #, name or physical address.

Click the blue "Select" box to select.

Find:

[Simple Advanced] [Search Result Limit: 10]

Selected:

PID	Township	Lake	Physical Address	Owner	Owner A
-----	----------	------	------------------	-------	---------

If searching by a name, please enter the last name first, then The system will automatically bring up a list of matches. Click

* Are you the property owner?

* Property Owner Information:

Options:

Name:

Example of property information input. You can search by landowner name, address, or parcel #

4. Can I pay online?

After completing the application and attaching the necessary site plan, applicants are given the option to finish the application and pay online via credit card or they can select the option to mail in a check. Once the permit application is completed, the system notifies County staff whether the applicant paid online or mailed in a check. Applications will not be considered complete unless the payment is received by County staff. Incomplete applications are returned to the applicant after 15 business days.

5. How do I know if I'm approved?

After a Land Service Specialist approves the application, an email is sent to the applicant that notifies them and gives them a link to be able to print out the worksite card that they can post at the project site...see example.



LAND SERVICES
CROW WING COUNTY
BRAINERD, MINNESOTA 56601

Land Use Permit

Permit Number: 1300326

Date Issued: 06/13/2013

Owner Name: CROW WING COUNTY

Site Address: BRAINERD MN 56401

Parcel Number(s): 091960630002009

Legal Desc: ALL OF BLOCK 63 AND THAT PT OF THE W1/2 OF THE ADJACENT VACATED S...

Zoning: _____

Sec.: 24 Twp.: 45 N Rge.: 31 W Township Name: CITY OF BRAINERD

Approved For:

Approved for new construction.

6. Can I see old permits?

Any permits you apply for using this system will be available to see on the permit dashboard (see example below). To search for older approved permits county-wide, you can go to the County's scanned document link: <http://gis.co.crowwing.us/link/Reports/DocViewer/search.aspx>

Search / Change Filters & Fields Hide

Filters

Number

Permit #

Contains

Is Filled Is Blank

App. Status

Pending Review

Approved

Active

Canceled

App. Type

02. Land Use / Septic Permit Application

03. Shoreland Alteration Permit Application

04. Commercial & Industrial Permit Application

05. Sign / Tower Permit Application

Township

Not Set

BAY LAKE TOWNSHIP

CENTER TOWNSHIP

CITY OF BAXTER

CITY OF BRAINERD

Parcel

Any Part

Contains

Is Filled Is Blank

Role

DEFAULT/Author

DEFAULT/Public (No Login)

DEFAULT/User (Require Login)

Optional Fields

UID # App. # Permit # Parcel Applicant Author Role Date Started Date Modified Date Submitted Date Approved Date Held

Date Closed Date Canceled

Search

List of Applications

App. Status	Permit #	App. Type	Parcel	Applicant	Submitted	Amount Due

Questions? Contact us at:

(218) 824-1010

landservices@crowwing.us

www.crowwing.us

Also on Facebook & Twitter