



# Aitkin County Permitting

The following step by step process shows how to apply for a permit in our online portal.

## 1. Log In & Start Up

- Go to the Aitkin County website under Environmental Services, or scan the QR code.
- Select the appropriate application from the selection, then click 'Sign Up' to create 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 later where you left off.

## 3. Invoice & Payment

- Select your payment method on the invoice.
- Pay Online with Credit, Debit or eCheck (*A convenience fee is charged for using this service*)
- Mail a check- Make payable to Aitkin County Planning & Zoning at 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.

# Permitting Frequently Asked Questions FAQs

## When can I expect to receive the permit?

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

Applicant will receive an email notification with the status of the permit within 60 days from the date of receiving a complete application, per MN Statutes. However, our office goal to process an application is 2 weeks. Variances, Conditional Use Permits, Rezones, and Plats require a public hearing.

## Who to contact for an Electrical Permit?

The MN Department of Labor and Industry (DLI) handles all electrical permits. For more information, visit their website [dli.mn.gov](http://dli.mn.gov) or call **651-284-5026**

## What can I apply for online?

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

## Activities that do not need a land use permit from Aitkin County

Building demolition, roof replacement (no expansion), siding, flooring, interior remodeling, HVAC and plumbing, fences under 8 feet in height.

## Returned Applications

There may be times when an application is returned to the applicant for more information or information that needs to be updated.

1. You will receive an email notification that the application was returned to you. Click the link in the email to bring you to the application view page. Log In so you have appropriate access.
2. From the Application View Page: Click "Edit Application"
3. Update with the information that was requested.
4. Navigate to the Review section and click Finish. Your application is now resubmitted to the department for review.

## Online assistance

If you need assistance applying online, the Zoning Office is able to assist you either over the phone, at the counter or 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 attachments, you may email them to [aitkinpz@aitkincountymn.gov](mailto:aitkinpz@aitkincountymn.gov) and reference the property or UID#. You can also mail/drop off the attachments at the Zoning Office for staff to upload.

## Common Contacts:

Electrical Inspectors and Permits 651-284-5026

MN Building Code 651-284-5005

MN DNR 218-429-3010

Well Information, MN Dept of Health [health.wells@state.mn.us](mailto:health.wells@state.mn.us) 218-302-6166

Aitkin County Soil & Water District 218-927-7284

Gopher State One Call 651-454-0002