

Online Permits – How to Apply

How do I get started?

If you are a new user please Sign Up, located at the top right of the page. Once your account is created, you can Log In to start an application. An email will be sent confirming your account has been created. You can also resume your application or track the status of your permit by Logging In.

Step 1 – Select the application type

Select the application from the list of options and click 'Start New'

If you unsure which application to start, please call the Zoning office at 320-983-8308 or the Public Works department at 320-983-8201

- o Administrative Subdivision Application
[Start New](#)
- o Agricultural Building Certification Application
[Start New](#)
- o Building Permit Application
[Start New](#)

Step 2 – Fill out required fields

The application will walk you through every step. Follow along and answer all required fields. Some have 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. Any incomplete application will not be reviewed.

Step 3 - Payment

On the Invoice section select the Payment Method:

By selecting *Value Payment Systems Credit Card* you can pay online with a Credit Card, Debit Card, electronic check, or PayPal. You will be presented to pay online after you click Finish. Credit/Debit cards will be charged an additional 2.35% convenience fee.

To Pay by Check, please make check payable to Mille Lacs County and mail or deliver to the following address: Mille Lacs County, 635 2nd St SE, Milaca, MN 56353 and include your unique identification number (UIN).

Other than building permits and culvert fees, permit fees are calculated automatically by Project Type within the application. If you have questions on the fees, please call the Zoning office or Public Works office prior to paying. Applications will not be processed or reviewed until payment is received in full.

Step 4 - Review

Review the application and invoice for completeness, then click Finish.

The finished application will be sent automatically to the appropriate office for review and you will receive an email confirmation that your application was submitted.

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. You can track your application status by logging into your account.

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

Questions?

Contact Zoning at (320) 983-8208 or zoning@millelacs.mn.us or Public Works at 320-983-8201 or publicworks@millelacs.mn.gov. 635 2nd St SE, Milaca, MN 56353.

This document is intended to assist in answering frequently asked questions about land use requirements in Mille Lacs County. Please note this guide is only a summary and not intended as a legal authority on specific land use requirements.

Frequently Asked Questions: Online Permitting

What can I apply for?

Applicants can apply for all types of applications, including the following.

Zoning Office: Certificate of Allowed Use/Building, Administrative Subdivision, Septic Systems, Variance, Conditional Use, Rezone, Plat, WCA, etc.

Public Works Office: Driveway, Mailbox, Dust Control, Moving, Utility/Row.

Is it required to use the online permitting? Yes, as of June 1st, 2022, all permits will be required to be submitted in this online application. Staff would be happy to assist you either over the phone or in person at the Historic County Courthouse. This online process will allow for faster processing of permits and more accurate reporting to the State of MN and other government agencies, among other advantages.

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 begin and/or view the status of an application. Applicants are notified via email during each step of the application process. If you do not have access to a computer or scanner, please visit the local public library or the Mille Lacs County Historic Courthouse Rotunda for free use of a public work station. Please come prepared with an active email address, a site plan, and any other required information needed for your project type.

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