

## Crow Wing County Online Permitting Guide

1. Go to: [www.crowwing.us](http://www.crowwing.us). Then hover over “Online Services”, then click “Land Related Permits.”



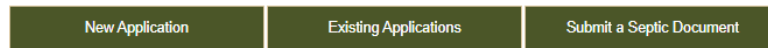
2. Follow the menu selection guide on the next webpage to select the right permit type you are applying for.
3. Once in the “online permit portal” page, sign in or Register for a New Account. Account registration will populate a new page:

### Welcome to Crow Wing County Land Services Online Permit Portal

Please [sign in](#) or [register](#) to begin a new application or to view existing applications.



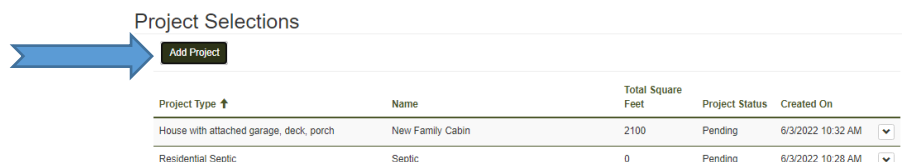
4. Once you have set up an Account, select your application type from the Home page:



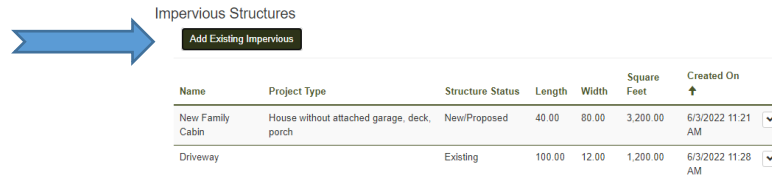
5. For a New Application, begin by locating the parcel using the interactive map, or entering in the data you may already know in the search box (Property ID, Address) or simply scroll on the map to find the location of the property visually. Follow the guides on the property location page for assistance.



6. Make your permit type selection(s) & follow the prompts on the following pages. You may apply for more than one permit type at the same time.
7. In “Project Selections” follow the prompts to add projects to your permit application. Note: Septic Permit applications will automatically generate into the project field.



8. Impervious surfaces – notice the list that generates will include the project proposal. You may also add existing impervious to the project. Note that ALL impervious surfaces known in the software will be listed, so if anything is missing (driveways, patios) you may add it here:

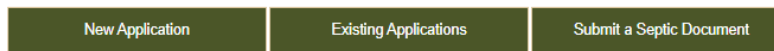


Name	Project Type	Structure Status	Length	Width	Square Feet	Created On
New Family Cabin	House without attached garage, deck, porch	New/Proposed	40.00	80.00	3,200.00	6/3/2022 11:21 AM
Driveway		Existing	100.00	12.00	1,200.00	6/3/2022 11:28 AM

9. Site Plan – You can upload your own site plan here, or utilize the GIS map to print or download an aerial view of the parcel you can sketch on to provide in the application. Complete site plans are required for applications.
10. Payment – note the invoice generated & your options to select your payment preference. Online payments will direct you to a new site where you will have to option to pay with your preferred method. Mail in/Drop off payment details are provided. Please note applications are considered incomplete without payment of fees.

Fee Schedule	Amount
New Construction Residential - 3001 sq. ft. to 4000 sq. ft. Ground Cover	\$1,000.00
Sewage Treatment Systems	\$250.00
<b>Total</b>	<b>\$1,250.00</b>

11. Correspondence – Permit related correspondence between the applicant & Crow Wing County staff is now integrated into the permitting software. Access details about your existing application through your account by selecting “Existing Applications”:



- a. Incomplete, Submitted, & Approved Applications can be found in the Existing Applications field:



- b. Permits that are incomplete or require additional information will appear in “Submitted Applications” & will be highlighted “gold” colored with instructions from Crow Wing County Staff for additional needs. All communication can be facilitated through your submitted applications & status updates will be updated regularly.

Name	Application ↓	Application Status	Application Submit Date ↓	Applicant	Property Owner Name
50230508, TOWNSHIP OF BAY LAKE, [redacted]	R - LUP	Waiting on Applicant	9/21/2022	[redacted]	TOWNSHIP OF BAY LAKE

Click here to make updates to the application

12. Your permit application has now been submitted for review. Access permit details, application status, and correspondence with Crow Wing County Staff through the online portal. For further assistance, please contact Land Services at 218-824-1010 or [LandServices@CrowWing.us](mailto:LandServices@CrowWing.us)