Online Permits – How to Apply

How do I get started?

Go to the Aitkin County permits website at https://mn-co-aitkin-pz.onegov.rtvision.com
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. 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.
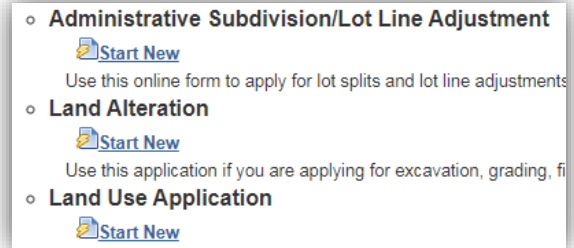
Step 2 – Fill out required fields

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.

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.

To Pay by Check, please make check payable to Aitkin County Zoning and mailed to the following address: Aitkin County Planning & Zoning, 307 2nd St NW, Room 219, Aitkin, MN 56431

Permit fees are calculated automatically by Project Type within the application. If you have questions on the fees, please call the Zoning office prior to paying. Applications will not be processed 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 Zoning 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 days_ from the date of receiving a complete application, however, our office goal is *2 weeks*.
Incomplete applications will be returned.

Questions?
Contact us at (218) 927-7342 or aitkinpz@co.aitkin.mn.us   307 2nd St NW, Room 219, Aitkin, MN 56431
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: Online Permitting

What can I apply for? 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 use the online permitting? Yes, all permits will be required to be submitted in this online application. However, the Zoning Office is able to assist you either over the phone or in person at our office. 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.

How can I pay for my application? Applicants can pay online with credit card, debit card, electronic check, or Pay Pal with a minimal convenience fee. If you are not interested in paying online, you still have the option of sending in or dropping off a check/cash. Check should be made payable to Aitkin County Zoning. Please note, applications will not be processed until payment is received in full. Incomplete applications will be returned.

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 start an application and view the status of an application. Applicants are notified via email during each step of the application process. If you do not have a computer you should visit the local public library or the Zoning Office for use of the public work station. If you are planning to use the Zoning Office public work station to apply, it is best to contact the Zoning Office ahead to assure staff is available to help. Please come prepared with an active email address, a site plan, and any other required information depending on the project type.
If you do not have a scanner to attach your documents you can mail or drop off the documents at the Zoning Office for staff to attach.

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