

City of Duluth PW&U Engineering Division Online Obstruction Permit Instructions


Permits

https://duluthmn.gov/engineering/permits/

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ENGINEERING

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Engineering
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Permits

Engineering office hours are 8:30 AM to 4:00 PM. Note, however, that permits can be applied for and issued online while the engineering office is closed. If you need public works emergency response, please contact our 24-hour emergency numbers for natural gas (730-4100) or water/sewer/etc. (730-4000). For Street Maintenance related concerns, please contact 730-5100 and leave a detailed message or use the [Resident Problem Reporter](#) to report non-emergency issues.

Contractor's Haul Route Application	+
Driveway Apron (Curb Cut) Application	+
Erosion Control Permit	+
Excavation Permit	+
Moving Permit	+

CONTACT

Public Works & Utilities Department
Engineering Division
City Hall Room 240
411 West First Street
Duluth, MN 55802
218-730-5200

[EMAIL](#)

24 Hour Emergency Numbers

Natural Gas: 218-730-4100
Streets, Water, Sewer: 218-730-4000

((N))

To apply for a permit, click on blue Apply Online box.

Moving Permit



Obstruction Permit



Apply Online

[Online Obstruction Permit Instructions](#)

If you are a new applicant and need to be set up with a contractor login or have questions about the online application process, please contact Nicole Thompson at nthompson@duluthmn.gov (218) 730-5200.

Occupying any portion of the public right-of-way may require an obstruction permit. Many activities such as sidewalk repairs, roll-off boxes, scaffolding for building repair and maintenance, blocking any portion of the right-of-way with construction vehicles, materials, or any other activity that results in the obstruction of a portion or all of a street, alley, or sidewalk may necessitate an obstruction permit.

A surety bond in the sum of \$10,000 and a general comprehensive liability insurance policy is required before an obstruction permit can be issued. Applications for permits to close a road to traffic must be submitted a minimum of 5 business days prior to the date of the proposed closure.

- [Bond form](#)
- [Insurance requirement](#)

Minimum fee: \$49.00 (additional charges will apply if parking spaces and/or meters will be occupied, and if no park signs are needed).

To obtain an obstruction permit for an event, please see the [Special Event License](#) under the City Clerk's Office.



City of Duluth, Minnesota



Hello.

Thanks for visiting. We are here to help you get things done.



Permits

- ▶ Apply / New Permit
- ▶ Pay Fees
- ▶ Search Permit



Projects

- ▶ Apply
- ▶ Pay Fees
- ▶ Search



Contractor

- ▶ Search Contractors
- ▶ Pay Fees



Properties

- ▶ Search



License

- ▶ Apply for New Licenses
- ▶ Pay Fees
- ▶ Search

Contact

- ▶ Contact Us

Under the Permits tab, click on Apply / New Permit.

Home | Setup an Account | Log In Public Username Password LOGIN REMEMBER ME Forgot Password /Username

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Public Login

Create a public user account and log in to Duluth eTRAKiT to see permit details, make permit applications and pay permit fees.

User Name:

Password:

LOGIN

* New users [Click here](#) to Register.
[Forgot your password?](#)
[Forgot your user name?](#)

Contractor: Login

Set up a contractor user account with Construction Services to receive a PIN, then use your company name to log in to Duluth eTRAKiT to see permit details, make permit application and pay permit fees. Call 218/730-5250 to set up a contractor account.

Company Name:

Password:

LOGIN

[Forgot your password?](#)

If you do not already have a contractor login, please call 218-730-5200 to get one set up.

If you already have a login, under Contractor: Login, find your company name in the Company Name drop-down list. Then enter your password. This will be the last four digits of your phone number unless you have changed it.

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Normally, hours are 8 to 4 weekdays, except Tuesdays 9 to 4, and we are closed on city holidays.

If you'd like to know permit fees before submitting your application, check out the permit fee calculator on the Construction Services Permit Fee web page [here](#).

I do hereby make application to the city of Duluth for a permit.

I have read the instructions for application and understand the application requirements.

I understand that If an error message occurs during the application, if confirmation of payment is not received or there is any question as to the status of the application and payment I have made, I MUST call the Land Use Technicians in the Construction Services office at 218/730-5240 to report the issue and to obtain assistance prior to proceeding.

I have read the permit refund policy included in the application instructions.

The application and accompanying documents shall be complete and accurate. Work shall be consistent with the plans and information provided with the permit application and shall comply with applicable codes, ordinances, laws and conditions of approval. Work shall not begin until a permit has been issued and all fees paid. No area disturbed by the project contains a wetland.

By agreeing to these terms I do submit equivalent of my signature on application.

☐ I Agree

☐ I Disagree

CONTINUE

Please read the disclaimer and click on I Agree, then Continue.

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Permit Application

STEP 1 PERMIT INFORMATION

STEP 2

STEP 3

STEP 4

Permit Type Information

PERMIT Type

WENG OBSTRUCTION

*PERMIT Subtype:

WITH METERS

*Short Description:

ENGINEERING TEST ONLINE STREET OBSTRUCTION PERMIT

Notes:

*Job Value

\$10,000.00

Provide the information requested below. Fields with an asterisk * MUST be completed in order to proceed with application. ALL information relevant to your project must be provided. Missing information will delay the issuance of the permit. Provide the first and last names of the individual submitting the permit application. Plans and other documents must be submitted separately via email. For Obstruction, Excavation, and Transportation permits, email to engineer@duluthmn.gov. For all other types of permits, email to permittingservices@duluthmn.gov.

FEE CALC

*AREA SF DOWNTOWN:

704

*AREA SF NOT DOWNTOWN:

0

*# OF DAYS:

5

*# NO PARK SIGNS NEEDED:

4

*START DATE:

5/4/2023

*END DATE:

5/9/2023

*QUANTITY METERED:

4

*LIST METER NUMBERS:

CV10, CV11, CV12, CV13

Enter the permit information. In this example, the contractor is doing work on City Hall and will require four metered parking spaces in the Civic Center to place vehicles and equipment. A standard parking space is 8' x 22' or 176 square feet. All fields pictured above need to have a value entered, even if it is 0 or N/A.

***# NO PARK SIGNS NEEDED:** +

***START DATE:** 5/4/2023

***END DATE:** 5/9/2023

***QUANTITY METERED:** 4

***LIST METER NUMBERS:** CV10, CV11, CV12, CV13

Location

***Enter part or all of your address and press search**

Search By Address 411 W 1 **SEARCH**

Select address below

411 W 1ST ST - Parcel

Your Relation to this Permit

☐ Property Owner

☒ Contractor
Check this box if you are the Contractor

Enter at least part of the address and click SEARCH. Then click the correct address from the list.

Your Relation to this Permit

☐

Property Owner

Check this box if you are the Property Owner

☒

Contractor

Check this box if you are the Contractor

Attachments

Submit required documents or plans via email to:

- For Engineering permits - engineering@duluthmn.gov

- For Construction Services permits - permittingservices@duluthmn.gov

Filename

Select

Description

UPLOAD

CANCEL

NEXT STEP

If you have a sketch or map you would like added, click Select to find the document you want attached, then click UPLOAD.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT
LOGGED IN AS: ENGINEERING TEST CONTRACTOR

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Permit Application

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STEP 2 CONTACT INFORMATION
STEP 3
STEP 4

Application for a WENG OBSTRUCTION Permit

Applicant Information

*Name	ENGINEERING TEST CONTRACTOR	*Phone	(218) 730-5200
*Address	411 W 1ST ST	*Email Address	jhorn@duluthmn.gov
*City	duluth		
*State	mn	*Zip	55802 -

Owner Information

*Name	CITY OF DULUTH	Phone	() - -
Address	C/O CITY AUDITOR	Email Address	
City	DULUTH		
State	MN	Zip	55802 -

Contractor Information

*Name	ENGINEERING TEST CONTRACTOR	*Phone	(218) 730-5200
Address	411 W 1ST ST	*Email Address	jhorn@duluthmn.gov
City	duluth	License or ID	R1765
State	mn	Zip	55802 -

Taxpayer Information

The applicant, contractor and property owner information will automatically be filled out. If your contractor information is incorrect or you need to update it, please call Nicole in the engineering division (218-730-5200). Keep in mind that only one address and phone number can be entered as your company default.

Contractor Information

*Name	ENGINEERING TEST CONTRACTOR	*Phone	(218) 730-5200
Address	411 W 1ST ST	*Email Address	jhorn@duluthmn.gov
City	duluth	License or ID	R1765
State	mn	Zip	55802 -

Taxpayer Information

Name		Phone	() - -
Address		Email Address	
City			
State		Zip	-

CLEAR

Architect Information

Name		Phone	() - -
Address		Email Address	
City			
State		Zip	-

CLEAR

CANCEL

PREVIOUS STEP

NEXT STEP

The blank areas under Taxpayer and Architect are not needed for this type of permit, so you can click **CLEAR** for each of those (if any data shows up).

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STEP 3 REVIEW AND SUBMIT

STEP 4

Application for a WENG OBSTRUCTION Permit

Permit Information

EDIT

Type	WENG OBSTRUCTION
Subtype	WITH METERS
Description	ENGINEERING TEST ON...
Job Value	10,000

Location

EDIT

411 W 1ST ST
DULUTH, MN 55802 DULUTH PROPER 1ST DIVISION WEST 1ST STREET

Contacts

EDIT

Applicant Information

ENGINEERING TEST CONTRACTOR (218) 730-5200
411 W 1ST ST jhorn@duluthmn.gov
duluth, mn 55802

Owner Information

CITY OF DULUTH
C/O CITY AUDITOR
DULUTH, MN 55802

Contractor Information

ENGINEERING TEST CONTRACTOR (218) 730-5200
411 W 1ST ST jhorn@duluthmn.gov
duluth, mn 55802

Taxpayer Information

Architect Information

Fee Information

Type	Amount
ENGINEERING/PARKING OBSTRUCTION ...	\$263.14
ENGINEERING PORTION OF OB...	69.14
PARKING PORTION OF OBSTRU...	170.00
NO PARKING SIGNS	24.00
Total Fees	\$263.14

Attachments

To upload additional attachments click [Here](#)

Review the information prior to submitting.

CANCEL
PREVIOUS STEP
NEXT STEP

Review the information you submitted, and then click NEXT STEP.

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Permit Application

STEP 1

STEP 2

STEP 3

STEP 4 CHECKOUT/CONFIRMATION

Checkout Summary

Review fee details. Select PAY NOW, or, to pay later, select ADD TO SHOPPING CART.

Work is not authorized until status of permit is ISSUED **and** all fees are paid.

WENG OBSTRUCTION Permit

Description	Quantity	Amount
ENGINEERING/PARKING OBSTRUCTION FEE	1	\$263.14
ENGINEERING PORTION OF OBSTRUCTION FEE		69.14
PARKING PORTION OF OBSTRUCTION FEE		170.00
NO PARKING SIGNS		24.00
		Fees Due: \$263.14
		Total: \$263.14

BACK TO STEP ONE

ADD TO SHOPPING CART

PAY NOW

In this example the system has calculated a permit fee of \$263.14. \$69.14 for the engineering portion (\$54.00 base fee plus square footage fee- in this case, \$.0043 per square foot per day downtown fee), \$170.00 for the parking meter portion (fee per meter per day), and \$24.00 for four no parking signs. The signs need to be picked up in Engineering and wired to the parking meter heads 24 hours prior to the street obstruction (we also provide stakes if the spot to be no parked is unmetered. You can add the permit to your shopping cart if you want to pay later or select PAY NOW to pay immediately and submit your permit.

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Shopping Cart

Pay selected items with a credit card.

1. Un-check items you do not wish to pay for at this time.
2. Review list before selecting PROCEED TO CHECKOUT.
3. Review list before selecting PROCEED TO CHECKOUT.
4. Enter credit card information.

NOTE: If you encounter any error messages during the application process, if you do not receive a confirmation of payment or if you have any question as to whether the online permit application and payment were successful, you **MUST** phone the Land Use Technicians in the Construction Services & Inspections office at 218/730-5240 to report the issue and obtain assistance prior to proceeding. **DO NOT create and/or pay for duplicate permits.** Be sure to read the Construction Services & Inspections Permit Refund Policy at <http://www.duluthmn.gov/epermits>.


	Item	Type	Site Address	Amount
<input checked="" type="checkbox"/>	ECON:230522011542012	WENG OBSTRUCTION	411 W 1ST ST	\$263.14

Total: \$263.14

[REMOVE SELECTED ITEMS](#)[BACK TO DASHBOARD](#)[VIEW PAID ITEMS](#)[PROCEED TO CHECKOUT](#)

Work is not authorized until status of permit is ISSUED **and** all fees are paid.

If you opted to pay later, your shopping cart will list all permits you have applied for. To check out, click the box next to the permit(s) you wish to pay for and proceed to checkout.

Description:		Invoice Number: WEB58275
		Total: \$263.14 (USD)
Payment Information		
		
Card Number:	<input type="text"/>	* (enter number without spaces or dashes)
Expiration Date:	<input type="text"/>	* (mm/yy)
Billing Information		
Customer ID:	<input type="text"/>	
First Name:	<input type="text"/>	Last Name: <input type="text"/>
Company:	<input type="text"/>	
Address:	<input type="text"/>	
City:	<input type="text"/>	
State/Province:	<input type="text"/>	Zip/Postal Code: <input type="text"/>
Country:	<input type="text"/>	
Email:	<input type="text"/>	
Phone:	<input type="text"/>	
Fax:	<input type="text"/>	
Shipping Information		
<input type="checkbox"/> Copy Billing Information to Shipping Information		
First Name:	<input type="text"/>	Last Name: <input type="text"/>
Company:	<input type="text"/>	
Address:	<input type="text"/>	
City:	<input type="text"/>	
State/Province:	<input type="text"/>	Zip/Postal Code: <input type="text"/>
Country:	<input type="text"/>	
<input type="button" value="Pay Now"/>		

To pay immediately, click **PAY NOW** and enter your credit card information on the next screen. Engineering staff will review your application within 24 hours (or by the next business day), contact you if there are any questions or concerns, and will send you a PDF of your permit via email once it is approved.