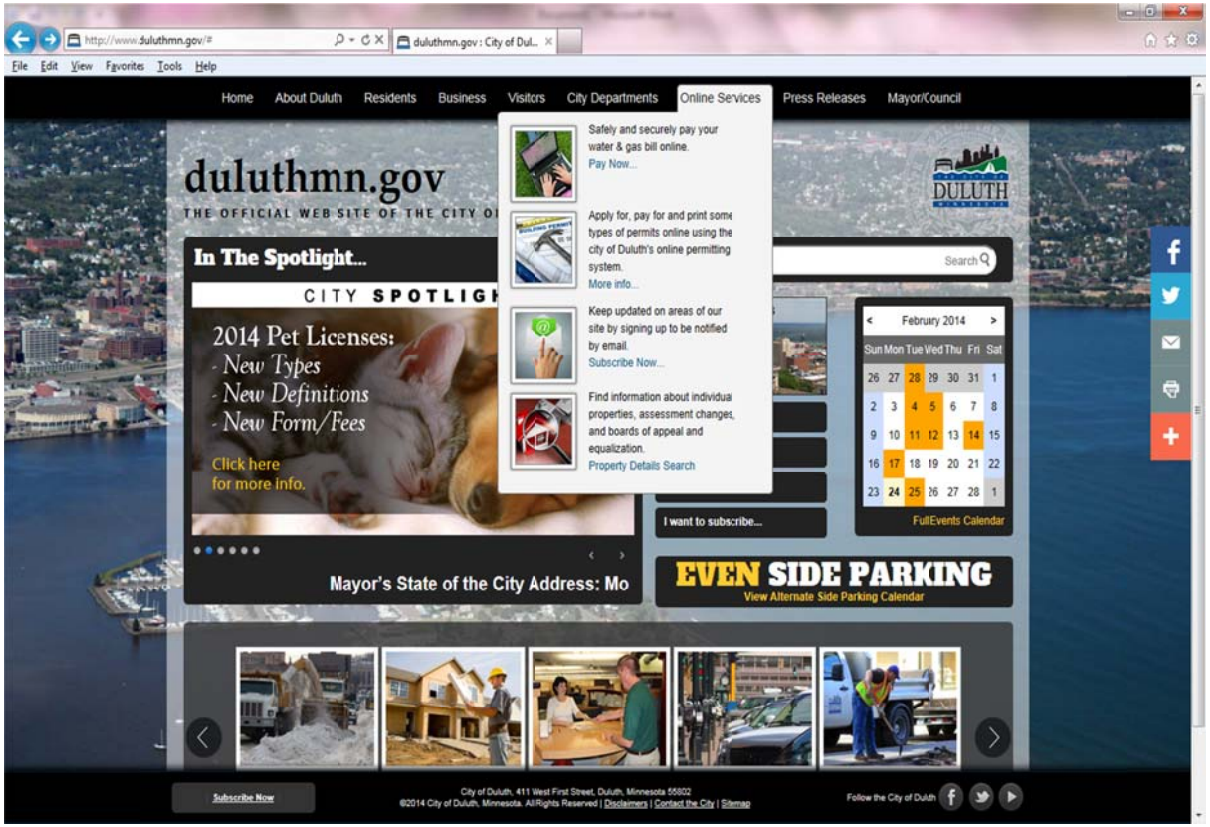
Instructions for Online Permits for Engineering Division

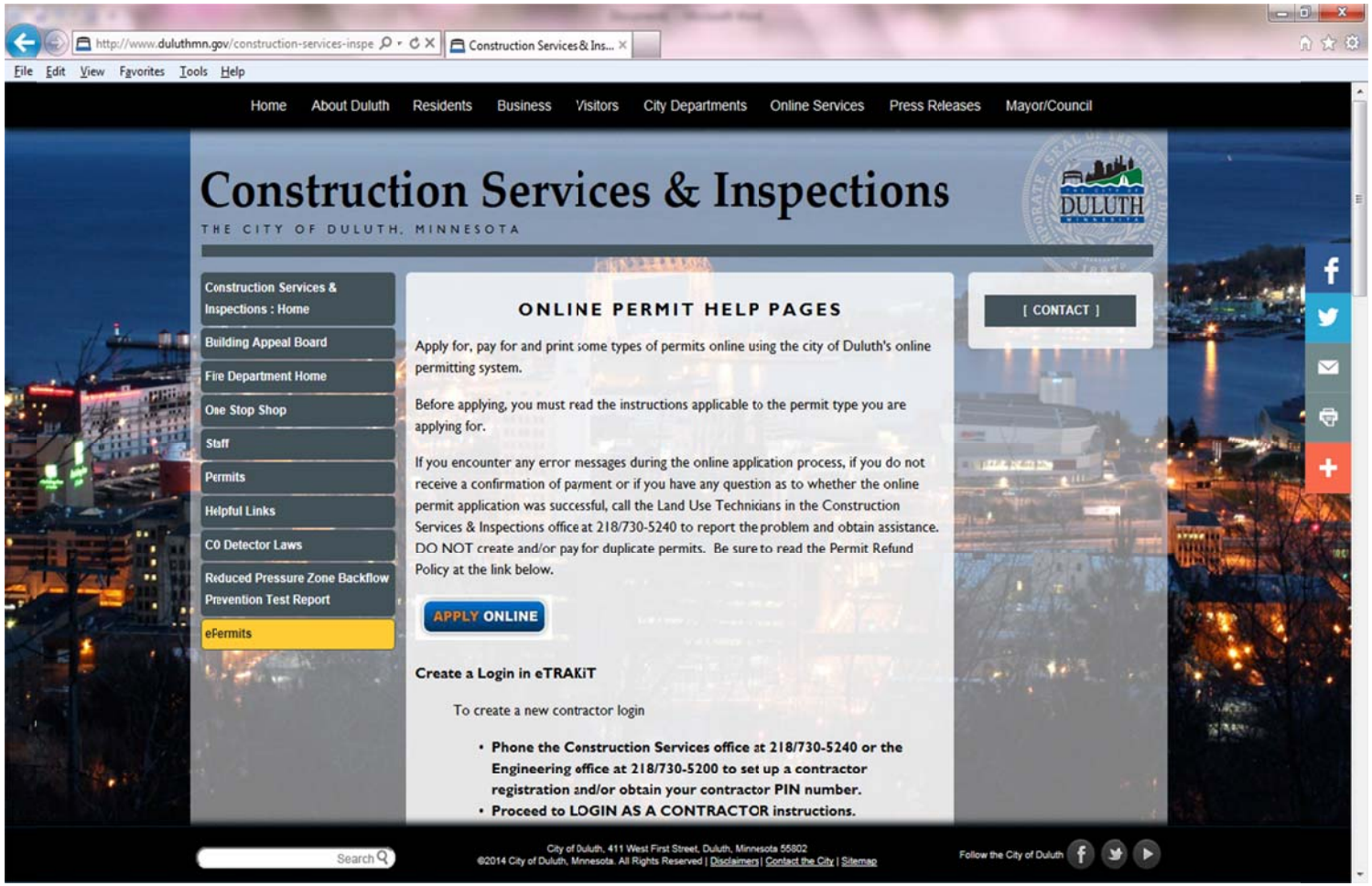


City website: http://duluthmn.gov

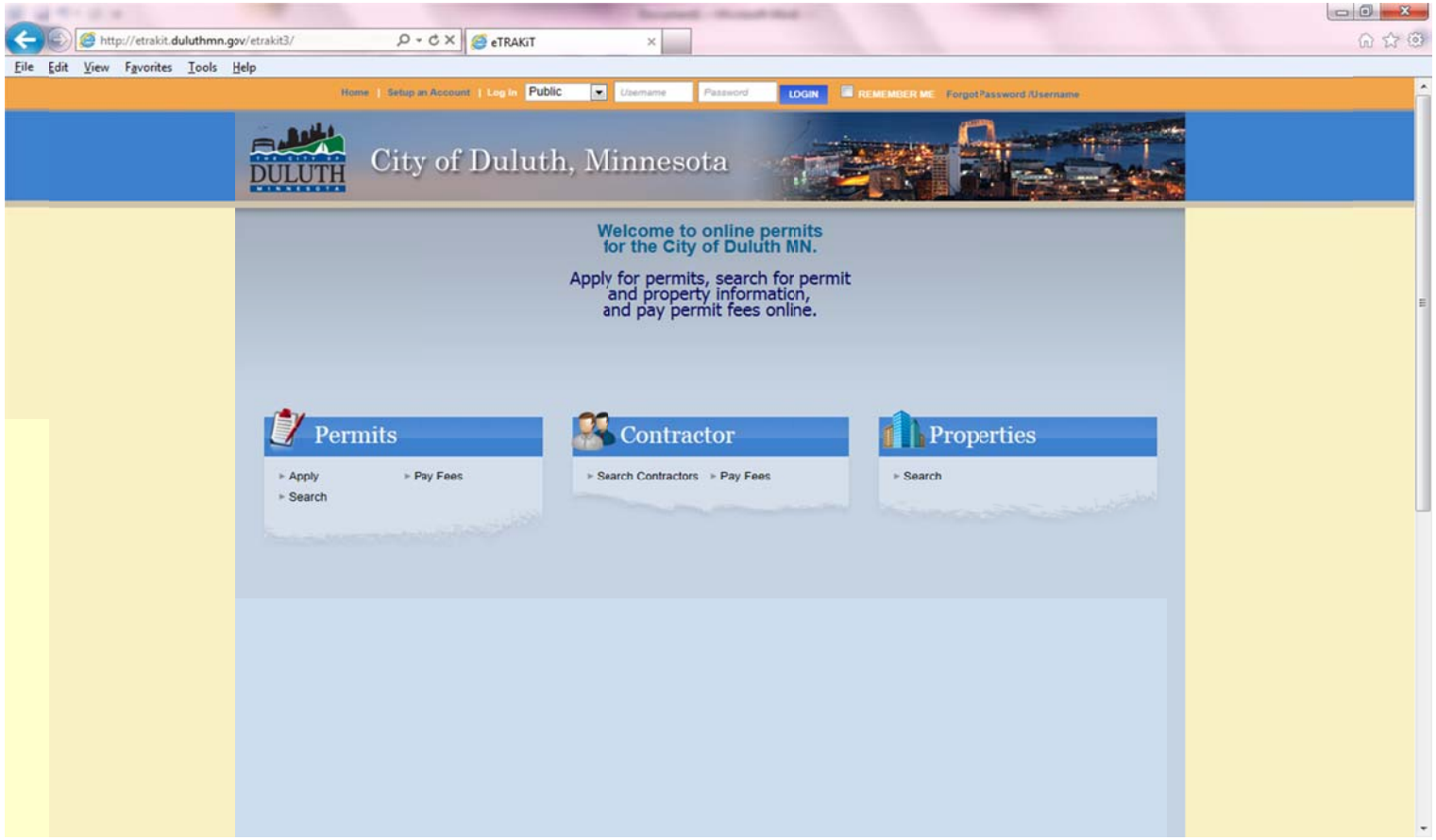
Parking meter maps: http://www.duluthgov.info/db_frames/parking_meters/

Anything within the yellow boundary lines on the downtown and hospital zone maps is considered "downtown" and the higher occupancy fee applies. If you don't know a meter number or need to verify the zone, get the information from the parking meter map link prior to proceeding. Once you start the permit application process you are not able to save your work to visit this site.

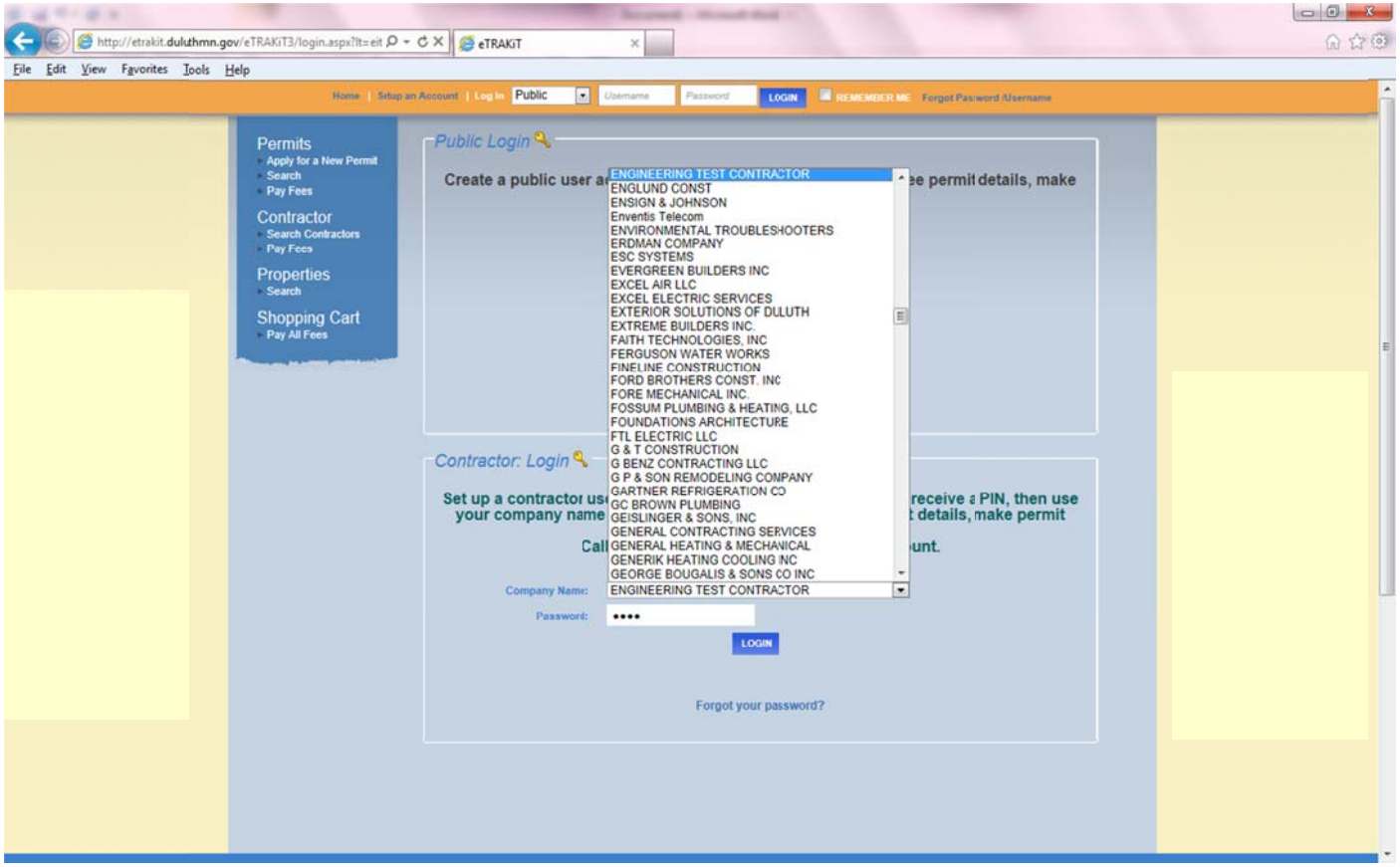
To apply for a permit, go to "Online Services" at the top, then "Apply for, pay for and print some types of permits online using the city of Duluth's online permitting system."



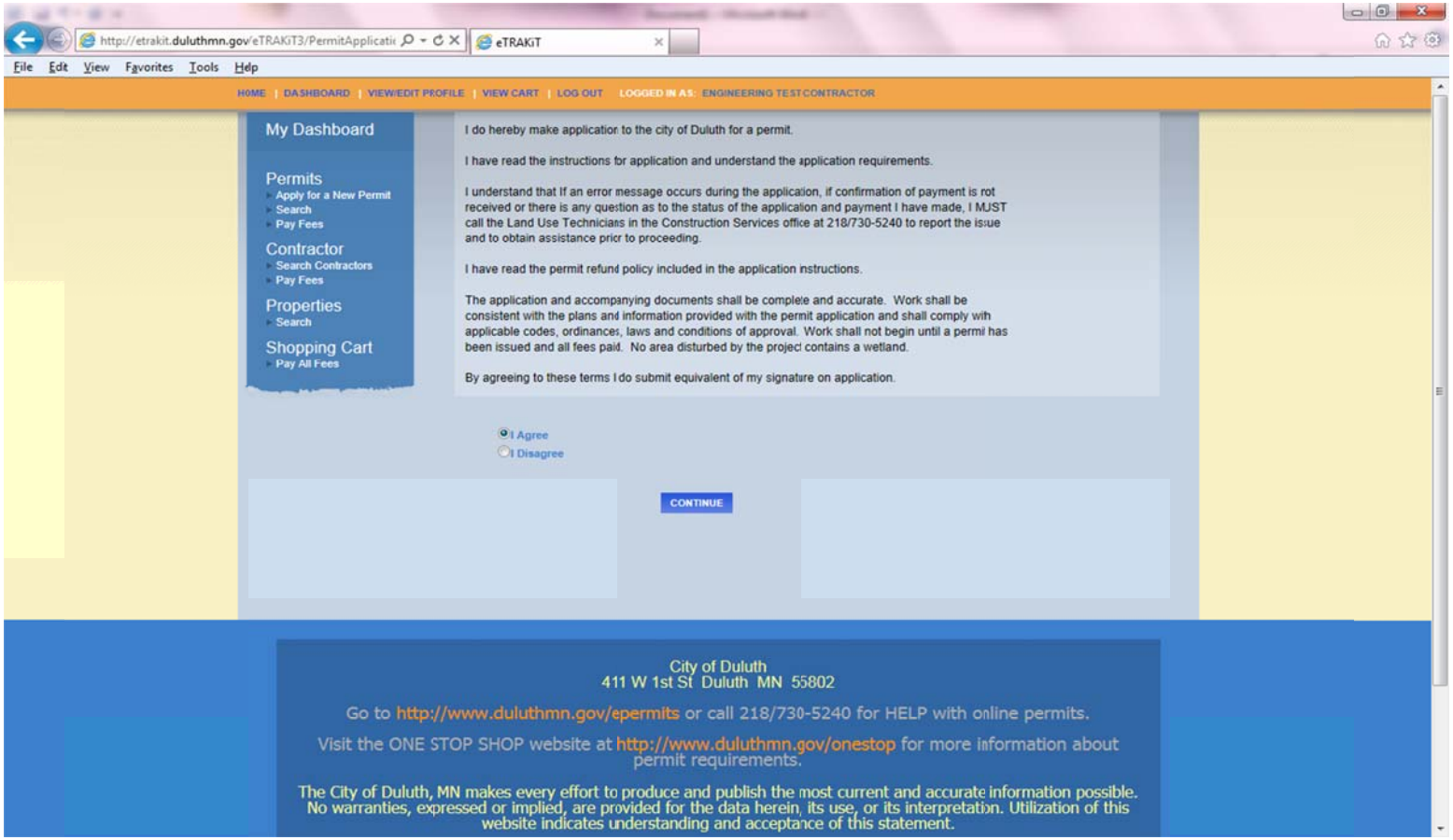
Click on the blue "Apply Online" box.



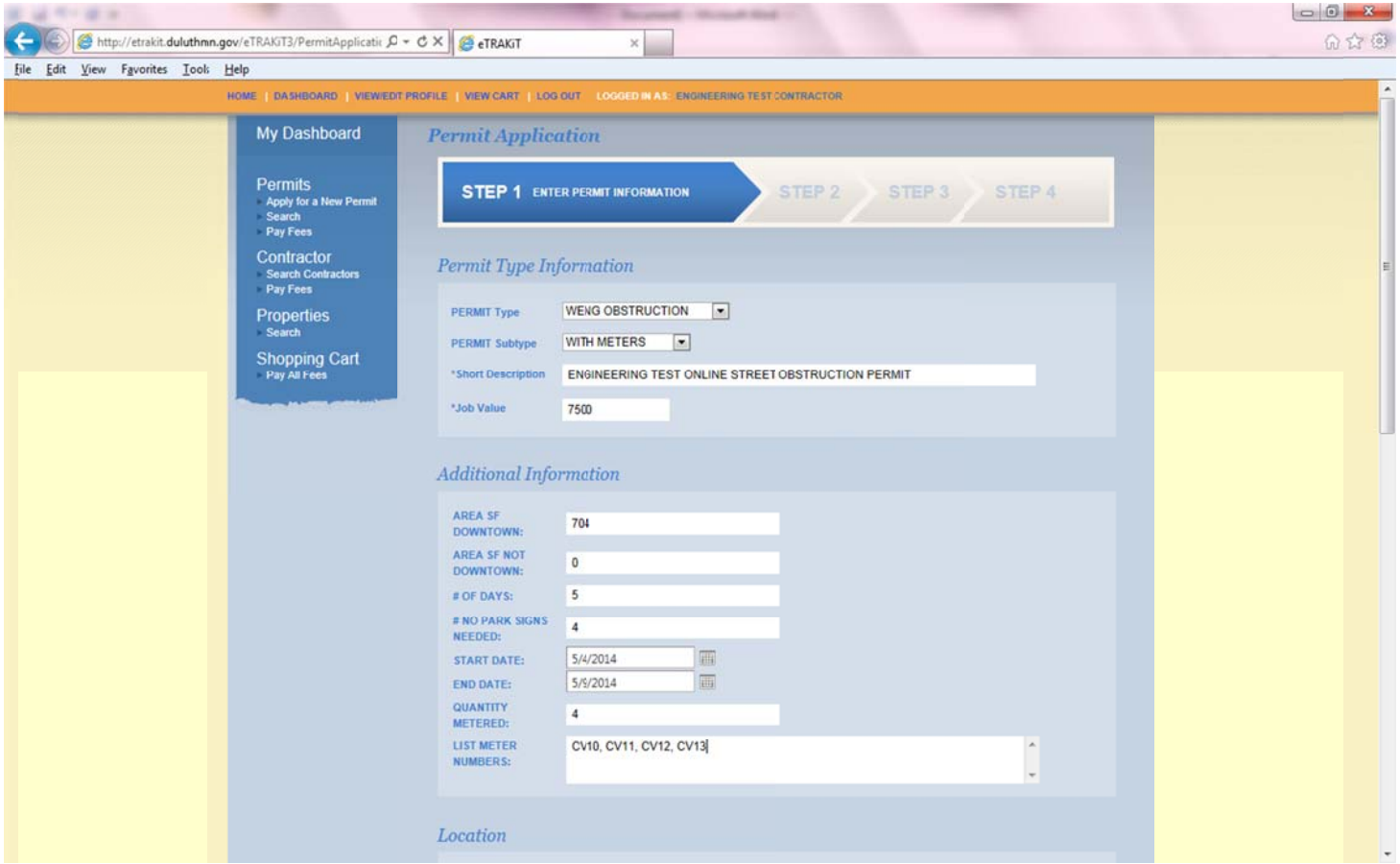
Under the "Permits" tab, click on "Apply."



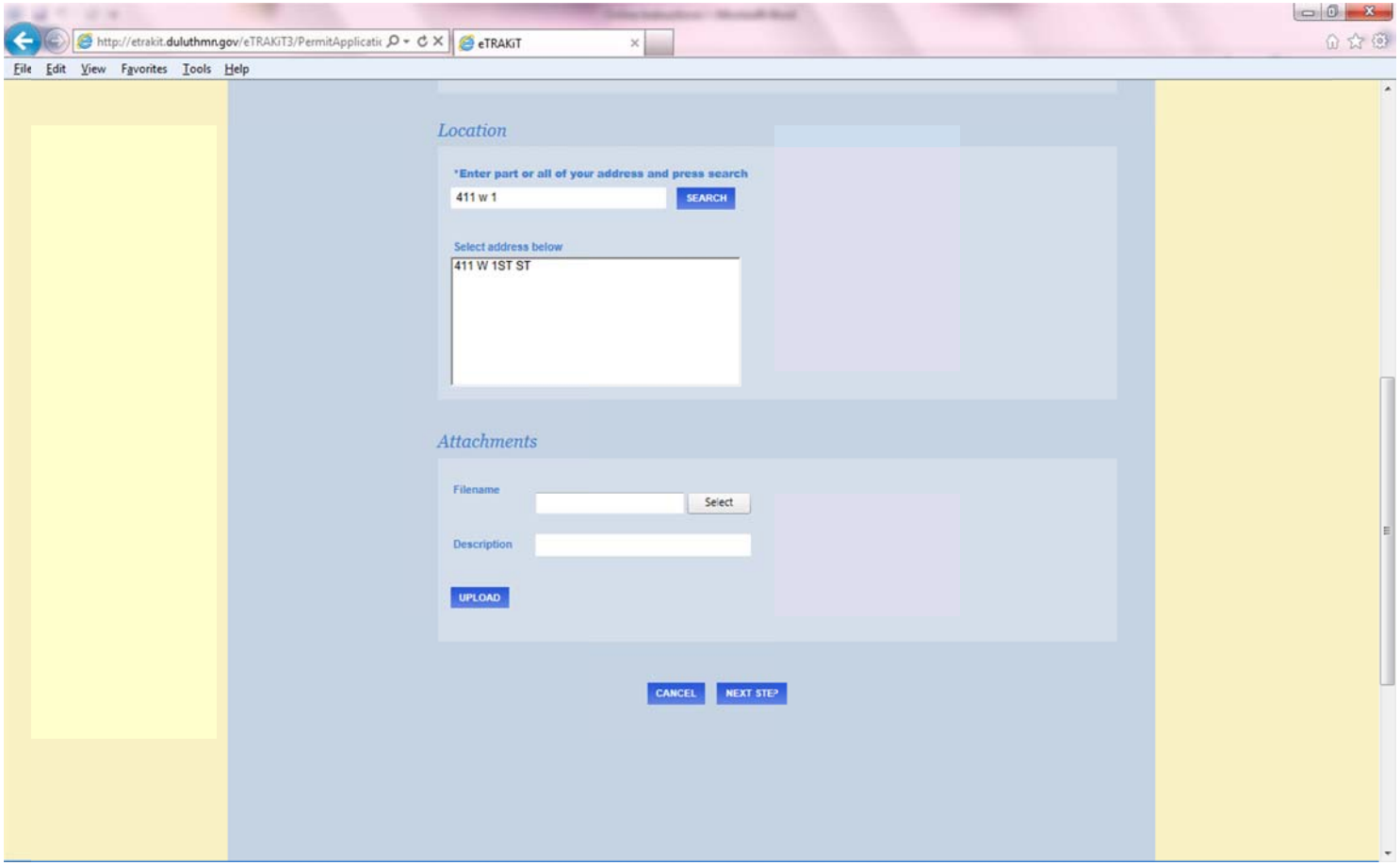
If you do not already have a contractor login, please call 218-730-5200 to get one set up. Otherwise, find your company name in the dropdown menu, highlight it, and enter your PIN in the "Password" field. Until you change your PIN, it is the last four digits of your phone number.



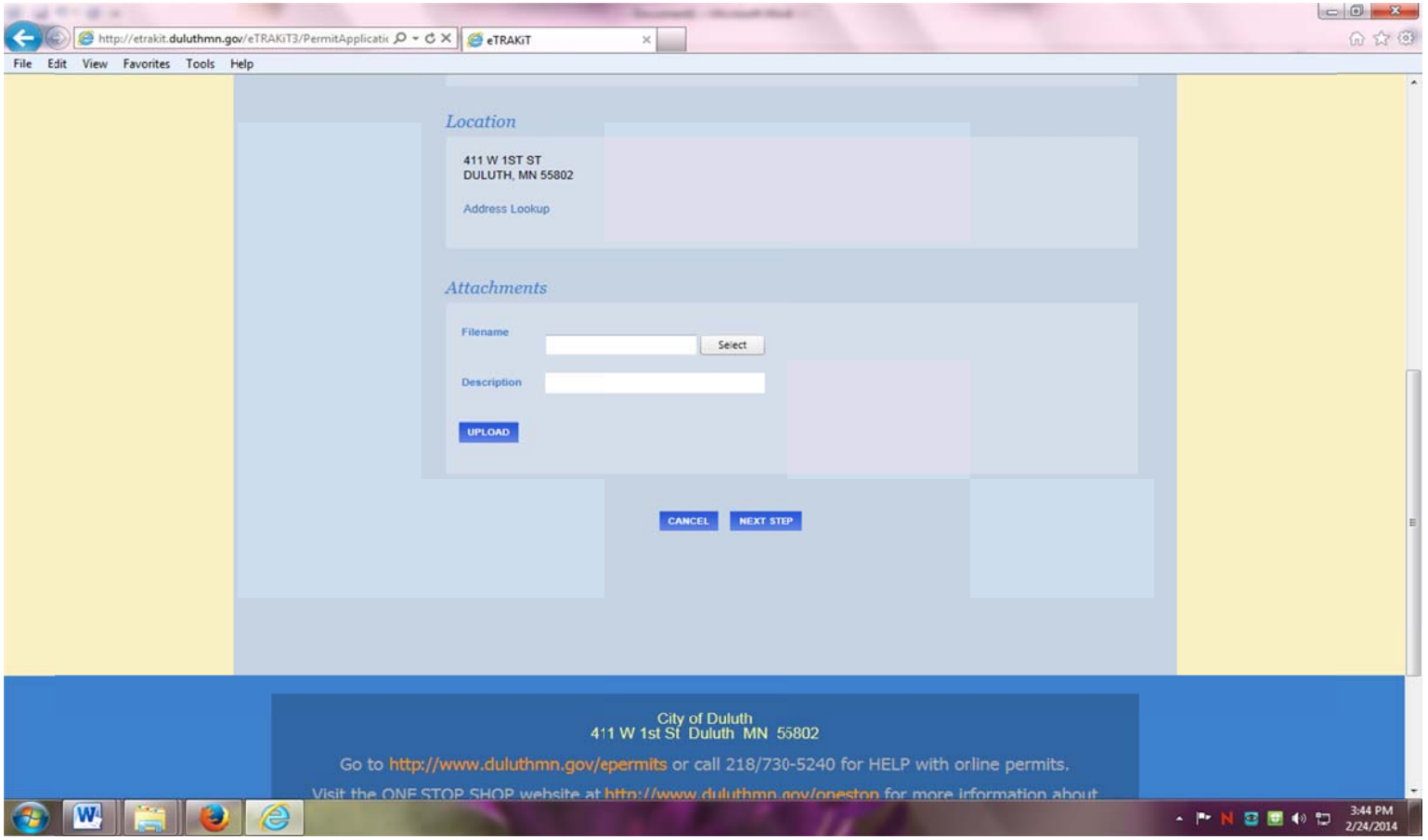
Please read the disclaimer and click on "I Agree," then "Continue."



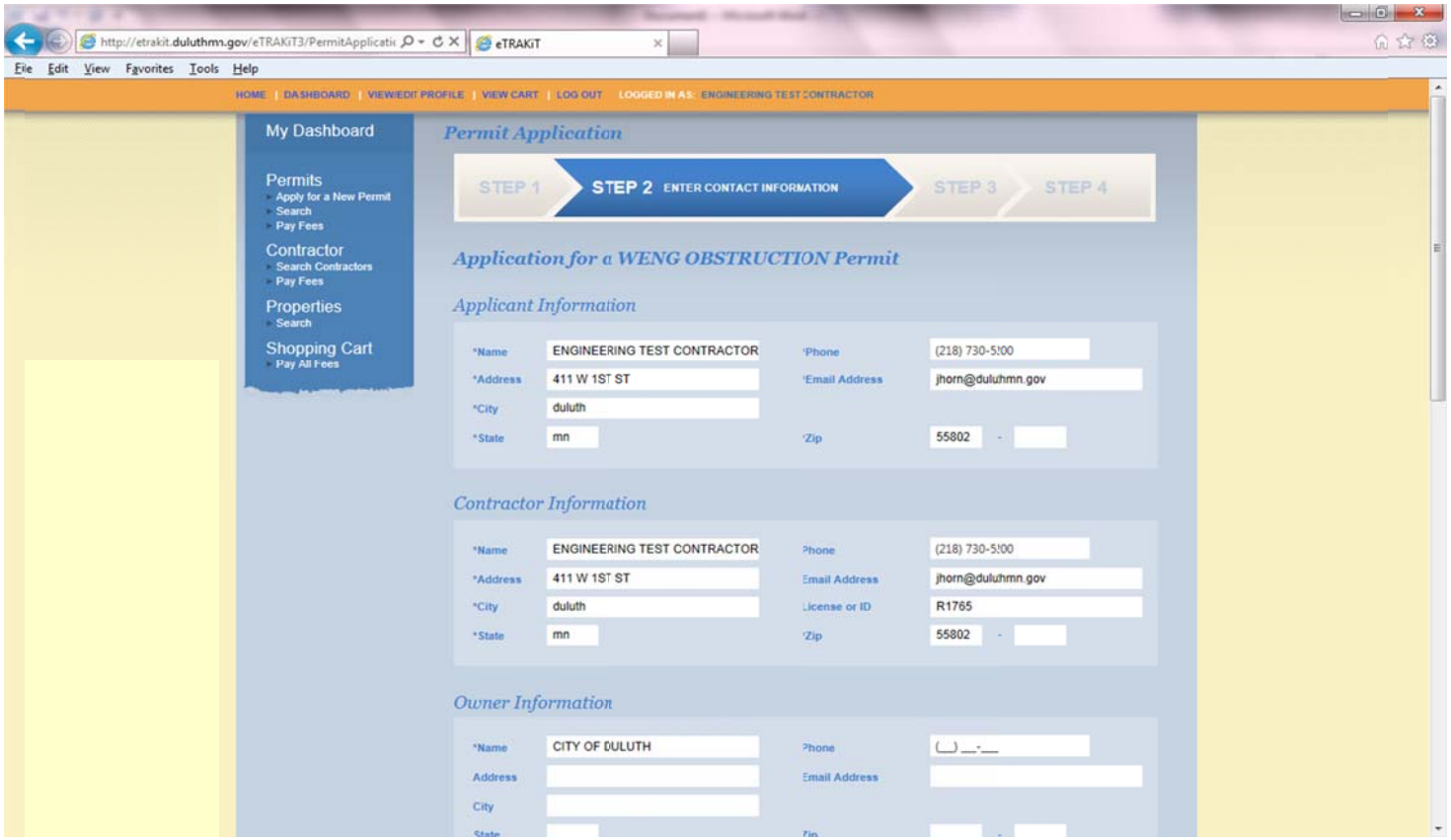
Enter the permit information. In this example, the contractor is doing work on City Hall and will require four metered parking spaces in the Civic Center to place vehicles and equipment. A standard parking space is 8' x 22' or 176 square feet. All fields pictured above need to have a value entered, even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



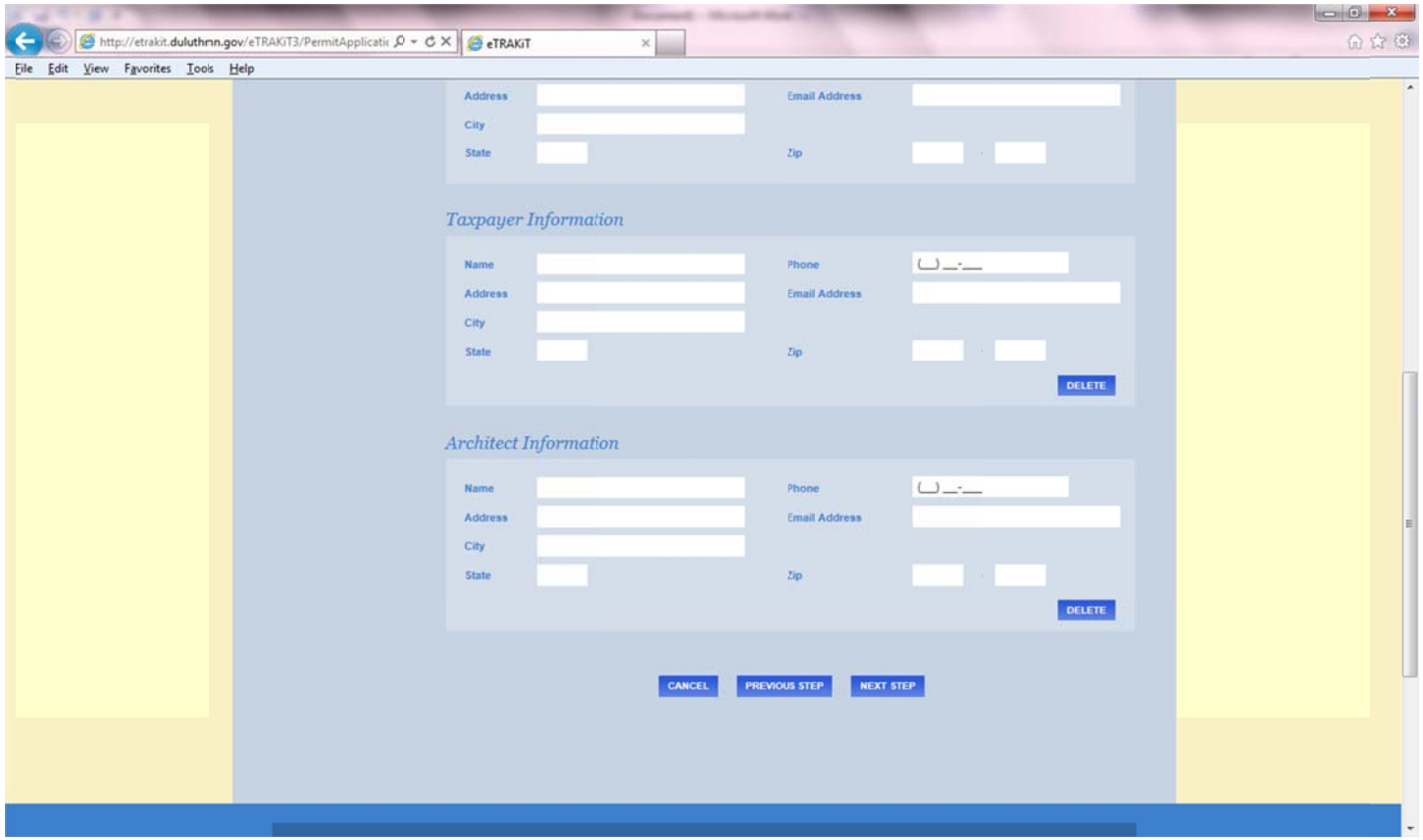
Enter part of the address and the system will automatically search for the correct address. If you have any attachments such as a sketch or map that you want to include with your application, you can browse, select, enter a description and upload in the "Attachments" area.



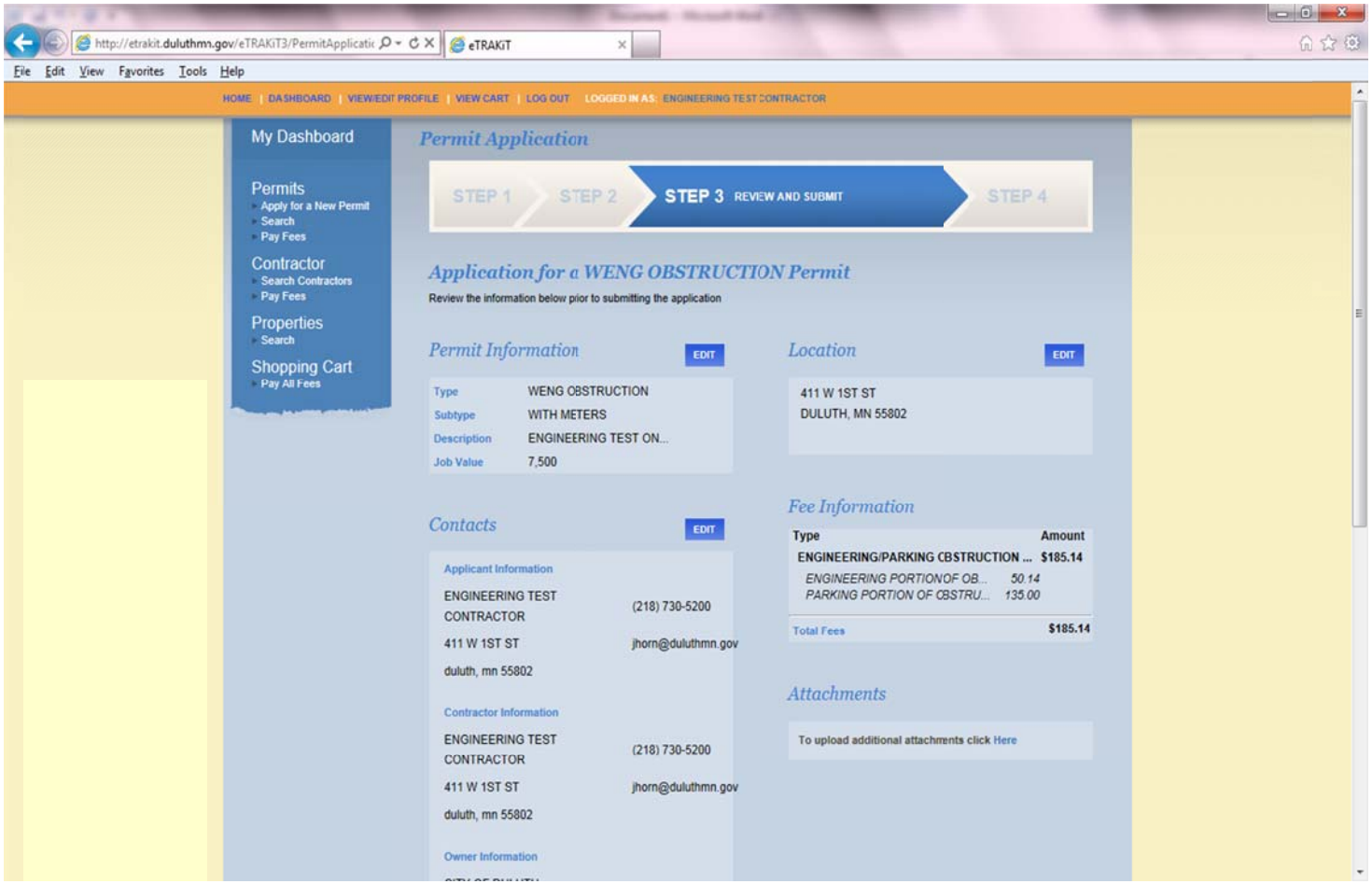
Select the correct address, upload any attachments you wish to include, and click "Next Step."



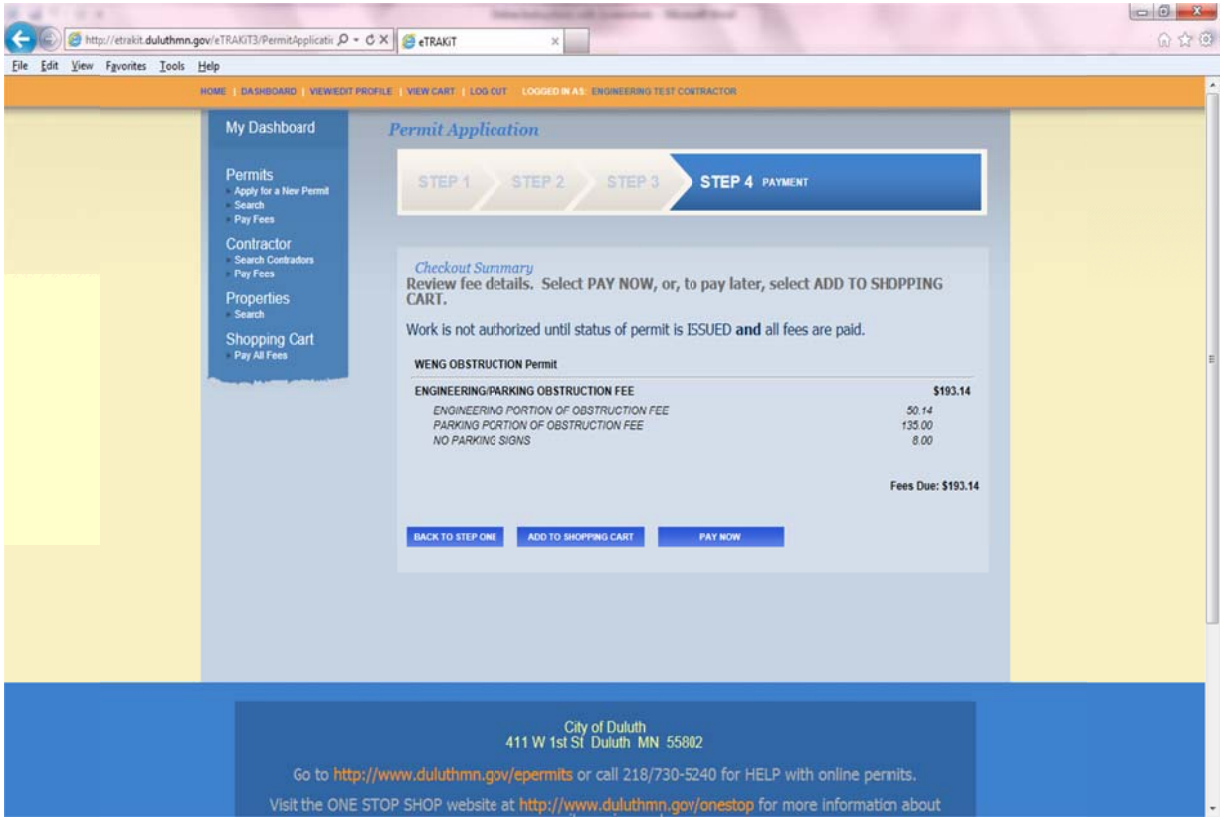
The applicant, contractor and property owner information will automatically be filled out. If your contractor information is incorrect or you need to update it, please call Jeanne in the engineering division. Keep in mind that only one address and phone number can be entered as your company default.



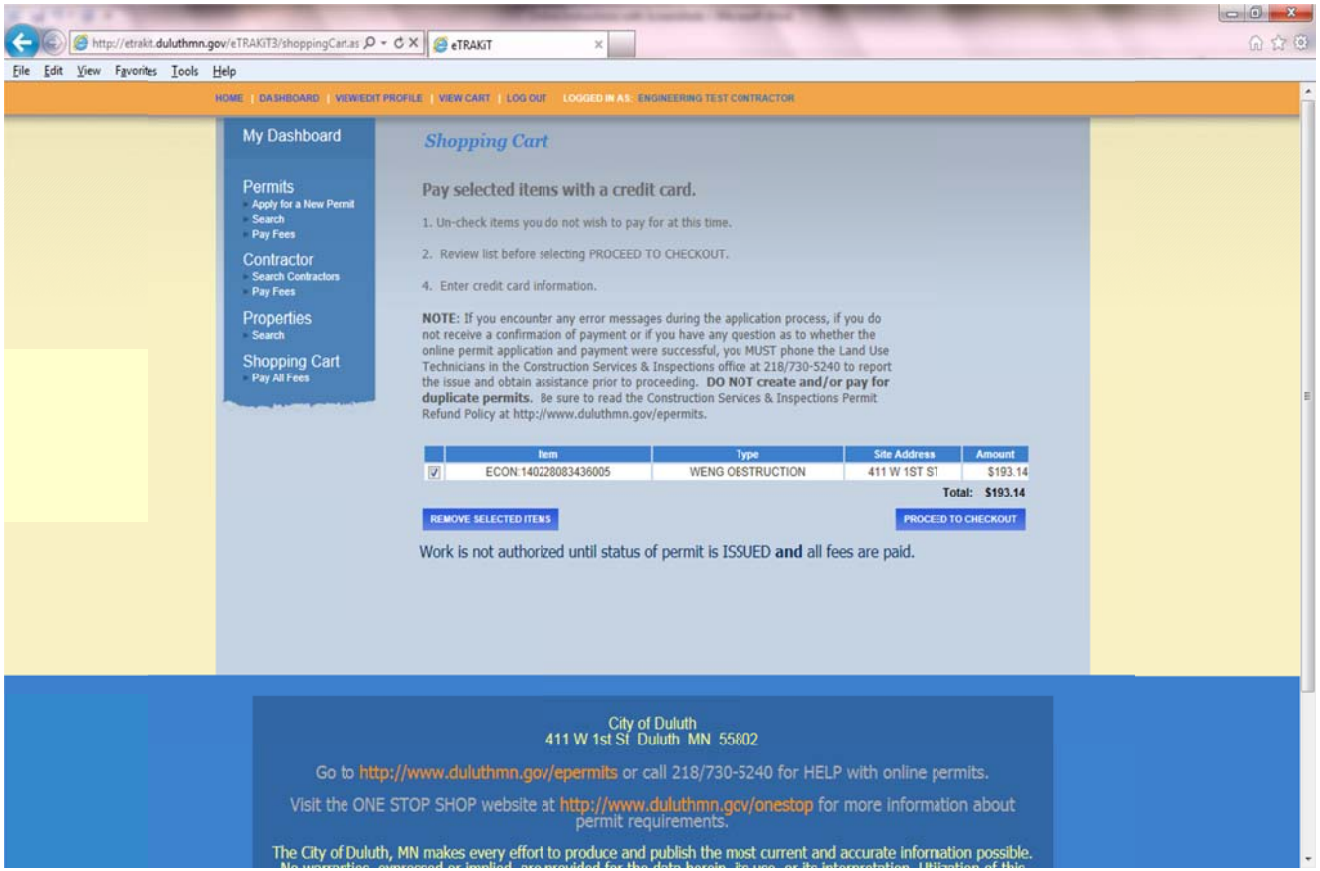
The blank areas under "Taxpayer" and "Architect" are not needed for this type of permit and can be deleted.



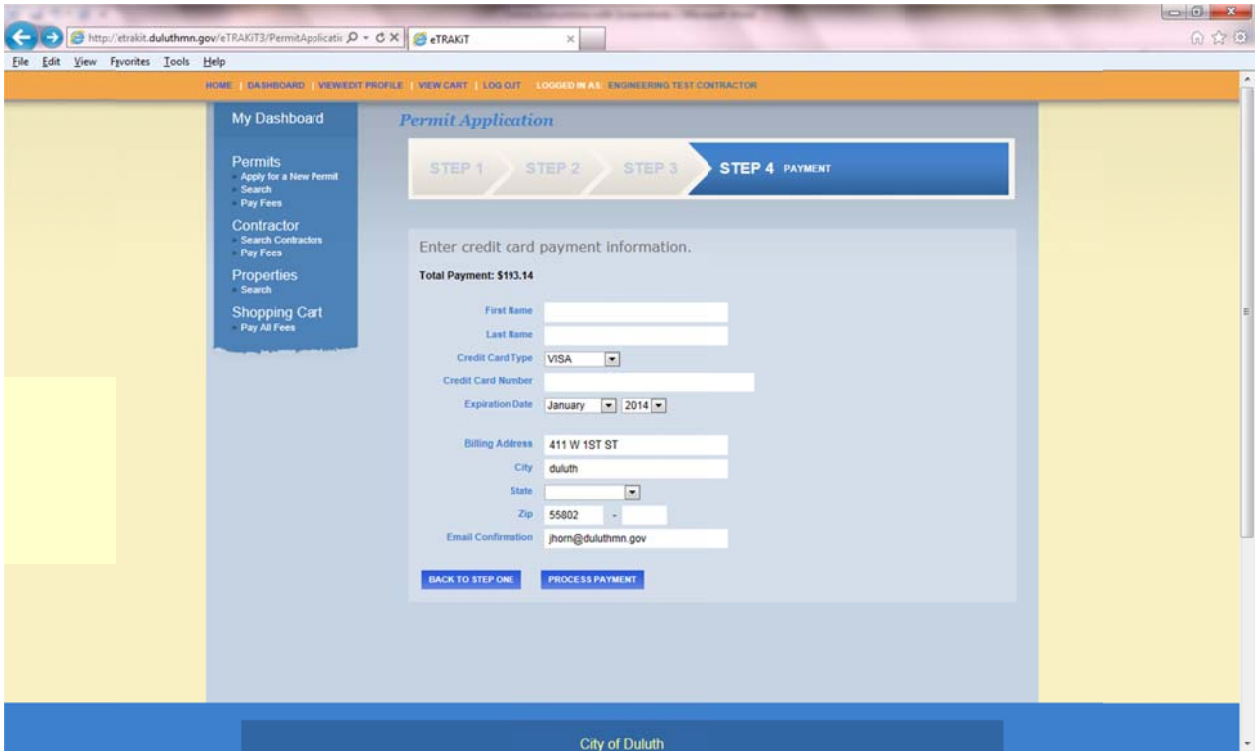
Review the information you submitted, and then click “Next Step.”



In this example the system has calculated a permit fee of $193.14: $50.14 for the obstruction portion ($.0043 per square foot per day), $135.00 for the parking meter portion, and $8.00 for 4 "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. You can add the permit to your shopping cart if you want to pay later or select "Pay Now" to immediately pay and submit your permit application.



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.



To pay immediately, click "Pay Now" and enter your credit card information on the next screen. The city accepts Visa, MasterCard and Discover. 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.