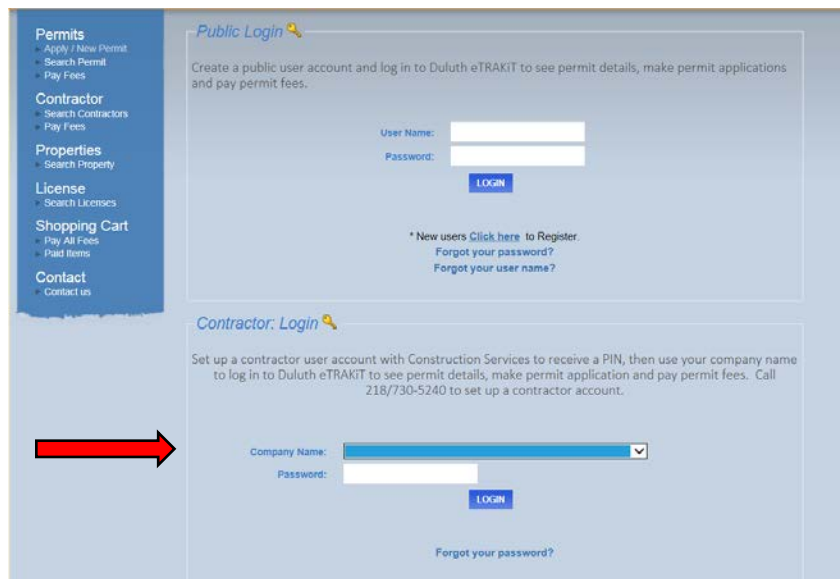


## ONLINE INSTRUCTIONS TO APPLY FOR A TRANSPORTATION PERMIT

Head to [duluthmn.gov](http://duluthmn.gov) Click on the “Departments” dropdown menu. Click on “Engineering” located in the middle column under Public Works & Utilities. Click on “Permits” located on the left hand side of the page. Click on “Transportation Permit for Oversize/Overweight.” Click “Apply Online” and follow the instructions below to complete your permit application.



1. Click **“APPLY/NEW PERMIT”** under the permits tab



2. Use the **CONTRACTOR LOGIN**. If you have previously taken out a transportation permit before your company should be in the database. Your default password (PIN) is the last four digits of your telephone number. To have your PIN changed, or if you experience any difficulty with this step, please call the Engineering Division at 218-730-5200.

My Dashboard

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 Contact us

Construction Services & Inspections office hours are 8 to 4 weekdays, except Thursdays 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

3. **DISCLAIMER PAGE.** You will need to click on the radio button next to “I Agree” to proceed.

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Permit Application

STEP 1 PERMIT INFORMATION    STEP 2    STEP 3    STEP 4

Permit Type Information

PERMIT Type: WENG TRANSPORTATION

\*PERMIT Subtype: TRANS SINGLE

\*Short Description: N/A

Notes:

\*Job Value: \$0.00

*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.*

VEHICLE & LOAD

\*VEHICLE OR TOWING TYPE:

\*VEH MAKE:

\*VEH LICENSE #:

\*VEH LIC STATE:

\*TOWED OR TRAILERED EQUIP:

\*EQUIP MAKE:

\*EQUIP LICENSE #:

\*EQUIP LIC STATE:

4. **PERMIT TYPE.** Scroll down to WENG TRANSPORTATION and highlight it.
5. **PERMIT SUBTYPE.** Choose either TRANS SINGLE, TRANS SEASONAL, or TRANS FRACTURECRITICAL BRIDGE based on your movement type. Please note that the seasonal permit only applies to those local contractors that move their own construction machinery and equipment for their own use.
6. **\*\*The SHORT DESCRIPTION and JOB VALUE fields do not apply, however, must be completed to proceed.** Please enter N/A in the Short Description and \$0.00 in the Job Value Field.

8. **VEHICLE & LOAD.** Please fill out all fields. The dropdown menus for VEH/EQUIP LIC STATE includes all U.S. States and Canadian Provinces.

9. **ROUTE/INSURANCE.** Please fill out all fields. Please check the road closure map to make sure there are no closures or obstructions on your proposed route that will present conflicts for your move. [duluthmn.gov/road-closures](http://duluthmn.gov/road-closures)
10. **WEIGHT AND DIMS.** Please fill out all fields.
11. **ADDL INFO.** Please fill out all fields.

12. **LOCATION.** \*\*These fields do not apply, however must be completed to proceed. Type “000 NO” in the field to the right of the “Address” Pulldown and hit the blue “Search” button. When “000 NOADDRESS – Parcel” comes up in the next window, highlight it.
13. **ATTACHMENTS.** Here you can upload documents such as a sketch of the load distribution, a map of your route, or a certificate of insurance. Hit the “Select” button, find the document you want to attach, then hit the “Upload” button. Hit the “Accept” button on the disclaimer pop-up window.

14. **APPLICANT INFORMATION.** Verify all of these fields are correct. \*\*Disregard the rest of the sections on this page.

**Permit Information** [EDIT](#)

Type: WENG TRANSPORTATION  
 Subtype: TRANS SINGLE  
 Description: N/A  
 Job Value: 0

**Location** [EDIT](#)

000 NOADDRESS  
 DULUTH BLOK TEST, MN 55802 SUB TEST

**Contacts** [EDIT](#)

**Applicant Information**

TEST TRANSPORTER (218) 730-5200  
 411 W 1ST ST jhom@duluthmn.gov  
 DULUTH, MN 55802

**Owner Information**

TEST OWNER  
 1234 TEST ST  
 DULUTH, MN 55802

**Contractor Information**

TEST TRANSPORTER (218) 730-5200  
 411 W 1ST ST jhom@duluthmn.gov  
 DULUTH, MN 55802

**Taxpayer Information**

**Architect Information**

**Fee Information**

Type	Amount
TRANSPORTATION PERMIT, SINGLE	\$30.00
<b>Total Fees</b>	<b>\$30.00</b>

**Attachments**

To upload additional attachments click [Here](#)

Review the information prior to submitting.

[CANCEL](#) [PREVIOUS STEP](#) [NEXT STEP](#)

15. **OVERVIEW.** This will show you an overview of the information entered, along with the fee owed. Hit the “Next Step” button.

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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 TRANSPORTATION Permit**

Description	Quantity	Amount
TRANSPORTATION PERMIT, SINGLE	1	\$30.00

**Fees Due: \$30.00**

Total: \$30.00

[BACK TO STEP ONE](#) [ADD TO SHOPPING CART](#) [PAY NOW](#)

16. **FINALIZE.** Hit the “Back to Step One” button if you need to make any changes. Hit the “Add to Shopping Cart” to pay later. Hit “Pay Now” to pay now.

**Enter payment information to pay permit fees.**

**Order Information** \* Required Fields

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**Description:**

---

**Total: \$30.00 (USD)**

**Payment Information**

---



Card Number:  \* (enter number without spaces or dashes)

Expiration Date:  \* (mmyy)

**Billing Information**

---

First Name:  \*      Last Name:  \*


Zip/Postal Code:

Email:

Phone:

**Security Code**

---



Please enter the security code above.

[I cannot read the code, please provide a new one.](#)

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After submitting your payment, you will be returned to eTRAKiT. When your application has been reviewed and approved, you will receive an email indicating the permit has been issued. Inspections can be scheduled after the permit is issued.

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**17. CREDIT CARD INFORMATION.** Please fill out all fields. Hit the “Pay Now” button to submit your application. You will receive a confirmation message once the charge clears, and your permit will be electronically submitted to the Engineering Division for review and approval. Upon approval, a PDF copy of the permit will be emailed to you.