Frequently Asked Questions: Online Permitting

Rice County
Minnesota

Building Permits Online:
- Additions & Porches
- Ag Structures
- Basements or Interior Remodel
- Commercial Building
- Deck
- Demolition Permit (no fee)
- Exterior Maintenance: Roofing/Siding/Windows
- Garage & Shed
- Manufactured Home
- Mechanical (HVAC) & Fireplace Wood Stove
- Plumbing
- Pool
- Relocated House
- Single Family Home
- Solar Project

Zoning Permits Online:
- Conditional Use Permit
- Grade and Fill application
- Planned Unit Development
- Preliminary/Final Plat
- Sign Permit
- Temporary Equipment Placement Permit
- Variance Application
- Wildlife Pond Permit
- Waiver of Plat
- Zoning Amendment / Rezoning

How do I create an account?

Go to: www.co.rice.mn.us

Click "Permitting" on the home page, then choose Online Permit Site:

Click on "Sign up" in the upper right hand corner. An active email account is required. You will be prompted to create a password and to provide contact information. Once completed, the user will receive an email with a verification link. Click on that link-to activate your account, log in, and start a new application from either the building or zoning list of permit types.

What information do I need?/Find your parcel

Required information varies by project/permit (see our website for specific permit information), **all** applications require property information. Search by parcel #-(using the advanced search option), address, or landowner name. Tip: use just the first few numbers or letters of address and let the system search. Click on SELECT next to the correct property to add in the property address.

Do I need to finish the application in one sitting?

No. The system automatically saves everything you've entered. When you log back in, click on: Dashboard/List of Applications on either the Building or Zoning column. Scroll down to the application, Click on the Edit option to add to or complete your application; click on View to see all of your permit.

I clicked on Finish. How do I pay for my permit?

Building permits have an initial application fee; zoning permits must be paid in full at the time of application. Permits can be paid online (credit card), in person (cash or check), or by mailing a check. No permit will be processed until these fees are paid.

What is the status of my permit?

Users can log into their account and check the status of a permit any time; comments and information can be found in the **Notes** section at the bottom of the application. Building permit applicants will get an email with notification of their second invoice. Once paid and permit issued; an email will notify applicant, and the building permit to post, along with additional necessary forms will be in the Notes section of the application. Emails will be sent to zoning permit applicants throughout the hearing process.

I am having trouble/Don't have access to a computer/Can't scan my documents

Environmental Services is here to help! Call us at 507-332-6113, send us an email (rcplanningzoning@co.rice.mn.us) or stop by the office with your documents and we'll assist you.

Turn over for more online permitting tips!

Online Permitting Tips

- You can move around the application by double clicking on the desired section on the left side.
- **Site Plan**: Almost every building and zoning permit application requires a site plan. The site plan must show: all existing buildings on the property, the location of the proposed project, distances from the property lines to the proposed project, distance between buildings as applicable, and location of the septic system and well. A sample site plan can be found in the application, click on Sample Site Plan in the left column or find one on the online permitting page of the county website at www.co.rice.mn.us.
- **Permitting Forms**: Look for the required document name underlined in blue on the left hand side as you work through the application. Double click and the required document will open up. Save it to your desktop, complete the form, save it again, and attach it to your application where requested.
- **Contractor License Number:** While in the application, click on the license look up link in the left column or go to: https://secure.doli.state.mn.us/lookup/licensing.aspx.
- **Can't submit your application?** You likely have missing information, which will be indicated in red. Scroll through the application and fill in what's missing. When completed, go to the final section and click ***Finish***.
- **Fees** are automatically generated based on the permit type and project size/scope.
- **Fee Payment:** *If paying online*, click on the online payment prompt. At the bottom of the next screen there will be a box reading, "Forte Secure Web Pay-Credit Card." Click on this box and it will take you to an address screen. Continue on until payment is made. *If paying via check/cash* – be sure to click *Finish*, then you can exit your application. Stop by the Environmental Services office in the Government Services Building at 320 NW 3rd Street in Faribault, or send your check by mail. The permit will not move forward for clearances until the permit fees are paid.