

# DAKOTA COUNTY OVERSIZE TRUCK PERMITS

## UPDATED SYSTEM INSTRUCTIONS

[www.co.dakota.mn.us/Permits/HighwayPermits/Pages](http://www.co.dakota.mn.us/Permits/HighwayPermits/Pages)

We have moved our online Oversize/Weight Truck permit requests into a new application "One Stop Roadway Permits Shop". Please delete any saved webpage addresses you may have for obtaining Dakota County Truck Permits. By entering the web address shown above, this will get you right to the new permit selection page. View the permit types on the left and select the permit that you wish to apply for. Then read over the information on that permit page and select to apply online as a "Returning User". The next page will look like this one below. Your login email address and password have not changed from the old application. If you have never applied for a Dakota County Permit online before, select "First Time User" and enter your information and select a password.

### One Stop Roadway Permit Shop



Welcome to our online permit application. This web site offers several types of required permits for work on or the use of, the roadways under the jurisdiction of the cities listed on the left and Dakota County Highways. Please sign in to get started.

This application is the joint effort of the following Cities and Dakota County.

Email Address:

Password:

[I forgot my Password](#)  
[Create Account](#)

Problems? Please call the Dakota County I.T. Help Desk at 651-438-4346 for assistance. \*\*\*NOTICE!! This system will be unavailable Sunday, April 28th from 4:00am to 10:00am. Thank you for your cooperation.\*\*\*

Once you have login, you will see a new “Work Place” page. This page has some options that you didn’t have with the old system.

# One Stop Roadway Permit Shop



Welcome to your Work Place  
Rosalee McCready  
Rosalee McCready

[Place Permit Order](#) [View Cart](#) [Update Profile](#)

[Pending Permits](#) [Approved Permits](#) [Logout](#)

The “Place Permit Order” tab, is for ordering your new permit(s). Below, Click on the arrow down button and select the permit you are looking for.

# One Stop Roadway Permit Shop



[Return to Workplace Page](#) [View Cart](#)

Please select a permit to apply for:

Please select a permit

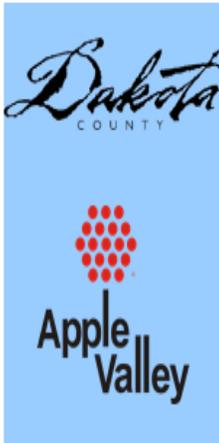
Select Permit

- Select Permit
- General Excavation Permit
- Obstruction Permit
- Oversized - Annual Permit
- Oversized - Single Trip Permit
- Special Event Permit
- Utility Right of Way Permit

Once you have selected the permit that you’d like to purchase, you will be transferred to the Application page. The new permit system accepts permit requests for other Cities also, if they offer the some type of permit you selected. Currently, Dakota County is the only agency offering Oversize truck permits, please click on the box to the left of Dakota County and note the box will show a check mark. Continue down the page and fill out the blanks just as you did with the old truck permit system.

Note: If the weight or dimensions you entered are outside of the auto approved limits, you will see red stars next to the box(s) and a message telling you to contact the permit office. If it’s after hours, to save time, you can print off and fill out the permit form on the permit page and fax it to the number shown on the form.

# One Stop Roadway Permit Shop



**\*\*note to cancel permit submission hit your web browsers back button.\*\***

When applying for a new permit, please verify all information you have entered is correct prior to submit.

Type of Permit: Single Trip Permit

Please select an agency to purchase the Oversized Truck Permit from:

| Select All               | Agency        | Business Id |
|--------------------------|---------------|-------------|
| <input type="checkbox"/> | Dakota County | 1           |

When all of your information has been entered and excepted, simply click the submit tab at the bottom of the screen, you will be directed to the “Shopping Cart” or check out page, shown below.

## One Stop Roadway Permit Shop



[Return to WorkPlace Page](#)

[Purchase another Permit?](#)

Rosalee TESTING McCreedy  
1590 Hwy 55, Dept of IT  
Hwy 55  
Hastings MN, 55033

Rosalee McCreedy  
(651)438-4383  
(651)438-8888

\*\*\* These permits are pending and NOT submitted until you have 'purchased the cart'. \*\*\* Please click [Purchase Cart](#) and select a payment method to finish applying for your pending permits.

|                                       | permitId | Applied to City/County | Permit Type        | Fee     | businessId |
|---------------------------------------|----------|------------------------|--------------------|---------|------------|
| <input type="button" value="Remove"/> | 293      | Dakota County          | Single Trip Permit | \$25.00 | 1          |

Total Due:

\$25.00

[Purchase Cart](#)

Your permit request has not been submitted at this point, you will need to select “[purchase Cart](#)” at the lower left side in order to complete your order. You will then see a drop down window to select your payment method. Once you’ve made your payment selection (Check or Credit Card) and filled out the information for the Credit Card, you will then need to select “[Submit Cart](#)”. At this point you will see a confirmation page. Your permit has been auto approved. Select “Return to Work Place page” in the upper left side of the screen.

Note: Before selecting to purchase the cart, you can choose to “Purchase another Permit” or you can hold your permit here until you are ready to purchase it later. You also have the option of deleting your permit request, which will remove this permit request from your cart and delete it from the system. If you elect to hold the purchase, You may return to the “Work Place” to continue with another type of permit purchase or select the “View Cart” to purchase your order.

# One Stop Roadway Permit Shop



Welcome to your Work Place  
Rosalee McCreedy  
Rosalee McCreedy

Place Permit Order

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Logout

Back at your Work Place, click on the Approved Permits tab to view all of your approved permits. The most current permit you just applied for will be shown at the top of the list. Select the "Print" tab next to the entry to print a copy of the permit form. Approved permits will remain on this list for the year. You can reprint copies as needed.

At your Work Place page, you can also select to view and update your contact information by selecting the "Update Profile" tab. The "Pending Permits" tab is still under construction at this time, but will be available in the near future.

Thank you for your cooperation and patience during this upgrade. We hope you like the new system, we tried to continue to offer a system that is user friendly. If you have any questions about the system, please call Butch McConnell at 952-891-7115 during the day or the afterhours number shown on the login page.