

This tutorial has been created to guide you through the Utility Permit application process.

If you have any questions, please call us at: (218) 732-3302 or email at: <a href="mailto:scott.pfeifer@co.hubbard.mn.us">scott.pfeifer@co.hubbard.mn.us</a>

**Utility Permit** – A fee of \$100.00 is due with application.

Log on at: <a href="https://onegov.co.hubbard.mn.us/">https://onegov.co.hubbard.mn.us/</a>

(Sign up for a user profile in the upper right corner if you don't already have one.)

Under **Utility** click the blue link to begin a new application.

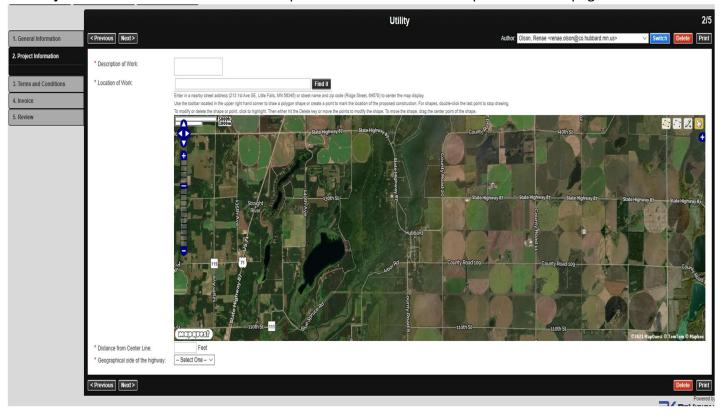


1. General Information – Fill in fields as requested then click Next at top or bottom of page.



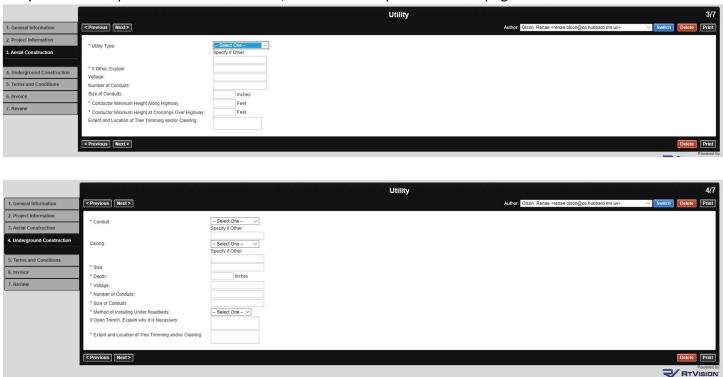


2. Project Information – Fill in fields as requested then click Next at top or bottom of page.

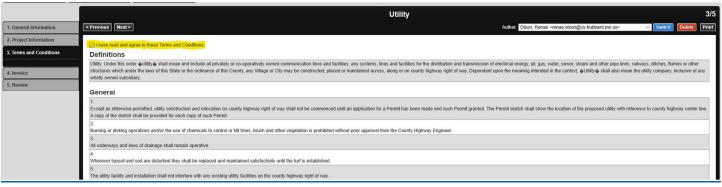




**3.** Aerial/Underground Construction – Depending on the type of construction chosen in the General Information tab, you will have additional tabs to fill in details of the utilities that will be installed. Once you have completed each of those tabs, click Next at top or bottom of page.

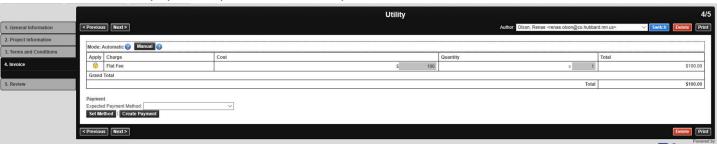


**4. Terms and Conditions** – Read Utility Terms and Conditions then check the box that you have read and agree to these terms and conditions. Click **Next** at the top or bottom of page.





5. Invoice – Choose a payment option from the drop-down menu. Click Next.



- 6. **Review** If you wish to review your data, click **View the Application**. When ready to submit your application click **Finish**. This submits your application for review, and you will be notified by email and be able to click a link to view your application.
  - If you choose to pay by check, make it payable to Hubbard County Highway Department and mail to: 101 Crocus Hill Street E, Park Rapids, MN 56470. Include a note that your check is for a Utility Permit.
  - If you choose to pay online, you will start the online payment process when you click Finish.