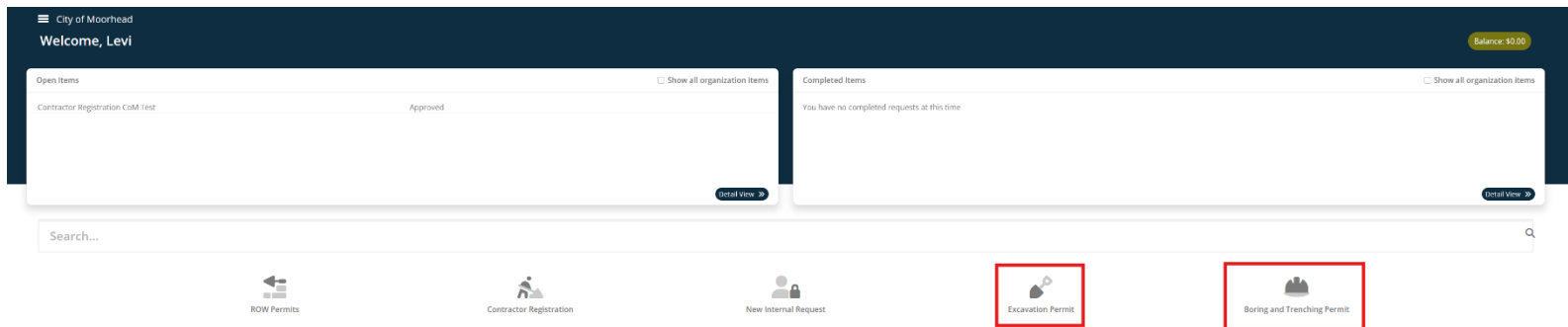


City of Moorhead Right of Way Permits – Excavation & Boring Permit Application and Survey & Inspection Scheduling

1. Go to <https://moorheadcm.novotx.com/Account/Login>, log into your account and select ‘Excavation Permit’ or ‘Boring and Trenching Permit’:



2. Select ‘Next’ from the bottom of the screen after reviewing all the information on the screen:

Excavation Permit

Getting Started

Welcome to the Moorhead Engineering Permit Application

You can use this application to apply for the following permits:

- Street Excavation
- Boulevard Excavation

During the application process, you may be required to provide documentation such as site plans or other supporting materials. Once your application is submitted, it will be reviewed for completeness. If additional information is needed, we will contact you.

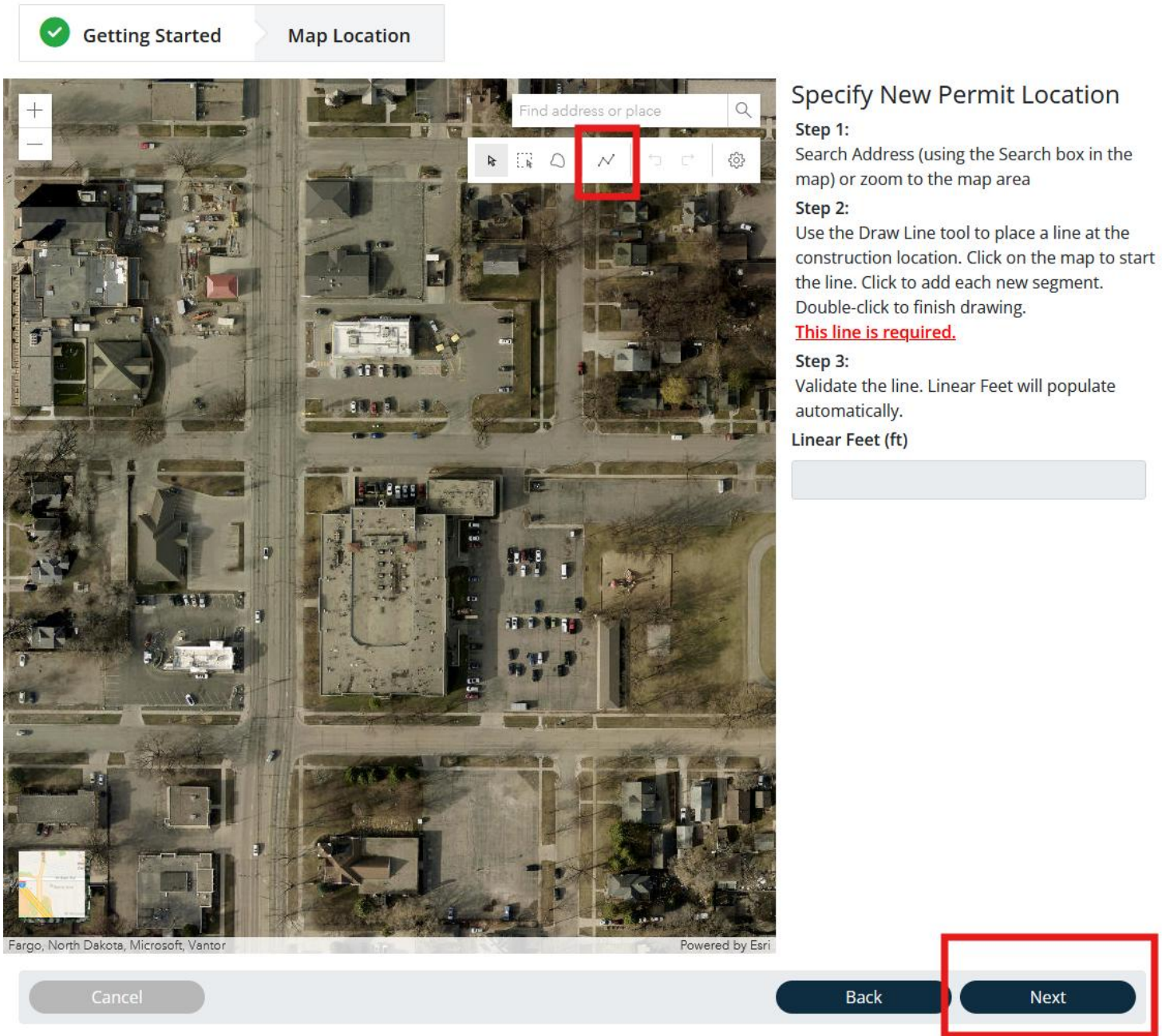
The permit will be processed after all required information is received and applicable fees are paid. Once payment has been received, you will be required to schedule any surveying or inspection needs through our online booking platform provided in the payment confirmation email.

If you have any questions, please contact the Engineering Department at 218.299.5390.

Cancel

Next

3. Click on the location where the permitted excavation work will be performed, or draw a line for the route of directional drilling or trenching, and select 'Next':



- Confirm all permit location information is correct and enter the work start date, work end date, select the type of permit being requested, and enter a description of work. Be as detailed as possible in the description of work (please see example). Select if a traffic control plan is needed and for excavation permits if they are in the boulevard or street, then enter the work quantities as requested. Confirm all contractor details and select 'Next':

Boring and Trenching Permit

✔ Getting Started

✔ Map Location

General Details

Please fill out all required* fields below. Once finished with this form click 'Next'.

Applicant Name *

Levi Hockett

Applicant Phone Number *

2182995396

Applicant Email Address *

levi.hockett@moorheadmn.gov

Permit Location *

1523 11th St N

Permit Location City *

Moorhead

Permit Location State *

MN

Permit Location Zip Code *

56560

Work Start Date *

05 / 01 / 2026

Work End Date *

05 / 18 / 2026

Description of Work *

580 LF of directional drilling on 11th St N starting from the address of 1523 11th St N, and heading north on the east side of the roadway until the end location at nearby address 1623 11th St N. Work being performed by CoM Test for Fiber Communications Co.

Linear Feet of Work *

579.91

Square Feet of Work *

40

Will this work require a Traffic Control Plan? *

Yes

Contractor Details

Contractor Company Name *

CoM Test

Contractor Address *

403 Center Ave

Contractor City *

Moorhead

Contractor State *

MN

Contractor Zip Code *

56560

Contractor Phone Number *

2188675309

Contractor Email Address *

levi.hockett@moorheadmn.gov

Cancel

Back

Next

5. Upload all Required Attachments on this page. These should include detailed, scaled drawings showing the scope of work as well as any traffic control plans if needed. Click the 'Drop your files here' area and select the documents, and click 'Next':

ROW Permits

✓ Getting Started

✓ Map
Identify Location

✓ General Details

Additional Attachment

Required Attachments:

Applicants must submit a completed permit application along with:

i

- Detailed, scaled drawings showing the location of work and proposed improvements.
- Any signed project plan sheets.
- Traffic Control plan when applicable.

Drop your files here

CIVIL SITE PLANS_4_8_2025_17_30...

SCOPE OF WORK PLANS MAPS_4_...

Cancel

Back

Next

6. Review the information on the final submission page and then click 'Finish':

ROW Permits

✓ Getting Started

✓ Map
Identify Location

✓ General Details

✓ Additional Attachment

Final Step

Final Step: Submit Your Application

Click "Finish" to submit your permit application. Once submitted, the Engineering Department will review your application and contact you if additional information is needed.

Once permit has been reviewed and conditionally approved, you will receive an email with a payment link. The permit is only valid once payment has been submitted.

Once payment has been received, you will receive an email with directions for scheduling all necessary survey needs and inspection for you permit.

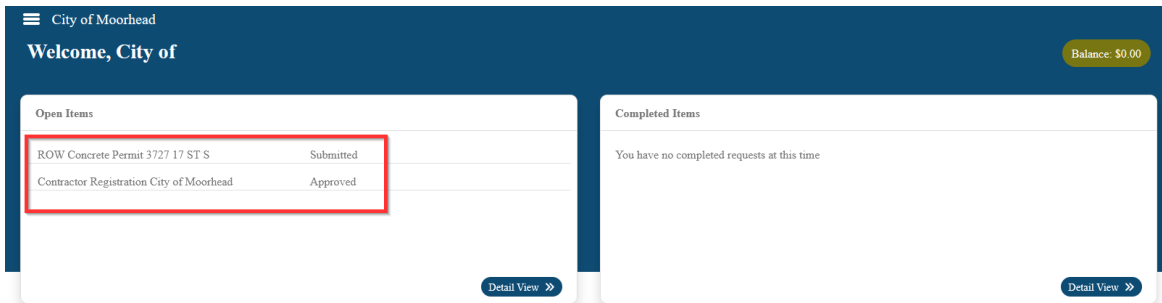
If you have any questions, please contact the Engineering Department at 218.299.5390.

Cancel

Back

Finish

7. Your permit application will now be under review by City Staff and you will be taken to your Connect Account Portal; where you will see the status of the permit application. You will also receive an email at this time with further information:



From: Novotx Elements XS Email Service Account <svc-elementsxs-smtp@moorheadmn.gov>
Sent: Tuesday, April 8, 2025 12:32:31 PM
To: Steve Ingersoll <steve.ingersoll@moorheadmn.gov>
Subject: Application Submitted: ROW Concrete Permit 3727 17 ST S

You don't often get email from svc-elementsxs-smtp@moorheadmn.gov. [Learn why this is important](#)
Greetings City of Moorhead,

Your City of Moorhead Right-of-Way permit application has been received and is currently under review. Once your permit has been reviewed, you will receive a follow up email with further information regarding the status of your permit.

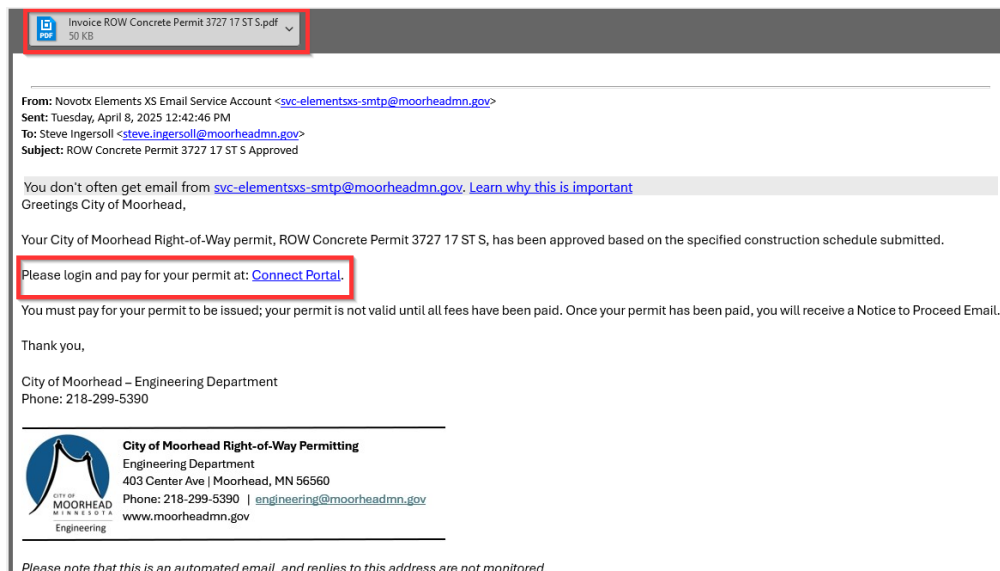
Please refer to your [Connect Dashboard](#) for additional details. If you have any questions, please contact the City of Moorhead Engineering Department at 218-299-5390.

If you will be modifying or performing any new construction on the private side of this address (ie. Driveway Widening, Parking Pad, Patio, etc.) Please contact the City Planning and Zoning Department at 218-299-5370 to have a plan review and impervious surface calculation performed before commencement of any work.

Thank you
City of Moorhead – Engineering Department
Phone: 218-299-5390

Please note that this is an automated email, and replies to this address are not monitored.


8. Once your permit application has been approved by City staff, you will receive a follow-up email with an invoice and with directions for paying for your permit. PERMITS ARE NOT VALID UNTIL PAID. You will not receive a notice to proceed email until all payments have been made:



9. Once you have clicked the link for payment, and the permit payment has been submitted and approved, you will receive a follow-up email with a notice to proceed that will include the final permit. This email will also provide the link to schedule all necessary inspection needs.



10. **To schedule inspection services**, click on the link from the Notice to Proceed email (Step 9) which will take you to our ROW Bookings Page:



Right of Way Excavation Permits

☒ SELECT A SERVICE

<p>Project Meet or Walkthrough <input type="radio"/></p> <p>Schedule your line and grade survey. Read more</p> <p>30 minutes</p>	<p>Utility Inspection <input type="radio"/></p> <p>Schedule an inspection for any water, storm... Read more</p> <p>15 minutes</p>
<p>Final Inspection <input type="radio"/></p> <p>Schedule your final inspection after all work... Read more</p> <p>15 minutes</p>	

Select a service to see available dates and times

11. Select which type of service you are scheduling (you can only select one service at a time) and select the date and time for the inspection or walkthrough:

✓ **SELECT A SERVICE**

Project Meet or Walkthrough



Schedule your line and grade survey. [Read more](#)

30 minutes

Utility Inspection



Schedule an inspection for any water, storm... [Read more](#)

15 minutes

Final Inspection



Schedule your final inspection after all work... [Read more](#)

15 minutes

Booking for **Utility Inspection**

February 12

📅 **DATE**

< > February 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

🕒 **TIME**

2:30 PM

3:00 PM

ⓘ All times are in (UTC-06:00) Central Time (US & Canada)

12. Enter all information in the submission fields and click 'Book'. A notification will be sent to City field staff, and an email will be sent to you confirming the appointment.



ADD YOUR DETAILS

First and last name *

First and last name

Add any special requests

Add any special requests

Email

Email

Address *

Address

Phone number *

Add your phone number



PROVIDE ADDITIONAL INFORMATION

Permit Location *

Add your answer here

Permit Number *

Add your answer here

Field Staff Phone Number *

Add your answer here

Field Staff Name *

Add your answer here

Book