

## 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.

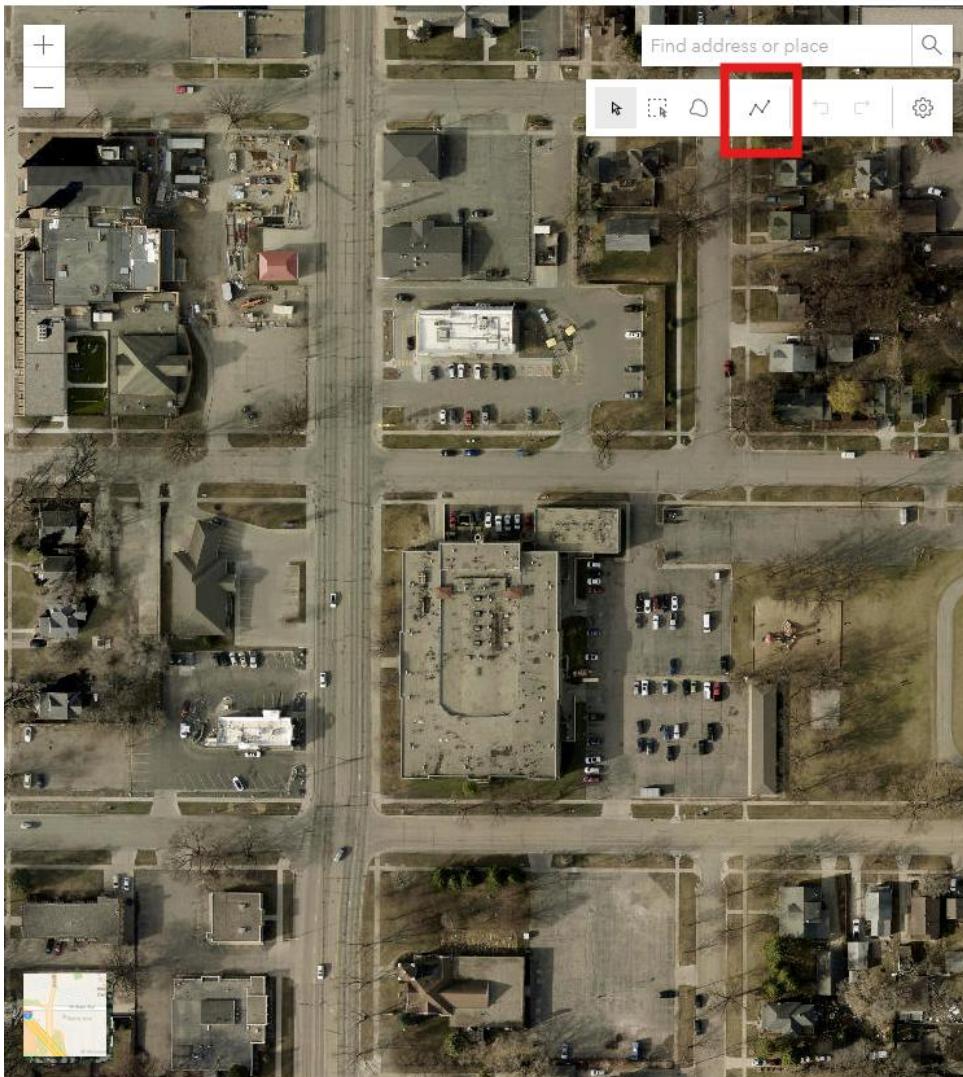
If you have any questions, please contact the Engineering Department at 218.299.5390.

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':

Getting Started > Map Location



Fargo, North Dakota, Microsoft, Vantor

Powered by Esri

Cancel

Back

Next

**Specify New Permit Location**

**Step 1:**  
Search Address (using the Search box in the map) or zoom to the map area

**Step 2:**  
Use the Draw Line tool to place a line at the construction location. Click on the map to start the line. Click to add each new segment. Double-click to finish drawing.  
**This line is required.**

**Step 3:**  
Validate the line. Linear Feet will populate automatically.

**Linear Feet (ft)**

4. 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

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

Applicant Name *	Applicant Phone Number *	Applicant Email Address *
Levi Hockett	2182995396	levi.hockett@moorheadmn.gov
Permit Location *		
1523 11th St N		
Permit Location City *	Permit Location State *	Permit Location Zip Code *
Moorhead	MN	56560
Work Start Date *	Work End Date *	
05/01/2026	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 *	Square Feet of Work *	Will this work require a Traffic Control Plan? *
579.91	40	Yes

**Contractor Details**

Contractor Company Name *	Contractor Address *	
CoM Test	403 Center Ave	
Contractor City *	Contractor State *	Contractor Zip Code *
Moorhead	MN	56560
Contractor Phone Number *	Contractor Email Address *	
2188675309	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

Required Attachments:

Applicants must submit a completed permit application along with:

- 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

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 your 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](mailto:svc-elementsxs-smtp@moorheadmn.gov)>

**Sent:** Tuesday, April 8, 2025 12:32:31 PM

**To:** Steve Ingersoll <[steve.ingersoll@moorheadmn.gov](mailto: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](mailto: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:

Connect Portal'. The footer includes the City of Moorhead Engineering logo and contact information."/>

**From:** Novotx Elements XS Email Service Account <[svc-elementsxs-smtp@moorheadmn.gov](mailto:svc-elementsxs-smtp@moorheadmn.gov)>

**Sent:** Tuesday, April 8, 2025 12:42:46 PM

**To:** Steve Ingersoll <[steve.ingersoll@moorheadmn.gov](mailto:steve.ingersoll@moorheadmn.gov)>

**Subject:** ROW Concrete Permit 3727 17 ST S Approved

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

Your City of Moorhead Right-of-Way permit, ROW Concrete Permit 3727 17 ST S, has been approved based on the specified construction schedule submitted.

**Please login and pay for your permit at: [Connect Portal](#).**

You must pay for your permit to be issued; your permit is not valid until all fees have been paid. Once your permit has been paid, you will receive a Notice to Proceed Email.

Thank you,

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

**City of Moorhead Right-of-Way Permitting**  
Engineering Department  
403 Center Ave | Moorhead, MN 56560  
Phone: 218-299-5390 | [engineering@moorheadmn.gov](mailto:engineering@moorheadmn.gov)  
[www.moorheadmn.gov](http://www.moorheadmn.gov)

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

- 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.

ROW Permit Details.pdf [View](#) 2 MB

**From:** Novotx Elements XS Email Service Account <[svc-elementsxs-smtp@moorheadmn.gov](mailto:svc-elementsxs-smtp@moorheadmn.gov)>  
**Sent:** Tuesday, April 8, 2025 12:47:41 PM  
**To:** Steve Ingersoll <[steve.ingersoll@moorheadmn.gov](mailto:steve.ingersoll@moorheadmn.gov)>  
**Subject:** ROW Concrete Permit 3727 17 ST S Notice to Proceed

You don't often get email from [svc-elementsxs-smtp@moorheadmn.gov](mailto:svc-elementsxs-smtp@moorheadmn.gov). [Learn why this is important](#)

Greetings City of Moorhead,

Your City of Moorhead Right-of-Way permit at ROW Concrete Permit 3727 17 ST S has been approved based on the specified construction schedule submitted and this email serves as your Notice to Proceed.

Please schedule any necessary survey and inspection work required for your permit through our online booking system: [City of Moorhead ROW Permits - Schedule Surveys and Inspections](#)

If there are any changes or delays to the construction schedule, please contact Levi Hockett at 218-299-5396 or 218-329-7562. If your permit requires a traffic control plan, please contact Levi for review and approval.

Please refer to your [Connect Portal](#) for additional details.

Thank you,

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

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 **City of Moorhead Right-of-Way Permitting**  
Engineering Department  
403 Center Ave | Moorhead, MN 56560  
Phone: 218-299-5390 | [engineering@moorheadmn.gov](mailto:engineering@moorheadmn.gov)  
[www.moorheadmn.gov](http://www.moorheadmn.gov)

- 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**

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

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