



How to apply for a permit

Step 1: Create an account and sign in

1 Account

2 Contact

3 Review

Create a Portal Account

Do you already have an account? [Sign In](#)

Email Address: * Valid Email Address

Password: * Minimum 8 characters

Confirm Password: * Re-enter password

Access Code

Code:

The access code will help associate your new account with any permits you may already have applied for. **Don't have one? Skip this step.**

CANCEL

NEXT →

1 Account

2 Contact

3 Review

Your Contact Information

First Name: *

Last Name: *

Display Name: *

Address: *

City: *

State: *

Zip Code: * e.g. 12345 or 12345-6789

Phone #: * e.g. (555) 555-5555

Phone Type: *

← PREVIOUS

NEXT →

Step 2: Verify your email address

City of Bemidji, MN

Verify your email address to access all of our services. A verification message was sent

[Resend verification](#) [Update email address](#)

You must log out and log back in once you have verified your email address.

Step 3: Follow the steps to apply for a permit.

- My Portal**
View your applications and inspection results
[GO »](#)
- Contact Us**
Request information or report a concern
[GO »](#)
- Public Notices**
Find and review public notice announcements
[GO »](#)
- Parcel Search**
Find and review parcel information
[GO »](#)

- Apply Online**
Apply online with our quick and easy process
[APPLY »](#)
- Pay Online**
Pay your applications quickly and securely
[PAY »](#)
- My Inspections**
Request an inspection when you are ready
[REQUEST »](#)
- My Applications**
Review your applications and inspection results
[VIEW »](#)

View Applications

- 1 in progress
- 0 active
- 0 expired / inactive
- 0 closed

What type of application do you need today?

Select a category to view your options

Select a category

Building Permits (Commercial)
Building Permits (Residential)
Fire Department
Licensing
Planning and Zoning (Joint Planning Board)
Public Works
Rental Applications

What type of application do you need today?

Select a category to view your options

Building Permits (Residential) ▼

- Manufactured Home
- Residential Building Permit (Alteration/Repair/Roof)
- Residential Building Permit (New/Addition/Remodel)
- Residential Deck
- Residential Mechanical Permit

Enter your project address:

Where is your project located?

I want to [enter a parcel #](#) instead.

Address:

City:

State

Site Zip

Step 4: Answer questions and upload documents.

This page allows you to answer questions regarding your project, add contacts (example: contractor), and upload documents. As you complete each section, you will see a green checkmark indicating that you have completed that section and are ready to move on to the next.

Residential Building Permit (New/Addition/Remodel)



Building Permits (Residential)

Reference Number

REFERENCE-22-0016

Not Submitted

Options ▾

Estimated Fees

\$0⁰⁰

Additional fees may be required

Please complete the following information to submit your permit application.

▴ My Project

✔ Done

▾ Related Permits

ℹ Additional permits identified for your project

▾ Permit Contacts

✔ Done

▾ Permit Details

ℹ Not Complete

▾ Permit Valuations

ℹ Not Complete

▾ Permit Submittals

At least 1 file must be uploaded for each submittal requirement

ℹ Not Complete

▾ Permit Inspections

There are 16 required inspections for this permit

▾ Permit Approval Steps

Follow the approval process

Once you have completed all the steps, you will see this at the bottom of the page:

✔ Your application is complete. Please submit for review.

SUBMIT APPLICATION

Click Submit Application.


Step 5: Pay application fees.

Your fee will be generated after your application has been processed through intake review. At this time, staff will notify you if any additional information or documentation is needed. If

nothing else is needed, you will receive a pending payment notification by email and on your portal account.

After you've received a pending payment notification from staff, you are ready to log in and pay for your permit. Go to "My Portal" and follow the steps to pay your fees.

Residential Building Permit (New/Addition/Remodel) Options ▾

 **Building Permits (Residential)**

Reference Number REFERENCE-22-0016

Permit Number RBNEW-2022-0001 Awaiting Completeness Review

Current Fees
\$150⁰⁰

PAY ONLINE

Additional fees may be required

Step 6: In queue for review

Congratulations! Your permit application is now in the queue for review and you may follow the process through the online portal. Please continue to check the portal for status updates and any comments or requests from staff.