



*Morrison County will provide cost effective, high quality services to County residents in a friendly and respectful manner.*

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Public Works Director  
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September 6, 2011

TO: Online Utility Permitting Account Holders

RE: Permitting Policy Change

VIA EMAIL

Since the start of Morrison County's online utility permitting program, several subcontractors have submitted utility permits on behalf of utility companies. This practice has proven problematic for several reasons, but primarily because the utility permit is not granted to the owner of the utility.

Effective October 1, 2011, Morrison County will no longer grant utility permits to subcontractors. Any account remaining in a subcontractor's name after October 1, 2011 will be disabled. Utility permits must be submitted in the utility company's name. This can be accomplished by setting up an account in the utility's name and granting access to whomever needs it. Further, if a subcontractor is submitting and signing off on permits on behalf of a utility company, an authorization form from the utility company must be on file at the Morrison County Public Works Department.

Utility companies must complete the attached authorization form for all subcontractors that submit permits on their behalf. The authorizations will be referenced whenever a permit is submitted. If the company submitting the permit is not listed, the permit will be denied. Please retain a blank copy for any updates you may have in the future.

If you have any questions, please contact Amy at 320-631-2862.

Sincerely,

Steven C. Backowski, P.E.  
Public Works Director

## Morrison County Utility Permit Submittal Authorization Form

<b>Utility Company Name</b>	
<b>Contact Person</b>	
<b>Mailing Address</b>	
<b>Phone Number</b>	

The companies listed below are authorized to submit online utility permit applications to Morrison County on behalf of the utility company listed above.

Company Name	Address	Contact Person	Phone

I understand that utility permit applications submitted on the utility company's behalf shall be made utilizing an account in the utility company's name and that access to the online account shall be monitored and be the responsibility of the utility company. Permits shall be granted to the utility company. This form shall be kept current and any changes to who is authorized to submit permit applications will be updated with Morrison County.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date