Sanitary Sewer Extension permit

Completing the e-Services permit application

Minnesota statutes state that it is unlawful for any person to make any change in, addition to, or extension of an existing disposal system to affect any facility expansion until a written permit is granted.

You can learn more about this statute on the Office of the Revisor's website: https://www.revisor.mn.gov/statutes/?id=115.07.

Additional details about when a sewer extension permit is required are explained on the MPCA web site: https://www.pca.state.mn.us/sanitary-sewer-extensions.

The MPCA has completed development of an e-Service permit application for sewer extensions. This document provides detailed instructions for how to use the service and complete the application. Each screen has "Help" available in the upper right corner that provides details about filling in the screen information.

Some permits may be eligible to be issued automatically in the e-Services system if the application passes certain criteria. The criteria are listed on the Restrictions Review screen. For a permit to be auto issued in the e-Services system, all the following criteria must be met:

- All project contacts named in the application have approved the project;
- Environmental review is not needed for the project or the environmental review process has been completed;
- There are 6 or less releases in the past 3 years from the collection system and the wastewater treatment plant combined;
- Actual flow in the last 3 years at the wastewater treatment plant is less than 90% of the average wet weather design flow;
- There are no restrictions or moratoriums on the collection system or the wastewater treatment plant;
- All the design certification questions for the project are answered "yes" or "NA"; and
- The project is not seeking Clean Water Revolving Fund financial assistance.

CONTENTS

Preparing a Sanitary Sewer Extension permit application

1. Log in to your account: e-Services – Minnesota Pollution Control Agency.

2. If you do not have an account, learn how to create one here: Getting started with MPCA e-Services

3. From the My Workspace home screen, click **Sewer Extension Permit Application**.

4. If you do not see that option, click **Configure Services**, and check the box next to **Sewer Extension Permit Application**, then click **OK**.

Application readiness screen:

Application readiness screen

This screen lists the information that will be needed to complete and submit the application.

You must check each box to confirm that you have the information necessary. You will not be able to continue to the next screen in the application unless all the boxes are checked.

1. All contacts listed must approve this project before this application can be electronically signed, before a fee payment can be made, and before this application is submitted to the MPCA. **Final application certification requires that you certify that these contacts have already approved the project.**

   a. If the project is located within the seven-county metro area (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington counties), it must be reviewed by Metropolitan Council Environmental Services (MCES) to ensure that the project is consistent with the MCES approved comprehensive plans for the respective community. Approval from Metropolitan Council for the project must be obtained before certifying that the wastewater treatment plant representative has approved the project.

b. If the collection system discharges to a sanitary district, or neighboring community's WWTP, approval from the WWTP representative must be obtained before certifying that the wastewater treatment plant representative has approved the project.

2. The listed contacts will receive email copies of the submitted application and permit.

3. The design certification form must be completed and will need to be attached to submit the application.

4. A project location map, or site plan, will need to be attached to submit the application.

5. If the project is pursuing Clean Water Revolving Fund financial assistance, final copies of the plans and specifications contract documents will need to be submitted for MPCA review and approval. You may attach them to the application if you have not already submitted them to the assigned MPCA engineer for the project.

6. The application fee must be paid online to submit the application. Payment can be made by credit card or e-check.

7. After assembling the necessary information and checking the individual boxes, you can navigate to the next screen to begin the application.

8. Click **Continue.**

Using the online application for project approvals

1. You can use the online system to share the application with other individuals for review and approval, or you can generate a copy of the application summary if you so choose. These are options for gaining the necessary approvals. **These methods are not required**.

    a. Create a copy of the application summary. You can email the summary to other parties for their review and approval.

        i. To obtain a copy of the application summary:

            1. Confirm all statements on the Application Readiness screen.

            2. Complete all application screens up to the Attachments screen. **DO NOT complete the final Certification page until you have received all necessary approvals**.

            3. From the My Workspace home screen, go to the My Services – In Progress section and find your application. Click the View icon on the right side of the table. An onscreen summary of the application will display.

            4. It is recommended to "print to PDF" from your browser to create an electronic copy of the application to send to the city and WWTP representatives. Other "save as" options will also work, but formatting may not be as readable as a PDF.

    b. **Share the application**. The Share feature allows you to share a service with others who have an account in MPCA e-Services. Once another user accepts the sharing of a service, the service appears on their My Workspace page under the My Services – In Progress section and can be accessed like any other in-progress service.

        i. To share a service with another person

            1. On the My Workspace home screen, go to the in the My Services – In Progress section and find your application. Click the Share button.

            2. On the Share Service page, in the **User ID** box, type the username of the person that you want to share the service with, for example, **pbunyan**. You must type the exact username of the person.

            3. Click **Search**.

            4. Under Result, verify that the name and email address of the person is correct.

5. Click **Grant Access**. The person you requested to share the service with will receive an email, alerting them that they have a pending shared service.

6. On the My Workspace home screen, you will see a Pending indicator under the Shared column for that service until the other person either accepts or denies the request for sharing. If the request for sharing is accepted, the Share column will then display all the names of the users who are sharing the service.

   a. **Note:** Only one user can access a service at a time. The name of the user who last modified and saved the service is displayed in the Last Modified By column. **After you access a shared service, click Check In, in the Share column to make the service available to the other users**

ii. To accept or deny the shared service request:

1. Log in to MPCA e-Services [e-Services – Minnesota Pollution Control Agency](#)

2. On the My Workspace home screen, go to the My Services – In Progress section and find the application. Click the **Pending** button under the Shared column for the service

3. On the Accept Shared Service page, select either Yes or No, depending on whether you want to accept or deny the request to share the service.

4. Click **Submit**.

5. If you accept sharing the service, on the My Workspace page, the Share column will display all the names of the users who are sharing the service. If you deny sharing the service, you will no longer see the service on your My Workspace page

Prevention opportunities screen:

PREVENTION OPPORTUNITIES

The MPCA encourages businesses and municipalities to reduce their regulatory requirements and save money through prevention activities that reduce waste, emissions, water and energy use. Although it is not required, we'd appreciate if you answer the following questions.

To select a value in the drop down list, click the dropdown arrow and select an option. To select multiple options from the list, hold the Control (Ctrl) key while you click.

Have you implemented any prevention activities in the past year?:

Check out MPCA's Pollution Prevention resources website to learn more.

Would you like to be contacted to discuss prevention opportunities?:

* Required

Continue

Prevention opportunities screen

This screen is optional, but MPCA staff would appreciate the information provided.

1. Would you like to be contacted to discuss prevention opportunities? This is a yes or no question.

   a. If you answer yes, MPCA pollution prevention staff will contact you to discuss prevention opportunities.

2. Click Continue.

Environmental review screens

These screens will help to evaluate whether the proposed project requires environmental review in accordance with Minn. R. 4410 or has already completed environmental review by a governmental entity other than the MPCA. For more information on environmental review, visit the MPCA website at https://www.pca.state.mn.us/business-with-us/environmental-review.

If environmental review is required, a permit cannot be issued until the environmental review process is completed.

1. Permitting: Are you only applying for reissuance of an existing permit?
   This application service is intended for new applications only, so the answer is "No" by default and cannot be changed. If you are applying for a modification of an existing permit, contact MPCA for guidance.

ENVIRONMENTAL REVIEW

Environmental review is required for projects that meet or exceed the mandatory thresholds set by Environmental Quality Board (EQB) rules. The following questions will help you and the MPCA staff determine if your project requires environmental review. For additional information on environmental review, visit the MPCA's website.

Important Note: Projects that require environmental review do not qualify for an automatic permit. Under EQB rules, a project may not begin construction and no formal government decisions may be made to grant a permit, approve a project or begin a project until the environmental review process is complete.

Permitting

| *Are you only applying for reissuance of an existing permit? (no construction projects, physical alteration, or operational changes to the facility or process) | No |

Environmental Review

| *Has this project been petitioned for an environmental review? | |

Required

[Save] [Return to Workspace] [Continue]

2. Environmental Review: Questions in this section will vary depending on the answers. When some questions are answered "Yes", additional questions will appear that must also be answered.

Environmental Review

*Has this project been petitioned for an environmental review?	Yes
*Which responsible government unit (RGU) was the petition assigned to?	Other RGU
*[Other RGU] Please specify:	City of Wobegon
*What is the petition status?	Granted
*Is the environmental review complete?	Yes
*Type of environmental review document:	EAW
*Completion date: (mm/dd/yyyy):	07/05/2021

Required

[Save] [Return to Workspace] [Continue]

3. Has this project been petitioned for an environmental review? Yes or No.
   Citizens, groups, or other governments can petition to require environmental review if it would otherwise not be required.

   a. If yes: Which responsible government unit (RGU) was the petition assigned to? Choices are MPCA, or Other RGU.

   b. If no: refer to the instructions in item 6 below.

4. If Other RGU: Enter the name of the government unit.

5. What is the petition status?

   a. Under Review - You cannot continue with the application until the petition review process is complete.

   b. Denied/Exempt - continue answering the remaining questions.

   c. If Granted:

      i. Is the environmental review complete? Yes or no.

      ii. If yes, enter the type of environmental review and completion date.

> iii. If no, click Continue to go to the next screen.

6. Are you required to prepare an environmental review for an RGU other than the MPCA?

   a. If yes, Enter the name of the RGU, whether the environmental review is complete, the completion date, if applicable, and type of environmental review document.

   b. If no, click **Continue**. The next screen will review thresholds for project types that require an EAW with the MPCA as the RGU.

7. Environmental Review Mandatory Threshold screen.
   If no environmental review is required by an RGU other than the MPCA, the Mandatory Threshold screen will be added. The screen lists specific project types that require a mandatory EAW with the MPCA as the RGU.

   a. There are 29 subpart questions and 5 questions related to phased or connected actions. Some questions, when answered yes, will have additional sub parts displayed.

   b. Subp. 18A – 18F are specific to projects for collection system and wastewater treatment facility expansion, modification, or replacement. Carefully review these questions to determine if they are applicable to the project. Collection system flows are based on design **average daily** flow, not peak hourly flow or peak pumping capacity.

   c. Answer all of the questions on the environmental review mandatory threshold screen with yes or no.

If any environmental review mandatory thresholds are met or exceeded, a permit cannot be issued until the environmental review process has been completed.

ENVIRONMENTAL REVIEW MANDATORY THRESHOLD

Answer each question to determine if your project meets or exceeds the mandatory threshold for environmental review. For the Phased and Connected Actions questions, multiple projects and multiple stages of a s[...] considered in total when determining the need for environmental review. Does your project consist of the following:

*Subp. 2 - Construction or expansion of a nuclear fuel or nuclear waste processing facility?

*Subp. 3 - Construction of an electric power generating plant and associated facilities designed for or capable of operating at a capacity 25 megawatts or more but less than 50 megawatts and for which an air permit from MPCA is required?

*Subp. 4 - Construction of a new or expansion of an existing petroleum refinery?

*Subp. 5A - Construction of a facility for the conversion of coal, peat, or other biomass sources to a gaseous, liquid, or solid fuel (this includes anaerobic digesters)?

*Subp. 5B - Construction of a facility for the production of alcohol fuels?

*Subp. 8A - Construction or expansion of a coal transfer facility?

*Subp. 8B - Construction or expansion of a hazardous materials transfer facility?

*Subp. 10A - Construction or expansion of a storage facility for coal?

*Subp. 10B - Construction of a facility for the storage of hazardous materials?

*Subp. 10C & 10D - Expansion of a facility for the storage of hazardous materials?

Contacts screen:

Contacts screen

1. Each application must have contact information for the authorized representative of the Project Proposer, Collection System Representative for the owner/operator that the project will connect to, Wastewater Treatment Plant (WWTP) Representative for the WWTP where the flow will be treated, and Design Engineer. This may be four different people or one person could serve as all the contacts. The following information must be completed for all four contact types.

    a. First name

    b. Last name

    c. E-mail address, and confirmation

    d. Organization

    e. Organization type

    f. Address (including street, state, county, city, zip code)

    g. At least one telephone number

2. You can check the "Save to My Favorite Contacts" box for representatives you will use multiple times or for future permits. You can also use the dropdown list to select a previously entered representative and copy their information. For example, if the Project Proposer representative is also the WWTP representative you only need to enter the information for the Project Proposer. On the WWTP representative tab, you can select the Project Proposer from the dropdown list to auto populate the information you entered for the Project Proposer.

3. After completing each tab you can use the Previous or Next button to navigate between tabs or simply click on the tab you want to go to.

4. Click **Continue**.

Each contact entered will receive an email, a Copy of Record of the application upon successful submittal and the issued permit.

USPS address validation screen

1. e-Services will search for possible USPS address matches for the address you entered. You can select to use the possible match or continue with the address as you entered it.

2. Click **Continue**.

Project information screen:

PROJECT INFORMATION

Enter the Project Name and select the location of the proposed project using the drop down boxes.

If you do not find the collection system or wastewater treatment plant in the drop down lists below, you cannot complete an online application at this time:

- Call the MPCA at 651-296-6300 or toll free at 800-657-3864 and ask for the sanitary sewer extension program, or
- Contact the MPCA staff assigned to the MPCA region where the project is located. Click here for a map of MPCA regions and list of staff.

*Project Title: [_____]

Where is the Project located?

*County: [_____ ∨]

*Municipality: [_____ ∨]

*Which existing collection system will the project connect to? [_____ ∨]

*Which Wastewater Treatment Plant (WWTP) is the collection system connected to? [_____ ∨]

WWTP Permit Number: [_____]

Click the Map button to automatically populate coordinate fields. Navigate to your project location on the map and select the general location.

[Map]

*Coordinate System: [_____ ∨]

*Latitude: [_____]

*Longitude: [_____]

*Collection Method: [_____ ∨]

* Required

Project information screen

1. Enter the name of the project. The name on the design plans and specifications is a typical title. The field is limited to 100 characters.

2. Select the County in which the project is located. If the project is in multiple counties, select the one where the majority of the project is located or the county in which the city is primarily located.

3. Find the Municipality in which the project is located. The list of municipalities is filtered based on County. If your municipality is not listed, contact MPCA e-Services via email at onlineservices.pca@state.mn.us or call 651-757-2728 or 1-844-828-0942, 8:00 a.m. to 4:00 p.m. CST, Monday through Friday and explain the issue.

4. Find the collection system that the project will connect to. The list of collection systems is filtered based on the municipality selected and known collection systems in that municipality. It may take a moment to load data as the system searches the database.

   a. If the collection system the project will connect to is not shown, it may be because the mailing address for the collection system is different than the city name. Check under the city used for your official mailing address to see if the collection system is listed there.

   b. If your city is located in multiple counties, check under all those counties to see if the related collection system is listed.

c. If the collection system is still not listed, contact MPCA e-Services via email at onlineservices.pca@state.mn.us or call 651-757-2728 or 1-844-828-0942, 8:00 a.m. to 4:00 p.m. CST, Monday through Friday and explain the issue.

d. For projects proposed by Metropolitan Council Environmental Services (MCES) **only**, regardless of the actual city, or cities, where the project is located, select:

   i. County = Ramsey
   ii. Municipality = Saint Paul
   iii. Collection System = Metropolitan Council Collection System

5. Find the WWTP that the collection system is connected to. This list is filtered based on known relationships between collection systems and WWTP. Some collection systems may discharge to more than one WWTP depending on the location within the city. Choose the one that the proposed project will flow to.

   a. If the correct WWTP is not listed, contact MPCA e-Services via email at onlineservices.pca@state.mn.us or call 651-757-2728 or 1-844-828-0942, 8:00 a.m. to 4:00 p.m. CST, Monday through Friday and explain the issue.

6. The WWTP Permit Number will be displayed in the shaded field. This field cannot be edited.

7. Mark the project location using the **map** button. A new window will open for you to navigate to the project location.
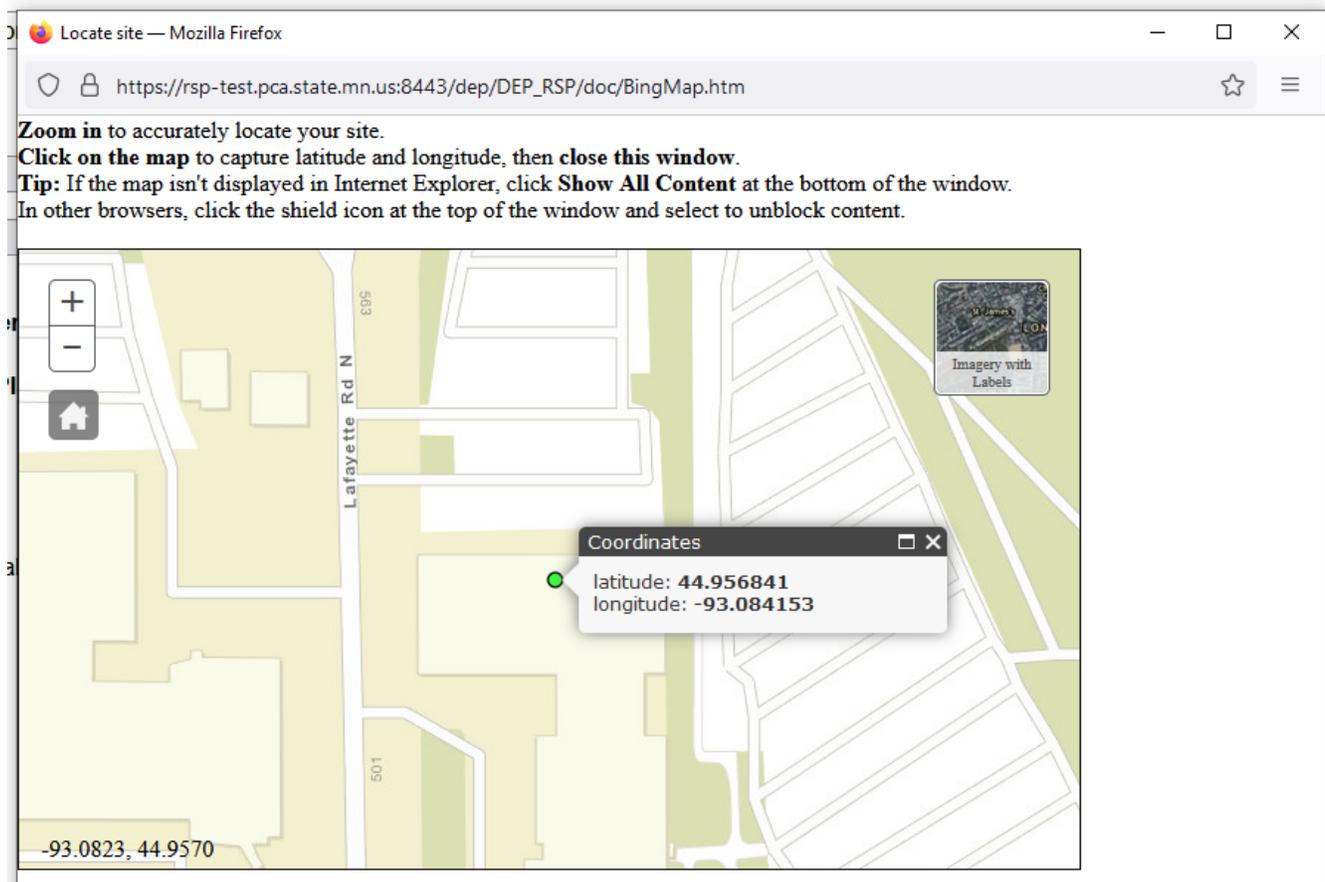
8. Find your project location and click on the approximate center point of the project. You must zoom in to at least level 17 before coordinates will display.

9. Once you see coordinates in the dialogue box, they will automatically populate on the project information screen. You can close the map window to return to the application.

10. Click **Continue**

Restrictions review screen:

RESTRICTIONS REVIEW

This screen summarizes the current information MPCA has regarding the Collection System and WWTP you are trying to connect to. This information is used to determine whether your project is eligible for an automatic permit.

Collection System:	Aitkin Collection System
Number of collection system releases reported in the past 3 years:	0
Collection System Restriction:	Sewer Extension No Restrictions
Wastewater Treatment Plant (WWTP):	Aitkin WWTP
Permitted Average Wet Weather Design Flow (MGD):	0.69
Current Annual Average Daily Flow (MGD):	0.4
WWTP Current Capacity %:	58.0
Number of WWTP releases reported in the past 3 years:	0
WWTP Restriction:	Sewer Extension No Restrictions
*Did you answer 'No' to any questions on the Design Certification form?	⌄
*Are you pursuing Clean Water Revolving Fund assistance for the project? (If Yes, plans and specifications must be submitted for MPCA review.):	⌄

Continue

Restrictions review screen

This screen provides information on record with the MPCA related to both the collection system and WWTP that the proposed project will connect to. The grayed fields are display only and cannot be edited.

The system uses this information to validate whether a permit will require detailed review by MPCA before issuance or if a permit can be auto-issued.

If the data meets the following criteria, the application is eligible to be issued automatically by the service.

1. Collection System: the name of the collection system entered on the previous screen

2. Number of collection system releases reported in the past 3 years.

3. Collection System Restriction: If there are any known restrictions for the Collection System, they will be displayed. The types of restrictions that may be listed are:

    a. **Moratorium**. A permit cannot be issued at this time. You should work with the collection system or WWTP owner to determine how the restriction is being addressed to resolve the issues.
    You may continue through the application process and submit it, but it will be placed on hold until the issues are resolved. When you click **Continue**, a moratorium message screen will appear.

SEWER EXTENSION MORATORIUM

Per our records, you are proposing to connect to a collection system or wastewater treatment facility that currently has a Moratorium on sanitary sewer extensions.

A moratorium means that the facility doesn't have adequate treatment capacity or has an existing compliance problem. New connections may contribute to the existing problems. The MPCA will not approve a new sewer extension application until specific actions have been taken by the collection system or wastewater treatment facility authority to correct the issues.

A permit cannot be issued at this time, but you may continue with the application process and submit the application. This application will be on hold until the moratorium conditions are resolved.

Contact your local MPCA office to discuss. A list of regional compliance staff and contact information is available here .

Click "Continue" if you'd like to continue with your application, or Click "Return to My Workspace" to exit.

Continue **Return to Workspace**

    b. **Detailed Review Required**, or if the field is blank. MPCA staff must review the application before a permit can be issued. This is similar to the current review process for paper applications.

    c. **No restrictions**. The application is eligible to be issued automatically by the service.

4. Wastewater Treatment Plant (WWTP): the name of the WWTP entered on the previous screen

5. Permitted Average Wet Weather Design Flow: This is the permitted design capacity for the WWTP in million gallons per day (MGD).

6. Current Annual Average Daily Flow: This is the actual reported average flow over the past 36-months to the WWTP in MGD.

7. WWTP Current Capacity %: This is the current annual average daily flow percentage of the permitted design flow.

8. Number of releases reported in the past 3 years at the WWTP

9. WWTP Restrictions: This indicates the level of review required for issuance of a permit. See the Collection System Restrictions above for description of the types.

Please review the displayed information for accuracy and contact the MPCA regarding any inconsistency with your knowledge of the facilities. The MPCA staff assigned to a facility can be found on our website: [Wastewater compliance and enforcement staff contacts | Minnesota Pollution Control Agency (state.mn.us)](#)

10. Did you answer "No" to any questions on the Design Certification Form?
    This form must be completed and attached when you get to the Attachments screen.
    If you answer "No", to this question, it means that you answered all the questions on the certification form as "yes" or "NA".

11. Is the project pursuing Clean Water Revolving Fund (CWRF) financial assistance?

    a. If yes, the project is subject to the requirements of Minn. R. 7077. The permit cannot be issued until all requirements of the funding program have been met.

        i. Plans and specification must also be submitted to the MPCA for review and approval. You should contact the MPCA engineer assigned to the project to coordinate funding requirements.

12. If any of the grayed fields on this screen are blank, or null, detailed MPCA review of the application will be required.

Connections and flows screen:

CONNECTIONS AND FLOW

Enter a brief description of the project in the comment box, and use the table to indicate the flow and loading information for each of the project components. Add additional rows by clicking Add Row.

Briefly describe the types of connections that will be served by the proposed project:

*Flow and Loading Information:

*Project Components	*Number of Components	*Unit Type	*Design Flow Per Unit (gallons per day)	Total Flow (gallons per day)	*Total CBOD$_5$ (pounds per day)	Remove

Project Total Design Flow (gallons per day)

Project Total CBOD$_5$ (pounds per day)

Add Row

Total proposed flow (MGD): 0

Project percent of WWTP Design Flow (%): 0

*Required

Connection and flows screen

1. Briefly describe the type(s) of connection(s) that will be served by the project. This field is limited to 100 characters and is optional.

    a. Some project types are difficult to describe with the available project component types. Use the description for clarification, or you may attach a document on the attachments screen to describe the

project in more detail. **See instructions in #13 below for an interceptor/trunk sewer project type example.**

2. Flow and Loading information: At least 1 row must be completed.

3. Project components are limited to the types listed. Choices are Commercial, Homes, Industrial, Other.

    a. Number of components is limited to 6 digits.

4. Unit type is used to define the design flow per unit to calculate the total flow. Unit types are: acres, homes, lots, other, residential equivalent units.

5. Design flow per unit is in **gallons per day** per unit.

6. Total flow (gallons per day) is automatically calculated by multiplying the number of components by the design flow per unit. This field cannot be edited.

7. CBOD5 (**pounds per day)** is the total carbonaceous biochemical oxygen demand for the component type. The field is limited to 6 digits.

8. Add Row. Click to add additional rows for different components, unit types, or design flow per unit. Each row must be unique.

9. Project total design flow in **gallons per day** is the total calculated from all component rows entered. This is a system calculation and cannot be changed.

10. Project total CBOD5 in **pounds per day** is the total calculated from all component rows entered. This is a system calculation and cannot be changed.

11. Total proposed flow is the project design flow converted to **million gallons per day**. This is a system calculation and cannot be changed.

12. Project percent of design flow is the total proposed flow for this application divided by the permitted design flow of the WWTP. This is a system calculation and cannot be changed.

    a. If the proposed flow is 100% or more of the design capacity of the WWTP, an error message will appear when you click continue. This indicates that the proposed project is greater than the capacity of the WWTP. Check if data was entered correctly or if the WWTP flow data on the Restrictions Review screen is correct.

    b. If the information is not correct, contact the MPCA to discuss the details of the project and how to proceed. The MPCA staff assigned to a facility can be found on our website: Wastewater compliance and enforcement staff contacts | Minnesota Pollution Control Agency (state.mn.us)

Specific project type examples:

13. **Interceptor/trunk sewer or pump station projects** with no immediate connections. This is a project that is for installation of a new sewer to serve future projects and there will be no flows connected as part of the initial project.

    a. You must complete the flow and loading information for the anticipated future flows. It is understood that the future development types may not be known when the sewer is first installed. Estimated design flow for the interceptor/trunk should be entered as a single component as shown below:

        i. Project Components = Other

        ii. Number of components = 1

        iii. Unit type = Other

        iv. Design flow per unit = the total design **average daily** flow for the interceptor/trunk sewer at full development. **Do not enter the peak flow or peak pumping capacity of the system**.

        v. Total CBOD5 = the total design BOD for the design flow at full development.

b. A special condition may be included in the permit that states that the permit only covers the sewer pipe installation and that future projects connecting to it will require separate permits.

c. Interceptor/trunk sewer projects may require environmental review based on the total **average daily** design flow. Check to make sure that environmental review questions were answered based on the total design **average daily** flow at full development.

CONNECTIONS AND FLOW

Enter a brief description of the project in the comment box, and use the table to indicate the flow and loading information for each of the project components. Add additional rows by clicking Add Row.

Briefly describe the types of connections that will be served by the proposed project:

This is an interceptor sewer with no initial connections, flow info is capacity at full development

*Flow and Loading Information:

*Project Components	*Number of Components	*Unit Type	*Design Flow Per Unit (gallons per day)	Total Flow (gallons per day)	*Total CBOD$_5$ (pounds per day)	Remove
Other	1	other	1,234,567	1234567.00	2,099	

Project Total Design Flow (gallons per day)
1234567.00

Project Total CBOD$_5$ (pounds per day)
2099.00

Add Row

---

14. Click **Continue**

Attachments screen:

ATTACHMENTS

Upload your Design Certification form and Project Location Map, and any other attachments you wish to include. If this is a CWRF project, attach your plans and specifications here if you have not already submitted them to the MPCA.

Attached documents are preferred to be in .pdf file format. The maximum size for any single attachment is 524 MB.

To attach files:

1. For each of the attachments listed, click the Browse button in the same row.

2. Navigate to the file on your computer that you want to attach and click OK.

3. Repeat steps 1-2 for all additional attachments.

4. Click the Continue button at the bottom of the screen to save and continue with the application.

Required	Attachment Type	Attachment Description	Upload Filename	Upload Date	Remove
✅	Project Location Map	Project Location Map	Browse... No file selected.		❌
✅	Design Certification Form	Design Certification Form	Browse... No file selected.		❌
	Other	Other	Browse... No file selected.		❌
			Browse... No file selected.		

Continue

Attachments screen

Sanitary Sewer Extension permit applications must include attachments indicated by the green check mark under the Required column.

e-Services can accommodate individual documents up to 524 MB in size and the following file formats: .pdf, .doc, .docx, .bmp, .jpg, and .jpeg. PDF file format is preferred.

Very large attachments may take a long time to upload. It may be a benefit to break large documents into multiple pieces.

1. Design Certification Form. This is a separate from that must be completed and certified by the licensed professional engineer who designed the sewer system. This form can be found on the MPCA's wastewater permits and forms webpage at https://www.pca.state.mn.us/sites/default/files/wq-wwprm7-15a.docx .

2. Project Location Map. A site map showing the location must be included. The cover page from the plans or an aerial image showing the limits of the sewer line location is recommended.

3. Other attachments may also be added as needed. Examples may be an environmental review document, a more detailed description of the project, or design flow calculations.

4. Click **Continue**.

Certification screen:

When you are ready to sign the application, Click on the blue-ribbon icon under the "Sign Electronically" column.

Certification screen:

5.

1. The eService application process does not require a form with signatures to be submitted. Completion of the certification screen is the submitters certification that all of the listed contacts have approved the application. This allows for more flexibility in how those approvals are acquired by the proposer.

   a. The final certification of the application states, in part:

"I certify **under penalty of law** that:

The collection system and wastewater treatment plant authorized representatives listed in this application have been contacted and they have provided approval for this project to connect to the sewer system and/or wastewater treatment facility under their jurisdiction. **I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. (Minn. Rule 7001.0540)"**

    b. If listed contacts inform the MPCA that they did not approve the project, enforcement action will be taken against the individual who submitted the application and signed the certification statement.

2. Read the certification statement carefully to understand what you are certifying.

3. The e-Services application must be certified by an authorized representative. Please read the certification statement carefully to determine if you qualify.

    a. If you have reached this screen and you are not authorized to certify and submit the notification, you can **share** this service with another user to complete the certification.

    b. To **share:**

        i. Click on the My Workspace tab.

        ii. In the My Services – In Progress, you should see the notification you started.

        iii. Click the Share button for that service.

        iv. Enter the User ID for the person you wish to share with.

        The other person must have set up an e-Services account prior to you sharing and you must know their user ID.

        v. Search the system for that User ID.

        vi. Grant Access to the person you wish to share with.

        vii. In the My Services – In Progress, you will see it is pending their acceptance.

        viii. The person you shared with will now see your notification in their My Services – In Progress section when they log in.

    c. If you are authorized:

        i. Select the icon in the Sign Electronically column.

        ii. Complete the Challenge/Response Question.

        iii. Enter you Electronic Signature PIN.

4. Click **Continue** after you have completed the certification and you will be directed to the payment screen.

Payment summary screen:

1. The final step in the application process is to make a payment.

2. When you click on make a payment, you will be redirected to the U.S. Bank website to complete the payment. After you complete the payment, you will receive a payment confirmation email from US Bank. You will be returned to e-Services. **Be sure to click Continue to submit your application**.

3. **It usually takes one to two business days for the payment to be processed.** Once payment is accepted, your application will be automatically submitted to the MPCA.

Submittal receipt

1. After MPCA receives the application and payment, a confirmation email and Copy of Record receipt will be sent out to all contacts named on the application.

2. The confirmation email will inform you if your application requires MPCA staff review, or if the permit was eligible for auto-issuance. Do not proceed with project construction until your permit has been issued to you.

3. Notice: If you receive an email as an application contact and you did not approve the permit application prior to issuance of this permit, contact contact MPCA e-Services via email at onlineservices.pca@state.mn.us or call 651-757-2728 or 1-844-828-0942, 8:00 a.m. to 4:00 p.m. CST, Monday through Friday

Tracking status

You can track the status of your application on the My Workspace home screen, My Services-Submitted section. You should make a note of the Service ID number for your application to aid in identifying it on the My Workspace screen. Your Copy of Record is also available here.

My Services - Submitted											
<<	<		1 2 3 4 5 6					≥			>>
ID	Facility Name	Description	Status	Shared	Created Date	Last Modified Date	Last Modified By	View	History	Copy of Record	
22664	EAW testing	Sewer Extension Permit	Received		07/19/2021	07/20/2021	Dave Sahli				
22550	New Ulm test1	Sewer Extension Permit	Received		06/23/2021	06/23/2021	Dave Sahli				
22477	TEST	Sewer Extension Permit	Received		06/09/2021	06/09/2021	Dave Sahli				

Upon submittal, the status will show **submitted**. The status will change to **migrated** once the application has migrated to our permitting database and payment is verified.

Exit

After completing the submittal, you'll be returned to the My Workspace home screen. You can complete another service or click Logout to end your session.

Getting help

If you have any questions or issues, contact MPCA e-Services via email at onlineservices.pca@state.mn.us or call 651-757-2728 or 1-844-828-0942, 8:00 a.m. to 4:00 p.m. CST, Monday through Friday.