

Instructions for Access to Historical Utility Permits on the Web

1. Access the website at:
http://dotapp3.dot.state.mn.us/cyberdocs_guest
2. Click on “Utility Permit” from the menu on the left side.
3. In order to display the search form, your computer must have Java Virtual Machine enabled. In order to display documents, you may need to have pop-up blockers turned off.
4. Enter as much known data in the search tables as you can.

The following notes may be helpful:

- **Use the ellipses (...)** at the end of the search field to see the allowable entries. For example, in the “County” field, entering “ANOKA” will return a result of “no documents found”, because the search engine is looking for the County ID “02” rather than the County Name “ANOKA”. A list of counties with their corresponding code numbers can be found at: http://www.dot.state.mn.us/utility/files/pdf/county_numbers.pdf
- **Use filters** to narrow down the search process. After clicking on the ellipses (...) for the “Trunk Highway” field, enter an asterisk (*) for a wildcard followed by the highway number to see only the trunk highways with that particular number in them. So by entering: *16 The results will show:
MN116
MN16
MN160
MN165
MN169
MN316
US169
- **Syntax must be exact.** For example, entering “TH16 or MN 16” will not return the correct results because this highway has been programmed into the database as “MN16”.
- If the data you enter is not in the drop-down list, it is not accepted as valid search criteria.
- **Applicant** search works best using the asterisks * as a wildcard. For example not using a wildcard and searching Anoka would return all permits with Anoka as the first word in the name of the applicant company. Using wildcard and searching *Anoka* would return all companies with the name Anoka anywhere in the applicant company name. If unsure of the correct name use a wildcard (*) for partial name searches: entering north* would return all applicant company names with north in the first word, i.e.; north, northern, and northwestern.
- Remember that utility companies change names, you may need to search under a company’s previous name if looking for older permits.
- **Control Sections** are four digit numbers that identify trunk highways throughout the state. The first two digits are the county number, for example, 0208 would be a control section in Anoka County and 1985 would be in Dakota County. You can find a control section map at: http://www.dot.state.mn.us/roadway/data/maps/control_section.pdf

- **Permit Number** Searching. If you know the number, enter it using dashes to separate, such as M-UL-2006-14019. This would be a metro utility long form in the year 2006. If you don't know the whole number, and know the district and year you can search using asterisks * as wild cards. For example: if searching for the same permit as above, knowing it was metro district and the year 2006, you would enter m-ul-2006*. This would produce a list of all metro district utility long form permits in the year 2006.
 - **“Type of Facility”** searching works best with general terms i.e.; gas, electric, aerial, transmission, power, water, or sewer. Using the asterisk around the term may also help. Ex: *gas*, *electric*.
4. Once you've entered the search criteria, click on the magnifying glass next to “Profile Search” to obtain a list of permits matching those criteria.
 5. Click on the “eyeglasses” icon near the right end of the line containing the desired permit. The permit will open in a viewer allowing you to view and print it.