Utility Permit Application Process
Platte County Public Works

How to apply for a Utility permit online:

In order to view a utility case/permit online and view the progress, the applicant will need to register and create a username and password on the Platte County website at **www.co.platte.mo.us**

To Register:
1. Click on Sign Up or click on My Profile to create a username and password then click Register or Register as a new user.

Once you have registered (Created a Username and Password)

1. Visit the county website at www.co.platte.mo.us
2. Click on My Profile, enter username and password, then select Login
3. Profile page will come up. Go down the list on left side and click on Applications
4. On the Applications, page under Building and Right of Way permits: click on **Public Utility Right of Way Permit Application**, bottom of box Click to Fill out Form.

The application is similar to the paper application.

5. **Utility Company**: Complete all fields, *= required field
   The email address used and contact name will be the one who receives the permit notice approval and invoice notice.
6. **Installation Contractor**: If the Contractor is the same as Utility Company, click on the box that says Installation Contractor is the same as Utility Company. Otherwise, fill in all required fields.
7. **Site address/Location** to permit. IF there is more than one address for the same job, put in a primary starting address or "Multiple locations". **Please call PC Public Works if you are not sure if the location is in our jurisdiction.**
8. **Description of work**: What is the contractor doing specifically? Install meter, repair pipes, install coax, vault and cable, etc.
9. **Estimated start date and Estimated end Date**
10. **File Upload**: This is where the plans or site maps are to be uploaded. If you have not submitted a Certificate of Insurance, Bond information do so. Currently these are required fields. If you are new to working in a Platte County Right of Way, please complete an Annual Commitment letter. There is a link to pull the letter template to put on company letterhead and up load.
11. **Terms & Conditions**: Mark the box that you have read the Terms & Conditions.
12. **Signature, Print Name**
13. **Submit**