



**TO:** Mayor Tom Ross  
Members of the City Council

**FROM:** Lance Meyer, P.E., City Engineer

**DATE:** January 2, 2024

**SUBJECT: ONLINE LICENSING AND PERMITTING UPDATE (4423)**

**I. RECOMMENDED ACTION**

1. There is no recommended action for this item. This is an informational presentation.

**II. DEPARTMENT CONTACT PERSONS**

Lance Meyer, City Engineer	701-857-4100
Emily Huettl, Assistant City Engineer	701-857-4100

**III. DESCRIPTION**

A. Background

Minot uses Cityworks to perform asset management, licensing, and permitting. Asset management has been actively in use in several departments. Online licensing and permitting is now being implemented, as outlined below.

B. Proposed Project

Online licensing and permitting is being implemented in phases.

Currently Implementing:	Contractor Licenses, Tobacco Licenses, Remote Alarm Permits, and Alcohol Licenses* (issuing 2024 alcohol, 2025 will also apply online)
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Early 2024 Implementation:	Building Permits, Trade Permits, ROW Permits, Site Plan Review, Flood Plain Development Review, Special Event Alcohol Licenses, Gaming Permit, Gaming Site Authorization, Secondhand/Pawnbroker License, Event/Parade Permit, Tent Permit, Animal Performance
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Mid 2024 Implementation:	Outdoor Dining License, Parklet License, Taxi Driver License, Taxicab Service License
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Future Implementation:	Land Development (Planning Department), other City Licenses and Permits
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C. Consultant Selection

N/A

#### **IV. IMPACT:**

A. Strategic Impact:

Online licensing and permitting allows us to streamline and automate some processes to be more efficient.

B. Service/Delivery Impact:

Once everyone (residents/customers and staff) becomes acclimated to the software, improved turnaround time is expected. Additionally, online tracking will increase accountability.

C. Fiscal Impact:

N/A

#### **V. CITY COUNCIL ASPIRATIONS**

The software serves many different city functions and thus achieves all council aspirations.

#### **VI. ALTERNATIVES**

N/A

#### **VII. TIME CONSTRAINTS**

N/A

#### **VIII. LIST OF ATTACHMENTS**