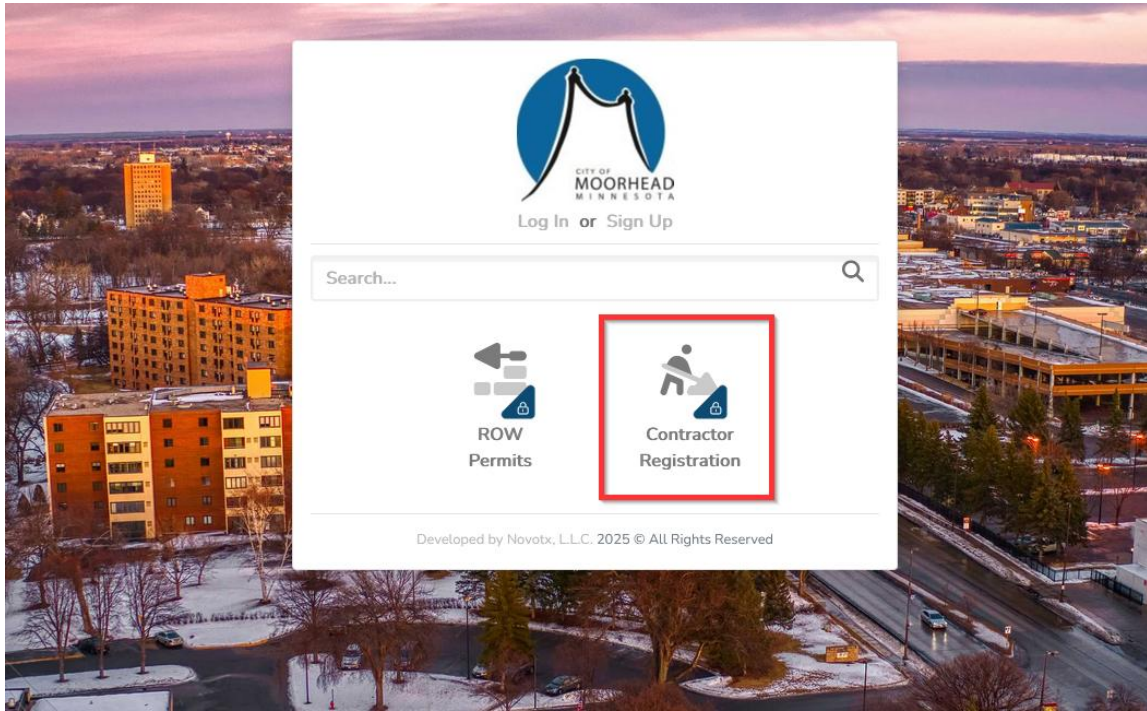
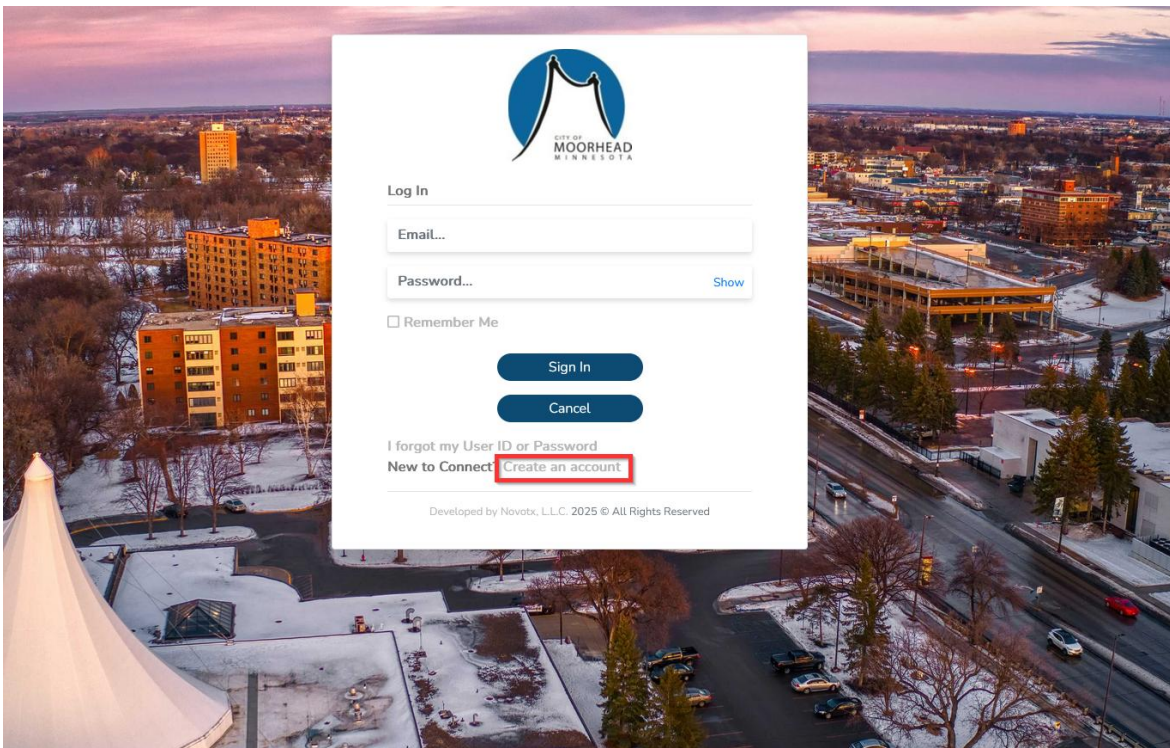


## City of Moorhead Right of Way Permits – Contractor Registration


1. Go to <https://moorheadcm.novotx.com/Account/Login>, and select 'Contractor Registration':



2. Select 'Create an Account' from the bottom of the screen:




3. Enter all the required information and select 'Create Account'. This information should be specific to the actual user. In this new program, each contractor is authorized to have multiple user accounts associated with the primary contractor account. The information on the screen should be specific to the person who is registering for the account:



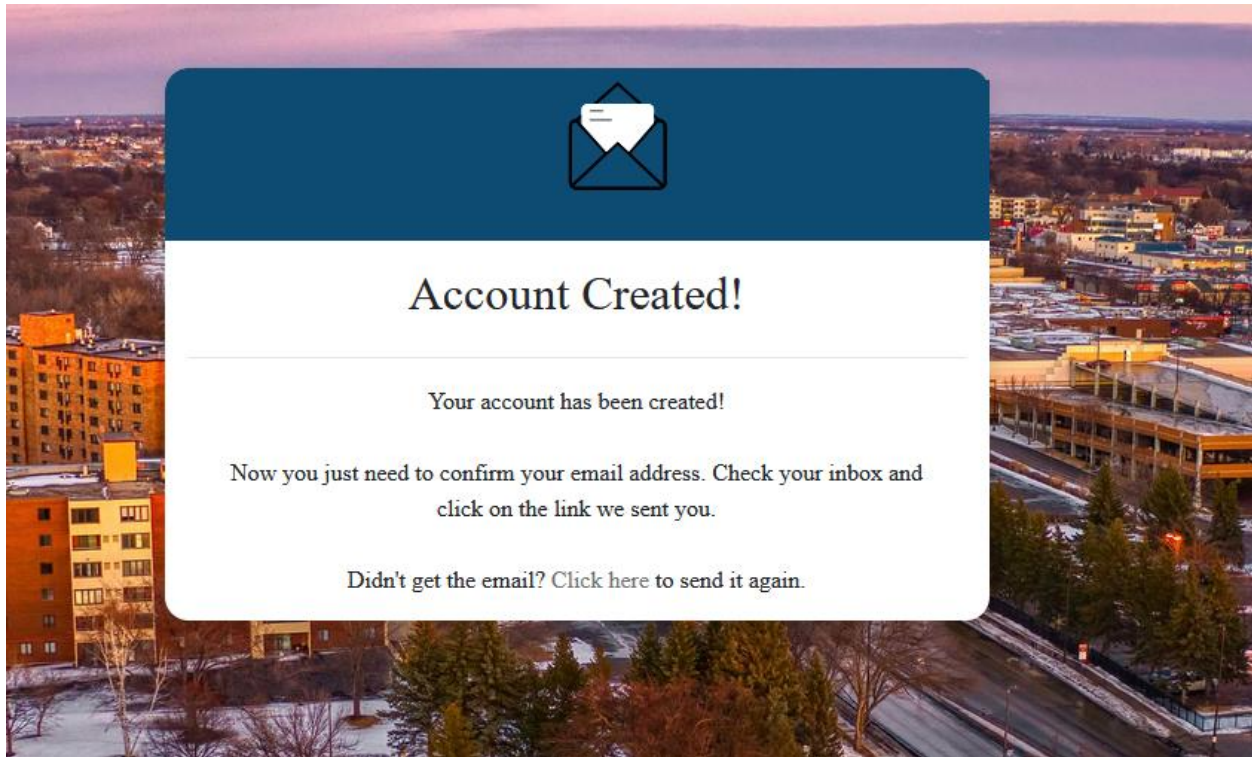
**Create Account**

<input type="text" value="First Name*"/>	<input type="text" value="Last Name*"/>
<input type="text" value="Address 1*"/>	<input type="text" value="Address 2"/>
<input type="text" value="City*"/>	<input type="text" value="State*"/>
<input type="text" value="Postal Code*"/>	<input type="text" value="Primary Phone*"/>
<input type="text" value="Email*"/>	

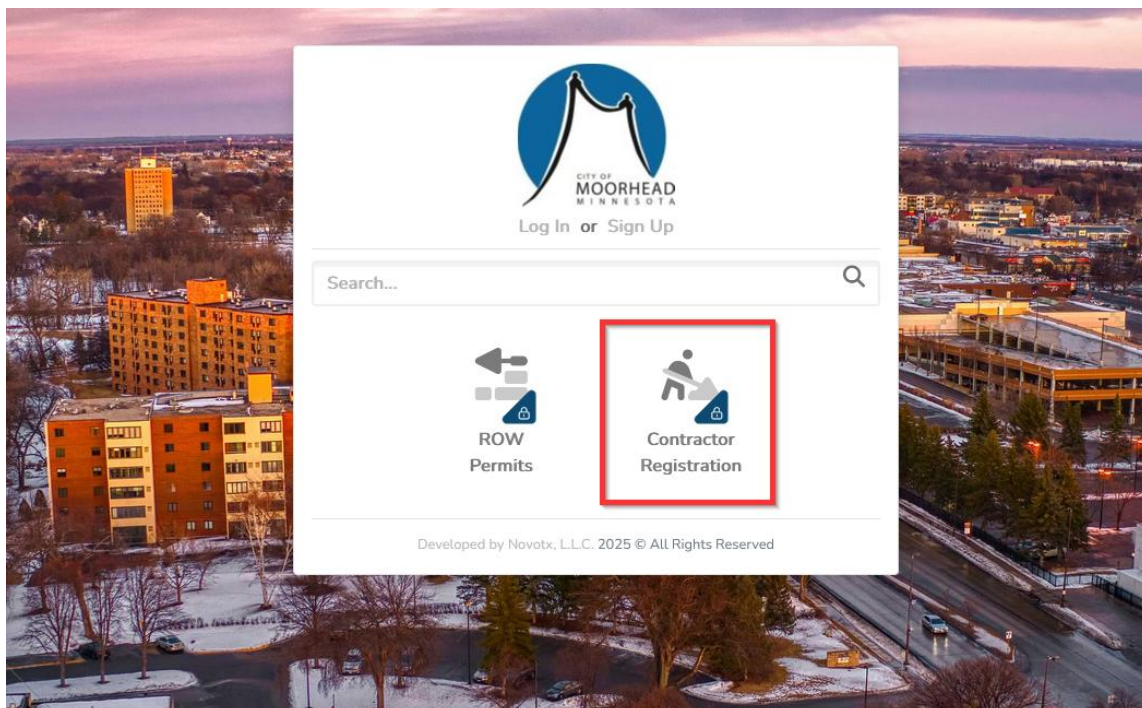
**Date of Birth**



- Once you have created your account, you will receive an email in your email inbox. You will need to confirm your account:



- Once you have confirmed your account, go back to the permit website and again select 'Contractor Registration' and enter your account login information:



- The next page will provide requirements for Contractor Registration for the City of Moorhead. Once you have reviewed the requirements, click 'Next':

### Contractor Registration

Getting Started

## Welcome

A City of Moorhead right-of-way permit is required for all excavation and directional drilling work.

In addition, a permit is required for installation of all driveway approaches, culverts, sidewalks, or curb and gutter within the public right-of-way.

Before an application for right-of-way construction will be considered, all applicants must have a current **Contractor Registration** account on file that includes a minimum \$10,000 contractor bond (Payable to the City of Moorhead) for all driveway approaches, culverts, sidewalks, or curb and gutter permits, or a \$25,000 contractor bond (Payable to the City of Moorhead) for all excavation and directional drilling permits. In addition, a current certificate of liability insurance must also be on file (City of Moorhead listed as additional insured).

Once your Contractor Registration account has been approved, you can apply for the applicable permits through the **Connect Portal**.

If you have any questions, please contact the **City of Moorhead Engineering Department** at **218-299-5390**. Thank you.

CancelNext

- Enter all information as requested, including Bond and Insurance information and select 'Next':

### Contractor Registration

Getting Started

Company Details

Contractor Company Name \*

City of Moorhead

Contractor Address \*

403 Center Ave

Contractor City \*

Moorhead

Contractor State \*

MN

Contractor Zip Code \*

56560

Contractor Phone Number \*

2182995390

Contractor Email Address \*

steve.ingersoll@moorheadmn.gov

Bond Number \*

123456789

Bond Issuer \*

Bond Company Inc.

Bond Issued Date \*

01 / 01 / 2025

Bond Expiration Date \*

01 / 01 / 2028

Liability Insurance Issued Date \*

01 / 01 / 2025

Liability Insurance Expiration Date \*

01 / 01 / 2028

CancelBackNext

8. Click on the 'Drop your file here' area and upload your bonding and liability insurance information. Then select 'Next':

### Contractor Registration

✓ Getting Started > ✓ Company Details > Additional Attachment

Required Attachments:

ⓘ

- \$10,000 or \$25,000 Contractor Bond Payable to the City of Moorhead
- Certificate of Liability Insurance listing the City of Moorhead as additional insured

Both documents must be current and notarized to be accepted.

Drop your files here

BOND - PDF\_4\_8\_2025\_17\_5\_27\_213....

LIABILITY INSURANCE - PDF\_4\_8\_...

Cancel

Back

Next

9. The next page will contain general information reviewing next steps in the process. Be sure to click on 'Finish' to complete the Contractor Registration:

### Contractor Registration

✓ Getting Started > ✓ Company Details > ✓ Additional Attachment > Final Step

Click 'Finish' to submit your Contractor Registration application. Once submitted, your application will be reviewed by **Engineering Department** staff as soon as possible.

Once your account has been reviewed, verified, and approved, you will receive an email notification with instructions for next steps.

Once you have received notification of the completion of your Contractor Profile, you can return to the **Connect Portal** and apply for any necessary permits.

If you have any questions, please contact the **City of Moorhead Engineering Department** at 218-299-5390.

Thank you.

Cancel

Back

Finish

## 10. You will receive an email confirming submission of your Contractor Registration request:

**From:** Novotx Elements XS Email Service Account <[svc-elementsxs-smtp@moorheadmn.gov](mailto:svc-elementsxs-smtp@moorheadmn.gov)>  
**Sent:** Tuesday, April 8, 2025 12:09:21 PM  
**To:** Steve Ingersoll <[steve.ingersoll@moorheadmn.gov](mailto:steve.ingersoll@moorheadmn.gov)>  
**Subject:** Contractor Registration Submitted for City of Moorhead

You don't often get email from [svc-elementsxs-smtp@moorheadmn.gov](mailto:svc-elementsxs-smtp@moorheadmn.gov). [Learn why this is important](#)  
Greetings City of Moorhead,

Your City of Moorhead Contractor Registration has been received and is currently under review. Once reviewed, you will receive a follow up email with further information regarding the status of your registration.

Please refer to your [Connect Dashboard](#) for additional details. If you have any questions, please contact the City of Moorhead Engineering Department at 218-299-5390.

Regards,

Engineering  
City of Moorhead  
Phone: 218-299-5390

*Please note that this is an automated email, and replies to this address are not monitored.*

## 11. Once City staff has reviewed your Contractor Registration, and all documents have been confirmed as current and correct, you will receive a follow-up email notifying you that your contractor account has been activated. You will now be able to apply for all ROW permits.

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**From:** Novotx Elements XS Email Service Account <[svc-elementsxs-smtp@moorheadmn.gov](mailto:svc-elementsxs-smtp@moorheadmn.gov)>  
**Sent:** Tuesday, April 8, 2025 12:11:50 PM  
**To:** Steve Ingersoll <[steve.ingersoll@moorheadmn.gov](mailto:steve.ingersoll@moorheadmn.gov)>  
**Subject:** Contractor Registration City of Moorhead Approved

You don't often get email from [svc-elementsxs-smtp@moorheadmn.gov](mailto:svc-elementsxs-smtp@moorheadmn.gov). [Learn why this is important](#)  
Greetings City of Moorhead,

Your City of Moorhead Contractor Registration City of Moorhead has been reviewed and approved.

Please refer to your [Connect Portal](#) for additional details and to submit any required City of Moorhead Right-of-Way permits. If you have any questions, please contact the City of Moorhead Engineering Department at 218-299-5390.

Thank you,

City of Moorhead – Engineering Department  
Phone: 218-299-5390



**City of Moorhead Right-of-Way Permitting**  
Engineering Department  
403 Center Ave | Moorhead, MN 56560  
Phone: 218-299-5390 | [engineering@moorheadmn.gov](mailto:engineering@moorheadmn.gov)  
[www.moorheadmn.gov](http://www.moorheadmn.gov)

*Please note that this is an automated email, and replies to this address are not monitored.*