

Obstruction Permit Instructions

In order to obtain an obstruction permit for requesting posting of “no parking” signs, hooding of parking meters, or to obstruct any sidewalks, alleys, traffic lanes, etc. You will need to go online and access the City of Minneapolis [Lane Use website](#) (also known as ROWay).

Register for a ROWay Account

1. Go to: <https://minneapolis.mn.roway.net/>
2. In the upper left corner of the web page is a “Registrant Login” box. Click on “Create a new account”
3. Read the Terms and Conditions and Lane Use Rates documentation. At this point you either click on I Agree, or I Do Not Agree. If you do not agree you will not be allowed access to the permitting process.
4. Registration Details. Fill out all boxes that are required and hit the submit box. You will receive a confirmation notice to the email that was provided.

To apply for an Obstruction Permit

1. Go to: <https://minneapolis.mn.roway.net/>
2. Login to your account and Select Apply for a Permit in the upper left corner.
3. Select a permit type. You will need to choose Obstruction Permit.
4. Review the Terms and Conditions. After reviewing the Terms and Conditions and the Lane Use Fees and you agree to them, select I Agree. This will then direct you to Step 3 of 3: Application Details.

Application Details

- Under ‘Company or contractor’, this should always be the applicant information.
- Project ID is for your reference. It will be on subsequent bills if filled out, or you may leave blank.
- You will be required to fill in the location of the work in the Location box. Please use an address or intersection for the location or the permit will be rejected by staff.
- Next you will need to select a Start Date and an End Date from the calendar boxes provided. This will be the date that you want the permit to be valid.
- Do you need the area posted no parking? If so, fill out box #1 and be specific as to where you need the posting. Include times for no parking if applicable.
- Do you need parking meters hooded? If so, type in each meter number in box #2. The city does not choose or provide meter numbers for you.
- In box #3, briefly describe what you are doing and what will be closed (sidewalk, alley, moving lane, etc.) This box should never be left blank.
- Upload documents or plans if applicable.
- The mapping feature at the bottom of the application is touchy. If it gives you trouble, please skip this part and submit your application.

If the application was submitted successfully you will receive a confirmation email. Check your email for permit status or questions from staff.

Once your permit has been approved, you can print the permit from the [ROWay Website](#). The permit you print will be the document that must be placed in clear view on the dash of the vehicle or attached to the vehicle in plain sight.

Contact information

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