St. Louis Park
MINNESOTA
Experience LIFE in the Park

ePermits and ProjectDox

Electronic Plan Review Guide

In an effort to create more efficient permitting, the City of St. Louis Park has implemented an electronic application submission and plan review process. This document provides general information on how to apply for an electronic permit using ePermits and how to provide, review, and download approved plans using ProjectDox.

Using ePermits https://epermits.logis.org/home.aspx?city=sl

STEP 1: Register for ePermits account (one time only)

STEP 2: Apply for a permit (For each project, address and space)

STEP 3: Pay permit application fee

Using ProjectDox https://planreview.stlouispark.org/projectdox/

STEP 4: Register for ProjectDox account (one time only)

STEP 5: Navigating ProjectDox

STEP 6: Uploading plans and documents

STEP 7: Receiving and reviewing comments

STEP 8: Resubmitting plans and documents

STEP 9: Paying permit fees

STEP 10: Downloading approved plans

STEP 1: Register for an ePermit account.

Before submitting a permit application, you must have an ePermits account.

1. Visit: https://epermits.logis.org/home.aspx?city=sl
2. Click on **Account** in the upper right-hand corner of the screen.
3. Fill in the required information.
   NOTE: It is very important that your email address is entered correctly. If it is not, you will not receive updates or notification of permit approval.
4. Click **Create Account.**

Note: If you are a contractor new to the City of St. Louis Park, please call 952.924.2588 to have your business entered into the contractor database prior to applying for a permit.

STEP 2: Apply for a permit.

For commercial projects, you will need to pay an application fee when applying for a permit. The application fee is half of the plan review fee. This fee must be paid up front, but it will be deducted from the total permit fee. The application fee is non-refundable. Your permit review will not begin until payment is received.

There is no application fee for residential projects.

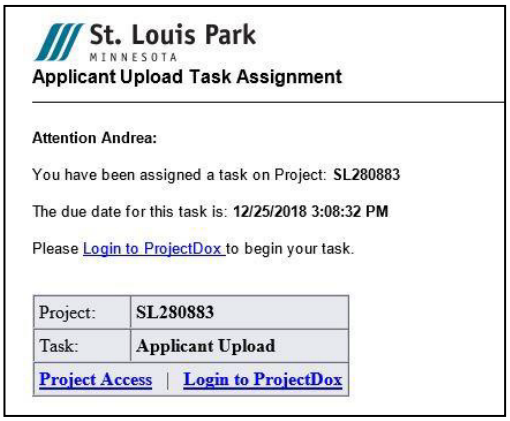
1. Click **Apply for Permit** on the left side.
2. Click on the permit type you wish to apply for.
3. On the **Permit Requirements** page, click on and view the required checklist link. The checklist and any other requirements noted on the checklist must be submitted with your plans through ProjectDox.
4. Read the declaration at the bottom of the page, and click **I Agree – Apply for Permit**.
5. Enter the address of the property the permit is being applied for.
6. Click **Next**. The address of the property will be validated by the ePermits system. If an error occurs, please verify the address you entered and try again.
7. *Enter the applicant information. This information will be transferred to the permit and will be automatically entered into ProjectDox if the permit requires plan review. **NOTE: If you do not enter in complete applicant information, you may have issues getting into ProjectDox**
   NOTE: It is very important that your email address is entered correctly. If it is not, you will not receive updates or notification of permit approval.
8. Click **Next**.
9. Enter a dollar amount into the valuation field. This will be used to calculate the total permit fee, which is paid when the permit is finally approved.
10. Click **Next**.
11. After you click next, you will be brought to a new page that will indicate any fees due.
12. Click **Add to Cart**.
13. If no fees are due at the time of submittal, click on **Submit Permit Application** to submit your application. If there are fees due, follow the below steps.

STEP 3: Pay permit application.

1. Click the **Check Out with PayPal** button to begin your payment.
2. Enter credit card information and click **Pay Now**.

3. An order summary will be displayed. Print the summary or save it for your records. An email receipt will also be sent to the email address used for the permit application.
4. If a plan review is required, you will also receive an email invitation from ProjectDox for the plan review process.
   NOTE: It may take 5-10 minutes for this email to appear in your inbox.

STEP 4: Register for a ProjectDox account.


St. Louis Park
MINNESOTA
Applicant Upload Task Assignment

Attention Andrea:

You have been assigned a task on Project: SL280883

The due date for this task is: 12/25/2018 3:08:32 PM

Please Login to ProjectDox to begin your task.

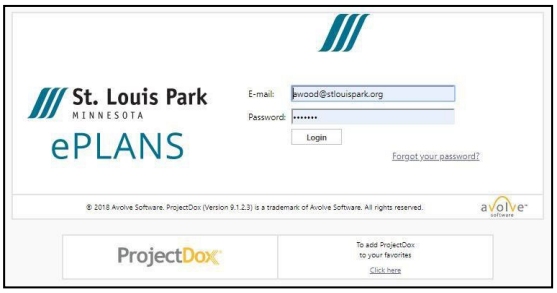
Project:	SL280883
Task:	Applicant Upload
Project Access | Login to ProjectDox	

When a permit application has been submitted and the application fee has been paid, the applicant will receive two emails from ProjectDox if you don't have an account and one if you already have an account. For those applicants new to ProjectDox, the first invitation email will also include a temporary password code to create a ProjectDox account. This email could take several minutes to come through.

Note: This temporary password code expires after 12 hours. If it does expire, you may need to use the "Forgot Password" pathway to create an account.

The second email (for those already with an account) will request that plans and documents be uploaded and will outline how to do this upload.

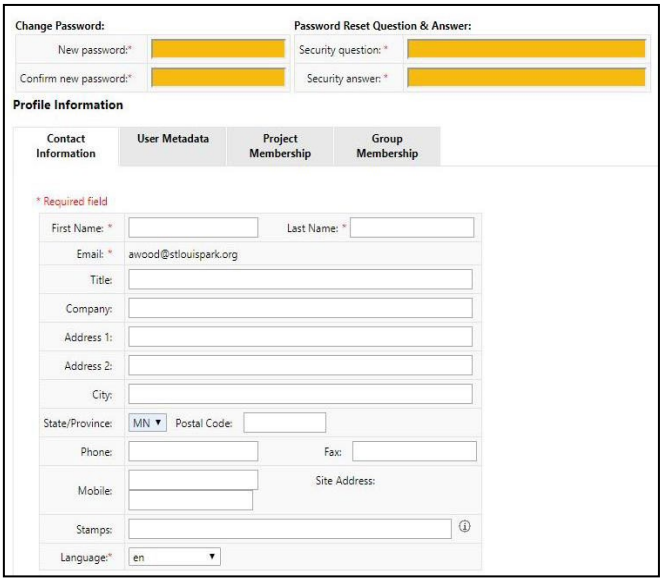
Logging in and creating a user profile



1. In the invitation email, click **Login to ProjectDox**. This will take you directly to the ProjectDox login screen. You can also type in the St. Louis Park ProjectDox URL:

   https://planreview.stlouispark.org/projectdox

2. Type the email address used for your permit application into the **E-mail** field and type or paste your temporary password into the **Password** field. Click **Login**.



3. You will then be taken to your user profile page. On this page, you will need to:
   a. Reset your password.
   b. Create a security question and answer.
   c. Enter additional information about yourself/company.

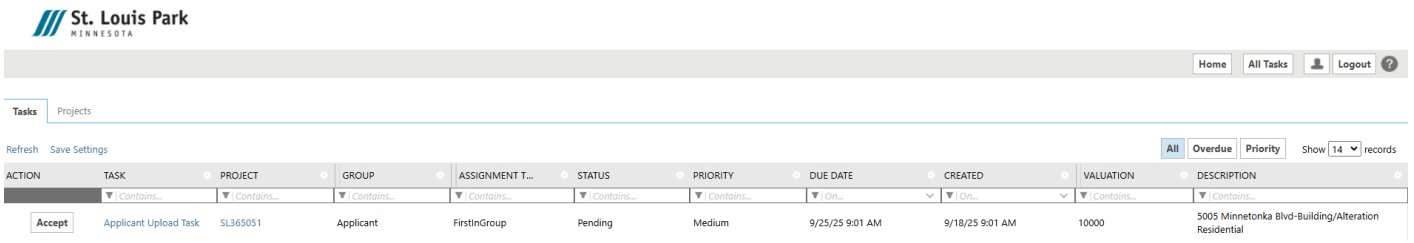
4. Click **Save** in the middle of the screen.

You may return to the profile screen at any time by clicking on the **Profile** button on the main toolbar. More information on the toolbar can be found later in this manual.

If you ever forget your password, click **Forgot your password?** on the login screen.

STEP 5: Navigating ProjectDox.

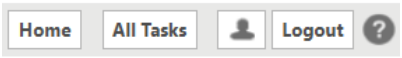
Home page



On this page you will find your active projects list. The list provides you with basic information on every active project/permit application you have submitted to the City of St. Louis Park through ProjectDox, including project number, tasks, status, date created and due date. You may sort your list by clicking on any one of these headings.

Home page toolbar

The toolbar is located in the top right corner of the home page. The toolbar includes a group of buttons that provide primary navigation functions.



Button guide

- Home – Will take you back to the home page.
- Search button (magnifying glass) – Allows you to search for a project based on certain information.
- All tasks – Brings up your task list in a new window.
- Profile – Allows you to view and edit your profile information.
- Logout – Will log you out of ProjectDox.
- Help (question mark) – Will take you to the ProjectDox help website. You may use the index or search functions to find instructions or information about ProjectDox.

STEP 6: Uploading plans and documents.

Before you upload plans and documents associated with your permit application, confirm the file type and naming is consistent with the following:

File types

- Plans may be uploaded in an approved format, to scale, with output dimensions of one of the followings sheet sizes: 8 ½” x 11”, 11”x17”, 24”x 36” or 30”x 42.”

File naming convention

Plan sets that include more than five plan sheets must include a sheet index. Files names must match the sheet index. File names must include the drawing type code, followed by the sheet number and name. See the chart below.

Drawing type	Code	Sheet number
Architectural	A	000.99
Civil	C	000.99
Electrical	E	000.99
Fire Alarm	FA	000.99
Fire Suppression	FS	000.99
General	G	000.99
Haz-Mat	HZ	000.99
HVAC (mechanical)	M	000.99
Landscaping	L	000.99
Plumbing	P	000.99
Structural	S	000.99
Telecom.	T	000.99

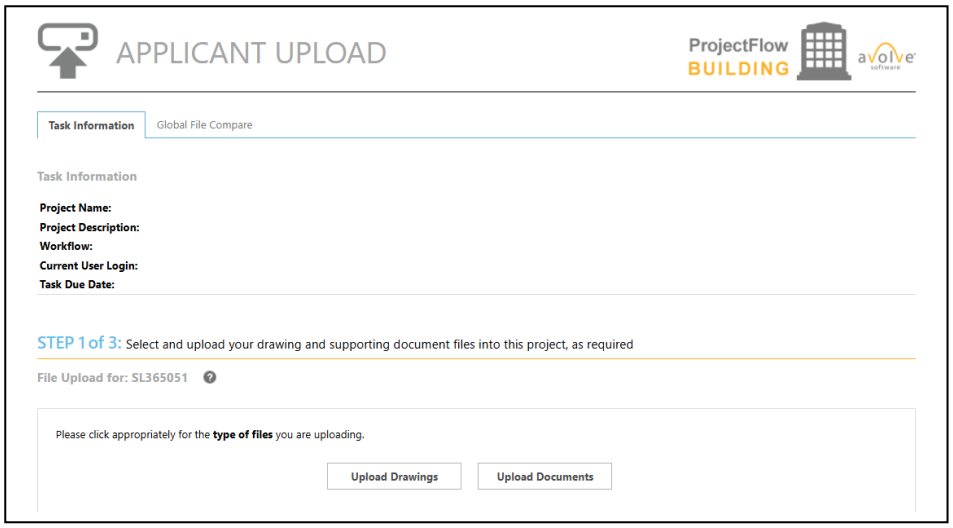
When uploading a revised plan or document, the file name MUST be uploaded with the same final name as the original plan or document. ProjectDox will recognize this revised file as a "version" of the STEP 6 Page 6 of 19 original and will allow reviewers to easily locate revisions to the plan. This file naming practice will make review time more efficient.

Uploading

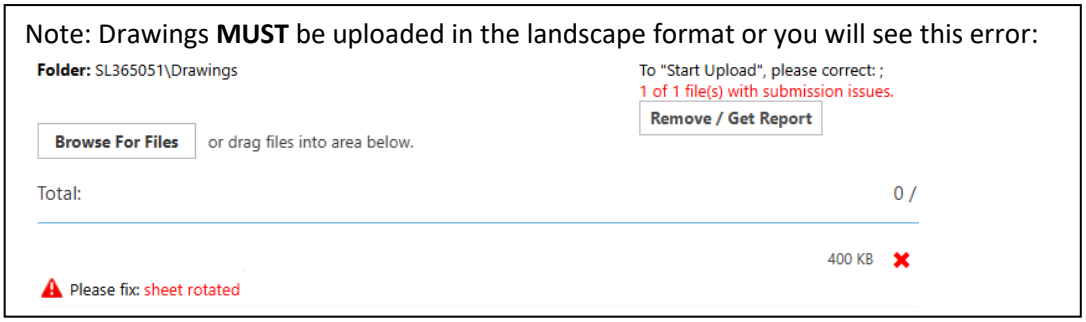
1. From the tasks list, click on the project number that has an "Applicant Upload Task." Clicking on the project number will open the permit's main screen. The project/permit name will appear in the upper left corner of the permit's main screen.

   On the top of the permit page, you will notice folders.
   a. **Tasks** — This is where you can see what you still need to complete
   b. **Files** — This is the folder where you will upload all drawings related to your permit application, such as a survey, civil plans, architectural plans, etc.
   c. **Info** — This is the folder where you can view applicant info
   d. **Reports** — You can view where the project is at in the process.
   e. **Discuss** — This is where you can communicate with permit techs and inspectors
2. Under "Tasks" Click on the **Applicant Upload Task.**

3. An ePlans applicant upload window will appear.



4. Select the appropriate folder you want to upload your documents to. Click on **Select Files to Upload** to upload your documents.
5. Drag and drop your files or click **Browse for Files**.
6. After you have selected your files, click **Upload Files** to upload your documents.



7. Click "**Start Upload"**.
8. When you are done uploading documents, check the required boxes
9. Click "**Submit"**

ProjectDox will automatically notify the City of St. Louis Park that your permit application has been submitted. Following notification, city staff will review your application to determine if all required plans and documents have been uploaded. If all required items have been submitted, the plans will be routed to appropriate departments for review.

NOTE: Plans and documents will not be routed for review until all required items have been submitted.

STEP 7: Receiving and reviewing.

Prescreen/initial staff review comments

If the prescreen/initial staff review determines that items are missing or an area is incomplete, you will receive an email notification from ProjectDox with instructions for resubmittal.

To view prescreen additions or corrections:

1. Click the **Start Task** or **Login to ProjectDox**
    a. If you click **Start Task**, you will be taken directly to the project/permit's main page.
    b. Click on the permit number to access the project page

Permit review comments

Once your permit application is determined to be complete, it will be routed to various city staff for review. If staff requires any corrections or additions to the submitted plans/documents, you will receive an email notification from ProjectDox with instructions for resubmittal.

To view staff comments:

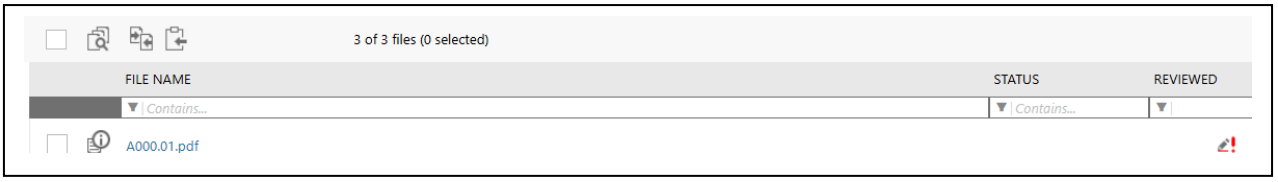
2. Click the **Start Task** or **Login to ProjectDox**
    a. Click on the permit number to access the project page
    b. Click **Reviews**

Staff may provide you permit review comments in three ways:

1. **Changemark items** —Actual notation on plans
2. **Checklist items** — General comments referencing specific city code or policy requirements.
3. **Reviews** — Outline specific conditions of approval or next steps. Review comments are customized to your specific permit application.

Note: Comments in the "**Review**" tab must be responded to before you can re-submit your project.

Viewing changemark items



To View Changemarks

1. Open the **Drawings** folder and scroll through the submitted plans. If staff has added a changemark to the plan, a small red pencil and exclamation point will be displayed next to the plan.
2. Click on the red pencil/exclamation point.
   NOTE: The required changes will NOT appear if you click on the image of the plan. You must click on the red pencil/exclamation point.

3. After you click on the red pencil/exclamation point, a markups window will appear. If you would like to review all staff comments on that plan at the same time, which the city recommends you do, click **Select All for View**. Then click **View/Edit**. If you would like to view comments by individual staff members, check the appropriate box and then click **View/Edit**.
4. After you click **View/Edit**, a plan viewer window will open. The general area of required changes will be noted on the plan. However, the details of the required changes will be noted on the right-hand side of the window.
5. Click on the general title of the required change on the right-hand side of the window. The plan will automatically zoom to the area requiring a change and further details will be outlined.

Viewing checklist items

- Click **View Checklist Items** on the eForm. This will bring to you the Workflow Review Checklist Item Viewer, which displays specific comments from the staff reviewers.

STEP 8: Resubmitting plans and documents.

To address staff comments – whether changemarks, checklist items or comments – you generally must upload revised or additional plans and/or documents. To upload, follow the directions in Step 6.

Remember: When uploading a revised plan or document, the file name MUST be uploaded with the same final name as the original plan or document. ProjectDox will recognize this revised file as a "version" of the original and will allow reviewers to easily locate revisions to the plan. This file naming practice will make review time more efficient.

Upon receipt of revised or additional uploaded plans and/or documents, staff will review will begin again. If staff requires any corrections or additions to the resubmitted plans/documents, you will again receive an email notification from ProjectDox with instructions for resubmittal. Once all plans and documents have been approved, you will receive an email from ProjectDox noting that your permit has been approved.

However, you will not be able to download your approved permit and stamped plans, or schedule required inspections until your permit fees have been paid.

STEP 9: Paying permit fees.

1. Click on the **ePermits** link in the approval email from ProjectDox.
2. Click **Pay for Approved Plan Review Permit** on left side.
3. Enter the permit number or other information about the permit as prompted and click **Search**.
4. Enter payment information as prompted.
5. Upon payment, a purchase information screen will pop up. It will contain your payment information and a PDF of your approved permit.
6. Click **Download the Permit PDF** button.
7. Print the approved permit.
   NOTE: The permit must be posted at the job site.
8. Complete the **Awaiting Fee Payment** Task in ProjectDox in order to download the approved set of plans.

STEP 10: Downloading approved plans.

After the required permit fees have been paid, you will receive an email from ProjectDox noting that your stamped and approved plans are ready to be downloaded.

You must complete the **Awaiting Fee Payment** Task in ProjectDox in order to download the approved set of plans.

1. Click on the **Login to ProjectDox** link in the email.
2. Open the approved folder.
3. Click the checkboxes to select the documents to download.
4. Click the download icon.

You may choose to download all the approved plans/documents at the same time, by checking the box at the top of the plan list and download button.

NOTE: The approved, stamped plans must be posted at the job site.

Questions

Contact the St. Louis Park Building and Energy Department at 952.924.2588.