



Electronic Permit & Plan Review Guide

The City of Edina has implemented a new version of ProjectDox for the electronic application submission and plan review process. This document provides general information on how to apply for a permit electronically using ePermits, and how to submit plans and documents for review, respond to staff comments and download approved plans using ProjectDox.

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USING PROJECT Dox – <https://planreview.edinamn.gov/>

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STEP 1

REGISTER FOR AN EPERMITS ACCOUNT

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

1. Go to Edinamn.gov. On our home page go up to “Departments.” Under the drop-down box click on Building Permits and Resources located under “Building Inspections.”
2. Under Process click “**Apply for Permit.**”
3. If you need to update your contractor information with the City of Edina, you will find the appropriate renewal forms to update your contractor information in our system.
4. Click “**Apply for Permit**” on the City of Edina e-permit page.
5. If you do not have an account, please register for an account.
6. In the drop down box pick your company’s name and fill in the required fields. 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. Click “**Create account.**”

STEP 2

APPLY FOR A PERMIT

1. Click on the permit type you wish to apply for.
2. If there is a “**Click here**” (highlighted in yellow) you are required to include that checklist with your application. This checklist must be filled in and signed.
3. Read the declaration and click “**I agree-apply for permit**”.
4. Fill in the required fields, click **Next**.
5. If you have a description box, fill in the scope of your work, click **Next**.
6. Read and answer the questions, click **Next**.
7. The valuation box is for the total cost of the job, this will be used to calculate the total permit fee which will be paid when the permit is ready to be issued, click **Next**.

STEP 3

PAY APPLICATION FEE (Only if your permit requires a plan review)

1. The application fee must be paid up front, but will be deducted from the total permit fee. The application fee is **non-refundable** and your permit review will not begin until payment is received.
2. When finished click **Check out with PayPal** (note: You do not actually need a PayPal account); if you desire additional permits, click **Continue Shopping**.
3. When the application fees have been paid, you will receive an order confirmation email with the permit number.

STEP 4

REGISTER FOR A PROJECTDOX ACCOUNT

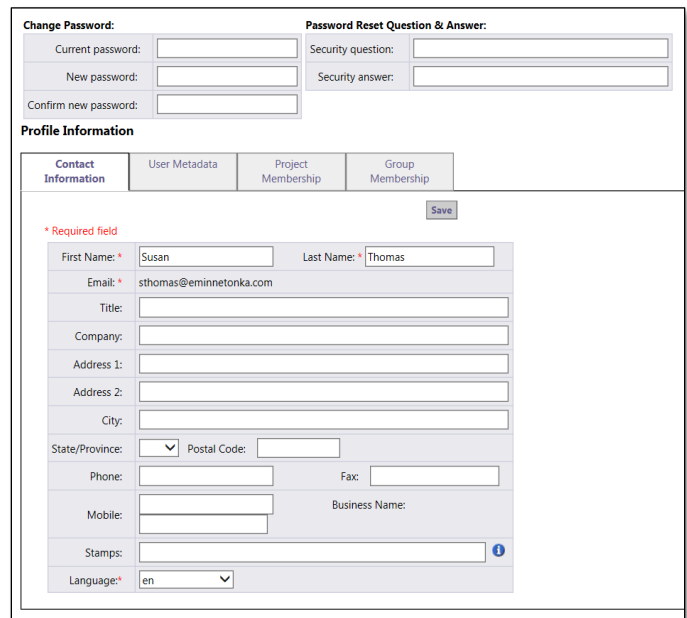
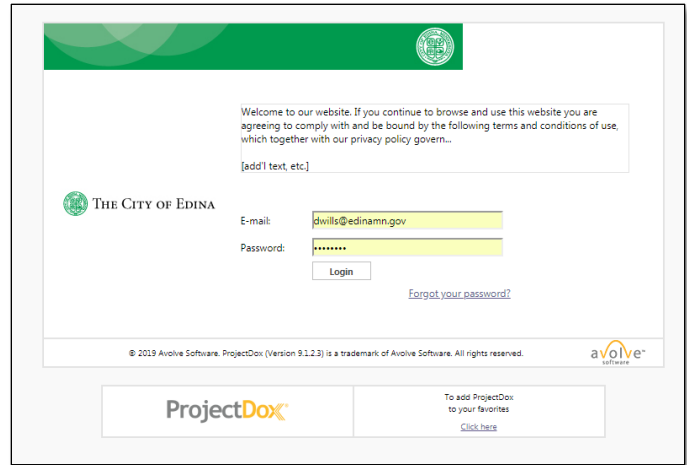
When a permit application has been submitted and the application fee has been paid, the applicant will receive two emails from ProjectDox. **For those applicants new to ProjectDox, the first invitation email will include a temporary password and a link to create a ProjectDox account.** The Second email will notify the applicant of an “Applicant Upload Task” in ProjectDox. This is where plans and documents are uploaded for review.

Logging In and Creating a User Profile (Note: The preferred web browser for ProjectDox is Internet Explorer)

1. In the invitation email, click **Login to ProjectDox**. This will open a web browser and take you directly to the ProjectDox login screen. You may also open a web browser and type in planreview.edinamn.gov
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. (Found in the new user invitation email)
3. Click **Login**. You will then be taken to you User Profile. On this page, you will need to:
 - Reset your password
 - Create a security question and answer
 - Enter additional information about yourself/company (optional).
4. Click **Save**.

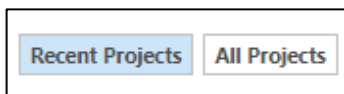
You may return to the profile screen at any time by clicking on the **Profile** button on the Main Toolbar. More information on the toolbar can be found later in this manual.

If you ever forget your password, click **Forgot Your Password**.



Home Page

After saving your profile information, you will be taken to the ProjectDox Home Page. On this page you will find your current tasks under the **Tasks (PF)** tab. The **Tasks (PD)** tab is for an older version of ProjectDox and can be disregarded. The **Projects** tab will show you the most **Recent Projects** you have accessed. If you click **All Projects**, you will see all of the projects you have rights to access.

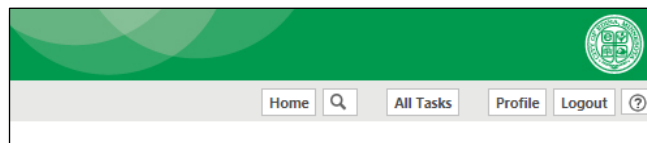


OPTIONS	TASK	PROJECT	INSTANCE	GROUP	ASSIGNMENT TYPE	STATUS	CREATED
<input type="checkbox"/>	Applicant Upload Task	ED900026	ED900026 - Building (PF) - 1/20/2019 7:56:46 AM	Applicant	FirstInGroup	Accepted	1/10/2019 7:56:57 AM
<input type="checkbox"/>	Applicant Upload Task	ED900027	ED900027 - Fire (PF) - 1/20/2019 8:01:46 AM	Applicant	FirstInGroup	Pending	1/10/2019 8:01:57 AM
<input type="checkbox"/>	Applicant Upload Task	ED900028	ED900028 - Public Works (PF) - 1/20/2019 8:09:46 AM	Applicant	FirstInGroup	Pending	1/10/2019 8:06:57 AM
<input type="checkbox"/>	Applicant Upload Task	ED900029	ED900029 - Signs (PF) - 1/20/2019 8:11:46 AM	Applicant	FirstInGroup	Pending	1/10/2019 8:11:57 AM
<input type="checkbox"/>	Applicant Upload Task	ED900030	ED900030 - Sewer Water (PF) - 1/20/2019 8:20:46 AM	Applicant	FirstInGroup	Pending	1/10/2019 8:20:57 AM

The Home Page provides you with basic information about every active project/permit application you have submitted to the City of Edina through ProjectDox, including project/permit number, description, review status and created date.

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.



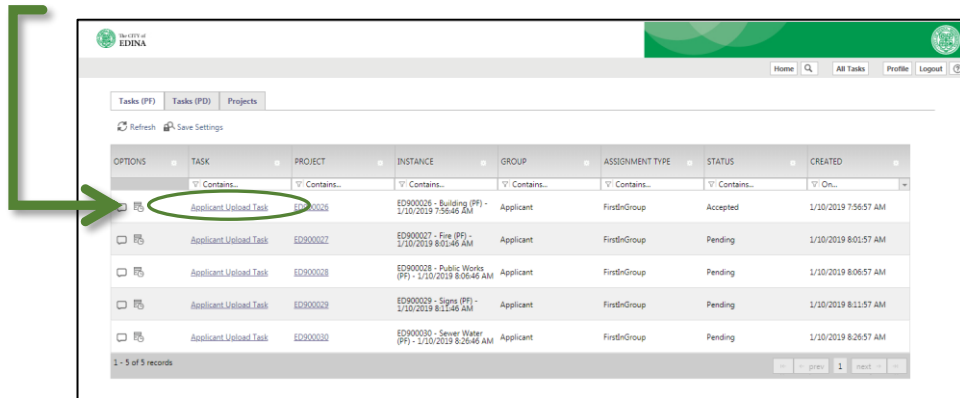
Button Guide

- The **Home** button will take you back to the Home Page.
- The **Search** (magnifying glass) button allows you to do a file search.
- The **All Tasks** button will show tasks assigned to you for your active projects.
- The **Profile** button will display your profile information.
- The **Help** button (question mark) will take you to the ProjectDox Help website. You may use the index or search functions at this site to find instructions or information about ProjectDox.
- The **Logout** button will log you out of the ProjectDox site.

STEP 6

ACCEPT TASK

1. Before you upload plans and documents associated with your permit, you must click on the “Applicant Upload Task.”



2. Click **OK** to accept the responsibility for completing this task.

STEP 7

UPLOADING PLANS AND DOCUMENTS

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

File Type Standards

- Only searchable PDF files are accepted for calculations, reports and other supporting documentation (non-drawing files).
- Vector PDF, DWG, DGN, etc. files will be acceptable for drawings.

Border Standards

- Reserve 4" W x 4" H area on the upper right corner of the drawing.
- The City of Edina requires that plans be uploaded in an approved format, to scale, with output dimensions of the following sheet sizes: 8 1/2" x 11", 11" x 17", 24" x 36", 30" x 42"

File Naming

Plan file names and sort order **must** match the sheet index. ProjectDox sorts alpha then numeric. File names for drawings should include the discipline character, followed by the sheet number. If decimals are needed in the sheet number place it after the third digit. Ex. S.001.00

****All plan sets must be uploaded as individual pdfs and the individual file names must include the sheet name. Simple is better!***

When uploading a revised plan or document, the file name **MUST be uploaded with the same exact 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 located revisions to the plan. *Note: If this standard is not followed the submitted file will appear as a NEW file and not a revision of an existing file.*

This file naming convention will make review time more efficient.

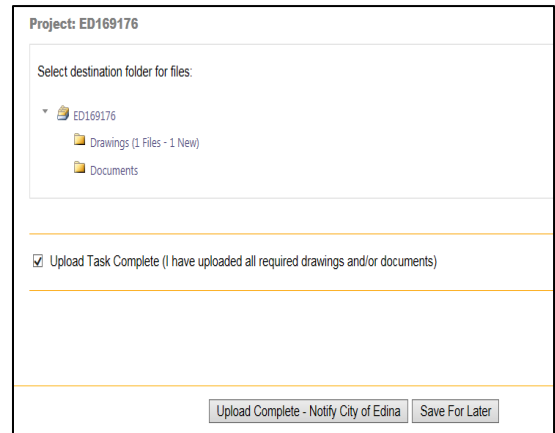
Drawing Type	Discipline	Sheet No.	Example
Alarm	FA	000-999	FA.008.pdf
Architectural	A	000-999	A.100.pdf
Civil	C	000-999	C.007.pdf
Demolition	D	000-999	D.000.pdf
Electrical	E	000-999	E.004.pdf
Equipment	Q	000-999	
Fire Protection	F	000-999	
General	G	000-999	
Geotechnical	B	000-999	
Haz-Mat	H	000-999	
HVAC (Mechanical)	M	000-999	M.003.pdf
Interior	I	000-999	I.009.pdf
Landscape	L	000-999	
Plumbing	P	000-999	P.005.pdf
Sprinklers	FS	000-999	FS.009.pdf
Structural	S	000-999	S.102.pdf
Survey	V	000-999	
Telecommunications	T	000-999	K.006.pdf

Uploading

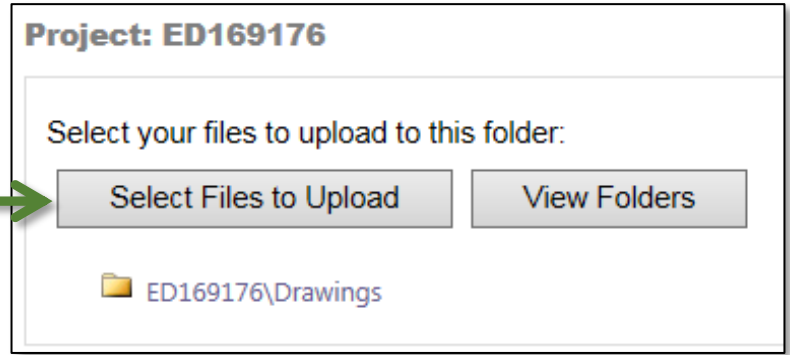
Once you have accepted the **Applicant Upload Task**, a new window will open. You will see two folders.

- **Drawings.** This is the folder where you will upload all drawings related to you permit, such as a survey, civil plans, architectural plans, etc.
- **Documents.** This is the folder where you will upload any non-drawing files that are required, such as energy computations, specifications, stormwater management calculations, etc. Also include any required checklists.

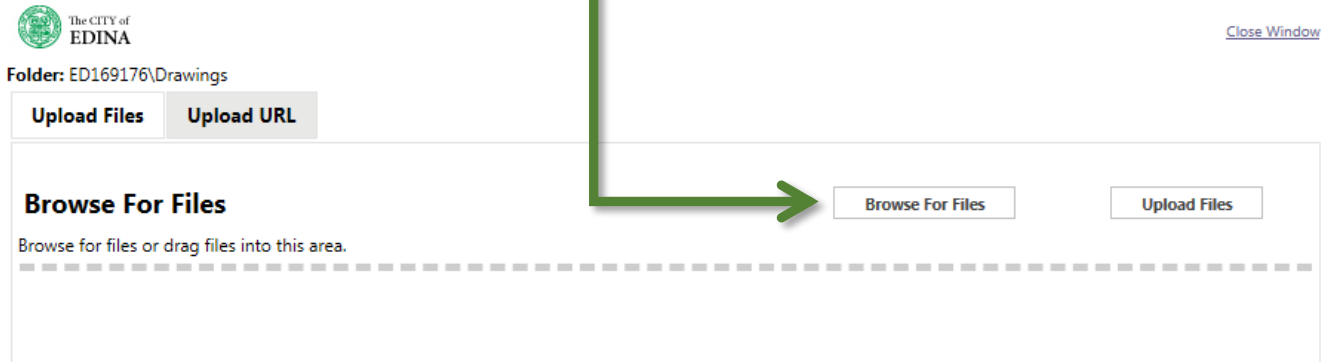
1. Click on either the **Drawings** or **Documents** folder.



2. Then **Select Files to Upload** to the folder that you opened.

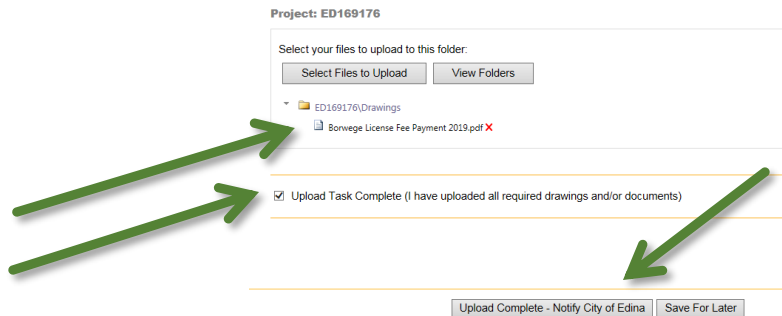


3. Browse for Files.



4. When you have selected files, they will appear in the **Upload Files** page. Click **Upload Files**. A page will then appear displaying the files that have been uploaded. Click **Close**.

When files have been uploaded to folders, you will see the file name in the designated folder.



5. When you have finished uploading all plans and documents, check the box on the bottom that confirms you “have uploaded all required drawings and/or documents.” Click **Upload Complete – Notify City of Edina** button at the bottom of the window.

ProjectDox will automatically notify the City of Edina that your plans have been submitted. Following notification, City staff will complete a **Prescreen** of 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 the appropriate departments for review. **Note: plans and documents will not be routed for review until all required items have been submitted.**

STEP 8

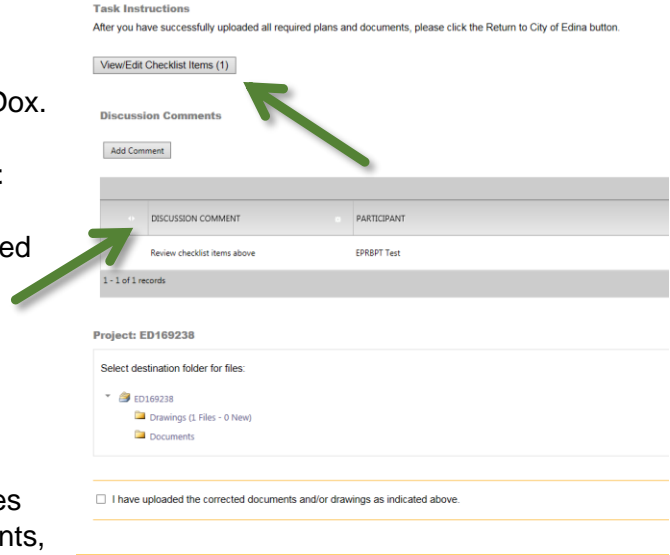
RECEIVING AND REVIEWING

Prescreen Comments

If the **Prescreen** determines that items are missing or area incomplete, you will receive an email notification from ProjectDox with instructions for resubmittal.

To view Prescreen Corrections:

1. Click the **Login to ProjectDox** link in the Review Correction Request email or simply login to ProjectDox.
2. Click and accept the **Prescreen Corrections** task.
3. Review the **Discussion Comments** and **Checklist Items**.
4. Upload additional plans and/or documents as required and complete the task.



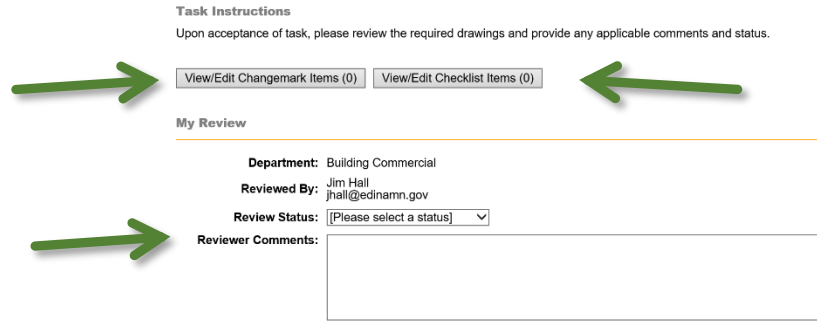
Permit Review Comments

Once your submittal is determined to be complete, it will be routed to the appropriate 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.

STEP 9

RESUBMITTING PLANS AND DOCUMENTS

Comments from City staff can come in three different ways. **Changemark Items**, **Checklist Items** and **Reviewer Comments**. You must check all three areas for a complete list of comments.



Changemark Items require a revision or change to an existing plan or document. The revised plan or document needs to have the **exact** same file name as the original in order for the system to properly version it. Any additional characters or spaces will create a new file and will be **rejected**.

Checklist Items are requests for additional information not provided in the original submittal and general information.

Reviewer Comments include any additional items or information not previously covered.

Review Corrections Needed

If corrections are required, you will receive an email notification of the resubmit task assigned to you.

Follow these steps to complete the task:

1. Log in to ProjectDox.
2. Accept the **Applicant Resubmit Task**.
3. Review the following:
 - Changemarks
 - Checklist Items
 - Reviewer Comments
4. Make required corrections and upload the revised files to the same folders as before using the exact same naming convention as the original files.
5. In the Task Instructions section, select the check boxes to indicate the items have been completed. Selection of all 3 boxes enables the **Return to City of Edina** button.
6. Click the button to complete the task.

An email notification will be sent to the Review Coordinator. They will confirm that plans have been uploaded and will be routed to all departments for the next review cycle. If any one of the departments rejects the review, the **Applicant Resubmit** step will be repeated until all the departments approve.


Once all departments have approved the submittal, you will receive a **Final Fees Due Notification** email.

STEP 10

PAYING FINAL PERMIT FEES

1. Click on the **ePermits2.logis.org** link in the Final Fees Due Notification email from ProjectDox.
2. Log into **ePermits** and click **Pay for Approved Plan Review Permit**.
3. Enter the permit number or other information about the permit as prompted.
4. Enter payment information as prompted and complete.
5. Upon payment, a **Purchase Information** screen will pop up. It will contain your payment information and a PDF of your permit and inspection record.
6. You will also receive an order confirmation from epermits@logis.org.

Order Summary

 **Your order has been processed!**
An email containing your purchase information has been sent to you.

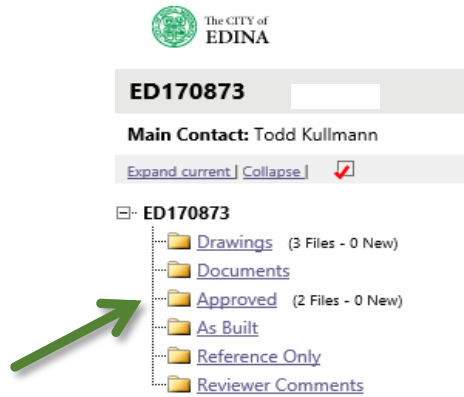
Print and post the permits at the job site.

Purchase Information	
Permit Number ED172431	Commercial Tenant/Interior Remodel 4801 50th St W
Download Permit PDF	Fees:
	Permit \$57.43
	Total Fees \$57.43
Schedule Inspection Now	Required Inspections:
	Building Final - COMMERCIAL
	Fire Sprinkler Rough-In (add'l permit req'd)
	Framing-Commercial
	Fire Sprinkler Final (For appt: 952-826-0339)
	Comments:
	It is the requirement of the permit applicant to call to schedule an inspection. Contact the Inspections Department at 952-826-0372 to schedule required inspections. APPLICATION FEE IS NON-REFUNDABLE.
	Contractor:
	Great Neighborhood Homes
	The issuing of this plan review permit may require additional actions on the part of the applicant. Please contact the City for additional instructions.
	Order Total: \$57.43

STEP 11

DOWNLOADING APPROVED PLANS

After required permit fees have been paid, you will receive an **Approved Plans Ready for Download Notification** email. **NOTE: The copies of the approved plans must be available at the job site.**



HAVE ANY QUESTIONS?

Please contact Edina Building Inspections at planreview@edinamn.gov or call 952-826-0372.