In an effort to create more efficient permitting, the city of Minnetonka 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://epermits2.logis.org](https://epermits2.logis.org)

| 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.eminnetonka.com/projectdox](https://planreview.eminnetonka.com/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 |
Before submitting a permit application, you must have an ePermits account.

**Note:** If you are a contractor new to the city of Minnetonka, please call 952-939-8394 to have your business entered into the contractor database prior to applying for a permit.

2. Click on Minnetonka.
3. Click the **Account Link** on the right side of the screen.
4. Fill in the required information. 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.
5. Click **Create Account**.

**STEP 2 APPLY FOR A PERMIT**

A $20.00 application fee is required to apply for a permit. This fee must be paid “up front,” but will be deducted from the total permit fee. The application fee is non-refundable. Your permit review will not begin until payment is received.

1. Once logged into ePermits, click **Apply for Permit**.
2. Click on the permit type you wish to apply for.
3. Read and accept the declaration at the bottom of the page.
4. Enter the address of the property for which permit is being applied.
5. 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.
6. Enter in applicant information. This information will be transferred to the permit and will be automatically entered into ProjectDox is the permit requires plan review. It is VERY important that your email address is entered correctly. If it is not, the electronic plan review process will not function.
7. Click **Next**.
8. Enter required information about the proposed project as prompted.
9. Enter a dollar amount into the **valuation for the permit**. This will be used to calculate the total permit fee, which is paid at the time the permit is finally approved. Click **Next**.

**STEP 3 PAY PERMIT APPLICATION FEE**

1. The fee page will now show a total application fee of $20.00. Read the provided **NOTE** and click **Next**.
2. Click **Check out with Paypal** or click **Continue Shopping** if you have more permits to apply for.

3. Enter credit card information and click **Continue**.

4. Fill in your credit card information to complete the payment transaction. Click **Authorize this Transaction**.

5. 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.

6. If plan review is required, you will also receive an email invitation from ProjectDox. **Note:** It may take 2-3 minutes for this email to appear in your inbox.

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**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 also include a temporary password to create a ProjectDox account. The second email 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 open a web browser and take you directly to the ProjectDox login screen. You may also open a web browser and type in the city of Minnetonka ProjectDox URL: planreview.eminnetonka.com/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.
3. Click **Login**. You will then be taken to your User Profile. On this page, you will need to:

- Reset your password
- Create a security question and answer
- Enter additional information about yourself/company

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**.

**STEP 5** NAVIGATING PROJECTDOX

**Home Page**

After saving your profile information, you will be taken to the ProjectDox Home Page. On this page you will find your **Active Projects List** (active permit applications.) If you have a task associated with an Active Project -- for instance the task of uploading plans -- this will appear in the **Projectflow Tasks List**.

The **Active Projects List** provides you with basic information about every active project/permit application you have submitted to the city of Minnetonka through ProjectDox, including project/permit number, description, review status and created date. You may sort your **Active Project List** by clicking on any one of these headings.
The **Active Project** and **Projectflow Tasks** list are set to display a limited number of entries. Use these buttons to move to the previous, next, first, or last page of the lists.

The **ProjectFlow Task List** outlines tasks assigned to you for your active projects/permit applications.

**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 **Back** and **Forward** buttons function much like the back and forward button on a web browser. The buttons will take you the screen you previously or subsequently viewed.
- The **Projects** button will take you back to the home page, which list your currently Active Projects and Active Tasks.
- The **Reload or Refresh** button (green curved arrows) will refresh the current page you are on.
- The **Search** button (binoculars) allows you to search for a project based on certain information.
- The **Help** button (blue 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.

- The **Recent Projects** button will display the 15 most recently accessed projects. The most recently accessed will always be at the top of the list.
- The **All Projects** button will display all of your projects.
- The **Project Search** field allows you to search on words or partial words that are located in the “projects,” “owner,” “description,” or status fields.

**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

- Drawing files must be in DWG (CAD), DGN (Microstation), or PDF. DWG files are preferred, as they make review time more efficient. PLEASE NOTE, staff will not alter original DWG files. Rather, a Changemark/comments layer will be created.
- 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”
- Documents – including reports, calculations, energy computations, etc. – must be in a searchable PDF format.

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.

<table>
<thead>
<tr>
<th>Drawing Type</th>
<th>Code</th>
<th>Sheet Number</th>
<th>File Name EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architectural</td>
<td>A</td>
<td>000 to 999</td>
<td>A1 elevations</td>
</tr>
<tr>
<td>Civil</td>
<td>C</td>
<td>000 to 999</td>
<td>C1.2 grading plan</td>
</tr>
<tr>
<td>Demolition</td>
<td>D</td>
<td>000 to 999</td>
<td>D2-2 existing conditions</td>
</tr>
<tr>
<td>Electrical</td>
<td>E</td>
<td>000 to 999</td>
<td>E2.5 first floor</td>
</tr>
<tr>
<td>Equipment</td>
<td>Q</td>
<td>000 to 999</td>
<td>Q3 pool</td>
</tr>
<tr>
<td>Fire Alarm</td>
<td>FA</td>
<td>000 to 999</td>
<td>FA1 basement</td>
</tr>
<tr>
<td>Fire Protection</td>
<td>FP</td>
<td>000 to 999</td>
<td>FP4 life safety plan</td>
</tr>
<tr>
<td>Fire Sprinklers</td>
<td>FS</td>
<td>000 to 999</td>
<td>FS2 third floor</td>
</tr>
<tr>
<td>General</td>
<td>G</td>
<td>000 to 999</td>
<td>G4.2 details</td>
</tr>
<tr>
<td>Geotechnical</td>
<td>B</td>
<td>000 to 999</td>
<td>B06 soil report</td>
</tr>
<tr>
<td>Haz-Mat</td>
<td>H</td>
<td>000 to 999</td>
<td>H3 details and specs</td>
</tr>
<tr>
<td>HVAC (Mechanical)</td>
<td>M</td>
<td>000 to 999</td>
<td>M2 west wing</td>
</tr>
<tr>
<td>Interior</td>
<td>I</td>
<td>000 to 999</td>
<td>II0.3 dining room</td>
</tr>
<tr>
<td>Landscape</td>
<td>L</td>
<td>000 to 999</td>
<td>L1-2 tree protection</td>
</tr>
<tr>
<td>Plumbing</td>
<td>P</td>
<td>000 to 999</td>
<td>P4 lockerroom</td>
</tr>
<tr>
<td>Structural</td>
<td>S</td>
<td>000 to 999</td>
<td>S2.3 roof plan</td>
</tr>
<tr>
<td>Survey</td>
<td>V</td>
<td>000 to 999</td>
<td>V1 as-built</td>
</tr>
</tbody>
</table>

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 located revisions to the plan. This file naming practice will make review time more efficient.
Uploading

1. **From the Projectflow Tasks List**, click on the project/permit number for which there is an Applicant Upload Task. In the example below, this project/permit has a project name of “Instructions Test” and has the status of Applicant Upload.

Clicking on the project/permit number will open the project/permit’s main screen. The project/permit name will appear in the upper left corner of the project/permit’s main screen.

On the left side of the Project Page you will notice four to five folders.

- **Drawings.** This is the folder where you will upload all drawings related to you permit application, 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.

- **Approved.** When a permit application is approved, city stall will place all approved, stamped plans in this folder for you to download. The folder will appear only when plans have been approved.
• **Information from City Staff.** Staff will load information or template-type items into this folder which they would like you to review or use.

• **As-Built.** The applicant or staff may upload as-built drawings associated with the permit application into this folder.

2. Click the **Workflow Portals** button on the upper right side of the Project Page.

3. Click on the **Applicant Upload Task**
3. Click **OK** to accept the responsibility for completing this task. An **Eform** window will appear.

4. Back on the Project Page, click on either the **Drawings** or **Documents** folder.

5. Click on the **Upload Files** button. Note: you may need to press the **Refresh** button if you do not see the **Upload Files** button.

6. The **Upload Files** dialog box will appear. Click on **Browse for Files**. Navigate to and select the files you would like to upload from your computer. OR you may “drag and drop” files into the dialog box.
8. 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, thumbnail images of the files will be displayed on the right side of the screen. Under each thumbnail, you will see the file name, upload date and time, file size information, and the name of the user who uploaded the file.

9. When you have finished uploading all plans and documents, go to the Project Page and click on the Workflow Portals again. Click on your Applicant Upload Task. This will bring back your Eform.

10. Check the Box on the bottom on the form that confirms you “have uploaded all required drawings and documents.” Click Upload Complete.
ProjectDox will automatically notify the city of Minnetonka that your permit application has 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 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 COMMENTS

**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.

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**City of Minnetonka**

**Application Corrections Request Task Assignment**

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Attention Susan:

Your recently submitted permit application for Project: **MI250102**, Location: **14600 Minnetonka Blvd** is incomplete. Please, **Login to ProjectDox** and review the application checklist located in the Information from City Staff folder for more details. When all required drawings and documents have been gathered and are ready for submit, please again **Login to ProjectDox** and follow the re-submit instructions.

Please note:

- If resubmitting any plan already uploaded, the new/resubmitted plan must be uploaded using the same file name as the original submittal.
- Once uploaded for review, no additional submissions will be accepted unless specifically requested by the city.
- If required plans and documents are not uploaded within 180 days of this notice, your application request will be automatically withdrawn due to inactivity. If your application is withdrawn, you will be required to reapply and will also incur new application fees.

<table>
<thead>
<tr>
<th>Project</th>
<th>MI250102</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task</td>
<td>Application Corrections</td>
</tr>
<tr>
<td>Assigned by</td>
<td>[StarterLocalizedName]</td>
</tr>
</tbody>
</table>

---

To view Prescreen Additions or Corrections:

1. Click the **Project Access** or **Login to ProjectDox** hyperlink in the email.
2. If you click **Project Access**, you will be taken directly to the project/permit’s main page. Click the **Workflow Portals** button. Click the **Applicant Upload** task. Click **OK** to accept the task. (See diagrams on pages 8 –10 of this manual.)
3. If you click the **Login to ProjectDox** hyperlink, you will be taken directly to the ProjectDox home page. Click the **Applicant Corrections** task from the **ProjectFlow Task** list. Click **OK** to accept the task.

4. Regardless of whether you clicked **Project Access** or **Login to ProjectDox**, after you click **OK** to accept the task an eForm will appear. Review the comments in the **Reviewer Comments** textbox and follow any instructions provided.

5. Upload additional plans and/or documents as outlined in **Step 6: Uploading Plans and Documents**.

**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. (See the following page.)
To generally view staff Comments:

1. Click the Project Access or Login to ProjectDox hyperlink in the email.
2. If you click Project Access, you will be taken directly to the project/permit’s main page. Click the Workflow Portals button. Click the Applicant Resubmit task. Click OK to accept the task. (See diagrams on pages 8–10 of this manual.)
3. If you click the Login to ProjectDox hyperlink, you will be taken directly to the ProjectDox home page. Click the Applicant Resubmit task from the ProjectFlow Task List. Click OK to accept the task.
4. Regardless of whether you clicked Project Access or Login to ProjectDox, after you click OK to accept the task an eForm will appear. The eForm will display which departments have reviewed your permit application, the staff member from each department conducting the actual review, whether that staff member has requested any changes or additional information, and a brief comment about required changes or additions.

Staff may provide you permit review comments in three ways:

- **Changemark Items.** These are actual notation on plans.
- **Checklist Items.** These are generally comments referencing specific city code or policy requirements.
- **Memos.** These outline specific conditions of approvals or next steps. Memos are customized to your specific permit application.

**Viewing Changemark Items**

You may review changemark items in two ways, Option #1 and Option #2. Though both options provide the same information, the information is displayed in different ways.
Option #1.

1. Click View Changemark Items button in the eForm. This will bring to you the Workflow Review Changemark Viewer, which displays thumbnails of the required changes and as well as specific comments from the staff reviewer.

If you scroll to the right of this Changemark Viewer, you may respond to individual staff comments by double-clicking in the corresponding Applicant Response column.

If you click on the Markup Name, you will be taken to the specific file Changemark.

Option #2.

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. (See the following page.)
2. Click on the red pencil/exclamation point!

NOTE: The required changes will NOT appear if you click the 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 the **View/Edit** button.
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.
NOTE: If you use Option #2, it is important to review all documents in the drawing and documents files for changemark items, as these denote required plan changes!

Viewing Checklist Items

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

Viewing Memos

1. On the project page, open the Information from City Staff folder and click on the memo documents.

STEP 8  RESUBMITTING PLANS AND DOCUMENTS

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

City of Minnetonka
Plans Approved, Payment Required

Attention Susan:

Your permit application has been approved for Project: Project Ml250242, Location: 14600 Minnetonka Blvd. However, required fees have not been paid. Please login to your ePermits account to make required payments. Note, you will be unable to download your permit document and approved plan until payment is received.

If you have specific questions, please contact the Project Administrator.

Please do not reply to this email.

STEP 9 PAYING PERMIT FEES

1. Click on the ePermits link in the approval 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.
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 the Download the Permit PDF button.
7. Print the approved permit. NOTE: The permit must be posted at the job site.

STEP 10 DOWNLOADING APPROVED PLANS
After required permit fees have been paid, you will receive an email from ProjectDox noting that your stamped, approved plans are ready to be downloaded. **NOTE:** The approved, stamped plans must be posted at the job site.

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City of minnetonka
Approved Plans Ready for Download Notification

Attention Susan:

Your permit application has been approved for Project: MI250242, Location: 14600 Minnetonka Blvd.

Please Login to ProjectDox and download your plans from the Approved folder.

**PLEASE NOTE:**

- Under Minnetonka City Code §500.005, the mandatory provisions of the Minnesota State Building Code apply to all construction projects within the city of Minnetonka.
- Under Minnesota State Building Code §1300.0210 Subp.6(k), a final inspection is required for all work for which a permit is issued.
- Under Minnetonka City Code §210.005, a license, permit, or other city approval of any kind may be granted only to a person who has complied with all relevant statutory and ordinance requirements.
- Under Minnetonka City Code §1310.010, a person who fails to comply with the terms and conditions of a permit or license granted by the city is guilty of a misdemeanor

**GIVEN THESE RESTRICTIONS:**

If a contractor or property owner fails to schedule and pass a final inspection for work authorized under this permit, the city of Minnetonka may choose not to grant future permits to that contractor or property owner.

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1. Click on the Login to ProjectsDox link.
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.

HAVE ANY QUESTIONS?

Please contact Susan Thomas, Assistant City Planner, at stthomas@eminnetonka.com or call the Inspections Division at 952-939-8394.