User Guide to ePermits and ProjectDox

This document provides general information on how to apply for
a permit using ePermits and ProjectDox.

USING EPERMITS- WWW.CITYOFAPPLEVALLEY.ORG

STEP 1: Click "Departments & Services" in the bluish-gray banner.

STEP 2: Find "Building Inspections" and click "Permits".

STEP 3: Click "Proceed to Site".

STEP 4: Click "Apply for Permit".

STEP 5: Choose appropriate step below:

- If you are a <u>contractor using this site for the first time</u>, click on *"Account"* in the upper right hand corner. Fill in your information.
- If you are a <u>contractor who has used this site before</u>, fill in your email and password under *"Account Login"*.
- If you are a <u>homeowner</u>, click *"I am an owner and do not want to register."*

STEP 6: Choose permit you want to apply for.

STEP 7: Permit Requirements: See and complete any required links and pre-requisites. Then click *"I Agree – Apply for Permit."*

STEP 8: Enter all required information.

STEP 9: Pay fee.

STEP 10: Once the application fee has been paid, you will receive an email called "ePermits Order Confirmation".

Projects not needing plan review can stop here. Projects requiring plan review should continue.

For your personal reference, you may use this space to write down your username and password for the Apple Valley ePermits website:

USERNAME:

PASSWORD:

USING PROJECTDOX- HTTPS://PLANREVIEW.CI.APPLE-VALLEY.MN.US/PROJECTDOX

STEP 10 cont'd: Projects requiring plan review will receive two additional emails. One is called "ProjectDox Invitation" and the other is called "ProjectDox Applicant Upload Task Assignment".

STEP 11: Log in to the above website (blue link at the top of this page) or click on the link provided by either emails (mentioned above). First time users will be re-directed to "User Profile" to reset their password, create a security Q&A, and enter additional information. See photo below.

For your personal reference, you may use this space to write down your username and password for the Apple Valley ProjectDox website:

USERNAME:

PASSWORD:

ProjectDox NOTE:

You can edit your information at any time by clicking "Profile" on the top toolbar.

STEP 12: Click on "Home" on the main toolbar in the upper right. See photo below.

You are taken to your Home screen. It shows all of the applications you have in progress.

Click on "Applicant Upload Task" under the Task column and accept the task. See photo below.
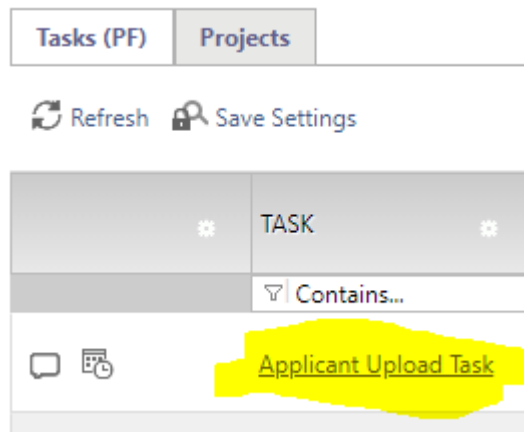
ProjectDox NOTE:

If you are clicking on the link and nothing is happening, please clear your Browser History. The City upgraded to a new version of ProjectDox in May 2019, so you want your computer to "forget" the old version by clearing your Browser History.

STEP 13: Choose the folder you want to upload your plans and/or documents to.   You will have access to any of the folders circled in red. See photo below.
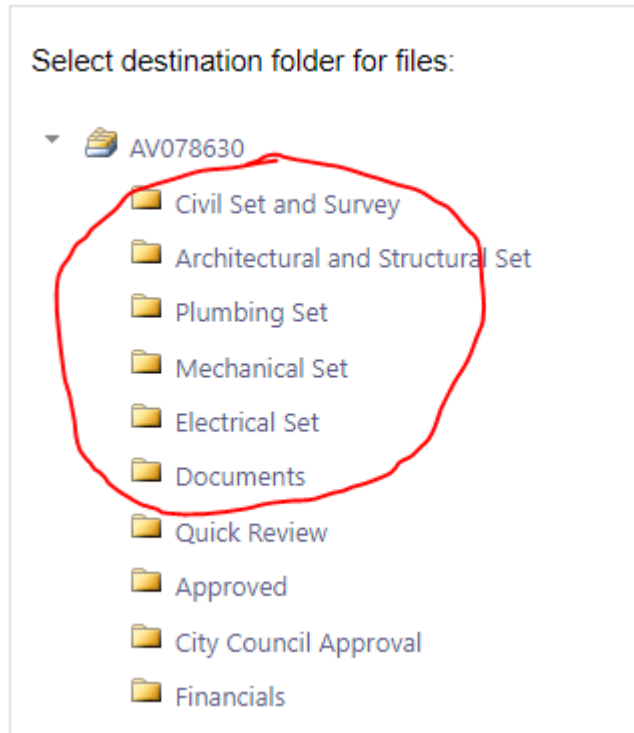
ProjectDox NOTE:

Each page of drawings must be submitted as a single file. Multiple page files submitted will be rejected.

"Documents" folder can include (as needed): SAC determination letter, State Plumbing letter, Homeowner Association approval letter.

Files must be oriented correctly or they will be rejected.

Preferred files are .JPG, .DWG, .DGN, .DWF, .DXF, .PDF (Vector), .TIFF, .PLT

Only Searchable PDF files are accepted for calculations, reports, & other supporting documentation (i.e. non-drawing files)

Plans must be uploaded in an approved format, to scale, with output dimensions of 8 ½ x 11", 11 x 17", 24 x 36", 30 x 42".

STEP 13 cont'd: Choose a folder by clicking it. Click "Select Files to Upload", then select the "Browse For Files" button to choose the file(s) to upload or drag into the screen.

When you have selected your file(s), click "Upload Files" then "Close" the page when you are done. You will see the file name of the files added. See photo below.
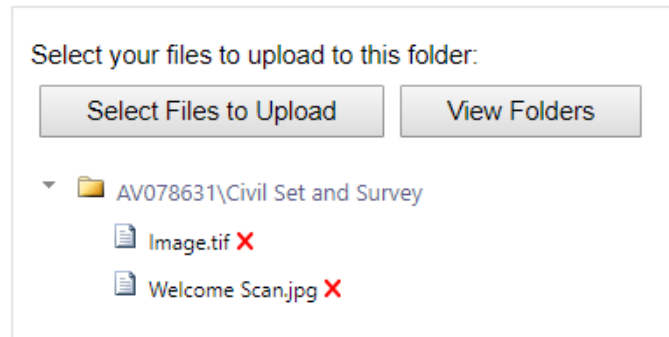
To add files to another folder choose the "View Folders" button.

ProjectDox NOTE for Commercial Projects:

Plan file names and sort order must match the sheet index.

Files should include the discipline character, followed by the three-digit sheet number. If decimals are needed, place it after the first digit. (Ex: S.001.00)

When uploading revised plans/files, they must match the original file name. See photo for an example of to name files.
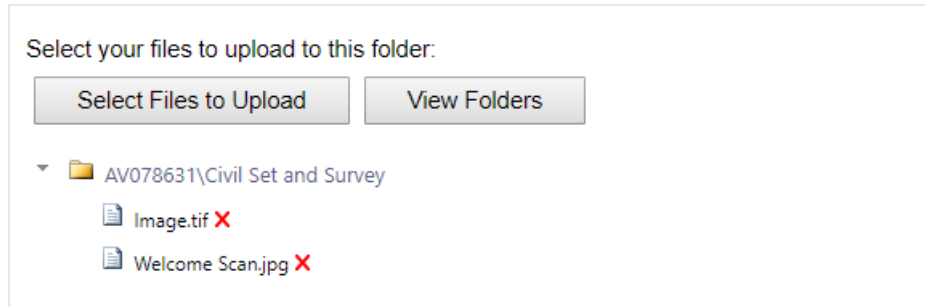
Drawing Type	Discipline	Example
Fire Alarm	FA	FA.008
Architectural	A	A.100
Civil	C	C.007
Demo	D	D.000
Electrical	E	E.004
Equipment	Q	Q.003
Fire Protection	FP	FP.004
General	G	G.009
Geotechnical	B	B.010
Haz-Mat	H	H.005
HVAC (Mechanical)	M	M.003
Interior	I	I.009
Landscape	L	L.008
Plumbing	P	P.005.99
Structural	S	S.002
Survey	V	V.006
Telecommunications	T	K.006

ProjectDox NOTE for Residential Projects:

Please name files to best match the description of the document. Doing so may expedite the review and inspection process.

STEP 14: Now that you have uploaded all documents to the folders, please submit the task by clicking "I have uploaded all required drawings and/or documents." When you do this, the button "Upload Complete – Notify the City of Apple Valley" will become visible. Please click it to submit your plans to the City to begin the review process. See photo below.

 ProjectDox NOTE:

At this point in the process, the City of Apple Valley is reviewing your application to verify the address, contractor qualification, scope of work, and required documents.

You do NOT have a permit until your application has been approved by the City and your final payment has been made.

You will receive all updates and communication through the email you provided during the application process.

If you have any questions in the meantime, please contact Building Inspections at 952-953-2588 or projectdox@cityofapplevalley.org.