



ePLANS

Quick Reference Guide

The Permit Process

All **commercial work** needs to begin with **ePermits** (PIMS), and plans must be submitted via **ePlans** (ProjectDox).

10/3/19

Apply for Permit and Upload Plans for Review

Create Or Log In To Your ePermits Account

- Go to the City of Golden Valley website at <http://www.goldenvalleymn.gov/>.
 - Click on **“Permits & Licenses”** under **“Quick Links,”** then select **“ePermits.”**
- OR-
- Use the URL <https://epermits2.logis.org/home.aspx?city=gv>.

In the black bar near the top of the page you can either select **“Account”** to register as a new user, or select **“Login”** if you are a returning user.

To Apply For Permit

- Click on **“Apply for Permit.”**
- Click on the permit type for which you’d like to apply.
- Read through the permit requirements and the **Contractor Declaration.**
- Click **“I Agree - Apply for Permit.”**
- Enter information as prompted (fields marked with * are required).
- The final screen will show you the permit application fee. Click **“Add to Cart”** and make payment, or continue to apply for additional permits. You can pay for multiple permits with one payment if you have added several to your cart.
- If you receive an error message or encounter any other difficulty, call 763-593-8090 for assistance.

If The Permit Requires Plan Review

- When the permit application fee has been paid, ProjectDox will send you an **“Invitation”** email and a second email with an **“Applicant Upload Assignment.”**
- If it’s your first time using this system, the ProjectDox **Invitation** email will give you a temporary password, step-by-step instructions on how to upload plans and documents in ProjectDox, and a hyperlink to ProjectDox. Once you are in ProjectDox you will be asked to create a new password.
- If you already have a ProjectDox login, you can access your upload task from the hyperlink in either email.

ProjectDox

- When you log in to ProjectDox you will get a **“Do you want to accept this task?”** prompt. Click **“OK”** to open the **“Applicant Upload”** page.
- Task instructions will guide you to upload plans into the **“Drawings”** folder and supporting documents or data into the **“Documents”** folder.
- When you select the **“Drawings”** folder, click the **“Select Files to Upload”** button. You will then **“Browse for Files”** and select the files to upload. Please load plans as individual pages/files. You may also drag and drop the files.
- Select the individual files and click **“Open,”** and you will be redirected back to the **“Browse for Files”** page. Now click on **“Upload Files.”** Once files have uploaded, click **“Close”** at the bottom of the screen to close the window. Repeat the process until all of your plans are uploaded.
- After plans are uploaded, select **“View Folders”** button. You can then click on the **“Documents”** folder and repeat the process of uploading supporting data and documents. If the documents are the same file type, multiple pages can be uploaded together.
- When all **Drawings** and **Documents** have been uploaded, click the box that says **“Upload Complete-Notify the City of Golden Valley.”**
- You will receive an email confirming your submission.

For more detailed information, please see the e-Plans User Guide.