



## **ePLANS User Guide**

## Submittal Requirements

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### DRAWINGS

- **Drawing Sheet Sizes**

ePlans supports commonly listed drawing sheet sizes. ePlans accepts additional sizes, but the stamp location may cover content. You must upload plans to scale and in the approved format.

8 ½" x 11"

11" x 17"

24" x 36"

30" x 42"

- **Drawing Standards**

- Submit drawings in their native files.
- Drawings can be submitted in the following formats:
  - DWG, DXG, DWF, indexed PDF, PRT, CGM, G3, G4, CG4, RNL, CMI, MI, HGL, PLT, HPGL, IGS, IGES, IDW, DGN, CIT, TG4, or RLE
  - **PDF files must be indexed to allow for searching**
- Drawings **must** be submitted:
  - as a single sheet per file
  - in the landscape orientation
  - to scale

**NOTE:** Upload individual plan pages as a zip file; ProjectDox will automatically upload individual pages.

**Do not submit scanned PDF drawings, as this will distort the scale.**

- **Graphic Scale**

Each sheet must illustrate a typical graphic scale. If more than one scale is used on a sheet, an independent graphic scale must accompany the applicable detail.

• **File Name**

- Plan file names and sort order must match the sheet index.
- File names for submitted drawings will include the discipline character followed by a three-digit number.
- If decimals are required in the sheet number, place it after the third digit.

Note: When uploading a corrected file, use the EXACT SAME NAME as the original file that was submitted, allowing ProjectDox to recognize the file and assign it a new version number.

Drawing Type	Discipline	Sheet #	Example
General	G	000.99	G000 Cover Sheet
Civil	C	000.99	
Landscaping	L	000.99	
Architectural	A	000.99	A100 First Floor
Structural	S	000.99	
HVAC (Mech)	M	000.99	
Electrical	E	000.99	
Plumbing	P	000.99	
Fire Suppression	FS	000.99	
Fire Alarm	FA	000.99	FA003.1 Third Floor
Haz-Mat	HZ	000.99	
Telecom.	T	000.99	

• **Reviewed For Code Compliance Stamp Location**

- Plans/Documents larger than 11" x 17"
  - Reserve a 2" x 1.6" area in the middle/center of the right edge of sheet
- Plans/Documents at 11" x 17"
  - Reserve a 2" x 1.6" area in the middle/center of the right edge of sheet
- Plans/Documents at 8.5" x 11"
  - Reserve a 2" x 1.6" area in the middle/center of the right edge of sheet

## DOCUMENTS

- **Document Standards**

Submit all supporting data and documents in multiple page PDF form, including, but not limited to:

- Tennesen Warning
- Commercial Building or Addition Form (City's PDF form)
- Commercial Roofing Requirements (City's PDF form)
- specification books
- spec sheets
- special inspection forms, resume sheets, and certification numbers
- energy code compliance information/certificate
- calculations

Name the document so it correlates to the content (for example: Spec Book Volume 1, Spec Book Volume 2, or Special Inspection Documentation).

**NOTE:** Single files with multiple document types will not be accepted.

## BROWSER SETTINGS

Internet Explorer (this is the ONLY browser that provides full functionality)

- URL: <https://planreview.goldenvalleymn.gov/projectdox/index.aspx>.
- Add URL to:
  - compatibility mode
  - trusted sites
  - allow pop ups
  - access ProjectDox from your login screen

## The Permit Process

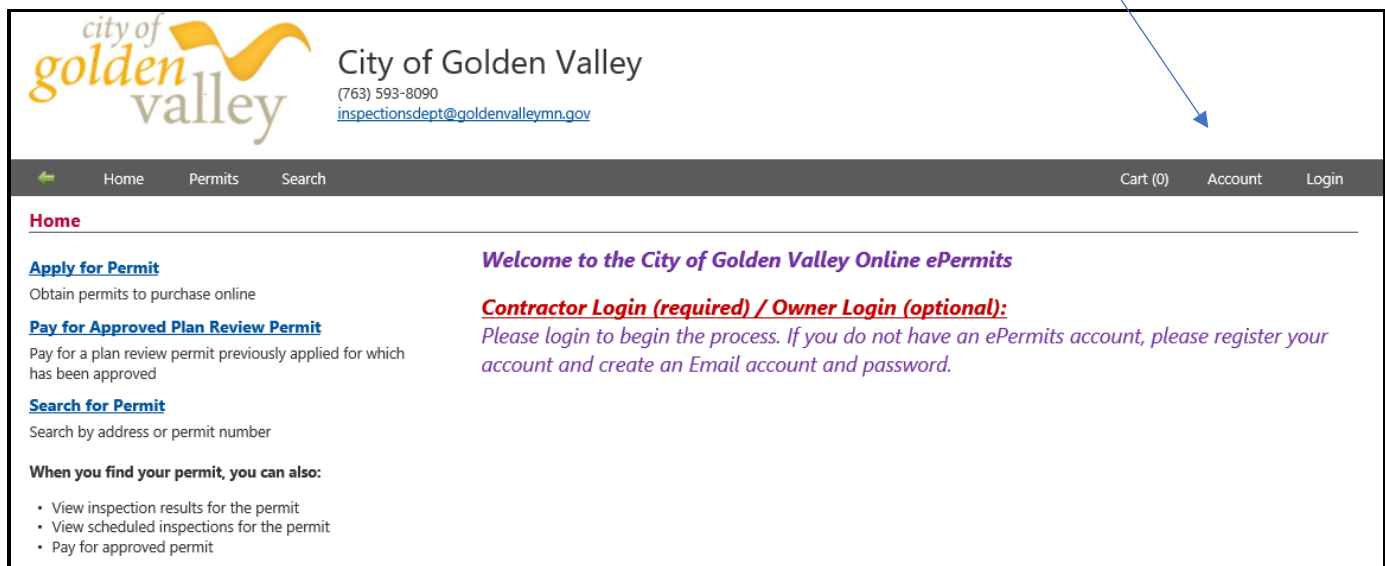
A permit is required before a building is constructed, enlarged, altered, repaired, moved, or demolished. For all commercial work, you must apply for permits through ePermits and submit plans through ePlans.

## Register For An ePermits Account

### If you are a **NEW** contractor to Golden Valley:


Please call 763-593-8090 to be added to our database so you can apply for an ePermit. Without registering you will be unable to apply. First time use requires the establishment of an account in ePermits before submitting a permit application.

- Go to: <https://epermits.logis.org/home.aspx?city=gv>.
- Click on **“Account”** within the black bar on the upper right side of the screen.



The screenshot shows the City of Golden Valley ePermits website. At the top left is the city logo. To its right is the text 'City of Golden Valley' with contact information: '(763) 593-8090' and 'inspectionsdept@goldenvalleymn.gov'. Below this is a navigation bar with links for 'Home', 'Permits', and 'Search' on the left, and 'Cart (0)', 'Account', and 'Login' on the right. A blue arrow points to the 'Account' link. The main content area has a 'Home' heading and three columns of text: 'Apply for Permit' (Obtain permits to purchase online), 'Pay for Approved Plan Review Permit' (Pay for a plan review permit previously applied for which has been approved), and 'Search for Permit' (Search by address or permit number). To the right of these is a 'Welcome to the City of Golden Valley Online ePermits' message with a note: '**Contractor Login (required) / Owner Login (optional):** Please login to begin the process. If you do not have an ePermits account, please register your account and create an Email account and password.' Below this is a section 'When you find your permit, you can also:' with a bulleted list: 'View inspection results for the permit', 'View scheduled inspections for the permit', and 'Pay for approved permit'.

- Fill in the required information.



City of Golden Valley  
(763) 593-8090  
[inspectionsdept@goldenvalleymn.gov](mailto:inspectionsdept@goldenvalleymn.gov)

Home   Permits   Search   Cart (0)   Account   Login

### Register

Fields marked with a \* are required.

#### Account Information

Account Type: \*    Contractor    Plan Submitter    Owner

Contractor: \*     
 Starts With    Contains  
If your contractor name does not appear in the contractor drop down list, please contact City Hall.

Email: \*  

Password: \*  

Confirm Password: \*  

#### Contact Information

First Name: \*  

Last Name: \*  

Address Line 1: \*  

Address Line 2:  

City: \*  

State: \*  


Zip Code: \*  

Phone: \*    Ext.

- Click the **“Create Account”** button.

## Apply For A Permit

- Once you are logged in, click the “**Apply for Permit**” link.



City of Golden Valley  
(763) 593-8090  
[inspectionsdept@goldenvalleymn.gov](mailto:inspectionsdept@goldenvalleymn.gov)

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← Home   Permits   Search   Your History   Cart (0)   Account   Logout

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**Home**

[Apply for Permit](#) ←

Obtain permits to purchase online

[Pay for Approved Plan Review Permit](#)

Pay for a plan review permit previously applied for which has been approved

[Search for Permit](#)

Search by address or permit number

**When you find your permit, you can also:**

- View inspection results for the permit
- View scheduled inspections for the permit
- Pay for approved permit

[Your History](#)

View your permits and inspections

**Welcome to the City of Golden Valley Online ePermits**

**Contractor Login (required) / Owner Login (optional):**

*Please login to begin the process. If you do not have an ePermits account, please register your account and create an Email account and password.*

- Select permit type.

<p><b>Permits</b></p> <hr/> <p><b>Apply for Permit</b> <b>Contractors Only</b></p> <p><b>BUILDING</b></p> <ul style="list-style-type: none"><li>• <a href="#">Residential Insulation</a></li><li>• <a href="#">Residential ReRoof/TearOff</a></li><li>• <a href="#">Residential ReRoof/TearOff - Detached Garage Only</a></li><li>• <a href="#">Residential Reside</a></li><li>• <a href="#">Residential Stucco</a></li><li>• <a href="#">Residential Window/Door Replacement</a></li></ul> <p><b>ELECTRICAL</b></p> <ul style="list-style-type: none"><li>• <a href="#">Commercial Electrical (By Item)</a></li><li>• <a href="#">Commercial Electrical (Per Trip)</a></li><li>• <a href="#">Residential Electric (Per Trip)</a></li><li>• <a href="#">Residential Electrical (By Item)</a></li></ul> <p><b>I/I POINT OF SALE - 763-593-3962</b></p> <ul style="list-style-type: none"><li>• <a href="#">Commercial - Certificate Of Compliance Inspection</a></li><li>• <a href="#">Commercial - Sump Pump Discharge Inspection</a></li><li>• <a href="#">Residential - Certificate Of Compliance Inspection</a></li><li>• <a href="#">Residential - Sump Pump Discharge Inspection</a></li></ul> <p><b>PLUMBING</b></p> <ul style="list-style-type: none"><li>• <a href="#">Plumbing - RPZ or PVB</a></li><li>• <a href="#">Plumbing- Water Heater or Softener</a></li><li>• <a href="#">Plumbing-Dishwasher</a></li></ul>
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- The **Permit Requirements** page requires you to agree to the Tennessee Warning and Contractor Declaration.

**Contractor Declaration**  
As a contractor, I hereby apply for a permit and acknowledge that the information submitted is complete and accurate, that the work will conform with the City of Golden Valley's ordinances and codes and with the Minnesota State Building Code and Fire Codes. I understand that work is not to start without a permit, and it is my responsibility to schedule required inspections.

[I Agree - Apply for Permit](#)

- The **Permit Application – Address** page requires you to input address information.

### Permit Application - Address

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Permit: Residential Window/Door Replacement

**• Address** Enter the location of the site where the work will be performed.

- Applicant
- Selection
- Questions
- Details
- Fees

Number:

Street Name:

Unit:

Property Use:

[← Back](#) [Next →](#)

- The **Permit Application - Applicant** page requires you to input applicant information.

**Permit Application - Applicant**

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Permit: Residential Window/Door Replacement  
 Address: 7800 Golden Valley Rd

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- [Address](#)
- **Applicant**
- Selection
- Questions
- Details
- Fees

Fields marked with a \* are required.

Note: Your email will be used to send a receipt of your purchase to you.

Email: \*  Required

First Name: \*  Required

Last Name: \*  Required

Address Line 1: \*  Required

Address Line 2:

City: \*  Required

State: \*  Required

Zip Code: \*  Required

Phone: \*  Ext.  Required

**Owner Contact Information**

Owner Phone Number: \*  Ext.  Required

Owner Email:

- Depending on the permit type applied for, the following pages will ask questions pertaining specifically to the work being done.

- When you reach the **Permit Application - Fees** page, the application fees associated with that particular permit will be assessed and calculated, with the balance being due once the permit is reviewed and ready to be issued.

**Permit Application - Fees**

Permit:	Commercial New
Address:	7800 Golden Valley Rd

- [Address](#)
- [Applicant](#)
- [Selection](#)
- [Questions](#)
- [Details](#)
- **Fees**

Application Fees	Charge
Building Application Fee	\$14,273.02
<b>Fee Total:</b>	<b>\$14,273.02</b>
<b>** Due Now:</b>	<b>\$14,273.02</b>

**Note:** This permit requires a plan review. Permit Fees will be due after the plan review has been approved.

[← Back](#) [Add To Cart](#)

- You can then click the **“Add To Cart”** button.
- The final page allows you to either **“Continue Shopping”** and add more permits to your cart, or complete the transaction by clicking the **“Checkout”** link.

[Continue Shopping](#)

**Checkout**


**PAYPAL TEST MODE**

⚠️ PayPal will be skipped but the checkout process will continue as though the payment was successful.

[PayPal - Test Mode](#)

**Refund Statement**

To receive a refund, you must notify the City of Golden Valley in writing within 180 days from the date of issuance. The maximum amount that can be refunded is 80% of the base fee. If any inspections have been performed on the permit, no refund can be issued. Refund requests for Building or Fire Permits can be mailed to: The City of Golden Valley Building Department 7800 Golden Valley Road Golden Valley, MN 55427



## Invitation To ProjectDox

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### ePlans Invitation Email

After you have submitted your permit application and paid the application fee, you will receive an **“Invitation”** email from ProjectDox. This can take up to 3-5 minutes. The email will include a temporary password, directions for logging into ePlans, and the steps to complete the upload of your plans and documents. You will also receive an **“Applicant Upload”** email at the same time. You can access ProjectDox from either email.

## Logging Into ProjectDox

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### Create User Profile

You can access ProjectDox from the **“Invitation”** email or the **“Applicant Upload”** email.

If you are a new user, you will have to enter the temporary password given to you from the **“Invitation”** email in the Password Field. The password is case sensitive and must be entered exactly as it was provided to you in the email. Then click **LOGIN**.

- You will then be directed to the **“Welcome”** screen to set up your User Profile information.
- On this screen you will:
  - reset your password
  - create a security question and answer
  - enter additional information

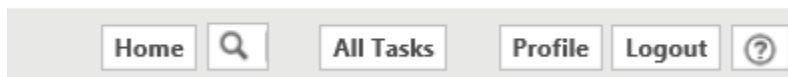
Please complete all required fields and save the information. You will then be directed to the Home Page.

- The **“Profile Screen”** is available to update anytime by clicking on **“Profile”** on the main toolbar.
- The next time you log into ProjectDox, use the new password you created and you will be immediately directed to the Home Page.

## Navigating In ProjectDox

### ○ Main Tool Bar

- These buttons are the primary navigation controls throughout ProjectDox and are always located at the upper right hand corner of every page.



### ○ Task Navigation

- **“Refresh”** – Refreshes the page
- **“Save Settings”** – Saves custom column changes made by the user
- **“Reset Settings”** – This is visible if changes have been made and will reset all columns back to the default position

### ○ Project Navigation

- **“Recent Projects”** – Shows the 15 most recently accessed projects, sorted by most recently accessed
- **All Projects** – Shows all projects

PROJECT	OPTIONS	DESCRIPTION	OWNER	STATUS	CREATE DATE
▽ Contains...		▽ Contains...	▽ Contains...	▽ Contains...	▽ On...
7800 Golden Valley Rd					

## Applicant Upload Into ProjectDox

- Under the “Tasks” tab, select the “Applicant Upload” task.
- The Applicant Upload page will open.
- Scroll down to “Task Instructions.”
- Select the folder you want to upload to:
  - “Drawings” – Use for plans, surveys, architectural drawings, structural drawings
  - “Documents” – Use for spec books, supporting data, or documents

### Task Instructions

Select appropriate destination folder then select files to upload to selected folder. Repeat until all required submission files are uploaded.

TO START REVIEW PROCESS: Please select "Upload Complete - Notify City of Golden Valley" enabled by first selecting checkbox "Upload Task Complete". (bottom of page)

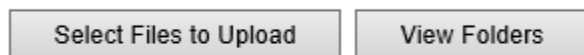
### Project: GV100171

Select destination folder for files:

- GV100171
  - Drawings
  - Documents

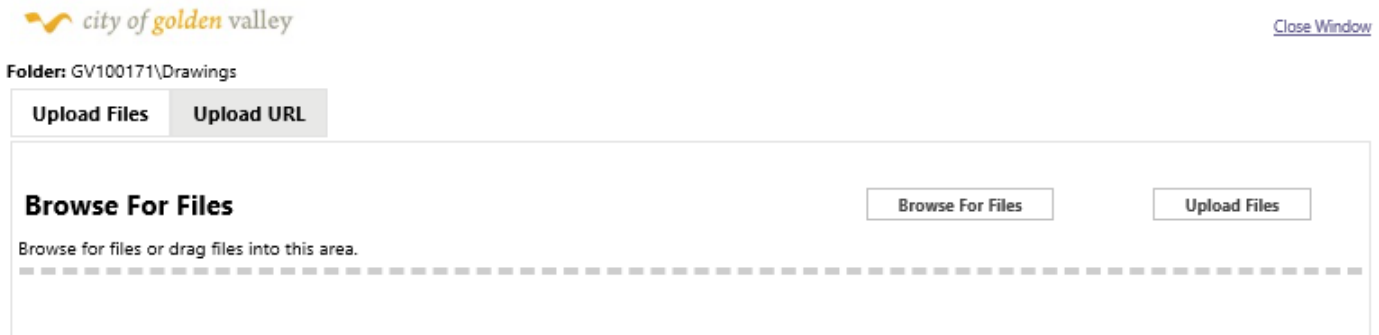
- Once you have selected the folder, click on “Select Files to Upload,” browse for files, and select them for uploading. (Note: File names are limited to 70 characters.)

Select your files to upload to this folder:



GV100171\Drawings

- You will then see the following screen:



- Click on **“Browse For Files,”** select files to upload, then click **“Open.”**
- Now click **“Upload Files”** and then **“Close.”**
- Repeat the process if there are additional files you’d like to upload into the Drawings Folder.
- If uploading is complete, continue on to the **“View Folders”** button, select the **“Documents Folder,”** and repeat the process by clicking **“Select Files to Upload”** and browsing for documents to upload.
- You will then be able to view the files you have uploaded. Below the folders, you will see a box to check labeled **“Upload Complete – Notify the City of Golden Valley.”** Once you check that box, the plan review process will begin.

## Prescreen Review

- Uploaded files will be reviewed to ensure all administrative requirements have been met.
- If submission is complete and no additional plans or documents are needed, information will proceed to the plan review process.
- If corrections or additional information are needed, you will be notified by a **“Prescreen Rejection”** email.

## Prescreen Corrections

- Log into ProjectDox.
- Click “**Prescreen Corrections**” under the “**Task**” tab and accept the **Task**.
- The **Task** window will open.
- Scroll to the bottom of the **Task** window.

## Applicant Corrections

- If corrections are required during the review process, you will receive a “**Corrections Required**” email.
- Log into ProjectDox.
- Click on the **Project Number** next to the “**Applicant Corrections**” task under the **Task** tab.
- Click on the “**Applicant Resubmit**” task in the center of the **Project** window.
- Accept the **Task**.
- Review the following from with the **Task** window:
  - comments provided by the Plan Reviewer
  - “**Checklist**” Items
  - “**Changemark**” Items
  - click on “**Markup Name**”
  - check the “**View Box**” and click on “**View**”
  - click on the **Changemark** name on the right side of the window, and you will zoom in to the corresponding area on the plan
- Complete all of the required changes.



**REMEMBER:** If you are uploading a “revised” sheet, it must have the **EXACT** file name as the original sheet it is replacing so ProjectDox can recognize it and assign it a version number. If the name is different, it will not replace the original sheet that was submitted and will appear as an additional sheet.

## Approved Plans

- When the plans have been reviewed, they will be batch stamped. You will then receive an email notifying you to make your final fee payment.
- Log back into ePermits and click on “**Pay for Approved Plan Review Permit.**” You will be able to print your permit and inspection record as soon as the payment has been made.
- When payment is confirmed, you will receive an email from ProjectDox saying “**Approved Plans Ready for Download.**” You can then log into ProjectDox via the email link and download your plans from the “**Reviewed**” folder.
- A full size set of approved plans, the permit card, and inspection record are required to be present on the job site.