User Guide: ePermits and ePlans

Building Inspections | City of Savage | 6000 McColl Drive, Savage, MN 55378 | Office: 952-882-2650

The City of Savage launched electronic application submission and plan review process for permits in 2022. This document provides general information on how to apply for a permit using ePermits and ePlan.

Questions/Contact:

- City of Savage Building Inspections
- Monday – Friday 8 a.m. to 4:30 p.m.
- 952-882-2650
- Savageinpections@cityofsavage.com

USING ePERMITS

Step 1: Visit ePermits website

Go to epermits.logis.org **OR** cityofsavage.com Government > Department/Divisions > Community Development > Building Inspections > ePermits

Step 2: Start application

Click on "Apply for Permit" on the left side.

Step 3: Register

For 1st time customers – Register for an ePermits account (first time only).

Click "Register for an account" below the login.

Register for the correct account type. Options:

1. Contractor – company applying for permit.
   Company must be registered with City of Savage. If company does not appear in drop down list, email building inspections at savageinspections@cityofsavage.com to have your company added.
2. Plan Submitter – an admin position submitting the plans on behalf of contractor or homeowner.
3. Owner – homeowner and/or property owner.
   If creation was successful "Your account was successfully created" green bar.
   For returning customers – Log in by clicking "Login" at the top right.
   For homeowners – for permits without plan review, it's possible to skip registration.

Step 4: Choose permit

Choose the permit you want to apply for.
If your permit is not listed, email building inspections at savageinspections@cityofsavage.com.

Step 5: Review requirements

Each permit has detailed permit requirements. Read the declaration and click "I Agree – Apply for Permit" (blue button).

Step 6: Information input

Fill in the required fields.
Important: If your contractor company or address is not in the system, contact Building Inspections.
Important: Use an email checked frequently. Email updates will be sent regarding the permit.

Step 7: Pay fee (if applicable)

If the permit requires a fee, click "Add to Cart" then "Checkout".

Important: For permits requiring plan review, the $25 non-refundable deposit must be paid up front and will be deducted from the total permit fee. Permit review will not begin until payment is received.

To pay, click "PayPal" in red box (Note: You do not actually need a PayPal account); if you desire additional permits, click "Continue Shopping".

Step 8: Email
When permit is processed, you will receive an email from epermits@logis.org.

Projects not requiring plan review can stop here. Projects requiring plan review should continue to the ePlans steps on the next page.

USING ePLANS (PROJECTDOX)

Must complete steps 1-8 above to submit an application. Please wait 5 minutes for the application to process.

Step 9 (continued from ePermits): Email

Projects requiring plan review will receive emails from donotreply@cityofsavage.com. One is called "ProjectDox Applicant Upload Task Assignment". For first time users, you will receive a second email called "ProjectDox Invitation" with a temporary password.

ePlans 🏢 CITY OF SAVAGE

PROJECT INVITE

Hello

You have been invited to the participate in the plan review for project: **SA**

> **TIP: Are you a New User?**
> **First complete your account setup (required)**, if you haven't already. Open the separate invite email you received, or to request a new password click here and then select "forgot password".

Your login is: savagepdoxtest@gmail.com

To access this project, please click on "Open Project" below.

Open Project   To access this project

Step 10: Visit Pdox website

Go to eplans.cityofsavage.com **OR** use the link provided in the "Login" emails from Step 9.
For first time users: at the bottom of the "ProjectDox Invitation" email will be a **temporary password.** Use the temporary password to log in. After entering the site, you will be re-directed to "User Profile" to reset your password, create a security question, and enter contact info.

Profile Information

Change Password:		Password Reset Question & Answer:	
Current password:		Security question:	Childhood dog's name?
New password:		Security answer:	<Answer has been encrypted>
Confirm new password:			

Password must contain at least one digit, one upper case letter, one lower case letter, must not contain special characters and must be between 8 and 10 characters

Contact Information   User Metadata   Project Membership   Group Membership   User Activity

* Required field

First Name: *		Last Name: *	
Email: *			
Title:			
Company:			
Location:			
Address 2:			
City:			
State/Province:		Postal Code:	
Phone:		Fax:	
Mobile:		Valuation:	
Language:*	en		

Save

Click "Save" at the bottom of the page

Step 11: Home page

Navigate to the ProjectDox home page by using the top menu bar.

Step 12: Select task

The home screen can be viewed with tasks lists or project lists. Switch views by clicking the tabs on the top left.
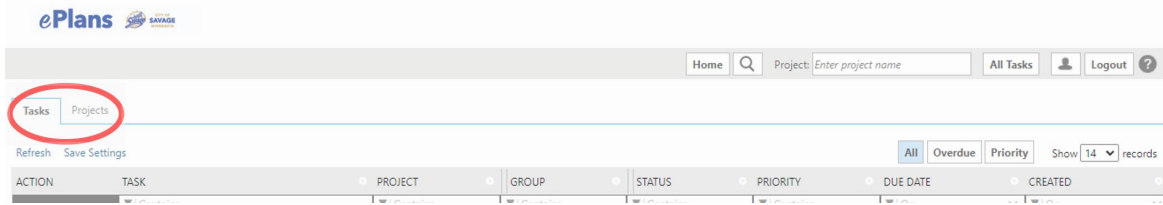
Tasks = immediate action required to proceed.

If you have a task, the city is waiting for your action to proceed. Find the task "Upload and Submit" and click "Accept" or "Complete" on the left under ACTION.
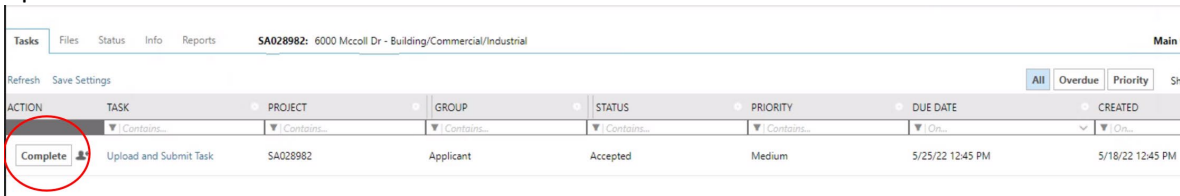
Step 13: Upload and Submit window opens

After clicking "Accept", a separate window will open.
Important: Enable pop-up windows on your browser.

UPLOAD AND SUBMIT

| **Resources** | Task Information | Permit Information | Contractor Information | Fees and Payment Information |

City of Savage Building Inspections website

Task Instructions   Watch Video

Fees above are only estimates. No payment is needed at this time.

STEP 1 of 3: Select and upload your Plans and Forms into this project, as required.

- See cityofsavage.com for additional information on requirements for permit submittal.

Scroll down to "File Upload" section.

Disclaimer – Fees are estimates, subject to change. No payment is needed at this time.

FILE UPLOAD REQUIREMENTS

Before uploading electronic plans and documents, it is important to follow the standards below:

File Types
- Plans and Survey/Site Plans – Each sheet or page must be uploaded as a separate PDF file and must be to scale. Plans and surveys will be rejected if uploaded as a multi-page file (e.g., five-page PDF document) or documents are not accurately drawn to scale.
- Documents – Supporting documents required as part of your application submission, other than drawing files, (e.g., energy calculations, letters, reports, etc.) can be uploaded as a separate multi-page document. Searchable PDF files are preferred for supporting documents.

Page Sizes
- Residential Surveys – no larger than 11" x 17"
- Residential Plans and Drawings – no larger than 24" x 36"
- Commercial Plans, Drawings and Surveys – no larger than 30" x 42"

Stamp Reserve Area
Each plan and drawing sheet must reserve a 2" x 2" blank area on the upper right corner of the drawing for the city's electronic approval stamp.

File Naming Standards
File uploads must follow the naming standards for the type of permit:

- ✓ File names should reflect the file's content
- ✓ Limit the file name to 50 characters or less
- ✓ Do use "&" (ampersand), "." (period), and "-" (dashes).
- ✓ Do NOT use any other special characters including "_" (underscore), %, #, or "," (commas), etc.

Residential Permits and New Single Family Attached and Detached Homes (1-2 units)
Below is the required file name format, which includes the following 4 data elements that make up the file name:

File Name for Permit	+	Example Names of Your Plan or Drawing	+	Project Address	=	Final Upload File Name
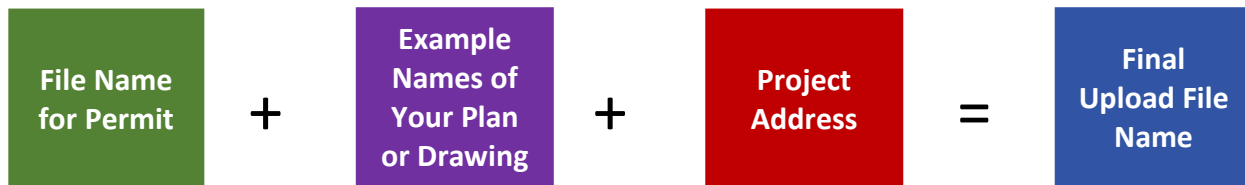
Type of Permit Applied For	File Name for Permit	Example Names of Your Plan or Drawing Page*	Project Address	Final Upload File Name
Above Ground Swimming Pool/Hot Tub	Pool	Construction Plan	7450 149 St	**Pool Construction Plan 7450 149 St**
	Pool	Fence Plan	7450 149 St	**Pool Fence Plan 7450 149 St**
	Pool	Impervious	7450 149 St	**Pool Impervious Calculations 7450 149 St**
		Landscape Plan	7450 149 St	**Pool Landscape Plan 7450 149 St**
Addition/ Porch	Addition	Floor Plan	7450 149 St	**Addition Floor Plan 7450 149 St**
	Addition	Elevation Plan	7450 149 St	**Addition Elevation Plan 7450 149 St**
Alteration/ Remodel	Remodel	Kitchen Plan	7450 149 St	**Remodel Kitchen Plan 7450 149 St**
Basement/ Lower-Level Finish	Basement	Floor Plan	7450 149 St	**Basement Finish Floor Plan 7450 149 St**
Deck (Includes New, Replacement and/or Repair)	Deck	Drawing	7450 149 St	**Deck Drawing 7450 149 St**

		Footing Plan	7450 149 St	**Deck Footing Plan 7450 149 St**	
Foundation Drain Tile	Drain Tile	Construction Plan	7450 149 St	**Drain Tile Construction Plan 7450 149 St**	
Foundation Repair	Foundation Repair	Building Plan	7450 149 St	**Foundation Repair Building Plan 7450 149 St**	
Garage/Accessory Structure	Garage	Elevation Plan	7450 149 St	**Garage Elevation Plan 7450 149 St**	
		Foundation Plan	7450 149 St	**Garage Foundation Plan 7450 149 St**	
		Framing Plan	7450 149 St	**Garage Framing Plan 7450 149 ST**	
In-Ground Swimming Pool	Pool	Construction Plan	7450 149 St	**Pool Construction Plan 7450 149 St**	
		Fence Plan	7450 149 St	**Pool Fence Plan 7450 149 St**	
		Impervious Calculations	7450 149 St	**Pool Impervious Calculations 7450 149 St**	
		Landscape Plan	7450 149 St	**Pool Landscape Plan 7450 149 St**	
New Single-Family Detached	Single-Family	Floor Plan	7450 149 St	**Single-Family Floor Plan 7450 149 St**	
		Foundation Plan	7450 149 St	**Single-Family Foundation Plan 7450 149 St**	
		Elevation Plan	7450 149 St	**Single-Family Elevation Plan 7450 149 St**	
		Detail Sheet	7450 149 St	**Single-Family Detail Sheet Plan 7450 149 St**	
New Single-Family Attached	Twin Home	Floor Plan	7450 149 St	**Twin Home Floor Plan 7450 149 St**	
		Foundation Plan	7450 149 St	**Twin Home Foundation Plan 7450 149 St**	
		Elevation Plan	7450 149 St	**Twin Home Elevation Plan 7450 149 St**	
		Detail Sheet	7450 149 St	**Twin Home Detail Sheet Plan 7450 149 St**	
Retaining Wall	Retaining Wall	Engineer Plan	7450 149 St	**Retaining Wall Engineer Plan7450 149 St**	
		Construction Plan	7450 149 St	**Retaining Wall Construction Plan 7450 149 St**	
Solar	Solar	Layout Plan	7450 149 St	**Solar Plan 7450 149 St**	
Window/Door Changing Size or Egress Window	Window	Construction Plan	7450 149 St	**Window Plan 7450 149 St**	
		Egress Drawing	7450 149 St	**Window Egress Drawing 7450 159 St**	

*These are generic examples of what your plan sheets may be called.

Commercial and New Multi-Family Naming Standards

Below is the required file name format, which includes the following 4 data elements that make up the file name:

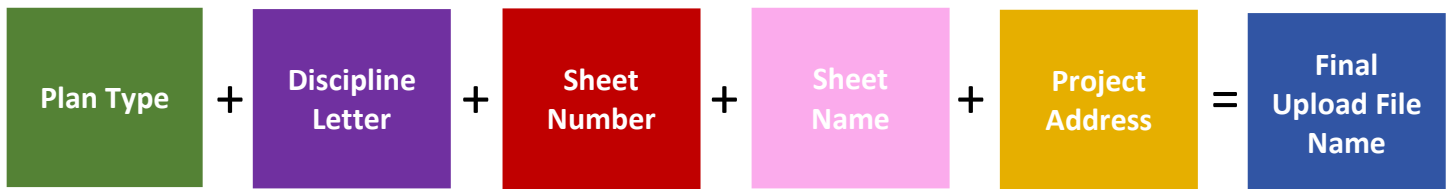Plan Type + Discipline Letter + Sheet Number + Sheet Name + Project Address = Final Upload File Name

Plan Type	Discipline Letter	Sheet Number	Sheet Name	Project Address	Final Upload File Name
Architectural	A	000-999	Cover Sheet	4505 124 St	A1.0 Cover Sheet 4505 124 St
Architectural	A	000-999	First Floor Plan	4505 124 St	A2.1 Floor Plan – Level 1 4505 124 St
Architectural	A	000-999	Elevation	4505 124 St	A3.0 West Elevation 4505 124 St
Civil	C	000-999	Grading	4505 124 St	C0.01 Grading & Erosion 4505 124 St
Civil	C	000-999	Utility	4505 124 St	C0.02 Utility Plan 4505 124 St
Demolition	D	000-999	Demo	4505 124 St	D1.0 Site Removals 4505 124 St

Equipment	Q	000-999	Conveyor	4505 124 St	Q1.1 Salt Conveyor 4505 124 St
Fire	F	000-999	Fire Truck Access	4505 124 St	F1.1 Fire Truck Access 4505 124 St
Fire Protection	FP	000-999	Fire Alarm	4505 124 St	FP0.01 Fire Alarm Floor 1 4503 124 St
Fire Suppression	FS	000-999	Fire Suppression	4505 124 St	FS0.01 Fire Sprinklers 4505 124 St
Geotechnical	G	000-999	Soil Map	4505 124 St	G100 Soil Map 4505 124 St
Interior	I	000-999	Wayfinding	4505 124 St	I0.01 Wayfinding Signage 4505 124 St
Lighting	L	000-999	Photometrics	4505 124 St	L1,1 Photometrics 4505 124 St
Mechanical	M	000-999	Mechanical	4505 124 St	M1.1 Mechanical Units 4505 124 St
Plumbing	P	000-999	Plumbing	4505 124 St	P100 Plumbing Fixtures 4505 124 St
Site Plan	SP	000-999	Site Plan	4505 124 St	SP1Site Plan 1st Phase 4505 124 St
Structural	S	000-999	Framing Plan	4505 124 St	S Framing plan – South 4505 124 St
Survey	V	000-999	Survey	4505 124 St	V1.0 Certificate of Survey 4505 124 St
Telecomm	T	000-999	Antenna	4505 124 St	T1.1 Ground Equipment 4505 124 St
Tree Preservation	TP	000-999	Tree Survey	4505 124 St	TP Tree Planting Schedule 4505 124 St
Other:	O	000-999	Site Furniture	4505 124 St	O1.1 Furniture – Entrance 4505 124 St

All plans are displayed by filename and sorted in numeric – alphabetical order. It is important to follow the below naming standards throughout your entire project.

Please refer to list of submittal requirements in project checklists – you **MUST** submit the required items to make your submittal complete.

There are three folders to upload into:
1. Plans
2. Documents
3. Proposed Survey/Site Plan

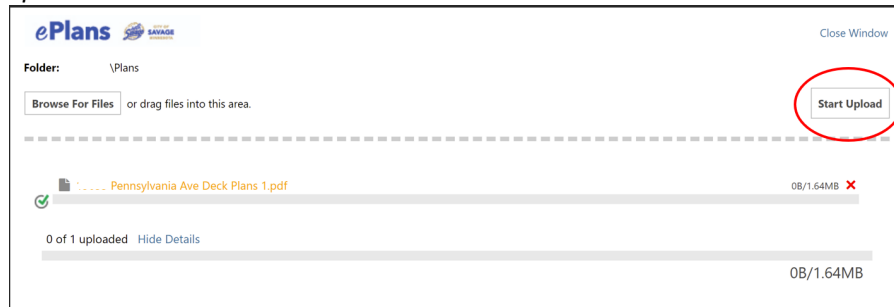Click on a folder. Another window will open. Click "Browse for Files" or drag files into the area.

Step 14: Choose document.
Important: Must adhere to file type, size, page, and naming standards above.

Upload the documents by clicking "Start Upload" on the right.

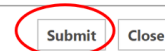*Important: Must "Start Upload" unless documents are not saved.*

Back on the "Upload and Submit" window, either add more documents or confirm upload is complete by checking box at bottom of screen and clicking "Upload Complete – Submit". The checkbox must be checked before the Submit button is able to be clicked.

If successfully submitted, you will receive a green pop up.

Step 15: Email confirmation

If successfully submitted, you will receive an email from donotreply@cityofsavage.com with an upload confirmation.

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UPLOAD COMPLETED
_____

Hello

The following files have been received for project - **SA**   :   **Ave**
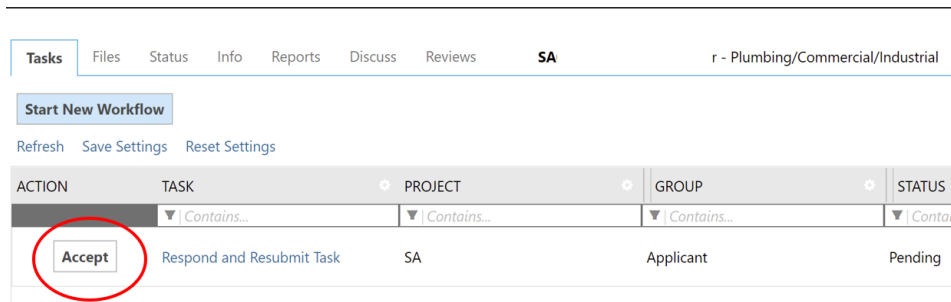**Building/Commercial/Industrial**

Files received:

      1. 00 Civil001 1234 ⌐   Ave.pdf

STOP: City staff will review your application. This step may take several business days.
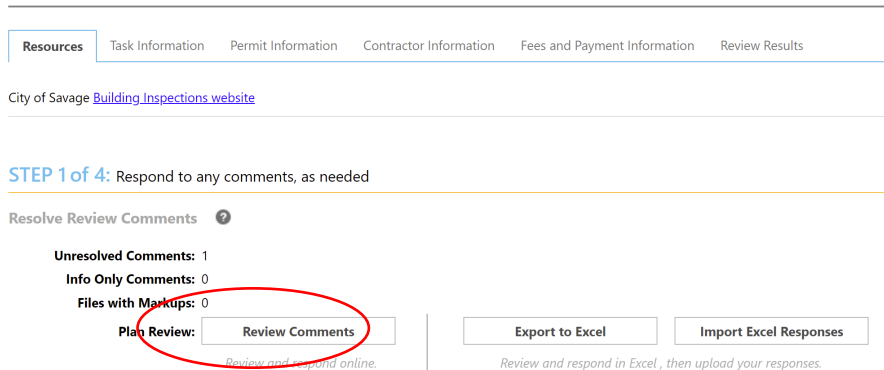
Step 16: Revisions

Resubmit plans: If additional or revised information is required, you will receive an email from ProjectDox. Use the same process as outlined above to re-submit plans.

Respond to changes: If revised information is requested, staff will add responses. This task is called "Respond and Resubmit".

Tasks	Files	Status	Info	Reports	Discuss	Reviews	**SA**	r - Plumbing/Commercial/Industrial

Start New Workflow

Refresh   Save Settings   Reset Settings

ACTION	TASK	PROJECT ⚙	GROUP ⚙	STATUS
	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contai
Accept	Respond and Resubmit Task	SA	Applicant	Pending

Accept the task. This opens the "Respond and Resubmit" task window.
Click "Review Comments" to review what needs to be updated.

RESPOND AND RESUBMIT

Resources	Task Information	Permit Information	Contractor Information	Fees and Payment Information	Review Results

City of Savage Building Inspections website

STEP 1 of 4: Respond to any comments, as needed

Resolve Review Comments ❓

Unresolved Comments: 1
Info Only Comments: 0
Files with Markups: 0

Plan Review: **Review Comments** | **Export to Excel**   **Import Excel Responses**

Review and respond online.   *Review and respond in Excel , then upload your responses.*

Type your response in the yellow box on the right.

Important: All unresolved comments need a typed response.
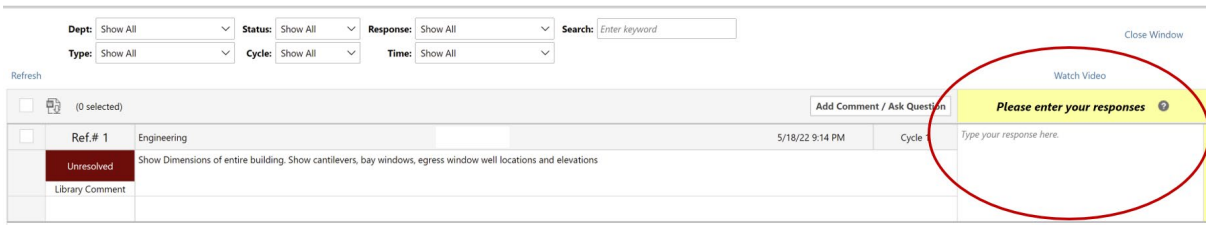
Close the review comments window.
Back on the "Respond and Resubmit" window, upload new documents.

Important: choose if updated files are named exactly the same as prior versions. Yes/No. This will determine the upload process.

Check confirmations at bottom of "Respond and Resubmit" window.
Click "Submit".

Important: This cycle of respond and resubmit will repeat until all changes are made.

Step 17 – Final Payment
When plans are approved, applicant will receive a task and email from donotreply@cityofsavage.com for "Final Payment Task Assignment".

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Plans Approved, Payment Required

Attention

Your permit application has been approved for Project: **SA028985**. However, required fees have not been paid. 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 call 952-882-2650.

Please do not reply to this email.

| Tasks | Files | Status | Info | Reports | Discuss | S: | : | r - Plumbing/Commercial/Industrial |

Start New Workflow

Refresh   Save Settings   Reset Settings

ACTION	TASK	PROJECT	GROUP
▼ Contains...	▼ Contains...	▼ Contains...	
Accept	Final Payment Task	SA	Applicant

Pay fee in ePermits or via alternative method.

Confirm fees are paid by checking the confirmation and clicking "Submit".

STEP 3 of 4: Check all to confirm you have completed this task and are now ready to submit

Confirmation ❓

☑ All fees have been paid   *Required

STEP 4 of 4: Click the "Submit" button below to complete your task

Submit   Close

Step 18 – Download Approved Plans

Once plans are ready, applicant will receive an email from donotreply@cityofsavage.com with title "SA00000 update – Approved Plans Available".

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DOWNLOAD APPROVED FILES

Hello Admin Test,

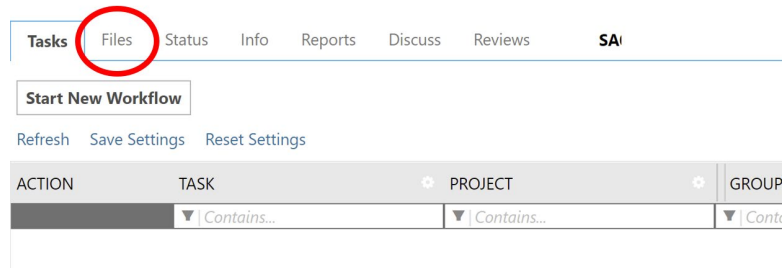Congratulations, your approved plans are ready for download.

In order to download your approved files, click on "Download" below.

Download   To access your approved plans for SA   - Building/Commercial/Industrial
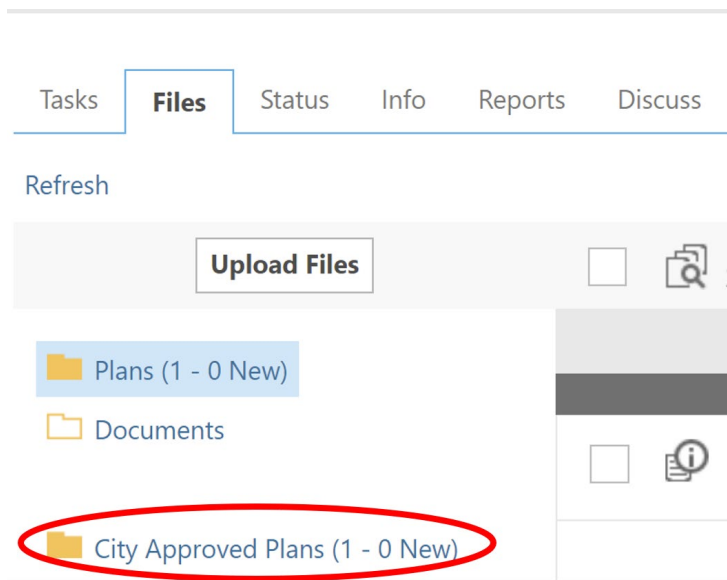
Click "Download".

Log into Projectdox via Eplans.cityofsavage.com **OR** use the link provided in the "Login" emails from Step 9.
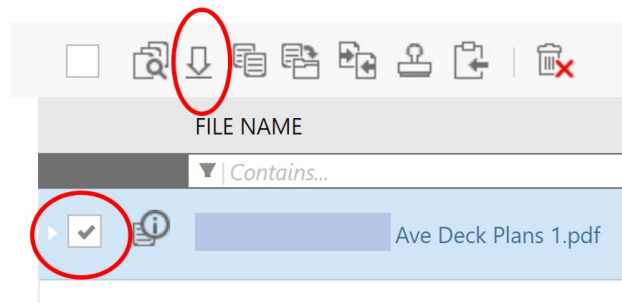
Click on "Files" tab on top left.

Open "Approved" folder.

Download or print approved plans. Download a source file by clicking the check box next to a file and then click the download checked files icon.

Questions/Contact:

City of Savage Building Inspections
Phone: 952-882-2650
Email: savageinspections@cityofsavage.com
Monday – Friday 8 a.m. to 4:30 p.m.