CITY OF SAVAGE MINNESOTA

Building Inspections
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Savage, MN 55378

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PERMITS THAT REQUIRE PLAN REVIEW
QUICK GUIDE

1. **COMPLETE A CHECKLIST:**
   - Visit cityofsavage.com and select I Want To > Apply (for, a, an,..) > Permits, Applications and Licenses from the main menu. Select Building Permits and find the permit you need. Review handouts, checklists, forms, and resources pertaining to your project before applying for your permit. Download, complete, and save the required Checklist for your permit. You will need to upload this to ePlans for plan review.

2. **APPLY FOR THE PERMIT ONLINE (ePermits):**
   - Select "Apply for permit >". On the ePermits site, select Apply for Permit and log in. If you are a new user, you will need to "Register for an account" first. Once you are logged in, select the permit you want to apply for and follow the steps to complete your application. The last step will be adding the permit to your cart to pay a $25.00 Permit Deposit Fee.

3. **UPLOAD YOUR PLANS (ePlans):**
   - Within 3-5 minutes from completing your ePermit application, you will receive an email from donotreply@cityofsavage.com instructing you to Upload and Submit your plans for plan review. Select the link in your email to start this task. New users will need to setup an account first in order to log in to this site. Once you complete the task of uploading the Checklist and required documents listed on the Checklist, you will need to watch your email for notifications from ePlans letting you know if your plans need corrections. Once your application has been submitted correctly, review of your plans and documents could take approximately 2-3 weeks.

4. **PAY REMAINING PERMIT FEES DUE AFTER PLAN APPROVAL:**
   - Once your plans have been approved, you will receive an email notification instructing you to complete the Final Payment Task. Log in to ePermits and select the link to Pay for Approved Plan Review Permit. Once you have paid the remaining fees, print a copy of the permit and inspection record.
   - Complete the second part of this task by clicking the link in your email notification from ePlans. Completing the "Final Payment" task on the ePlans site lets the City of Savage staff know that your payment has been submitted.

5. **DOWNLOAD APPROVED PLANS:**
   - Once City of Savage staff has confirmed your payment, you will receive an email notification from ePlans to download your approved files. Complete this task and print a copy of your approved plans to have on site for inspections.

6. **SCHEDULE AN INSPECTION**
   - Now that your permit has been approved, work can begin on your project. Contact us at 952-882-2650 to schedule an inspection. Most inspections can also be scheduled online through ePermits.

   **For detailed step-by-step instructions, find our ePermits and ePlans User Guide on the Building Permits page of our website.