



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 www.goldenvalleymn.gov/.
 - Click on **“Permits & Licenses”** under **“Quick Links,”** then select **“ePermits.”**
- OR-
- Use the URL <https://epermits.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.



City of Golden Valley

(763) 593-8090

inspectionsdept@goldenvalleymn.gov

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Obtain permits to purchase online

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[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

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.

ALL Building projects are required to have a copy of the [City Approved and Stamped Plan and Inspection Records onsite](#) for inspections.

All permits must be submitted online (through the ePermits system). This includes building, fire, mechanical, plumbing, point of sale, sign, stormwater management and sewer & water permits.

****Please Note: If owner is pulling a permit that requires plan review, owner must register for an ePermit account.**