

## STEP 1

# REGISTER FOR AN EPERMITS ACCOUNT

Before submitting a permit application, you must have an ePermits account.

1. Go to [Edinamn.gov](http://Edinamn.gov). On our home page go up to “Departments.” Under the drop-down box click on Building Permits and Resources located under “Building Inspections.”
2. Under Process click “**Apply for Permit.**”
3. If you need to update your contractor information with the City of Edina, you will find the appropriate renewal forms to update your contractor information in our system.
4. Click “**Apply for Permit**” on the City of Edina e-permit page.
5. If you do not have an account, please register for an account.
6. In the drop down box pick your company’s name and fill in the required fields. It is very important that your email address is entered correctly. If it is not, you will not receive updates or notification of permit approval. Click “**Create account.**”

## STEP 2

# APPLY FOR A PERMIT

1. Click on the permit type you wish to apply for.
2. If there is a “**Click here**” (highlighted in yellow) you are required to include that checklist with your application. This checklist must be filled in and signed.
3. Read the declaration and click “**I agree-apply for permit**”.
4. Fill in the required fields, click **Next**.
5. If you have a description box, fill in the scope of your work, click **Next**.
6. Read and answer the questions, click **Next**.
7. The valuation box is for the total cost of the job, this will be used to calculate the total permit fee which will be paid when the permit is ready to be issued, click **Next**.

## STEP 3

# PAY APPLICATION FEE (Only if your permit requires a plan review)

1. The application fee must be paid up front, but will be deducted from the total permit fee. The application fee is **non-refundable** and your permit review will not begin until payment is received.
2. When finished click **Check out with PayPal** (note: You do not actually need a PayPal account); if you desire additional permits, click **Continue Shopping**.
3. When the application fees have been paid, you will receive an order confirmation email with the permit number.

## STEP 4

# REGISTER FOR A PROJECTDOX ACCOUNT

When a permit application has been submitted and the application fee has been paid, the applicant will receive two emails from ProjectDox. **For those applicants new to ProjectDox, the first invitation email will include a temporary password and a link to create a ProjectDox account.** The Second email will notify the applicant of an “Applicant Upload Task” in ProjectDox. This is where plans and documents are uploaded for review.