



ProjectDox Quick Guide

In an effort to create more efficient permitting, the city of Minnetonka has implemented an electronic application submission and plan review process, ProjectDox. This document is a very basic user guide. For more detailed instructions, please see the Electronic Permit and Plan Review Guide.

Login to ProjectDox

When you apply for an ePermit that requires plan review or when you have a task to complete a permit you have already approved for, you will receive an email from ProjectDox. Click **Login to ProjectDox** hyperlink within the email.

NOTE: The first time you apply for an ePermit that requires plan review, you will receive an email from ProjectDox with a temporary password. Make sure you read the entire email! At bottom of the email you will find a temporary password! Use the temporary password to set your permanent password and your security question.

Select Task

Click the Task tab on the left. Click on the project that has a pending task. This will open the Project Page.

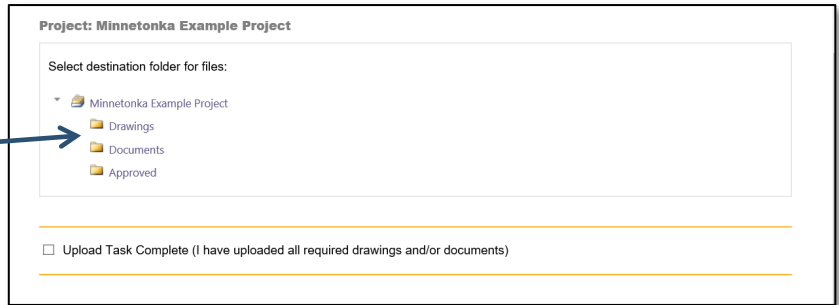
PROJECT	OPTIONS	DESCRIPTION	OWNER	STATUS	CREATE DATE
Minnetonka Example Project		ProjectDox Upgrade	Mara Fitter	Applicant Upload	1/23/2019 2:42:27 PM

Upload and Submit Plans and Documents

On the project page, click on the Applicant Upload Task

TASK	PROJECT	INSTANCE	GROUP	ASSIGNM...	STATUS	PRIORITY	DUE DATE	CREATED
Applicant Upload Task	Minnetonka Example Project	Minnetonka Example Project - Mara Template - 1/23/2019 2:42:27 PM	Applicant	FirstInGroup	Accepted	Medium		1/23/2019 2:42:20 PM

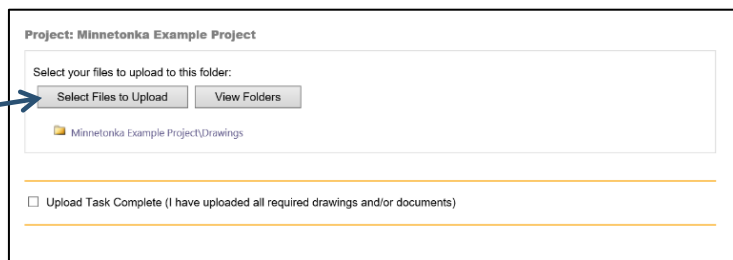
A new window will appear. (If your computer blocks “pop ups,” you may need to disable that for the ProjectDox site.) Click on the folder where you would like to upload your files. Plans should be placed in the Drawings folder and all other items in the Documents Folder.



A note about plans. If a plan sets includes more than five pages, those pages must be uploaded as individual pages/files. In other words, one five-page PDF document will not be accepted. Five individual pages/files must be uploaded. File names must include the drawing type code, followed by the sheet number and name. See the chart below.

Drawing Type	Code	Sheet Number	File Name EXAMPLES
Architectural	A	000 to 999	A1 elevations
Civil	C	000 to 999	C1.2 grading plan
Demolition	D	000 to 999	D2-2 existing conditions
Electrical	E	000 to 999	E2.5 first floor
Equipment	Q	000 to 999	Q3 pool
Fire Alarm	FA	000 to 999	FA1 basement
Fire Protection	FP	000 to 999	FP4 life safety plan
Fire Sprinklers	FS	000 to 999	FS2 third floor
General	G	000 to 999	G4.2 details
Geotechnical	B	000 to 999	B06 soil report
HVAC (Mechanical)	M	000 to 999	M2 west wing
Interior	I	000 to 999	I10.3 dining room
Landscape	L	000 to 999	L1-2 tree protection
Plumbing	P	000 to 999	P4 lockerroom
Structural	S	000 to 999	S2.3 roof plan
Survey	V	000 to 999	V1 as-built

Click Select Files to Upload.



A new window will appear. Browse for files through your computer system or simply drag and drop files into the white area in the window. Once you have selected all files to be uploaded Click Upload Files. Click Close.



You will see the files you uploaded in your files listed in the appropriate folder.

You must click the **UPLOAD COMPLETE BOX** and **UPLOAD COMPLETE, NOTIFY JURISDICTION BUTTON** to being the plan review process.

Project: Minnetonka Example Project

Select your files to upload to this folder:

Select Files to Upload View Folders

Minnetonka Example Project\Drawings

ProjectDox FAQ.pdf

Upload Task Complete (I have uploaded all required drawings and/or documents)

Project Name: Minnetonka Example Project
Project Description: ProjectDox Upgrade
Coordinator: Mara Fitter
Workflow/Activity Name: zEK test Workflow/Applicant Upload
Current User Login: Minnetonka Minnesota (Minnetonka@ProjectDox.com)

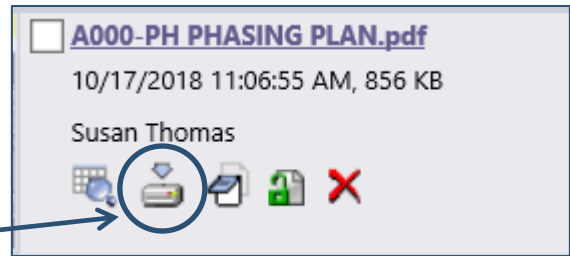
Upload Complete - Notify Jurisdiction Close

Upload and Submit Required Revisions.

If additional or revised information is required, you will receive an email from ProjectDox. Use the same process as outlined above for resubmittal. **NOTE: When uploading a revised plan or document, the file name MUST be uploaded with the same final name as the original plan or document.** ProjectDox will recognize this revised file as a “version” of the original and will allow reviewers to easily located revisions to the plan. This file naming practice will make review time more efficient.

Download Approved Plans and Inspection Sheet.

When your plans have been approved, you will receive an email from ProjectDox. Click on the ePermits hyperlink in the email to login to ePermits and pay for your permit. Click on ProjectDox hyperlink in the email and login to ProjectDox. Click on your project. **Click on the Approved Plans folder.** Click on Download icon.



Download all plans and the inspection sheet located in the folder.