

# Electronic plan review guide for planning applications

This guide is for the City of St. Louis Park's electronic planning application submission, fee collection and plan review process. It provides general information on how to apply for planning applications using ePermits and ProjectDox, including how to register for accounts for each, fill out applications, provide application submittal documents, submit fees, upload, review and edit plan sheets, and download approved official exhibits.

***Please note: the electronic plan submittal process has changed recently and now planning applications require an initial application and fee payment through ePermits as well as supplemental materials submittal through ProjectDox***

ePermits website: <https://epermits.logis.org/home.aspx?city=sl>

ProjectDox website: <https://planreview.stlouispark.org/Portal/>

## Electronic plan review

STEP 1: Review application requirements and checklists

STEP 2: Register for ePermits account (new users only)

STEP 3: Start a new planning application in ePermits

STEP 4: Submit ePermits application

STEP 5: Submit supplemental information via ProjectDox

STEP 6: Navigating ProjectDox

STEP 7: Upload plans and documents in ProjectDox

STEP 8: Pay application fees

STEP 9: Receive and reviewing comments

STEP 10: Final action by city council, board of zoning appeals or staff

STEP 11: Download final official exhibits

## STEP 1: Review application requirements and checklists

Visit the city's [planning and zoning webpage](#) to review all the required application materials and checklists that apply to the application you are submitting to make sure a complete application is submitted. Pay special attention to the electronic file naming standards and ensure files uploaded are searchable. Following these standards helps the city review your applications more efficiently.

- Use the planning and zoning application for any combination of requests for conditional use permits, planned unit developments, subdivision/plats, variances, comprehensive plan amendments and zoning map amendments. *Fill out only one application per project.*
- Use the vacation application for highway, street, alley or easement vacations only.
- Use the zoning text amendment application only for requests to amend the city's zoning code text (excluding planned unit development requests).

Contact the community development department at 952.924.2575 prior to applying to ensure you are submitting the correct applications.

## STEP 2: Register for ePermits account (new users only)

### Visit the ePermits website

ePermits website: <https://epermits.logis.org/home.aspx?city=sl>

### Apply for Permit

Click on "Apply for Permit" on the left side of the screen

The screenshot shows the City of St. Louis Park ePermits website. The header includes the city logo and name, along with the phone number (952) 924-2588. A navigation bar contains links for Home, Permits, Permit Fee Estimator, Search, Your History, Cart (0), Account, and Logout. The main content area is titled "Home" and features several options: "Apply for Permit" (highlighted with a red box), "Pay for Approved Plan Review Permit", "Estimate Permit Fees", and "Search for Permit". A "When you find your permit, you can also:" section lists actions like viewing inspection results, scheduling inspections, and paying for approved permits. A "Your History" section is also present. On the right side, there is a "Welcome to the City of St. Louis Park Online ePermits" message, a "Contractor Login (required) / Owner Login (optional):" section with instructions, and a bold red notice: "By using eScheduling, you agree the inspector can arrive up to 30 minutes before or after the scheduled inspection time. To cancel an inspection, please call 952.924.2588." Below this, there is a link to schedule an inspection and a purple notice: "\*\*Must be logged in to schedule an inspection online.\*\*"

### Login or Register for an account

If you have previously used ePermits for a planning application or building permit, use your existing account.

If you are a new user, click “Register for an account” and fill in the registration as a “Plan Submitter”

The screenshot shows the registration page for the City of St. Louis Park. The page title is "Register" and it includes a navigation bar with links for Home, Permits, Permit Fee Estimator, and Search. The form is divided into two sections: "Account Information" and "Contact Information". In the "Account Information" section, the "Plan Submitter" radio button is selected and highlighted with a red box. Below this are input fields for Email, Password, and Confirm Password. The "Contact Information" section includes fields for First Name, Last Name, Address Line 1, Address Line 2, City, State (a dropdown menu), Zip Code, and Phone (with area code and extension fields). At the bottom of the form are "Create Account" and "Clear" buttons.

### STEP 3: Start a new planning application in ePermits

#### Select the Planning Application type

Click on the type of planning application you are applying for:

- Planning & Zoning Application
  - Comprehensive Plan Amendment
  - Conditional Use Permit
  - Planned Unit Development (PUD)
  - Subdivision/Plat
  - Variance
  - Zoning Map Amendment
- Vacation Petition Application
- Zoning Text Amendment Application

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(952) 924-2588

Home Permits Permit Fee Estimator Search Your History Cart (0) Account Logout

**Permits**

**Apply for Permit**  
**Plan Submitters Only**

**Building - Commercial**

- Commercial - Addition
- Commercial - Alteration
- Commercial - New

**Building - Residential**

- Residential - Retaining Wall

**Electrical - Residential**

- Residential - NSP Supersaver Switch

**Planning Applications**

- Planning & Zoning Application
- Vacation Petition Application
- Zoning Text Amendment

**Point of Sale**

- Property Maint Certificate Condominium
- Property Maint Certificate Duplex
- Property Maint Certificate Single Family/Townhome

**Zoning Permits**

- Driveway Permit - New/Replacement/Expansion
- Fence Permit - Zoning
- Parking Lot Permit - Zoning
- Shed / Accessory Structure / Detached Deck
- Sign Permit - Temporary (Wall, Banner, A-Frame)
- Sign Permit - With Footing (Pylon/Monument)
- Sign Permit - Without Footing (Wall, Roof)

**By using eScheduling, you agree the inspector can arrive up to 30 minutes before or after the scheduled inspection. To cancel an inspection, please call 952-924-2588.**

Click [here](#) to schedule an inspection online. You must locate your permit first, then select the "**Inspections**" (hyperlink) in the results grid.

**\*\*Must be logged in to schedule an inspection online.\*\***

**Residential Home Sales:**  
For Point of Sale online inspection scheduling please select **Initial Inspection** for your first inspection. For any follow-up inspection, select **Reinspection**.

## Agree to Plan Submitter Declaration

Click "I Agree – Apply for Permit" button after reviewing the application description and Plan Submitter Declaration

## Fill in Permit Application Information

For the *Permit Application – Address* page, a verifiable address in St. Louis Park is required. If there are multiple addresses, please provide the primary site address in this field, you will be able to list the additional addresses later. If there is not an address associated with this application type (for example: a zoning text amendment that impacts the whole city), then contact community development staff for instructions on what to enter: 952.924.2575.

## Add \$0.00 Fee to Cart

The initial ePermits application does not calculate or collect a fee up front. Fees will be calculated by city staff after your application supplemental materials have been uploaded to ProjectDox and submitted. City staff will contact you by email when the full fee has been calculated and is ready for your payment. Click the "Add to Cart" button to continue.



City of St. Louis Park  
(952) 924-2588

Home Permits Permit Fee Estimator Search Your History Cart (1) Account Logout

**Permit Application - Fees**

Permit: Planning & Zoning Application  
Address: 5005 Minnetonka Blvd

- [Address](#)
- [Applicant](#)
- [Selection](#)
- [Details](#)
- **Fees**

|             |        |
|-------------|--------|
| Fee Total:  | \$0.00 |
| ** Due Now: | \$0.00 |

**Note:** This permit requires a plan review. Permit fees will be due after the plan review has been approved.

← Back **Add To Cart**

## STEP 4: Submit ePermits application

Click “Submit Permit Application”

City of St. Louis Park  
(952) 924-2588

Home Permits Permit Fee Estimator Search Your History

Cart (1) Account Logout

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**Shopping Cart**

Items in your cart

|                               |               |                        |
|-------------------------------|---------------|------------------------|
| Planning & Zoning Application | \$0.00        | <a href="#">Delete</a> |
| 5005 Minnetonka Blvd          |               |                        |
| <b>Total:</b>                 | <b>\$0.00</b> |                        |

[Continue Shopping](#)

**Checkout**

No payment is required for this permit until after the plan review is approved.

[Submit Permit Application](#)

**Refund Statement**  
Per City Ordinance Sec. 6-33, a refund of 80% of the permit fee, minus the state surcharge and plan review fee, may be requested by the permit applicant within 180 days of permit issuance, provided no work or inspections took place. Please send a letter requesting the refund and the permit receipt to the Building and Energy Department at: [inspections@stlouisparkmn.gov](mailto:inspections@stlouisparkmn.gov). The refund can take up to 3 weeks to process. If any work or inspections have taken place, a refund will be not approved.

## Confirmation Page and Email

Once submitted, you will be directed to a confirmation page of your application submittal. The confirmation will have a permit number listed in the format SLXXXXXX. You will also receive an email from ePermits with this same information.

## STEP 5: Submit supplemental information via ProjectDox

### ProjectDox Emails

After submittal through ePermits, you will also receive emails from ProjectDox.

New ProjectDox users will receive an email from **donotreplySLMN@avolvecloud.com** titled “Welcome to Online Submission” with information on your account set up, along with verification code.

All applicants will receive an email from **ProjectDox@stlouispark.org** titled “Upload and submit request for SLXXXXXX” with links to start your upload and submit task.

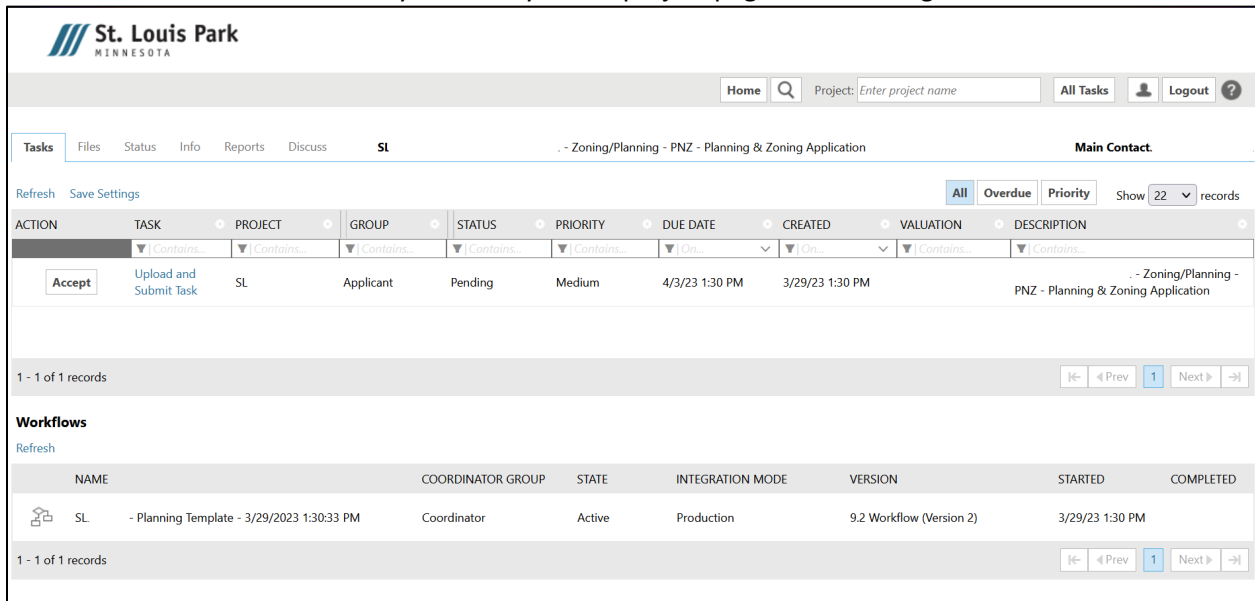
Please check your spam folder for these emails if you do not see them within 1-5 minutes.

### Start Task

From the “Upload and submit request for SLXXXXXX” email, click the “Start Task” button.

### Project Page

The “Start Task” button will take you directly to the project page and the assigned task.



The screenshot displays the ProjectDox interface for a project in St. Louis Park, Minnesota. The top navigation bar includes 'Home', a search bar, and 'All Tasks', 'Logout' buttons. The main content area shows a task list with columns for ACTION, TASK, PROJECT, GROUP, STATUS, PRIORITY, DUE DATE, CREATED, VALUATION, and DESCRIPTION. A single task is visible: 'Upload and Submit Task' (SL) with a status of 'Pending' and a priority of 'Medium'. Below the task list, there is a 'Workflows' section with a table showing workflow details.

| ACTION | TASK                   | PROJECT | GROUP     | STATUS  | PRIORITY | DUE DATE       | CREATED         | VALUATION | DESCRIPTION   |
|--------|------------------------|---------|-----------|---------|----------|----------------|-----------------|-----------|---|
| Accept | Upload and Submit Task | SL      | Applicant | Pending | Medium   | 4/3/23 1:30 PM | 3/29/23 1:30 PM |           | - Zoning/Planning - PNZ - Planning & Zoning Application |

| NAME  | COORDINATOR | GROUP | STATE  | INTEGRATION MODE | VERSION                  | STARTED         | COMPLETED |
|---|-------------|-------|--------|------------------|--------------------------|-----------------|-----------|
| SL - Planning Template - 3/29/2023 1:30:33 PM | Coordinator |       | Active | Production       | 9.2 Workflow (Version 2) | 3/29/23 1:30 PM |           |

The section below shows how to navigate to this page from the ProjectDox home page.

## STEP 6: Navigating ProjectDox

Visit ProjectDox website: <https://oas-slp-mn-us.avolvecloud.com/Portal/Login/Index/St-LouisPark-MN>

avolve software

Welcome to the Portal March 29, 2023

### Login

E-mail:

Password:

**Login**

[Forgot password?](#)

IF YOUR PREVIOUS PASSWORD IS NOT WORKING, YOU WILL NEED TO RESET YOUR PASSWORD.  
Click "Forgot password?" to continue.

**Welcome to the new City of St. Louis Park Electronic Plan Review Portal**

This is the new portal for all users to access.

Please use the same email and password as you have in the past. You will need to update your profile/contact information when you first login. This is a one-time requirement.

Please check your email junk and spam folders for emails you may be expecting. If you still do not find the forgotten password email after 15 minutes please contact St. Louis Park Inspections at 952-924-2588.

**VIDEO SERIES**  
[GETTING STARTED](#) || [ACCEPTING A TASK](#) || [DOWNLOADING APPROVED PLANS](#)

Enter login information, or review previous steps to create an account

## ProjectDox Dashboard

avolve software

Profile Logout

ProjectDox Dashboard March 29, 2023

### My Projects

| PROJECT               | DESCRIPTION   | LOCATION      | STATUS            | TASKS (1)                          |
|-----------------------|---|---------------|-------------------|------------------------------------|
| <a href="#">SL...</a> | Zoning/Planning - PNZ - Planning & Zoning Application | 0602824210002 | Upload            | <b>Open</b> Upload and Submit Task |
| <a href="#">SL...</a> | Zoning/Planning - PNZ - Planning & Zoning Application | 0602824210002 | Department Review |                                    |

1 - 2 of 2 records ◀ Prev 1 Next ▶ ▶

[View All Projects](#)

After logging in, you will be brought to the ProjectDox Dashboard, where you can click on links to any ProjectDox projects associated with your email address. You can also access the ProjectDox home page by clicking “View All Projects”

## ProjectDox Home

The “Home” page has two different tabs. The Tasks tab shows all of your active tasks:

St. Louis Park MINNESOTA

Home Search Project: Enter project name All Tasks Logout ?

Tasks Projects

Refresh Save Settings All Overdue Priority Show 22 records

| ACTION   | TASK                   | PROJECT | GROUP     | STATUS   | PRIORITY | DUE DATE       | CREATED         | VALUATION | DESCRIPTION   |
|----------|------------------------|---------|-----------|----------|----------|----------------|-----------------|-----------|---|
| Complete | Upload and Submit Task | SL...   | Applicant | Accepted | Medium   | 4/3/23 1:30 PM | 3/29/23 1:30 PM |           | - Zoning/Planning - PNZ - Planning & Zoning Application |

1 - 1 of 1 records

The Projects tab shows all of your projects and their status:

St. Louis Park MINNESOTA

Home Search Project: Enter project name All Tasks Logout ?

Tasks Projects

Refresh Save Settings All Recent Show 29 records

| ACTION | PROJECT | LOCATION      | DESCRIPTION   | OWNER              | STATUS            | CREATE DATE     |
|--------|---------|---------------|---|--------------------|-------------------|-----------------|
|        | SL      | 0602824210002 | Zoning Application ... - Zoning/Planning - PNZ - Planning & | EPlans Coordinator | Upload            | 3/29/23 1:30 PM |
|        | SL      | 0602824210002 | Zoning Application - - Zoning/Planning - PNZ - Planning &   | EPlans Coordinator | Department Review | 3/24/23 3:14 PM |

1 - 2 of 2 records

## Home page toolbar

The toolbar is in the top right corner of the home page. The toolbar includes a group of buttons that provide primary navigation functions.

## Button guide

- Home – Will take you back to the home page
- Search button (magnifying glass) – Allows you to search for a project based on certain information
- All tasks – Brings up your task list in a new window
- Profile – Allows you to view and edit your profile information
- Logout – Will log you out of the ProjectDox
- Help (question mark) – Will take you to the ProjectDox help website. You may use the index or search functions to find instructions or information about ProjectDox.

## STEP 7: Uploading plans and documents

Now you will upload all required application materials. Before you upload plans and documents associated with your planning and zoning application, confirm the file type and naming is consistent with the following:



## File types

- [Enable indexing](#) on all PDF documents to make sure they are searchable.
- Ensure each plan sheet is its own PDF and that the plan sheets adhere to the naming convention explained below.
- Plans may be uploaded in an approved format, to scale, with output dimensions of one of the following sheet sizes:
  - 8 1/2 inches by 11 inches (8 ½" x 11")
  - 11 inches by 17 inches (11" x 17")
  - 24 inches by 36 inches (24" x 36")
  - 30 inches by 42 inches (30" x 42")

## File naming convention

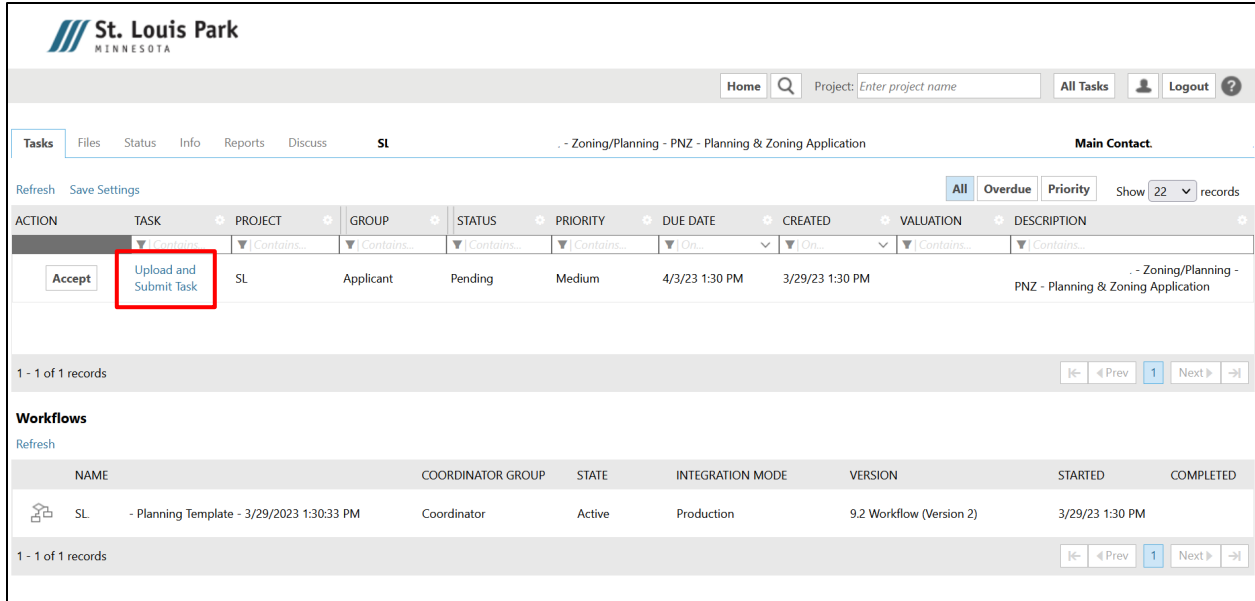
Plan sets that include more than five plan sheets must include a sheet index. File names must match the sheet index. File names must include the drawing type code, followed by the sheet number and name. See the chart below.

| Drawing type  | Code | Sheet number | Sheet name           | File name                  |
|---------------|------|--------------|----------------------|----------------------------|
| Architectural | A    | 0.01         | Floor plan – level 1 | A0.01 Floor plan – level 1 |
| Architectural | A    | 0.02         | Floor plan – level 2 | A0.02 Floor plan – level 2 |
| Civil         | C    | 0.00         | Cover sheet          | C0.00 Cover sheet          |
| Civil         | C    | 0.01         | Site plan            | C0.01 Site plan            |
| Landscaping   | L    | 0.01         | Landscape plan       | L0.01 Landscape plan       |
| Landscaping   | L    | 0.02         | Landscape schedule   | L0.02 Landscape schedule   |

When uploading a revised plan or document, the file name MUST be uploaded with the EXACT 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 locate revisions to the plan. This file naming practice will make review time more efficient.

## Upload and submit task

From the tasks list, click **Upload and Submit Task**. Click **OK** to accept the responsibility for completing this task.

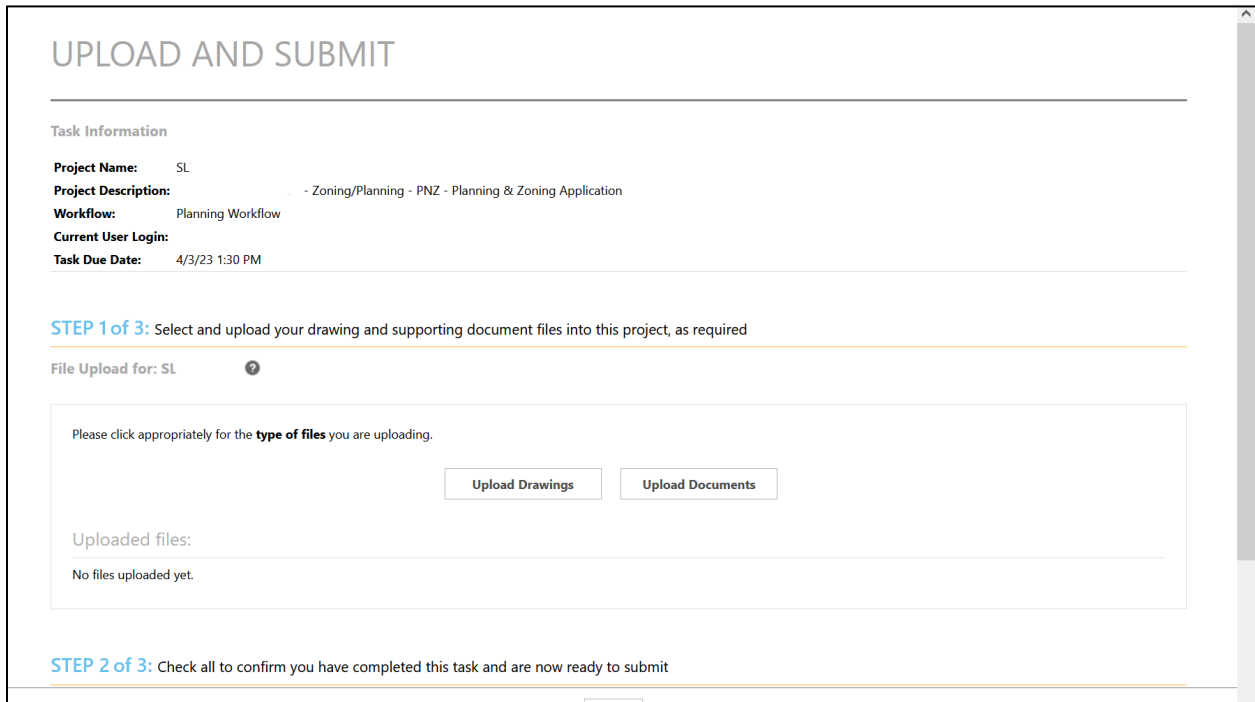


The screenshot shows the St. Louis Park Minnesota web application interface. At the top, there is a navigation bar with the St. Louis Park logo, a search bar, and a project name field. Below this is a main navigation bar with tabs for 'Tasks', 'Files', 'Status', 'Info', 'Reports', and 'Discuss'. The current view is 'Tasks', showing a list of tasks for a project named 'SL - Zoning/Planning - PNZ - Planning & Zoning Application'. The task list has columns for ACTION, TASK, PROJECT, GROUP, STATUS, PRIORITY, DUE DATE, CREATED, VALUATION, and DESCRIPTION. One task is visible with the 'Upload and Submit Task' button highlighted in a red box. Below the task list, there is a 'Workflows' section with a table of workflow records.

| ACTION | TASK                   | PROJECT | GROUP     | STATUS  | PRIORITY | DUE DATE       | CREATED         | VALUATION | DESCRIPTION   |
|--------|------------------------|---------|-----------|---------|----------|----------------|-----------------|-----------|---|
| Accept | Upload and Submit Task | SL      | Applicant | Pending | Medium   | 4/3/23 1:30 PM | 3/29/23 1:30 PM |           | - Zoning/Planning - PNZ - Planning & Zoning Application |

| NAME  | COORDINATOR | GROUP | STATE  | INTEGRATION MODE | VERSION                  | STARTED         | COMPLETED |
|---|-------------|-------|--------|------------------|--------------------------|-----------------|-----------|
| SL - Planning Template - 3/29/2023 1:30:33 PM | Coordinator |       | Active | Production       | 9.2 Workflow (Version 2) | 3/29/23 1:30 PM |           |

An upload and submit window will appear.



The screenshot shows the 'UPLOAD AND SUBMIT' window. It contains the following information:

**Task Information**

- Project Name:** SL
- Project Description:** - Zoning/Planning - PNZ - Planning & Zoning Application
- Workflow:** Planning Workflow
- Current User Login:**
- Task Due Date:** 4/3/23 1:30 PM

**STEP 1 of 3:** Select and upload your drawing and supporting document files into this project, as required

**File Upload for: SL**

Please click appropriately for the **type of files** you are uploading.

Upload Drawings      Upload Documents

Uploaded files:  
No files uploaded yet.

**STEP 2 of 3:** Check all to confirm you have completed this task and are now ready to submit

1. Click on **type of file** to upload your supplement materials.
  - a. **Drawings** — This is the folder where you will upload all drawings related to your permit application, such as a survey, civil plans, architectural plans, etc.
  - b. **Documents** — This is the folder where you will upload any non-drawing files that are required such as title documents, PDF of names and address labels, site plan worksheets, vacation petitions, 3D model usage policy, stormwater management calculations, etc.
  - c. A new window will appear. Drag and drop your files or click **Browse for Files**.

- d. After you have selected your files, click **Upload Files** to upload your documents.
2. When you are done uploading required supplemental materials as drawing and documents, check the box stating, **“Upload task complete - I have uploaded all required drawings and/or documents.”**
3. Click **Submit**.

**NOTE:** This button will remain greyed-out until you have checked the above box indicating you have uploaded all required documents.

ProjectDox will automatically notify the city that your permit application has been submitted. Following



notification, city staff will review your application to determine if all required plans and documents have been uploaded.

**NOTE:** Plans and documents will not be routed for review until all required items have been submitted, including application fee payment (see next section).

## STEP 8: Pay application fees

After uploading plans and documents, city staff will review the application(s) for completeness. Once staff determine the application is complete, they will calculate the application fees and email you the [fee amount](#) owed, based on the type and number of applications.

To pay the fee by credit/debit card, you will log into ePermits and click on “Pay for Approved Plan Review Permit” on the left side.

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City of St. Louis Park

Home Permits Permit Fee Estimator Search Your History Cart (0) Account Logout

**Home**

**Apply for Permit**  
Obtain permits to purchase online  
**Pay for Approved Plan Review Permit**  
Pay for a plan review permit previously applied for which has been approved

**Estimate Permit Fees**  
Calculate estimated fees that will be due at checkout for online permits

**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
- Schedule inspections for the permit
- Pay for approved permit

**Your History**  
View your permits and inspections

**Welcome to the City of St. Louis Park 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.

**By using eScheduling, you agree the inspector can arrive up to 30 minutes before or after the scheduled inspection time. To cancel an inspection, please call 952.924.2588.**

Click [here](#) to schedule an inspection online. You must locate your permit first, then select the "Inspections" (hyperlink) in the results grid.  
If scheduling multiple inspections for the same location - please call 952.924.2588 to schedule.  
**\*\*Must be logged in to schedule an inspection online.\*\***

You can search for you application using the permit number starting with SL# you received in the previous email or by entering the project address. Click on the Permit # to see the fees and click “Add Fees to Cart” continue.

**Search**

Search for and select the permit to:

- View permit details
- View permit inspection results
- View scheduled permit inspections
- Schedule new permit inspections
- Pay for approved permit

Enter all or part of any of the following fields. At least one field is required.

Permit #:

House Number:

Street Name:

Unit:

Contractor:

Starts With  Contains

Permit Type:

Sub Type:

Work Type:

Issued Date From/To:

Applied Date From/To:

| Permit #                 | Permit Type | Sub Type | Work Type                                      | Description      | Address              | Contractor | Issued Date | Applied Date | Final Date | Expiration Date | Cancelled Date | ePermit |
|--------------------------|-------------|----------|--|------------------|----------------------|------------|-------------|--------------|------------|-----------------|----------------|---------|
| <a href="#">SL331251</a> | Inspections | Zoning   | Planning - PNZ - Planning & Zoning Application | Land Subdivision | 5005 Minnetonka Blvd |            |             | 3/27/2023    |            |                 |                | Y       |

St. Louis Park uses PayPal to collect fees. Users do not need a PayPal account to check out, just a credit or debit card.

You can also pay application fees with a physical check at the permit counter on the second floor of city hall.

**NOTE:** Your application will not be considered complete until all application fees have been paid AND staff have reviewed the application materials and determined all drawings and documents needed to review the project have been submitted.

## STEP 9: Receiving and reviewing

### Prescreen/initial staff review comments

If the prescreen/initial staff review determines that items are missing from the application or the information provided is incomplete, you will receive an email notification from ProjectDox with instructions for resubmittal.

To view the instructions for resubmittal:

1. Click the **Project Access** or **Login to ProjectDox** link in the email you receive.
  - a. If you click **Project Access**, you will be taken directly to the project/permit's main page. Click the **Applicant Upload Task**. Click **OK** to accept the task.
  - b. If you click the **Login to ProjectDox** hyperlink, you will be taken to the ProjectDox home page. Login and click the **Applicant Corrections Task** from the task list for that application. Click **OK** to accept the task.
2. After you click OK to accept the task, a prescreen corrections form will appear. Review the comments in the **Reviewer Comments** textbox or in the **View/Edit Checklist Items** button and follow any instructions provided.
3. If needed, upload additional plans and/or documents. Follow Step 7 for upload instructions.
4. Once additional plans and/or documents are uploaded, click **Response provided for all comments and files have been uploaded**.
5. Click **Complete** to resubmit your plans.

### Application review comments

Once the planning application is determined to be complete, it will be routed to various city staff and outside agencies for review. If staff requires any corrections or additions, you will receive an email notification from ProjectDox with instructions for resubmittal.

To view staff comments:

1. Click the **Project Access** or **Login to ProjectDox** link in the email you receive.
  - a. If you click **Project Access**, you will be taken directly to the project/permit's main page. Click the **Respond and Resubmit Task**. Click **OK** to accept the task.
  - b. If you click the **Login to ProjectDox**, you will be taken to the ProjectDox home page. Login and click the **Respond and Resubmit Task** from the task list for that application. Click **OK** to accept the task.
2. After you click **OK** to accept the task, a respond and resubmit form will appear. The form will display which departments have reviewed your permit application, the staff member from each department conducting the review, whether that staff member has requested any changes or additional information, and a brief comment about required changes or additions.

Staff may provide you permit review comments in three ways:

1. **Changemark items** — actual notations on plans

2. **Checklist items** — generally comments referencing specific city code or policy requirements
3. **Reviewer comments** — outline specific conditions of approvals or next steps. Reviewer comments are customized to your specific application.

### Viewing changemark items

You may review changemark items in two ways. Both options provide the same information, but the information is displayed in different ways.

#### Option 1

1. Click **View/Edit Changemark Items** button in the respond and resubmit form. This will bring to you the Workflow Review Changemark Viewer, which displays thumbnails of the required changes, as well as specific comments from the staff reviewer. If you scroll to the right of this Changemark Viewer, you may respond to individual staff comments by double-clicking in the corresponding **Applicant Response** column. If you click on the **Markup Name**, you will be taken to the specific file changemark.

#### Option 2

1. Open the **Drawings** folder and scroll through the submitted plans. If staff has added a changemark to the plan, a small red pencil and exclamation point will be displayed next to the plan.
2. Click on the red pencil/exclamation point.  
**NOTE:** The required changes will NOT appear if you click on the image of the plan. You must click on the red pencil/exclamation point.
3. After you click on the red pencil/exclamation point, a markups window will appear. If you would like to review all staff comments on that plan at the same time, which the city recommends you do, click **Select All for View**. Then click **View/Edit**. If you would like to view comments by individual staff members, check the appropriate box and then click **View/Edit**.
4. After you click **View/Edit**, a plan viewer window will open. The general area of required changes will be noted on the plan. However, the details of the required changes will be noted on the right-hand side of the window.
5. Click on the general title of the required change on the right-hand side of the window. The plan will automatically zoom to the area requiring a change and further details will be outlined.

**NOTE:** If you use Option 2, it is important to review all documents in the drawing and documents files for changemark items, as these denote required plan changes.

### Viewing checklist items

- Click **View/Edit Checklist Items** on the respond and submit form. This will bring to you the Workflow Review Checklist Item Viewer, which displays specific comments from the staff reviewers.

### Reviewer comments

- On the respond and resubmit form, reviewer comments will be summarized by department, status, and reviewer comments.

## STEP 10: Resubmitting plans and documents

To address staff comments – whether changemarks, checklist items or reviewer comments – you generally must upload revised or additional plans and/or documents. To upload, follow the directions in Step 7.

**Remember:** 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 locate revisions to the plan. This file naming practice will make review time more efficient.

Upon receipt of revised or additional uploaded plans and/or documents, staff review will begin again. If staff requires any corrections or additions to the resubmitted plans/documents, you will again receive an email notification from ProjectDox with instructions for resubmittal.

## STEP 11: Approval by city council, board of zoning appeals or staff

Depending on the application type, approval may be done administratively by staff, or the application may require approval by a legislative body, including the board of zoning appeals, planning commission or the city council.

The specific process for each application type is explained in the application checklists found on the [planning and zoning page](#) of the city’s website.

## STEP 12: Downloading approved plans

Once all plans and documents have been approved, you will receive an email from ProjectDox noting that your application has been approved.

You will then be able to download your approved stamped plans which become the approved official exhibits for the planning application.

1. Click on the **Login to ProjectDox** link in the email.
2. Open the approved folder
3. Click the checkboxes to select the documents to download
4. Click the download icon

You may choose to download all the approved plans/documents at the same time, by checking the box at the top of the plan list and download button.

**NOTE:** The approved, stamped plans will be used to review any submitted building permit applications.

## Questions

Contact the St. Louis Park Community Development Department at 952.924.2575.