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.

ACTION	TASK	PROJECT	GROUP	STATUS	PRIORITY
▼ Contains...	▼ Contains...	▼ Example	▼ Contains...	▼ Contains...	▼ Contains...
Complete	Applicant Upload Task	Example Permit	Applicant	Accepted	Medium
Complete	Applicant Upload Task	Example Permit 2	Applicant	Accepted	Medium
Complete	Corrections Received Task	Example Permit 3	Permit Technician	Accepted	Medium

1 - 3 of 3 records

Upload and Submit Plans and Documents

On the project page, click on the Applicant Upload Task

A new window will appear. (If your computer blocks "pop ups," you may need to disable that for the ProjectDox site.) The review process will not begin until you complete ALL steps on outlined in the new window.
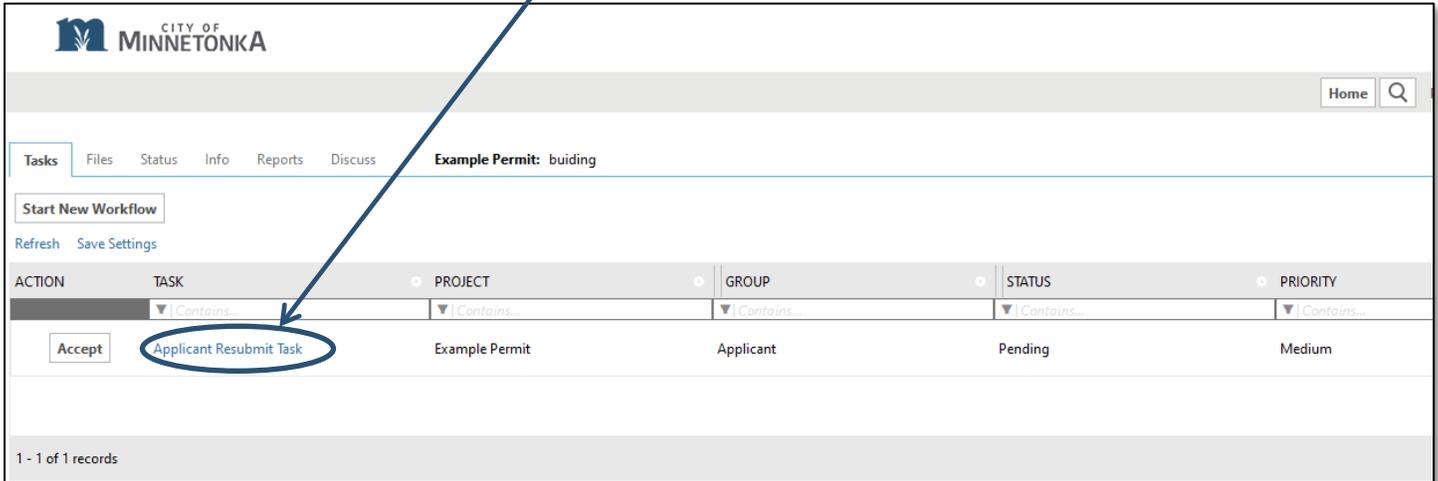
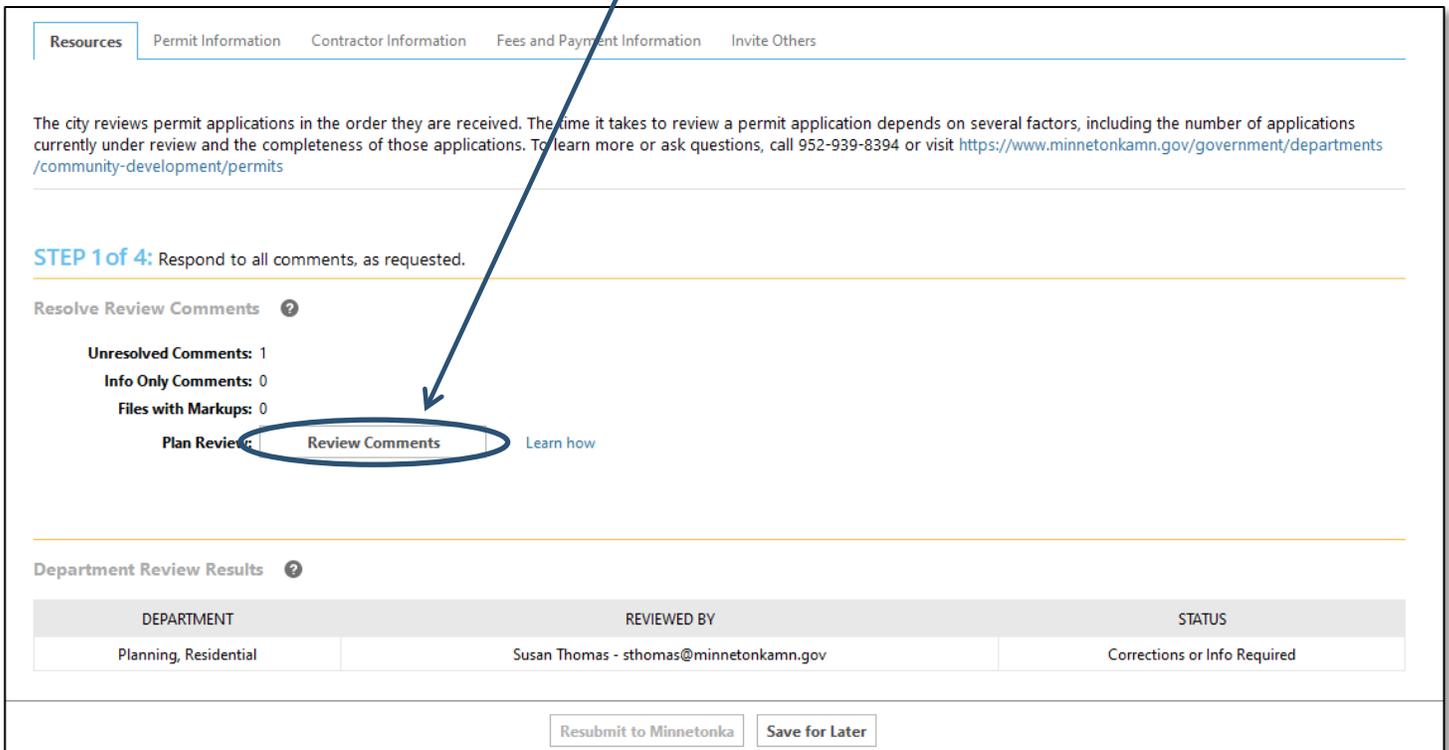**Upload and Submit Required Revisions.**

If additional or revised information is required, you will receive an email from ProjecDox. On the project page, click on the Applicant Resubmit Task

A new window will appear. Click on the Review Comments button.

A new window will appear. You MUST respond to all "Unresolved" items in order to resubmit the permit for review. After responding to all comments, click Close Window.
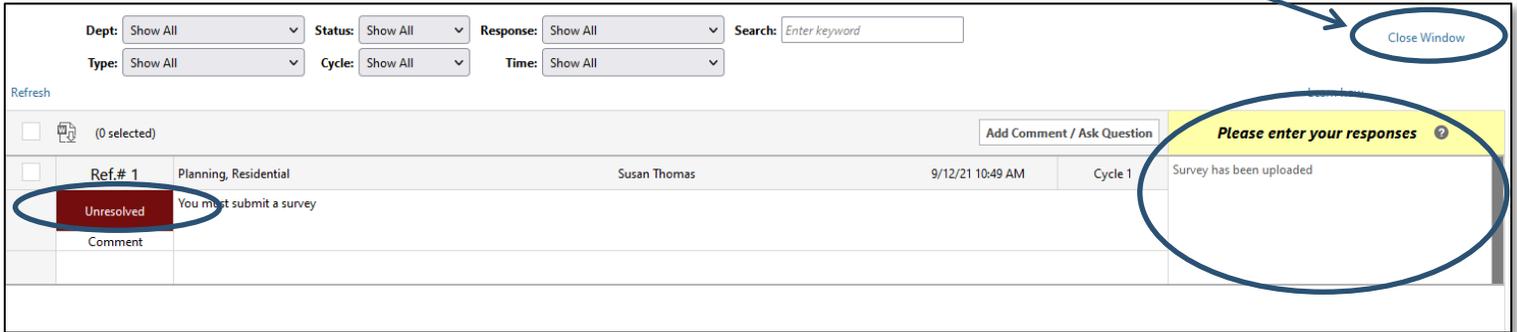
Upload revised plans or additional information if necessary. **NOTE: When uploading a revised plan or document, the file name MUST be uploaded with the same final name as the original plan or document.** ProjectDox will recognize this revised file as a "version" of the original and will allow reviewers 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.** Choose all plans and documents by clicking in the associated boxes. Click the Download icon