

# How to Submit an Online Permit Application

(Please note that the information on your screen may vary based on the application type)

## 1) Visit the online citizen portal

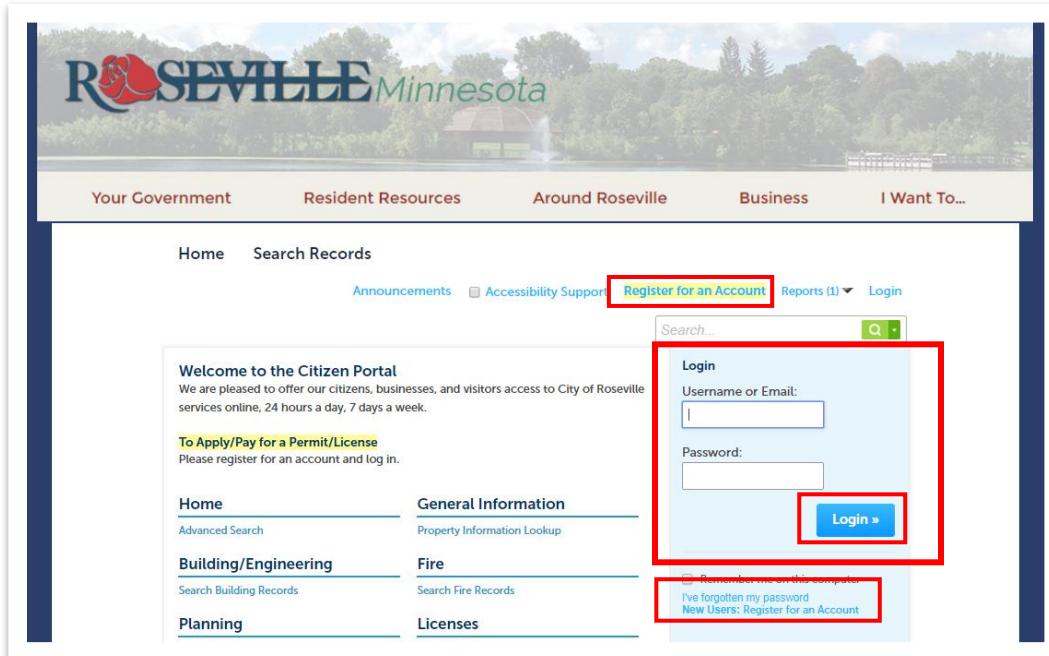
- Click the link below to be brought to the online portal or input link into your browser address bar:

❖ [www.cityofroseville.com/epermits](http://www.cityofroseville.com/epermits)

## 2) Log in

- Enter your username or email
- Enter your password
- Click the **'Login'** button

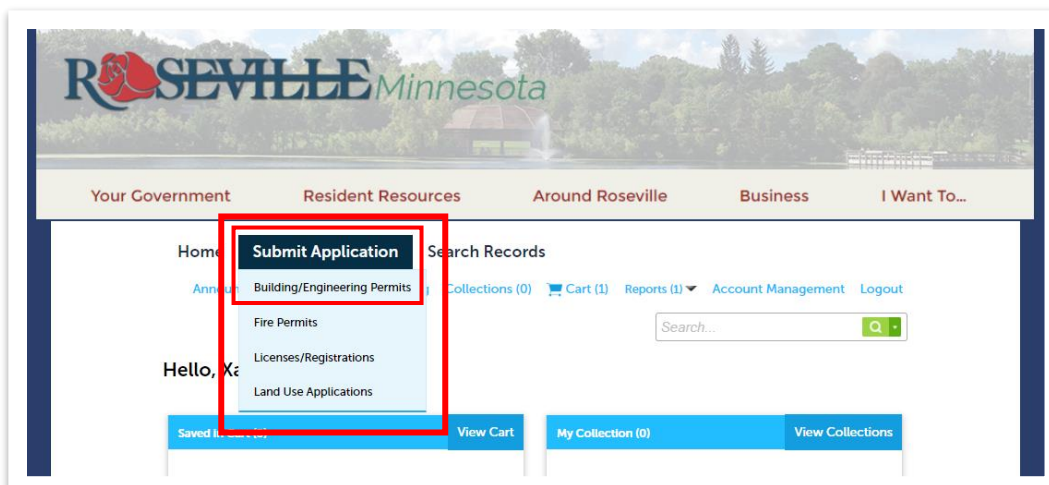
- ❖ If you do not have an account, you can create one by clicking **"Register for an Account"**
- ❖ If password is unknown, choose the **"I've forgotten my password"** option or call us at 651-792-7080 for a password reset



## 3) Submit an application

- Hover over **"Submit Application"**
- Select **"Building/Engineering Permits"**

- ❖ Building, electrical, mechanical, plumbing, sewer, water, sign, and engineering permits can be found under this section



#### 4) Read and accept the terms and conditions regarding use of online portal

- a) Check the "I have read and accepted the above terms" box
- b) Click the "Continue Application" button

**Please Read and Accept Terms Below**

Welcome to the City of Roseville's Citizen Portal. Using this system you can submit and update information, pay fees, track the status of your application, and print your final permit all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding.

The undersigned hereby makes application to the City of Roseville to perform the work as herein described. The undersigned further states, under penalty of law, that the work will be performed in accordance with the Minnesota State Building Code, this application, and any approved plans and/or specifications. Some or all of the information that you are asked to provide on the application is classified by State law as either private, public, or confidential. The data will constitute a public record if and when the permit is issued.

I have read and accepted the above terms.

**Continue Application »**

#### 5) Select a License (if prompt, if not, skip to step 5)

❖ Option to select a license will only appear if one or more license is linked to your account. If you have a license that is not linked and you would like it linked, you can:

- (a) Link it by hovering over "Home" and then selecting "My Account" and then the "Add a License" button
- (b) Contact us at [permits@cityofroseville.com](mailto:permits@cityofroseville.com) or 651-792-7080

- a) Select license from drop down related to scope of work (PC prefix for plumbing, EA prefix for electrical, etc)
- b) Click the "Continue Application" button

**Select a License**

Select a State of Minnesota or City Contractor license to use for this application from the list below. The type of license chosen determines which permits you can apply for. For example:

- \* Use a City Contractor license (CON- prefix) to apply for commercial building permits, sign permits, driveways, or mechanical permits
- \* Use a state plumbing license (PC prefix) to apply for plumbing permits
- \* Use a state electrical license (EA prefix) to apply for electrical permits
- \* Use a state building license (BC or CR prefix) to apply for residential building permits

\* Licenses:  
--Select--

**Continue Application »**

#### 6) Select Permit Type

- a) Select applicable permit type from list to expand options
- b) Once selected, click the "Continue Application" button

**Select a Permit Type**

**Commercial Building, Mechanical, and Sign Permits**  
All contractors not licensed by the State of Minnesota require a City Contractor License to perform work in Roseville. Apply online above (Apply For -> Licenses/Registrations).

**Erosion Control and Right of Way Permits**  
No City Contractor License is required.

**Plan Review**  
For permit applications requiring plan review, digital plans may be uploaded during the application process. However, if the page size of the plan documents exceeds 11"x17", 2 copies of the plan sets must be submitted in hard copy by mail or by dropping them off at City Hall.

Choose one of the following available permit types. For assistance or to apply for a permit type not listed below, please call 651-792-7080 or email [permits@cityofroseville.com](mailto:permits@cityofroseville.com).

Search

- ▶ Residential Building Permits
- ▶ Commercial Building Permits
- ▶ Electrical Permits
- ▶ Mechanical Permits
- ▶ Plumbing Permits
- ▶ Sewer/Water Permits
- ▶ Sign Permits
- ▶ Engineering Permits

**Continue Application »**

# Step 1: Location & People

## 7) Search the Site Address



- a) Enter ONLY the street **number** (for best results) and/or only the street **number** and street **name**
  - ❖ Entering in only a portion of the Street Name would also suffice
    - (i.e. “County” for “County Road B”, “Lar” for Larpenteur,” etc)
- b) Click the “**Search**” button

The screenshot shows a search form with the following fields: \*Street No., \*Street Name, Street Type, Direction, Unit Type, Unit No., City, State, and \*ZIP. The 'Search' and 'Clear' buttons are at the bottom. A red box highlights the 'Street No.' and 'Street Name' fields, and another red box highlights the 'Search' button.

❖ Parcel and owner information should fill automatically **OR** an Address Search Result List box will pop up

- c) Select the proper address by clicking the circle to the left
- d) Scroll down and click the “**Select**” button

The screenshot shows a dialog box titled 'Address Search Result List'. It contains a table with the following data:

<input type="radio"/>	2560 Mackubin St N	Roseville	M N	55113
<input type="radio"/>	2560 Matilda St N	Roseville	M N	55113
<input type="radio"/>	2560 Patton Rd N	Roseville	M N	55113
<input type="radio"/>	2560 Western Ave N	Roseville	M N	55113

Below the table are sections for 'Associated Parcels' and 'Associated Owners'. The 'Select' button is highlighted with a red box.

❖ Parcel and owner information should fill automatically

❖ Owner information can be manually changed if it is not up to date

- e) Select the “**Continue Application**” button

The screenshot shows the 'Owner' form with the following fields: Owner Name, Address Line 1, City, State, and ZIP. The 'Continue Application >' button is highlighted with a red box.

## 8) Add Applicant Contact Information

❖ At least one applicant is required

a) Select the “Select from Account” button or “Add New” to add a new contact

Step 1: Location & People > Contact Information

\* indicates a required field.

Applicant

At least ONE applicant is REQUIRED.

Click the Select from Account button and then choose "Associated Contact".

To add a new contact, click the Add New button. To edit a contact, click the link next to a contact name.

Select from Account Add New

Licensed Professional

For CONTRACTORS only.

Select from Account for already connected license or Add New or Look Up for other options.

b) Choose the “Associated Contact” by clicking the circle next to the contact

c) Select the “Continue” button

1 Location & People 2 Permit Detail 3 Documents 4 Review 5 Pay Fees 6

### Select Contact from Account

CONTRACTORS: Choose "Associated Contact" on this screen.

Select a contact to attach to this application.  
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Individual	Contact Name Here
<input type="radio"/> Associated Owner		Contact Name Here

Continue Discard Changes

❖ Your contact information should be added successfully

Applicant

At least ONE applicant is REQUIRED.

Click the Select from Account button and then choose "Associated Contact".

To add a new contact, click the Add New button. To edit a contact, click the link next to a contact name.

✔ Contact added successfully.

Contact Name Here  
Email:  
Work Phone:  
Mobile Phone:

Edit Remove

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Recipient	Address	Action
No records found.			

## 9) Add the licensed professional's (contractor) contact information

### ❖ For Contractors Only

- a) Select from any of the options, “**Select from Account**”, “**Add New**”, or “**Look Up**” to find the license related to the scope of work (PC prefix for plumbing, EA prefix for electrical, etc)

### Licensed Professional

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**For CONTRACTORS only.**

Select from Account for already connected license or Add New or Look Up for other options.

Please attach appropriate license for permit type (i.e. builders license for building permit, plumbing license for plumbing permit, etc).

The following permits will require a City Contractor License\*:

- Commercial Building
- Sign
- Mechanical (if not also licensed for Plumbing)
- And any specialty contractors not licensed through the State of Minnesota (i.e. driveways, fences, drain tiles, etc).

\*To apply for a city license: Submit Application > Licenses/Registration

If your license is not found or you get an error, email [permits@cityofroseville.com](mailto:permits@cityofroseville.com) or call 651-792-7080.

**Select from Account** **Add New** **Look Up**

**Continue Application »** **Save and resume later**

- ❖ The licensed professional contact information should be added successfully

- b) Select the “**Continue Application**” button

### Licensed Professional

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To add a State of Minnesota license or City of Roseville Contractor License already connected to your user account, click the Select from Account button.

To find a licensed professional, click the Look Up button. If you are a contractor with a state building, plumbing, or electrical license that isn't found in the system, email us at [permits@cityofroseville.com](mailto:permits@cityofroseville.com) to have it added and connected to your user account.

To edit a licensed professional, click the Edit link.

✔ **Licensed professional added successfully.**

**LICENSED PROFESSIONAL NAME HERE**  
License Type:  
License Number:  
Email:  
Address:

[Remove](#)

**Continue Application »** **Save and resume later**

- ❖ If an error occurs, please contact us at 651-792-7080

### Look Up License

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**An error has occurred.**  
The license(s) (CON- ) and/or corresponding insurance and/or business license(s) are expired and not available until this is resolved. Please select another license and try again.

## Step 2: Permit Detail

❖ This step of the application will differ for every application type

- Below is an example of a Residential Building Alteration permit application

### 10) Fill in required fields regarding permit work

- ❖ All areas marked with a red asterisk \* is required

**Residential Alteration**

1 Location & People   2 Permit Detail   3 Documents   4 Review   5 Pay Fees   6

**Step 2: Permit Detail > Work Description** \* indicates a required field.

**Detail Information**

Tenant (if Commercial):

\* Detailed Description:

**Work Valuation**

\* Work Valuation (\$):

### 11) Homeowner Affidavit

- a) Homeowners applying for their own permits must read and agree to the statement by checking the box

❖ Homeowners can only pull their own permits if they own and occupy (or intend to occupy) property

#### HOMEOWNER AFFIDAVIT

FOR HOMEOWNERS AS PERMIT APPLICANTS ONLY

I hereby certify that I am the occupant and owner of this single family dwelling and will perform the permitted project work myself.

I have also been informed and acknowledge that by making application and receiving a permit, I am acting as contractor on this project.

The undersigned acting as the contractor on this project, hereby makes application to the City of Roseville to perform the work as herein described. The undersigned further states, under penalty of law, that the work will be performed in accordance with the Minnesota State Building Code, all applicable building codes, city ordinances, this application, and any approved plans and/or specifications. Some or all of the information that you are asked to provide on the application is classified by State law as either private, public, or confidential. The data will constitute a public record if and when the permit is issued.

Agree:



[Continue Application »](#)

[Save and resume later](#)

## Step 3: Documents

### 12) Upload plans/documents for plan review (if applicable)

- ❖ If no documents required, click **“Continue Application”**

- ❖ **Permits that require plans include, but are not limited to:**

- (a) New construction, building additions and alterations (renovations, decks, driveway expansions, garages, windows/doors with changes to the header, sheds over 120 sq ft, etc), commercial mechanical, plumbing

- ❖ **If plans are ARCH C sizes (18 x 24) or larger and exceed over five pages, printed large plans will be required to be dropped off/mailed in**

- a) Click the **“Add”** button to add documents

The screenshot shows the 'Attachment' section of a web application. At the top, it states 'The maximum file size allowed is 100 MB. html;htm;mht;mhtml are disallowed file types to upload.' Below this is a table with columns: Name, Type, Size, Latest Update, and Action. The table is currently empty with the text 'No records found.' Below the table, there are three buttons: 'Add' (highlighted with a red box), 'Continue Application >' (highlighted with a red box), and 'Save and resume later'.

- b) A **“File Upload”** window will appear, click the **“Add”** button  
c) Select your document(s) from your computer  
d) Once the document(s) have loaded, click the **“Continue”** button

The screenshot shows a 'File Upload' dialog box. It includes the same file size and type restrictions as the previous screen. A file named '01.PNG' is shown with a progress bar at 100%. At the bottom, there are four buttons: 'Continue' (highlighted with a red box), 'Add' (highlighted with a red box), 'Remove All', and 'Cancel'.

- e) Select file type by clicking on the dropdown menu  
f) Add a short description about the file in the description box  
g) Click the **“Save”** button to save each file type and description entry  
h) Once the attachment has been saved, click the **“Continue Application”** button

The screenshot shows the file type selection and description entry interface. It features a dropdown menu labeled '\*Type:' with options: --Select--, --Select--, Construction Plans, Document, Photo, Plans, and Site Plan. Below the dropdown is a text area for 'Description:'. At the bottom, there are three buttons: 'Save' (highlighted with a red box), 'Add', and 'Remove All'. Below these is a 'Continue Application >' button (highlighted with a red box) and a 'Save and resume later' button.

## Step 4: Review

### 13) Review Application

- a) Click the **“Continue Application”** button after reviewing application

Residential Alteration

1 2 Permit Detail 3 Documents 4 Review 5 Pay Fees 6 Record Issuance

Step 4: Review

[Continue Application >](#) [Save and resume later](#)

Record Type

## Step 5: Pay Fees

### 14) Submit Payment (if prompt, if not, skip to step 6)

#### ❖ Why didn't it prompt me to pay?

- Reasons could include, but are not limited to:
  - (a) Review is required before payment, you will be contacted once ready to be issued
  - (b) Information is missing (i.e. license) on the application, you will be contacted

- a) Review Fees: Select **“Check Out”** to pay now or **“Continue Shopping”** to apply for more permits and pay for all applications at once

Residential Mechanical

1 Location & People 2 Permit Detail 3 Review 4 Pay Fees 5 Record Issuance

Step 4: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees	Qty.	Amount
Furnace Replacement	1	\$61.00
State Surcharge	1	\$1.00
State Bond Verification Fee	1	\$1.00
Processing Fee	1	\$2.00

TOTAL FEES: \$65.00 \*  
Note: This does not include additional inspection fees which may be assessed later.

[Check Out >](#) [Continue Shopping >](#) [Defer Payment >](#)

\*Fees reflected will differ for every permit application

- b) Select Item(s) to Pay: Select **“Checkout”** to pay now or **“Continue Shopping”** to apply for more permits and pay for all applications at once

Cart

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

**PAY NOW**

2660 Civic Center Dr N  
1 Application(s) | \$65.00  
Residential Mechanical  
19TMP-004507 Total due: \$65.00

Total amount to be paid: \$65.00  
the Checkout button below to fully submit your application, even if no fees are due at this time.

[Checkout >](#) [Edit Cart >](#) [Continue Shopping >](#)

- c) Enter credit card information  
d) Select **“Submit Payment”**



## Payment Options

**NOTE:**

Click the "Submit Payment" button below **ONLY ONCE** to avoid being charged multiple times. It may take a few moments for the transaction to be processed.

Amount to be charged: \$65.00

Pay with Credit Card

### Credit Card Information:

\* Card Type:  \* Card Number:  \* Security Code:  ⓘ

\* Name on Card:  \* Exp. Date:  /

### Credit Card Holder Information:

Auto-fill with

Country:

\* Street Address:

\* City:  \* State:  \* Zip:

\* Phone:

Email:

**Submit Payment »**

## Step 6: Record Issuance

### 15) Successful permit application submittal!

❖ Your permit will NOT be automatically issued, permits will be issued and emailed to you (if applicable)

- ❖ If permit **was** paid for, your permit will be issued and emailed to you
- ❖ If permit **was not** paid or requires plan review, someone will reach out to you for further information or when application is ready to be issued

❖ Your assigned permit number will be listed below in blue.

To view status and permit information, click on the **blue permit number**

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

### Step 3: Receipt/Record issuance

#### Receipt



Your application(s) has been successfully submitted.  
Please print your record(s) and retain a copy for your records.

2660 Civic Center Dr N

**819-1710**

**Any questions, or assistance required, please call 651-792-7080.**