How to Submit an Online Permit Application



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

Visit the online ePermits portal

www.cityofroseville.com/epermits

1) Apply as a Registered or Unregistered User

Registered Users: Requires a log in and is recommended for frequent users
Unregistered Users: Does not require a log in

Registered Users

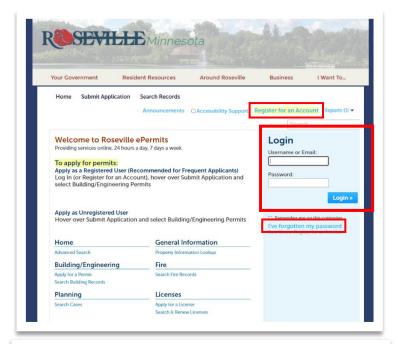
- a) Enter your log in credentials and log in
 - For new account, Register for an Account
 - If password is unknown, choose the I've forgotten my password option or call us at 651-792-7080 for a password reset
- b) Hover over Submit Application
- c) Select **Building/Engineering Permits** from the drop-down menu

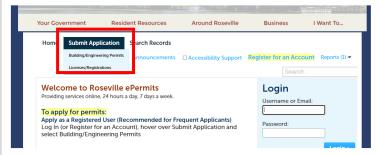
Unregistered Users

- a) Directly hover over Submit Application
- b) Select **Building/Engineering Permits** from the drop-down menu

2) Read and accept the terms and conditions

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







3) Select a License

(Unregistered Users skip to step 4)

- a) Select associated license from the drop-down menu
- b) Click Continue Application

| ** | en determines which permits you can apply for: |
|---|---|
| Contractor license (CO | I prefix) to apply for commercial building permits, sign permits, mechanical permits, etc |
| Plumbing license (PC p | efix) to apply for plumbing permits |
| Electrical license (EA pr | effx) to apply for electrical permits |
| Building license (BC or | CR prefix) to apply for residential building permits |
| Mechanical bond (MB) | when accompanied with PC or BC to apply for mechanical permits |
| Licenses: Select ▼ | |
| Continue Application > | ī |

4) Select Permit Type

- a) Select the desired permit type
- b) Click Continue Application



Location & People>Location Information

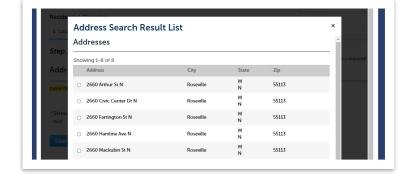
5) Address

- a) Enter only the street number
- b) Click Search

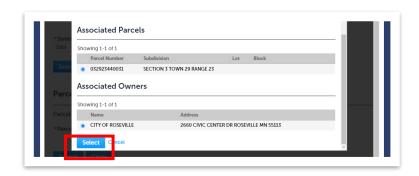


"Address Search Result List" Window (if prompt)

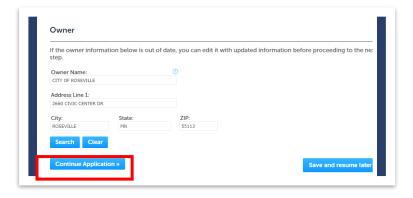
- c) Click the circle to the left of the desired address
 - Parcel & owner information will auto populate



 d) Click the **Select** button at the button of the window



e) Click Continue Application



Location & People>Contact Information

6) Applicant

Registered Users

 a) Click Select from Account to add existing contact saved on account

"Select Contact from Account" Window

- b) Contractors should select **Associated**Contact
- c) Click Continue

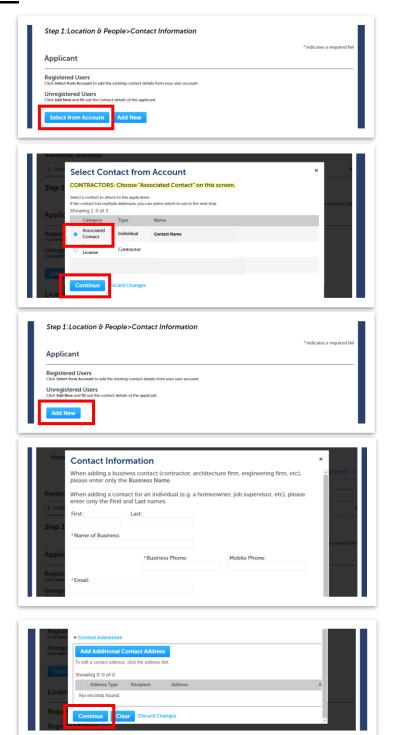
Unregistered Users

a) Click Add New

"Contact Information" Window

b) Fill in fields marked with a red *

 c) Click Continue at the bottom of the window



7) Licensed Professional

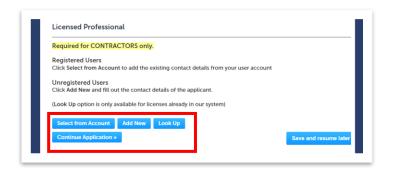
Required for Contractors Only

Registered User

- a) Click Select from Account to add existing contact or Add New/Look Up
- b) Click **Continue Application** once license is added

Unregistered User

- a) Click Add New or Look Up
- b) Click Continue Application once license is added



Permit Detail>Work Description

- 8) Permit Detail
 - a) Fill in fields marked with a red *
 - b) Click **Continue Application** towards the bottom of the page

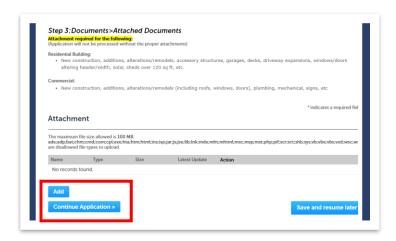


Documents/Attached Documents

9) Attach documents as required

Permit types requiring attachment will be listed on the screen, application will not be processed without the proper attachments

- a) Click Add button to attach document
- b) If no attachment required, click **Continue**Application



Review

10) Review

- a) Review application
- b) Click Continue Application

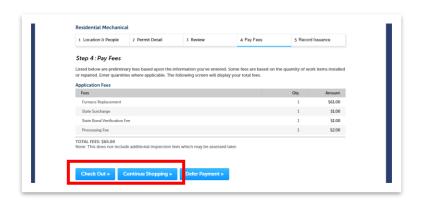


Pay Fees

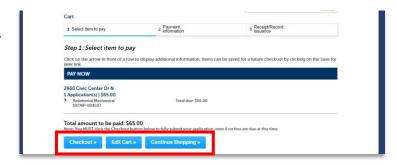
11) Pay Fees (if prompt, if not skip to step 12)

Why didn't it prompt me to pay?

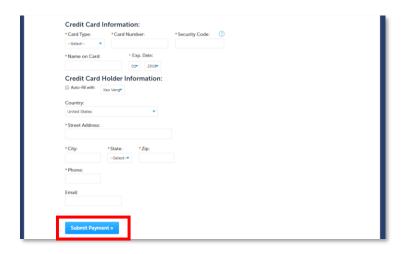
- Reasons could include, but are not limited to:
 - (a) Review is required before payment, you will be contacted once ready to be issued
 - (b) Information is missing (i.e. license) on the application, you will be contacted
- Select Check Out to pay now or Continue
 Shopping to apply for more permits and pay for all applications at once



 Select Checkout to pay now or Continue
 Shopping to apply for more permits and pay for all applications at once



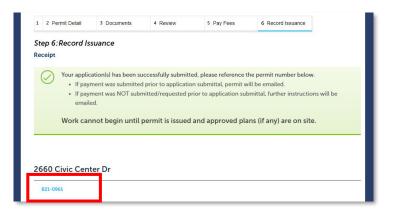
- c) Enter credit card/payment information by filling all fields marked with a red *
- d) Select Submit Payment



Record Issuance

12) Successful application submittal

- Permits will NOT be automatically issued
 - If permit was paid for prior to submittal, permit will be emailed once approved/issued
 - If permit was not paid for prior to submittal, further instructions will be emailed
- Your assigned permit number will be shown in blue.



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