



# ePermit

## Application & Plan Review Process

After the permit application is submitted.....

Most permit communication will be by email and through the ePermit portal. Please ensure our portal contact information of **donotreply@co.scott.mn.us** is added to your approved email contacts to ensure it is not automatically sent to junk email.

Documents are reviewed to verify all required submittal documents are received

- If submittal documents are missing or incomplete the applicant will receive an “Incomplete Application Notice” via email requesting specific submittal documents
- The permit status changes to be *Submittals Incomplete*
- ePermit applicants shall “Upload Submittals” by logging into portal account and submitting requested documents

Permit intake begins when all required submittal documents are received

- At any time during the plan review process the applicant can *Sign-In* to the portal and track the permit status by clicking on *My Items* then clicking on *My Permit Applications*

Plan Review Process (during plan review you may be contacted by individual reviewers for additional information) Note: Not all permit types require plan review by all departments

- Building Department: Reviews the plans for code compliance
- Planning Department: Reviews for zoning ordinance compliance
- Environmental Department: Reviews for design compliance
- Erosion Control: Reviews erosion and sediment control plans for compliance

Once each department has completed a review, they either “Approve” or “Fail” the plan review

- If the plan reviewer determines revisions or additional information is required a *Plan Review Corrections Notice* letter is emailed to the applicant and the permit status is *Returned for Corrections*
- ePermit applicants shall *Upload Submittal* documents via the portal

When all requested resubmittal documents are received the department(s) that *Failed* the plan review will proceed with their review and the permit status will be *In Plan Check* status

Once all departments have *approved* their plan review, the applicant is notified via email the plan review is complete and the permit is ready for payment.

- ePermit applicants shall remit payment on-line

The Permit will be *issued* once payment is received.

- ePermit applicants shall print off all approved plans in full design size and in color along with the posting card

## Permits Not Applied for Through the Portal

We want you to enjoy the efficiency of on-line permits too.

If the applicant submitted the permit application and all required submittal documents in person to the Building Inspections Department or via US Mail

The applicant shall **Register** for an account through the ePermit portal by logging on to the website at <https://epermits.co.scott.mn.us/> , see handout: How to Register

- Registering allows ability to track permit statuses, inspection outcomes, and make electronic payment.

All permit communication will be by email

Permit intake begins when all required submittal documents are received

- A plan review will be conducted for code compliance by all applicable departments
- If the plan reviewer determines additional resubmittal documents are required the applicant shall deliver revised submittals in person to the dropbox or via US mail
- If registered, the option is available for the applicant to upload the documents electronically

Once plan review is complete the applicant will be notified via email the permit is ready for payment.

- Payment will be accepted by registered users through the ePermit portal, by US mail, or by dropbox.
- The permit and approved plans will be issued upon receipt of payment