



Applicant Training

City of Saint Paul, MN

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Course Objectives

At the end of this course, participants will be able to:

- Understand the electronic submission and review process
 - Create plans and documents that meet submission standards for electronic plan review
 - Login and navigate the ProjectDox site
 - Accept and complete assigned tasks
 - Submit plans and documents for review
 - Track the progress of projects and respond to comments
 - Download approved plan set
- 

ProjectDox[®] Benefits

VALUE to the customer/public

- Available 24/7/365
- Reduce printing costs
- Save time and travel submitting and receiving updates online
- Easy access to final plan set for download
- Automatic file versioning
- Online information access & performance tracking
- Design community access to redlines

ProjectDox® Initial Submission



Electronic
PlanReview
CITY OF SAINT PAUL

Initial Submission - Browsers



Initial Submission – Browser Requirements

| Requirements | Internet Explorer 11* | Firefox | Chrome | Apple Safari | Edge |
|--|-----------------------|---------|--------|--------------|------|
| Configure Pop-up blocker | X | X | X | X | X |
| Added to Trusted Site | X | | | | |
| Install of ProjectDox Components (one-time only) | X | | | | |
| Disabling the UAC | X | | | | |

Initial Submission – Application

- Paper applications can be submitted 4 ways:
 - In Person: Department of Safety and Inspections (DSI)
 - Mail: DSI – 375 Jackson St, Suite 220, St. Paul
 - Fax: (651) 266-9124
 - Email
 - Building Plan Review: DSI-BuildingPlanReview@ci.stpaul.mn.us
 - Site Plan Review: SitePlanReview@ci.stpaul.mn.us

| CITY OF ST PAUL DEPARTMENT OF SAFETY AND INSPECTIONS 375 JACKSON STREET, SUITE 220 ST. PAUL, MINNESOTA 55101-1806 Phone: 651-266-8989 Fax: 651-266-9124 Visit our Web Site at www.stpaul.gov/dsi | | | | General Building Permit Application Electronic Plan Review CITY OF SAINT PAUL | | | | | | | | | | | | | |
|---|--|---|--|---|--|---|--|--|--|-------|--|--|--|-----------------------|--|-------|--|
| Site Address | | Number | | Street Name | | Suite/Apt. # | | City | | State | | ZIP | | Building/Project Name | | | |
| Select Type of Use: | | <input type="checkbox"/> Residential | | <input type="checkbox"/> Commercial | | <input type="checkbox"/> Institutional | | <input type="checkbox"/> Mixed Use | | | | | | | | | |
| Select Type of Work: | | <input type="checkbox"/> New Construction | | <input type="checkbox"/> Addition | | <input type="checkbox"/> Remodel or Alter | | <input type="checkbox"/> Repair | | | | | | | | | |
| * Additional Information required on back page for New Structure or Addition Projects * | | | | | | | | | | | | | | | | | |
| Description of Project: | | | | | | | | | | | | | | | | | |
| Project Contacts: (Contact Person & Business Name) | | | | | | | | | | | | | | | | | |
| Applicant | | | | Address | | | | City | | | | State | | Zip | | Email | |
| Property Owner | | | | Address | | | | City | | | | State | | Zip | | Phone | |
| Architect | | | | Address | | | | City | | | | State | | Zip | | Phone | |
| Contractor | | | | Address | | | | City | | | | State | | Zip | | Phone | |
| State Building Contractor License # | | | | | | | | | | | | | | | | | |
| COMMERCIAL NEW AND ADDITION PROJECTS ONLY: Electronic Plan Review Requested <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | | | | | | | | | | | | |
| All communications and plan documents must be routed through City's Electronic Plan Review system: planreview.stpaul.gov/ProjectDox | | | | | | | | | | | | | | | | | |
| REQUIRED Email address to receive upload link: | | | | | | | | | | | | | | | | | |
| Existing Use: | | | | Proposed Use: | | | | Project Valuation: | | | | Residential Project Information: | | | | | |
| Estimated Project Start: | | | | Estimated Project Completion: | | | | For Mixed Commercial/Residential buildings enter information for BOTH Residential & Commercial Use | | | | Number of Existing Dwelling Units | | | | | |
| | | | | | | | | Estimated Value of Institutional Work | | | | Final Number of Dwelling Units | | | | | |
| | | | | | | | | Estimated Value of Mixed Use Work | | | | Number of Dwelling Units impacted | | | | | |
| | | | | | | | | Estimated Value of Commercial Work | | | | Number of Windows Installed | | | | | |
| | | | | | | | | Estimated Value of Residential Work | | | | Number of Roofing Squares Installed (1 Square = 100 Square Feet) | | | | | |
| | | | | | | | | TOTAL Value of Project | | | | Number of Siding Squares Installed (1 Square = 100 Square Feet) | | | | | |
| <small>Applicant listed on Building Permit application certifies that all pertinent state regulations and city ordinances will be complied with in performing the work for which this permit is issued.</small> | | | | | | | | | | | | | | | | | |
| APPLICANT NAME (PRINT) | | | | | | | | | | | | Permit # | | | | | |
| APPLICANT SIGNATURE | | | | | | | | | | | | Application Date: | | | | | |
| CUT HERE | | | | | | | | | | | | | | | | | |
| CHARGES Summary on reverse <small>Signature of cardholder (required for all charges). For data security, do not complete this section if submitting application electronically</small> | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> AMEX | | <input type="checkbox"/> Discover | | <input type="checkbox"/> MasterCard | | <input type="checkbox"/> Visa | | Security Code ▶ | | | | Expiration MM/YY▶ | | | | | |
| Account Number ▶ | | | | | | | | | | | | | | | | | |

Initial Submission – Application Process

- Upon application acceptance, first time users will receive an email from ProjectDox with their account and access information to the site.
- Follow the instructions to submit initial plans and documents for review.
- Use the Help Guide for assistance.

Reply all | Delete | Not junk | Block

ProjectDox Invitation for SPR20-002971 401 MINNESOTA ST Café Bistro

DoNotReply@stpaul.gov
Wed 2/26/2020 1:17 PM
You

Permit Project Plan Check Invitation

Welcome to the electronic plan review system. This project invitation has been sent to you in response to your construction permit request. A project has been created to allow you to electronically upload your drawings for permit plan review.

If this is your first project for electronic plan review, a temporary password will be provided below.

You will be receiving a second Applicant Upload Task email requesting that you log into the program and upload the plans.

Thank you.
Department of Safety and Inspections
City of St Paul

Contact DSI Technology with any questions

Please do not reply to this email.

| | |
|--|--|
| User Login | marytmatthews@outlook.com |
| Temporary Password | 2C788AA |
| Project Permit # | SPR20-002971 401 MINNESOTA ST Café Bistro |
| Plan Check Coordinator | DSI Technology |
| Plan Check Coordinator's Email | dsitechnology@ci.stpaul.mn.us |
| Project Permit Access Link | |

Initial Submission – Log On

Non-IE Browser

Welcome to the City of Saint Paul's electronic plan review site. If you continue to browse and use this website you are agreeing to comply with and be bound by the City's terms and conditions of use, which together with our privacy policy govern oversight and permissible activity herein.

 **Electronic PlanReview**
CITY OF SAINT PAUL

E-mail:

Password:

[Forgot your password?](#)

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 To add ProjectDox to your favorites [Click here](#)

IE Browser

Welcome to the City of Saint Paul's electronic plan review site. If you continue to browse and use this website you are agreeing to comply with and be bound by the City's terms and conditions of use, which together with our privacy policy govern oversight and permissible activity herein.

 **Electronic PlanReview**
CITY OF SAINT PAUL

E-mail:

Password:

[Forgot your password?](#)

© 2020 Avolve Software. ProjectDox (Version 9.1.4.3) is a trademark of Avolve Software. All rights reserved. 

 To install ProjectDox components [Click here](#)

To create a desktop shortcut  drag & drop icon on your desktop

To add ProjectDox to your favorites [Click here](#)

Initial Submission – 1st Time Non-portal User

- First time users must complete new password, reset security question, and any additional required information.
- New password created will be used for all future access to site.
- Password reset answer should be easy for you to remember but difficult for someone else to guess.

The screenshot shows the ProjectDox user settings page for a new user named Duckworth, AI. The page includes a navigation bar with 'Home', 'All Tasks', 'Profile', and 'Logout' buttons. A welcome message states: 'Welcome to ProjectDox 9 Training3. Since you currently have a temporary password, you will need to change it to a permanent password and (if you have not done so) enter a security question and answer. This question/answer will be something that only you know, and will enable you to reset your password if you ever forget what it is.'

The 'Change Password' section contains two input fields: 'New password:*' and 'Confirm new password:*', both masked with dots. The 'Password Reset Question & Answer' section contains two input fields: 'Security question: *' and 'Security answer: *', both masked with dots. A 'Save' button is located below the 'Profile Information' section.

The 'Profile Information' section is divided into four tabs: 'Contact Information', 'User Metadata', 'Project Membership', and 'Group Membership'. The 'Contact Information' tab is active, showing a form with the following fields:

- First Name: * AI
- Last Name: * Duckworth
- Email: *
- Title:
- Company:
- Address 1:
- Address 2:
- City:
- State/Province: (dropdown) Postal Code:
- Phone:
- Fax:
- Mobile:
- Pager:
- Stamps:
- Language: * en (dropdown)

Initial Submission – Homepage

The screenshot displays the ProjectDox homepage. At the top left is the ProjectDox logo. A navigation bar contains buttons for Home, a search icon, All Tasks, Profile, Logout, and a help icon. Below this, there are tabs for Tasks and Projects. The main content area shows 'All Projects' with Refresh and Save Settings icons. On the right, there are buttons for Recent Projects and All Projects. A table is displayed with a 'Show 6 records' dropdown. The table has columns for PROJECT, OPTIONS, DESCRIPTION, OWNER, STATUS, and CREATE DATE. One record is visible: BU-2018-002, Applicant Training, Wally Taylor, Applicant Upload, 4/12/2018 9:05:09 AM. At the bottom, it shows '1 - 1 of 1 records' and pagination controls.

ProjectDox

Home 🔍 All Tasks Profile Logout ?

Tasks Projects

All Projects Refresh Save Settings Recent Projects All Projects

Show 6 records

| PROJECT * | OPTIONS * | DESCRIPTION * | OWNER * | STATUS * | CREATE DATE * |
|-----------------------------|---|--------------------|------------------------------|------------------|----------------------|
| Contains... | | Contains... | Contains... | Contains... | On... |
| BU-2018-002 | i 📄 ✉ | Applicant Training | Wally Taylor | Applicant Upload | 4/12/2018 9:05:09 AM |

1 - 1 of 1 records

← prev 1 next →

Saint Paul – Jurisdiction Standards

Drawings

- Single page files, landscape mode, in these formats:
DWG, DWF, DGN, PDF

Documents

- Single or multi-page files, normally portrait mode, in these formats:
DOC, DOCX, PDF

All files:

- Filename length ≤ 70 characters
- Follow established file naming standards:
Page Number - Discipline Type Character (A-Z) - Sheet Number (000-999) - Sheet Description
- Submission of revised files must use original file names

Initial Submission – Upload via eForm

APPLICANT UPLOAD

ProjectFlow BUILDING  

Task Instructions

Select appropriate destination folder then select files to upload to selected folder. Repeat until all required submission files are uploaded.

TO START REVIEW PROCESS: Please select "Upload Complete - Notify Jurisdiction" enabled by first selecting checkbox "Upload Task Complete". (bottom of page)

Project: BU-2018-002

Select destination folder for files:

- BU-2018-002
 - Drawings**
 - Documents

Upload Task Complete (I have uploaded all required drawings and/or documents)

Initial Submission – Upload via eForm

APPLICANT UPLOAD

ProjectFlow BUILDING  

Task Instructions

Select appropriate destination folder then select files to upload to selected folder. Repeat until all required submission files are uploaded.

TO START REVIEW PROCESS: Please select "Upload Complete - Notify Jurisdiction" enabled by first selecting checkbox "Upload Task Complete". (bottom of page)

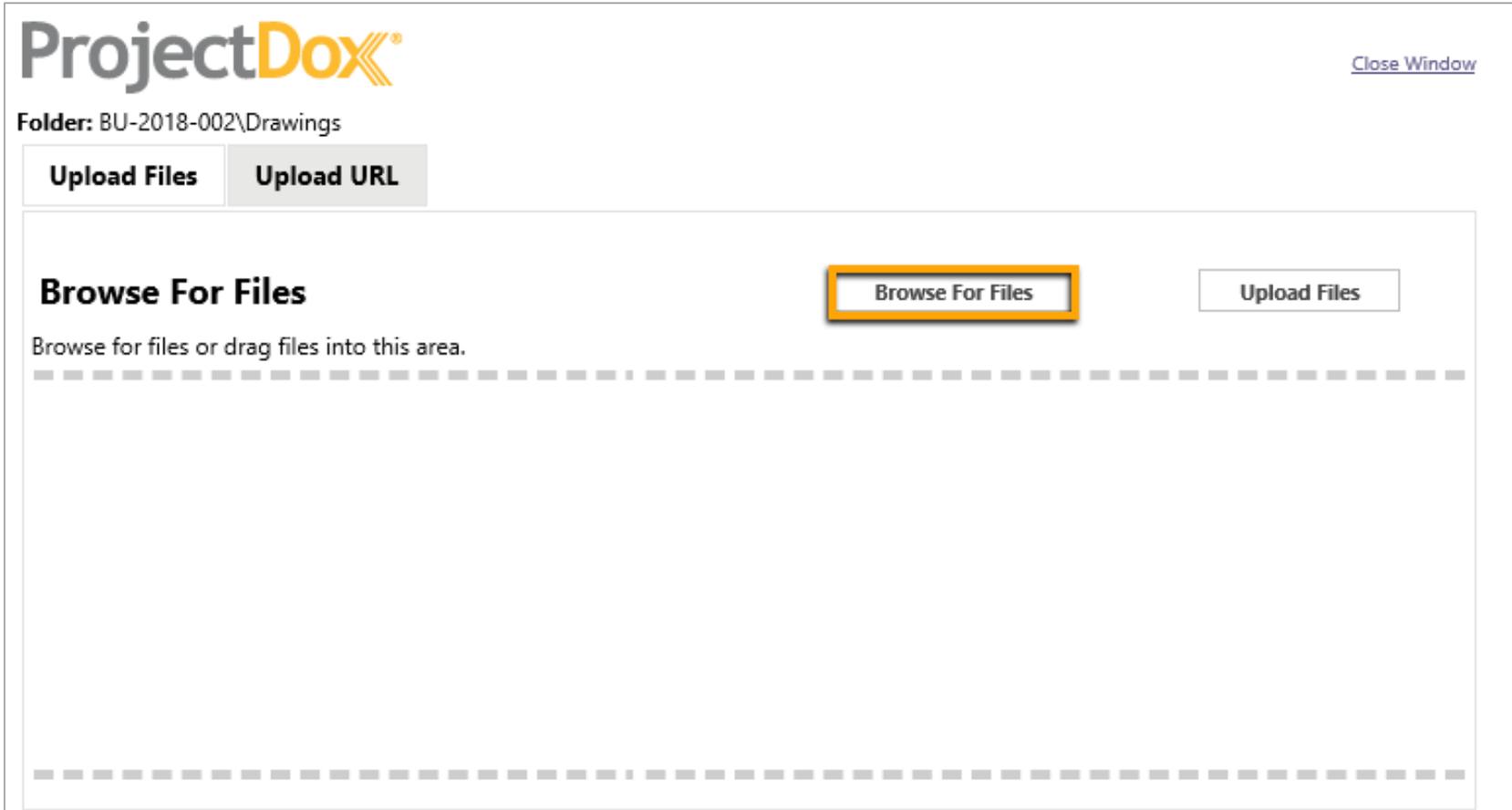
Project: BU-2018-002

Select your files to upload to this folder:

 BU-2018-002\Drawings

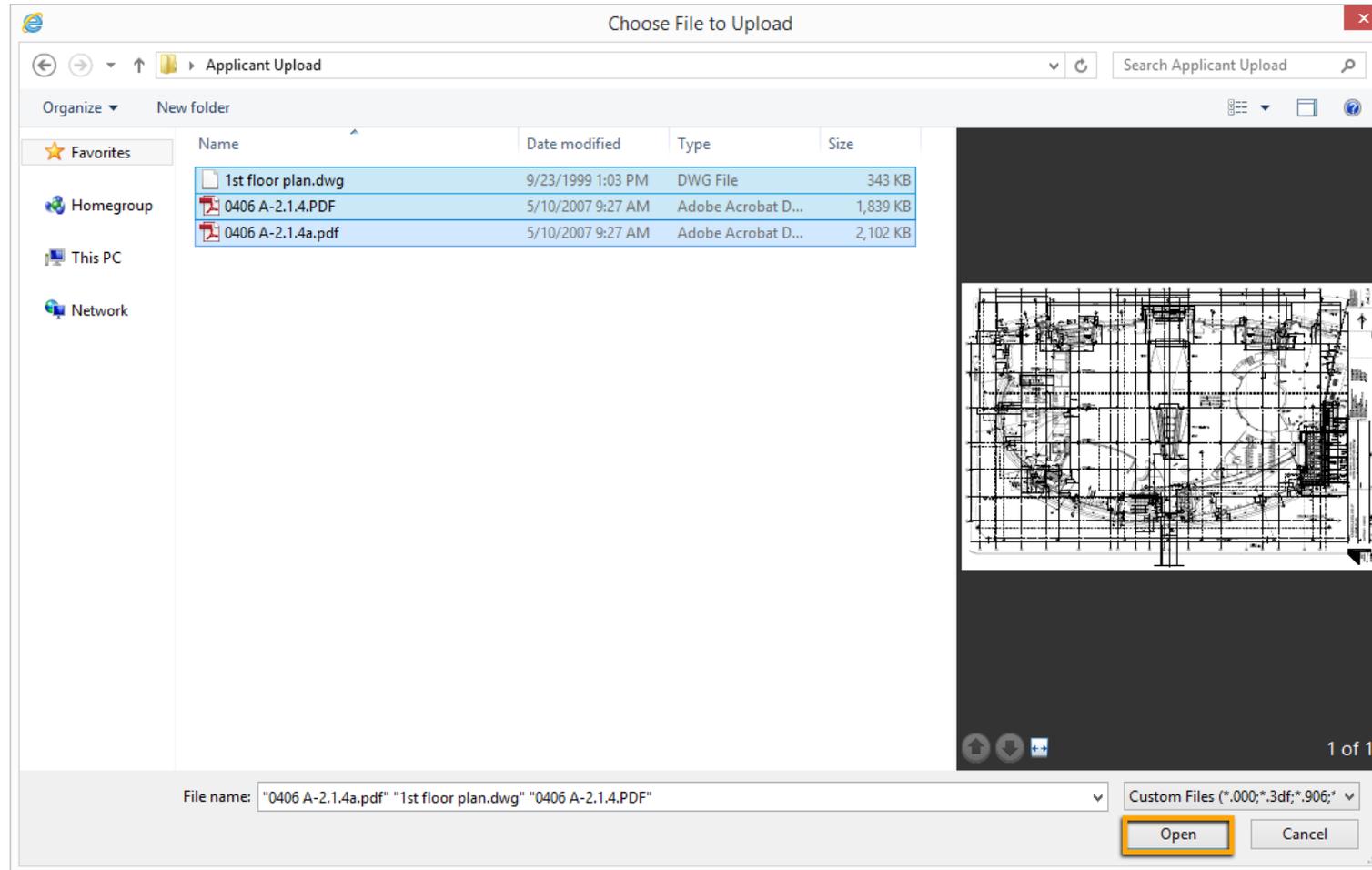
Upload Task Complete (I have uploaded all required drawings and/or documents)

Initial Submission – Upload via eForm

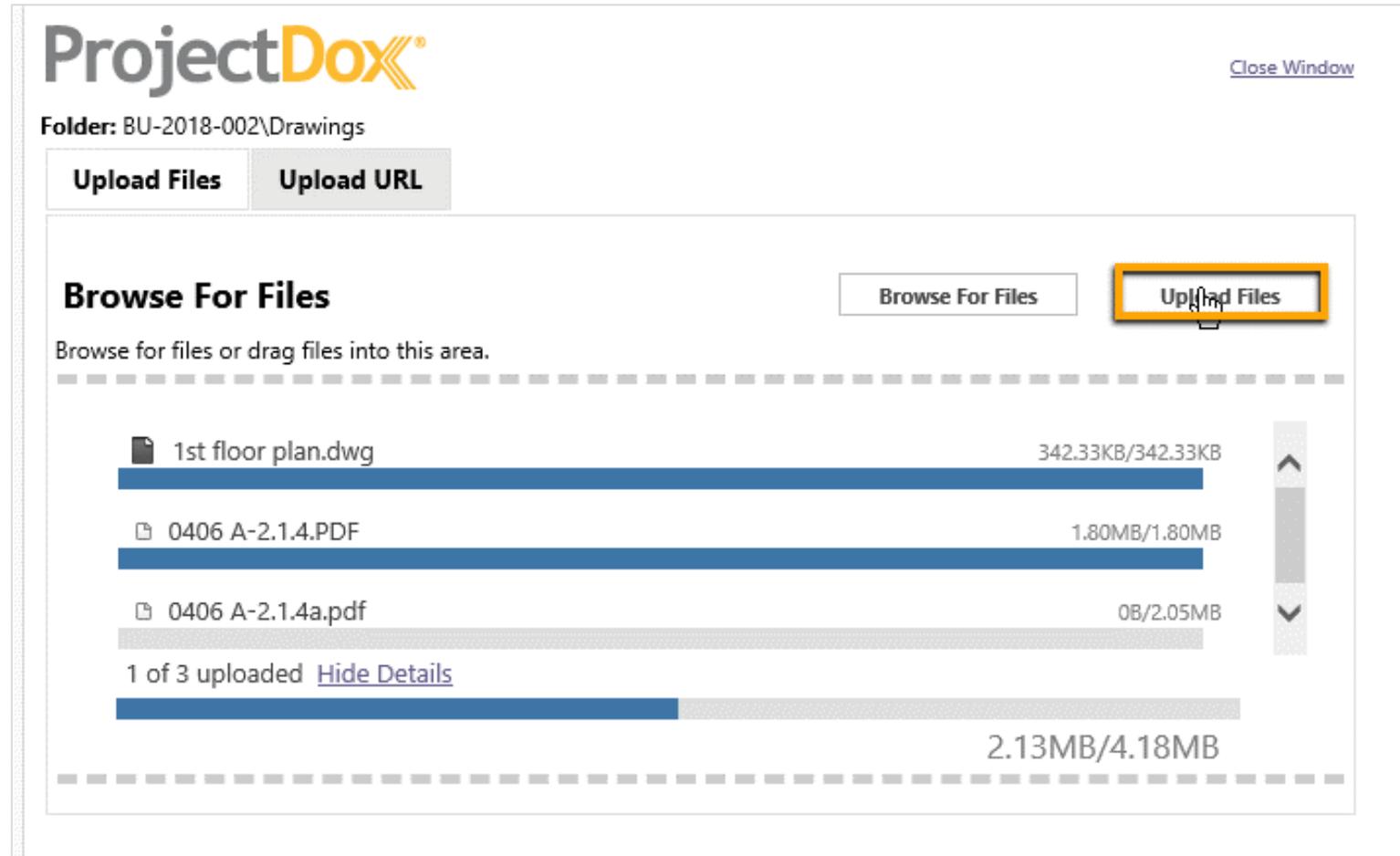


The screenshot displays the ProjectDox software interface. At the top left is the ProjectDox logo. In the top right corner, there is a [Close Window](#) link. Below the logo, the current folder path is shown as "Folder: BU-2018-002\Drawings". There are two tabs: "Upload Files" (which is active) and "Upload URL". The main content area is titled "Browse For Files" and contains the instruction "Browse for files or drag files into this area." Below this text is a large dashed-line rectangular area for file uploads. Two buttons are visible: "Browse For Files" (highlighted with an orange border) and "Upload Files".

Initial Submission – Upload via eForm



Initial Submission – Upload and Submit



The screenshot displays the ProjectDox web interface for file uploads. At the top left is the ProjectDox logo, and at the top right is a 'Close Window' link. Below the logo, the current folder path is 'Folder: BU-2018-002\Drawings'. There are two tabs: 'Upload Files' (active) and 'Upload URL'. The main area is titled 'Browse For Files' and contains a 'Browse For Files' button and a highlighted 'Upload Files' button. Below this is a dashed line and the instruction 'Browse for files or drag files into this area.' A list of files is shown with progress bars: '1st floor plan.dwg' (342.33KB/342.33KB), '0406 A-2.1.4.PDF' (1.80MB/1.80MB), and '0406 A-2.1.4a.pdf' (0B/2.05MB). A summary bar at the bottom indicates '1 of 3 uploaded' and '2.13MB/4.18MB' with a 'Hide Details' link. A vertical scrollbar is on the right side of the file list.

ProjectDox [Close Window](#)

Folder: BU-2018-002\Drawings

Upload Files **Upload URL**

Browse For Files

Browse for files or drag files into this area.

1st floor plan.dwg 342.33KB/342.33KB

0406 A-2.1.4.PDF 1.80MB/1.80MB

0406 A-2.1.4a.pdf 0B/2.05MB

1 of 3 uploaded [Hide Details](#)

2.13MB/4.18MB

Initial Submission – Upload and Submit

The following files have been uploaded:

1. 0406 A-2.1.4.PDF
2. 0406 A-2.1.4a.pdf
3. 1st floor plan.dwg

Close

Initial Submission - Complete Submission

- Click Upload Complete – Notify Jurisdiction

APPLICANT UPLOAD

ProjectFlow BUILDING  

Task Instructions

Select appropriate destination folder then select files to upload to selected folder. Repeat until all required submission files are uploaded.

TO START REVIEW PROCESS: Please select "Upload Complete - Notify Jurisdiction" enabled by first selecting checkbox "Upload Task Complete". (bottom of page)

Project: BU-2018-002

Select your files to upload to this folder:

- BU-2018-002\Drawings
 - 0406 A-2.1.4.PDF
 - 0406 A-2.1.4a.pdf
 - 1st floor plan.dwg

Upload Task Complete (I have uploaded all required drawings and/or documents)

Initial Submission - Complete Submission

The screenshot shows a web browser window titled "Applicant Upload - Internet Explorer" with the URL "https://...com/?wflowTaskID=1169". The page header includes "Project Now BUILDING" and "avolve software". The main content area is titled "APPLICANT UPLOAD" and contains the following sections:

- Task Instructions:** Select appropriate destination folder then select files to upload to selected folder. Repeat until all required submission files are uploaded. TO START REVIEW PROCESS: Please select "Upload Complete - Notify Jurisdiction" enabled by first selecting checkbox "Upload Task Complete". (bottom of page)
- Project: BU-2018-002**
- File Selection:** A section titled "Select your files to upload to this folder:" with buttons for "Select Files to Upload" and "View Folders". Below is a file tree showing a folder "BU-2018-002\Drawings" containing files "0406 A-2.1.4.PDF", "0406 A-2.1.4a.pdf", and "1st floor plan.dwg".
- Confirmation Dialog:** A "Message from webpage" dialog box with a question mark icon and the text: "Completing this task will finish your participation in this step and cannot be undone. Are you sure you want to complete the task?". It has "OK" and "Cancel" buttons.
- Task Completion:** A checkbox labeled "Upload Task Complete (I have uploaded all required drawings and/or documents)" which is checked.
- Bottom Buttons:** "Upload Complete - Notify Jurisdiction" and "Close".

Initial Submission - Complete Submission

Task Instructions

Select appropriate destination folder then select files to upload to selected folder. Repeat until all required submission files are uploaded.

TO START REVIEW PROCESS: Please select "Upload Complete - Notify Jurisdiction" enabled by first selecting checkbox "Upload Task Complete". (bottom of page)

Project: BU-2018-002

Select your files to upload to this folder

Select Files to Upload

- BU-2018-002\Drawings
 - 0406 A-2.1.4.PDF
 - 0406 A-2.1.4a.pdf
 - 1st floor plan.dwg

Thank you for completing the upload. You will receive an email notification of completion and a list of the files uploaded for this project.

Close

Upload Task Complete (I have uploaded all required drawings and/or documents)

Upload Complete - Notify Jurisdiction Close

Initial Submission - Complete Submission

- System sends email confirmation of submission receipt.

ProjectDox[®]

Applicant Upload Task Assignment has been completed!

Attention AI:

Your files have been received for: **BU-2018-002**

1. 0406 A-2.1.4.PDF
2. 0406 A-2.1.4a.pdf
3. 1st floor plan.dwg

Please do not reply to this email.

ProjectDox® Prescreen Corrections

Prescreen Corrections - Email

- Jurisdiction does Prescreen prior to Formal Review
- If corrections are needed, task is assigned and system notifies applicant via email.

ProjectDox®
Prescreen Corrections Task Assignment

Attention AI:

You have been assigned a task on Project: **BU-2018-002**

Click the "Project Task Access" link below to access your tasklist and then click on the link for the task.

| | |
|----------|-----------------------------------|
| Project: | BU-2018-002 |
| Task: | Prescreen Corrections Task |

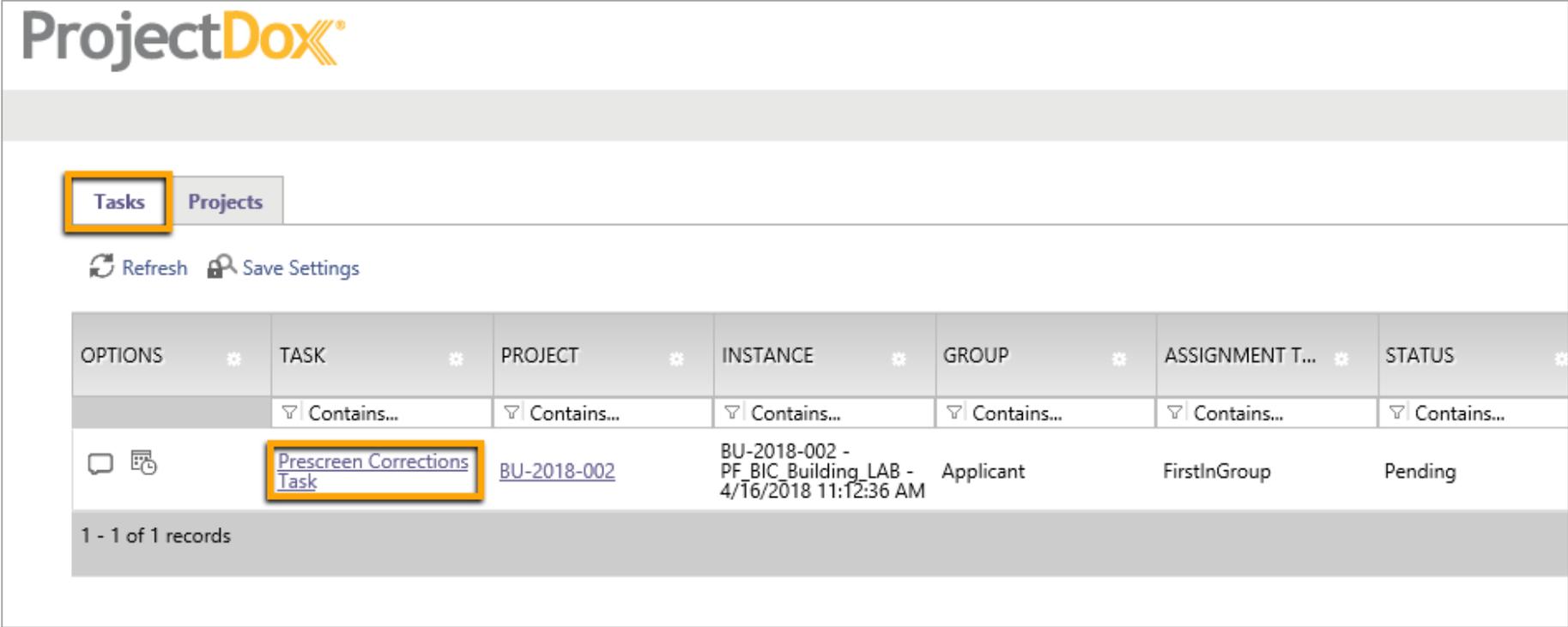
[Project Task Access](#) [Login to ProjectDox](#)

If you do not have access to the specified folder, please contact the [Project Administrator](#).

Please do not reply to this email.

Prescreen Corrections – Non Email Access

- Home Page Tasks tab



The screenshot displays the ProjectDox software interface. At the top left is the ProjectDox logo. Below it are two tabs: 'Tasks' (highlighted with an orange box) and 'Projects'. Under the 'Tasks' tab, there are 'Refresh' and 'Save Settings' buttons. A table with columns for OPTIONS, TASK, PROJECT, INSTANCE, GROUP, ASSIGNMENT T..., and STATUS is shown. The 'TASK' column contains a dropdown menu with 'Contains...' and a link 'Prescreen Corrections Task' (highlighted with an orange box). The 'PROJECT' column contains 'BU-2018-002'. The 'INSTANCE' column contains 'BU-2018-002 - PF BIC Building LAB - 4/16/2018 11:12:36 AM'. The 'GROUP' column contains 'Applicant'. The 'ASSIGNMENT T...' column contains 'FirstInGroup'. The 'STATUS' column contains 'Pending'. At the bottom left of the table, it says '1 - 1 of 1 records'.

| OPTIONS | TASK | PROJECT | INSTANCE | GROUP | ASSIGNMENT T... | STATUS |
|---------|--|-----------------------------|---|-------------|-----------------|-------------|
| | Contains... | Contains... | Contains... | Contains... | Contains... | Contains... |
| | Prescreen Corrections Task | BU-2018-002 | BU-2018-002 - PF BIC Building LAB - 4/16/2018 11:12:36 AM | Applicant | FirstInGroup | Pending |

1 - 1 of 1 records

Prescreen Corrections – Non Email Access

- Project Page Task List

The screenshot displays a web application interface for a project page. At the top, there is a navigation bar with buttons for Home, All Tasks, Profile, and Logout. Below this, a secondary navigation bar includes Project Reports and Project Tasks (highlighted with an orange box), along with icons for information, refresh, and email, and a Codes button. The main content area is titled 'Task List' and includes 'Refresh' and 'Save Settings' options. A table lists tasks with columns for Options, Task, Project, Instance, Group, Assignm..., Status, Priority, Due Date, and Created. A single task is listed: 'Prescreen Corrections Task' (highlighted with an orange box), associated with project 'BU-2018-002', instance 'BU-2018-002 - PF_BIC_Building_L...', group 'Applicant', status 'Pending', priority 'Medium', and created on '4/12/2018 10:12:12 AM'. Below the table, it shows '1 - 1 of 1 records' and pagination controls. The bottom section is titled 'Workflow Instances' with a table header including Name, Coordinator Group, State, Version, Started, and Completed.

| OPTIONS | TASK | PROJECT | INSTANCE | GROUP | ASSIGNM... | STATUS | PRIORITY | DUE DATE | CREATED |
|---------|----------------------------|-------------|---|-------------|--------------|-------------|-------------|-------------|-----------------------|
| | Contains... | Contains... | Contains... | Contains... | Contains... | Contains... | Contains... | Contains... | On... |
| | Prescreen Corrections Task | BU-2018-002 | BU-2018-002 - PF_BIC_Building_L/ - 4/12/2018 9:05:09 AM | Applicant | FirstInGroup | Pending | Medium | | 4/12/2018 10:12:12 AM |

Prescreen Corrections - eForm

PRESCREEN CORRECTIONS ProjectFlow BUILDING  avolve software 

Task Instructions
After you have successfully uploaded all required plans and documents, please click the (Return to Jurisdiction) button.

Discussion Comments

| DISCUSSION COMMENT | PARTICIPANT | DATE/TIME |
|-------------------------------------|--------------|---------------------|
| Cover page required, please submit. | Wally Taylor | 5/7/2018 4:29:49 PM |

1 - 1 of 1 records prev 1 next

Project: BU-2018-002

Select destination folder for files:

- BU-2018-002
 - Drawings (4 Files - 3 New)
 - Documents
 - Approved
 - Quick Review

I have uploaded the corrected documents and/or drawings as indicated above.

Prescreen Corrections – Checklist Items

PRESCREEN CORRECTIONS

ProjectFlow BUILDING  

Task Instructions
After you have successfully uploaded all required plans and documents, please click the (Return to Jurisdiction) button.

[View/Edit Checklist Items \(2\)](#)

Discussion Comments

Prescreen Corrections – Checklist Items

Workflow Review Checklist Item Viewer

[Refresh](#)

Selected Checklist Items for All Review Cycles

Review Cycle: [Save Settings](#)

Show records

| REF # | PERMIT TYPE | DEPARTMENT | COMMENT TYPE | CYCLE | COMMENT TEXT | STATUS | APPLICANT RESPONSE | COORDINATOR COMMENT |
|-------|----------------------------|--------------------|-------------------|-------|---|---------|--|---|
| 1 | Commercial Building Permit | Review Coordinator | Submission Review | | Submitted Architectural Drawings does not meet minimum scale. | Not Met | <input type="text" value="Resubmitted"/> | |
| 2 | Commercial Building Permit | Review Coordinator | Submission Review | | Site-related plan not submitted as required. | Not Met | | <input type="button" value="Save"/> <input type="button" value="Cancel"/> |

1 - 2 of 2 records

1 2

Prescreen Corrections - Discussion

View/Edit Checklist Items (2)

Discussion Comments

Add Comment

Show 5 records

| DISCUSSION COMMENT | PARTICIPANT | DATE/TIME |
|-------------------------------------|--------------|---------------------|
| Cover page required, please submit. | Wally Taylor | 5/7/2018 4:29:49 PM |

1 - 1 of 1 records

← prev 1 next →

Prescreen Corrections - Discussion

View/Edit Checklist Items (2)

Discussion Comments

Comment:*

Save Cancel

| | DISCUSSION COMMENT * | PARTICIPANT * | DATE/TIME * | |
|--|-------------------------------------|---------------|---------------------|--|
| | Cover page required, please submit. | Wally Taylor | 5/7/2018 4:29:49 PM | |

1 - 1 of 1 records

Show 5 records

← prev 1 next →

Prescreen Corrections – Upload Files

Project: BU-2018-002

Select destination folder for files:

- BU-2018-002
 - Drawings (4 Files - 3 New)
 - Documents
 - Approved
 - Quick Review

I have uploaded the corrected documents and/or drawings as indicated above.

[Return to Jurisdiction](#) [Close](#)

Prescreen Corrections – Task Complete

Select destination folder for files:

- BU-2018-002
 - Drawings (4 Files - 3 New)
 - Documents
 - Approved
 - Quick Review

I have uploaded the corrected documents and/or drawings as indicated above.

[Return to Jurisdiction](#)

Prescreen Corrections

| | | |
|---|---|--|
|  | CITY OF SAINT PAUL DEPARTMENT OF SAFETY AND INSPECTIONS 375 JACKSON STREET, SUITE 220 ST. PAUL, MINNESOTA 55101-1806 Phone: 651-266-9088 Fax: 651-266-9124 Visit our Web Site at www.stpaul.gov/dsi | Site Plan Review Application Submittal Requirements  |
|---|---|--|

Site Plan Review applications and application fees may be submitted in person to the City of Saint Paul Department of Safety and Inspections at 375 Jackson Street, Suite 220, St. Paul MN 55101 or by fax at 651-266-9124. Site Plan Review can be reached at 651-266-9008 from 7:30 am - 4:30 pm, Monday through Friday.

Site Plan Review is required for multi-family residential, commercial, industrial, institutional, or recreational new construction, additions, or parking lots, as well as land disturbances greater than 10,000 feet square, construction on slopes 12% or greater, or one and two-family residential properties over one acre or located in a tree preservation district.

Identify the items below that are included with the submittal of your Site Plan Review application package. Provide an explanation for any item indicated as Not Included or Not Applicable. Failure to provide required documentation may result in your Site Plan Review application being rejected.

Upload this completed document and the following required Site Plan materials to your Electronic Plan Review project.

| Item | Yes | No | N/A | Comments: |
|---|--------------------------|--------------------------|--------------------------|-----------|
| Site Plan Review Application | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Application Fee (check or credit card)— \$525 for first 10,000 sf of disturbance, plus \$210 for each additional 10,000 sf increment of disturbance for expansions or parcel area for new construction. Additional fees may apply, e.g. TDMP, Flood Plain, Steep Slopes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Project Description/Overview— Narrative description of the project, project contacts and design professionals | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Location Map— Map of the proposed development within the City | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Certified Survey— Including existing conditions such as property lines, easements, buildings, utilities, parking, sidewalks, driveways, landscaping, wetland, park land | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Demolition Plan— Including private property and public realm removals, utility cuts, tree protection measures | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Erosion Control Plan— Including measures such as silt fences, inlet protection, rock construction entrance and street cleaning, stormwater pollution prevention plan | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Site Layout and Paving Plan— Including proposed buildings, dimensions, and other appropriate labels. Consider Zoning design and dimensional standards. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

ProjectDox Applicant Resubmit Task Assignment for BPR20-003070 334 WABASHA ST N Inbox x

DoNotReply@stpaul.gov
to me ▾

3:06 PM (2 minutes ago) ☆ ↶ ⋮



Applicant Resubmit Task Assignment

You have been asked to resubmit information on Project: **BPR20-003070 334 WABASHA ST N**

You may review comments and requirements by going to the ProjectDox site.

1. Click on the Login to ProjectDox link below
2. Enter your user Login and Password
3. Click on the Tasks tab
4. Click on Applicant Resubmit Task
5. Accept the task
6. View the Checklist items. Scroll to the right and enter your written response in the Applicant Response Column before resubmitting to the City
7. View the Changemark items. Scroll to the right and enter our response in the Applicant Response Column and indicate where the issue was addressed in the resubmitted plans before returning to the City
8. Upload all updated files to the folder (**NOTE:** Use the same file name you used when the files were originally submitted)
9. Click on Resubmit Complete

[Login to ProjectDox](#) to begin your task.

Please be advised when resubmitting plans and documents:

- Enter a response in the Applicant Response box for each Checklist and Changemark item. **Plan submissions with blank applicant responses cannot be accepted and will be returned for revision.**
- All corrections must be uploaded using the **same file names as the original submittals**
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested
- Please submit corrections within 180 days of this notice to prevent your application from expiring

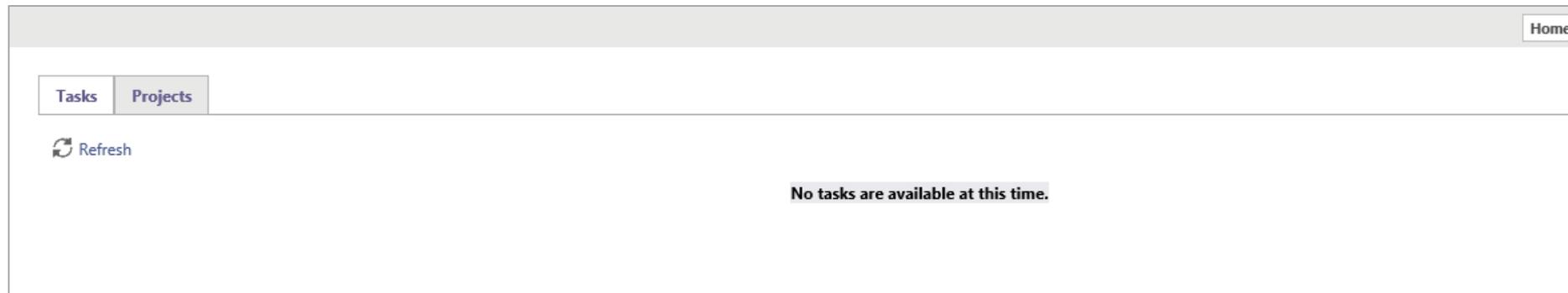
Please do not reply to this email. Contact DSI Technology with any questions Mary.Gleich@ci.stpaul.mn.us

Thank you for the opportunity to serve you.

ProjectDox[®] Design Review

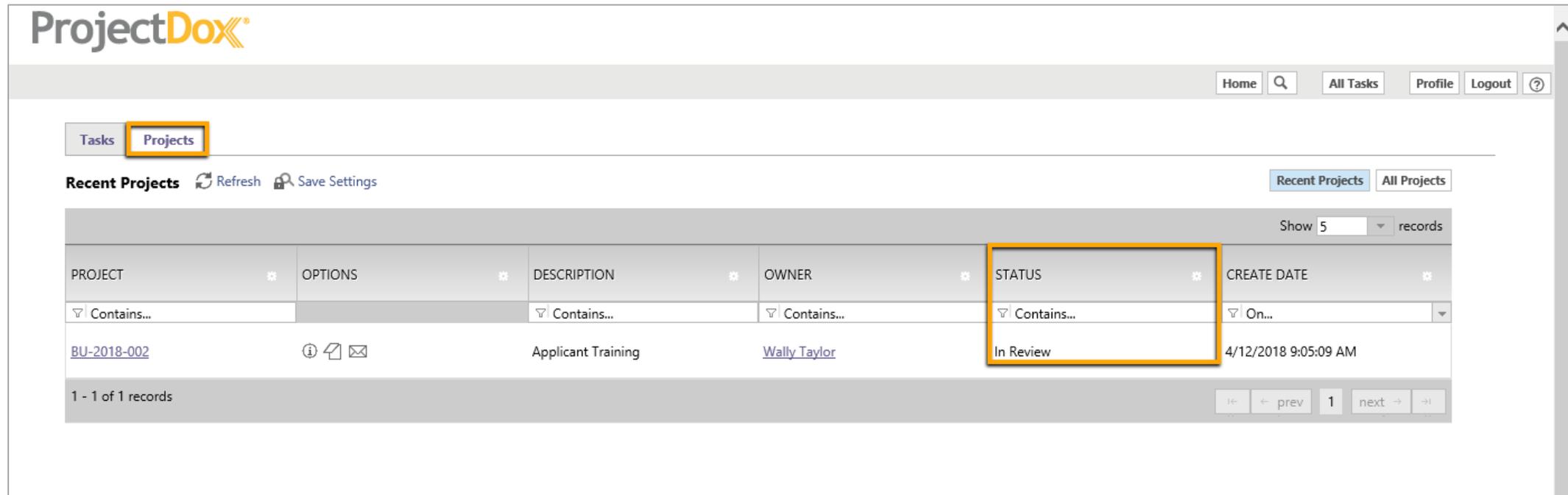
Project Status – What's Going On?

- Departments are reviewing your submission during this time.
- No action is required on your part until you receive notification.
- You can easily check the status of your project at any time.



Project Status – Home Page

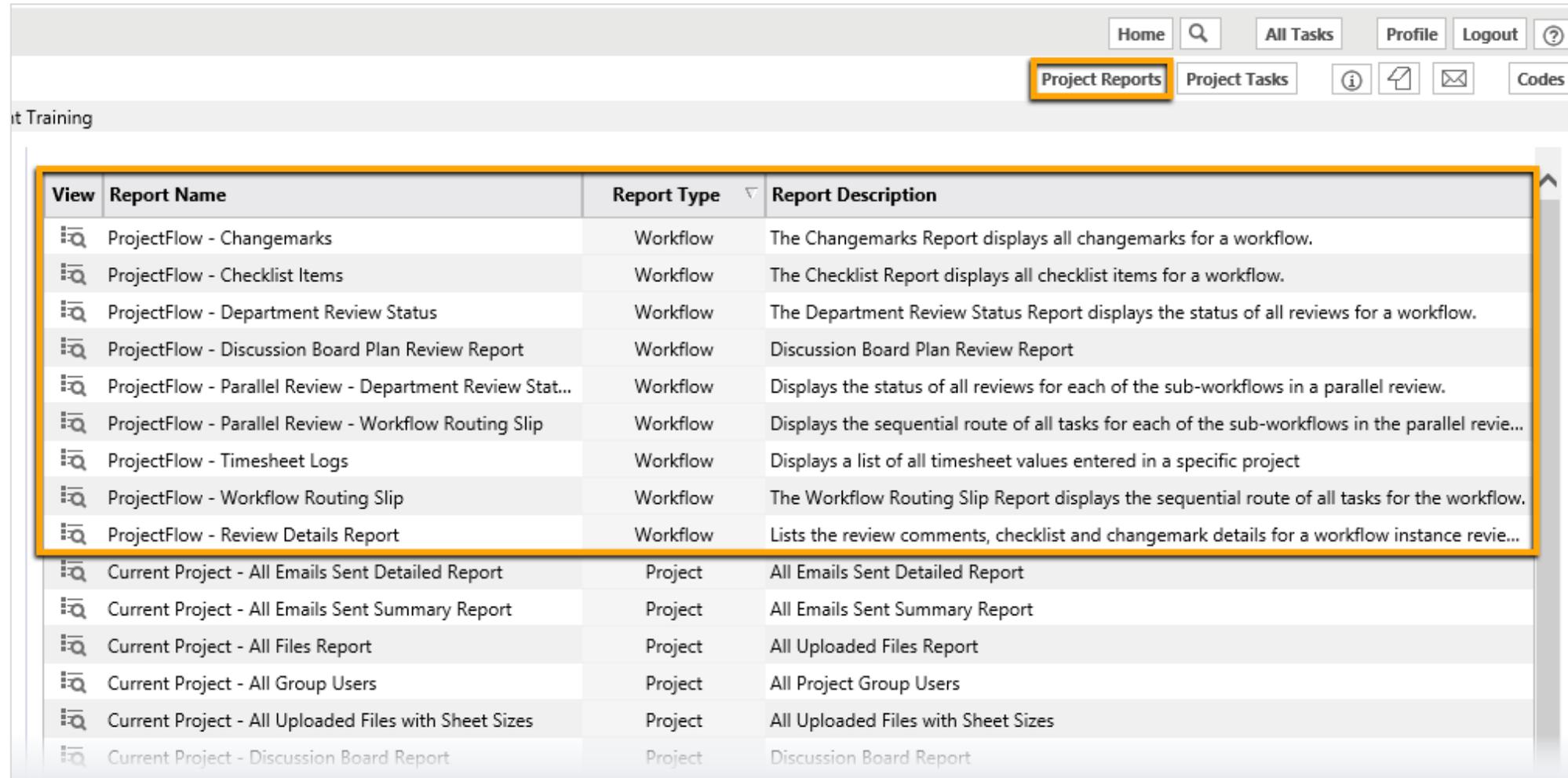
- Home page - Project tab – Status column



The screenshot displays the ProjectDox Home Page. At the top left is the ProjectDox logo. A navigation bar contains links for Home, All Tasks, Profile, Logout, and a help icon. Below this, there are tabs for 'Tasks' and 'Projects', with 'Projects' being the active tab. The main content area shows 'Recent Projects' with options to Refresh and Save Settings. A table lists projects, with the 'STATUS' column highlighted by an orange box. The table has columns for PROJECT, OPTIONS, DESCRIPTION, OWNER, STATUS, and CREATE DATE. The first row shows a project with ID 'BU-2018-002', description 'Applicant Training', owner 'Wally Taylor', and status 'In Review'. The table footer indicates '1 - 1 of 1 records' and includes pagination controls.

| PROJECT | OPTIONS | DESCRIPTION | OWNER | STATUS | CREATE DATE |
|-----------------------------|---|--------------------|------------------------------|-----------|----------------------|
| BU-2018-002 | i 📄 ✉ | Applicant Training | Wally Taylor | In Review | 4/12/2018 9:05:09 AM |

Project Stats - Reports



Home All Tasks Profile Logout ?

Project Reports Project Tasks ⓘ ↗ ✉ Codes

it Training

| View | Report Name | Report Type | Report Description |
|------|---|-------------|--|
| | ProjectFlow - Changemarks | Workflow | The Changemarks Report displays all changemarks for a workflow. |
| | ProjectFlow - Checklist Items | Workflow | The Checklist Report displays all checklist items for a workflow. |
| | ProjectFlow - Department Review Status | Workflow | The Department Review Status Report displays the status of all reviews for a workflow. |
| | ProjectFlow - Discussion Board Plan Review Report | Workflow | Discussion Board Plan Review Report |
| | ProjectFlow - Parallel Review - Department Review Stat... | Workflow | Displays the status of all reviews for each of the sub-workflows in a parallel review. |
| | ProjectFlow - Parallel Review - Workflow Routing Slip | Workflow | Displays the sequential route of all tasks for each of the sub-workflows in the parallel review. |
| | ProjectFlow - Timesheet Logs | Workflow | Displays a list of all timesheet values entered in a specific project |
| | ProjectFlow - Workflow Routing Slip | Workflow | The Workflow Routing Slip Report displays the sequential route of all tasks for the workflow. |
| | ProjectFlow - Review Details Report | Workflow | Lists the review comments, checklist and changemark details for a workflow instance review. |
| | Current Project - All Emails Sent Detailed Report | Project | All Emails Sent Detailed Report |
| | Current Project - All Emails Sent Summary Report | Project | All Emails Sent Summary Report |
| | Current Project - All Files Report | Project | All Uploaded Files Report |
| | Current Project - All Group Users | Project | All Project Group Users |
| | Current Project - All Uploaded Files with Sheet Sizes | Project | All Uploaded Files with Sheet Sizes |
| | Current Project - Discussion Board Report | Project | Discussion Board Report |

ProjectDox® Applicant Resubmit

Applicant Resubmit - Email



ProjectDox Applicant Resubmit Task Assignment for SPR20-002970 90 MACALESTER ST



DoNotReply@stpaul.gov
to me ▾

Wed, Feb 26, 2:53 PM ☆ ↩ ⋮



Applicant Resubmit Task Assignment

You have been asked to resubmit information on Project: **SPR20-002970 90 MACALESTER ST MGM SPR Workflow Test 2.29.20**

You may review comments and requirements by going to the ProjectDox site.

1. Click on the Login to ProjectDox link below
2. Enter your user login and password
3. Click on the Tasks tab
4. Click on Applicant Resubmit Task
5. Accept the task
6. View the Checklist items. Scroll to the right and enter your written response in the Applicant Response Column before resubmitting to the City
7. View the Changemark items. Scroll to the right and enter your response in the Applicant Response Column and indicate where the issue was addressed in the resubmitted plans before returning to the City
8. Upload all updated files to the folder (**NOTE:** Use the same file name you used when the files were originally submitted)
9. Click on Resubmit Complete

[Login to ProjectDox](#) to begin your task.

Please be advised when resubmitting plans and documents:

- Enter a response in the Applicant Response box for each Checklist and Changemark item. **Plan submissions with blank applicant responses cannot be accepted and will be returned for revision.**
- All corrections must be uploaded using the **same file names as the original submittals**
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested
- Please submit corrections within 180 days of this notice to prevent your permit application from expiring

Please do not reply to this email. Contact DSI Technology with any questions dsitechnology@ci.stpaul.mn.us

Thank you for the opportunity to serve you.

Applicant Resubmit - eForm

Perform the below steps to complete the task:

- Review and respond to comments provided.
- Upload revised files (as needed) to the appropriate folders. Use **original** file names.

The screenshot shows the 'APPLICANT RESUBMIT' interface. At the top left is a logo with a plus sign and an arrow. At the top right are logos for 'ProjectFlow BUILDING' and 'avolve software'. Below the header, there is a 'Task Instructions' section with the text: 'After you have successfully uploaded all required plans and documents, please click the (Resubmit Complete) button.' Below this are two buttons: 'View/Edit Changemark Items (4)' and 'View/Edit Checklist Items (1)'. A table follows with the following data:

| Department | Reviewed By | Status | Reviewer Comments | Applicant Comments |
|------------|---|----------------------|----------------------|----------------------|
| Mechanical | Mara Fitter mfitter@avolvesoftware.com | Approved | <input type="text"/> | <input type="text"/> |
| Electrical | Mara Fitter mfitter@avolvesoftware.com | Corrections Required | <input type="text"/> | <input type="text"/> |

Below the table is another 'Task Instructions' section with three checkboxes:

- I have reviewed and addressed, including responses where appropriate, all Checklist Items accessed by clicking on the "Checklist Items" button above.
- I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by clicking on the "Changemark Items" button above.
- I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review.

At the bottom right, there are two buttons: 'Complete' and 'Close'.

Applicant Resubmit - Changelogmarks

- View comments in Changelogmark Details
- Click link to markup: this will open the viewer and display changemarks for the file.

Workflow Review Changelogmark Viewer

Refresh Save Settings Reset Settings Review Cycle: All Group: All

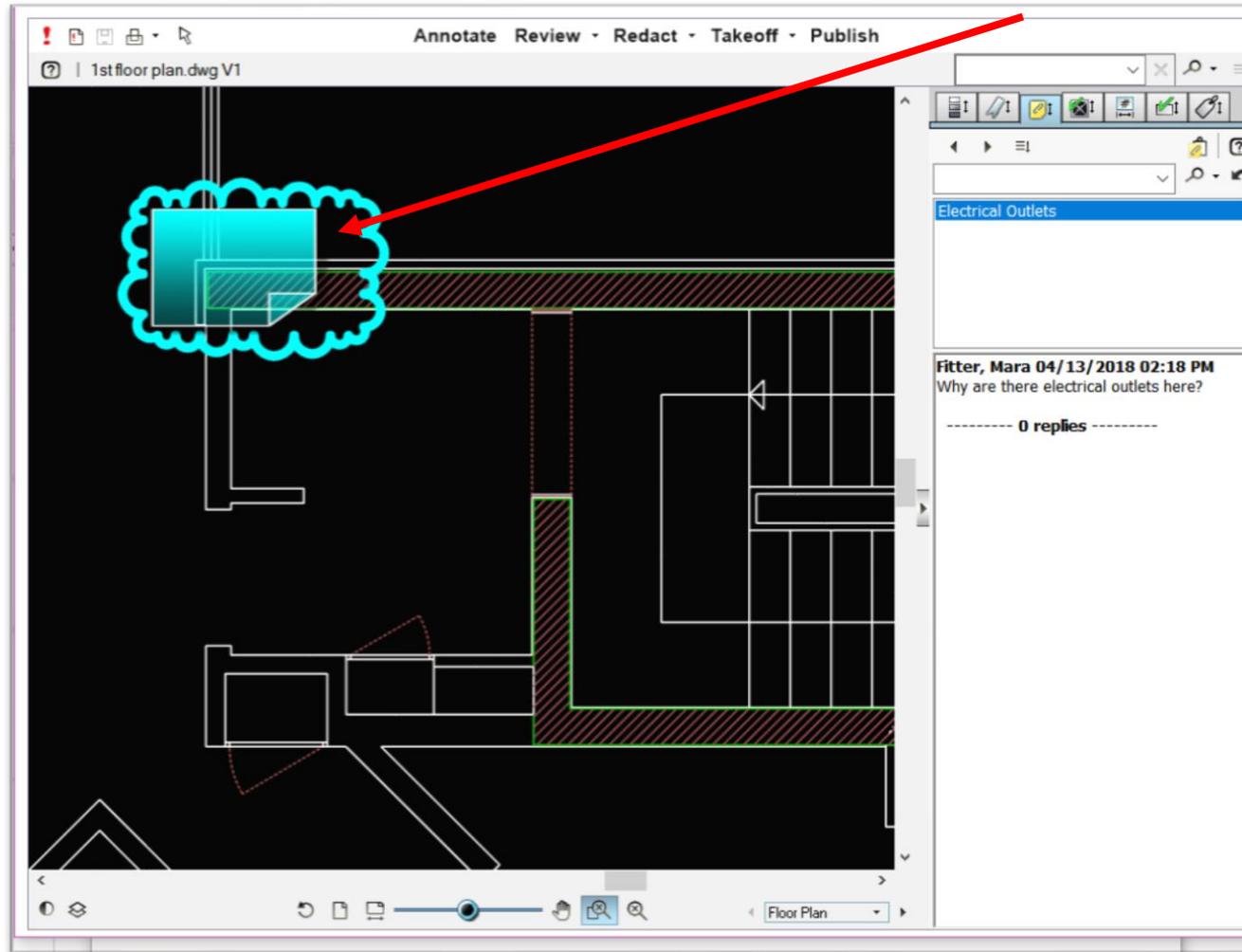
Show 5 records

| R... | STATUS | FILE IMAGE | CYC... | UPDATED BY | FILE NAME | MARKUP NA... | CHANGEMARK S... | CHANGEMARK DETAILS | CHANGEMARK DATE UPDATED | APPLICANT RESPONSE | ROW DATE UPDATED |
|------|------------|---|--------|-------------|------------------------------------|-------------------------|--------------------|--|-------------------------|--------------------|-----------------------|
| 1 | Unresolved |  | 1 | Mara Fitter | 1st floor plan.dwg | mgf | Electrical Outlets | Why are there electrical outlets here? | 4/12/2018 11:11:31 am | | 4/12/2018 11:15:31 am |
| 2 | Unresolved |  | 1 | Mara Fitter | 1st floor plan.dwg | mgf | Stairwell | Outlets in a stairwell?? | 4/12/2018 11:11:32 am | | 4/12/2018 11:15:31 am |
| 3 | Unresolved |  | 1 | Mara Fitter | 1st floor plan.dwg | mgf mec | Mechanical | Please fix this area | 4/12/2018 11:17:54 am | | 4/12/2018 11:18:34 am |
| 4 | Unresolved |  | 1 | Mara Fitter | 1st floor plan.dwg | mgf mec | Mechanical 2 | What is this? | 4/12/2018 11:17:54 am | | 4/12/2018 11:18:34 am |

1 - 4 of 4 records

Save Close View Full Report

Applicant Resubmit - Changelemarks



Applicant Resubmit - Changelmarks

- Respond in the Applicant Response column.

Workflow Review Changelmark Viewer

Refresh Save Settings Reset Settings Review Cycle: All Group: All

Show 5 records

| R... | STATUS | FILE IMAGE | CYC... | UPDATED BY | FILE NAME | MARKUP NA... | CHANGEMARK S... | CHANGEMARK DETAILS | CHANGEMARK DATE UPDATED | APPLICANT RESPONSE | ROW DATE UPDATED |
|------|------------|---|--------|-------------|------------------------------------|-------------------------|--------------------|--|-------------------------|--------------------|-----------------------|
| 1 | Unresolved |  | 1 | Mara Fitter | 1st floor plan.dwg | mgf | Electrical Outlets | Why are there electrical outlets here? | 4/12/2018 11:13:31 am | Resubmitted | 4/12/2018 11:15:31 am |
| 2 | Unresolved |  | 1 | Mara Fitter | 1st floor plan.dwg | mgf | Stairwell | Outlets in a stairwell?? | 4/12/2018 11:13:32 am | | 4/12/2018 11:15:31 am |
| 3 | Unresolved |  | 1 | Mara Fitter | 1st floor plan.dwg | mgf_mec | Mechanical | Please fix this area | 4/12/2018 11:17:54 am | | 4/12/2018 11:18:34 am |
| 4 | Unresolved |  | 1 | Mara Fitter | 1st floor plan.dwg | mgf_mec | Mechanical 2 | What is this? | 4/12/2018 11:17:54 am | | 4/12/2018 11:18:34 am |

1 - 4 of 4 records

Save Close View Full Report

Save Cancel

Applicant Resubmit – Checklist Items

- Double-click to enter Applicant Response, repeat for all applicable rows.
- Click to save changes to grid.
- Click to save page.
- Click to close.
- Optional - Click View Full Report button to download a copy of the report.

Workflow Review Checklist Item Viewer

[Refresh](#)

Selected Checklist Items for All Review Cycles

Review Cycle: [Save Settings](#)

Show records

| REF # | PERMIT TYPE | DEPARTMENT | COMMENT TYPE | CYCLE | COMMENT TEXT | STATUS | APPLICANT RESPONSE | COORDINATOR COMMENT |
|-------|----------------------------|--------------------|-------------------|-------|---|---------|--------------------|---------------------|
| 1 | Commercial Building Permit | Review Coordinator | Submission Review | | Submitted Architectural Drawings does not meet minimum scale. | Not Met | Resubmitted | |
| 2 | Commercial Building Permit | Review Coordinator | Submission Review | | Site-related plan not submitted as required. | Not Met | | |

1 - 2 of 2 records

[Save](#) [Close](#) [View Full Report](#)

[Save](#) [Cancel](#)

Applicant Resubmit - eForm

- After addressing Changemark and Checklist items, return to eForm.
- Check the boxes to indicate Task Instructions completed.
- Click the Complete button to complete the task. The submission returns to jurisdiction for review.

**APPLICANT RESUBMIT**

Task Instructions

After you have successfully uploaded all required plans and documents, please click the (Resubmit Complete) button.

[View/Edit Changemark Items \(4\)](#) [View/Edit Checklist Items \(1\)](#)

| Department | Reviewed By | Status | Reviewer Comments | Applicant Comments |
|------------|---|----------------------|----------------------|--------------------|
| Mechanical | Mara Fitter mfitter@avolvesoftware.com | Approved | <input type="text"/> | OK |
| Electrical | Mara Fitter mfitter@avolvesoftware.com | Corrections Required | <input type="text"/> | Addressed |

Task Instructions

- I have reviewed and addressed, including responses where appropriate, all Checklist Items accessed by clicking on the "Checklist Items" button above.
- I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by clicking on the "Changemark Items" button above.
- I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review.

[Complete](#) [Close](#)

ProjectDox[®] Retrieve Final Documents

Retrieve Final Documents – Fee Payment

- Email notification that files are ready for download once all fees are paid.
- Options to pay:
 1. Online portal <https://online.stpaul.gov>
 2. In Office :
375 Jackson Street, Suite 220
Saint Paul, MN 55010
651-266-8989
Monday-Friday 7:30 am - 4:30 pm
 3. Through secured fax: 651-266-9124

Permit Application 20-002800 SR at 1250 NEBRASKA AVE E - FINAL UAT

Inbox x

donotreply@stpaul.gov

to quan.dang, me

Tue, Feb 11, 12:17 PM

*** THIS IS A TEST ***

Dear Applicant,

Your Site Plan Review 20-002800 at 1250 NEBRASKA AVE E - FINAL UAT for New Construction-Commercial has been Approved to Pay.

Please see attached invoice.

Options to pay:

1. Online portal <https://onlinetest.stpaul.gov/stpaulportal/sfjsp>
2. In Office : 375 Jackson Street, Suite 220
Saint Paul, MN 55010
651-266-8989
Monday-Friday 7:30 am - 4:30 pm
3. Through secured fax: 651-266-9124

If you submitted your plans through our electronic plan review system, they will be automatically released and downloadable once the permit application is paid.

If you submitted paper plans, you will need to come into the office to pick up your stamped plans.

Thank you,
City of Saint Paul
Department of Safety and Inspections
651-266-8989

If Production, email send to m.gleich.matthews@gmail.com, Amanda DBO, Quan Dang, Mary Gleich, Justin Ruiz, Brenda Ruth, Micheal Williams and mtgleich@gmail.com



Retrieve Final Documents – Notification

- Email notification that files are ready for download

ProjectDox Approved Plans Ready for Download Notification for SPR20-002800 1250 NEBRASKA AVE E FINAL UAT

Inbox x

DoNotReply@stpaul.gov
to me ▾

Wed, Feb 12, 9:57 AM ☆ ↶ ⋮



Reviewed Plans Ready for Download Notification

Congratulations, your plans are ready for download for Project SPR20-002800 1250 NEBRASKA AVE E FINAL UAT.

To download your plans:

1. Click on the Login to ProjectDox link below
2. Select the Projects Tab from the main page
3. Click on the Project name. If there are no projects visible, click on the All Projects button in the upper right side of the screen
4. Click on the Completed Reviews folder
5. To select and download all plan pages click on the white box at the top of the column. This will add a check mark in front of each file
6. Click on the arrow that is pointing down at the top of the column to download the selected files
7. Save the files

To download your plans [Login to ProjectDox](#).

Please do not reply to this email. Contact DSI Technology with an questions dsitechnology@ci.stpaul.mn.us

We appreciate the opportunity to work with you.

Retrieve Final Documents - Download

The screenshot displays a software interface for 'Applicant Training'. The main window shows a folder named 'BU-2018-002\Approved' containing four files. A yellow circle with the number '1' highlights the download icon in the toolbar. A dialog box titled 'Message from webpage' is open, displaying a warning message: 'You are about to download all the checked files. Files that are currently checked out by other users cannot be downloaded. Continue?'. A yellow circle with the number '2' highlights the 'OK' button in the dialog box, with a mouse cursor pointing to it.

Folder: BU-2018-002\Approved

Applicant Training

View Folders

4 of 4 files Current Sort: - Select -

Task List

Refresh Quick Filter: Applicant Uploa

Workflow Instances

| | NAME |
|--|---|
| | BU-2018-002 - PF_BIC_Building_L 4/12/2018 9:05:09 AM |

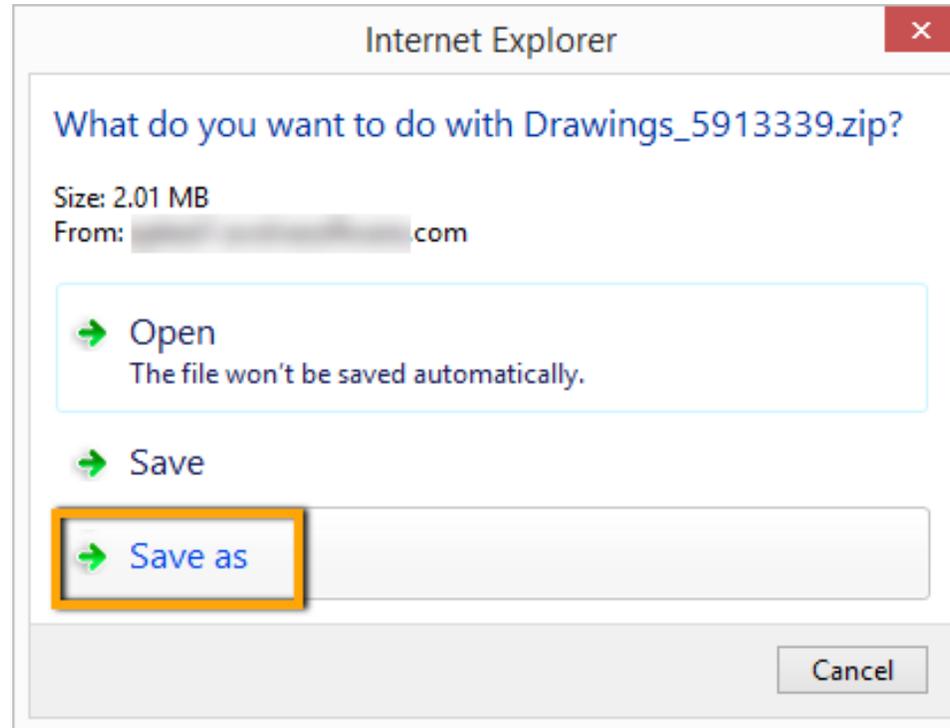
Message from webpage

? You are about to download all the checked files. Files that are currently checked out by other users cannot be downloaded. Continue?

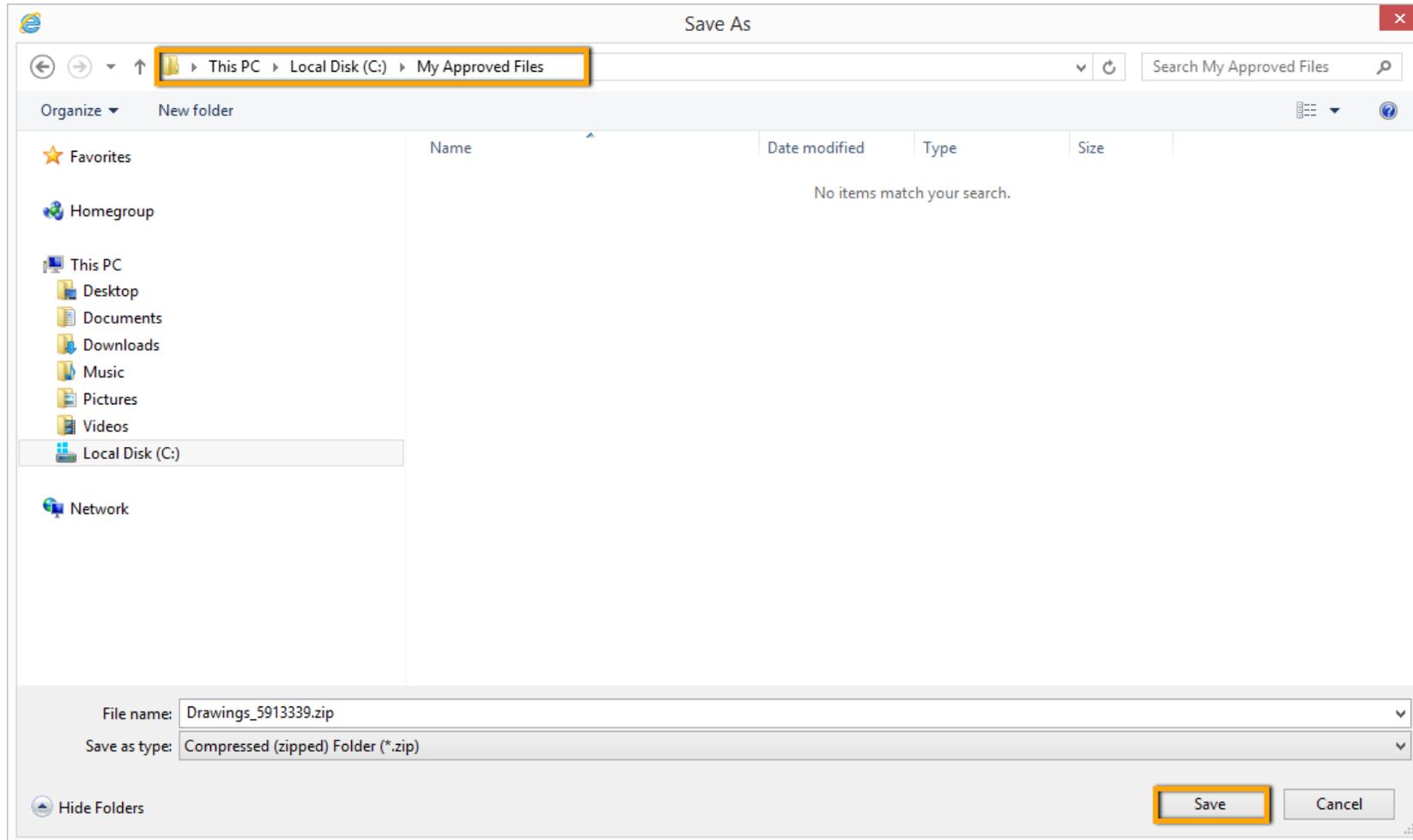
OK Cancel

- 0406 A-2.1.4a.pdf
5/15/2018 9:06:49 AM, 2.8 MB
Taylor, Wally
- 1st floor architectural.pdf
5/15/2018 9:06:54 AM, 1 MB
Taylor, Wally
- 1st floor plan.pdf
5/15/2018 9:06:52 AM, 1 MB
Taylor, Wally
- A2-2 2nd floor Proposed Addition 100380704.pdf
5/15/2018 9:06:56 AM, 1.7 MB
Taylor, Wally

Retrieve Final Documents – Save



Retrieve Final Documents – Save



Course Objectives - Review

You should now be able to:

- Understand the electronic submission and review process
- Create plans and documents that meet submission standards for electronic plan review
- Login and navigate the ProjectDox site
- Accept and complete assigned tasks
- Submit plans and documents for review
- Track the progress of projects and respond to comments
- Download approved plan set

Q & A



Electronic PlanReview

CITY OF SAINT PAUL

Follow up questions can be sent to:

DSITechnology@ci.stpaul.mn.us

651.266.1926