

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

- 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
- Hover over **Submit Application**
- Select **Building/Engineering Permits** from the drop-down menu

Unregistered Users

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

The screenshot shows the Roseville ePermits portal. At the top, there are navigation links: Your Government, Resident Resources, Around Roseville, Business, and I Want To... Below this is a secondary navigation bar with Home, Submit Application, and Search Records. A dropdown menu is open under Submit Application, showing options like Building/Engineering Permits, Licenses/Registrations, and Announcements. The 'Register for an Account' link is highlighted in red. The main content area has a 'Welcome to Roseville ePermits' message and instructions on how to apply for permits. A login form is visible on the right, with fields for Username or Email and Password, and a 'Login' button. A link for 'I've forgotten my password' is also highlighted in red.

The screenshot shows the Roseville ePermits portal. The 'Submit Application' link is highlighted in red. A dropdown menu is open under Submit Application, showing options like Building/Engineering Permits, Licenses/Registrations, and Announcements. The 'Building/Engineering Permits' option is highlighted in red. The main content area has a 'Welcome to Roseville ePermits' message and instructions on how to apply for permits. A login form is visible on the right.

2) Read and accept the terms and conditions

- Check the **I have read and accepted the above terms** box
- Click **Continue Application**

The screenshot shows the 'Please Read and Accept Terms Below' page. It contains a scrollable text area with the terms and conditions. Below the text area, there is a checkbox labeled 'I have read and accepted the above terms.' which is checked and highlighted in red. A 'Continue Application' button is also highlighted in red.

3) Select a License

(Unregistered Users skip to step 4)

- Select associated license from the drop-down menu
- Click **Continue Application**

The screenshot shows the 'Select a License' page. It contains a list of license types: Contractor license (CON prefix), Plumbing license (PC prefix), Electrical license (EA prefix), Building license (BC or CR prefix), and Mechanical bond (MB). Below the list, there is a dropdown menu labeled 'Licenses:' with '--Select--' selected and highlighted in red. A 'Continue Application' button is also highlighted in red.

4) Select Permit Type

- Select the desired permit type
- Click **Continue Application**

Select a Permit Type Below

Alteration - Select for any other project not listed below (interior remodel, chimney, stoop, etc)

Search

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

Continue Application »

Location & People > Location Information

5) Address

- Enter only the street number
- Click **Search**

Step 1: Location & People > Location Information

Address

Enter ONLY the street number and click the blue Search button below, then pick the correct address from the pop-up list.

*Street Number *Street Name Street Type Unit Number

Search Clear

“Address Search Result List” Window (if prompt)

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

Address Search Result List

Addresses

Showing 1-8 of 8

Address	City	State	Zip
<input type="radio"/> 2660 Arthur St N	Roseville	MN	55113
<input type="radio"/> 2660 Civic Center Dr N	Roseville	MN	55113
<input type="radio"/> 2660 Farrington St N	Roseville	MN	55113
<input type="radio"/> 2660 Hamline Ave N	Roseville	MN	55113
<input type="radio"/> 2660 Mackubin St N	Roseville	MN	55113

- Click the **Select** button at the bottom of the window

Associated Parcels

Showing 1-1 of 1

Parcel Number	Subdivision	Lot	Block
<input checked="" type="radio"/> 032923440031	SECTION 3 TOWN 29 RANGE 23		

Associated Owners

Showing 1-1 of 1

Name	Address
<input checked="" type="radio"/> CITY OF ROSEVILLE	2660 CIVIC CENTER DR ROSEVILLE MN 55113

Select Cancel

- Click **Continue Application**

Owner

If the owner information below is out of date, you can edit it with updated information before proceeding to the next step.

Owner Name: CITY OF ROSEVILLE

Address Line 1: 2660 CIVIC CENTER DR

City: ROSEVILLE State: MN ZIP: 55113

Search Clear

Continue Application » Save and resume later

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

Step 1: Location & People > Contact Information

Applicant

Registered Users
Click Select from Account to add the existing contact details from your user account.

Unregistered Users
Click Add New and fill out the contact details of the applicant.

Select from Account Add New

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 1-3 of 3

Category	Type	Name
Associated Contact	Individual	Contact Name

License Contractor

Continue Discard Changes

Step 1: Location & People > Contact Information

Applicant

Registered Users
Click Select from Account to add the existing contact details from your user account.

Unregistered Users
Click Add New and fill out the contact details of the applicant.

Add New

Contact Information

When adding a business contact (contractor, architecture firm, engineering firm, etc), please enter only the Business Name.

When adding a contact for an individual (e.g. a homeowner, job supervisor, etc), please enter only the First and Last names.

First: Last:

Name of Business:

Business Phone: Mobile Phone:

Email:

Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Recipient	Address
No records found.		

Continue Clear Discard Changes

Licensed Professional

Required for CONTRACTORS only.

Registered Users
Click Select from Account to add the existing contact details from your user account.

Unregistered Users
Click Add New and fill out the contact details of the applicant.
(Look Up option is only available for licenses already in our system)

Select from Account Add New Look Up

Continue Application >

Save and resume later

Permit Detail>Work Description

8) Permit Detail

- Fill in fields marked with a red *
- Click **Continue Application** towards the bottom of the page

Step 2: Permit Detail - Work Description

* indicates a required field

Detail Information

Tenant (if Commercial):

* Detailed Description:

Work Valuation

* Work Valuation (\$):

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

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

Step 3: Documents - Attached Documents

Attachment required for the following:
(Application will not be processed without the proper attachments)

Residential Building:

- New construction, additions, alterations/remodels, accessory structures, garages, decks, driveway expansions, windows/doors altering header/width, solar, sheds over 120 sq ft, etc.

Commercial:

- New construction, additions, alterations/remodels (including roofs, windows, doors), plumbing, mechanical, signs, etc.

* indicates a required field

Attachment

The maximum file size allowed is 100 MB.
ade:adp;bat;chm;cmd;com;cp;exe;hta;htm;html;ins;ip;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;mst;php;gif;scr;scd;shb;sys;vb;vbs;vxd;wsc;wml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Continue Application >

Save and resume later

Review

10) Review

- Review application
- Click **Continue Application**

Step 4: Review

Continue Application >

Save and resume later

Record Type

Residential Alteration

Address

2660 Civic Center Dr

Edit

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:
 - Review is required before payment, you will be contacted once ready to be issued
 - 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

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.

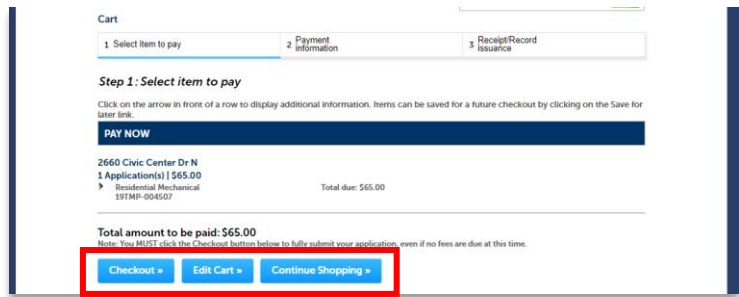
Application Fees

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

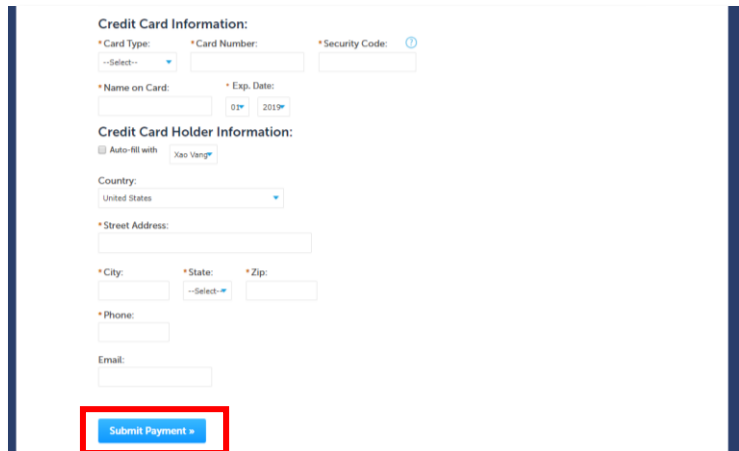
TOTAL FEES: \$65.00
Note: This does not include additional inspection fees which may be assessed later.

Check Out > Continue Shopping > Defer Payment >

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



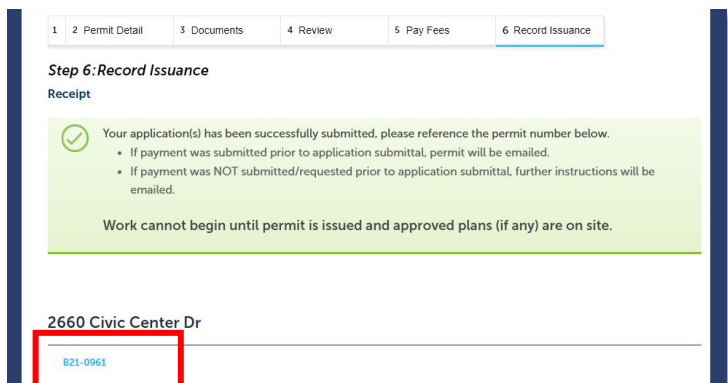
- c) Enter credit card/payment information by filling all fields marked with a red *
- d) Select **Submit Payment**



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.