

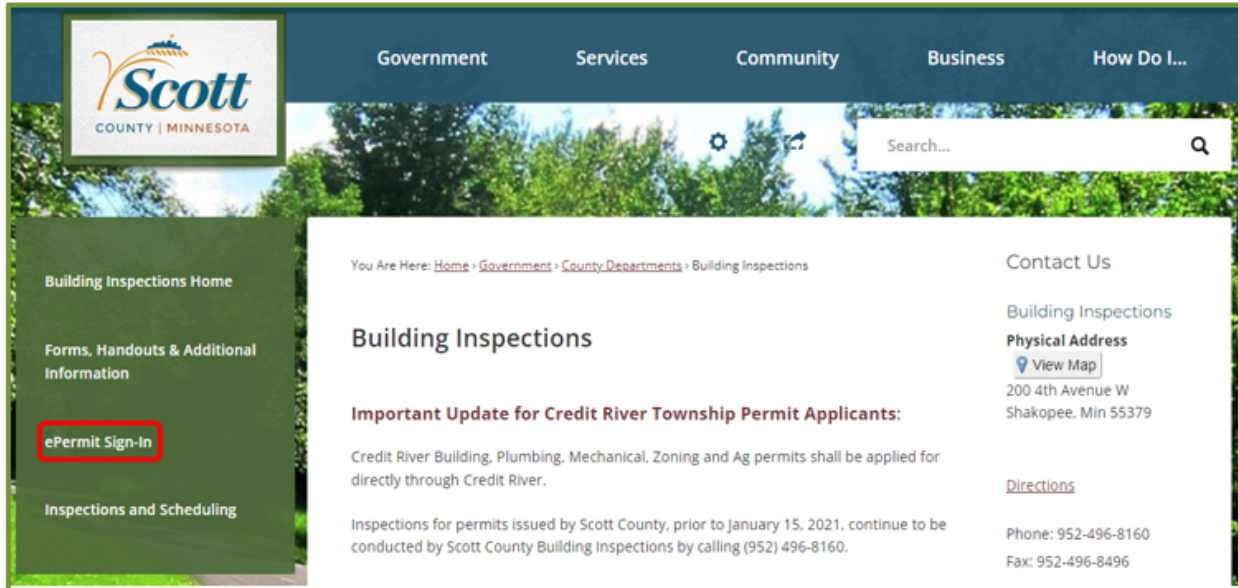


ePermit

How to Become a Registered User

Go to Scott County Building Inspections website at <https://www.scottcountymn.gov/933/Building-Inspections> and follow these simple steps to become an ePermit registered user.

Click on **ePermit Sign In**



Under the heading “What is the ePermit Process?”, click [Register Here](#)

What is the ePermit process? Five simple steps!

1. Register as a user (you only need to do this once).
2. Apply for a permit.
3. The permit review will be conducted by all applicable departments
4. Pay for the permit on the Portal.
5. Print out the permit card for posting on the project site.

How do I...

- [Become a Registered User](#)
- [Application and Plan Review Process](#)
- [Apply for Permits](#)
- [Name Submittal Documents](#)
- [Upload Resubmittal Documents](#)

Register Here to become an ePermit Registered User

In the ePermit Portal the next step is to “Register” for an Account.
Click **Register**.

[Sign In](#) / [Register](#) [Portal Home](#) [Property Search](#)

Welcome to Scott County's ePermit Web Portal



Permit Applications Accepted:
Septic throughout all of the Scott County Townships and Municipalities.
Building, Plumbing, Mechanical, and Zoning/Ag in the following townships: Blakeley, Belle Plaine, Cedar Lake, Helena, Jackson, Louisville, New Market, St. Lawrence, Sand Creek, and Spring Lake.

Important Update for Credit River Township permit applicants: Effective January 15, 2021, all Building, Plumbing, Mechanical and Zoning/Ag permits shall be applied for directly through Credit River.

See Scott GIS to identify the correct jurisdiction, prior to applying.

To avoid permit acceptance delays, please review: [ePermit Application and Submittal Requirements](#)

For ePermit assistance please call 952-496-8160.

	Building Department		Property Information
	Apply for a Building Permit Estimate Fees Status and Fees Upload Submittals		Search for a Property

IMPORTANT: CHECK YOUR JUNK/SPAM EMAIL FOLDERS

ePermit Portal correspondence comes from donotreply@co.scott.mn.us

Ensure all correspondence from Scott County ePermit Portal are delivered to your inbox by right clicking the email and selecting the option to identify the email domain @co.scott.mn.us as a safe not junk domain.

Step 1: Create Account

Enter your email address (This will be your Login ID)

Note: If possible, use a universal email additional staff members can access

Create password and confirm the password

Click **Next Step: Enter Contact Information**

[Sign In / Register](#) [Portal Home](#) [Property Search](#)

Step 1: Create Account **Step 2:** Enter Contact Information **Step 3:** Registration Complete

Welcome to the Scott County, MN Web Portal Registration

— ▾ **Please enter your email address and choose a password** —

NOTE: The email address you enter is the email address that we will use to communicate with you regarding your account profile and services you request.

Email Address (this is your Login ID)*
It is important that you provide a valid, working email address that you have access to, as it must be verified before you can use your account.

Password (min. 8 characters)*

Confirm Password*

IMPORTANT: CHECK YOUR JUNK/SPAM EMAIL FOLDERS

ePermit Portal correspondence comes from donotreply@co.scott.mn.us

Ensure all correspondence from Scott County ePermit Portal are delivered to your inbox by right clicking the email and selecting the option to identify the email domain @co.scott.mn.us as a safe not junk domain.

Step 2: Enter Contact Information

- Full Name: If the registrant is a resident not associated with a company enter first and last name.
- **Note:** If applying on behalf of a company enter the *company name* as it appears on the MN DLI license.
- Address: Contractors enter company address as per MN DLI license.
- Mailing Address: Enter company address or individual mailing address
- Contact Number: Provide phone number

Type in the characters seen in the bottom left of screen, this captcha protects against robo-entries. If unable to clearly see the letters or numbers in this field - click refresh to get a new code.

Click **Next Step: Complete Registration**

Step 1:
Create Account **Step 2:
Enter Contact Information** Step 3:
Registration Complete

New Contact Information

Required information is indicated with an asterisk (*).

Full Name:*

Preferred Contact Method:*

— v Address —

Search for address

Begin typing a street address above and we will search existing locations within the jurisdiction. If your location appears, please select it from the list. If you cannot find your address, you can enter it manually in the fields below.

— v Mailing Address —

Same as Location Address:

Street Address:*

Address Extra Line 1:

Address Extra Line 2:


City/State/Zip* MINNESOTA

— v Contact Numbers —

Contact Number(s)	Type*	Contact Number*	Ext.
	<input type="text" value="Primary"/>	<input type="text"/>	<input type="text"/>

(*Please note: at least one contact number is required)

Type the characters you see in the image below to continue.

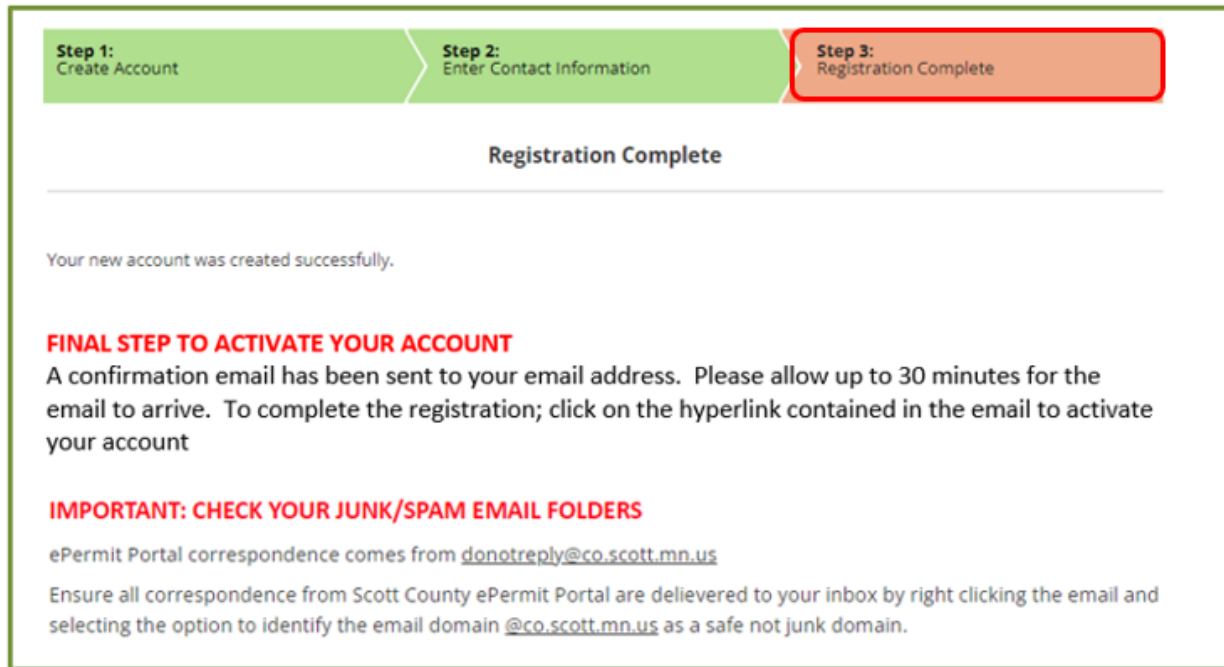


Step 3: Registration Complete

A confirmation email will be sent to the new registered user's email address.

Note: Check your junk/spam email folder for an email from donotreply@co.scott.mn.us
Open the email and click on the hyperlink to activate your account

To ensure all correspondence from Scott County is delivered to your inbox (not spam) right click on the email and select the option to identify the email domain [@co.scott.mn.us](mailto:co.scott.mn.us) as a safe "not junk" domain.



The image shows a screenshot of a web page titled "Registration Complete". At the top, there is a progress bar with three steps: "Step 1: Create Account", "Step 2: Enter Contact Information", and "Step 3: Registration Complete". The "Step 3" box is highlighted with a red border. Below the progress bar, the text reads "Registration Complete" followed by a horizontal line. The main content area contains the following text: "Your new account was created successfully." followed by a red heading "FINAL STEP TO ACTIVATE YOUR ACCOUNT". Below this, it states: "A confirmation email has been sent to your email address. Please allow up to 30 minutes for the email to arrive. To complete the registration; click on the hyperlink contained in the email to activate your account". Another red heading reads "IMPORTANT: CHECK YOUR JUNK/SPAM EMAIL FOLDERS". The final paragraph says: "ePermit Portal correspondence comes from donotreply@co.scott.mn.us
Ensure all correspondence from Scott County ePermit Portal are delivered to your inbox by right clicking the email and selecting the option to identify the email domain [@co.scott.mn.us](mailto:co.scott.mn.us) as a safe not junk domain."

Once an account has been created a building permit can be applied for via the ePermit Portal