How to set up a user account and link your contractor license or bond (if applicable) to apply for plan reviews and permits

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How to create a user account

To create an account to apply for plan review and permits:

1. Visit https://ims.dli.mn.gov/ims/ (Chrome browser preferred)
2. Click “Register as a New User”

3. Fill out the required areas and select “register”. Please note that the email address you provide will be your User ID in the system. This email address will be used for all system communications and will populate in the “Applicant” tile of each record (for homeowners and contractors). It cannot be changed later. You may want to register with a shared email address if multiple staff from your organization will be monitoring projects.
4. You will see the message below.

5. After creating the account, a verification email will be sent to the email address provided. Open the email and click on VALIDATE to confirm your account. The confirmation email expires in 24 hours; therefore, if you do not click on validate during this timeframe you will need to repeat the above process. If you do not see this email within 5-10 minutes, check your junk/spam folder. For additional assistance send an email to lyndy.logan@state.mn.us or ashley.buck@state.mn.us and ask that your email account be validated.

6. After you click on VALIDATE the following confirmation notice will display:

7. Click on “Please click here to Log in”
8. After logging in you will be brought to your Account Profile. Add information and Click Save. You can update your Account Profile at any time by clicking on your name on the upper right.

9. Homeowners – you can now apply for permits or enter a record number in the "Go to Record #" search bar to make a payment. Payments are made through US Bank so if you already have a US Bank account you will not need to set up a new US Bank account.
   • Licensed contractors and bond holders – You MUST link to your license or bond before applying for plan reviews/permits. See instructions below. Once linked, you’ll be able to apply for plan reviews/permits.
   • Your records can be viewed in your Dashboard.

Link your user account to your contractor license or bond

You must first set up a user account before linking to your contractor license or mechanical bond. Licensed contractors and mechanical bond holders MUST link their user account to their license or bond. Your license or bond must be in good standing. A PIN is not required.

1. After registering as a new user, click on "+Link to Contractor."

2. Enter your license or bond number and a message will display confirming that your account and license number/bond have been linked. A notification email will be sent to the license or bond holder’s email address.
3. Contractors – you can now login. Your records should automatically populate. To view your records, click on your Dashboard

Contact

If you need assistance, please contact:

- Email:  lms.support.dli@state.mn.us
- Call:  651-284-5026