



952-440-5515

PERMIT@CREDITRIVER-MN.GOV

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Citizenserve Upload Requirements

Before uploading electronic plans and documents, it is important to follow the standards below:

File Types:

- **Plans and Survey/Site Plans:** Each plan or survey must be uploaded as a separate PDF file and must be to scale.
- **Documents:** Supporting documents required as part of your application submission must be uploaded as a separate PDF document. Searchable PDF files are preferred for supporting documents.

Page Sizes:

- **Residential Surveys:** No larger than 11" x 17"
- **Residential Plans and Drawings:** No larger than 24" x 36"
- **Commercial Plans, Drawings and Surveys:** No larger than 30" x 42"

Stamp Reserve Area:

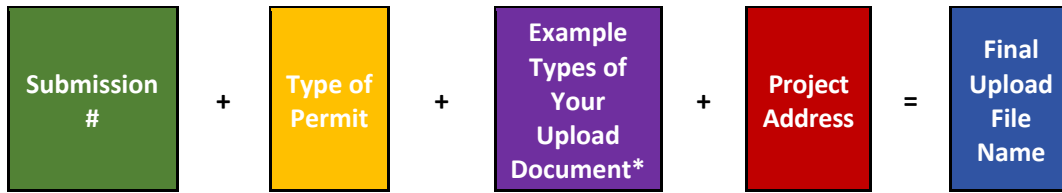
- Each plan and drawing sheet must reserve a 2" x 2" blank area on the upper right corner of the drawing for the city's electronic approval stamp.

File Naming Standards:

File uploads must follow the naming standards for the type of permit:

- ✓ File names should reflect the file's content
- ✓ Limit the file name to 50 characters or less
- ✓ Do use "&" (ampersand), "." (period), and "-" (dashes).
- ✓ Do NOT use any other special characters including "_" (underscore), %, #, or ",", (commas), etc.

Below is the required file name format, which includes the following 4 data elements that make up the file name:



Submission #	Type of Permit	Example Types of Your Upload Document*	Project Address	Final Upload File Name
<p>If this is the first submission of the plan set, use "Sub 1". If this is a resubmission of a plan document, use "Sub 2" or "Sub 3" as appropriate.</p>	<p>New Single Family Home, Addition, Remodel, Deck, Porch, Basement, Accessory Structure, Retaining Wall, Solar, etc.</p>	Construction Plan	123 Main Street	Sub1 Basement Construction Plan 123 Main St
		Fence Plan	123 Main Street	Sub1 Pool Fence Plan 123 Main St
		Survey	123 Main Street	Sub2 New Home Survey 123 Main St
		Erosion Control Plan	123 Main Street	Sub1 Accessory Erosion Control Plan 123 Main St
		Elevation Plan	123 Main Street	Sub 1 Addition Elevation Plan 123 Main St
		NPDES Agreement	123 Main Street	Sub1 New Home NPDES Agmt 123 Main St
		Driveway Permit	123 Main Street	Sub1 New Home Driveway Permit 123 Main St
		CSTS Permit	123 Main Street	Sub1 New Home CSTS Permit 123 Main St

*Generic example names of what your plan or drawing may be called.