



How to Upload Resubmittal Documents

1. Log into your Scott County Building Inspections ePermit Portal Account
Go to My Items

You Are Here: [Home](#) > [Government](#) > CityView Portal

Welcome Beverly Cox-Alexander

[Sign Out](#) [My Account](#) [My Items](#) [Portal Home](#) [Property Search](#)

Welcome to Scott County's ePermit Web Portal. For permits requiring plan review please verify the [submittal requirements](#) prior to application.

Septic permits are for all cities and townships within Scott County, all other permit types are for locations within townships only.

If you need help or have questions about using the Permit Web Portal please call 952-496-8160.



Building Department

[Apply for a Building Permit](#)
[Estimate Fees](#)
[Status and Fees](#)
[Upload Submittals](#)



Property Information

[Search for a Property](#)

2. Click on My Permit Applications

Welcome Beverly Cox-Alexander

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My Items

This page lists all the applications and other items in which you are a contact.

[Expand All / Collapse All](#)

— ▶ [My Permit Applications](#)

— ▶ [My Upcoming Inspections](#)

3. This expands to show all permit applications and allows you to check the current status. Note the status is "Returned for Correction" and waiting for "Upload Submittals"
Click on Upload Submittals

[Expand All / Collapse All](#)

– ▾ My Permit Applications

Reference Number	Address	Type	Status	Date Created
PR20210000031	580 COUNTRY TRL E, JORDAN MN 55352	Deck	Returned for Correction	04/17/2021
Description: New Deck				
Upload Submittals				

4. Note the permit is in Submittal # 2
Prior to uploading submittal documents ensure the documents are named correctly

Important Note: Failure to upload all required submittal documents will result in application acceptance delays. Review specific requirements at Scott County ePermit website prior to finalizing application .

▾ **Guidelines For Electronically Submitting Documents:**

- Submitted documents should be under 50MB in size.
- Accepted file extensions:
 - pdf
- Images printed to pdf will not be accepted.
- Ensure pdf files are flattened and unlocked prior to uploading.
- Upload files are limited to 50MB. If file size is larger, splitting file for multiple uploads may be necessary.
- Plans shall be dimensioned and drawn to scale, include address and design code details on all documents.
- Prior to submittal upload files shall be named in the following manner:
 - Application - "Sub 1 Application"
 - Building Plans - "Sub 1 Building Plans"
 - Specifications - "Sub 1 Foundation Guide", "Sub 1 Fastener Spec", Etc.
 - Etc for the corresponding submittal type required
- Files for resubmittal shall be named in the following manner:
 - Application - "Sub 2 Application"
 - Building Plans - "Sub 2 Building Plans"
 - Specifications - "Sub 2 Foundation Guide", "Sub 2 Beams", Etc.
 - Etc for the corresponding submittal type required for resubmittal
- The approved building plans will be stamped on the first page identifying who completed the reviews. All approved submittal documents shall be printed full design size, in color, and kept on site for the duration of the project.

Once you have chosen the files you wish to upload, please click the "Next Step" button located at the bottom of the page, to complete your submission.

Click on the "New" or "New Version" tab to upload your new submittals.

— ▾ **Current Submittal**

Submittal #2) Permit Application Submittal (04/17/2021)

[Print Requirement Items](#)

Type	Status	Date Received
▾ Survey/Detail Site Plans ⓘ	Pending	
Sub1 Site Plan 580 Country Trl E <input type="button" value="New"/>		
Site Plan		
Select a new document for this requirement:	<input type="button" value="Browse..."/>	
▾ Building Plans ⓘ	Pending	
Sub1 Building Plans 580 Country Trl E <input type="button" value="New"/>		
Deck Plan		
Select a new document for this requirement:	<input type="button" value="Browse..."/>	

— ▶ **Previous Submittals**

— ▾ **Upload Additional Documents**

Select any documents you wish to provide:

Provide a short description of this set of documents:

5. Attach new versions of the documents ensuring file document is named correctly and click upload documents

Submittal #2) Permit Application Submittal (04/17/2021)

[Print Requirement Items](#)

Type	Status	Date Received
▼ Survey/Detail Site Plans	Pending	
Sub1 Site Plan 580 Country Trl E		
Site Plan	Sub2 Site Plan_580 ...try Trl E.pdf Remove	
Provide a short description of this set of documents:	<input type="text" value="New site plan"/>	
Select a new document for this requirement:	<input type="button" value="Browse..."/>	
▼ Building Plans	Pending	
Sub1 Building Plans 580 Country Trl E		
Deck Plan	Sub2 Building Plans...try Trl E.pdf Remove	
Provide a short description of this set of documents:	<input type="text" value="Revised building plans"/>	
Select a new document for this requirement:	<input type="button" value="Browse..."/>	

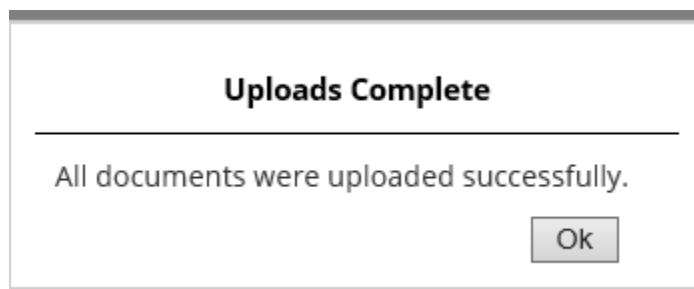
— ▶ **Previous Submittals**

— ▼ **Upload Additional Documents**

Select any documents you wish to provide:

Provide a short description of this set of documents:

6. Upload is complete



7. Once the documents have been received by the building inspections department, log back into your account to see the Permit Status has changed to "In Plan Check" (This task is typically completed within one business day of resubmittal.)

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My Items

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[Expand All](#) / [Collapse All](#)

– **My Permit Applications**

Show Active

Reference Number	Address	Type	Status	Date Created
PR20200000030	555 215TH ST E, JORDAN MN 55352	Deck	In Plan Check	02/19/2020
<u>Description:</u> TEST				

8. By Clicking on the Permit Number it allows you to view the all activity with your permit

– **My Permit Applications**

Show Active

Reference Number	Address	Type	Status	Date Created
PR20200000030	555 215TH ST E, JORDAN MN 55352	Deck	In Plan Check	02/19/2020
<u>Description:</u> TEST				

9. View of all activity and current permit status.

Permit Application Status

[Expand All / Collapse All](#)

Note: You can collapse and expand individual sections by clicking the header of the section you wish to collapse/expand.

Summary

Application Number: PR2020000030
Application Type: Deck
Application Status: In Plan Check
Category of Work: New
Description of Work: TEST
Application Date: 02/19/2020

Locations

Locations: Property
[119310130](#)
Address
[555 215TH ST E, JORDAN MN 55352](#)

Permits

Permit Number: PR2020000030

Permit Type: Building
Permit Status: In Plan Check

Submittals

Name	Type	Status
2 Permit Application Submittal 02/19/2020	Permit Application Submittal	Submittal Accepted
1 Permit Application Submittal 02/19/2020	Permit Application Submittal	Returned For Correction

Reviews

Review Type	Outcome	Est. Completion	Completed
▼ Planning Department Review	Approved	03/02/2020	02/19/2020
Reviewer:	Jeremy Schussler Send Email		
▼ Environmental Health Review	Approved	03/02/2020	02/19/2020
Reviewer:	Jeremy Schussler Send Email		
▼ Building Review	Failed	02/26/2020	02/19/2020
Reviewer:	Jeremy Schussler Send Email		
▼ Building Review	Pending	02/27/2020	
Reviewer:	Email: N/A		

Inspections

There are no inspections for this application.

Documents & Images

No documents are currently available for viewing.