

## PURPOSE

This guide provides step by step instructions on how to upload a document to an Open Condition on a permit application using the GMD Public Portal. You must have an active Portal Account and be the applicant or an interested party to the Application or Permit to utilize this function.

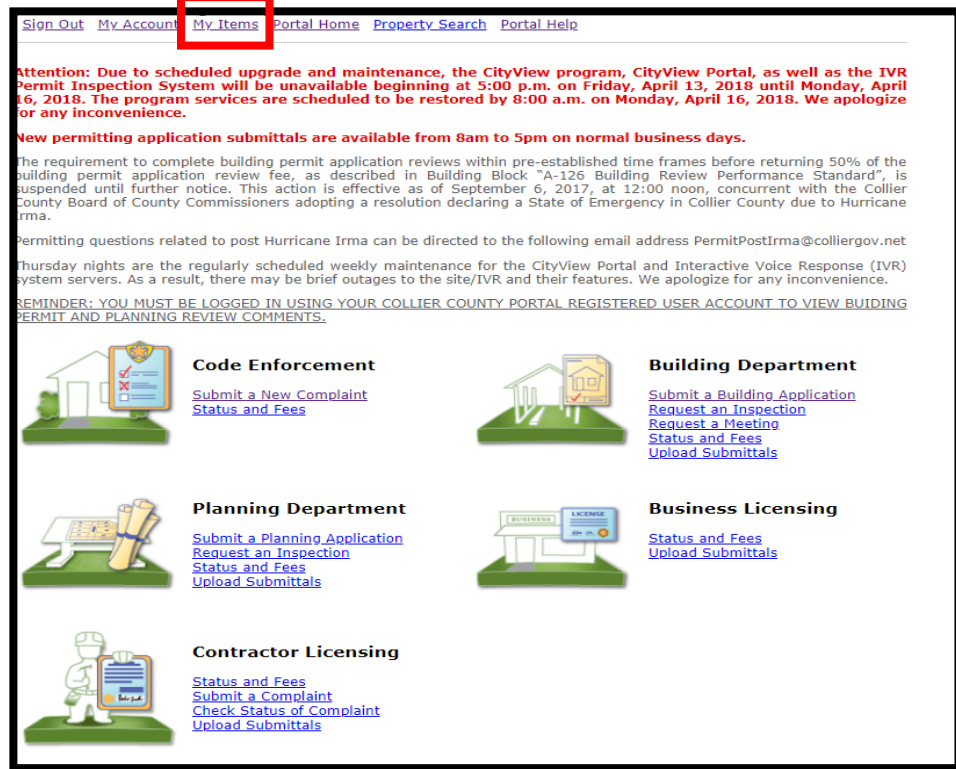
## GENERAL INFORMATION

- This functionality is only available on ELECTRONIC application submittals. If your document were submitted using the Business Center via paper, you would not be able to upload it to conditions.

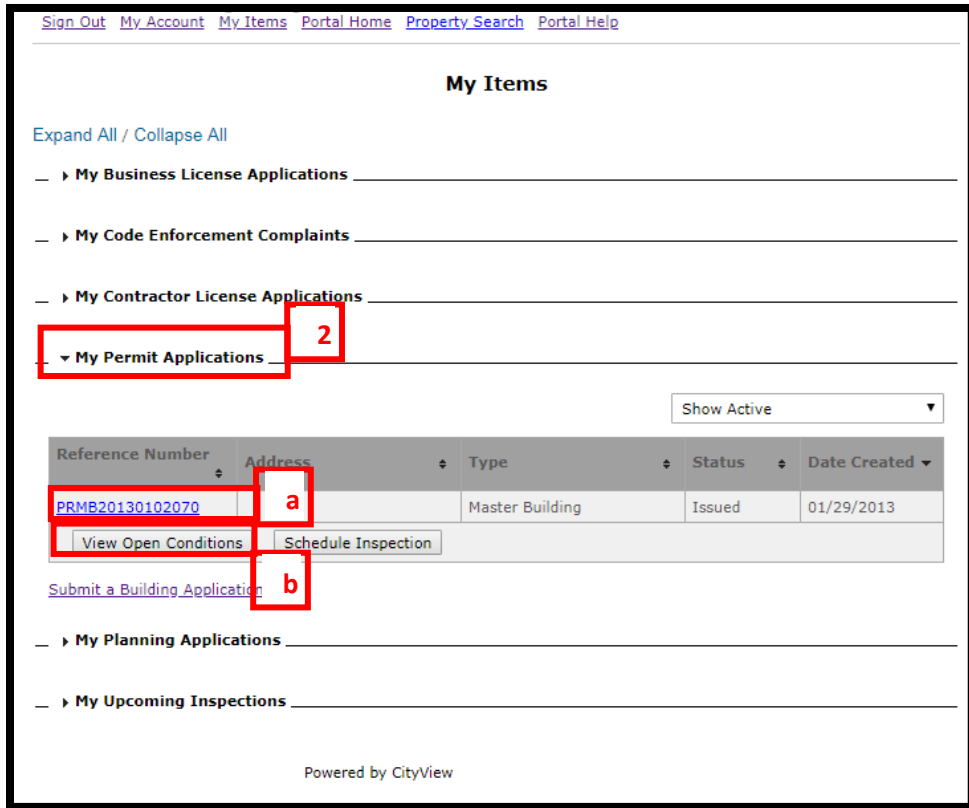
## PROCEDURE

Click on the link to the Collier County GMD Public Portal: <http://cvportal.colliergov.net/cityviewweb>

1. Sign in to your account and click on “My Items.”



2. Click Dropdown Arrow next to My Permit Application:
  - a. Locate Permit Number under Reference Number column
  - b. Click on View Open Conditions or
  - c. Click on Permit Number



The screenshot shows the 'My Items' page with a navigation menu at the top: [Sign Out](#), [My Account](#), [My Items](#), [Portal Home](#), [Property Search](#), and [Portal Help](#). The main heading is 'My Items' with a sub-link 'Expand All / Collapse All'. Below this are several expandable sections: 'My Business License Applications', 'My Code Enforcement Complaints', 'My Contractor License Applications', 'My Permit Applications', 'My Planning Applications', and 'My Upcoming Inspections'. The 'My Permit Applications' section is expanded and highlighted with a red box and the number '2'. A 'Show Active' dropdown menu is visible to the right of the table. The table has columns: Reference Number, Address, Type, Status, and Date Created. The first row contains the permit number 'PRMB20130102070', which is highlighted with a red box and the letter 'a'. Below the table are two buttons: 'View Open Conditions' (highlighted with a red box and the letter 'b') and 'Schedule Inspection'. A link 'Submit a Building Application' is also present. The footer of the page reads 'Powered by CityView'.

| Reference Number | Address | Type            | Status | Date Created |
|------------------|---------|-----------------|--------|--------------|
| PRMB20130102070  |         | Master Building | Issued | 01/29/2013   |

### 3. Expand the Conditions Section

- a. Click the arrow next to Conditions

[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** \_\_\_\_\_

[Send Email Request](#)

Application Number: PRMB20130102070  
Application Type: Master Building  
Application Status: Issued  
Property Owner's Full Name:  
Category of Work: New Construction  
Occupancy Code: Residential, One and Two Family New or Guest House  
Description of Work: NEW SINGLE FAMILY - TIFTON W/SUN ROOM + FLEX ROOM (160MPH)  
3 bed / 2 bath - dw  
Application Date: 01/29/2013  
Issued Date: 01/30/2013  
Expiration Date: 07/29/2013  
1-2 Family or Comm: 1-2 Family

— ▶ **Contacts** \_\_\_\_\_

— ▶ **Permits (Click to See Reviews)** \_\_\_\_\_

— ▶ **Fees** \_\_\_\_\_

— ▶ **Deposits & Bonds** \_\_\_\_\_

— ▶ **Inspections** \_\_\_\_\_

— ▶ **Conditions** \_\_\_\_\_

4. All conditions types are displayed.
5. Conditions with Open Status will allow you to upload documents to the Browse Button.
  - a. Locate Condition type
  - b. Make sure the status is open
6. Click the Browse button to open File Explorer

▼ Conditions

▶ Guidelines For Electronically Submitting Documents:

| Condition                | Status   | Department                     | Description   | Category | Expiration Date | Due Date |
|--------------------------|----------|--------------------------------|---|----------|-----------------|----------|
| Notice of Commencement   | Resolved | Building Review and Permitting | Notice of Commencement  |          |                 |          |
|                          |          |                                | Condition Type: Inspection Hold   |          |                 |          |
| Spot Survey CO Hold      | Open     | Building Review and Permitting | Spot Survey CO Hold   |          |                 |          |
|                          |          |                                | Condition Type: CO Hold   |          |                 |          |
| Documents:               |          |                                | <input style="border: 2px solid red;" type="button" value="Browse..."/> |          |                 |          |
| Miscellaneous Conditions | Open     | Building Review and Permitting | compaction test results   |          |                 |          |
|                          |          |                                | Condition Type: CO Hold   |          |                 |          |
| Miscellaneous Conditions | Open     | Building Review and Permitting | product approvals and bait system contract required                     |          |                 |          |
|                          |          |                                | Condition Type: Permit Hold   |          |                 |          |

2. Locate the file and double click to upload.
3. The file name will appear under Browse
4. Click Upload Document

| Condition                       | Status       | Department                     | Description  | Category | Expiration Date | Due Date                              |
|---------------------------------|--------------|--------------------------------|--|----------|-----------------|---------------------------------------|
| Notice of Commencement          | Resolved     |                                | > Notice of Commencement OR 5384 PG 3927   |          |                 |                                       |
| Condition Type: Informational   |              |                                |  |          |                 |                                       |
| Spot Survey CO Hold             | Open         | Building Review and Permitting | > A Spot Survey will be required within 10 days of passing a 704 shell reinforcement or 103/133 inspection of slab. Prior to obtaining County approval of the Spot Survey, the permit holder's construction activities are at his/her own risk. After 10 days an "Inspection HOLD" will be placed on this Permit for survey review. NOTE: A Spot Survey must verify slab meets setbacks and minimum elevation per Chapter 62, Collier County Code of Laws (Typically, higher of BFE or 1.5' above crown of road, or per SFWMD Permit). |          |                 |                                       |
| Condition Type: CO Hold         |              |                                |  |          |                 |                                       |
|                                 |              | Documents:                     | <input type="button" value="Browse..."/>   |          |                 | <input type="button" value="Remove"/> |
|                                 |              |                                | <span style="border: 2px solid red; padding: 2px;">Spot Survey Condition 1.PDF</span>  |          |                 |                                       |
| Elevation Certificate           | Not Required | Building Review and Permitting | > Elevation Certificate Not required - open structure  |          |                 |                                       |
| Condition Type: CO Hold         |              |                                |  |          |                 |                                       |
| Permit Extension Pending        | Open         |                                | Permit Extension Pending Fee Payment   |          |                 |                                       |
| Condition Type: Inspection Hold |              |                                |  |          |                 |                                       |

5. Once the Upload Documents activity begins, you will receive the following pop up messages
6. Click Ok in the Uploads Complete box

### Uploads In Progress

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Please wait while your documents are being uploaded. The page will refresh when all uploads are complete.

X

### Uploads Complete

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All documents were uploaded successfully.

7. Completing this process will automatically trigger our system to notify Staff that the document is submitted and ready to review.