

PURPOSE

This guide provides a step by step aid for uploading files through the GMD Public Portal. This procedure begins after you have completed the initial steps of filling out your electronic application. If you are resubmitting documents due to an insufficiency letter, please see Resubmitting Documents (Insufficiency) Guide.

GENERAL INFORMATION

- Run Time - If your computer has been idle for more than twenty minutes (20), the system will log you out. Before logging you out you will get a reminder that your system is about to be logged out of CityView.
- Webpage for E-Permitting: <http://www.colliergov.net/your-government/divisions-a-e/building-review/e-permitting>
- Must have Java installed.

PREPARING FOR UPLOADING

Users are required to submit a predetermined checklist of supporting documents and plans for each application type. Before submitting we recommend the following:

- **Application form completely fill out.**
- **Digital Signatures:**
 - Design Professionals and Engineers digital signature certificates on file with Collier County.
 - Design Professionals and Engineers have digitally signed and sealed all required documents.
 - Each digitally signed and sealed document or plan set must be uploaded as one complete file.
- **Document files:**
 - All document files for checklist items saved in PDF format. No PDF/A accepted.
 - Naming document files – name file according to its submittal number and type of document. For example; Submittal 1 Environmental Plans, Submittal 2 Environmental Plans, etc. If the document is being submitted for the third time due to an insufficiency or correction, name it Submittal 3 and the type of document.

- File size is limited to 70MB. Therefore, we recommend you optimize the quality of these files.
- Place all the files you plan to upload in a single, easy to locate folder to avoid time lost searching for documents

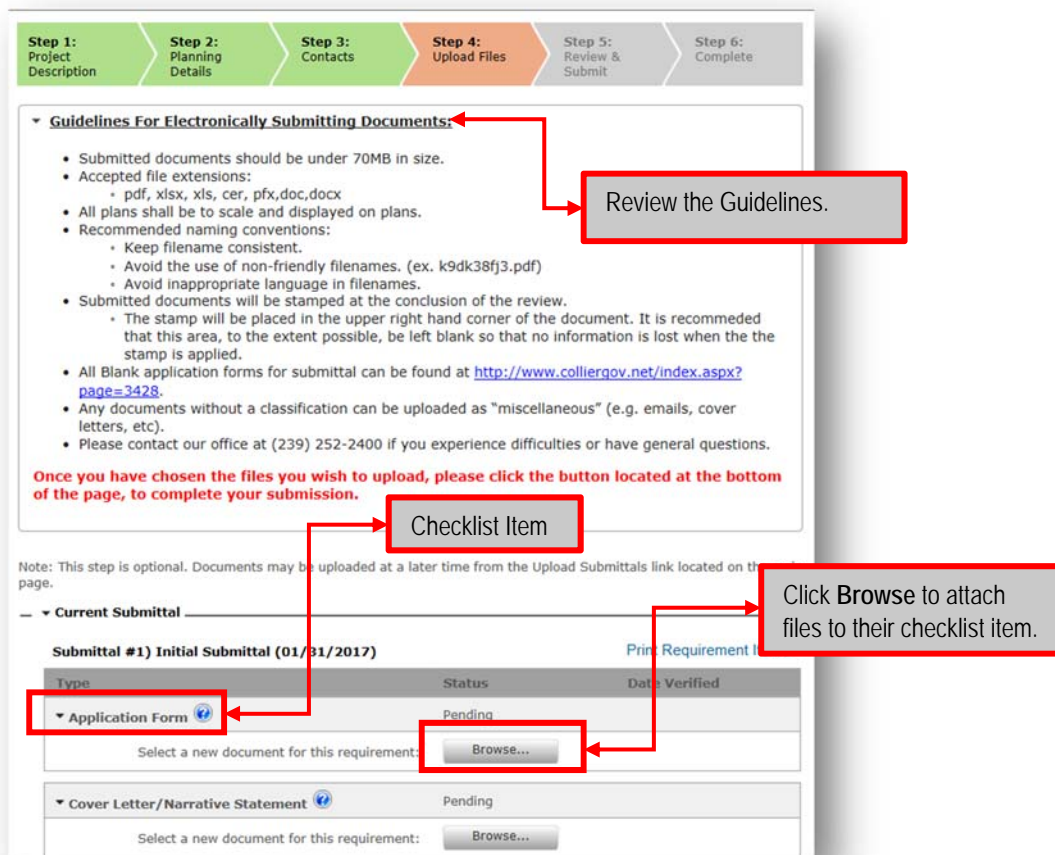
PROCEDURE

1. Upload Files:

- a. To attach files, click [Browse](#) button.

Note 1: Each application type has a specific Checklist of documents and plans identified for submittal.

Note 2: Each file must be uploaded to its associated Checklist Item.



Step 1: Project Description

Step 2: Planning Details

Step 3: Contacts

Step 4: Upload Files

Step 5: Review & Submit

Step 6: Complete



Guidelines For Electronically Submitting Documents:

- Submitted documents should be under 70MB in size.
- Accepted file extensions:
 - pdf, xlsx, xls, cer, pfx, doc, docx
- All plans shall be to scale and displayed on plans.
- Recommended naming conventions:
 - Keep filename consistent.
 - Avoid the use of non-friendly filenames. (ex. k9dk38fj3.pdf)
 - Avoid inappropriate language in filenames.
- Submitted documents will be stamped at the conclusion of the review.
 - The stamp will be placed in the upper right hand corner of the document. It is recommended that this area, to the extent possible, be left blank so that no information is lost when the stamp is applied.
- All Blank application forms for submittal can be found at <http://www.colliergov.net/index.aspx?page=3428>.
- Any documents without a classification can be uploaded as "miscellaneous" (e.g. emails, cover letters, etc).
- Please contact our office at (239) 252-2400 if you experience difficulties or have general questions.

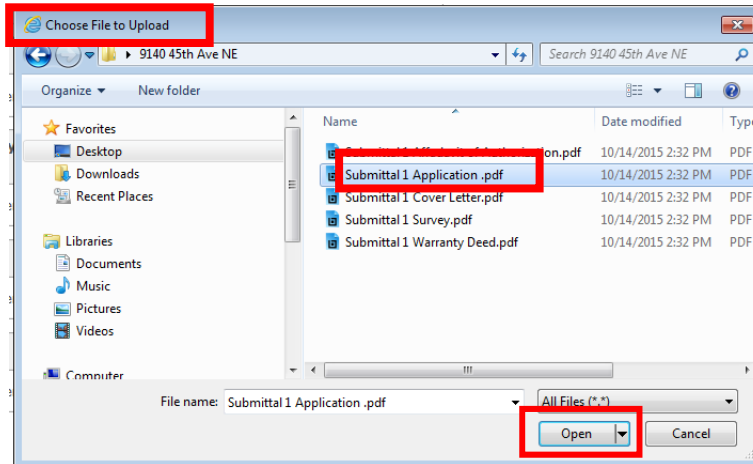
Once you have chosen the files you wish to upload, please click the button located at the bottom of the page, to complete your submission.

Note: This step is optional. Documents may be uploaded at a later time from the Upload Submittals link located on the page.

Current Submittal

| Type | Status | Date Verified |
|--|---------|---------------|
| ▼ Application Form  | Pending | |
| Select a new document for this requirement: <input data-bbox="738 1606 852 1627" type="button" value="Browse..."/> | | |
| ▼ Cover Letter/Narrative Statement  | Pending | |
| Select a new document for this requirement: <input data-bbox="787 1690 868 1711" type="button" value="Browse..."/> | | |

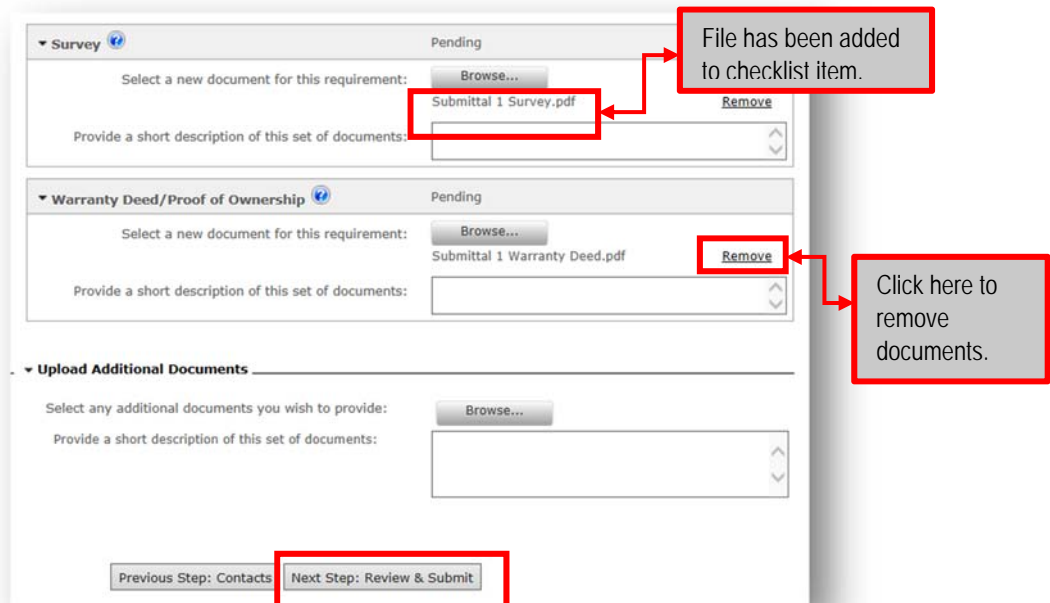
- b. Locate, choose, and open file from your computer.



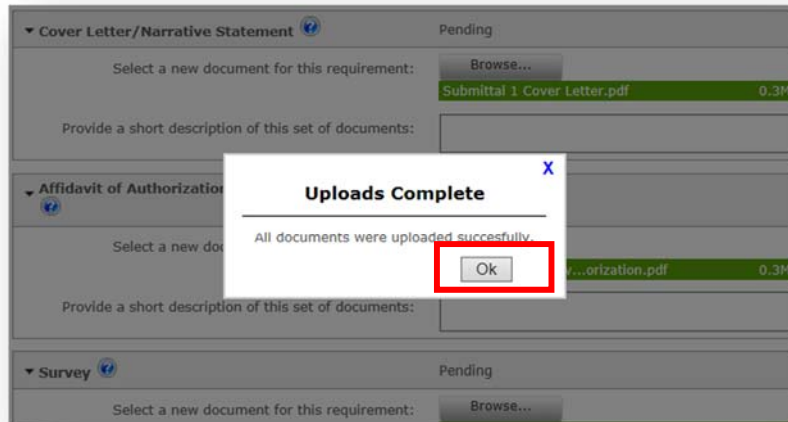
- c. Uploaded files display under Browse button as shown in the below example. Click [Next Step: Review & Submit](#), once you have added your documents. This will trigger the files to upload.

Note 1: Documents not included on the application checklist items should be uploaded using [Upload Additional Documents](#).

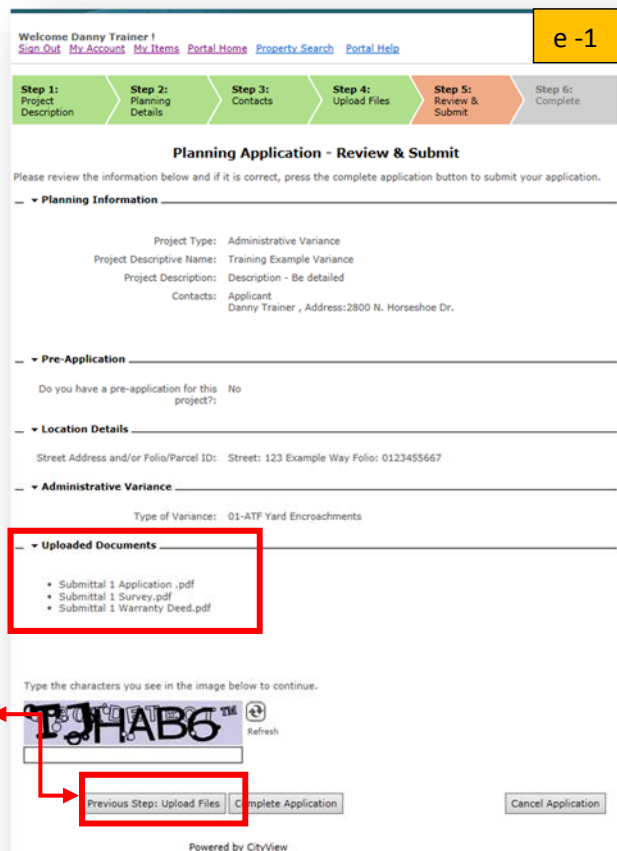
Note 2: The system will allow you to move forward, even if some of the checklist items do not have a file. This is not recommended by staff if it is a known required checklist item.

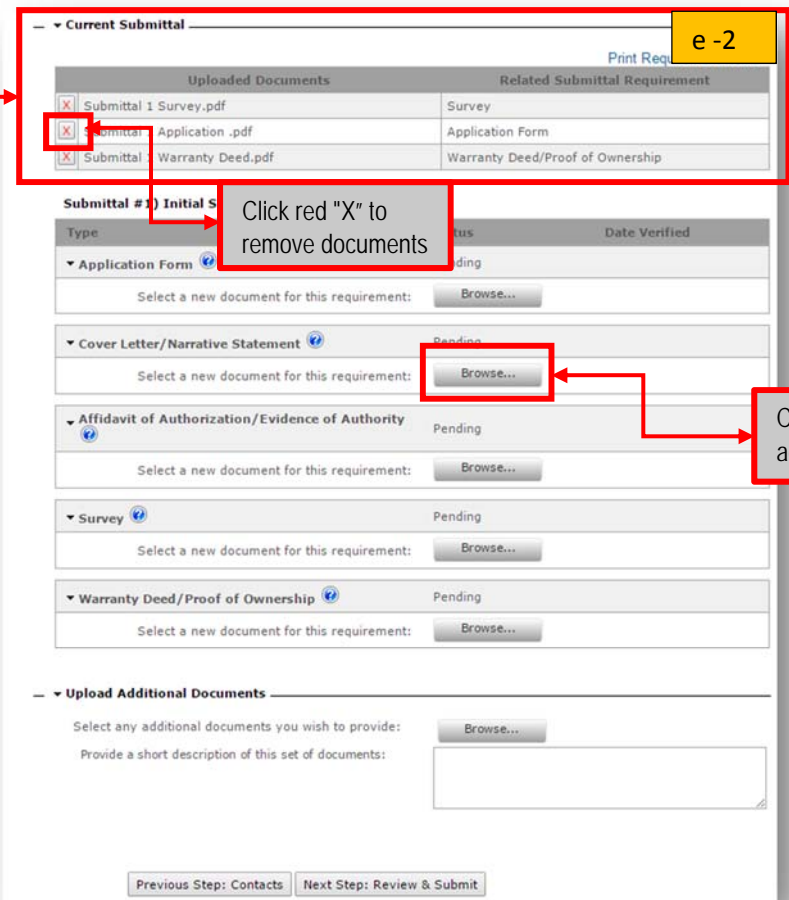


- d. Click [Ok](#) button in the **Uploads Complete** message box.



- e. Review the Uploaded Documents. At this time you still have the option of clicking **Previous Step: Upload Files** to add or remove documents.
Note: If you move to previous screen, the uploaded files are moved above the checklist items, see screen shot e-2 below.





Current Submittal Print Req e-2

| Uploaded Documents | Related Submittal Requirement |
|---|----------------------------------|
| <input checked="" type="checkbox"/> Submittal 1 Survey.pdf | Survey |
| <input checked="" type="checkbox"/> Submittal Application .pdf | Application Form |
| <input checked="" type="checkbox"/> Submittal Warranty Deed.pdf | Warranty Deed/Proof of Ownership |

Submittal # 1) Initial S

| Type | Status | Date Verified |
|--|---------|---------------|
| Application Form | Pending | |
| Cover Letter/Narrative Statement | Pending | |
| Affidavit of Authorization/Evidence of Authority | Pending | |
| Survey | Pending | |
| Warranty Deed/Proof of Ownership | Pending | |

Upload Additional Documents

Select any additional documents you wish to provide:

Provide a short description of this set of documents:

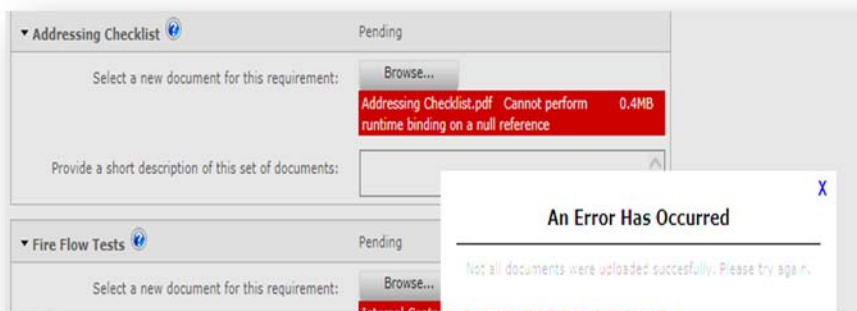
Documents files uploaded before are moved here.

Click red "X" to remove documents

Click Browse to add documents

If you encounter a problem

You may encounter an error message, if you load a file that is corrupt, the wrong file extension, exceeded file size, the system timed out, or other reasons shown under the guidelines. Try re-uploading files. If the system timed out, you will have to sign in and reapply.



Addressing Checklist Pending

Select a new document for this requirement:

Addressing Checklist.pdf Cannot perform runtime binding on a null reference 0.4MB

Provide a short description of this set of documents:

Fire Flow Tests Pending

Select a new document for this requirement:

An Error Has Occurred

Next: all documents were uploaded successfully. Please try again.