

PURPOSE

This guide provides a step by step aid for submitting applications through the GMD Public Portal.

GENERAL INFORMATION

- You must be registered and signed in to the GMD Public Portal, before submitting a building permit application.
- Red (*) asterisks identify required fields. If you skip one of these fields, the system prompts you to enter the required 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>
- This Job Aid is using a Building Permit for construction of a new 1-2 family residence.

PREPARING FOR APPLICATION SUBMISSION

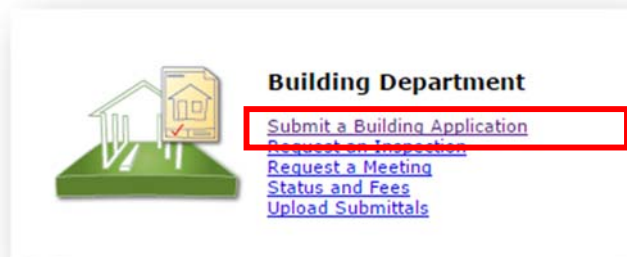
Users are required to submit a predetermined checklist of supporting documents and plans for each application type. Before submitting we recommend the following:

- Review **Uploading Files (Initial Submittal) BLDG Guide** prior to submitting electronically.

PROCEDURE

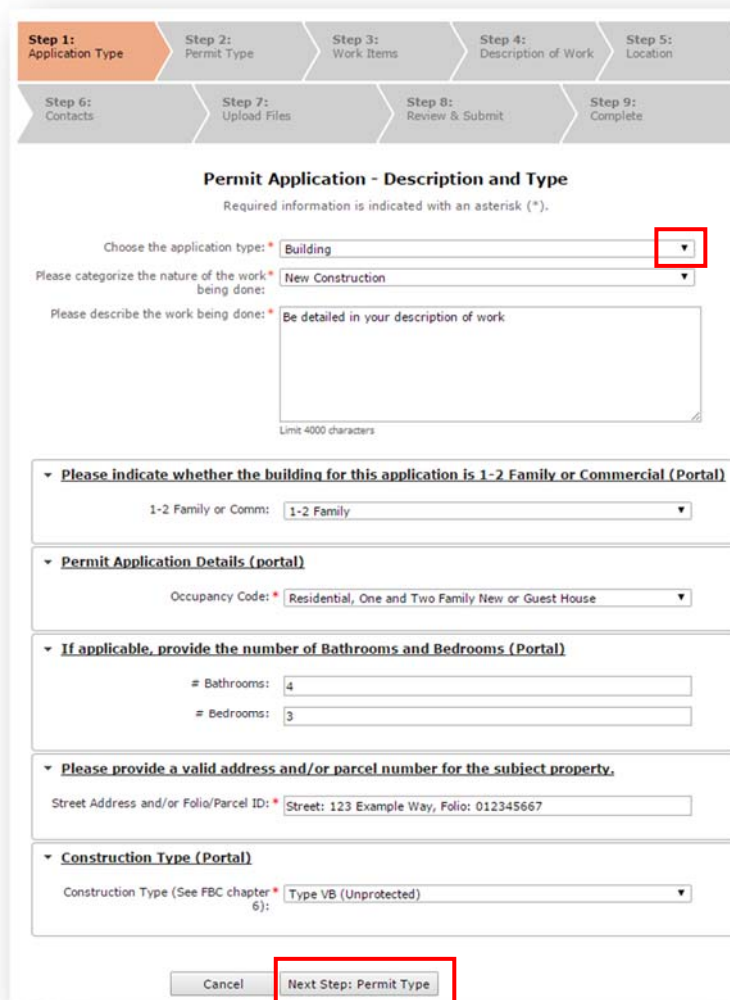
Click on link to the Collier County GMD Public Portal: <http://cvportal.colliergov.net/CityViewWeb/>.

1. Click **Sign In**. Sign in using your registered account.
2. Click **Submit a Building Application**.



3. Description and Type:

- a. Choose the application type box, click on drop-down arrow and select the permit/application type.
 - b. Enter all the required information.
 - c. Click on [Next Step: Permit Type](#) button to move forward in the application process.
- Note:** As you move forward, the steps may change depending on the application type or category of work. .



Step 1: Application Type | Step 2: Permit Type | Step 3: Work Items | Step 4: Description of Work | Step 5: Location
Step 6: Contacts | Step 7: Upload Files | Step 8: Review & Submit | Step 9: Complete

Permit Application - Description and Type
Required information is indicated with an asterisk (*).

Choose the application type: * ▼

Please categorize the nature of the work being done: * ▼

Please describe the work being done: *
Limit 4000 characters

▼ **Please indicate whether the building for this application is 1-2 Family or Commercial (Portal)**
1-2 Family or Comm: ▼

▼ **Permit Application Details (portal)**
Occupancy Code: * ▼

▼ **If applicable, provide the number of Bathrooms and Bedrooms (Portal)**
Bathrooms:
Bedrooms:

▼ **Please provide a valid address and/or parcel number for the subject property.**
Street Address and/or Folio/Parcel ID: *

▼ **Construction Type (Portal)**
Construction Type (See FBC chapter 6): * ▼

4. Select Permit Types:

- a. Please choose the Permit, select one from the list.
- b. Click on [Next Step: Permit Type](#) button.

Permit Application - Select Permit Types

Required information is indicated with an asterisk (*).

▼ Please choose a Permit.

- Aluminum Structure
- Awnings
- Building
- Carport/Shed
- Cell Tower
- Construction Trailer
- Demolition
- Electrical
- Fence
- Garage
- Gas
- Marine
- Mechanical
- Mobile Home/Trailer
- Office/Sales Trailer
- Plumbing
- Pool
- Roof
- Shutters/Doors/Windows

Previous Step: Application Type
Next Step: Work Items

5. Work Items:

- a. Enter all required information.
 - Note:** The information on this page will vary depending on the type of permit selected.
- b. Choose as many work items as are appropriate.
- c. Click on [Next Step: Contacts](#) button to move forward.

Permit Application - Work Items

▼ Building Permit

Declared Construction Cost: *

Residential Living Area (includes multi-family): *

Residential Non-Living Area (includes multi-family): *

Please choose as many work items as are appropriate.

- Gas
- Gas Piping
- Guest House Type VB
- Mechanical Ventilation
- Residential, One and Two Family New Attached Type VB
- Residential, One and Two Family New Detached Type VB
- Residential, One and Two Family New Duplex Type VB

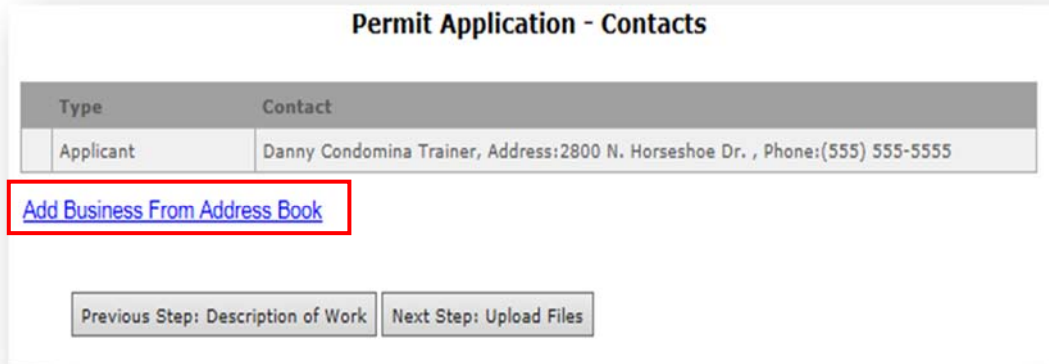
Previous Step: Permit Type
Next Step: Contacts

6. Contacts:

- a. Click ["Add Business from Address Book"](#) and the [Address Book](#) box opens.

Note 1: The system auto-populates the Applicant's name with the information you used to register.

Note 2: It is encouraged to add the contractor's contact information at this time.



Type	Contact
Applicant	Danny Condomina Trainer, Address: 2800 N. Horseshoe Dr. , Phone: (555) 555-5555

[Add Business From Address Book](#)

Previous Step: Description of Work
Next Step: Upload Files

- a. [Contact type](#): from drop-down list, select between Architect, Contractor, Engineer, or Owner Builder.



Address Book X

Required information is indicated with an asterisk (*).

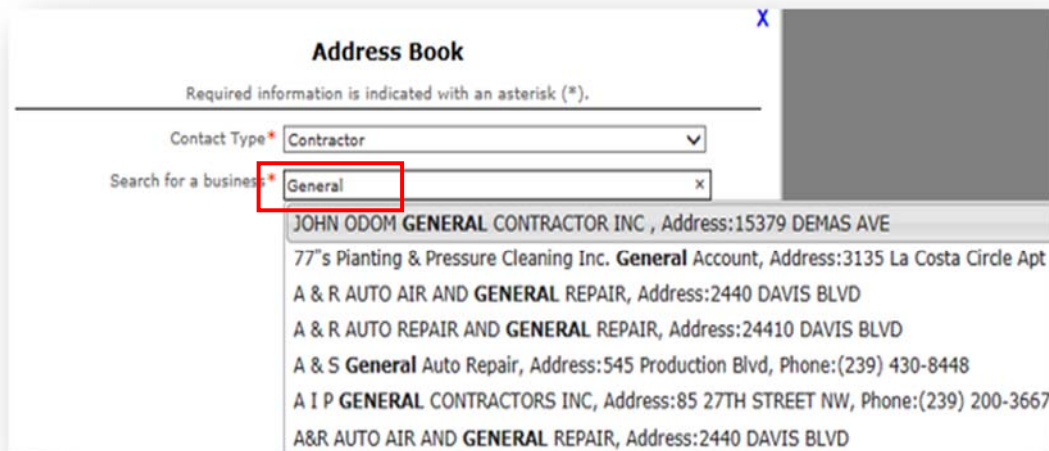
Contact Type*

Search for a business*

Begin typing a name and/or address above and we will search the address book for a matching contact. If the correct name and address appears, please select it from the list.

- b. [Search for a Business Type](#). Begin typing to search for contact's name and address. Select contact's name with current information.

Note: The list of contacts are being pulled from Growth Management's address book. Be sure the contact's information is current before choosing.



Address Book

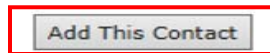
Required information is indicated with an asterisk (*).

Contact Type* Contractor

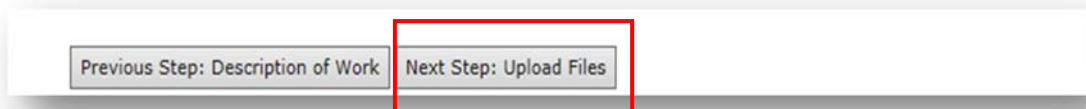
Search for a business* General

JOHN ODOM **GENERAL CONTRACTOR INC**, Address:15379 DEMAS AVE
77's Planting & Pressure Cleaning Inc. **General** Account, Address:3135 La Costa Circle Apt
A & R AUTO AIR AND **GENERAL REPAIR**, Address:2440 DAVIS BLVD
A & R AUTO REPAIR AND **GENERAL REPAIR**, Address:24410 DAVIS BLVD
A & S **General** Auto Repair, Address:545 Production Blvd, Phone:(239) 430-8448
A I P **GENERAL CONTRACTORS INC**, Address:85 27TH STREET NW, Phone:(239) 200-3667
A&R AUTO AIR AND **GENERAL REPAIR**, Address:2440 DAVIS BLVD

- c. Click [Add This Contact](#).



- d. Click [Next Step: Upload Files](#) button to move forward.



7. Upload Files:

- a. Follow [Uploading Files \(Initial Submittal\) BLDG Guide](#) for this step.

8. Review & Submit:

- a. Review your information and enter the [Security Code](#) as shown below.
Note: The **Previous Step** button can be used to go back and enter the information you may have missed or to add/remove document files.
- b. Click [Complete Application](#) button.

Step 5:
Upload Files
Step 6:
Review & Submit
Step 7:
Complete

Permit Application - Review & Submit

Please review the information below and if it is correct, press the complete application button to submit your application.

▼ **Permit Information**

Permit Type: Building
 Category of Work: New Construction
 Description of Work: Be detailed in your description of work
 Contacts: Applicant
 Danny Trainer , Address:2800 N. Horseshoe Dr.

▼ **Please indicate whether the building for this application is 1-2 Family or Commercial (Portal)**

1-2 Family or Comm: 1-2 Family

▼ **Permit Application Details (portal)**

Occupancy Code: Residential, One and Two Family New or Guest House

▼ **If applicable, provide the number of Bathrooms and Bedrooms (Portal)**

Bathrooms: 4
 # Bedrooms: 3

▼ **Please provide a valid address and/or parcel number for the subject property.**

Street Address and/or Folio/Parcel ID: Street: 123 Example Way, Folio: 012345667

▼ **Construction Type (Portal)**


Construction Type (See FBC chapter 6): Type VB (Unprotected)

▶ **Permit: Building**

▼ **Uploaded Documents**

- Sub1Application.pdf
- Sub1NoticeofAcceptance.pdf
- Sub1ConstructionPlans.pdf
- Sub1Shopdrawing.pdf
- Sub1ConceptionalSitePlans.pdf
- Sub1Survey.pdf

Type the characters you see in the image below to continue.



Previous Step: Upload Files
Complete Application
Cancel Application

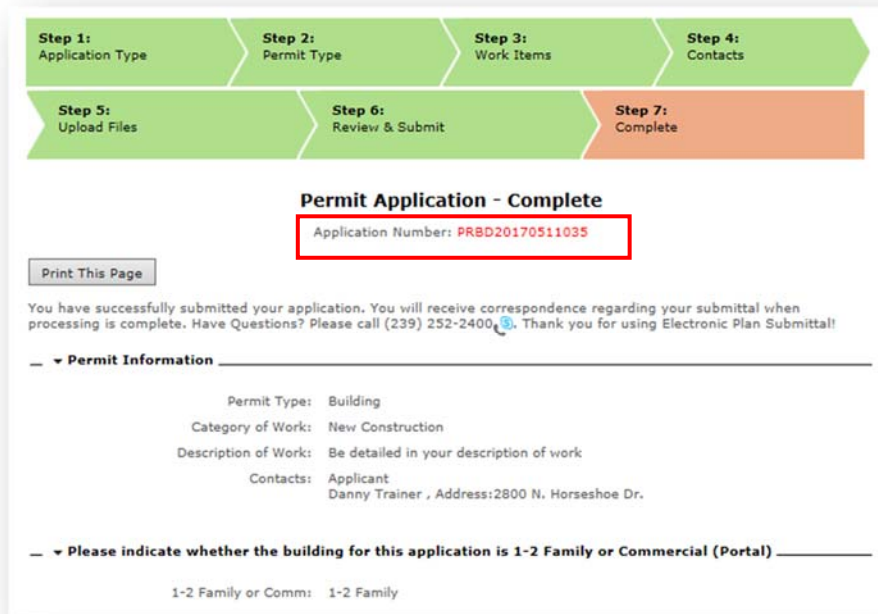
Review information.

Enter security code here.

Click Here to Complete.

9. Complete:

- a. Review Application Number. This ends the Submitting Application process. To review the status of applications, see next step **My Items** link.



Step 1: Application Type **Step 2:** Permit Type **Step 3:** Work Items **Step 4:** Contacts
Step 5: Upload Files **Step 6:** Review & Submit **Step 7:** Complete

Permit Application - Complete
Application Number: PRBD20170511035

[Print This Page](#)

You have successfully submitted your application. You will receive correspondence regarding your submittal when processing is complete. Have Questions? Please call (239) 252-2400. Thank you for using Electronic Plan Submittal!

Permit Information

Permit Type: Building
Category of Work: New Construction
Description of Work: Be detailed in your description of work
Contacts: Applicant
Danny Trainer , Address:2800 N. Horseshoe Dr.

Please indicate whether the building for this application is 1-2 Family or Commercial (Portal)

1-2 Family or Comm: 1-2 Family

10. My Items link:

- Click on [My Items](#) link, located at the top of every screen in the GMD Public Portal.
- Click [Permit Applications](#).
- Review the submitted permit applications, status of permits, schedule inspections, add a revision, and submit new applications from this area.

Welcome Danny Trainer !
[Sign Out](#) [My Account](#) [My Items](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

My Items

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

[Expand All / Collapse All](#)

- ▶ My Code Enforcement Complaints
- ▶ My License Applications
- ▼ My Permit Applications

Reference Number	Status	Type	Date Created
PRBD20170200061	Address Verification	Building	02/07/2017
PRBD20170100042	Pending Fees GMD	Building	01/20/2017
PREL20170100031	Under Review	Electrical	01/18/2017
PRPL20170100011	Ready for Issuance	Plumbing	01/13/2017
PRBD20161241216	Issued	Building	12/13/2016
PRBD20161241213	Issued	Building	12/13/2016

[Add A Revision](#) [Schedule Inspection](#)

[Add A Revision](#) [Schedule Inspection](#)

[Submit a Building Application](#)

- ▶ My Planning Applications
- ▶ My Upcoming Inspections

Powered by CityView

Click on Permit number link for more details and to resubmit documents.

Review for Status changes

Schedule Inspection

Schedule Inspection

To add a Revision