



## Resubmitting Documents (Corrections) BLDG Guide E-Permitting for Applicants

### PURPOSE

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This guide provides a step by step aid for resubmitting documents in the GMD Public Portal. This procedure is utilized after you have received a correction letter or request for changes to a permit prior to issuance. The permit status must be set to "Rejected," or "Incomplete Application," or "Revision – Rejected."

**Note: Revision Submittals are changes to the drawings after the permit is issued. The initial submittal of a Revision is not covered in the scope of this Guide. For initial revision submittal, see Revision BLDG Guide.**

### GENERAL INFORMATION

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- 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>

### PREPARING FOR RESUBMITTING DOCUMENTS

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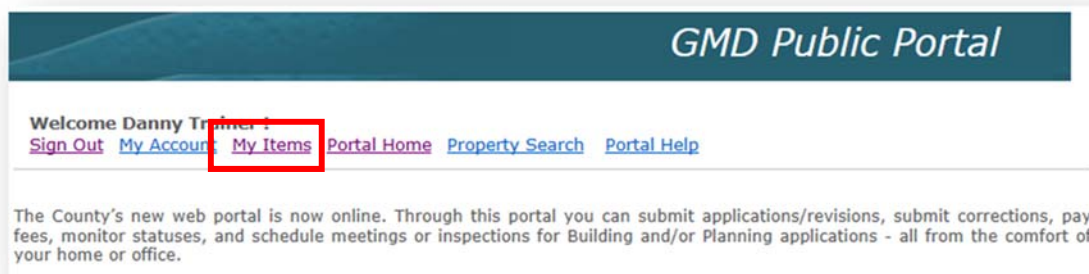
Users are required to submit a predetermined checklist of supporting documents and plans for each application type. Before submitting we recommend the following:

- Permits previously submitted as paper cannot be submitted electronically.
- **Remember that corrected documents must be submitted as complete files (with the corrected sheets replacing the rejected sheets).** Submittals containing just the corrected sheets will be returned as Insufficient. Each complete file must be uploaded as a "New Version" of the previously submitted checklist item. Only use the "Miscellaneous Documents" checklist item when your correction comments request for a new/not previously submitted document.
- **Naming document files** – name file according to its submittal number, correction number, and type of document. See examples below of a set of construction plans from initial submittal to revision:
  - Sub1ConstructionPlans (Example of Initial Submittal)
  - Sub2C1ConstructionPlans (Example of Correction 1 Submittal)
  - Sub3C2ConstructionPlans (Example of Correction 2 Submittal)
  - Sub4R1ConstructionPlans (Example of Revision 1 Initial Submittal)
  - Sub5R1C1ConstructionPlans (Example of Revision 1 Correction 1)
  - Sub6R2ConstructionPlans (Example of Revision 2 Initial Submittal)

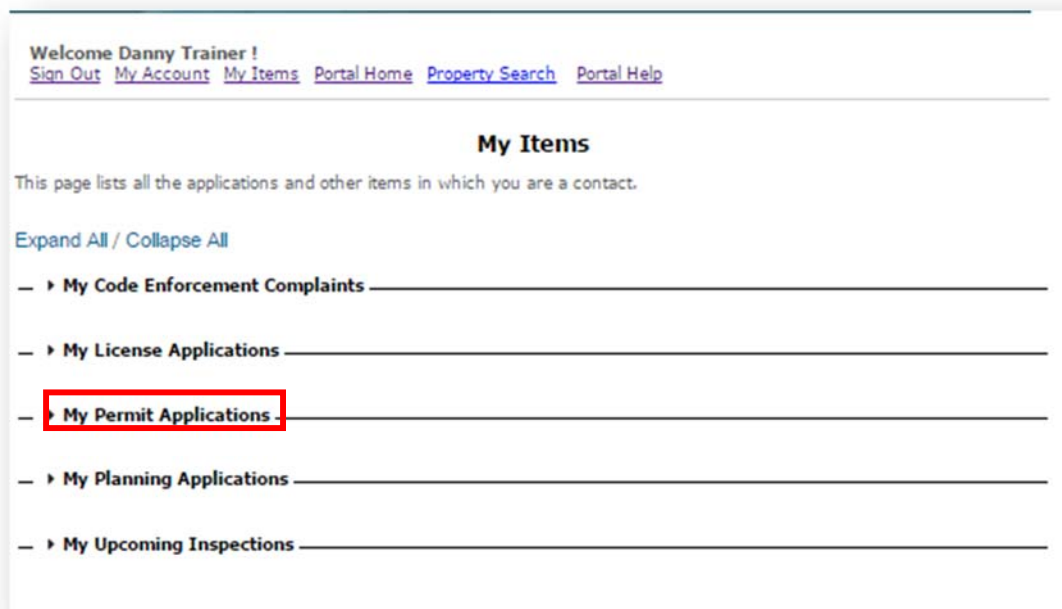
### PROCEDURE

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

1. Click [Sign In](#) link. Sign in using your registered account.
2. Click [My Items](#) link.  
**Note:** [My Items](#) allows the portal users to view submitted permits, status of permits, schedule inspections, add revision, and submit new applications.



3. Click [My Permit Applications](#).



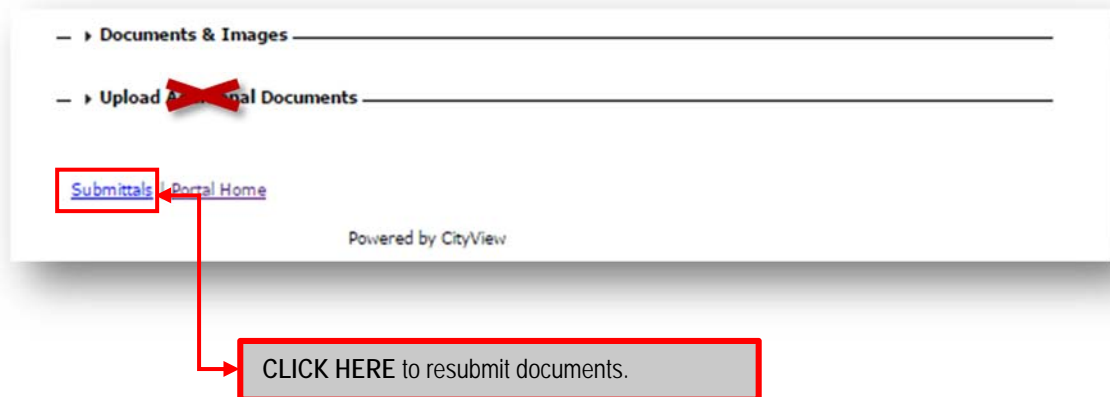
4. Click on the [Permit Number](#) link. This will move you to the Permit Application Status page.

## Resubmitting Documents (Corrections) BLDG Guide E-Permitting for Applicants

— ▾ My Permit Applications

Reference Number	Status	Type	Date Created
<a href="#">PRBD20170511048</a>	Rejected	Building	05/24/2017
<a href="#">PRBD20170511040</a>	Address Verification	Building	05/24/2017
<a href="#">PRBD20170511038</a>	Address Verification	Building	05/23/2017

5. Click [Submittals](#) located at the bottom of the Permit Application Status page.  
**Important Note:** Do not select the "Upload Additional Documents". You must click the "Submittals."



6. Click "[New Version](#)" button next to the documents required for resubmission.  
**Note 1:** If a submittal item is not listed, you may upload it under Miscellaneous Documents or scroll to the bottom of the screen, and you may upload those documents under "Upload Additional Documents."  
**Note 2:** Submit the entire file with the corrected sheet replacing the rejected sheet. Example: Only page three of a ten page plan set was requested for changes. In this example, we would be receiving a ten-page file, with a corrected page three replacing the rejected page three.

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▼ **Current Submittal**

**Submittal #2) Re-Submittal (05/24/2017)** [Print Requirement Items](#)

Type	Status	Date Verified
▼ <b>Energy Calculations</b> ⓘ	Pending	
Select a new document for this requirement: <input style="float: right;" type="button" value="Browse..."/>		
▼ <b>Miscellaneous Documents</b> ⓘ	Pending	
Select a new document for this requirement: <input style="float: right;" type="button" value="Browse..."/>		
▼ <b>Construction Plans</b> ⓘ	Pending	
<b>Construction Plans (Sub1ResidentialPlans N123456 - Prepared.pdf)</b>		
<div style="border: 1px solid red; padding: 2px; display: inline-block;">                     Sub2C1ResidentialPl...s N123456.pdf                     <span style="float: right; font-size: small;">Remove</span> </div>		
Uploaded By: Danny Trainer Provide a short description of this set of documents: <input style="width: 100%;" type="text"/>		
Select a new document for this requirement: <input style="float: right;" type="button" value="Browse..."/>		
▼ <b>Survey</b> ⓘ	Pending	
<b>Survey (Sub1Survey.pdf)</b>		
Uploaded By: Danny Trainer <div style="float: right; border: 1px solid red; padding: 2px; margin-top: 5px;">                         CLICK HERE to resubmit files.                     </div>		
<div style="border: 1px solid red; padding: 2px; display: inline-block; margin-right: 20px;">                         New Version...                     </div>		
Select a new document for this requirement: <input style="float: right;" type="button" value="Browse..."/>		
▼ <b>Conceptual Site Plan</b> ⓘ	Pending	
<b>Conceptual Site Plan (Sub1ConceptualSitePlans - Prepared.pdf)</b>		

- Click [Upload Documents](#) button, once all new versions of documents have been added.  
**Note:** Once you click this button, you will not be able to submit anymore documents until it goes through the review process.

▼ **Upload Additional Documents**

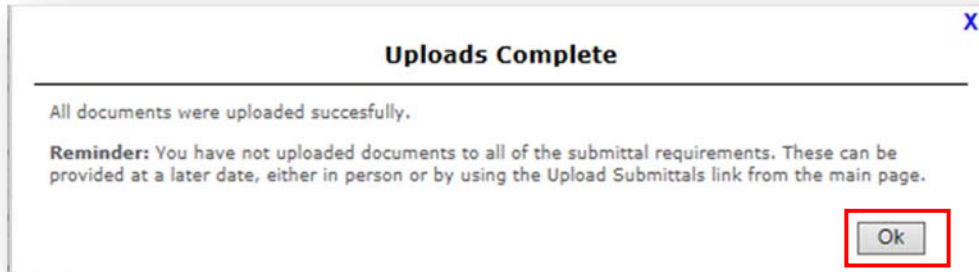
Select any additional documents you wish to provide:

Provide a short description of this set of documents:

[Project Application Status](#) | [Portal Home](#)

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8. Click **Ok** button in the **Uploads Complete** message box. The screen will return to the **Permit Application Status** page. This ends the Resubmitting Documents Process.



### 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**

[Send Email Request](#)

Application Number: PRBD20170511048  
 Application Type: Building  
 Application Status: Rejected  
 Property Owner's Full Name: GR 07 INVESTMENTS LLC  
 Category of Work: New Construction  
 Occupancy Code: Residential, One and Two Family New or Guest House  
 Description of Work: New Home Example  
 Locations: [37880920003](#)  
[2222 16th ST NE, Unit:](#)  
 Application Date: 05/24/2017  
 Expiration Date: 11/20/2017  
 1-2 Family or Comm: 1-2 Family

→ **Contacts**

→ **Permits (Click to See Reviews)**

→ **Fees**

→ **Inspections**

→ **Conditions**

▼ **Documents & Images**

Date Uploaded	Document Name
05/24/2017	SubContractor Affidavit (Sub1SubContractor Aff.pdf)
05/24/2017	Lot Coverage Form (Sub1LotCoverage Building - Prepared.pdf)
05/24/2017	Application Form (Sub1Application - Prepared.pdf)
05/24/2017	All Required Shop Drawings (Sub1Shopdrawing.pdf)
05/24/2017	Survey (Sub1Survey.pdf)
05/24/2017	<b>Sub2C1ResidentialPlans N123456.pdf</b>
05/24/2017	Conceptual Site Plan (Sub1ConceptualSitePlans - Prepared.pdf)
05/24/2017	<a href="#">Payment Slip (PR)</a>
05/24/2017	<a href="#">Corrections Letter Paper - Outstanding Corrections</a>

→ **Upload Additional Documents**

[Submittals](#) | [Portal Home](#)