

PURPOSE

This guide provides a step by step aid for submitting revisions through the GMD Public Portal. Revisions are requests for changes to the drawings after the permit is issued; Revisions can be submitted on a permit up until the permit is finalized. If you are resubmitting documents due to a corrections letter, see **Resubmitting Documents (Corrections) BLDG** 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>

PREPARING DOCUMENTS FOR A REVISION SUBMISSION

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.
- You must have a completed **Revision Form** ready to submit electronically. Identify proposed changes including sheet reference, i.e. Sheet 1 of Floor Plans, Sheet 2 of Plumbing plans, etc.
- **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 Revised document files** – name files according to its submittal number, revision number, and type of document. See example below of a set of construction plans from initial submittal to revision:
 - Sub1ConstructionPlans (Example of Initial Submittal)

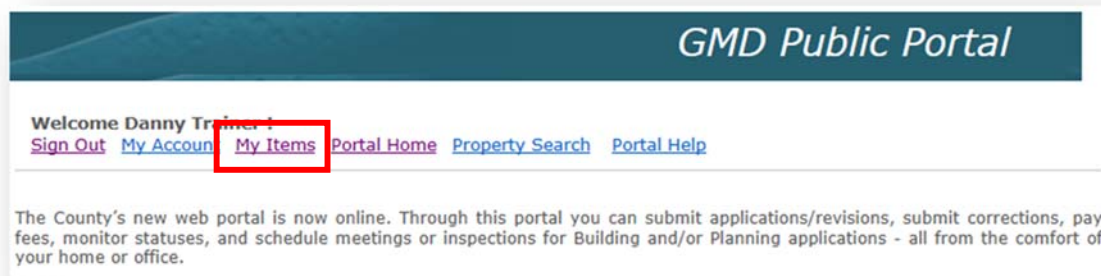
Revision BLDG Guide E-Permitting for Applicants

- 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)

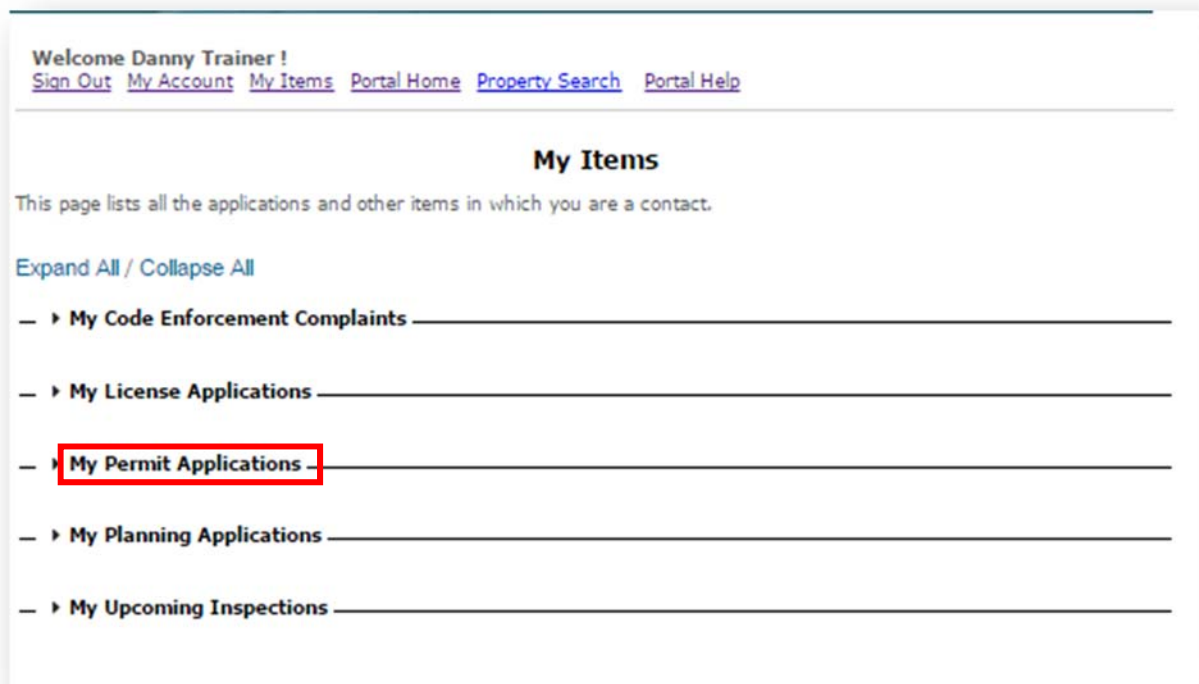
PROCEDURE

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 the [Add a Revision](#) button.

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
PRBD20170511048	Rejected	Building	05/24/2017
PRBD20170511040	Address Verification	Building	05/24/2017
PRBD20170511038	Address Verification	Building	05/23/2017
PRBD20170511036	Address Verification	Building	05/22/2017
PRBD20170511035	Pending Fees GMD	Building	05/22/2017
PRBD20170511033	Address Verification	Building	05/22/2017
PRBD20170511021	Address Verification	Building	05/16/2017
PRBD20170310684	Pending Fees GMD	Building	03/22/2017
PRBD20170308884	Issued	Building	03/09/2017
<input type="button" value="Add A Revision"/>	<input type="button" value="Schedule Inspection"/>		
PRBD20170207312	Rejected	Building	02/27/2017
PRBD20170207227	Issued	Building	02/27/2017
<input type="button" value="Add A Revision"/>	<input type="button" value="Schedule Inspection"/>		

5. Select Permit Types:
 - a. Choose the type of [Permit Revision](#) and click Next Step button. See example below.

Step 1:
Permit Type

Step 2:
Work Items

Step 3:
Contacts

Step 4:
Upload Files

Step 5:
Review &
Submit

Step 6:
Complete

Permit Application - Select Permit Types

Required information is indicated with an asterisk (*).

— ▼ **Please choose a Permit.** _____

Revision - Building

Revision - Sign

6. Continue working through the steps until you get to Upload Files.

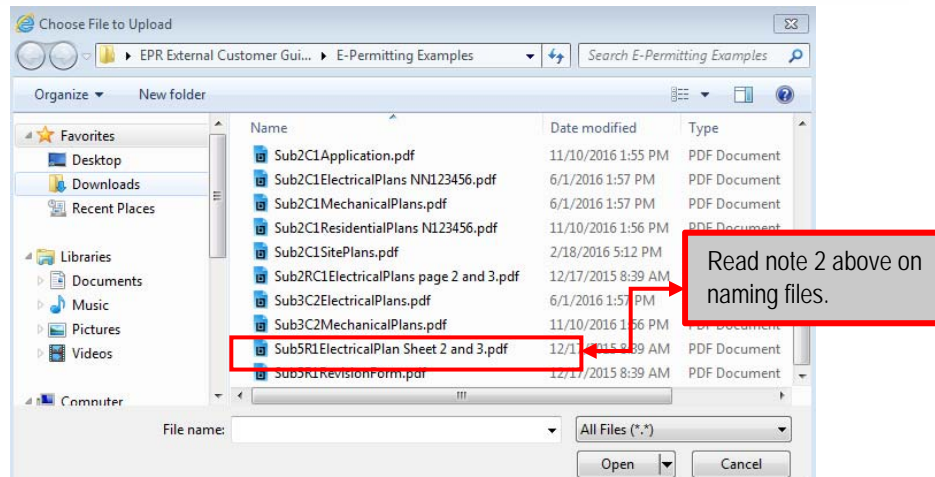
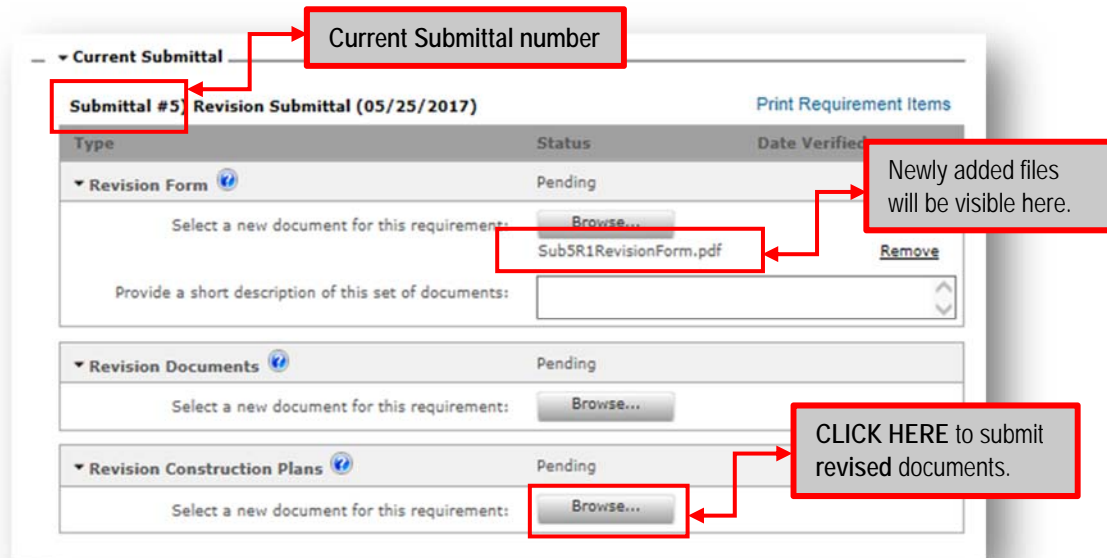
7. UPLOAD Files:

a. Click "**Browse**" button under the Checklist items to add revised documents, under Current Submittal.

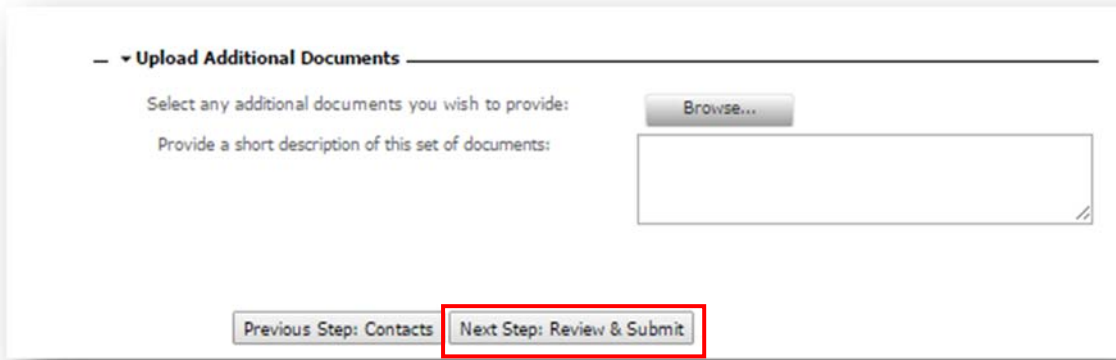
Note 1: There will only be three (3) Checklist Items:

- Revision Form – add completed Revision Form
- Revision Documents – add supporting documents.
- Revision Construction Plans – any revised drawings.

Note 2: Name file according to its Submittal number, revision number, and type of document. For example; Sub5R1ElectricalPlans.



8. After adding all revised document files, click [Next Step: Review & Submit](#) button.

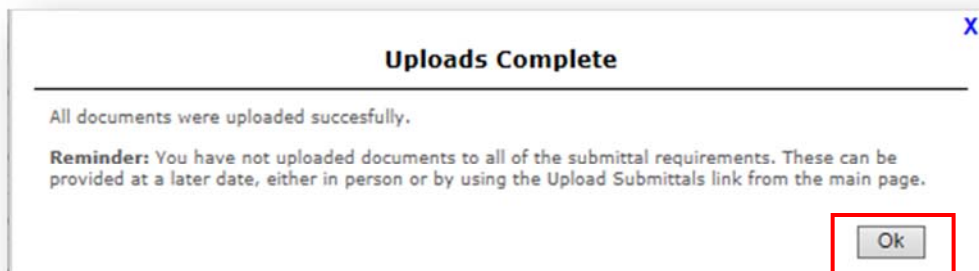


— **Upload Additional Documents** —

Select any additional documents you wish to provide:

Provide a short description of this set of documents:

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



Uploads Complete X

All documents were uploaded successfully.

Reminder: You have not uploaded documents to all of the submittal requirements. These can be provided at a later date, either in person or by using the Upload Submittals link from the main page.

10. Review & Submit:

- 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 add/remove document files.
- Click [Complete Application](#) button. This ends the procedure.


Step 1: Permit Type **Step 2:** Work Items **Step 3:** Contacts **Step 4:** Upload Files **Step 5:** Review & Submit **Step 6:** 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** _____
- ▶ **Please indicate whether the building for this application is 1-2 Family or Commercial (Portal)** _____
- ▶ **Permit Application Details (portal)** _____
- ▶ **Please provide a valid address and/or parcel number for the subject property.** _____
- ▶ **Construction Type (Portal)** _____ Review information.
- ▶ **Permit: Revision - Building** _____
- ▶ **Uploaded Documents** _____
 - Sub5R1ElectricalPlan Sheet 2 and 3.pdf
 - Sub5R1RevisionForm.pdf
- ▶ **Fees** _____

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



Refresh Enter security code here.

Click Here to Complete.

Previous Step: Upload Files Complete Application Cancel Application