

### PURPOSE

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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 a correction letter, please see **Resubmitting Documents (Corrections) BLDG Guide**.

**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>
- Must have Java installed.

### PREPARING FOR UPLOADING

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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:

- **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, correction number, and type of document. See example below of a set of construction plans from initial submittal to revision:
    - Sub1ConstructionPlans (Example of Initial Submittal)
    - Sub2C1ConstructionPlans (Example of Correction 1 Submittal)



## **Uploading Files (Initial Submittal) BLDG Guide E-Permitting for Applicants**

- 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)
- 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

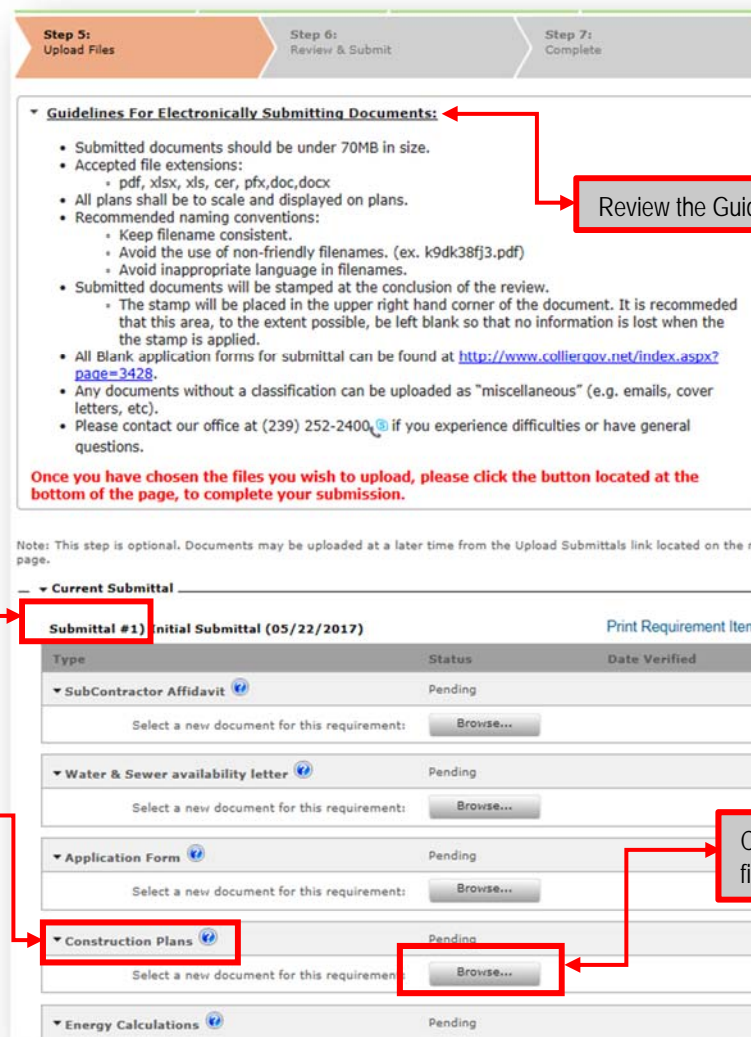
### 1. Upload Files:

- 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.

**Note 3:** Verify all files are properly named as discussed under Preparing for Uploading in this Guide.



**Step 5: Upload Files** | Step 6: Review & Submit | Step 7: 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 m page.

Current Submittal: **Submittal #1** Initial Submittal (05/22/2017) [Print Requirement Items](#)

Type	Status	Date Verified
SubContractor Affidavit	Pending	
Select a new document for this requirement: <input type="button" value="Browse..."/>		
Water & Sewer availability letter	Pending	
Select a new document for this requirement: <input type="button" value="Browse..."/>		
Application Form	Pending	
Select a new document for this requirement: <input type="button" value="Browse..."/>		
<b>Construction Plans</b>	Pending	
Select a new document for this requirement: <input type="button" value="Browse..."/>		
Energy Calculations	Pending	

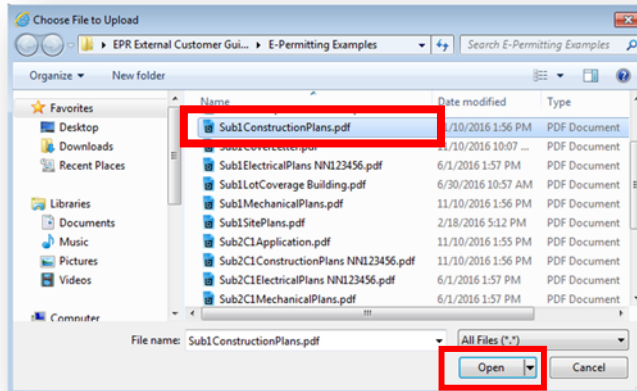
Submittal number

Review the Guidelines.

Checklist Item

Click Browse to attach files to their checklist item.

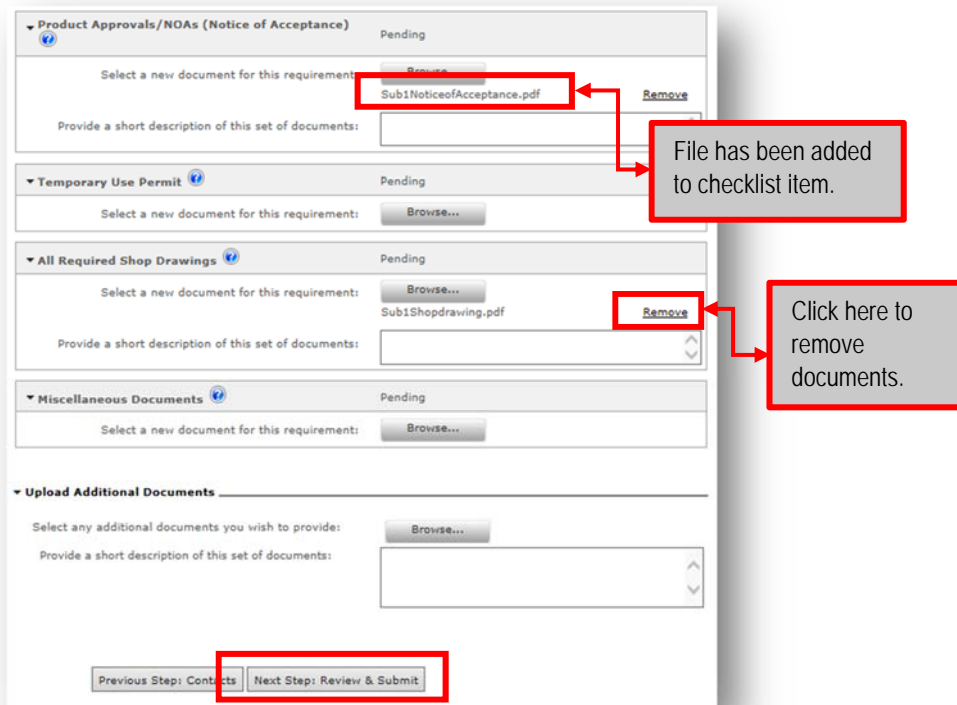
b. Locate, choose, and open file from your computer.



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](#).

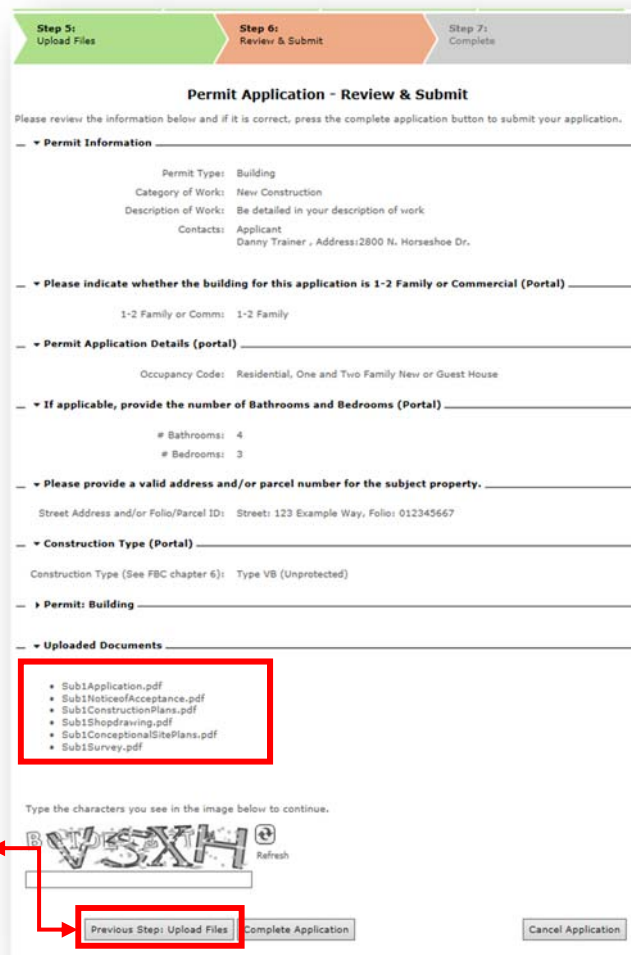
**Note 2:** The system will allow you to move forward, even if some of the checklist items do not have a file. This is not recommended by staff if it is a known required checklist item.



- 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 the previous screen, the uploaded files are moved above the Checklist items, see second screen shot below.



**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**

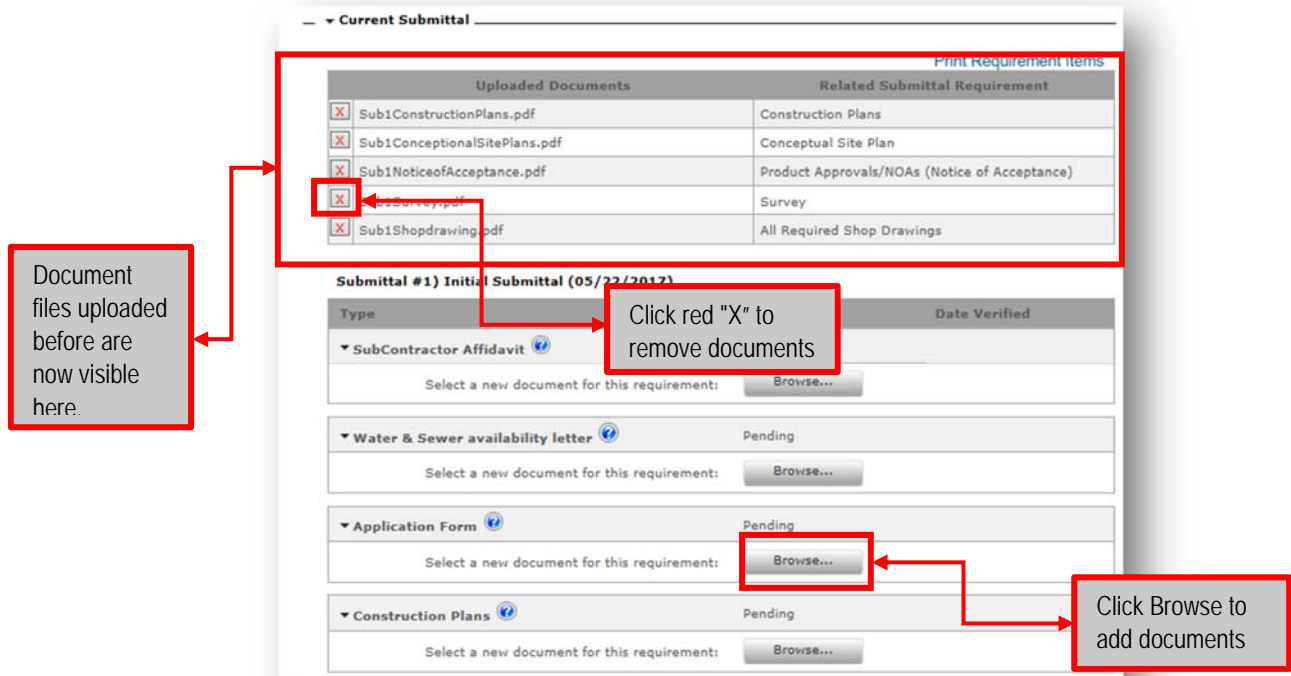
- Sub1Application.pdf
- Sub1NoticeofAcceptance.pdf
- Sub1ConstructionPlans.pdf
- Sub1Shopdrawing.pdf
- Sub1ConceptionalSitePlans.pdf
- Sub1Survey.pdf

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

W S X H Refresh

Click here to move to previous screen.

Previous Step: Upload Files Complete Application Cancel Application



Document files uploaded before are now visible here.

Uploaded Documents	Related Submittal Requirement
<input type="checkbox"/> Sub1ConstructionPlans.pdf	Construction Plans
<input type="checkbox"/> Sub1ConceptionalSitePlans.pdf	Conceptual Site Plan
<input type="checkbox"/> Sub1NoticeofAcceptance.pdf	Product Approvals/NOAs (Notice of Acceptance)
<input type="checkbox"/> Sub1Survey.pdf	Survey
<input type="checkbox"/> Sub1Shopdrawing.pdf	All Required Shop Drawings

Click red "X" to remove documents

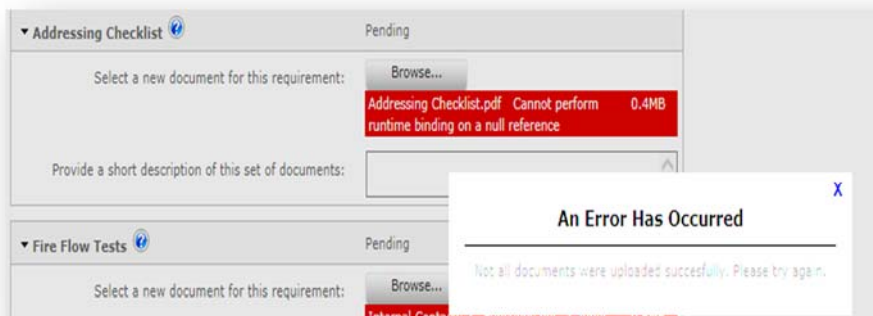
Click Browse to add documents

Submittal #1 Initial Submittal (05/22/2017)

Type	Date Verified
SubContractor Affidavit	
Water & Sewer availability letter	Pending
Application Form	Pending
Construction Plans	Pending

## IF YOU ENCOUNTER A PROBLEM

You may encounter an error message, if the system times out, you load a corrupt file, unrecognizable file extension, an exceeded file size, or other reasons shown under the guidelines. Try re-uploading files. If the system times 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**

Not all documents were uploaded successfully. Please try again.