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

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 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 Revisionl is not covered in the scope of this Guide. For initial Revision submittal, see Revision 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
- 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:

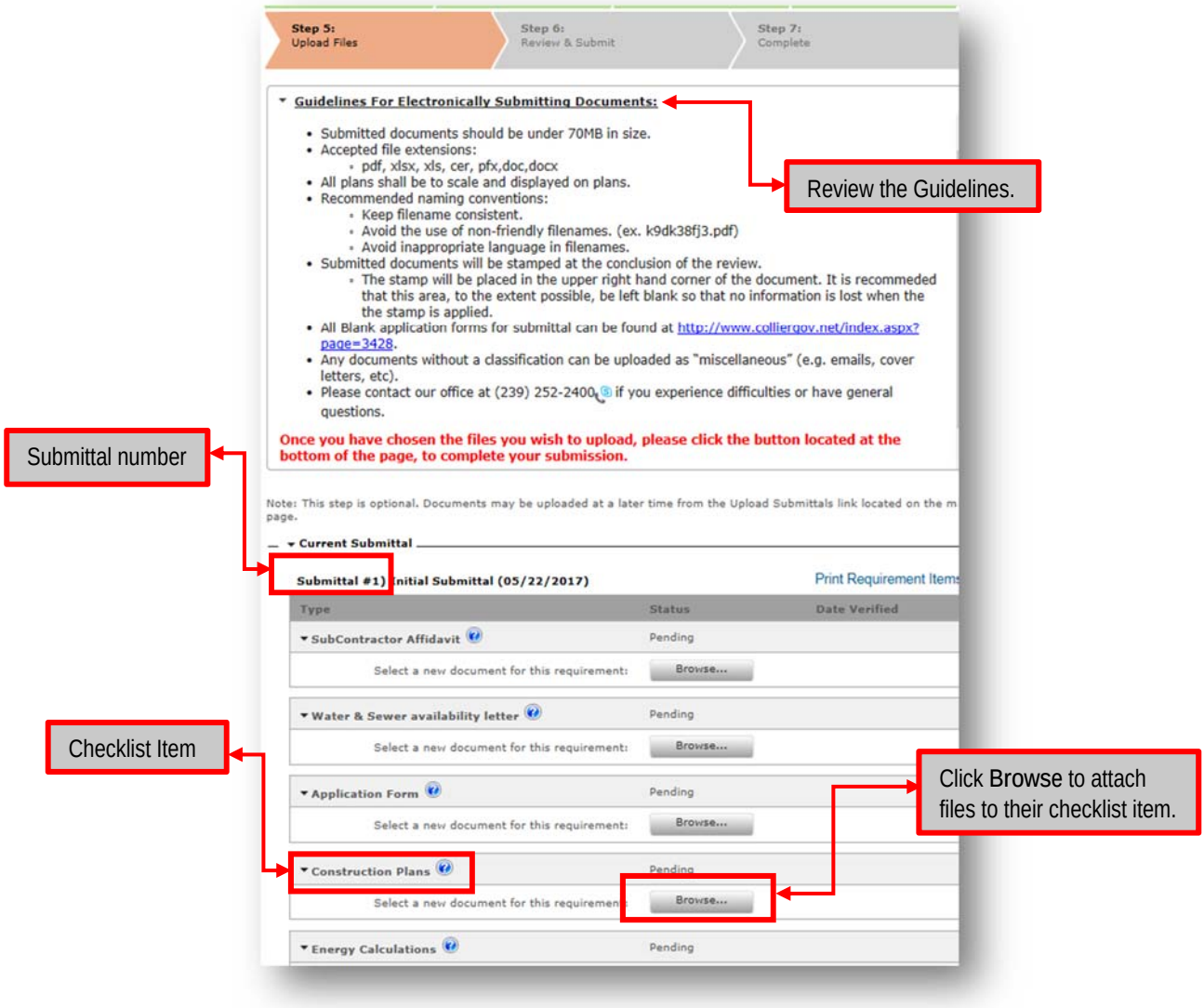
- Application form completely fill out.
- Digital Signatures:
  - Design Professionals and Engineers digital signature certificates on file with Collier County.
  - Design Professionals and Engineers have digitally signed and sealed all required documents.
  - Each digitally signed and sealed document 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, 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)

  - 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.

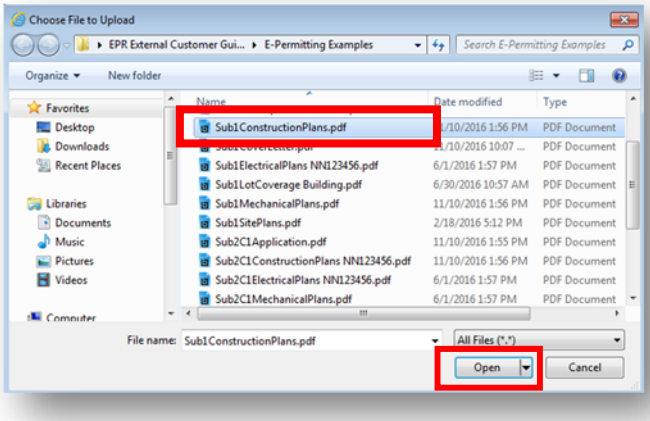
PROCEDURE

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.



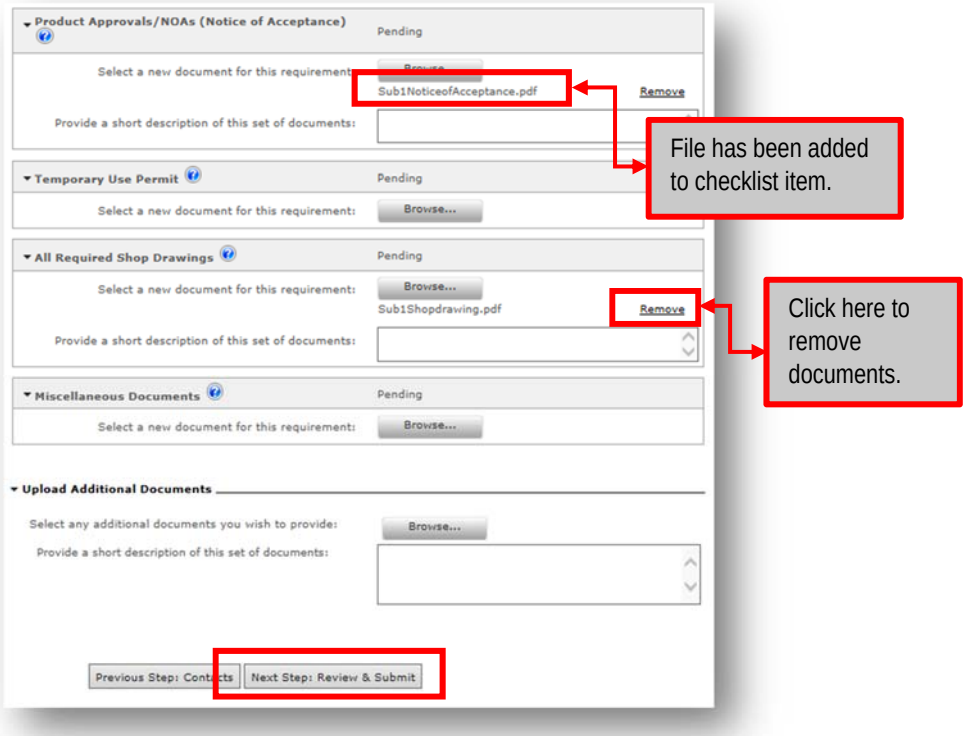
b. Locate, choose, and open file from your computer.



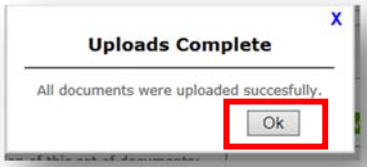
c. Uploaded files display under Browse button as shown in the below example. Click Next Step: Review & Submit, once you have added your documents. This will trigger the files to upload.

Note 1: Documents not included on the application checklist items should be uploaded using Upload Additional Documents.

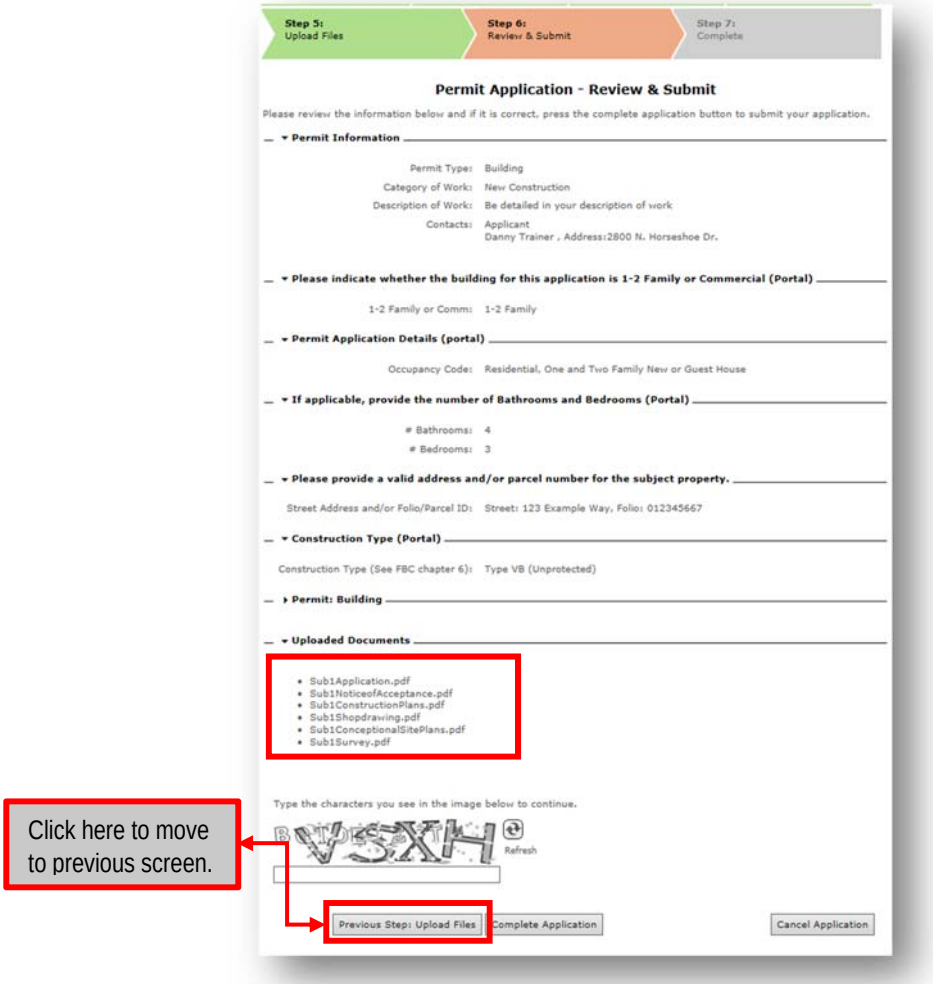
Note 2: The system will allow you to move forward, even if some of the checklist items do not have a file. This is not recommended by staff if it is a known required checklist item.

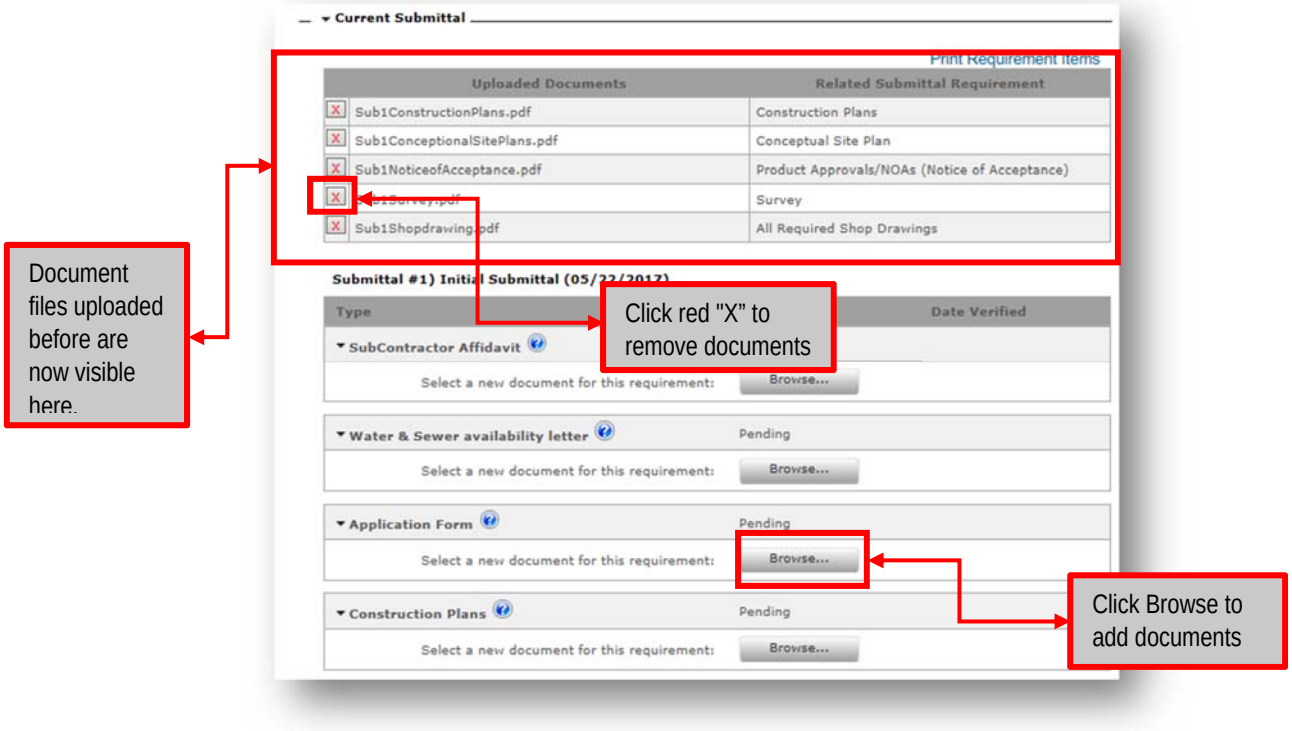


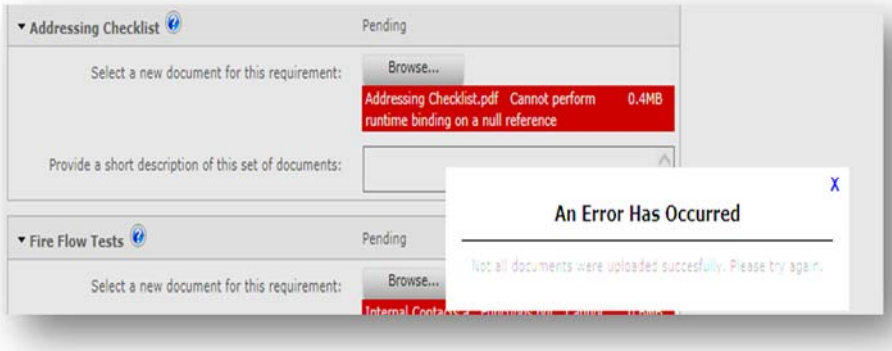
d. Click Ok button in the Uploads Complete message box.



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.





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.