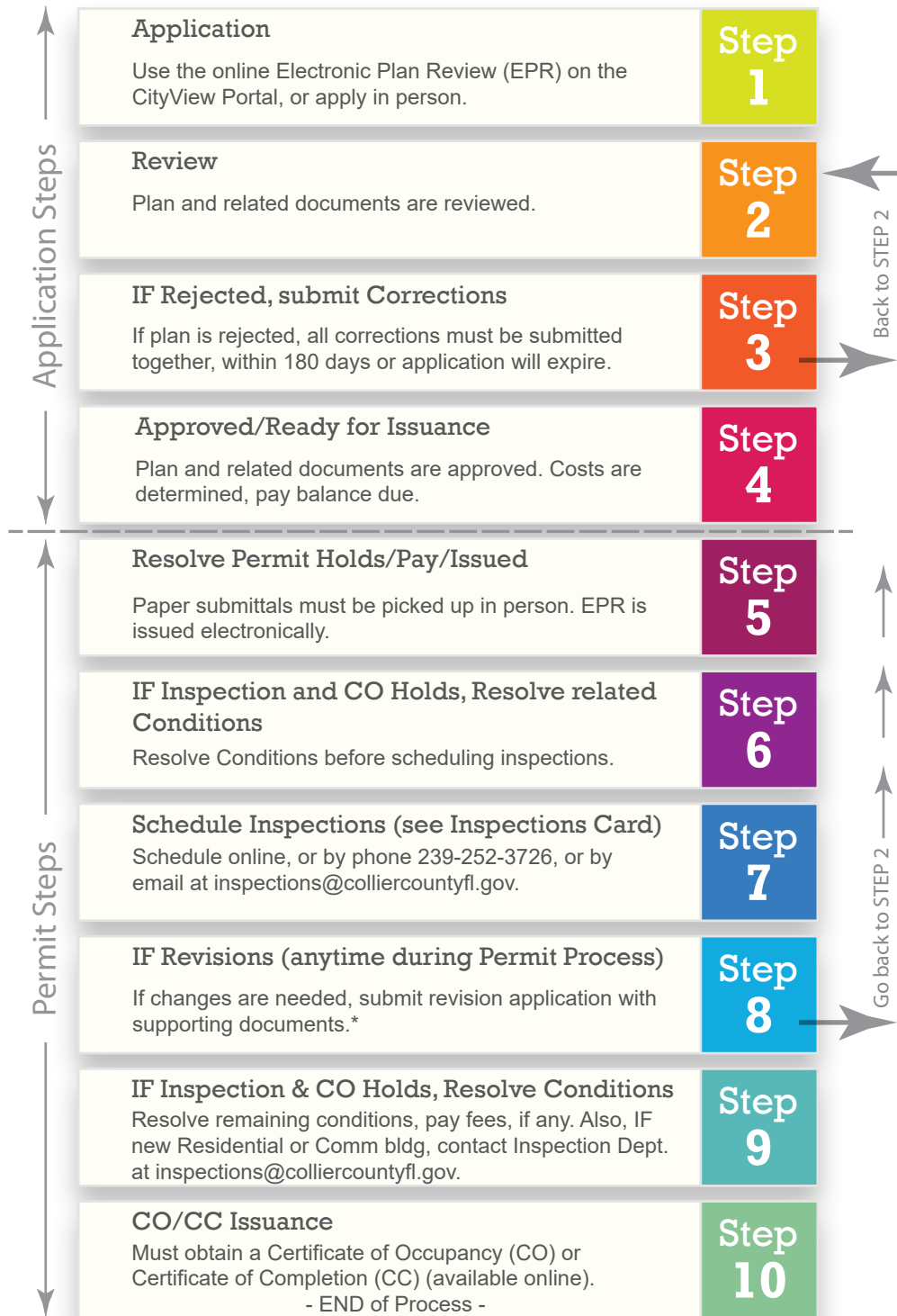


10-Step Permit Process

IMPORTANT: If no action is taken for a period of 180 calendar days during the process, the application or permit will expire.



STEPS to Track Your Permit Plan Review & Inspection Progress

Permit Number: _____

Job Address: _____

1. Go to the CityView portal at cvportal.colliergov.net.
2. Under Building Department, CLICK "Status and Fees".
3. Enter the address where the construction is taking place.
4. If your search returns more than one result, CLICK "Permit Status" next to the permit you wish to track.
5. CLICK "Expand ALL" to open all sections, or select the sections you wish to expand.
6. Review details under the sections for Fees, Inspections, Conditions, and Documents & Images.
7. You can find permit numbers under the Permits section to use for future tracking.

STEPS to Schedule Inspections

1. Go to the CityView portal at cvportal.colliergov.net.
2. If you already have an account, CLICK "Sign In" at the top of the webpage, then CLICK "My Items", which is also located at the top of the webpage, and schedule your inspections, or skip to STEP 7.
3. If you don't have an account, CLICK "Register" at the top of the page.
4. You will be taken to the Portal Registration Welcome page.
5. Follow the instructions to COMPLETE your registration.
6. CHECK your email and complete your registration by clicking the link in the email.
7. On the CityView portal at cvportal.colliergov.net, under Building Department, SELECT "Request an Inspection".
8. ENTER the permit number or address where you wish to schedule an inspection.
9. If your search returns more than one result, CLICK "Schedule Inspection" for the appropriate open permit.
10. SELECT the type of inspection you wish to schedule and complete your request.

If you have any questions please give us a call at (239) 252-2400.