




Doc. Id. : BLD - UG - Application Submission -001

Rev. No: 0

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**EPR for External Customers
Electronic Application Submission
User Guide**

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CONVENTIONS USED IN THIS USER GUIDE

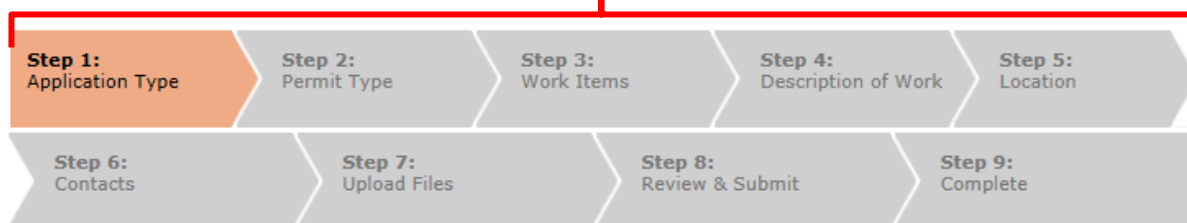
The following conventions and notations are used in this user guide to enable the user to interact more naturally with the GMD Public Portal during the online application process.

GMD Public Portal Home Page	http://cvportal.colliergov.net/cityviewweb
Horizontal Navigation Bar	Identify the current step of the application process. The active step of the process shows in a highlighted color orange.
Portal Email Address/Password	The email address and password created during registration. This email address is used to communicate with customers regarding their account profile, application payments, and status. Keep it secure.
Required Fields (*)	Required information fields have a Red asterisk (*) next to each area.
Question Mark 	The question mark provides definitions on checklist file names.
Run Time	Once you have started an application process, if your computer seats idle for more than twenty minutes (20), the Portal starts the logging out process. A warning box appears before the system logs you off.

HORIZONTAL NAVIGATION BAR

The Horizontal Navigation bar guides you through each step. As you move through the submittal process the associated bar highlights in orange identifying the current step. The horizontal navigation bar changes according to the application type.

Horizontal Step Navigation Bar



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PREPARING FOR APPLICATION SUBMISSION

Users are required to submit supporting documents and plans for each application type. Before submitting the following is required:

- Register an account on the Collier County GMD Public Portal. See Registration EPR User Guide under the E-Permitting page within the Collier Government website. To visit the E-Permitting page, click [here](#)
- Completely fill out the [application form](#). You can find other forms and checklists on our website by clicking [here](#).
- Ensure any signed and sealed documents contain digital signatures. Digital Signatures which have “self-signed” certificates must be registered with our office.
- Complete the [Authorization Form](#) if you are not currently authorized or are applying as an agent.
- All documents are in PDF format.
- Checklist item uploads are a single file; individual pages will not be accepted.
- Remember, individual file size is limited to 70MB.

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SIGNING INTO THE GMD PUBLIC PORTAL

Open GMD Public Portal through your browser:

<http://cvportal.colliergov.net/cityviewweb>.

Before you can [Sign In](#) you must be a Registered User. Click: [Registration](#) to register. Click on [Sign In](#) as shown in the following illustration.

GMD Public Portal

Sign In

 / [Register](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

The County's new web portal is now online. Through this portal you can submit applications/revisions, submit corrections, pay fees, monitor statuses, and schedule meetings or inspections for Building and/or Planning applications - all from the comfort of your home or office.

The CityView Portal is the first step in the County's plan to improve its service offerings for citizens. Watch for more updates, or contact us with suggestions as we are always trying to improve!



Code Enforcement

[Submit a New Complaint](#)
[Status and Fees](#)



Building Department

[Submit a Building Application](#)
[Request a Meeting](#)
[Status and Fees](#)
[Upload Submittals](#)



Planning Department


[Submit a Planning Application](#)
[Request a Meeting](#)
[Status and Fees](#)
[Upload Submittals](#)



Contractor Licensing

[Status and Fees](#)
[Submit a Complaint](#)
[Check Status of Complaint](#)

The [Welcome to the Collier County web portal](#) dialog box appears like the one illustrated on the following page.

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[Sign In / Register](#) [Portal Home](#) [Property Search](#)

Welcome to the Collier County web portal.

With an account you will be able to do more with CityView Portal. This includes faster entry of information, and access to options not available to anonymous users.

▼ Login

Email Address*

Password*

[Forgot your password?](#)


Login

▼ Create an Account

If you do not have an account, please click on [Create Account](#) to create one.


1. In the [Email Address](#) box, type your business email address.
2. In the [Password](#) box, type your password again to confirm.
3. Click on [Login](#) button to finish the [Sign In](#) process.

The GMD Public Portal Home page appears as shown below.

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APPLYING FOR A BUILDING PERMIT

The system validates your login and **Welcome [Your Account Name]** appears at the top of the screen. Click **Submit a Building Application** to start the process.


GMD Public Portal



Links

[Home](#)
[Property Search](#)
[Pay Fees](#)
[Permit Forms](#)
[Planning Forms](#)

Address

Growth Management
Division - Planning
and Regulation
2800 N. Horseshoe Drive
Naples, FL 34104

Phone. (239) 252-2400

Welcome Dianna Perryman!
[Sign Out](#) [My Account](#) [My Items](#) [Portal Home](#) [Property Search](#) [Portal Help](#)


The County's new web portal is now online. Through this portal you can submit applications/revisions, submit corrections, pay fees, monitor statuses, and schedule meetings or inspections for Building and/or Planning applications - all from the comfort of your home or office.

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Code Enforcement


[Submit a New Complaint](#)
[Status and Fees](#)



Building Department

[Submit a Building Application](#)

[Request an Inspection](#)
[Request a Meeting](#)
[Status and Fees](#)
[Upload Submittals](#)



Planning Department

[Submit a Planning Application](#)
[Request an Inspection](#)
[Request a Meeting](#)
[Status and Fees](#)
[Upload Submittals](#)



Contractor Licensing

[Status and Fees](#)
[Submit a Complaint](#)
[Check Status of Complaint](#)

This website is best viewed with Microsoft Internet Explorer versions 7 and higher, Firefox versions 3.5.3 and higher, Google Chrome versions 3.0 and higher or Apple Safari versions 3.2 and higher. Javascript must be enabled on the browser. Adobe Acrobat Reader may be required to read some documents available on the site.

[Click here to start an application](#)

Note: from the Portal Home there are additional links for: Property Search, Pay Fees, Permit Forms, Planning forms and Portal Help.

A dialog box similar to the following illustration appears after you click on **Submit a Building Application**.

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Description and Type Step

Permit Application - Description and Type

Required information is indicated with an asterisk (*).

Choose the application type: * ▼

Please categorize the nature of the work* being done: ▼

Please describe the work being done: * ▼

Limit 4000 characters

▼ Please indicate whether the building for this application is 1-2 Family or Commercial (Portal)

1-2 Family or Comm: ▼

▼ Permit Application Details (portal)

Is this a permit by affidavit?: * ▼

Occupancy Code: * ▼

Is this a private provider inspection?: * ▼

Is this a private provider review?: * ▼

▼ If applicable, provide the number of Bathrooms and Bedrooms (Portal)

Bathrooms:

Bedrooms:

▼ Please provide a valid address and/or parcel number for the subject property.

Street Address and/or Folio/Parcel ID: *

▼ Construction Type (Portal)

Construction Type (See FBC chapter 6): * ▼

1. Click the arrow in the **Choose the application type** box. From the drop-down list, select the application type in the item list.
2. Enter all the information needed for the **Permit Application – Description and Type**.
3. Click on **Next Step: Permit Type** button to move forward in the application process.

Note: The steps may change depending on the application type or category of work. This will be noticeable in the Horizontal Navigation Bar.

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Select Permit Types Step

Permit Application - Select Permit Types

Required information is indicated with an asterisk (*).

▼ Please choose a Permit.

- Aluminum Structure
- Awnings
- Building
- Carport/Shed
- Cell Tower
- Construction Trailer
- Demolition
- Electrical
- Fence
- Garage
- Gas
- Marine
- Mechanical
- Mobile Home/Trailer
- Office/Sales Trailer
- Plumbing
- Pool
- Roof

Previous Step: Application Type

Next Step: Work Items

1. Please choose the Permit to select the type of permit.
2. Click on Next Step: Work Items button to move forward.

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Work Items Step

Permit Application - Work Items

▼ **Building Permit**

Declared Construction Cost: *

Residential Living Area (includes multi-family): *

Residential Non-Living Area (includes multi-family): *

Please choose as many work items as are appropriate.

Gas

Gas Piping

Guest House Type VB

Residential, One and Two Family New Attached Type VB

Residential, One and Two Family New Detached Type VB


Residential, One and Two Family New Duplex Type VB

Previous Step: Permit Type

Next Step: Description of Work

Note: The information required for this step may vary depending on the type of permit selected.

1. Enter all the information needed for the [Permit Application – Work Items](#).
2. Type the [Declared Construction Cost](#).
3. Type the [Residential Living Area \(when applicable\)](#).
4. Type the [Residential Non-Living Area \(when applicable\)](#).
5. Choose as many work items as are appropriate.
6. Click on [Next Step: Description of Work](#) button to move forward.

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Description of Work Step



Permit Application - Description of Work

▼ Building Permit Work Items


Residential, One and Two Family New Detached Type VB

SF:

Please enter the quantity for this work item in the units specified

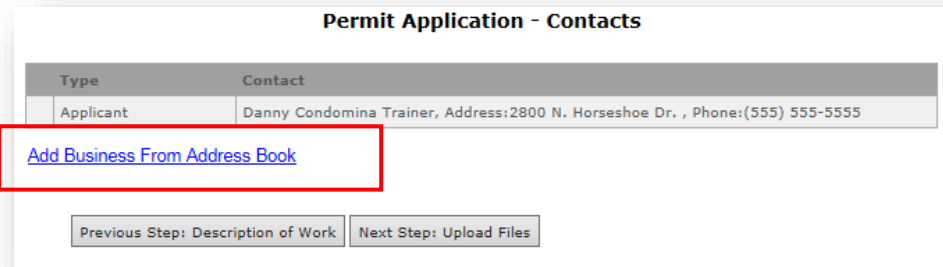
Previous Step: Work Items **Next Step: Contacts**

1. This step will default to values that have already been entered, click [Next Step: Contacts](#) without modifying the quantity, even if it is “null”.

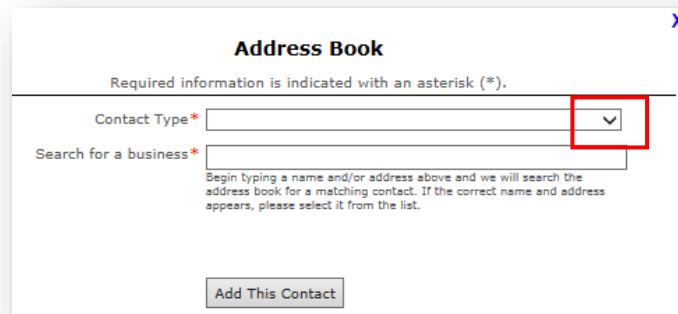
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Contacts Step

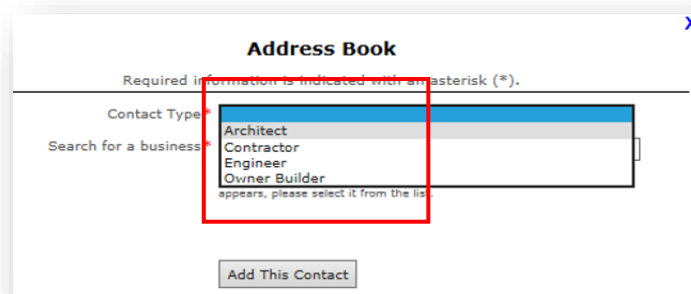
This step allows you to enter the contractor information into the system, the applicant's name will be pre-populated with the information you used to register.



1. Click “[Add Business from Address Book](#)” and the [Address Book](#) box opens.

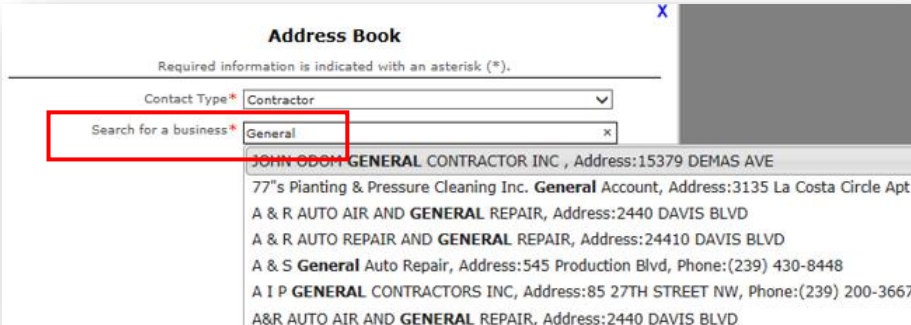


2. Click the arrow in [Contact Type](#).



3. Choose [Contact Type](#) from the drop down list.

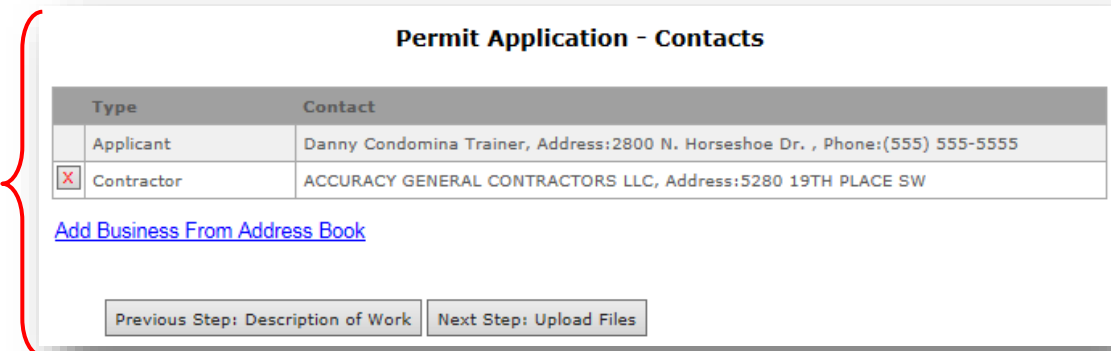
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- Click [Search for a Business Type](#). Begin typing to search [Address Book](#). Select correct name and address.

Add This Contact

- Click [Add This Contact](#).

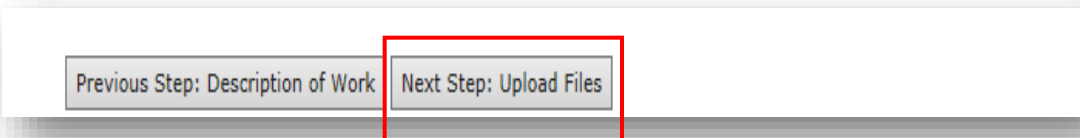


Type	Contact
Applicant	Danny Condomina Trainer, Address:2800 N. Horseshoe Dr. , Phone:(555) 555-5555
<input checked="" type="checkbox"/> Contractor	ACCURACY GENERAL CONTRACTORS LLC, Address:5280 19TH PLACE SW

[Add Business From Address Book](#)

Previous Step: Description of Work Next Step: Upload Files

- The [Contact](#) information adds to the grid.



Previous Step: Description of Work **Next Step: Upload Files**

- Click [Next Step: Upload Files](#) at the bottom of the screen.

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Upload Files Step

▼ **Guidelines For Electronically Submitting Documents:**

- Submitted documents should be under 72MB 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 main page.

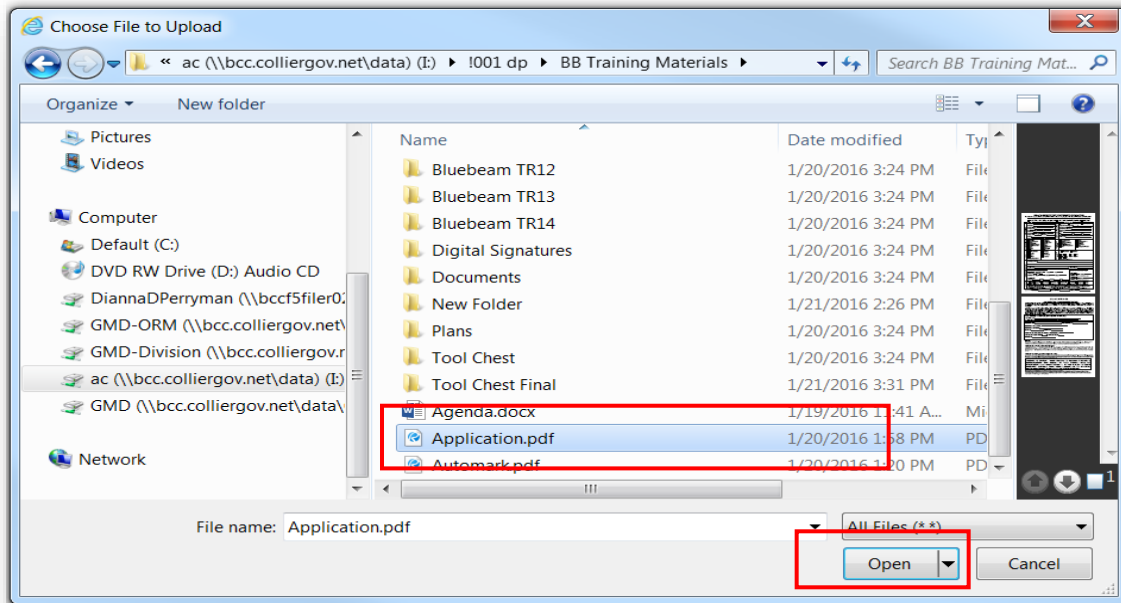
▼ **Current Submittal**

Submittal #1) Initial Submittal (06/27/2016) [Print Requirement Items](#)

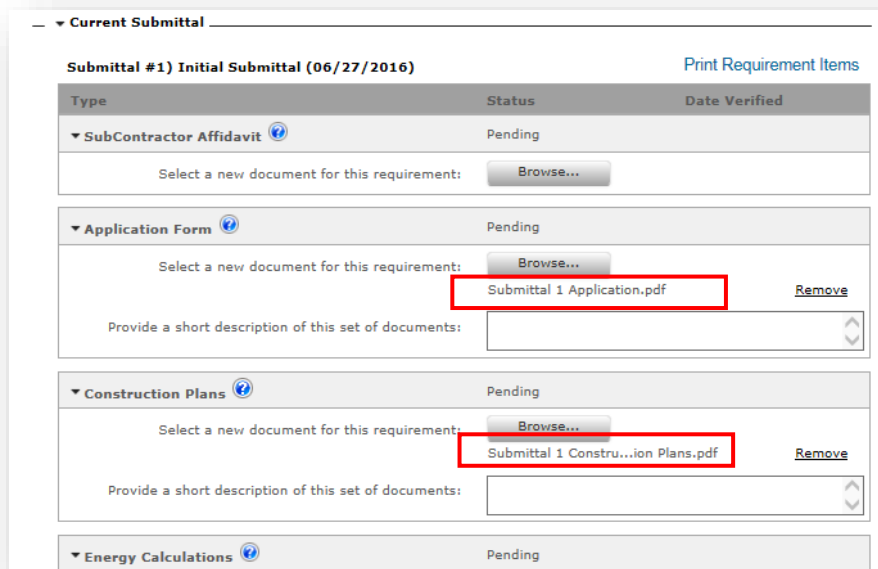
Type	Status	Date Verified
▼ SubContractor Affidavit	Pending	
Select a new document for this requirement:	<input type="button" value="Browse..."/>	
▼ Application Form	Pending	
Select a new document for this requirement:	<input style="border: 2px solid red;" type="button" value="Browse..."/>	

Note: Each application has a specific *Checklist* of documents and plans identified for submittal. Each file must be uploaded to its associated *Checklist Item* as one complete file, not individual sheets. Begin *Upload files*:

1. Review [Guidelines for Electronic Submitting Documents](#) prior to uploading documents.
2. Click [Browse](#) as shown in the dialog box. The [Choose File to Upload](#) dialog box open.



3. Locate file, Click on File Highlight, Click Open.



4. Uploaded files display under Browse button as shown above. Repeat 1 through 3 above until all checklist files are attached.

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_ **Upload Additional Documents**

Select any additional documents you wish to provide: Browse...

Provide a short description of this set of documents: [Text Area]

Previous Step: Contacts
Next Step: Review & Submit

5. Documents not included on the application checklist should be uploaded using [Upload Additional Documents](#). Click [Browse](#), to select and add files.
6. Once all documents and plans are uploaded Click [Next Step: Review & Submit](#).

Cancel

Uploads In Progress

Please wait while your documents are being uploaded. You will be redirected to the next step when all uploads are complete.

The system message box will display [Uploads In Progress](#) as shown above.

X

Uploads Complete

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.

7. When completed, a dialogue will confirm uploads were successful or notify you of errors. Click the "X" on the "[Uploads Complete](#)" dialog box. The system redirects to [Next Step: Review Submittal](#).

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File Upload Error

If you load a file that is corrupt, the wrong file extension or if your computer has been idle for more than twenty minutes (20) and you begin the upload process, you may encounter this error message. Try re-uploading files; [Step 4 Upload Files](#).

Removing a File

If you attached a file by mistake, you can remove it by clicking [Remove](#) next to the uploaded file as shown in dialog box below.

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Review & Submit Step

Review information for accuracy. If any of the information is incorrect or you forgot to attach a file, use the [Previous Step: Upload Files](#) button to go back and include the missing information or file. If all the information is correct:

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: NEW CONSTRUCTION - SINGLE FAMILY HOME - 3 BEDROOM 2 BATH 1 HALF BATH
 4380 16th St NE
 Contacts: Applicant
 Danny Condomina Trainer, Address:2800 N. Horseshoe Dr. , Phone:(555) 555-5555
 Contractor
 ACCURACY GENERAL CONTRACTORS LLC, Address:5280 19TH PLACE SW

— **▼ 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)** —

— **▼ If applicable, provide the number of Bathrooms and Bedrooms (Portal)** —

Bathrooms: 2.5
 # Bedrooms: 3

— **▼ Please provide a valid address and/or parcel number for the subject property.** —

Street Address and/or Folio/Parcel ID: 39652760002

— **▼ Construction Type (Portal)** —


Construction Type (See FBC chapter 6): Type VB (Unprotected)

— **▶ Permit: Building** —

— **▼ Uploaded Documents** —

- Submittal 1 Application.pdf
- Submittal 1 Construction Plans.pdf

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


Refresh

Previous Step: Upload Files

Complete Application

Cancel Application


Cancel Application is used only if you want to completely cancel and start over.

Enter Security Code Here.

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1. Enter the [Security Code](#) as shown below.
2. Click [Complete Application](#).

The application process is not complete until you select [Complete Application](#) to generate your [Permit Reference Number](#).

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Permit Application Complete Step

The system generates your [Permit Application Number](#) as shown in the dialog box below.

Permit Application - Complete

Application Number: PRBD20160622451

[Print This Page](#)

You have successfully submitted your application. You will receive correspondence regarding your submittal when processing is complete. Have Questions? Please call (239) 252-2400. Thank you for using Electronic Plan Submittal!

▼ **Permit Information**

Permit Type: Building
Category of Work: New Construction
Description of Work: NEW CONSTRUCTION - SINGLE FAMILY HOME - 3 BEDROOM 2 BATH 1 HALF BATH
4380 16th St NE
Contacts: Applicant
Danny Condomina Trainer, Address:2800 N. Horseshoe Dr. , Phone:(555) 555-5555
Contractor
ACCURACY GENERAL CONTRACTORS LLC, Address:5280 19TH PLACE SW

▼ **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)**

Is this a permit by affidavit?: No
Occupancy Code: Residential, One and Two Family New or Guest House
Is this a private provider inspection?: No
Is this a private provider review?: No

▼ **If applicable, provide the number of Bathrooms and Bedrooms (Portal)**

Bathrooms: 2.5
Bedrooms: 3

▼ **Please provide a valid address and/or parcel number for the subject property.**

Street Address and/or Folio/Parcel ID: 39652760002

▼ **Construction Type (Portal)**

Construction Type (See FBC chapter 6): Type VB (Unprotected)

▶ **Permit: Building**

▼ **Documents & Images**

Date Uploaded	Document Name
06/27/2016	Submittal 1 Application.pdf
06/27/2016	Submittal 1 Construction Plans.pdf

Please print this page or record the application number for future reference. You will need it in order to view the status of your application online.

Please select a link below to access the CityView Portal.

[View the status of my application](#)
[Portal Home](#)

Powered by CityView

The link [View the status of my application](#), routes you to the Permit Application Status page.

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MY ITEMS

[My Items](#) allows the portal users to view a list of their submitted permit applications and submit a new application. Click the [My Items](#) link as shown in the dialog box below.

Welcome Danny Condomina Trainer!
[Sign Out](#) [My Account](#) [My Items](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

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Click the black [arrow](#) next to [My Permit Applications](#) to expand the selection. A list of the permit applications submitted by the applicant displays showing the [Reference Number](#), [Status](#), [Type](#), and the [Date Created](#). From here, you can also submit a new building application.

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
PRFR20160622454	Pending Fees GMD	Fire	06/27/2016
PREL20160622452	Rejected	Electrical	06/27/2016
PRBD20160622451	Address Verification	Building	06/27/2016

[Submit a Building Application](#)

- ▶ [My Planning Applications](#) _____
- ▶ [My Upcoming Inspections](#) _____

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SIGNING OUT OF THE GMD PUBLIC PORTAL

To [Sign Out](#), click [Sign Out](#) as shown in the dialog box below. You are now signed out.

GMD Public Portal

Welcome Danny Condomina Tester!
[Sign Out](#) [My Account](#) [My Items](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

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The CityView Portal is the first step in the County's plan to improve its service offerings for citizens. Watch for more updates, or contact us with suggestions as we are always trying to improve!



Code Enforcement

[Submit a New Complaint](#)
[Status and Fees](#)



Building Department

[Submit a Building Application](#)
[Request an Inspection](#)
[Request a Meeting](#)
[Status and Fees](#)
[Upload Submittals](#)



Planning Department

[Submit a Planning Application](#)
[Request an Inspection](#)
[Request a Meeting](#)
[Status and Fees](#)
[Upload Submittals](#)



Contractor Licensing

[Status and Fees](#)
[Submit a Complaint](#)
[Check Status of Complaint](#)

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FINAL TYPE REQUIREMENTS/ PLANS/ PRINTING

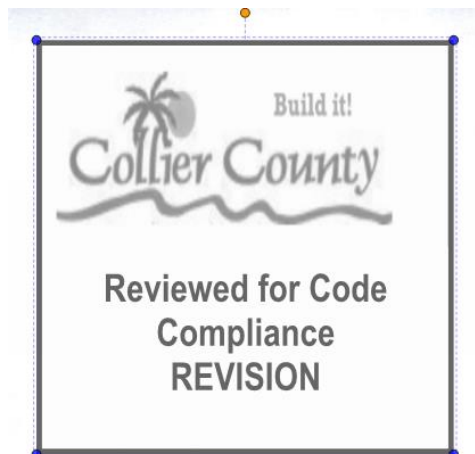
Once approved and Collier County staff final types the permit.


1. Customer will receive an email with the payment slip and any additional information-permit holds, sub holds, etc.
2. When the Cashiering staff processes the payment, the outtake staff will be notified and the permit will be issued in the order that it was received.
3. Once issued the customer will receive an email stating that their permit card, inspection card and stamped plans are ready to be printed out from the portal.

All Plans that have been approved by Collier County Building Department will have an approval stamp along with the permit number:



If plans were submitted for Revisions your plans will be stamped:



	<p>EPR for External Customers Electronic Application Submission</p> <p>User Guide</p>	<p>Doc. Id. : BLD- UG- Electronic Application Submission - 001</p> <p>Rev. No. : 0</p> <p>Status : Valid</p> <p>Page : 25/25</p>
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CONTACT INFORMATION AND ADDITIONAL LINKS

Collier County Business Center
2800 North Horseshoe Drive
Naples, Florida 34104

- Inquiries about e-permitting: permittingdept@colliergov.net or call (239) 252-2332.
- To submit digital signatures: edwardbouza@colliergov.net or lemayperez@colliergov.net
- GMD Public Portal: <http://cvportal.colliergov.net/cityviewweb>
- E-Permitting Web Site: <http://www.colliergov.net/your-government/divisions-a-e/building-review/e-permitting>