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 an insufficiency letter, please see Resubmitting Documents (Insufficiency) 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:
  - o Design Professionals and Engineers digital signature certificates on file with Collier County.
  - o Design Professionals and Engineers have digitally signed and sealed all required documents.
  - o Each digitally signed and sealed document or plan set must be uploaded as one complete file.
- Document files:
  - o All document files for checklist items saved in PDF format. No PDF/A accepted.
  - o Naming document files – name file according to its submittal number and type of document. For example; Submittal 1 Environmental Plans, Submittal 2 Environmental Plans, etc. If the document is being submitted for the third time due to an insufficiency or correction, name it Submittal 3 and the type of document.

o   File size is limited to 70MB. Therefore, we recommend you optimize the quality of these files.

o   Place all the files you plan to upload in a single, easy to locate folder to avoid time lost searching for documents
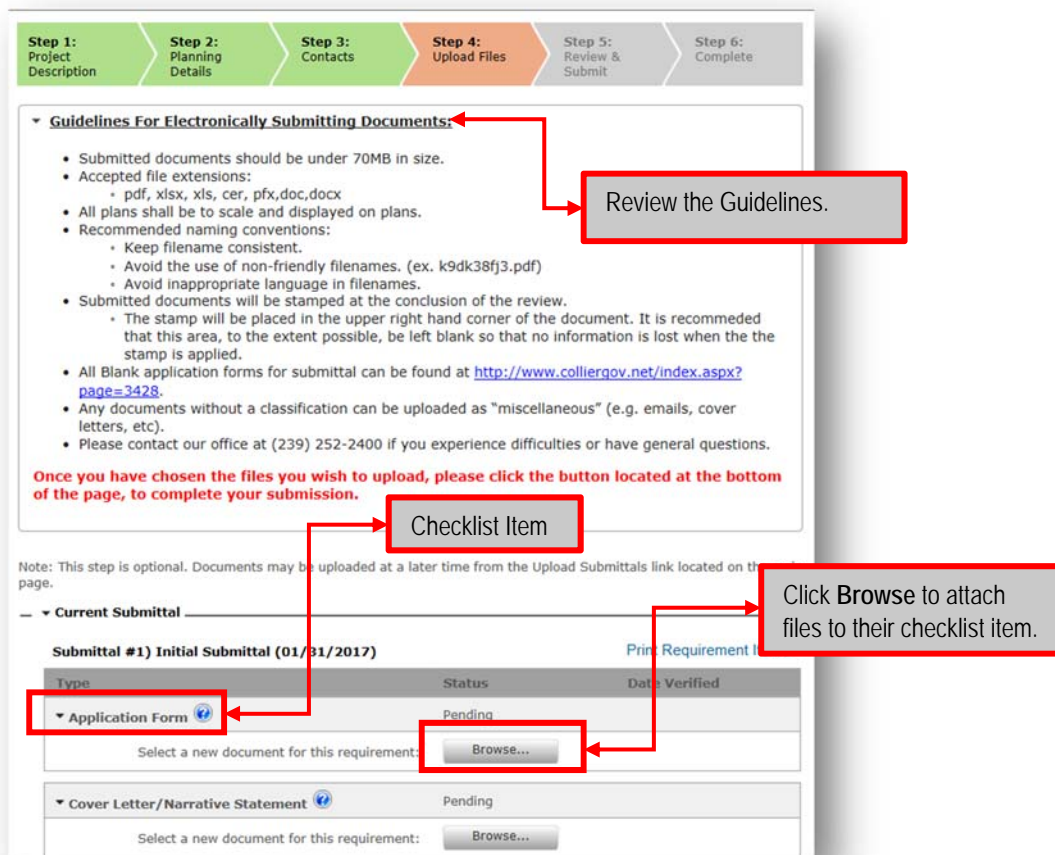
PROCEDURE

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.


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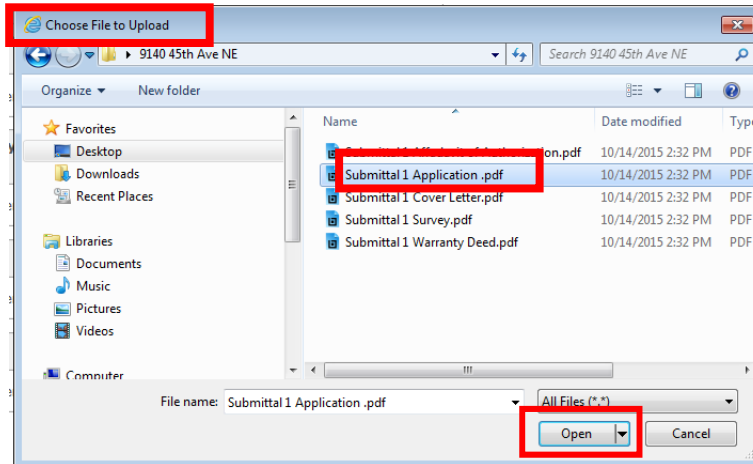
c. Uploaded files display under Browse button as shown in the below example. Click Next Step: Review & Submit, once you have added your documents. This will trigger the files to upload.

Note 1: Documents not included on the application checklist items should be uploaded using Upload Additional Documents.
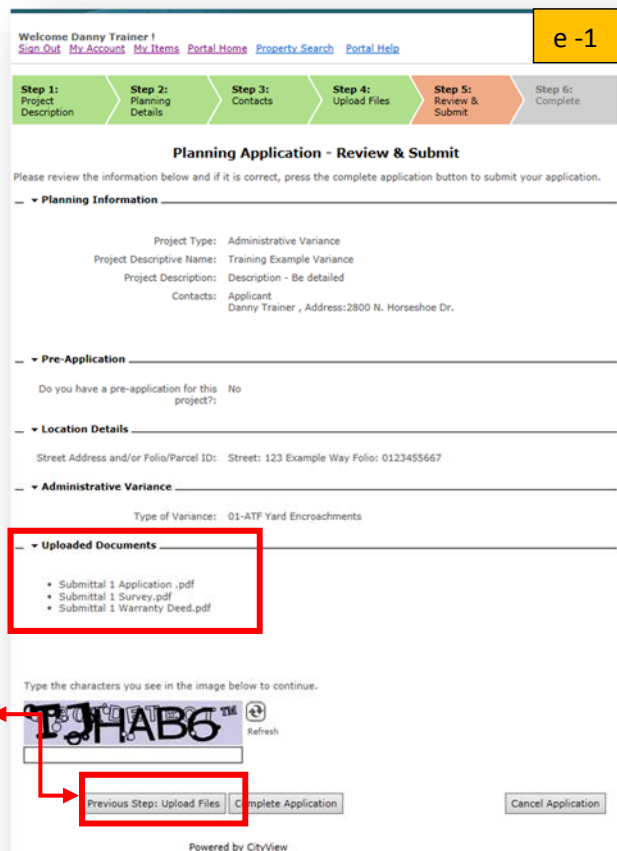
Note 2: The system will allow you to move forward, even if some of the checklist items do not have a file. This is not recommended by staff if it is a known required checklist item.
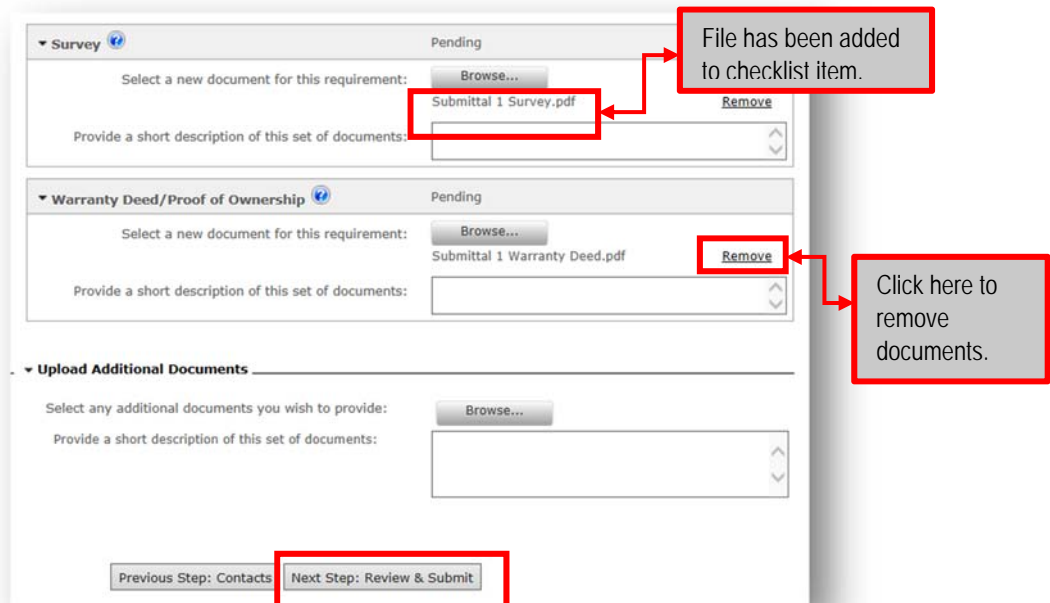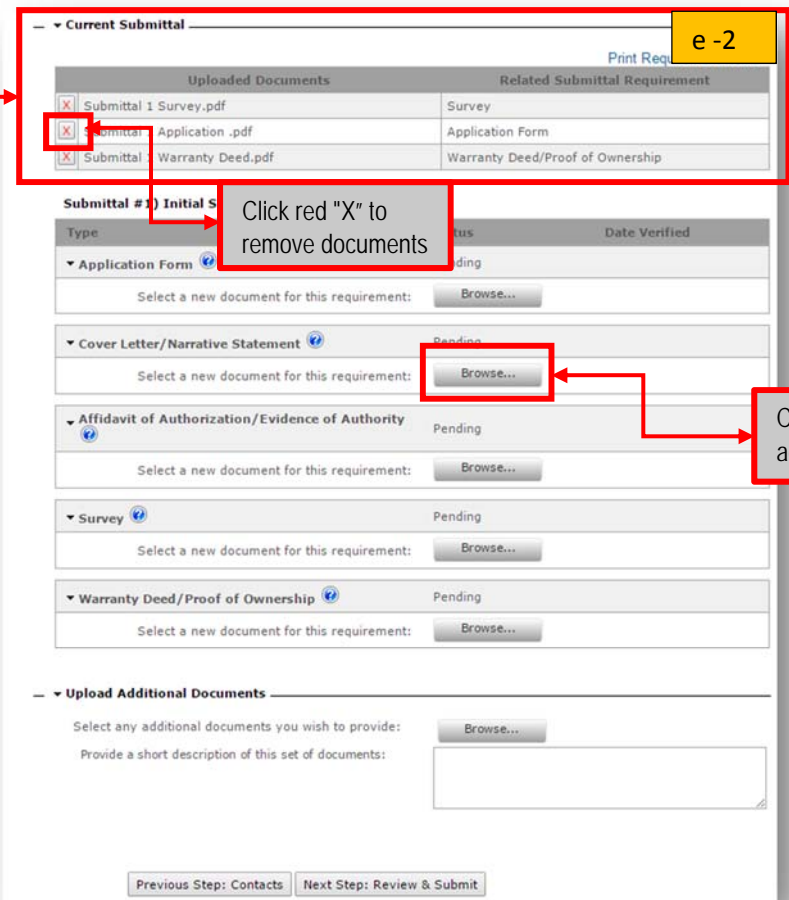

d. Click Ok button in the **Uploads Complete** message box.
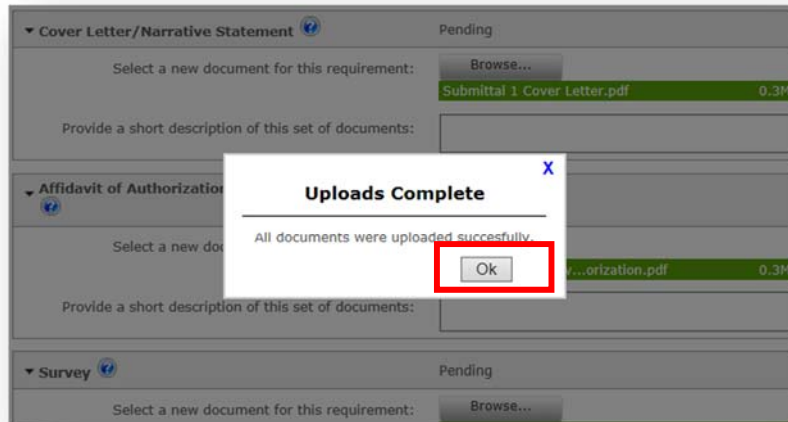
e. Review the Uploaded Documents. At this time you still have the option of clicking
    Previous Step: Upload Files to add or remove documents.
    <u>Note:</u> If you move to previous screen, the uploaded files are moved above the checklist
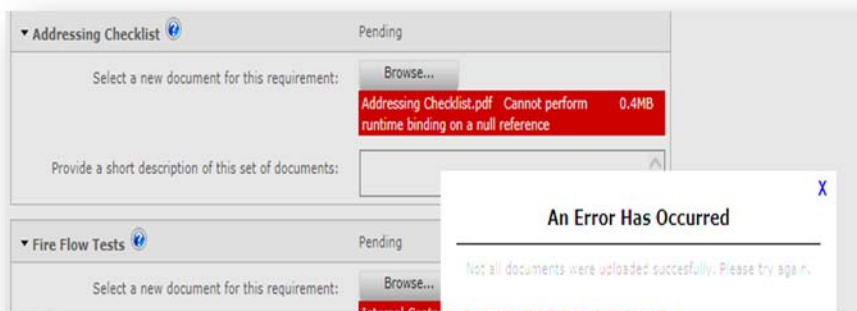   items, see screen shot **e-2** below.

Documents files uploaded before are moved here.

Click red "X" to remove documents

Click Browse to add documents

If you encounter a problem

You may encounter an error message, if you load a file that is corrupt, the wrong file extension, exceeded file size, the system timed out, or other reasons shown under the guidelines. Try re-uploading files. If the system timed out, you will have to sign in and reapply.