

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: <u>http://www.colliergov.net/your-government/divisions-a-e/building-review/e-permitting</u>
- 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.
 - 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:
 - o All document files for checklist items saved in PDF format. No PDF/A accepted.
 - <u>Naming document files</u> 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.



- 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.

<u>Note 1:</u> 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.

escription Details		Review & Comp Submit	
Guidelines For Electronically Submitting Doc	cuments:		
Submitted documents should be under 70ME	B in size.		
 Accepted file extensions: pdf, xlsx, xls, cer, pfx,doc,docx 		Review the C	Quidelines
 All plans shall be to scale and displayed on p Recommended naming conventions: 	plans.		Juluennes.
 Keep filename consistent. 			
 Avoid the use of non-friendly filename Avoid inappropriate language in filena 			
 Submitted documents will be stamped at the • The stamp will be placed in the upper 			adad
that this area, to the extent possible,			
 stamp is applied. All Blank application forms for submittal can 	be found at http://www.c	olliergov.net/index.asp	x?
page=3428.			
 Any documents without a classification can be 	be uploaded as "miscellane	ous" (e.g. emails, cove	
letters, etc).		8 S - N	
letters, etc).Please contact our office at (239) 252-2400		es or have general que	stions.
letters, etc). • Please contact our office at (239) 252-2400 once you have chosen the files you wish to up of the page, to complete your submission.	pload, please click the b Checklist Item	es or have general ques	stions. bottom
letters, etc). • Please contact our office at (239) 252-2400 Proce you have chosen the files you wish to up	pload, please click the b Checklist Item	es or have general ques	stions. bottom
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letters, etc). • Please contact our office at (239) 252-2400 bnce you have chosen the files you wish to up f the page, to complete your submission. e: This step is optional. Documents may be uploaded a e. • Current Submittal	pload, please click the b Checklist Item	es or have general ques utton located at the l d Submittals link located	Click Browse to attach files to their checklist item.
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b. Locate, choose, and open file from your computer.



	Choose File to Upload					x
(😋 🕞 🗢 📙 🕨 9140 45th Ave	NE	. ↓	Search	9140 45th Ave NE	٩
3	Organize 🔻 New folder				·= • 🔳	0
1	🔆 Favorites	^	Name		Date modified	Туре
y [Nesktop		B	on.pdf	10/14/2015 2:32 PM	PDF
	🐌 Downloads	E	Bubmittal 1 Application .pdf		10/14/2015 2:32 PM	PDF
	📃 Recent Places	=	Submittal 1 Cover Letter.pdf		10/14/2015 2:32 PM	PDF
1			🥫 Submittal 1 Survey.pdf		10/14/2015 2:32 PM	PDF
	🥽 Libraries		🥫 Submittal 1 Warranty Deed.pdf		10/14/2015 2:32 PM	PDF
	Documents					
	👌 Music					
2	Pictures					
	😸 Videos					
	🛤 Computer					•
3	File name:	Submittal 1 App	lication .pdf 🛛 👻	All Files ((*,*)	•
				Open	Cancel	
				Open	Cancer	

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.

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

<u>Note 2:</u> 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.

• Survey 😢	Pending	File has been ad to checklist item.	
Select a new document for this requirement:	Browse Submittal 1 Survey.pdf		
Provide a short description of this set of documents:		\bigcirc	
• Warranty Deed/Proof of Ownership 🔞	Pending		
Select a new document for this requirement:	Browse Submittal 1 Warranty Deed.pdf	Remove	
Provide a short description of this set of documents:			Click here to remove
Jpload Additional Documents			documents.
Select any additional documents you wish to provide:	Browse		
Provide a short description of this set of documents:		^	
		~	
Previous Step: Contacts Next Step: Review 8	Submit		

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

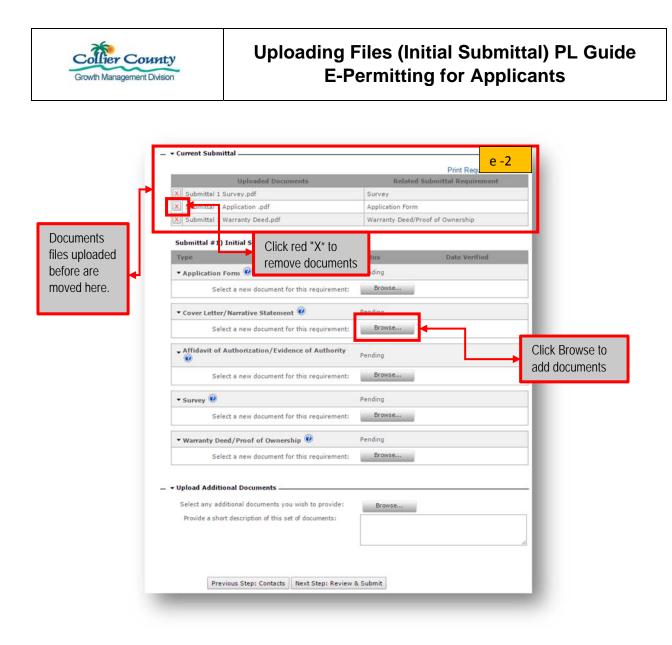


	tement 🧐	Pending	
Select a new docu	ment for this requirement:	Browse	
		Submittal 1 Cover Letter.pdf	0.3M
Provide a short description	of this set of documents:		
Affidavit of Authorization	Uploads Con	x	
Select a new doo	All documents were uploa	Ok /orization.pdf	0.3M
Provide a short description	of this set of documents:		
Survey 😨		Pending	
Survey -			

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 previous screen, the uploaded files are moved above the checklist items, see screen shot e-2 below.

	Step 1: Step 2: Step 3: Step 4: Step 5: Step 6: Project Description Details Contacts Upload Files Review & Step 6: Complete
	Planning Application - Review & Submit Please review the information below and if it is correct, press the complete application button to submit your application.
	-
	Project Type: Administrative Variance Project Descriptive Name: Training Example Variance Project Description - Be detailed Contacts: Applicant Danny Trainer , Address:2800 N. Horseshoe Dr.
	Pre-Application Do you have a pre-application for this No
	project?:
	Street Address and/or Folio/Parcel ID: Street: 123 Example Way Folio: 0123455667
	_
	Type of Variance: 01-ATF Yard Encroachments
	 v Uploaded Documents Submittal 1 Application .pdf Submittal 1 Survey.pdf Submittal 1 Warranty Deed.pdf
lick here to move previous screen.	Type the characters you see in the image below to continue.
	Previous Step: Upload Files C mplete Application Cancel Application
	Powered by CityView



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.

Select a new document for this requirement:	Browse			
		klist.pdf Cannot perform on a null reference	0.4MB	
Provide a short description of this set of documents:			~	x
Fire Flow Tests	Pending	An Erro	or Has Occurred	
Select a new document for this requirement:	Browse	Not all documents were u	icloaded succesfully. Please t	try aga n.