

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. These types of submittals are not covered in the scope of this Guide. For revisions, 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 it's submittal number and type of document. For example; Submittal 1 Site Plan, Submittal 2 Site Plan, 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.

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.

Step 1:
Application Type

Step 2:
Permit Type

Step 3:
Work Items

Step 4:
Contacts

Step 5:
Upload Files

Step 6:
Review & Submit

Step 7:
Complete

Guidelines For Electronically Submitting Documents:

- Submitted documents should be under 70MB 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.collierqov.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 (02/06/2017) Print Requirement Items

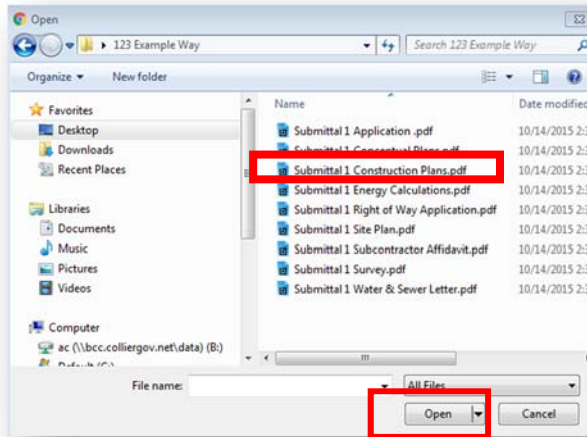
Type	Status	Date Verified
<div style="border: 1px solid #ccc; padding: 2px;"> <div style="display: flex; justify-content: space-between;"> SubContractor Affidavit Pending </div> <div style="margin-top: 5px;"> Select a new document for this requirement: <input type="button" value="Browse..."/> </div> </div>		
<div style="border: 1px solid #ccc; padding: 2px;"> <div style="display: flex; justify-content: space-between;"> Water & Sewer availability letter Pending </div> <div style="margin-top: 5px;"> Select a new document for this requirement: <input type="button" value="Browse..."/> </div> </div>		
<div style="border: 1px solid #ccc; padding: 2px;"> <div style="display: flex; justify-content: space-between;"> Application Form Pending </div> <div style="margin-top: 5px;"> Select a new document for this requirement: <input type="button" value="Browse..."/> </div> </div>		
<div style="border: 1px solid #ccc; padding: 2px;"> <div style="display: flex; justify-content: space-between;"> Construction Plans Pending </div> <div style="margin-top: 5px;"> Select a new document for this requirement: <input type="button" value="Browse..."/> </div> </div>		

Review the Guidelines.

Checklist Item

Click Browse to attach files to their checklist item.

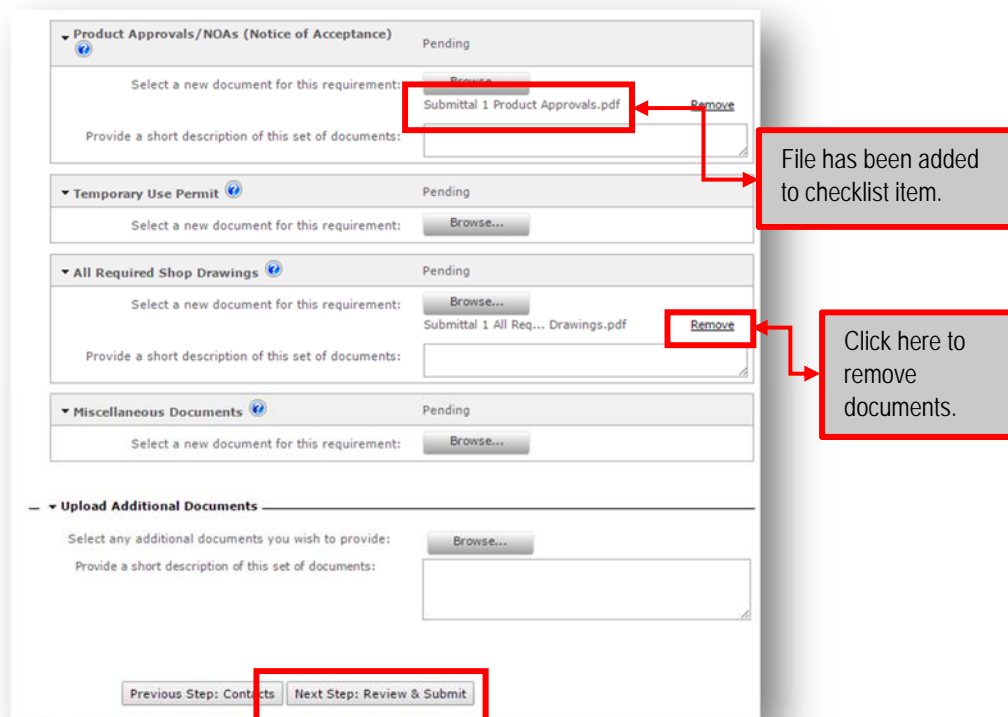
b. Locate, choose, and open file from your computer.



- 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.



Product Approvals/NOAs (Notice of Acceptance) Pending

Select a new document for this requirement: [Remove](#) Submittal 1 Product Approvals.pdf [Remove](#)

Provide a short description of this set of documents:

Temporary Use Permit Pending

Select a new document for this requirement: [Browse...](#)

All Required Shop Drawings Pending

Select a new document for this requirement: [Browse...](#) Submittal 1 All Req... Drawings.pdf [Remove](#)

Provide a short description of this set of documents:

Miscellaneous Documents Pending

Select a new document for this requirement: [Browse...](#)

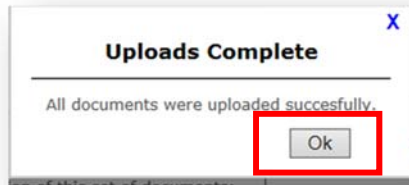
Upload Additional Documents

Select any additional documents you wish to provide: [Browse...](#)

Provide a short description of this set of documents:

Previous Step: [Contacts](#) [Next Step: Review & Submit](#)

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 previous screen, the uploaded files are moved above the checklist items, see second screen shot below.

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: Be detailed in the description of work.
 Contacts: Applicant
 Danny Trainer, Address: 2800 N. Horseshoe Dr.
 Contractor
 WCI Tiburon Construction, Address: 2696 Tiburon Blvd E, Phone: (239) 596-8990

▼ **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)**

Occupancy Code: Residential, One and Two Family New or Guest House

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

Bathrooms: 4
 # Bedrooms: 3

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

Street Address and/or Folio/Parcel ID: Street: 123 Example Way, Folio: 012345667

▼ **Construction Type (Portal)**

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

▼ **Permit: Building**

▼ **Uploaded Documents**

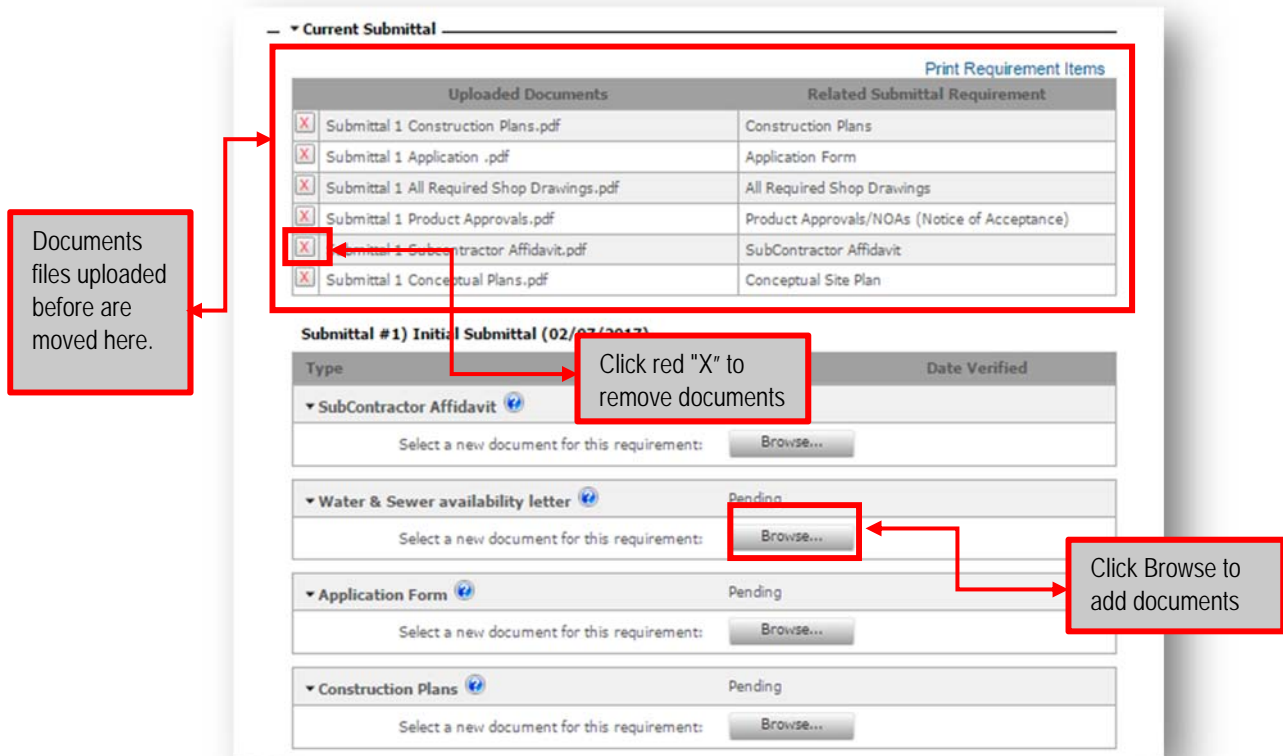
- Submittal 1 Construction Plans.pdf
- Submittal 1 Application .pdf
- Submittal 1 All Required Shop Drawings.pdf
- Submittal 1 Product Approvals.pdf
- Submittal 1 Subcontractor Affidavit.pdf
- Submittal 1 Conceptual Plans.pdf

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

BY5NWN™

Previous Step: Upload Files | Complete Application | Cancel Application

Click here to move to previous screen.



Documents files uploaded before are moved here.

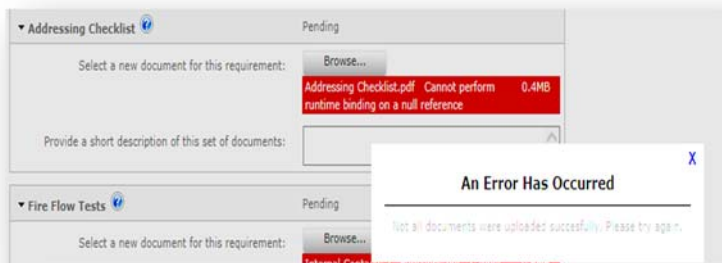
Uploaded Documents		Print Requirement Items
		Related Submittal Requirement
X	Submittal 1 Construction Plans.pdf	Construction Plans
X	Submittal 1 Application .pdf	Application Form
X	Submittal 1 All Required Shop Drawings.pdf	All Required Shop Drawings
X	Submittal 1 Product Approvals.pdf	Product Approvals/NOAs (Notice of Acceptance)
X	Submittal 1 Subcontractor Affidavit.pdf	SubContractor Affidavit
X	Submittal 1 Conceptual Plans.pdf	Conceptual Site Plan

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.



Addressing Checklist.pdf Cannot perform runtime binding on a null reference 0.4MB

An Error Has Occurred

Not all documents were uploaded successfully. Please try again.