

PURPOSE

This guide provides step-by-step instructions on how to submit Building, Right of Way, Sign, and Well applications. This guide does not cover zoning, environmental, development review, or other application types.

GENERAL INFORMATION

- Must have a registered GMD Public Portal account.
- GMD Public Portal link: <https://cvportal.colliercountyfl.gov/CityViewWeb/Home/>
- Portal application questions may vary with application type.
- All fields with red asterisks are required and the system will not allow you to move forward until you have provided the information
- Some portal questions load additional submittal items, depending on the answer.
- The **application form** is required to be completed: [Application Forms & Submittal Requirements webpage](#).
- Each application type has a specific submittal item checklist that identifies plans and documents required for acceptance and review.
- Preparation is highly recommended
 - Review the submittal requirement checklist for the permit type.
 - Files must be saved according to the submittal checklist. If the submittal checklist says Construction Plans, your file name must be Construction Plans. (Use abbreviations when possible i.e., Construction Plans = ConstPI.
 - Make sure all signed and sealed documents comply with all state and county requirements: [Electronic Permitting - Online Submittals for Design Professionals](#).
 - Digitally signatures from Engineer must be a third-party signature, and Architect and Surveyors with self-created digital signatures must submit their public key to;
 - **Building, Right of Way, Well and Signs:** Permitting.dept@colliercountyfl.gov
 - **Planning and Zoning:** gmdclientservices@colliercountyfl.gov
- Manage electronically submitted permits through the My Items link at the top of the portal page.
- [Permit Entry Portal Guide](#) is a helpful tool for selecting the Permit group and application type.
- **Building Use** definitions and other helpful tools are found in [E-Permitting Webpage](#)

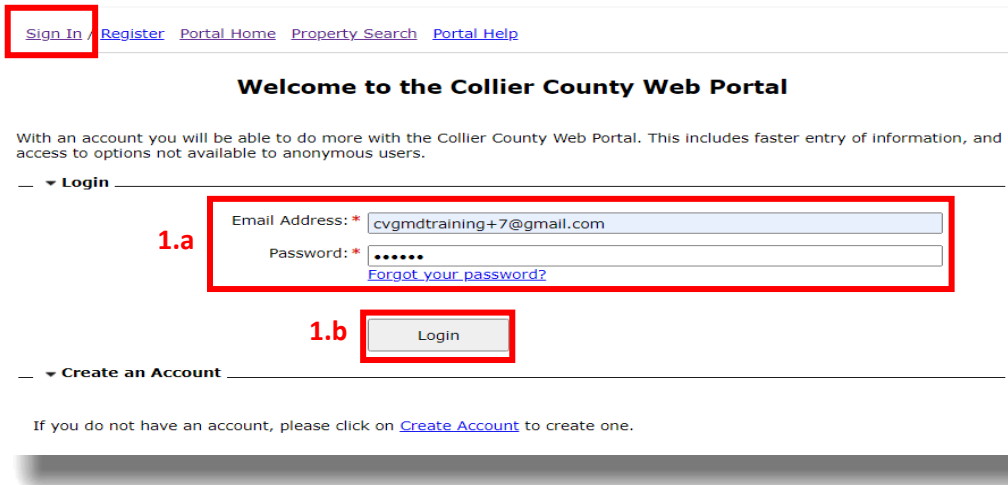
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PROCEDURE

A. Sign In and Applying for Permit

1. **Sign In** on Portal
 - a. Enter registered email address and password.
 - b. Click **Login** button.



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

Welcome to the Collier County Web Portal

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

— **▼ Login** —

1.a Email Address: *
Password: *
[Forgot your password?](#)

1.b

— **▼ Create an Account** —

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

2. Locate the Permit group

Note: The Permit Entry Portal Guide will assist the applicant with selecting the appropriate group.

 - a. **Building, Remodel & Accessory Permits** group
 - i. Examples: Building new, adding to, or remodeling 1-2 family home, Multifamily, or commercial buildings.
 - ii. Examples: Applying for a new pool, fence, screen enclosure, etc.
 - b. **Mechanical, Electrical, Plumbing, Gas & Fire Permits** group
 - i. Example: Applying for generator install, water heater replacement, air conditioner replacement, irrigation sprinklers, exhaust hoods, walk-in coolers, etc.
 - ii. Example: Applying for fire alarms, fire sprinkler systems, fire pumps, spray booths, tents, etc.
 - c. **Right of Way, Sign & Well Permit** group
 - i. Examples: Flagpoles, permanent commercial signs, monument signs, etc.
 - ii. Examples: Applying for construction in County Right of Way, drainage pipe, driveway entry pad, elevator shaft permit, test holes, well modifications, etc.



Code Enforcement

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



Building, Remodel & Accessory Permits

[Apply for Permit](#)
[Impact Fee Calculator](#)
[Request a Meeting Status and Fees](#)
[Upload Submittals](#)

2.a



Mechanical, Electrical, Plumbing, Gas & Fire Permits

[Apply for Permit](#)
[Request a Meeting Status and Fees](#)
[Upload Submittals](#)

2.b



Right of Way, Sign & Well Permit

[Apply for Permit](#)
[Request a Meeting Status and Fees](#)
[Upload Submittals](#)

2.c

3. Click **Apply for Permit**.



Building, Remodel & Accessory Permits

Apply for Permit

3

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

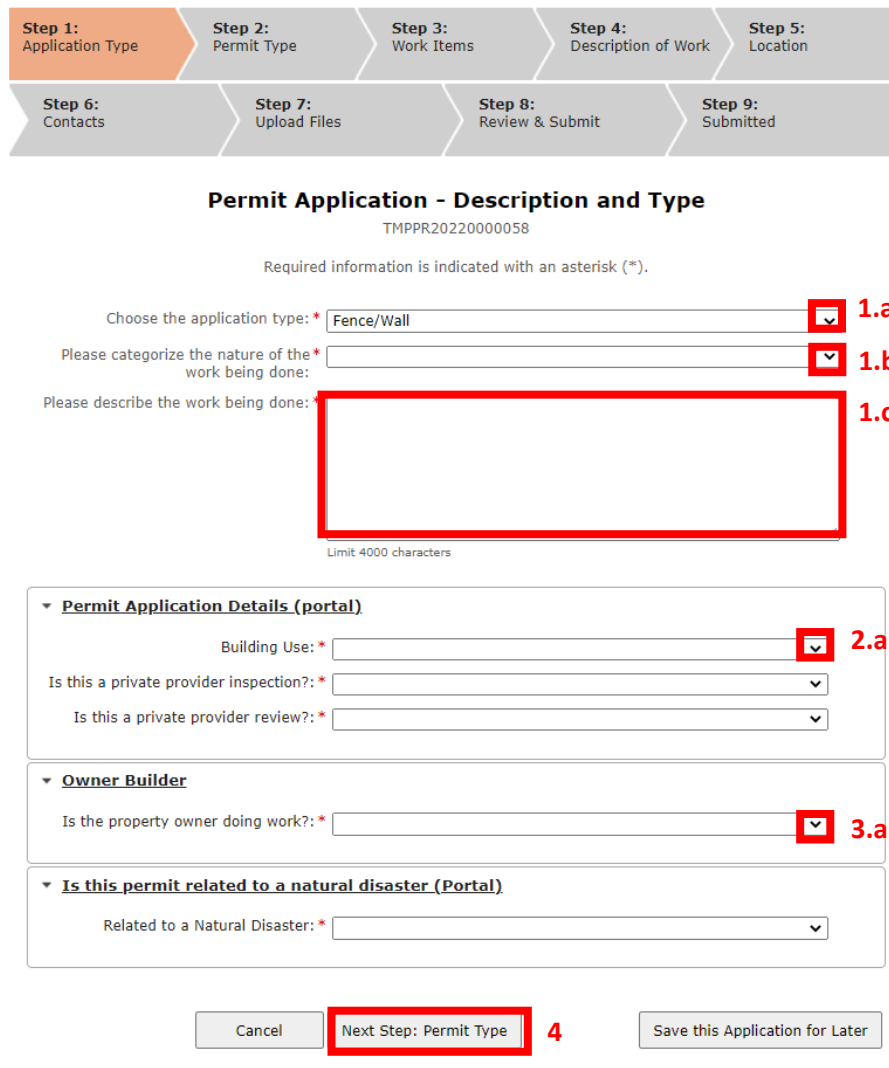
B. Application Type

The questions will adjust based on the application type, the nature of work being done, and the building use selected. **This is an example of a Fence permit.**

1. Description and Type

- a. **Choose the application type:** Click the arrow and select permit type from the list.
Note: The application type may adjust the questions, permit type, the work item choices, and the submittal checklist items.
- b. **Please categorize the nature of the work being done:** Click the arrow and select from the list.
Note: Selection may adjust work items and load additional submittal checklist items.

- c. **Please describe the work being done:** enter details of the scope of the work here.
Note: The details here should match the application form. County staff compares to make decisions during the initial application review and adding application fees.
- 2. **Permit Application Details (portals)**
 - a. **Building Use:** click the drop-down arrow and select type of use.
Note: Building Use choice may adjust questions and work items.
- 3. **Owner Builder**
 - a. **Is the property owner doing work?:** click the drop-down arrow and select Yes or No
Note: If answered Yes, an additional submittal checklist item will load.
- 4. Click **Next Step: Permit Type** button.



Permit Application - Description and Type
TMPPR20220000058

Required information is indicated with an asterisk (*).

Choose the application type: * ▼ **1.a**

Please categorize the nature of the work being done: * ▼ **1.b**

Please describe the work being done: **1.c**

Limit 4000 characters

▼ Permit Application Details (portal)

Building Use: * ▼ **2.a**

Is this a private provider inspection?: * ▼

Is this a private provider review?: * ▼

▼ Owner Builder

Is the property owner doing work?: * ▼ **3.a**

▼ Is this permit related to a natural disaster (Portal)

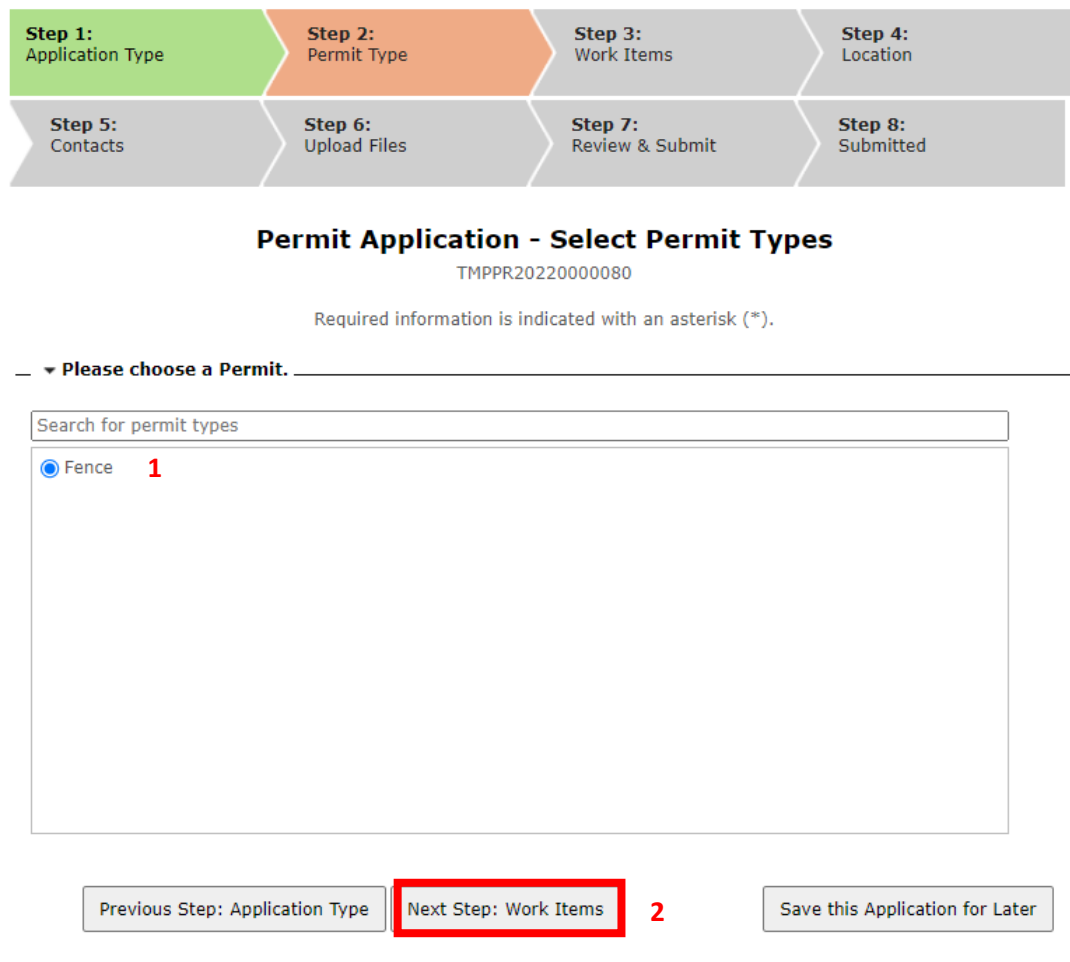
Related to a Natural Disaster: * ▼

4

C. Permit Types

The **permit** may be pre-selected based on the application type you chose previously.

1. **Please choose a Permit:** Select permit type, if not already preselected.
2. Click **Next Step: Work Item** button.



Permit Application - Select Permit Types
TMPPR20220000080

Required information is indicated with an asterisk (*).

— ▼ **Please choose a Permit.**

Search for permit types

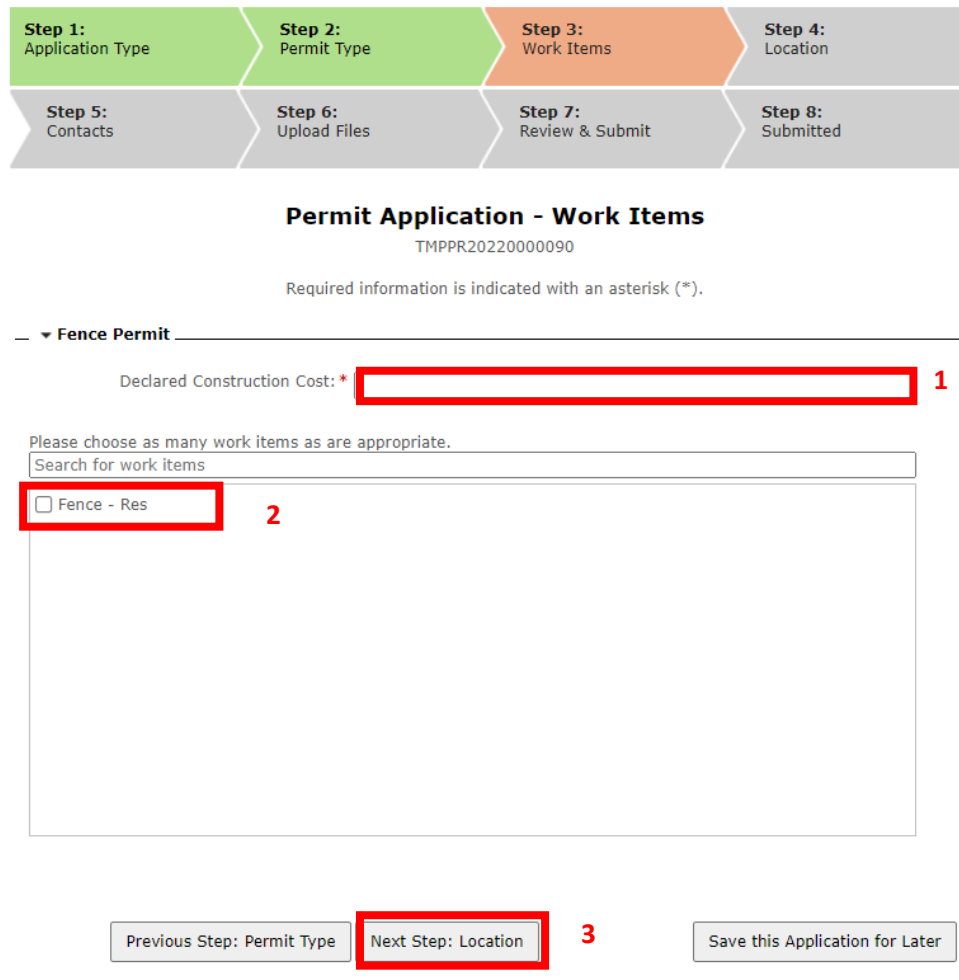
Fence **1**

Previous Step: Application Type **Next Step: Work Items** **2** Save this Application for Later

D. Work Items

This section is subject to change based on application type, building use, and permit type.

1. **Declared Construction Cost:** Enter your declared construction cost.
2. **Please choose as many work items as are appropriate:** select work item(s).
3. Click **Next Step: Location** button.



Permit Application - Work Items
TMPPR2022000090

Required information is indicated with an asterisk (*).

— ▾ Fence Permit

Declared Construction Cost: * 1

Please choose as many work items as are appropriate.

Search for work items

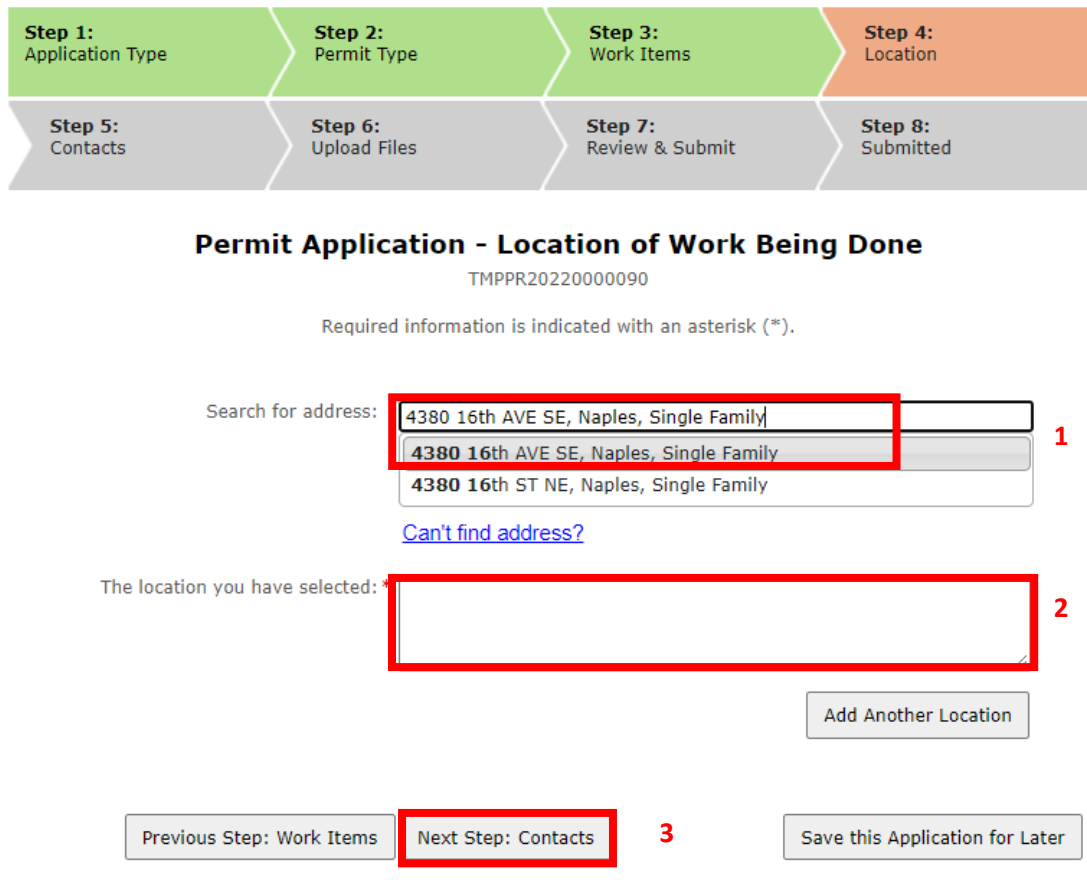
Fence - Res 2

Previous Step: Permit Type 3

E. Location

For building permits, the permit will cancel if a City of Naples or Marco Island address is selected.

1. **Search for Address:** enter a street address or parcel number of where work will be done. Select address from the results list.
 - a. If the address does not populate in the results list, click **Can't find address?** Enter the address manually.
2. Verify address selected appears in **The location you have selected** box.
3. Click **Next Step: Contacts** button.



The screenshot shows a multi-step process flow for applying for a building application. The steps are: Step 1: Application Type, Step 2: Permit Type, Step 3: Work Items, Step 4: Location, Step 5: Contacts, Step 6: Upload Files, Step 7: Review & Submit, and Step 8: Submitted. The current step is Step 4: Location, titled "Permit Application - Location of Work Being Done" with ID TMPPR2022000090. A note states "Required information is indicated with an asterisk (*)".

The "Search for address:" field contains "4380 16th AVE SE, Naples, Single Family". A dropdown menu shows three suggestions: "4380 16th AVE SE, Naples, Single Family" (highlighted with a red box and labeled '1'), "4380 16th ST NE, Naples, Single Family", and "Can't find address?".

The "The location you have selected:" field is empty (highlighted with a red box and labeled '2'). Below it is an "Add Another Location" button.

At the bottom, there are three buttons: "Previous Step: Work Items", "Next Step: Contacts" (highlighted with a red box and labeled '3'), and "Save this Application for Later".

F. Contacts

It is encouraged to add the Contractor's business name, but not required at this time.

1. Click **Add Business from the Address Book** link. Address Book box will open.
2. Select business name from **Address Book**
 - a. **Contact Type:** click the drop-down arrow and select type.
 - b. **Search for a business:** enter the business name and select business name from the results list.
Note: If the business name does not display in the results list, check the spelling. If the name still is not visible, contact Collier Contractor Licensing for assistance.
 Email: contractorslicensing@colliercountyfl.gov, Phone: (239) 252-2431
 - c. Click **Add this Contact** button.
3. Click **Next Step: Upload Files** button.



Permit Application - Contacts

TMPPR20220000090

Required information is indicated with an asterisk (*).

Type	Contact
Property Owner	SANCHEZ, COSME RODRIGUEZ MARTHA I VILLAVICENCIO, Address:3911 36TH ST W
Applicant	Danny Condomina - GMD Client Services, Address:2800 N. Horseshoe Dr. , Phone:(239) 252-6866

[Add Business From Address Book](#)

1

Previous Step: Location

Next Step: Upload Files

Save this Application for Later

Address Book

Required information is indicated with an asterisk (*).

Contact Type: * Contractor **2a**

Search for a licensee: * florida fer **2b**

SOUTH FLORIDA FENCE, INC., Address:PO BOX 925, Phone:(813) 689-9262, State Reg #'s , Licensee # C11472

SOUTHWEST FLORIDA FENCE COMPANY, INC., Address:3014 EL DORADO BLVD N, Phone:(239) 574-6689, Licensee # LCC2

Add This Contact **2c**

Previous Step: Description of Work

Next Step: Upload Files

3

G. Upload Files

Remember application form is required to be completed and uploaded.

1. Review **Guidelines for Electronically Submitting Documents**.



Permit Application - Upload Documents

TMPPR20220000113

Note: This step is optional. Documents may be uploaded at a later time from the Upload Submittals link located on the main page.

▼ **Guidelines For Electronically Submitting Documents:**

1


- 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 and special characters. (ex. k"9"d3-8fj#3.pdf)
 - Avoid inappropriate language in filenames.
- Blank Building, Right of Way, and Well application forms for submittal can be found [here](#).
- Blank Land Use, Environmental, Zoning Certificates, Temporary Use and other application forms for submittal can be found [here](#).
- 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 "Next Step" button located at the bottom of the page, to complete your submission.

2. To attach files, click the **Browse** button, located under the Checklist item.

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.

Note 3: Click on  symbol for helpful links and definitions.
3. File explore opens, select file, and click **the Open** button.
4. Repeat steps 2 and 3 for each required Checklist item.
5. Click **Next Step: Review & Submit** button once all files are attached to their checklist item.
6. Click the **Ok** button on the Update Complete message box.
 - a. You may encounter an **Error Has Occurred** message if the system times out, attached corrupt files, unacceptable file extensions, exceeded file size, or other reasons shown under the guidelines.

Current Submittal

Submittal #1 Initial Submittal (01/12/2022) Print Requirement Items

Type	Status	Date Verified
▼ EUA Submittal Package	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
▼ Easement Use Agreement	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
▼ Application Form	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
▼ Site Planning Document	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
▼ Fence Details	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
Fencedetail.pdf <input type="button" value="Remove"/>		
Provide a short description of this set of documents:		

Upload Additional Documents

Select any documents you wish to provide:

Provide a short description of this set of documents:

Previous Step: Contacts **Next Step: Review & Submit**

Open

Build... > PROJECT ADDRESS

Name	Date modified	Type
Application	11/10/2016 10:06 AM	PDF Do
Fencedetail	6/1/2016 1:57 PM	PDF Do
SitePlan	9/5/2018 9:03 AM	PDF Do

File name: Application All Files

▼ Site Planning Document	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
SitePlan.pdf		
Provide a short description of this set of documents:		
▼ Fence Details	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
Fencedetail.pdf		
Provide a short description of this set of documents:		

Uploads Complete

All documents were uploaded successfully.

Reminder: If you have not uploaded documents to all of the submittal requirements then those documents can be provided at a later date by using the Upload Submittals link from the main page.

▼ Addressing Checklist	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
Addressing Checklist.pdf Cannot perform runtime binding on a null reference 0.4MB		
Provide a short description of this set of documents:		
▼ Fire Flow Tests	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		

An Error Has Occurred

Not all documents were uploaded successfully. Please try again.

H. Review & Submit

1. Review your information and enter the **Captcha** as shown below.
Note: The **Previous Step** button can be used to go back and enter the information you may have missed or to add/remove document files.
1. Click the **Complete Application** button.

Step 5:
Contacts
Step 6:
Upload Files
Step 7:
Review & Submit
Step 8:
Submitted

Permit Application - Review & Submit

TMPPR2022000116

Please review the information below and if it is correct, press the submit application button to submit your application.

▼ **Permit Information**

Permit Type: Fence/Wall
 Category of Work: New Construction
 Description of Work: New 4' high Fence, with two gates
 Locations: Address: 4380 16th AVE SE, Naples, Single Family
 Property: 41103040007
 Contacts: Property Owner: SANCHEZ, COSME RODRIGUEZ MARTHA 1 VILLAVICENCIO, Address: 3911 36TH ST W
 Applicant: Danny Condomina - GMD Client Services, Address: 2800 N. Horseshoe Dr., Phone: (239) 252-6866

► **Permit Application Details (portal)**

► **Owner Builder**

► **Is this permit related to a natural disaster (Portal)**

► **Residential Subdivision (Portal)**

▼ **Waiver of review time limits**

Applicant hereby waives the review time limits under Section 553.79 (16) F.S. (2021) and agrees to extend the County's review time of the building permit. The applicant elects to forego these time limits to ensure that the building permit is not denied after the applicant's submittal of the first corrections, as stated in said section 553.79 (16), F.S. (2021):

Agree


▼ **Permit: Fence**

Declared Construction Cost: \$3,400.00

Work Item Description	Units	Quantity
Fence - Res	Value	0

▼ **Uploaded Documents**

- Application.pdf
- Fencedetail.pdf
- SitePlan.pdf


1

Previous Step: Upload Files
Submit Application
Save this Application for Later

Cancel Application

2

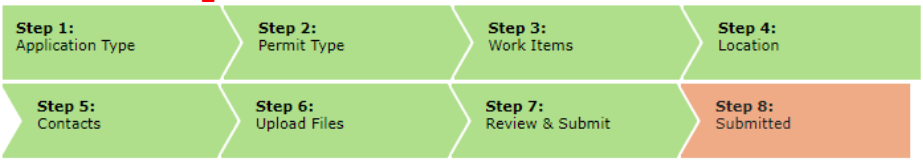
I. Submitted

The initial application submittal process is complete. The application will now move to County staff for submittal sufficiency.

2. Review application reference number.
3. Click on the **My Items** link to monitor application status, fees, reviews, inspections, etc.

[Sign Out](#)
[My Account](#)
[My Items](#)
[Portal Home](#)
[Property Search](#)
[Portal Help](#)

2



Permit Application - Submitted

Application Number: **PRFW20220100017** **1**

[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:	Fence/Wall
Category of Work:	New Construction
Description of Work:	New 4' high Fence, with two gates
Locations:	Address 4380 16th AVE SE, Naples, Single Family
	Property 41103040007
Contacts:	Property Owner SANCHEZ, COSME RODRIGUEZ MARTHA I VILLAVICENCIO, Address:3911 36TH ST W
	Applicant