



# Resubmitting Documents (Corrections) BLDG Guide E-Permitting for Applicants

## PURPOSE

This guide provides step-by-step instructions on how to resubmit corrected documents and information in response to a correction letter via the GMD Public Portal. This guide covers Building, Fire, Right of Way, and Well permits. This guide does not cover incomplete condition process.

## GENERAL INFORMATION

- Must have a registered GMD Public Portal account.
- GMD Public Portal link: <https://cvportal.colliercountyfl.gov/CityViewWeb/Home/>
- To resubmit corrections, the application status must say Rejected, Incomplete application, or Incomplete Submittal.
- The resubmittal process allows you to provide answers and correct mistakes, identified in the Correction Letter.
- 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: [Land Development and Other Applications | Collier County, FL \(colliercountyfl.gov\)](#)
- 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 correction letter to identify what new corrected files are being requested.
  - Make sure you have a complete file and not just the sheet with the corrected information. If you only upload the corrected information your resubmittal will not be accepted.
  - Make sure you include a Correction Response Letter identifying
  - 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 = ConstPL. You can use a number after the file name to identify if this is your second submittal. Example: ConstPL2.
  - 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](mailto:Permitting.dept@colliercountyfl.gov)
    - **Planning and Zoning:** [gmdclientservices@colliercountyfl.gov](mailto:gmdclientservices@colliercountyfl.gov)
- Manage electronically submitted permits through the My Item 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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<b>D. PERMIT APPLICATION STATUS</b> .....	ERROR! BOOKMARK NOT DEFINED.

## PROCEDURE

### A. Sign In

1. Sign In
  - a. Enter registered email address and password.
  - b. Click Login



[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. Click the **My Items** link at the top of the page.



## GMD Public Portal

Welcome Jasmine Belle! **2**

[Sign Out](#) / [My Account](#) / [My Items](#) / [My Shopping Cart \(0\)](#) / [Portal Home](#) / [Property Search](#) / [Portal Help](#)

### B. My Items

1. **Expand Category/Group:** Click the arrow next to the category/group you used to submit your application: **Building, Remodel, & Accessory, Right of Way, Sign, Well, Mechanical, Electrical, Plumbing, Gas, & Fire.**

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

## 1 My Items

[Expand All / Collapse All](#)

- ▶ My Contractor License Applications \_\_\_\_\_
- ▶ **My Code Enforcement Complaints** \_\_\_\_\_
- ▶ My Miscellaneous Fees \_\_\_\_\_
- ▶ My Building, Remodel, & Accessory Permits \_\_\_\_\_
- ▶ My Right of Way, Sign, & Well Permits \_\_\_\_\_
- ▶ My Mechanical, Electrical, Plumbing, Gas, & Fire Permits \_\_\_\_\_

2. My Permit Reference Numbers: A list of permits you submitted electronically will load, Locate the permit number.
3. **Status:** Make sure the Status is **Rejected** or **Incomplete Application**.
4. Click **Upload Submittals** button.

[Expand All / Collapse All](#)

- ▶ My Contractor License Applications \_\_\_\_\_
- ▶ My Code Enforcement Complaints \_\_\_\_\_
- ▶ My Miscellaneous Fees \_\_\_\_\_
- ▶ **My Building, Remodel, & Accessory Permits** \_\_\_\_\_

Show Active ▾

Reference Number	Address	Type	Status	Date Created
<a href="#">PRFH20211124042</a>	4563 28th PL SW, Naples, Single Family	1-2 Family Home	Rejected	11/19/2021
<i>Description: 1-2 Family New Construction</i>				
<a href="#">View Open Conditions</a>	<a href="#">Upload Submittals</a>		4	
<a href="#">PRFH20211124041</a>	345 14th AVE NE, Naples, Single Family	1-2 Family Home	Pending	11/19/2021
<i>Description: 1-2 Family Guest Home</i>				
<a href="#">View Open Conditions</a>	<a href="#">Upload Submittals</a>			
<a href="#">PRFH20211124040</a>	345 14th AVE NE, Naples, Single Family	1-2 Family Home	Rejected	11/19/2021
<i>Description: 1-2 Family Addition</i>				
<a href="#">View Open Conditions</a>	<a href="#">Upload Submittals</a>			

### C. Permit Application Submittals/Corrected Version

1. **Guidelines for Electronically Submitting Documents:** Review document requirements.
2. **Under Current Submittal:** Locate file(s) name.
3. Click the **New Version** button.

4. **File Explorer Opens.**

- a. Locate a new file.
- b. **Click Open.**
- c. Attachment Loads Under Checklist Type.

5. Continue to steps 2-4 until all correct documents are attached.

**Note:** If you do not see the checklist type for the file requested you can upload it to a different checklist item

6. **Do Not Upload Additional Documents**

7. Scroll down the page and click **Upload Documents** button.

8. **Upload Complete message box:** Click **OK** button.

This ends resubmittal process.

### Permit Application Submittals

PRFH20211124042  
4563 28th PL SW, Naples, Single Family  
1-2 Family Home

**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 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.

▼ **Current Submittal**

**Submittal #1) Initial Submittal (11/19/2021)**

Type

**Application Form**

**Application Form (ApplicationForm.pdf)**

Uploaded By: Jasmine Belle New Version

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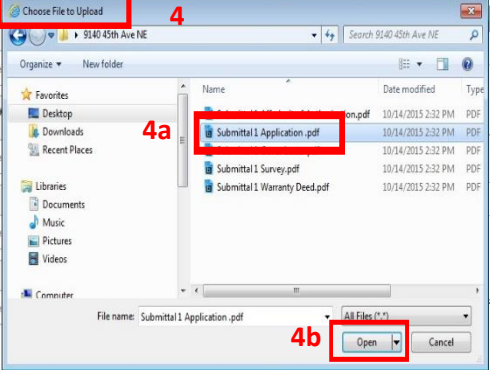
Select a new document for this requirement:

**2 AC Energy and Load Calculations** 3

AC Energy and Load Calculations (ACEnergyLoadCalculations.pdf)

Uploaded By: Jasmine Belle New Version

**Choose File to Upload** 4



4a

4b

**Application Form (ApplicationForm.pdf)**

Submittal 1 - 2 SDPI Application (Received).pdf 4c


Remove

## Resubmitting Documents (Corrections) BLDG Guide E-Permitting for Applicants

— ▶ Previous Submittals \_\_\_\_\_

**6**

— ▼ Upload Additional Documents \_\_\_\_\_

Select any documents you wish to provide. 

Provide a short description of this set of documents:

**7**

[Permit Status](#) | [Portal Home](#)

X

### Uploads Complete

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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.

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