

## PURPOSE

This guide provides step-by-step instructions on how to submit revisions to a building application.

## GENERAL INFORMATION

- Must have a registered and activated GMD Public Portal account.
- GMD Public Portal link: <https://cvportal.colliercountyfl.gov/CityViewWeb/Home/>
- Revision permit status must say Issued or Inspections Commence.
- The revision process allows you to request changes to the drawings after the permit is issued.
- Only one revision can be submitted at a time.
- 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 Revision form is required to be completed: [Building Plan Review & Inspections Forms](#)
- Preparation is highly recommended
  - Review the revision form to identify what new files will be required for submission.
  - Identify proposed changes including sheet reference, i.e., Sheet 1 of Floor Plans, Sheet 2 of Plumbing plans, etc.
  - You are only required to submit the sheet with the revised information and not an entire set of new drawings.
  - 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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## PROCEDURE

### A. Sign In

1. Enter Email Address.
2. Enter Password.
3. **Click Login.**



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

### Welcome to the Collier County Web Portal

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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**

Email Address \*

Password \*  2

[Forgot your password?](#)

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▼ **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

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Welcome Jasmine Belle!

[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 group you used to submit your application: **Building, Remodel, & Accessory, Right of Way, Sign, Well, Mechanical, Electrical, Plumbing, Gas, & Fire.**
2. Locate the permit.
3. Make sure the Status is **Issued** or **Inspections are Commenced.**
4. Click **Add a Revision** button.

Expand All / Collapse All

- ▶ My Contractor License Applications
- ▶ My Code Enforcement Complaints
- ▶ My Miscellaneous Fees
- ▼ **My Building, Remodel, & Accessory Permits** 1

Show Active ▼

Reference Number	Address	Type	Status	Date Created
<a href="#">PRBD20211257009</a> <span style="color: red; font-weight: bold;">2</span>	14603 Edgewater CIR, Naples, Single Family	Building	Issued <span style="color: red; font-weight: bold;">3</span>	12/10/2021
<p><b>Description:</b> NEW POOL ENCLOSURE ON EXISTING DECK            POOL PRBD20211256345 SFH PRBD20191146913            14603 Edgewater CIR</p>				
<p><span style="border: 2px solid red; padding: 2px;">Add A Revision</span> <span style="border: 1px solid black; padding: 2px;">Schedule Inspection</span></p>				

### C. Select Revision Work Item

1. **Enter Declared Construction Cost.**
2. **Select Revision type.**
3. **Click Next Step:** Contacts.

**Permit Application - Work Items**  
PRBD20211257009

Required information is indicated with an asterisk (\*).

▼ **Revision - Building Permit**

Declared Construction Cost: \* \$10,000.00 1.

Please choose as many work items as are appropriate.  
Search for work items

Revision - 1-2 Family 2

Revision - Commercial

Previous Step: Permit Type
Next Step: Contacts 3

### D. Contacts

1. Verify information.
2. **Click Next Step:** Upload Files.

**Permit Application - Contacts**  
PRBD20211257009

Required information is indicated with an asterisk (\*).

Type	Contact
Interested Party	Jasmine Belle, Address:2800 N. Horsehoe Dr.
Contractor	RON'S CUSTOM SCREEN, INC., Address:9450 WEST TERRY STREET, Phone:(239) 495-9795, Licensee # C22495
Qualifier	RONALD D. FREEMAN, Address:9450 WEST TERRY STREET, Phone:(941) 495-4688, Licensee # Q18693
Property Owner	WIERSEMA, ROSALINDA, Address:14603 EDGEWATER CIRCLE
Applicant	Ronald Freeman, Address:9450 W Terry St, Phone:(239) 494-2055

[Add Business From Address Book](#)

Previous Step: Work Items
Next Step: Upload Files
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### E. Upload Files

1. **Under Current Submittal:** Locate file(s) name.
2. Click the **Browse** button.
  - a. **File Explorer Opens.**
  - b. Locate file.
  - c. **Click Open.**
  - d. Attachment Loads Under the Browse button.
3. **Continue to steps 1-3** until all correct documents are attached.
4. Scroll down the page and click **Review and Submit** button.
5. Upload in Progress.
6. Upload Complete, Click **OK**.

**See screenshots below.**

## F. Review & Submit

1. **Review** the revision information.
2. **Enter Capture Code.** Type the characters you see in the image in the box to continue.
3. Click Submit Application.
4. Revision is now submitted; you will have the same permit number.

See screenshots below.

## Permit Application - Review & Submit

PRBD20211255688

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

### ▼ Permit Information

Permit Type: Building  
Category of Work: Accessory  
Description of Work: Screen Enclosure CP Lot 5  
SFH PRBD20210629997 Mater pool: PRBD20211047753  
14216 Laguna Springs LN, Naples, Vacant Land  
Contacts: Interested Party  
Jasmine Belle, Address:2800 N. Horseshoe Dr.  
Contractor  
PACE ENCLOSURES, INC., Address:12101 CRYSTAL CONDO RD, Phone:(239) 275-3818, State Reg #'s CBC1263893, Licensee # C21049  
Qualifier  
ROBERT MICHAEL IMIG, Address:12531 WATER OAK DR, Phone:(239) 275-3818, Licensee # Q26332  
Property Owner  
SDNR LLC SUITE 101 SUITE 101, Address:2639 PROFESSIONAL CIR  
Applicant  
Valerie Gembecki, Address:2670 Horseshoe Dr. N

### ▼ Permit Application Details (portal)

Building Use:  
Is this a private provider inspection?: No  
Is this a private provider review?: No

### ▼ Owner Builder

Is the property owner doing work?: No

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

Related to a Natural Disaster: No

### ▶ Permit: Revision - Building

### ▶ Fees

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



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E6YEY

Previous Step: Upload Files

Submit Application

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Cancel Application