

#### **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: <a href="https://cvportal.colliercountyfl.gov/CityViewWeb/Home/">https://cvportal.colliercountyfl.gov/CityViewWeb/Home/</a>
- 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: <u>Building Plan Review & Inspections Forms</u>
- Preparation is highly recommended
  - o 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: <u>Electronic</u> <u>Permitting - Online Submittals for Design Professionals</u>.
  - 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 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 <u>E-Permitting Webpage</u>

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#### **PROCEDURE**

## A. Sign In

- Enter Email Address.
- 2. Enter Password.
- 3. Click Login.



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

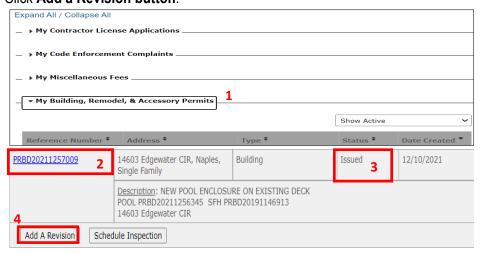


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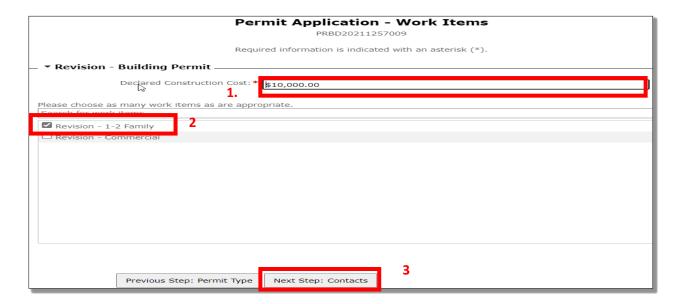
### **B. My Items**

- 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.



#### C. Select Revision Work Item

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



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#### **D.** Contacts

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



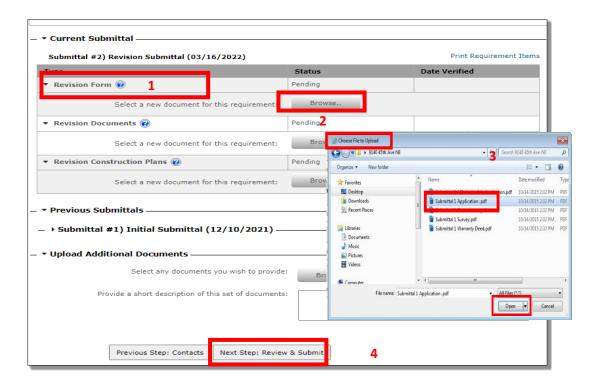
## E. Upload Files

- 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.

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#### 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.

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Permit Application - Review & Submit  PRBD20211255688  4			
Please review the information below and if it is correct, press the submit application button to submit your application.			
0			
- * Permit Illiprmation			
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. Horsehoe Dr.		
	Contractor PACE ENCLOSURES, INC., Address:12101 CRYSTAL CONDO RD, Phone:(239) 275-3818, State Reg #'s C8C1263893, 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?:			
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.*  Refresh  2			
Previous Step: Upload Files	Submit Application Cancel Application		

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