



# Collier County Government

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## FOR IMMEDIATE RELEASE

### **Growth Management Department Transitions to Paperless Permits**

Beginning April 19, 2021, the Growth Management Department (GMD) is transitioning to a fully electronic submittal process for building, zoning, and development review permit applications. Contractors, design professionals, and agents will be required to submit applications and supporting documents through the GMD Public Portal. Any paper submittals received prior to April 19, 2021, will remain a paper process through issuance and/or approval.

Currently, customers have three options for submitting permit applications: (1) online, (2) paper drop-off (when a customer leaves their paper application and supporting documents at the front information counter or designated outdoor bin for intake staff to process later), and (3) in-person paper intake (when customers bring in their applications and documents for GMD intake staff to review and input into the system). As GMD transitions to a fully electronic process paper drop-off and in-person paper intake will be phased out. Paper drop-offs will no longer be accepted after March 22, 2021, unless the customer qualifies for an exemption. In-person paper intake will no longer be an option after April 19, 2021, unless the customer qualifies for an exemption. The online submittal process is currently available and will remain.

#### Exceptions:

- Property Owners who qualify as “owner-builders” may submit building permit applications in-person, including any documents up to 11 inches by 17 inches in size. Larger format documents including plan sets must be submitted as a digital PDF file.
- Property Owners may submit zoning, environmental, and development review applications in-person, including any documents up to 11 inches by 17 inches in size. Larger format documents including plan sets must be submitted as a digital PDF file.
- Submission of documents required by state statute, Collier County, or other agencies to be provided as original signed hard copies are exempt from electronic submittal; for example, bond riders, bond reductions, performance agreements, conservation easements, plat recording documents, lot line adjustment affidavits, and easement use agreements. Application submittal requirements will indicate which documents must be provided as hard copies. If you are unsure, please contact one of our GMD Planners or Reviewers at 239-252-2400.
- An exemption may be requested by anyone who needs assistance to submit documents electronically. For assistance, please contact a Permitting Supervisor at 239-252-2400.

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**Improvements:**

Our team is dedicated to improving the GMD Public Portal experience. Upcoming changes expected in the next few months include self-issuing permits (apply, pay and print a permit online if no plan review is required), access to more application types (master building permits, temporary use permits, etc.) and easy-button options for highly applied for permits.

**Training:**

To ease the transition, GMD will offer GMD Portal Paperless Process training in March 2021. This free training will cover updates to the GMD Public Portal and how to register for an account, apply for and track permits and petitions, and how to upload documents to resolve conditions. The training will be offered online. Dates and times will be published on the [E-Permitting Webpage](#) and in future announcements.

**Contacts:**

For training questions, contact Training Coordinator Dianna Perryman at [GMDTraining@colliercountyfl.gov](mailto:GMDTraining@colliercountyfl.gov) or 239-252-2965.

For Paperless Permit Project questions, contact Senior Operations Analyst Danny Condomina at [danny.condomina@colliercountyfl.gov](mailto:danny.condomina@colliercountyfl.gov) or 239-252-6866.