



**Contractor Licensing
Operations and Regulatory Management Division
GMD Public Portal: Renew a Certificate of Competency License Guide**

PURPOSE

Per Ordinance 2006-46 as amended, Certificates of Competency shall expire annually at midnight on September 30th of each year. Follow the instructions below to submit renewal documents via the GMD Public Portal.

GENERAL INFORMATION

- You must be a registered Collier County Portal User to submit renewal documents via the portal.
 - How to Register with Collier County GMD Public Portal:
 - <https://www.colliercountyfl.gov/home/showdocument?id=71812>
- Contractors will receive their renewal notice(s) with the list of required documents to complete the renewal.

PROCEDURE

1. A. Navigate to the GMD Public Portal and sign in using the email address and password used to register for the account.
<https://cvportal.colliercountyfl.gov/CityViewWeb/Home/>

2. A. Contractor Licensing section
B. Click Status, Fees and Insurance



3. A. Enter Captcha Code (not case sensitive)
B. Click Submit



4. A Enter license number or business name.
- B. Click Go!

Search for a Business License Application

Search:

Enter all or part of a license number, business name, address, parcel number, business number and then click the go button to search for existing business licenses within the jurisdiction.

5. A. Scroll to Upload Documents section
- B. Click Submittals

Upload Documents

This application requires all documents to be attached to a submittal. [Click Here](#) to Upload Documents.

[Submittals](#) | [Portal Home](#)

6. A. Select Browse button.
- B. File Explorer opens. Select your documents to insert and select open.
- C. Document name appears under Browse button.
- D. Select Upload Documents.

Current Submittal

Submittal #2) License Application Submittal (04/30/2021) [Print Requirement Items](#)

Type	Status	Date Verified
COMPLETED APPLICATION or REGISTRATION FORM	Pending	

Select a new document for this requirement:

Submittal #2) License Application Submittal (04/30/2021) [Print Requirement Items](#)

Type	Status	Date Verified
COMPLETED APPLICATION or REGISTRATION FORM	Pending	

Select a new document for this requirement:

COMPLETED APPLICATION or REGISTRATION.pdf
Remove

Provide a short description of this set of documents:

Previous Submittals

Upload Additional Documents

Select any documents you wish to provide:

Provide a short description of this set of documents:

7. A. Uploads Complete dialog box appears

B. Select OK



Staff Review – staff will review the documents submitted:

- A. If corrections are needed to any documents, an incomplete notice will be emailed to the company's email address on file. You may then upload the corrected documents via the Contractor Licensing section "**Resubmit Required Documents**" link.
- B. If no further documents are required, staff will email the payment slip to the company's email address on file. Payments can be made on the GMD Public Portal under the Contractor Licensing section "**Status, Fees and Insurances**".
- C. Once payment is complete, the competency card(s) will be emailed to the company's email address on file within 24 hours.