

GROWTH MANAGEMENT DEPARTMENT

Upcoming GMD Public Portal Changes

Upcoming GMD Public Portal Changes



Overview:

New Portal Homepage Groups

New Application Types

Application Specific Questions

Reduced Submittal Item Requirements

Best Practices for Application Searching

Self Issuing Permits

Training and Guides

Portal Homepage Groups

Old Groups

Collier County
FLORIDA
GMD Public Portal

[Sign In](#) / [Register](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

Building permit applications submitted over the weekend and on holidays will be considered applied for on the next Collier County business day.

Attention: Due to an increase in the volume of permit applications submitted, the Collier County Growth Management Department is experiencing longer than usual processing times. Please ensure all applications are complete and documents are saved correctly. The status of a permit application can be checked via the portal at any time. Thank you for your patience.

Thursday nights are the regularly scheduled weekly maintenance for the CityView Portal and Interactive Voice Response (IVR) system servers. As a result, there may be brief outages to the site/IVR and their features. We apologize for any inconvenience.

Reminder: You must be logged in using your Collier County portal registered user account in order to view building permit and planning review comments.

Links

- [Home](#)
- [Property Search](#)
- [Fee Payment Guide](#)
- [Permit Forms](#)
- [Planning Forms](#)
- [E-Permitting Guides](#)
- [E-Licensing Guides](#)

Address

Growth Management Division - Planning and Regulation
2800 N. Horseshoe Drive
Naples, FL 34104

Customer Service:
(239) 252-2400

Land Use / Planning Applications:
(239) 252-1036

Floodplain Hotline:
(239) 252-2942

Code Enforcement:
(239) 252-2440

Contractor's Licensing:
(239) 252-2431

Code Enforcement

 [Submit a New Complaint Status and Fees](#)

Building Department

 [Submit a Building Application](#)
[Impact Fee Calculator](#)
[Request a Meeting Status and Fees](#)
[Upload Submittals](#)


Contractor Licensing

 [Apply for a Contractor License](#)
[Status, Fees and Insurance](#)
[Submit a Complaint](#)
[Check Status of Complaint](#)
[Resubmit Required Documents](#)

Planning Department

 [Submit a Planning Application](#)
[Impact Fee Calculator](#)
[Status and Fees](#)
[Upload Submittals](#)

Miscellaneous Fees

 [Search for Miscellaneous Fees](#)

New Groups

Collier County
FLORIDA
GMD Public Portal

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

Attention: From 10/25-10/29 the CityView portal may be unavailable between 6:00-9:00pm est. due to maintenance. As a result, there may be brief outages to the site/IVR and their features. We apologize for any inconvenience.

Building permit applications submitted over the weekend and on holidays will be considered applied for on the next Collier County business day.

Due to an increase in the volume of permit applications submitted, the Collier County Growth Management Department is experiencing longer than usual processing times. Please ensure all applications are complete and documents are saved correctly. The status of a permit application can be checked via the portal at any time. Thank you for your patience.

Reminder: You must be logged in using your Collier County portal registered user account in order to view building permit and planning review comments.

Links

- [Home](#)
- [Property Search](#)
- [Fee Payment Guide](#)
- [Permit Forms](#)
- [Planning Forms](#)
- [E-Permitting Guides](#)
- [E-Licensing Guides](#)

Address

Growth Management Division - Planning and Regulation
2800 N. Horseshoe Drive
Naples, FL 34104

Customer Service:
(239) 252-2400


Land Use / Planning Applications:
(239) 252-1036

Floodplain Hotline:
(239) 252-2942


Code Enforcement:
(239) 252-2440

Contractor's Licensing:
(239) 252-2431


Code Enforcement

 [Submit a New Complaint Status and Fees](#)


Mechanical, Electrical, Plumbing, Gas & Fire Permits

 [Apply for Permit](#)
[Request a Meeting Status and Fees](#)
[Upload Submittals](#)


Pre-Application Meeting & Planning Application

 [Submit a Planning Application](#)
[Impact Fee Calculator](#)
[Status and Fees](#)
[Upload Submittals](#)


Environmental Permits

 [Apply for Permit](#)
[Status and Fees](#)
[Upload Submittals](#)


Miscellaneous Fees

 [Search for Miscellaneous Fees](#)


Building, Remodel & Accessory Permits

 [Apply for Permit](#)
[Impact Fee Calculator](#)
[Request a Meeting Status and Fees](#)
[Upload Submittals](#)


Right of Way, Sign & Well Permit

 [Apply for Permit](#)
[Request a Meeting Status and Fees](#)
[Upload Submittals](#)

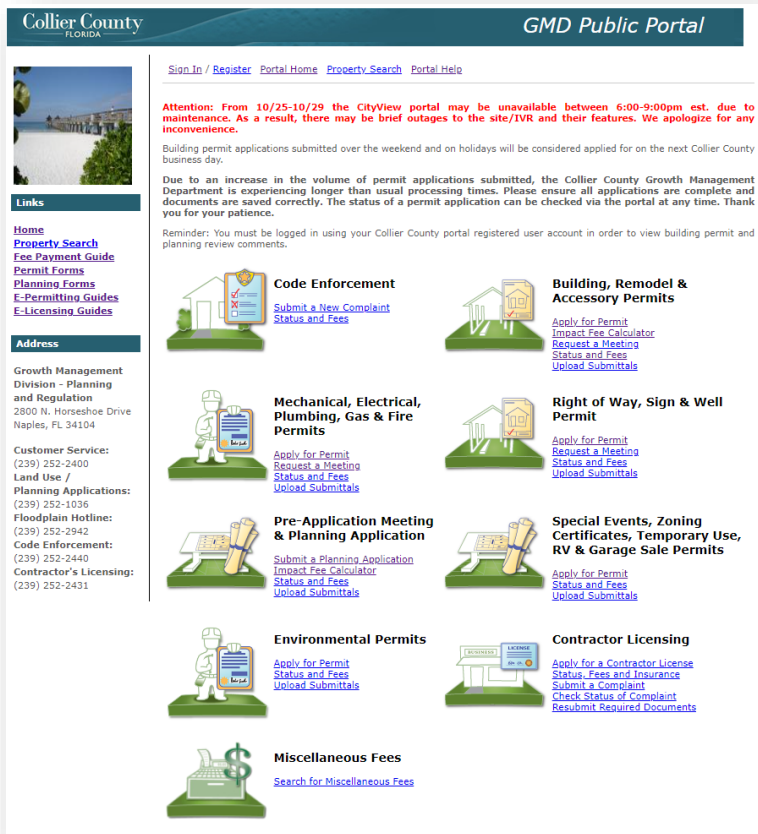
Special Events, Zoning Certificates, Temporary Use, RV & Garage Sale Permits

 [Apply for Permit](#)
[Status and Fees](#)
[Upload Submittals](#)

Contractor Licensing

 [Apply for a Contractor License](#)
[Status, Fees and Insurance](#)
[Submit a Complaint](#)
[Check Status of Complaint](#)
[Resubmit Required Documents](#)

Homepage Group Changes



- “Old” Portal Building Group Becomes:
 - Building, Remodel and Accessory Permits
 - Mechanical, Electrical, Plumbing, Gas and Fire Permits
 - Right of Way, Sign and Well Permit
- “Old” Portal Planning Group Becomes:
 - Pre-Application and Planning Application
 - Special Events, Zoning Certificates, Temporary Use, RV and Garage Sale
 - Environmental Permits

New Application Types

The screenshot shows a multi-step process for applying for a permit. The steps are: Step 1: Application Type, Step 2: Permit Type, Step 3: Work Items, Step 4: Description of Work, Step 5: Location, Step 6: Contacts, Step 7: Upload Files, Step 8: Review & Submit, and Step 9: Submitted. Step 1 is currently active.

The main form is titled "Permit Application - Description and Type" with the ID "TMPPR20210036100". It includes a note: "Required information is indicated with an asterisk (*)."

The "Choose the application type: *" dropdown menu is open, showing a list of application types. A callout box points to the "1-2 Family Home" option, stating "Building Application (PRBD) is Gone".

Other form fields include:

- "Please categorize the nature of the work being done: *" (with "1-2 Family Home" selected)
- "Please describe the work being done: *" (empty)
- "Owner Builder" section with a dropdown set to "Owner Builder" and a checkbox "Is the property owner doing work?: *" (unchecked).
- "Powered by" section (empty).

New application types to choose from, found under the first step's dropdown menu when applying for permits

Building, Remodel & Accessory Permits Group

- 1-2 Family Home (PRFH)
- Accessory Structure (PRAC)
- Aluminum Structure (PRAS)
- Awning (PRAW)
- Carport/Shed (PRCP)
- Cell Tower (PRCT)
- Commercial Building (PRCS)
- Demolition (PRDM)
- Fence/Wall (PRFW)
- Garage (PRGR)
- Marine (PRMAR)
- Multi-Family Home (PRMFH)
- Pool (PRSP)
- Roof (PRRF)
- Shutters/Doors/Windows (PRSD)
- Solar (PRSO)
- Trailers and Mobile Homes (PRTM)
- Water Feature (PRWF)

Mechanical, Electrical, Plumbing, Gas and Fire Permits

- AC Replacement (PRAR)
- Gas (PRGS)
- Irrigation (PRIR)
- Low Voltage Alarm Label (PRLA)
- Water Heater Replacement (PRWH)

Special Events, Zoning Certificates, Temporary Use, RV, and Garage Sale Permits

- Garage Sale Permits (PLGS)
- Recreational Vehicle Permits (PLRV)

Look out for new Permit Number Prefixes

Application Specific Questions

Expect to answer questions more specific to the application:

- **Building Use** is a new question asked with the following options
 - 1-2 Family (Single Family Home, Duplex, Villa, ...)
 - Business (Restaurant, Office space, ...)
 - Institutional/Civic (Government buildings, Park, School, ...)
 - Mixed-Use (Commercial mixed with Condominiums, ...)
 - Multi-Family (Condominiums, Triplex, ...)
 - Transient Lodging (Hotel, Motel, ...)

And no longer see some questions from the old Portal:

- **Categorize nature of work**, the **accessory** choice was removed
 - Now that we have new application types to choose from, the accessory selection was not necessary.
- **Occupancy Code** removed for all applications
 - Still required on plans and other documentation, when applicable
- **Construction Type** removed for all applications
 - Still required on plans and other documentation, when applicable

The screenshot shows a multi-step process for a permit application. The progress bar at the top indicates the current step is Step 4: Description of Work. The form is titled "Permit Application - Description and Type" with a unique ID "TMPPR20210036103". A note states "Required information is indicated with an asterisk (*)".


The form includes the following fields:

- Choose the application type: * (Dropdown menu with "Commercial Building" selected)
- Please categorize the nature of the work being done: * (Dropdown menu with "New Construction" selected)
- Please describe the work being done: * (Text area containing "EXAMPLE", with a "Limit 4000 characters" note below it)
- Permit Application Details (portal)** (Section header)
- Building Use: * (Dropdown menu with a list of options: Business, Institutional/Civic, Mixed-Use, Multi-Family, Transient Lodging)
- Is this a private provider inspection?: * (Dropdown menu)
- Is this a private provider review?: * (Dropdown menu)
- Number of Stories** (Section header)
- Number of Stories: * (Text input field)
- Owner Builder** (Section header)
- Is the property owner doing work?: * (Dropdown menu)
- Is this permit related to a natural disaster (Portal)** (Section header)
- Related to a Natural Disaster: * (Dropdown menu)

At the bottom of the form, there are three buttons: "Cancel", "Next Step: Permit Type", and "Save this Application for Later".

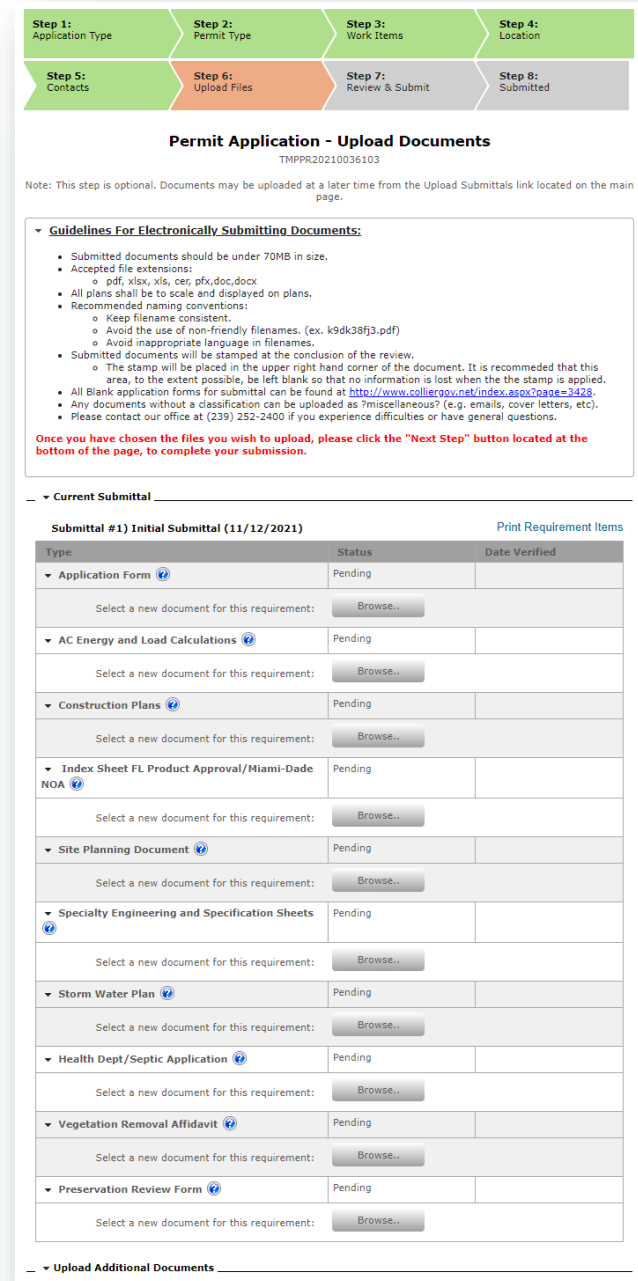
Reduced Submittal Item Requirements

Expect to see new and renamed submittal items:

- Example: Site Planning Document replaces separate items for Survey and Conceptual Site Plan documents.
- Item descriptions have been updated, accessible from the icon .

Expect some submittal items to be gone:

- Documents that are not needed for initial plan review but are required for permit issuance or inspection scheduling will be uploaded through permit conditions.
- Notice of Commencement (NOC) for example.



Permit Application - Upload Documents
TMPPR20210036103











Note: This step is optional. Documents may be uploaded at a later time from the Upload Submittals link located on the main page.

Guidelines For Electronically Submitting Documents:

- Submitted documents should be under 70MB in size.
- Accepted file extensions:
 - pdf, xls, 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. (ex. k9dk38fj3.pdf)
 - Avoid inappropriate language in filenames.
- Submitted documents will be stamped at the conclusion of the review.
 - The stamp will be placed in the upper right hand corner of the document. It is recommended that this area, to the extent possible, be left blank so that no information is lost when the stamp is applied.
- All Blank application forms for submittal can be found at <http://www.collier.gov/civ/index.aspx?Date=3/4/21>.
- 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

Type	Status	Date Verified
Application Form 	Pending	
Select a new document for this requirement: <input type="button" value="Browse..."/>		
AC Energy and Load Calculations 	Pending	
Select a new document for this requirement: <input type="button" value="Browse..."/>		
Construction Plans 	Pending	
Select a new document for this requirement: <input type="button" value="Browse..."/>		
Index Sheet FL Product Approval/Miami-Dade NOA 	Pending	
Select a new document for this requirement: <input type="button" value="Browse..."/>		
Site Planning Document 	Pending	
Select a new document for this requirement: <input type="button" value="Browse..."/>		
Specialty Engineering and Specification Sheets 	Pending	
Select a new document for this requirement: <input type="button" value="Browse..."/>		
Storm Water Plan 	Pending	
Select a new document for this requirement: <input type="button" value="Browse..."/>		
Health Dept/Septic Application 	Pending	
Select a new document for this requirement: <input type="button" value="Browse..."/>		
Vegetation Removal Affidavit 	Pending	
Select a new document for this requirement: <input type="button" value="Browse..."/>		
Preservation Review Form 	Pending	
Select a new document for this requirement: <input type="button" value="Browse..."/>		

Upload Additional Documents

Reduced Submittal Item Requirements Cont.

Expect Submittal Items to load as needed:

- Application types will load the basic/required items needed for the application to be deemed complete and ready for review.
- Portal questions will add additional required items as needed: the Owner-Builder Affidavit, Health Dept/Septic Application or Vegetation Removal Affidavit submittal items.
- Work items may add work specific requirement; selecting the Generator work item on an Electrical permit will add a Site Planning Document submittal item.

Step 1: Application Type
Step 2: Permit Type
Step 3: Work Items
Step 4: Location

Step 5: Contacts
Step 6: Upload Files
Step 7: Review & Submit
Step 8: Submitted

Permit Application - Upload Documents

TMPPR20210036103

Note: This step is optional. Documents may be uploaded at a later time from the Upload Submittals link located on the main page.

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. (ex. k9dk38fj3.pdf)
 - Avoid inappropriate language in filenames.
- Submitted documents will be stamped at the conclusion of the review.
 - The stamp will be placed in the upper right hand corner of the document. It is recommended that this area, to the extent possible, be left blank so that no information is lost when the stamp is applied.
- All Blank application forms for submittal can be found at <http://www.collier.gov/index.aspx?Page=3428>.
- 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 (11/12/2021)	Status	Print Requirement Items
Type		Date Verified
<div style="display: flex; justify-content: space-between;"> Application Form Pending </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Select a new document for this requirement: Browse... </div>		
<div style="display: flex; justify-content: space-between;"> AC Energy and Load Calculations Pending </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Select a new document for this requirement: Browse... </div>		
<div style="display: flex; justify-content: space-between;"> Construction Plans Pending </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Select a new document for this requirement: Browse... </div>		
<div style="display: flex; justify-content: space-between;"> Index Sheet FL Product Approval/Miami-Dade NOA Pending </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Select a new document for this requirement: Browse... </div>		
<div style="display: flex; justify-content: space-between;"> Site Planning Document Pending </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Select a new document for this requirement: Browse... </div>		
<div style="display: flex; justify-content: space-between;"> Specialty Engineering and Specification Sheets Pending </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Select a new document for this requirement: Browse... </div>		
<div style="display: flex; justify-content: space-between;"> Storm Water Plan Pending </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Select a new document for this requirement: Browse... </div>		
<div style="display: flex; justify-content: space-between;"> Health Dept/Septic Application Pending </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Select a new document for this requirement: Browse... </div>		
<div style="display: flex; justify-content: space-between;"> Vegetation Removal Affidavit Pending </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Select a new document for this requirement: Browse... </div>		
<div style="display: flex; justify-content: space-between;"> Preservation Review Form Pending </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Select a new document for this requirement: Browse... </div>		

Upload Additional Documents

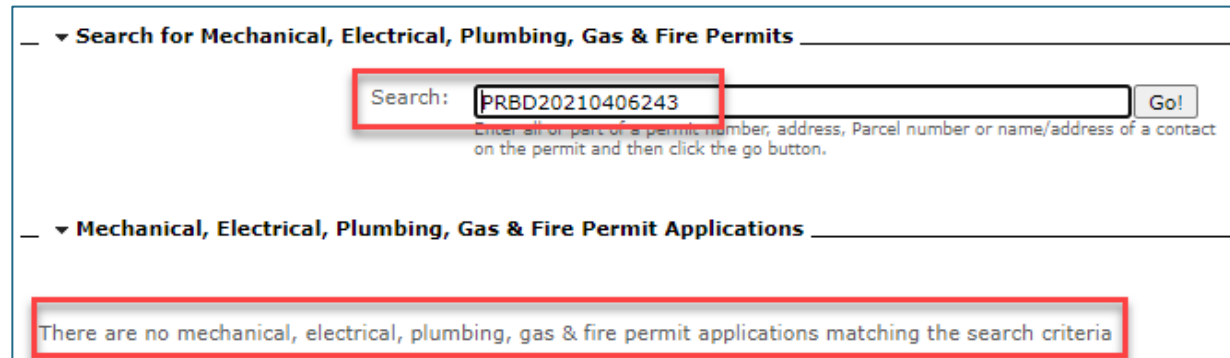
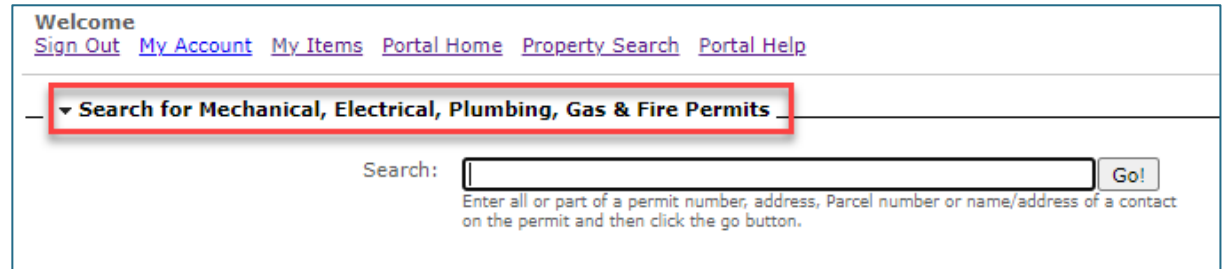
Best Practices for Application Searching

The new application groups have changed how search results are presented.

Each portal Group still has the familiar *Status and Fees* link, but now that link will only find results within that group.

- You can still find your older trade and fire permits this way, but you will get an error message if you try to search here for old Building, ROW, or Well permits.
- All old Building permits (PRBD) can be searched using the *Status and Fees* link in the Building, Remodel & Accessory Permits group.

But there are better options!



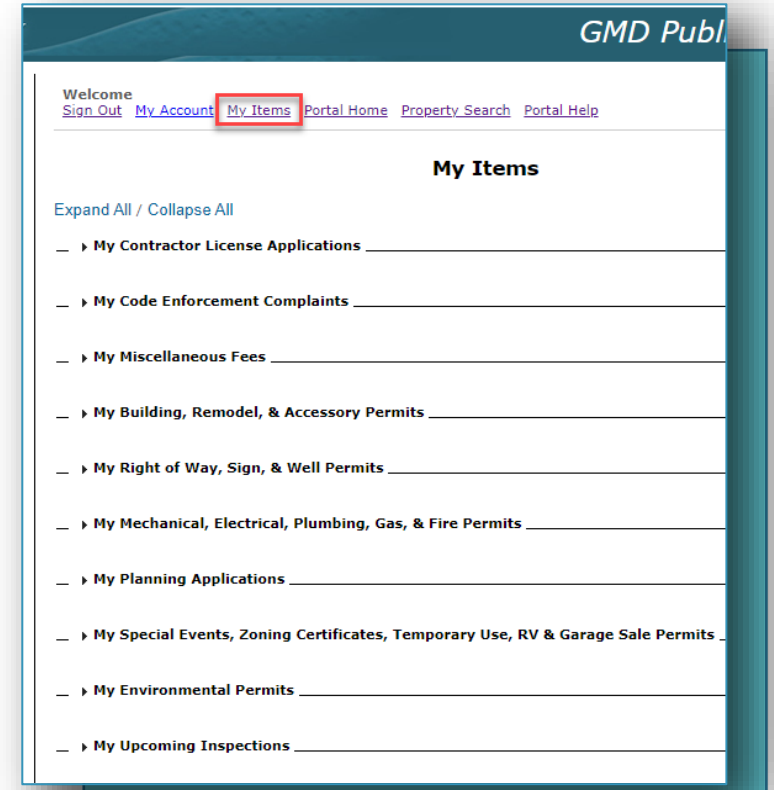
Best Practices for Application Searching

For the Applicant or Contractor:

My Items link is the best way to find your applications to check status, request inspections, resubmit corrections, submit revisions, pay fees, and upload to conditions.

Tips:

- You must be logged in to your Portal Account to see the My Items link.
- The arrow next to the column titles let you sort ascending or descending for that column.



Reference Number	Address	Type	Status	Date Created
PRSO20211023821	685 101st AVE N, Naples, Single Family	Solar	Pending Fees GMD	10/06/2021
Description: test				
<input type="button" value="Pay Fees"/>				

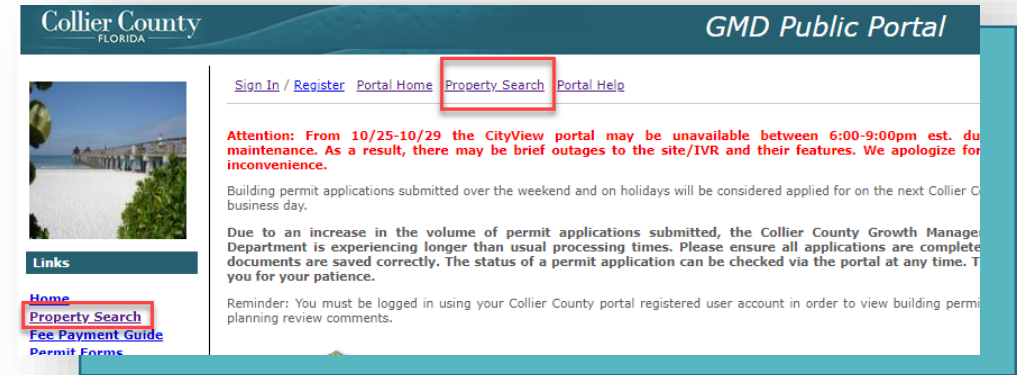
Best Practices for Application Searching

For Property Owners, Project Managers, Realtors, and others:

Property Search links are the best way to search for one or more applications on a single property, for reviewing status, and reviewing property history in general.

Tips:

- You don't need a Portal Account to see the Property Search links.
- Links are located on both the top banner and the Links side panel.
- Entering a partial address will give you a list of properties to choose from.
- Click any arrow on the Property Review page to see details.



Self Issuing Permits



Water Heater Replacements
A/C Replacements
Irrigation
Low Voltage – Alarm Labels
Garage Sale Permits
Recreational Vehicle (RV) Permits

Self Issuing Permits - *For Select Building Permits*

- Water Heater Replacements
- A/C Replacements
- Irrigation (not in County Right of Way)
- Low Voltage – Alarm Labels (Security Only)

What are Self Issuing Building Permits?

Portal Applications which the software system evaluates and processes through permit issuance by:

- Asking questions about the scope of work to filter which applications qualify for self issuance.
- Presenting a Payment Fee Slip on Portal.
- After payment is completed, issuing the permit and making the Permit and Inspection Card available to print.

What Applications Qualify?

- Portal Applications of the four types listed, only when the scope of work does not require plan review.
 - The scope is evaluated by the applicant's answers to permit specific questions.
 - When the scope does not qualify, the application will move through the normal electronic submittal and review process.
- The listed **Contractor's license** must be **active** in our system and **qualified** for the scope of work.
- Must have a **valid job site address** and within the County's jurisdiction.

Things to Know:

- An email will be sent to Contractor's Company after application is submitted.
- After issuance, applicants will have to resolve pending conditions, schedule inspections, and any other requirements to receive certificate of completion.

Self Issuing Permits – *For Select Planning Permits*

- Garage Sale Permits
- Recreational Vehicle Permits

What are Self Issuing Garage Sale or Recreational Vehicle Permits?

Portal Applications which the software system evaluates and processes through permit issuance by:

- Asking questions to ensure applicant qualifies for the permit.
- Issuing the permit and making it available to print.

Tips:

- If your plans change, you can also cancel your permit on the Portal.

Training and Guides



- Training will be available prior to and after changes.
- Updated guides and videos will be available on the [E-Permitting](#) webpage, starting the day of changes.
- To request training with our Training Coordinator, please email: GMDTraining@ColliercountyFl.gov