



How to Apply for and Change a Short-Term Vacation Rental Registration Certificate GMD Portal User Guide

PURPOSE

This guide provides step-by-step instructions on how to apply for and change a Short-Term Vacation Rental Registration Certificate using the GMD Public Portal.

GENERAL INFORMATION

- Property Owners **and** Applicants are required to have a confirmed Registered GMD Public Portal User account.
- Only one address/unit is allowed per Short-Term Vacation Rental (STVR) Registration Application, individually uploaded, for each property address.
- Vacation Rental is defined as any habitable space, including a room, apartment, or living quarters, in any residential building, including but not limited to condominiums, single-family or multi-family homes.
- Short-Term Vacation Rental is defined as any unit, group of units, dwelling, building, or group of buildings within a single complex of buildings that are rented to guests **more than three times in a calendar year for periods of less than 30 days or 1 calendar month**, whichever is less, or which is advertised or held out to the public as a place regularly rented to guests.
- Applicant must provide a valid Florida Department of Business and Professional Regulation (DBPR) license. *(Any Owner who is not required to register with the Florida Department of Business and Professional Regulation, as defined by F. S. Ch.509, is exempt from this Ordinance)*
- The Short-Term Vacation Rental Registration Application must be completed, with all required signatures, before uploading to the GMD Public Portal.
- Details on Short-Term Vacation Rental Registration, [Click Here](#).
- The Property Owner is required to submit to the County, using the Short-Term Vacation Rental Registration Application, any changes in property ownership or registered Designated Responsible Party within ten (10) business days of such change per the ordinance.
- A completed, updated Registration Application form identifying new Designated Responsible party information along with a completed Affidavit of Authorization form with all required signatures is required to be uploaded using the GMD Public Portal.
- Short-Term Vacation Rental Registration change of designated responsible party has a non-refundable fee of \$ 50.00.

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PROCEDURE

Make sure you are signed into the GMD Public Portal: [GMD Public Portal](#)

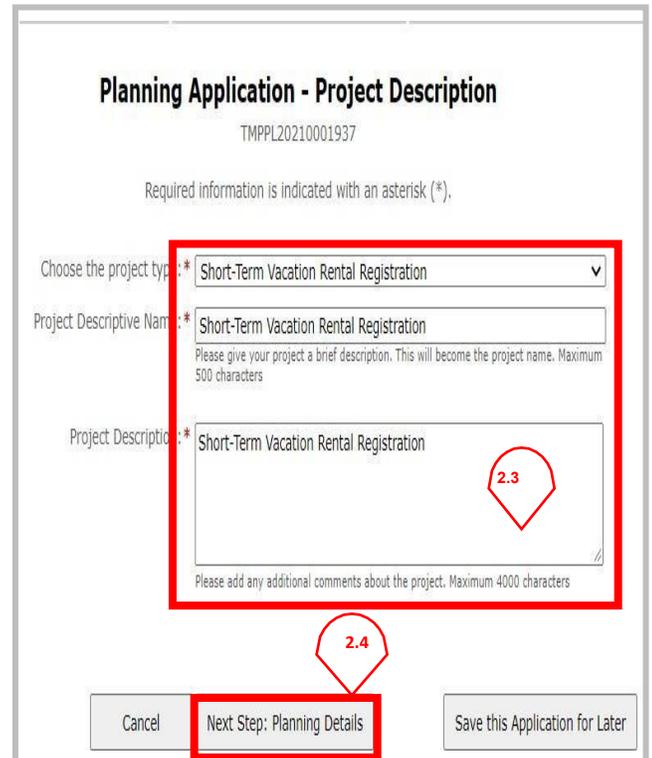
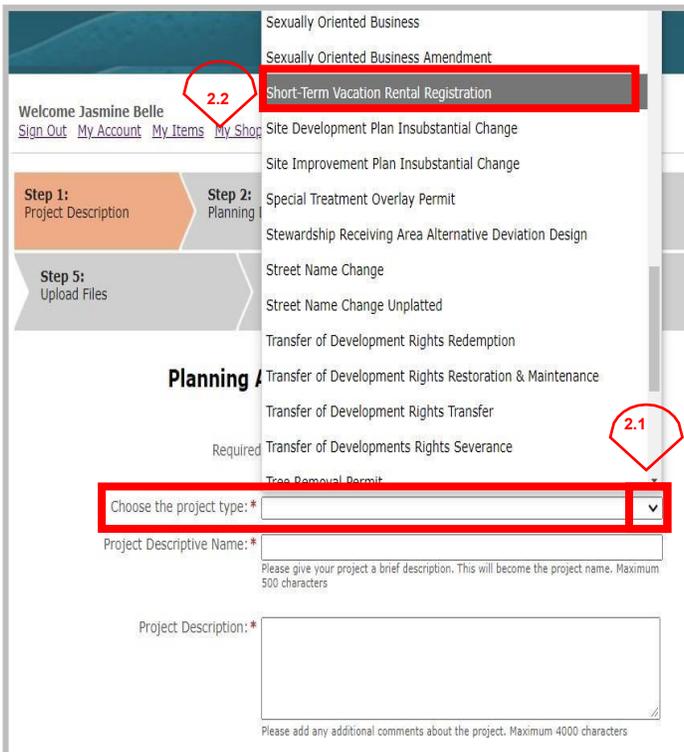
1. [Locate Group for Short-Term Vacation Rental Registration.](#)

1. Click Apply for Permit.



2. [Project Description.](#)

1. Click the arrow next to Choose the project type.
2. Select Short-Term Vacation Rental Registration.
3. The Project Descriptive Name and Project Descriptions preload.
4. Click Next Step: Planning Details.



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3. Location of Project.

1. Enter the address in the Search for address bar.
2. Address preloads in the location you have selected box.
3. *Do not use Add Another Location button; only one address is allowed per application.*
4. Click Next Step: Contacts.

Planning Application - Location of Project
TMPPL20210001937

Required information is indicated with an asterisk (*).

3.1
Search for address:

257 12th AVE NW, Naples, Single Family

Planning Application - Location of Project
TMPPL20210001937

Required information is indicated with an asterisk (*).

Search for address:

Begin typing a street address or Parcel Number above and we will search existing locations within the jurisdiction. If your location appears, please select it from the list.

[Can't find address?](#)

3.2
The location you have selected: *

3.3

Add Another Location

Previous Step: Project Description
Next Step: Contacts
Save this Application for Later

4. Contacts.

1. The Property Owner and Applicants contact information is pre-loaded.
2. Click Next Step: Upload Files.

Planning Application - Contacts
TMPPL20210001937

Required information is indicated with an asterisk (*).

Type	Contact
Property Owner	MONTEVERDE, HUELVES R CAROLYN S MONTEVERDE, Address:257 12TH AVE NW
Applicant	Jasmine Belle, Address:2800 N. Horsehoe Dr.

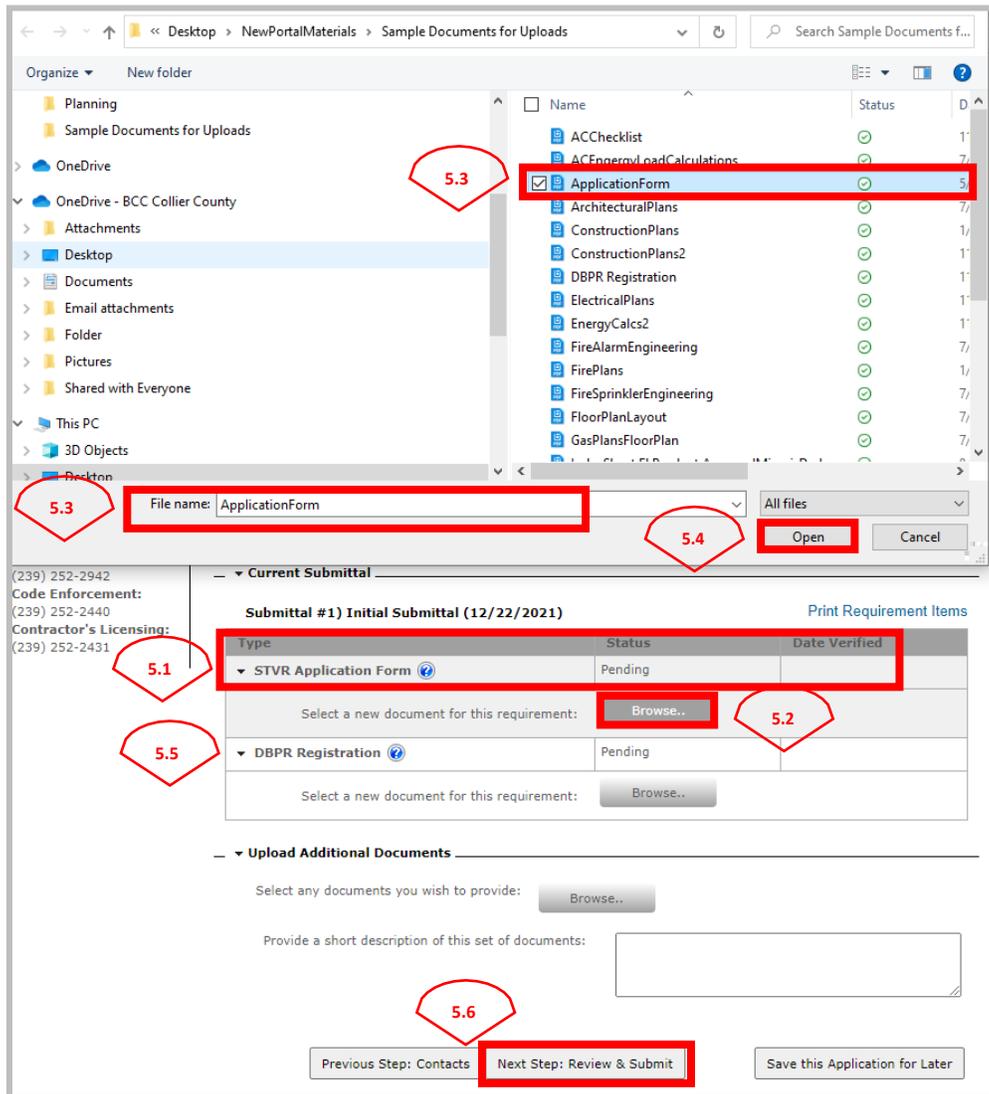
[Add Business From Address Book](#)

Add Another Location

Previous Step: Location
Next Step: Upload Files
Save this Application for Later

5. Upload Documents.

1. Attach completed STVR Application Form.
2. Under Status, Click the Browse button.
3. Locate the file, select a file to add to File Name
4. Click Open.
5. Repeat to attach DBPR Registration.
6. Click Next Step: Review & Submit.



(239) 252-2942
Code Enforcement:
(239) 252-2440
Contractor's Licensing:
(239) 252-2431

Submittal #1) Initial Submittal (12/22/2021) [Print Requirement Items](#)

Type	Status	Date Verified
STVR Application Form	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
DBPR Registration	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		

Upload Additional Documents

Select any documents you wish to provide:

Provide a short description of this set of documents:

7. Uploads Complete dialog box appears, Click the Ok button.



Uploads Complete

All documents were uploaded successfully.

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6. [Review & Submit.](#)

1. Review the information for correctness and completeness.
2. Type the characters you see in the image below in the search box.
3. Click Submit Application.

6.1

Planning Application - Review & Submit

TMPPL20210001937

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

▼ Planning Information

Project Descriptive Name: Short-Term Vacation Rental Registration
Project Type: Short-Term Vacation Rental Registration
Application Types: Short-Term Vacation Rental Registration
Project Description: Short-Term Vacation Rental Registration
Locations: Address
257 12th AVE NW, Naples, Single Family
Property
37547120005
Contacts: Property Owner
MONTEVERDE, HUELVES R CAROLYN S MONTEVERDE, Address:257
12TH AVE NW
Applicant
Jasmine Belle, Address:2800 N. Horsehoe Dr.

▼ Short-Term Vacation Rental Registration

No additional information was required for this planning type.

▼ Uploaded Documents

- ApplicationForm.pdf
- DBPR Registration.pdf

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



6.2

6.3

Previous Step: Upload Files **Submit Application** Save this Application for Later

Cancel Application

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7. [Paying Fees.](#)

1. Staff reviews uploaded documents for approval, then emails the customer the payment slip.
2. Sign back into the GMD Public Portal.
3. Click the My Items link at the top of the page.
4. Click the black arrow next to My Planning Applications.
5. Click Add Fees to My Cart button and follow the payment process.
6. Note: Certificate will be issued within 24 hours following payment.

Welcome Jasmine Belle
[Sign Out](#) [My Account](#) [My Items](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

7.3

Welcome Jasmine Belle
[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

My Items

[Expand All](#) / [Collapse All](#)

- ▶ [My Contractor License Applications](#)
- ▶ [My Code Enforcement Complaints](#)
- ▶ [My Miscellaneous Fees](#)
- ▶ [My Permit Applications](#)
- ▼ [My Planning Applications](#)

Show Active ▼

Reference Number	Address	Type	Status	Date Created
PL20210001287	257 12th AVE NW, Naples, Single Family	Short-Term Vacation Rental Registration	Pending Fee Payment - Closed for Uploads	12/22/2021
Name: Short-Term Vacation Rental Registration				
View Open Conditions	Add Fees to My Cart		7.5	

7.4

8. [Print Certificate- Approval Process.](#)

1. Scroll to the bottom of the page.
2. Click the black arrow next to Documents & Images.
3. Click Short-Term Vacation Rental Registration Certificate to open.
4. Print Certificate.

Welcome Jasmine Belle
[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(1\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

Planning Application Status

PL20210001287

[Expand All / Collapse All](#)

Note: You can collapse and expand individual sections by clicking the header of the section you wish to collapse/expand.

▼ **Summary**

Planning Project Application Number: PL20210001287
 Project Name: Short-Term Vacation Rental Registration
 Project Type: Short-Term Vacation Rental Registration
 Application Types: Short-Term Vacation Rental Registration (Status: Pending Fee Payment - Closed for Uploads)
 Application Status: Pending Fee Payment - Closed for Uploads
 Date Entered: 12/22/2021
 Property Owner's Full Name: MONTEVERDE, HUELVES R CAROLYN S MONTEVERDE
 Project Description: Short-Term Vacation Rental Registration

► **Locations**

► **Application Types (Click to See Reviews)**

► **Fees**

► **Deposits & Bonds**

► **Inspections**

► **Conditions**

▼ **Documents & Images**

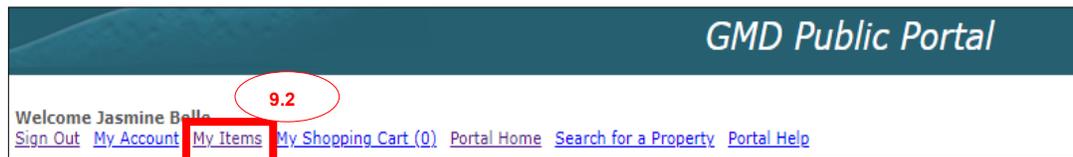
Date Uploaded	File Type	Document Name
12/17/2021	Document	DBPR Registration (DBPR Registration.pdf)
12/17/2021	Applications	Application Form (ApplicationForm.pdf)
12/17/2021	Letter	PL Payment Slip Email
12/17/2021	Letter	Short-Term Vacation Rental Certificate0
12/17/2021	Receipt	Receipt for transaction:2021-043733

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

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9. Change Ownership or Designated Responsible Party.

1. Sign in to GMD Public Portal.
2. Click My Item.
3. Click the black arrow next to Special Events, Zoning Certificate, Temporary Use, Short-Term Vacation Rental Registration, RV & Garage Sale Permit Applications to expand.
4. Click Permit Number: *Example: PL2022000439*, make sure the status says Issued.



My Items

[Expand All / Collapse All](#)

- ▶ **My Contractor License Applications**
- ▶ **My Code Enforcement Complaints**
- ▶ **My Miscellaneous Fees**
- ▶ **My Building, Remodel, & Accessory Permits**
- ▶ **My Right of Way, Sign, & Well Permits**
- ▶ **My Mechanical, Electrical, Plumbing, Gas, & Fire Permits**
- ▶ **9.3 Zoning Applications**
- ▶ **9.4 My Special Events, Zoning Certificates, Temporary Use, Short-Term Vacation Rental Registration, RV & Garage Sale Permits**

Show Active ▾

Reference Number	Address	Type	Status	Date Created
PL20220003930	1500 Martin ST, Naples, FL 34102, Single Family	Short-Term Vacation Rental Registration	Issued	08/02/2022
View Open Conditions				
PL20220003929	2456 39th AVE NE, Naples, Single Family	Short-Term Vacation Rental Registration	Submitted - Closed for Uploads	08/02/2022
View Open Conditions				
PL20220003928	2115 10th AVE NE, Naples, Vacant Land	Short-Term Vacation Rental Registration	Submitted - Closed for Uploads	07/28/2022
View Open Conditions				

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5. Scroll to the Conditions.
6. Click the black arrow next to Condition to expand.
7. Click the Browse button.
8. Attach revised Application & Affidavit (Refer to [#5 Upload document](#) for instructions).
9. Click Upload.
10. Uploads Complete, Click ok

Welcome Jasmine Belle
[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Search for a Property](#) [Portal Help](#)

Special Events, Zoning Certificates, Temporary Use, Short-Term Vacation Rental Registration, RV & Garage Sale Permit Application Status

PL20220003930

[Expand All / Collapse All](#)
 Note: You can collapse and expand individual sections by clicking the header of the section you wish to collapse/expand.

— **▼ Summary** —

[Edit Special Events, Zoning Certificates, Temporary Use, Short-Term Vacation Rental Registration, RV & Garage Sale Permit Application Details](#)

Planning Project Application Number: PL20220003930
 Project Name: Short-Term Vacation Rental Registration
 Project Type: Short-Term Vacation Rental Registration
 Application Types: Short-Term Vacation Rental Registration (Status: Issued)
 Application Status: Issued
 Date Entered: 08/02/2022
 Property Owner's Full Name: RUIZ, GABRIEL A & REYNA
 Project Description: Short-Term Vacation Rental Registration

— **▶ Locations** —

— **▶ Application Types (Click to See Reviews)** —

— **▶ Deposits & Bonds** —

— **▶ Inspections** —

▼ Conditions 9.6

▶ Guidelines For Electronically Submitting Documents:

Condition	Status	Department	Category	Expiration Date	Due Date
Modify Short-Term Vacation Rental Registration	Open	Zoning			
Description: To change the designated responsible party, change contact info, or to discontinue using property as a short-term vacation rental, please upload a new application form to this condition. The application form is located at: https://www.colliercountyfl.gov/home/showpublisheddocument/99044/637757533679459099					
	Documents:	<div style="border: 1px solid red; padding: 5px;"> <input type="button" value="Browse.."/> </div> ShortTermVacApplication.pdf Remove ShortTermVacaAffidavit.pdf Remove		9.7.	

9.9

— **▶ Documents & Images** —

Uploads Complete

All documents were uploaded successfully.

9.1

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10. [New Certificate Issued/Print New Certificate.](#)

1. Collier County receives and processes application and affidavit and issues a new Certificate within 24 to 48 hours.
2. Sign in to the GMD Public Portal.
3. Click My Items.
4. Click the black arrow next to Special Events, Zoning Certificate, Temporary Use, Short-Vacation Rental Registration, RV & Garage Sale Permit Applications to expand.
5. Click Reference Number: *Example: PL2022003930.*
6. Click the black arrow next to Documents & Images to expand.
7. Click on the current Letter Short-Term Vacation Rental Certificate to open and print.

GMD Public Portal

Welcome Jasmine B. [Red Box] 10.

[Sign Out](#)
[My Account](#)
[My Items](#)
[My Shopping Cart \(0\)](#)
[Portal Home](#)
[Search for a Property](#)
[Portal Help](#)

▼ **My Special Events, Zoning Certificates, Temporary Use, Short-Term Vacation Rental Registration, RV & Garage Sale Permits**

Show Active ▼

Reference Number	Address	Type	Status	Date Created
PL20220003930	5246 Martin ST, Naples, Single Family	Short-Term Vacation Rental Registration	Issued	08/02/2022
Name: Short-Term Vacation Rental Registration				
View Open Conditions				

▼ **Documents & Images**

Date Uploaded	File Type	Document Name
08/02/2022	Letter	Short-Term Vacation Rental Certificate
08/02/2022	Letter	PL Payment Slip STVR
08/04/2022		ShortTermVacaAffidavit.pdf
08/04/2022		ShortTermVacApplication.pdf
08/04/2022	Letter	PL Payment Slip STVR0
08/04/2022	Letter	Short-Term Vacation Rental Certificate0 10.