

PURPOSE

This guide provides step-by-step instructions on how to apply electronically for Self-Issuing building applications through the GMD Public Portal. This guide is only for Mechanical, Electrical, and Plumbing permits that meet the criteria for self-issuing.

GENERAL INFORMATION

- Must have a registered GMD Public Portal account.
- GMD Public Portal link. <https://cvportal.colliercountyfl.gov/CityViewWeb/Home/>
- All fields with red asterisks are required and the system will not allow you to move forward until you have provided the information
- Self-issuing application types are located under the Mechanical, Electrical, Plumbing, Gas & Fire permit group.
- Owner builders do not qualify for self-issuance.
- **To qualify for self-issuance:**
 - Only Water Heater Replacement, Irrigation (not in County right of way), A/C Replacement, or Low Voltage Alarm Label application types.
 - Meet specific criteria answered on Portal.
 - Contractor license must be active during Portal submission.
 - Plan review not required.
 - Location in Unincorporated Collier County.
 - Valid street address provided during initial submittal.
- Documents will not be required for upload during initial submittal.
- An email notification will be sent to the contracting company to inform them a self-issue permit has been applied for.
- Fees will be available to pay immediately after application submittal.
- Permit and Inspection card will be available to print immediately after fees paid.
- Contractor will still need to resolve conditions for Inspection Holds and CO Holds when applicable.
- Contractor will still need to schedule inspections.
- Contractor still needs to meet the requirements and follow Collier County municipal laws, State laws, Florida Building Codes, and other regulations.
- If scope of work changes, Contractor must submit a revision form and supporting documents as usual.

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PROCEDURE

A. Sign In and Applying for Permit

1. Sign In on Portal.



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

Welcome to the Collier County Web Portal

With an account you will be able to do more with the Collier County Web Portal. This includes faster entry of information, and access to options not available to anonymous users.

— **▼ Login** —

Email Address: *

Password: *

[Forgot your password?](#)

— **▼ Create an Account** —

If you do not have an account, please click on [Create Account](#) to create one.

2. Click **Apply for Permit**, under Mechanical, Electrical, Plumbing, Gas & Fire Permits group





**Mechanical, Electrical,
Plumbing, Gas & Fire
Permits**

[Apply for Permit](#) ²

[Request an Inspection](#)

[Request a Meeting](#)

[Status and Fees](#)

[Upload Submittals](#)

B. Application Type

*The questions will adjust based on the application type and the nature of the work being done. **This is an example of a self-issuing AC Replacement application.***

1. **Description and Type**
 - a. **Choose the application type:** Click the drop-down arrow and select type.
Note: The form will adjust and require additional information base on the application type. Continue to fill in all required fields.
 - b. **Please categorize the nature of the work being done:** Click the drop-down arrow and select category.
 - c. **Please describe the work being done:** Enter the scope of work.
2. **Building use**
 - a. **Building Use:** Click the drop-down arrow and select type from the list.
3. **Owner Builder**
 - a. **Is the property owner doing work?** Click the drop-down arrow and select **Yes** or **No**.
4. **AC Replacement (this section is subject to change based on application type and selected building use)**
 - a. Click the drop-down arrow or enter the required information on each question.
5. **Is the permit related to a natural disaster (Portal)?**
 - a. **Related to a Natural Disaster,** Click the drop-down arrow, and select Yes or No.
6. **Waiver of review time limits:** after reading information, click the drop-down arrow and select **Agree** or **Disagree**.
7. Click **Next Step: Permit Type** button.

Mechanical, Electrical, Plumbing, Gas, or Fire Permit - Description and Type
TMPPR20210035705

Required information is indicated with an asterisk (*).

Choose the application type: * AC Replacement 1.a

Please categorize the nature of the work being done: * Alteration/Remodel 1.b

Please describe the work being done: * AC replacement like for like 3 ton unit 1.c

Building Use
Building Use: * 1-2 Family 2.a

Owner Builder
Is the property owner doing work?: * No 3.a

A/C Replacement
Located on roof of building?: * No 4.a
Number of Tons: * 3.00
Adding Concrete Slab?: * No
Changing size of original equipment?: * No
Moving location of equipment?: * No
Any Duct Work?: * No
Adding new mini-split?: * No
Is this for Trailer or Mobile Home?: * No

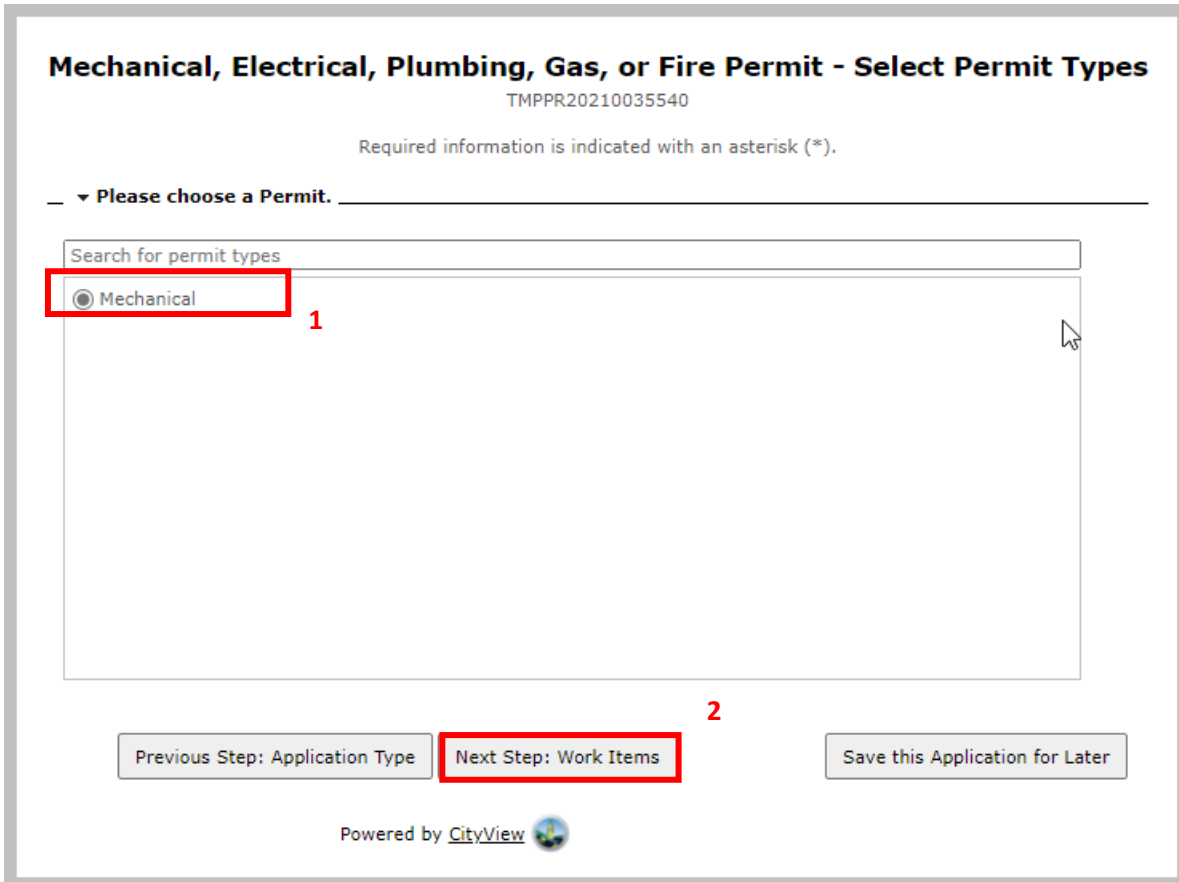
Is this permit related to a natural disaster (Portal)
Related to a Natural Disaster: * No 5.a

Waiver of review time limits
Applicant hereby waives the review time limits under Section 553.79 (16) F.S. (2021) and agrees to extend the County's review time of the building permit. The applicant elects to forego these time limits to ensure that the building permit is not denied after the applicant's submittal of the first corrections, as stated in said section 553.79 (16), F.S. (2021):
Agree 6

7

C. Permit Type

1. **Please choose a permit type:** Mechanical is pre-selected.
Note: This section is subject to change based on application type choice.
2. Click **Next Step: Work Item** button.



Mechanical, Electrical, Plumbing, Gas, or Fire Permit - Select Permit Types
TMPPR20210035540

Required information is indicated with an asterisk (*).


▼ Please choose a Permit. _____

Search for permit types

Mechanical **1**

2

Previous Step: Application Type **Next Step: Work Items** Save this Application for Later

Powered by [CityView](#) 

The screenshot shows a web interface for selecting a permit type. At the top, the title is "Mechanical, Electrical, Plumbing, Gas, or Fire Permit - Select Permit Types" with a reference number "TMPPR20210035540". Below the title, a note states "Required information is indicated with an asterisk (*)". A dropdown menu is open, showing "Please choose a Permit." followed by a search bar labeled "Search for permit types". The "Mechanical" option is selected and highlighted with a red box and the number "1". Below the search bar, there are three buttons: "Previous Step: Application Type", "Next Step: Work Items" (highlighted with a red box and the number "2"), and "Save this Application for Later". At the bottom, it says "Powered by CityView" with a logo.

D. Work Items

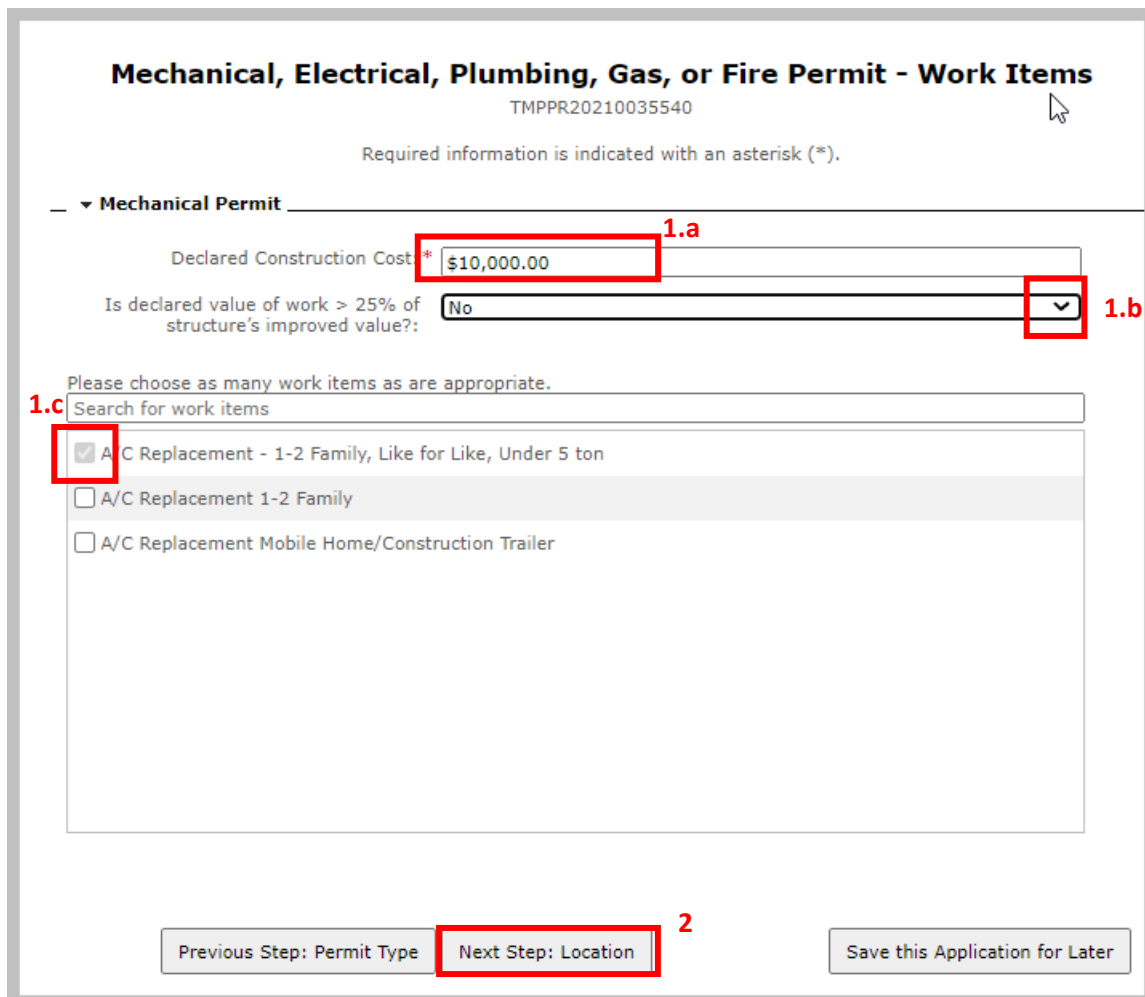
1. Mechanical Permit

Note: This section is subject to change based on application type choice.

- Declared Construction Cost:** Enter your declared construction cost.
- Is the declared value of work greater than or less than 25% of the structure's improved value?** Click the drop-down arrow and select **Yes** or **No**.
- Please choose as many work items as are appropriate:** select work items.

Note: if application qualifies for self-issue, work items will be preselected.

- Click **Next Step: Location** button.



Mechanical, Electrical, Plumbing, Gas, or Fire Permit - Work Items
TMPPR20210035540

Required information is indicated with an asterisk (*).

▼ **Mechanical Permit**

Declared Construction Cost* **1.a**

Is declared value of work > 25% of structure's improved value? **1.b**

Please choose as many work items as are appropriate.

1.c Search for work items

- A/C Replacement - 1-2 Family, Like for Like, Under 5 ton
- A/C Replacement 1-2 Family
- A/C Replacement Mobile Home/Construction Trailer

2

E. Location

1. Location of project

- a. **Search for Address:** enter street address or parcel number and select address from results list.

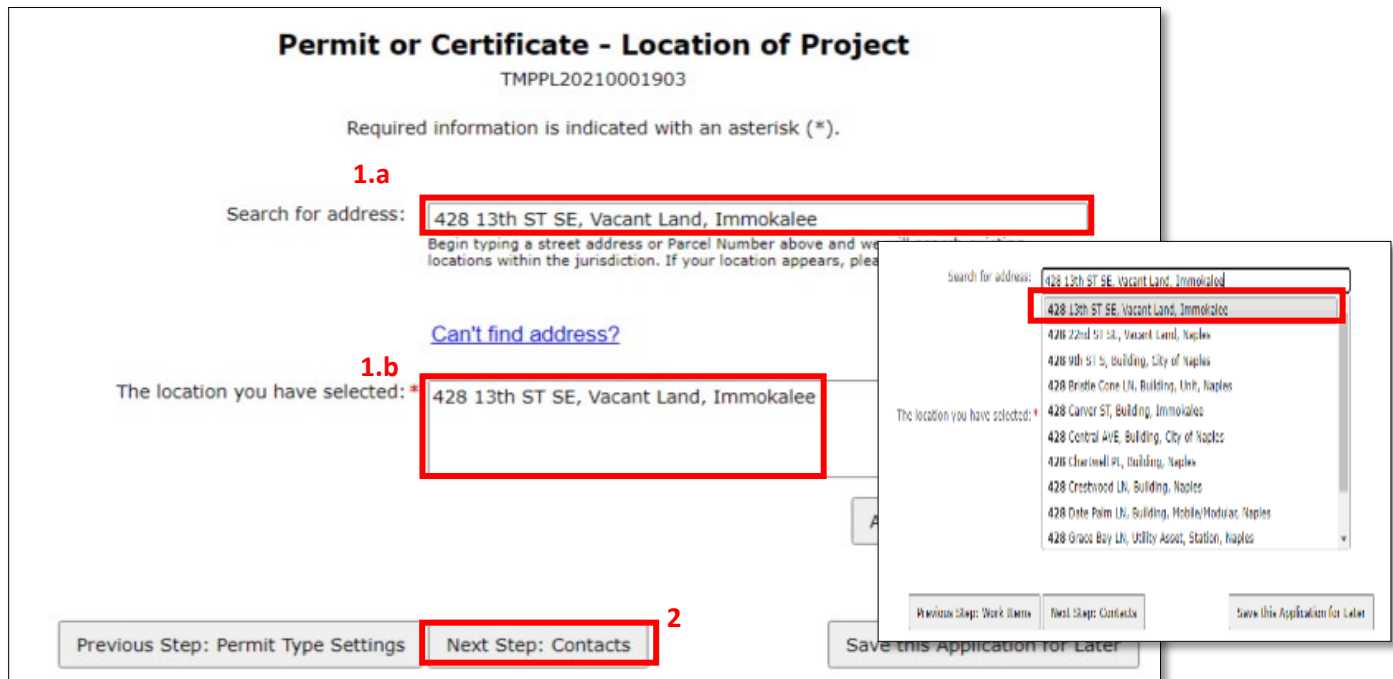
Note: Selecting a City of Naples or Marco Island address will cancel application.

- i. If the address does not populate in the results list, click **Can't find address?** and enter the address manually.

Note: If you enter it manually, the permit will not self-issue because staff will need to validate address.

- b. **The location you have selected:** Make sure address appears in description box.

2. Click **Next Step: Contacts** button.



Permit or Certificate - Location of Project
TMPPL20210001903

Required information is indicated with an asterisk (*).

1.a
Search for address:

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

[Can't find address?](#)

1.b
The location you have selected: *

2

Previous Step: Permit Type Settings

Search for address:

- 428 13th ST SE, Vacant Land, Immokalee
- 428 22nd ST SE, Vacant Land, Naples
- 428 9th St S, Building, City of Naples
- 428 Briete Cone LN, Building, Unit, Naples
- 428 Carver ST, Building, Immokalee
- 428 Central AVE, Building, City of Naples
- 428 Charwood PL, Building, Naples
- 428 Crestwood LN, Building, Naples
- 428 Date Palm LN, Building, Mobile/Modular, Naples
- 428 Great Bay LN, Utility Asset, Station, Naples

F. Contacts

1. Verify Contact Information

- a. Click **Choose Contractor From Address Book** link

Note: This is required field when permit is qualifies for self-issue.

- b. Address Book

- i. **Search for a Licensee:** enter Contractor's company name in the Search Box.

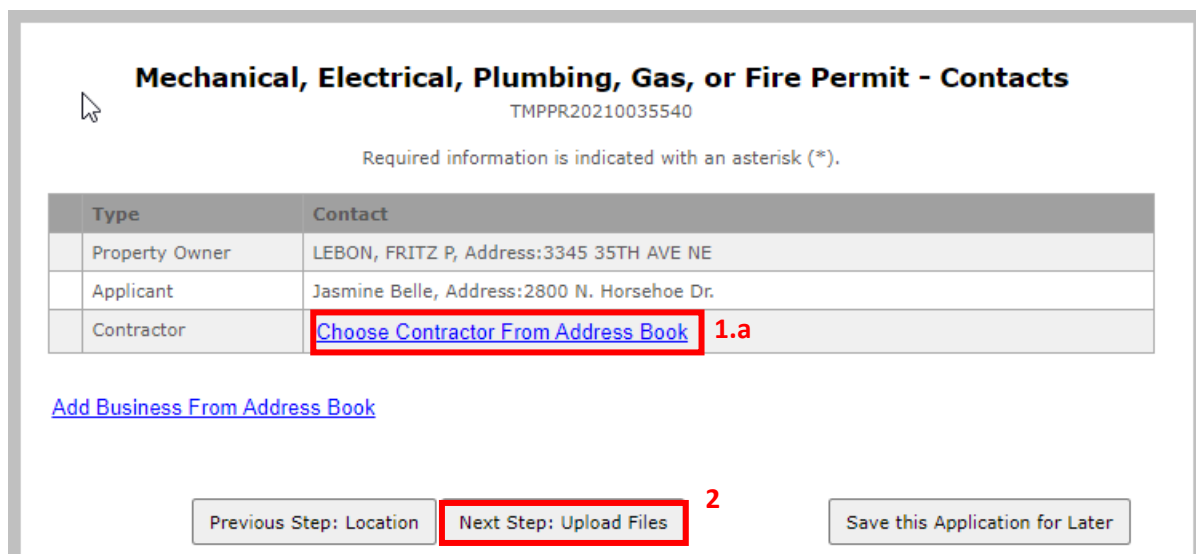
- ii. Select name from results list

- iii. Click **Add this Contractor**

2. Click **Next Step: Upload Files** button

Note 1: If contractor is inactive or not valid for this type of application, the system will not allow applicant to move forward.

Note 2: If permit qualifies for self-issue, system will skip Upload Files step and move to Review & Submit step.



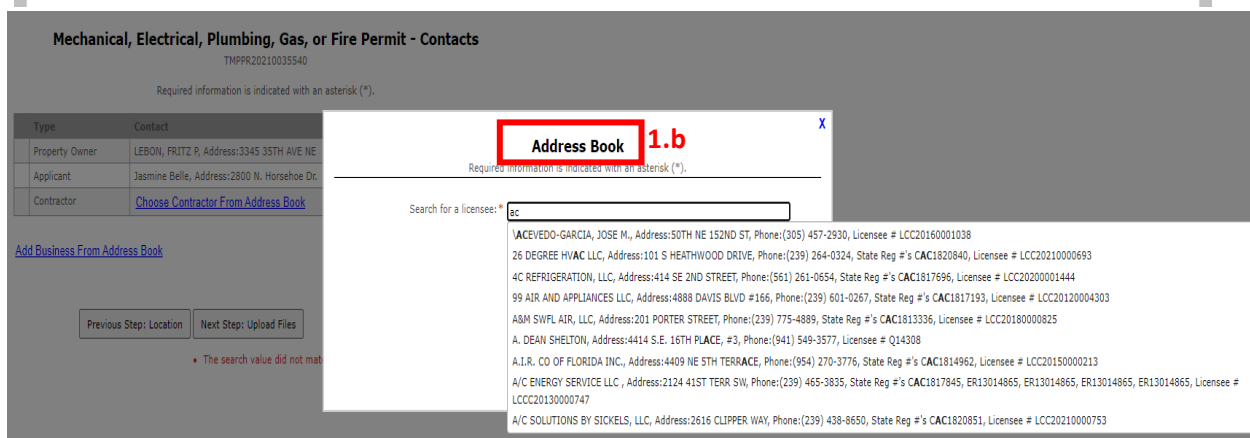
Mechanical, Electrical, Plumbing, Gas, or Fire Permit - Contacts
TMPPR20210035540

Required information is indicated with an asterisk (*).

Type	Contact
Property Owner	LEBON, FRITZ P, Address:3345 35TH AVE NE
Applicant	Jasmine Belle, Address:2800 N. Horsehoe Dr.
Contractor	Choose Contractor From Address Book 1.a

[Add Business From Address Book](#)

Previous Step: Location **Next Step: Upload Files** **2** Save this Application for Later



Mechanical, Electrical, Plumbing, Gas, or Fire Permit - Contacts
TMPPR20210035540

Required information is indicated with an asterisk (*).

Type	Contact
Property Owner	LEBON, FRITZ P, Address:3345 35TH AVE NE
Applicant	Jasmine Belle, Address:2800 N. Horsehoe Dr.
Contractor	Choose Contractor From Address Book

[Add Business From Address Book](#)

Previous Step: Location Next Step: Upload Files

• The search value did not match

Address Book **1.b**

Required information is indicated with an asterisk (*).

Search for a licensee: *bc

VACEVEDO-GARCIA, JOSE M., Address:50TH NE 152ND ST, Phone:(305) 457-2930, Licensee # LCC20160001038
 26 DEGREE HVAC LLC, Address:101 S HEATHWOOD DRIVE, Phone:(239) 264-0324, State Reg #'s CAC1820840, Licensee # LCC20210000693
 4C REFRIGERATION, LLC, Address:414 SE 2ND STREET, Phone:(561) 261-0654, State Reg #'s CAC1817696, Licensee # LCC20200001444
 99 AIR AND APPLIANCES LLC, Address:4888 DAVIS BLVD #166, Phone:(239) 601-0267, State Reg #'s CAC1817193, Licensee # LCC20120004303
 ABM SWFL AIR, LLC, Address:201 PORTER STREET, Phone:(239) 775-4889, State Reg #'s CAC1813336, Licensee # LCC20180000825
 A. DEAN SHELTON, Address:4414 S.E. 16TH PLACE, #3, Phone:(941) 549-3577, Licensee # Q14308
 A.I.R. CO OF FLORIDA INC., Address:4409 NE 5TH TERRACE, Phone:(954) 270-3776, State Reg #'s CAC1814962, Licensee # LCC20150000213
 A/C ENERGY SERVICE LLC, Address:2124 41ST TERR SW, Phone:(239) 465-3835, State Reg #'s CAC1817845, ER13014865, ER13014865, ER13014865, Licensee # LCCC20130000747
 A/C SOLUTIONS BY SICKELS, LLC, Address:2616 CLIPPER WAY, Phone:(239) 438-8650, State Reg #'s CAC1820851, Licensee # LCC20210000753

G. Review & Submit

1. Review permit information
Note: If information must be updated, click the **Previous Step: Contacts** button located at the bottom of screen.
2. Answer Acknowledgement questions with **Agree** or **Disagree**.
3. Enter Captcha
4. Click **Submit Application** button
Note: If application qualifies for self-issuance, the application will be ready for payment after submitting the application.

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

Step 1:
Application Type

Step 2:
Permit Type

Step 3:
Work Items

Step 4:
Location

Step 5:
Contacts

Step 6:
Review & Submit

Step 7:
Submitted

Mechanical, Electrical, Plumbing, Gas, or Fire Permit - Review & Submit

TMPPR20210035724

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

— ▼ **Permit Information** —

Permit Type:	AC Replacement
Category of Work:	Alteration/Remodel
Description of Work:	dfs
Locations:	Address 5578 Useppa DR, Single Family, Ave Maria
	Property 27725007484
Contacts:	Contractor ADVANCED MECHANICAL SERVICES OF CENTRAL FL. INC., Address:2475 REGENT AVENUE, Phone:(407) 246-0589, State Reg #'s CMC046884, Licensee # C25914
	Property Owner PARKER, C M & JANICE T NINA M PARKER, Address:5578 USEPPA DR
	Applicant Jasmine Belle, Address:2800 N. Horsehoe Dr.

— ▼ **Building Use** —

Building Use: 1-2 Family

NOTICE OF ADDITIONAL RESTRICTIONS: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this County, and there may be additional permits required from other governmental entities such as the Water Management District, State agencies, or Federal agencies

Do you agree?: *

CERTIFICATION: Application is hereby made to obtain a permit to do the work and installations as indicated. I, THE QUALIFIER/QUALIFIER'S AUTHORIZED AGENT, certify that I have not performed any work or installation prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. The permit or application fee may have additional fees imposed for failing to obtain permits prior to commencement of construction. The permit application or approved permit expires if work is not commenced within 180 days from the date of issuance. I, THE QUALIFIER/QUALIFIER'S AUTHORIZED AGENT understand that the structure cannot be used or occupied until a certificate of occupancy is issued. By agreeing to this permit application, I, THE QUALIFIER/QUALIFIER'S AUTHORIZED AGENT, agree that I have been retained by the property owner to provide contracting services for the trade for which I am listed. Furthermore, it is my responsibility to notify the Building Plan Review and Inspection Division should I no longer be THE QUALIFIER/QUALIFIER'S AUTHORIZED AGENT responsible for providing said contracting services. I, THE QUALIFIER/QUALIFIER'S AUTHORIZED AGENT, understand the review and issuing of this permit does not exempt me from complying with all County Codes and Ordinances.

Do you agree?: *

WARNING OF POSSIBLE DEED RESTRICTIONS: The land subject to this permit may be subject to deed, and other restrictions that may limit or impair the landowner's rights. Collier County is not responsible for the enforcement of these restrictions, nor are Collier County employees authorized to provide legal or business advice to the public relative to these restrictions. The landowner or any applicant acting on behalf of the landowner is cautioned to seek professional advice.

Do you agree?: *

WORK IN THE SPECIAL FLOOD HAZARD AREA: Be advised that Substantial Damage/Substantial Improvement requirements will apply to structures located in the Special Flood Hazard Area with Finished Floor Elevations below the Base Flood Elevation.

Do you agree?: *

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

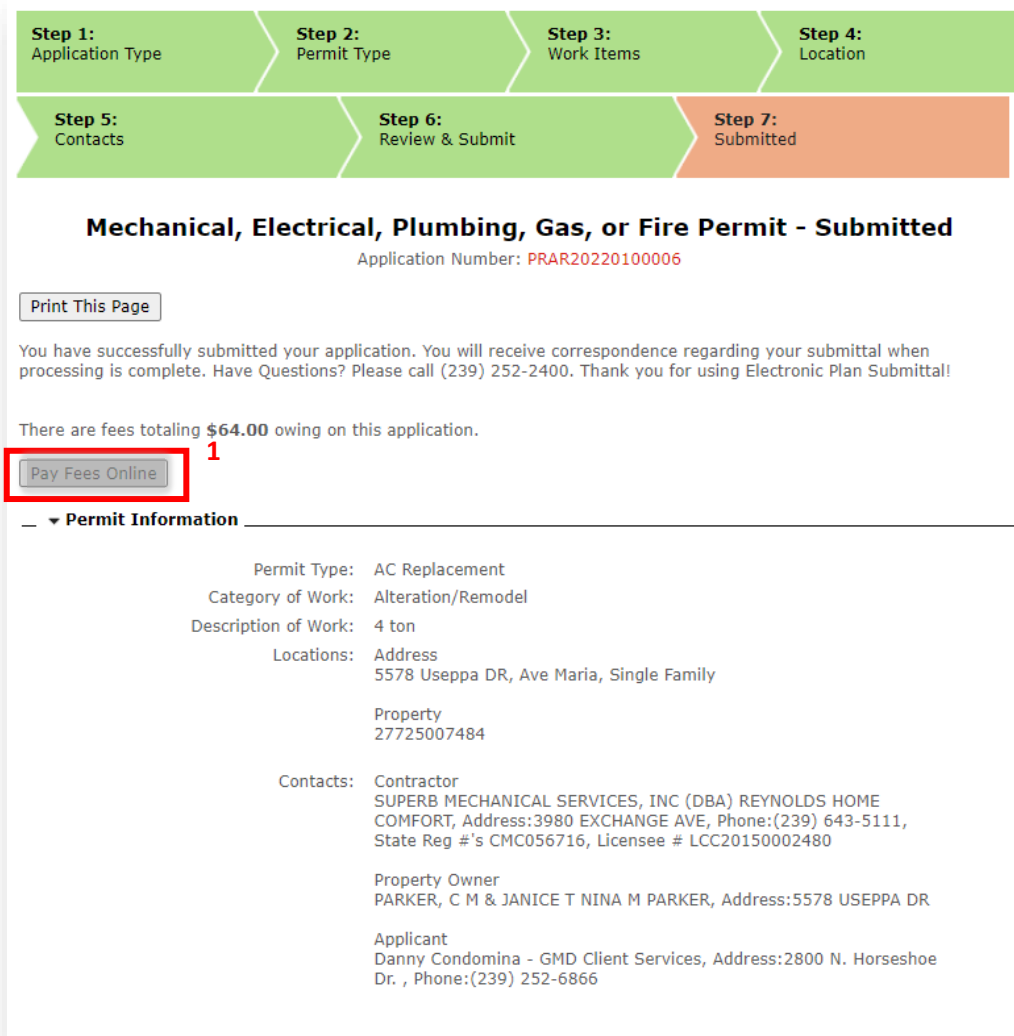


Previous Step: Contacts

H. Pay Fees

1. From the Submitted Screen, click on **Add Fees to Cart** link, and continue with payment process. This ends self-issuance process.

Note: After payment, the system will change status of permit to “Issued” and permit card will be available for print.



The screenshot shows a progress bar at the top with seven steps: Step 1: Application Type, Step 2: Permit Type, Step 3: Work Items, Step 4: Location, Step 5: Contacts, Step 6: Review & Submit, and Step 7: Submitted. Step 7 is highlighted in orange, indicating the current status.

Mechanical, Electrical, Plumbing, Gas, or Fire Permit - Submitted
Application Number: PRAR20220100006

[Print This Page](#)

You have successfully submitted your application. You will receive correspondence regarding your submittal when processing is complete. Have Questions? Please call (239) 252-2400. Thank you for using Electronic Plan Submittal!

There are fees totaling **\$64.00** owing on this application.

[Pay Fees Online](#) ¹

▼ **Permit Information**

- Permit Type: AC Replacement
- Category of Work: Alteration/Remodel
- Description of Work: 4 ton
- Locations: Address
5578 Useppa DR, Ave Maria, Single Family
- Property
27725007484
- Contacts: Contractor
SUPERB MECHANICAL SERVICES, INC (DBA) REYNOLDS HOME COMFORT, Address:3980 EXCHANGE AVE, Phone:(239) 643-5111, State Reg #'s CMC056716, Licensee # LCC20150002480
- Property Owner
PARKER, C M & JANICE T NINA M PARKER, Address:5578 USEPPA DR
- Applicant
Danny Condomina - GMD Client Services, Address:2800 N. Horseshoe Dr. , Phone:(239) 252-6866