

Contractor Licensing Operations and Regulatory Management Division GMD Portal Job Aid: Apply for a Contractor License – State Certified

General Information:

This guide is for state certified contractors registering with Collier County for the first time.

1. Navigate to the Growth Management portal and sign in using the email address and password used to register for the account.

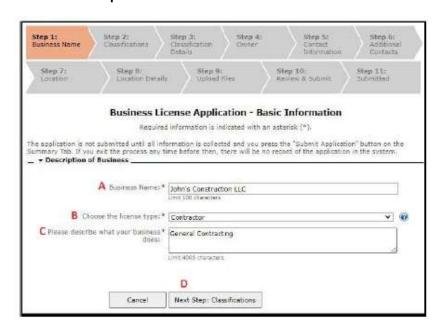
https://cvportal.colliercountyfl.gov/CityViewWeb/Home/

2. Select **Apply for a Contractor License** under the Contractor Licensing section.



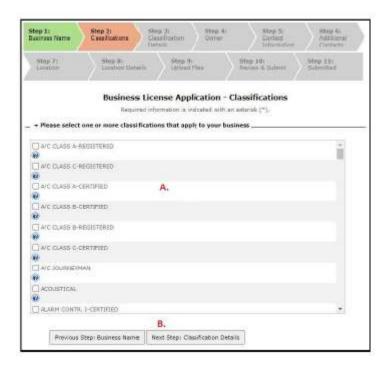
3. Business Name

- A. Enter company name in the Business Name field.
- B. Choose the license type (the field is preset to Contractor).
- C. Enter a description of what the company does.
- D. Select Next Step: Classifications.

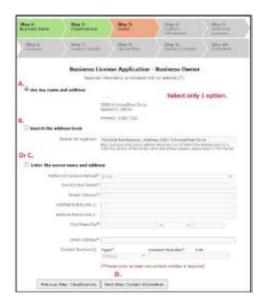


4. Classifications

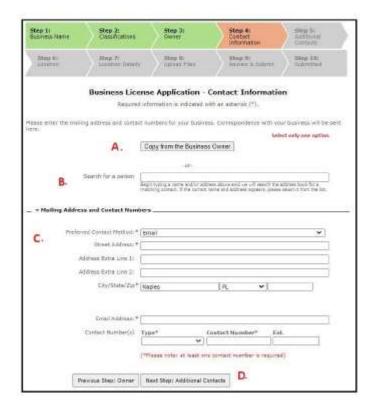
- A. Select ONLY one classification. This should match the state certificate being submitted for registration.
- B. Select Next Step: Classification Details (Note: the classification details will skip to the Owner tab).



- 5. Owner select only one of the following options:
 - A. Use my name and address select this button if you are the business owner and the address information is correct.
 - B. Search the address book select this button and search for the business owner's name.
 - C. Enter the owner name and address select this button if you are not the business owner and cannot locate their name in the address book. Enter the required information.
 - D. Select Next Step: Contact Information.



- 6. Contact Information enter the mailing address and contact numbers for your business. Correspondence with your business will be sent to the email address entered below. Select ONLY one of the following options.
 - A. Select "Copy from the Business Owner" button if the information is the same as the Business Owner
 - B. Search for your company information using the Search for a person box.
 - C. Manually enter the mailing address and contact numbers for the company.
 - D. Select Next Step: Additional Contacts.

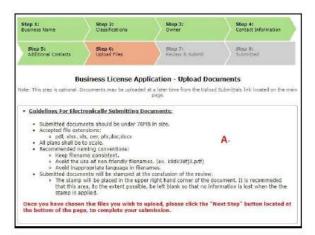


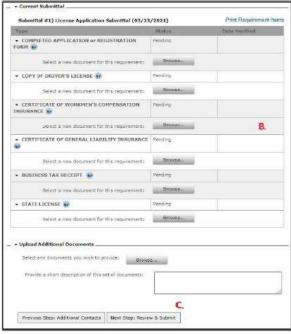
7. Additional Contacts

- A. The information entered from the previous tab will be displayed.
- B. Select **Add New Contact** to add additional contacts for the company. Complete the fields in the pop-up window and select **Add This Contact**.
- C. Select **Next Step: Location** (Note: the Location will skip to Upload Files).



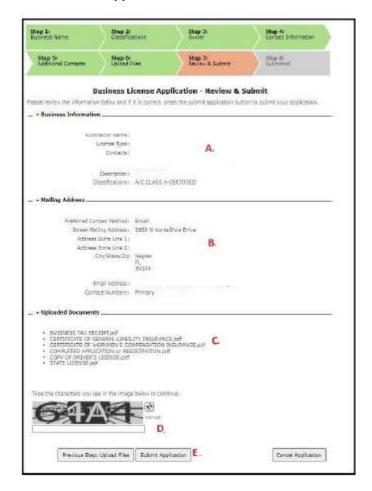
- 8. Upload Files the checklist requirements will depend on the license for which you are applying. Refer to page 1 of this registration for all required documents to complete the registration. (Note: redact all but the last 4 digits of the driver license and upload only to the driver license checklist).
 - A. Review Guidelines for Electronically Submitting Documents
 - B. Select Browse next to each of the document types to upload
 - C. Select Next Step: Review & Submit
 - D. The Uploads Complete window will appear, select OK.







- 9. Review and Submit (Note: to make changes to the information entered below, select **Previous Steps** to that section).
 - A. Review the Business Information entered.
 - B. Review the Mailing Address entered.
 - C. Review Uploaded Documents.
 - D. Enter CAPTCHA code.
 - E. Select Submit Application.



10. Submitted – the application is now submitted, and an Application Number is assigned. Print this page for your records.



- 11. 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 entered on the registration form. 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 entered on the registration form. Payments can be made on the GMD portal under the Contractor Licensing section "Status, Fees and Insurances".
 - C. Once payment is complete, the contractor record will be active.