



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**.

The screenshot shows the 'Business License Application - Contact Information' form. At the top, a progress bar indicates steps 1 through 10, with Step 4 (Contact Information) highlighted in orange. Below the progress bar, the form title is 'Business License Application - Contact Information' with a note that required information is marked with an asterisk (*). The instructions state: 'Please enter the mailing address and contact numbers for your business. Correspondence with your business will be sent here.' Below this, there are three main options:

- A.** A button labeled 'Copy from the Business Owner'.
- B.** A 'Search for a person' text box with a dropdown arrow. Below it, a note says: 'By typing a name and/or address above and we will search the address book for a matching contact. If the correct name and address appears, please select from the list.'
- C.** A section titled 'Mailing Address and Contact Numbers' containing several fields: 'Preferred Contact Method' (dropdown menu set to 'Email'), 'Street Address', 'Address Extra Line 1', 'Address Extra Line 2', 'City/State/Zip' (with a dropdown for 'State' set to 'IL'), 'Email Address', 'Contact Number(s)' (dropdown menu), 'Type' (dropdown menu), 'Contact Number' (text box), and 'Ext.' (text box). A note below these fields says: '(*Please enter at least one contact number is required)'.

 At the bottom, there are two buttons: 'Previous Step: Owner' and 'Next Step: Additional Contacts' (labeled **D.**).

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).

The screenshot shows the 'Business License Application - Additional Contacts' form. At the top, a progress bar indicates steps 1 through 10, with Step 5 (Additional Contacts) highlighted in orange. Below the progress bar, the form title is 'Business License Application - Additional Contacts'. There is a table with two columns: 'Type' and 'Contact'. The first row shows 'Business Applicant' and 'John Smith'. Below the table, there are two links: 'Add New Contact' and 'Add Business From Address Book'. At the bottom, there are two buttons: 'Previous Step: Contact Information' and 'Next Step: Location' (labeled **C.**).

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**.

Step 1: Business Name Step 2: Classifications Step 3: Owner Step 4: Contact Information

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

Business License Application - Upload Documents

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, doc, docx, ppt, pptx
- All plans shall be to scale.
- 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.

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.

A.

Current Submittal

Submittal #1: License Application Submittal (03/23/2021) [Print Requirement Items](#)

Type	Status	Date Verified
COMPLETED APPLICATION or REGISTRATION FORM	Pending	
Select a new document for this requirement: Browse...		
COPY OF DRIVER'S LICENSE	Pending	
Select a new document for this requirement: Browse...		
CERTIFICATE OF WORKMEN'S COMPENSATION INSURANCE	Pending	
Select a new document for this requirement: Browse...		
CERTIFICATE OF GENERAL LIABILITY INSURANCE	Pending	
Select a new document for this requirement: Browse...		
BUSINESS TAX RECEIPT	Pending	
Select a new document for this requirement: Browse...		
STATE LICENSE	Pending	
Select a new document for this requirement: Browse...		

Upload Additional Documents

Select any documents you wish to provide: [Browse...](#)

Provide a short description of this set of documents:

[Previous Step: Additional Contacts](#) **Next Step: Review & Submit**

B.

C.

Uploads Complete

All documents were uploaded successfully.

D.

[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**.

Step 1: Business Name **Step 2:** Classification **Step 3:** Vehicle **Step 4:** Contact Information
Step 5: Additional Contacts **Step 6:** Upload Files **Step 7:** Review & Submit **Step 8:** Submitted

Business License Application - Review & Submit

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

Business Information

Contractor Name: _____
License Type: _____
Contact: _____
Description: _____
Classification: A/C CLASS A-CERTIFIED

Mailing Address

Registered Contact Method: Email
Street Mailing Address: 3825 N. Marine Drive
Address Line 1: _____
Address Line 2: _____
City/State/Zip: Naples, FL 34108
Email Address: _____
Contact Number: Primary _____

Uploaded Documents

- BUSINESS TAX RECEIPT.pdf
- CERTIFICATE OF GENERAL LIABILITY INSURANCE.pdf
- CERTIFICATE OF WORKERS COMPENSATION INSURANCE.pdf
- COMPLETED APPLICATION OF REGISTRATION.pdf
- COPY OF DRIVER'S LICENSE.pdf
- STATE LICENSE.pdf

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

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Previous Step: Upload Files **Submit Application** Cancel Application

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

Date	File Type	Document Name
01/24/2023	Business Lic. ID (Visible)	BUSINESS LIC. REGISTRATION
02/24/2023	Certificate of Insurance	CERTIFICATE OF INSURANCE 02/24/2023
03/24/2023	Application LC (not visible)	CONSTRUCTION LICENSE APPLICATION
03/24/2023	Owner's License LC (not visible)	CONSTRUCTION CONTRACTORS & ADMINISTRATORS
03/24/2023	State License LC (not visible)	LIC. OF PROFESSIONAL ENGINEERS LICENSE
03/24/2023	Certificate of Insurance	STATE LICENSE
03/24/2023	Certificate of Insurance	CERTIFICATE OF GENERAL LIABILITY INSURANCE

Please print this page or record the application number for future reference. You will need this order to view the status of your application online.

11. Staff Review – staff will review the documents submitted:
- 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.
 - 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"**.
 - Once payment is complete, the contractor record will be active.