	How to Upload Documents to Open Conditions GMD Public Portal Guide
Collier County Growth Management Department	

PURPOSE

This guide provides step-by-step instructions on how to upload documents to open conditions. This is only for Building, Right of Way, and Well permits.

GENERAL INFORMATION

- ➢ Must have an active portal account.
- ➢ Documents must be saved in a PDF format with all required signatures.
- ➢ Only documents associated with the condition should be uploaded to that condition.
- ➢ After documents are uploaded, staff is notified and susally processes withing 24-48 hours after submission.

Table of Contents

PROCEDURE

Make sure you are signed into GMD Public Portal.: http://cvportal.colliergov.net/cityviewweb

1. **Locate Application by using one of three methods.**

   1. **My Items:** If you entered the application, **Click the My Items link** at the top of the page OR
   2. **Property Search: Click Property Search link** at the top of the page or in the table of contents and enter all or part of the street address **OR**
   3. **Status and Fees:** Each section on the home page is different **Click the Status and Fees link** under the section you submitted your application, then enter all or part of the reference (permit) number.

2. Permit Application Status

4. **Click the arrow next to Condition's link** to expand
5. Locate the Open Condition
6. Click the Status is Open
7. Review the Description
8. Click Browse

Permit Application Status
PRAW20211124020

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

Send Email Request

Application Number:	PRAW20211124020
Application Type:	Awning
Application Status:	Address Verification
Property Owner's Full Name:	ELLAWISH LLC
Category of Work:	Alteration/Remodel
Description of Work:	Awning
Application Date:	11/15/2021
Expiration Date:	05/14/2022
1-2 Family or Comm:	Commercial

▼ Business Name at Location (Portal)

Business Name:

▶ Locations

▶ Contacts

▶ Permits (Click to See Reviews)
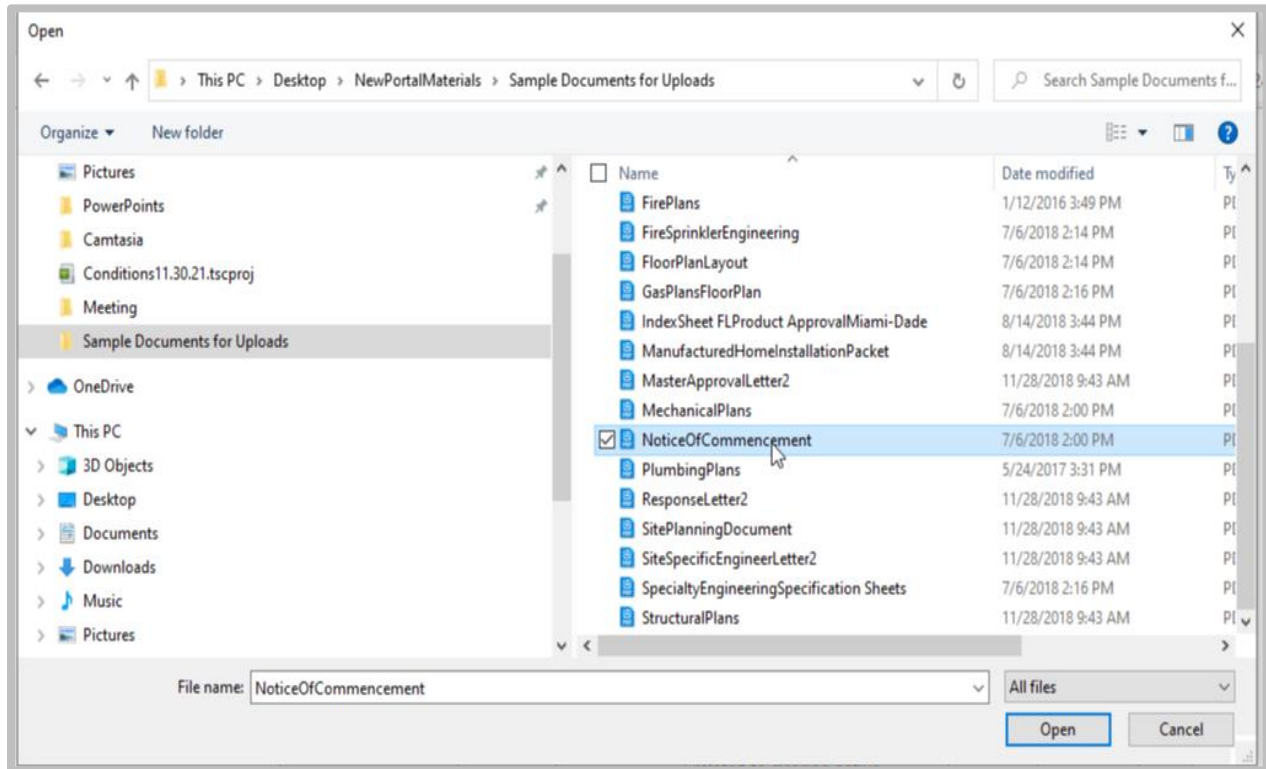
▶ Deposits & Bonds

▶ Inspections

▼ Conditions

▶ Guidelines For Electronically Submitting Documents:

Condition	Status	Department	Description	Category	Expiration Date	Due Date
Notice of Commencement	Open	Building Review and Permitting	Notice of Commencement: Upload to the condition on the portal.			
		Condition Type:	Inspection Hold			
	Documents:	Browse..				

Upload Documents

3. Attaching File

9.   Click on file you want to attach
10. Verify file loaded under Browse
11. Scroll to bottom of page
12. Click **UPLOAD DOCUMENT**

4. Verify the File attached

15. Upload in Progress dialog box will appear
16. Uploads Complete dialog box will appear,
17. Click Ok

5. Verify File Uploaded

18. Click the arrow Documents & Images link
19. Verify the document is listed under Document Name

Welcome Jasmine Belle
Sign Out My Account My Items Portal Home Property Search Portal Help

Permit Application Status
PRFH20211124041

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

Send Email Request

Application Number:	PRFH20211124041
Application Type:	1-2 Family Home
Application Status:	Pending
Property Owner's Full Name:	HARMS, MARK JACOB
Category of Work:	New Construction
Description of Work:	1-2 Family Guest Home
Application Date:	11/19/2021
Expiration Date:	05/18/2022
1-2 Family or Comm:	1-2 Family

▸ Locations

▸ Contacts

▸ Permits (Click to See Reviews)

▸ Deposits & Bonds

▸ Inspections

▸ Conditions

▼ Documents & Images

Date Uploaded	File Type	Document Name
12/07/2021		NoticeOfCommencement.pdf

▸ Upload Documents