

PURPOSE

To guide customers through the inspection scheduling process using the Growth Management Department Public Portal.

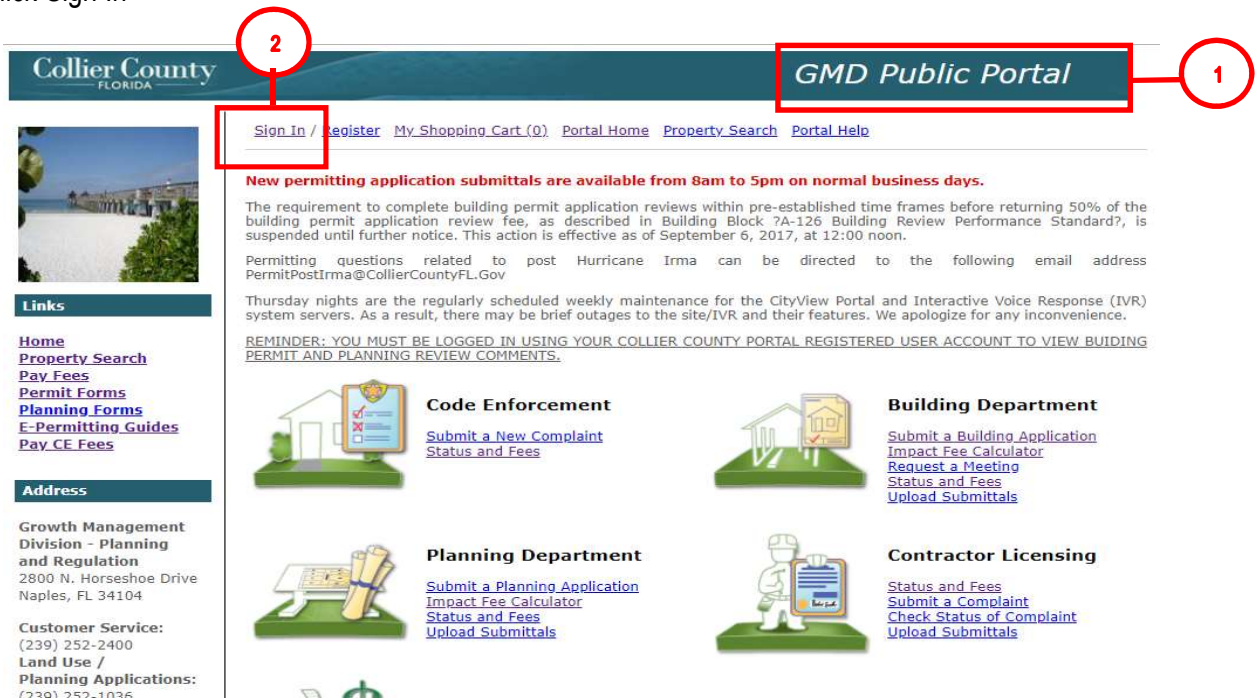
GENERAL INFORMATION

Using the GMD Public Portal to schedule inspections saves time and effort. The scheduling feature now populates the calendar with available dates and the number of open inspection slots for a selected inspection code (s).

- Available inspection dates display on the calendar as blue lines with the number of open scheduling slots.
- Unavailable dates on the calendar view get displayed as red lines, green lines, and yellow boxes.
- To navigate forward or backwards on the calendar you can use “The Prev 7 Days/Next 7 Days” buttons

PROCEDURE

1. Go to the GMD Public Portal Home Page: <https://cvportal.colliercountyfl.gov./cityviewweb>
2. Click Sign In



The screenshot shows the Collier County Florida website. The top navigation bar includes links for Sign In, Register, My Shopping Cart (0), Portal Home, Property Search, and Portal Help. A red box labeled '2' highlights the 'Sign In' link. On the right side of the page, a red box labeled '1' highlights the 'GMD Public Portal' header. Below the navigation bar, there is a section for 'New permitting application submittals' and a 'Links' section with various service links. The main content area features four service categories: Code Enforcement, Building Department, Planning Department, and Contractor Licensing, each with a list of available actions.

3. Enter Email Address
4. Enter Password
5. Click Login

[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 CityView Portal. This includes faster entry of information, and access to options not available to anonymous users.

▼ **Login**

Email Address *

Password *

[Forgot your password?](#)

3,4,5

6. Enter Security Code
7. Click Submit

▼ **Search for Permits**

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



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8. Click Request an Inspection

GMD Public Portal

Welcome Jasmine Belle!

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

New permitting application submittals are available from 8am to 5pm on normal business days.

The requirement to complete building permit application reviews within pre-established time frames before returning 50% of the building permit application review fee, as described in Building Block ?A-126 Building Review Performance Standard?, is suspended until further notice. This action is effective as of September 6, 2017, at 12:00 noon.

Permitting questions related to post Hurricane Irma can be directed to the following email address PermitPostIrma@CollierCountyFL.Gov

Thursday nights are the regularly scheduled weekly maintenance for the CityView Portal and Interactive Voice Response (IVR) system servers. As a result, there may be brief outages to the site/IVR and their features. We apologize for any inconvenience.

REMINDER: YOU MUST BE LOGGED IN USING YOUR COLLIER COUNTY PORTAL REGISTERED USER ACCOUNT TO VIEW BUILDING PERMIT AND PLANNING REVIEW COMMENTS.



Code Enforcement

[Submit a New Complaint](#)
[Status and Fees](#)



Building Department

[Submit a Building Application](#)
[Impact Fee Calculator](#)
[Request an Inspection](#)
[Request a Meeting](#)
[Status and Fees](#)
[Upload Submittals](#)

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9. Enter Security Code
10. Click Submit

▼ Search for Permits _____

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

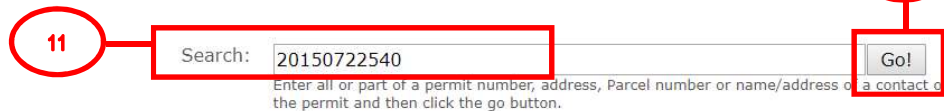


11. Enter all or part of a permit number, address, Parcel number or name/address of a contact on the permit
12. Click the Go button

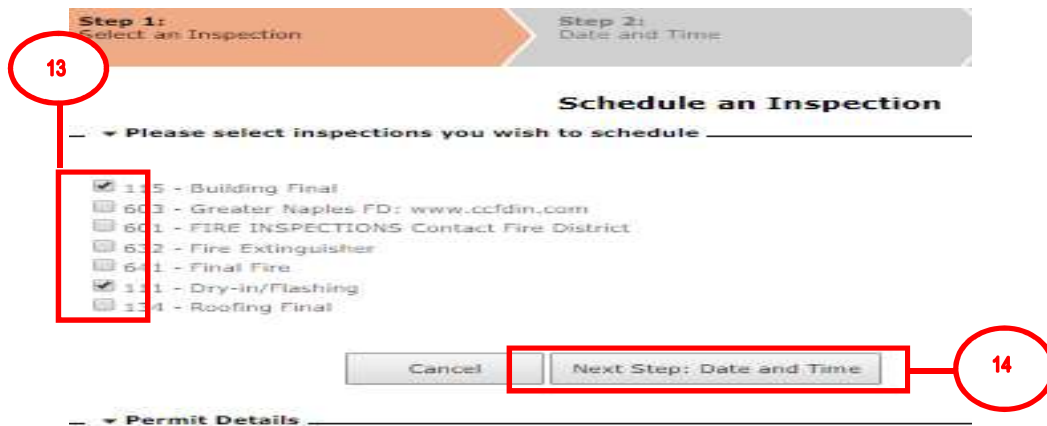
Welcome Jasmine Belle!

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

▼ Search for Permits _____



13. Select one or multiple inspection codes you wish to schedule
14. Click Next Step: Date and Time



15. Click on the date you wish to schedule an inspection(s)

- a. You can look forward or backwards using the “The Prev 7 Days/Next 7 Days” buttons

Schedule an Inspection

Inspection Type	Location
115 - Building Final	2025 Seward AVE, Unit: BLDG
141 - Interior Slab Infill	2025 Seward AVE, Unit: BLDG

▼ Please choose a date and time for your inspections

August 2019

Prev 7 Days Next 7 Days

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	26	23 slots	136 slots	167 slots	168 slots	
1	Holiday	177 slots				

16. Enter Notes if applicable

Notes:

17. Enter the cell phone number in “Notify Cell Number” if you want the inspector to send you a text notification of their expected arrival time to your construction site.
18. Enter an email address in “Notify Email” if you want the inspector to email you a notification of their expected arrival time to your construction site.

▼ 141 - Interior Slab Infill - Other Information

▼ Inspection Attributes (Portal/Mobile)

Electronic Documents:

Township:

Range:

NotifyCellNumber:

Notify Email:

[Return to permit status \(without scheduling an inspection\)](#)

19. Enter Security Code
20. Click Next Step: Complete

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



Previous Step: Select an Inspection Next Step: Complete

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21. Schedule an Inspection - Complete

Schedule an Inspection - Complete

Your scheduling request is complete. Please print this summary for your records.

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▼ Details

Inspection Type: 115 - Building Final
Inspection Location: 2025 Seward AVE, Unit: BLDG, Naples
Notes:
Date Requested: 08/28/2019

▼ Permit Details

Permit Application Number: PRBD20150722540
Permit Type: Building
Status: Inspections Commenced
Locations: Property
255087807
Address
2025 Seward AVE, Unit: BLDG, Naples

22. Select one of the following links to continue.

[Return to permit status](#)
[Schedule Another Inspection](#)
[View the status of a permit application](#)
[Portal Home](#)

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