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
3. Enter Email Address
4. Enter Password
5. Click Login
6. Enter Security Code
7. Click Submit

8. Click Request an Inspection

9. Enter Security Code
10. Click Submit
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

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

16. Enter Notes if applicable

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.

19. Enter Security Code

20. Click Next Step: Complete
21. Schedule an Inspection - Complete

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

**Details**
- Inspection Type: 115 - Building Final
- Inspection Location: 2025 Seward AVE, Unit: BLDG, Naples
- Notes:
- Date Requested: 09/28/2019

**Permit Details**
- Permit Application Number: PRBD20150722540
- Permit Type: Building
- Status: Inspections Commenced
- Locations: Property
- 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