

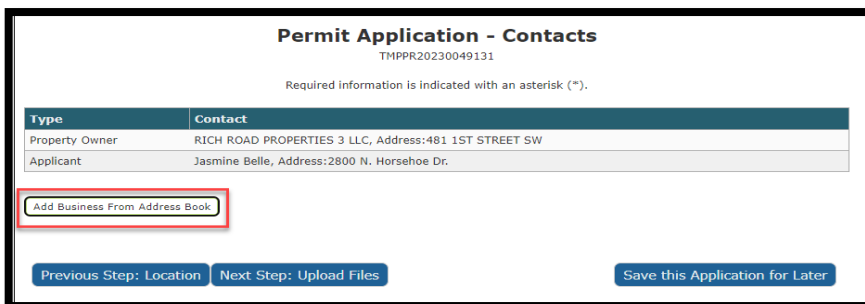
PURPOSE

This guide provides step-by-step instructions on adding the Contractor and Qualifier to the Contact section, when applying electronically for Building permit in the GMCD Public Portal.

PROCEDURES

Make sure you are signed into the portal.

1. From the Permit Application – Contacts step,
 - a. Click **Add Business From Address Book** button.



Permit Application - Contacts
TMPPR20230049131

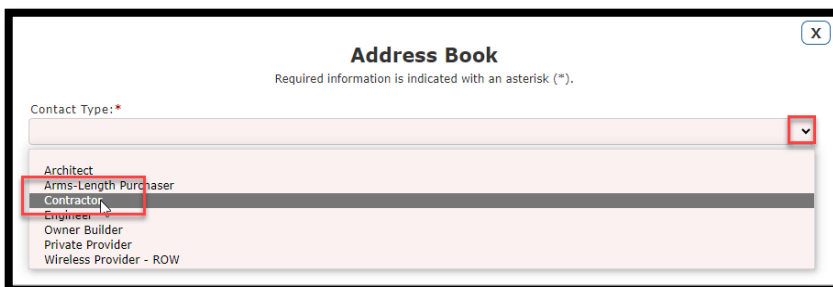
Required information is indicated with an asterisk (*).

Type	Contact
Property Owner	RICH ROAD PROPERTIES 3 LLC, Address:481 1ST STREET SW
Applicant	Jasmine Belle, Address:2800 N. Horseshoe Dr.

Add Business From Address Book

Previous Step: Location Next Step: Upload Files Save this Application for Later

2. Select the Contact Type, “**Contractor**” from the Address Book by:
 - a. Clicking the drop-down arrow.
 - b. Selecting “**Contractor**” from the dropdown list.



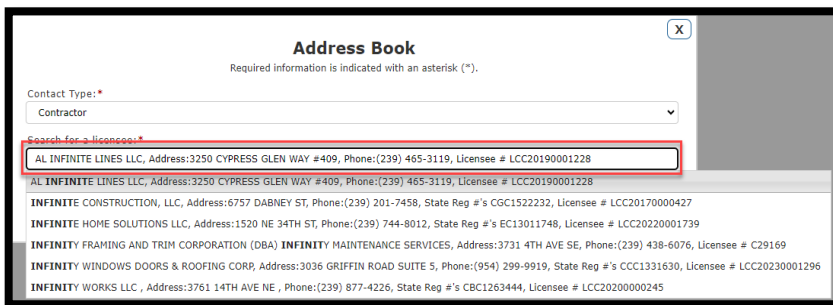
Address Book

Required information is indicated with an asterisk (*).

Contact Type: *

Architect
Arms-Length Purchaser
Contractor
Engineer
Owner Builder
Private Provider
Wireless Provider - ROW

3. Start typing the company’s name and/or address, and the system will search the address book for a matching contact.
 - a. From the dropdown list, select the company.



Address Book

Required information is indicated with an asterisk (*).

Contact Type: *

Contractor

Search for a licensee: *

AL INFINITE LINES LLC, Address:3250 CYPRESS GLEN WAY #409, Phone:(239) 465-3119, Licensee # LCC20190001228

AL INFINITE LINES LLC, Address:3250 CYPRESS GLEN WAY #409, Phone:(239) 465-3119, Licensee # LCC20190001228

INFINITE CONSTRUCTION, LLC, Address:6757 DABNEY ST, Phone:(239) 201-7458, State Reg #'s CGC1522232, Licensee # LCC20170000427

INFINITE HOME SOLUTIONS LLC, Address:1520 NE 34TH ST, Phone:(239) 744-8012, State Reg #'s EC13011748, Licensee # LCC20220001739

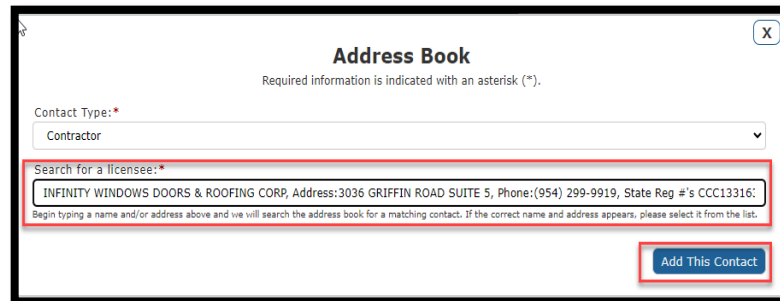
INFINITY FRAMING AND TRIM CORPORATION (DBA INFINITY MAINTENANCE SERVICES, Address:3731 4TH AVE SE, Phone:(239) 438-6076, Licensee # C29169

INFINITY WINDOWS DOORS & ROOFING CORP, Address:3036 GRIFFIN ROAD SUITE 5, Phone:(954) 299-9919, State Reg #'s CCC1331630, Licensee # LCC20230001296

INFINITY WORKS LLC, Address:3761 14TH AVE NE, Phone:(239) 877-4226, State Reg #'s CBC1263444, Licensee # LCC20200000245

Adding a Contractor and Qualifier to Contacts

4. Click **Add This Contact** button. The Required Additional Contact dialog box opens.



Address Book

Required information is indicated with an asterisk (*).

Contact Type: *
Contractor

Search for a licensee: *

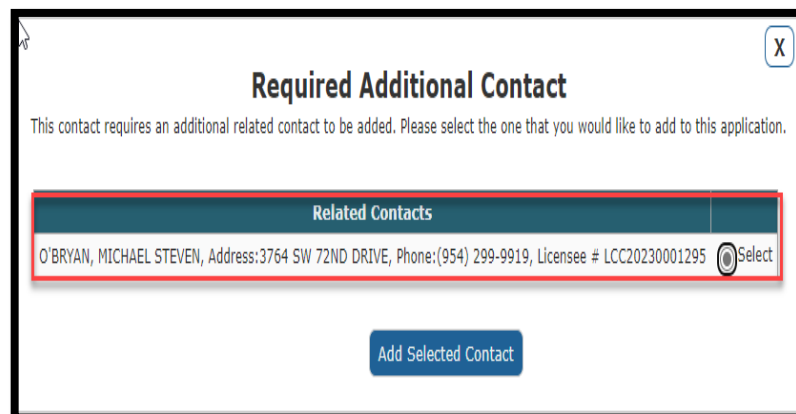
INFINITY WINDOWS DOORS & ROOFING CORP, Address:3036 GRIFFIN ROAD SUITE 5, Phone:(954) 299-9919, State Reg #'s CCC13316:

Begin 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 it from the list.

Add This Contact

5. Select the qualifier for the permit you are applying for, by:
 - a. Selecting the qualifier.
 - b. Click **Add Selected Contact** button.

Note: If you click **Next Step** button at the bottom of the page without selecting a contact from the Required Additional Contact, the Required Additional Contact box will reload.



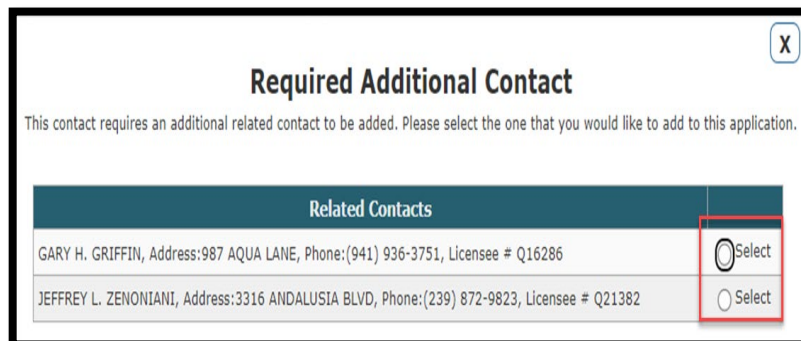
Required Additional Contact

This contact requires an additional related contact to be added. Please select the one that you would like to add to this application.

Related Contacts	
O'BRYAN, MICHAEL STEVEN, Address:3764 SW 72ND DRIVE, Phone:(954) 299-9919, Licensee # LCC20230001295	<input checked="" type="radio"/> Select

Add Selected Contact

Example of Multiple Related Contacts. You must select the Qualifier associated with the permit type.



Required Additional Contact

This contact requires an additional related contact to be added. Please select the one that you would like to add to this application.

Related Contacts	
GARY H. GRIFFIN, Address:987 AQUA LANE, Phone:(941) 936-3751, Licensee # Q16286	<input checked="" type="radio"/> Select
JEFFREY L. ZENONIANI, Address:3316 ANDALUSIA BLVD, Phone:(239) 872-9823, Licensee # Q21382	<input type="radio"/> Select

6. Review Contractor and Qualifier added before moving to the next step.

Permit Application - Contacts

TMPPR20230049131

Required information is indicated with an asterisk (*).

Type	Contact
Property Owner	RICH ROAD PROPERTIES 3 LLC, Address:481 1ST STREET SW
Applicant	Jasmine Belle, Address:2800 N. Horsehoe Dr.
<input checked="" type="checkbox"/> Contractor	INFINITY WINDOWS DOORS & ROOFING CORP, Address:3036 GRIFFIN ROAD SUITE 5, Phone:(954) 299-9919, State Reg #'s CCC1331630, Licensee # LCC20230001296
<input checked="" type="checkbox"/> Qualifier	O'BRYAN, MICHAEL STEVEN, Address:3764 SW 72ND DRIVE, Phone:(954) 299-9919, Licensee # LCC20230001295

[Add Business From Address Book](#)

Previous Step: Location
Next Step: Upload Files
Save this Application for Later

Important Note: If the Applicant does not see the correct Qualifier listed, either the wrong Contractor is selected, or the contractor license record is missing the Qualifier information. If the qualifier information is missing, the Contractor must contact the Contractor Licensing section at (239) 252-2400 to have their license updated. Self-Issuing permits require adding a contractor and Qualifier.

For training questions, please email GMDTraining@colliercountyfl.gov.