

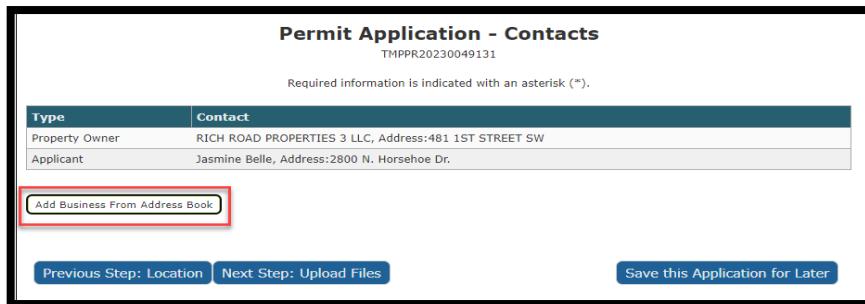
PURPOSE

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

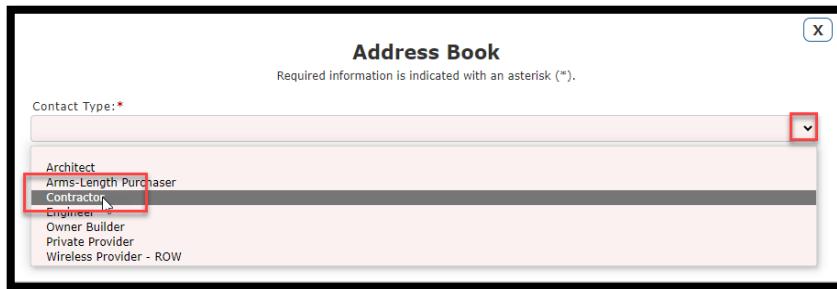
Required information is indicated with an asterisk (*).

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



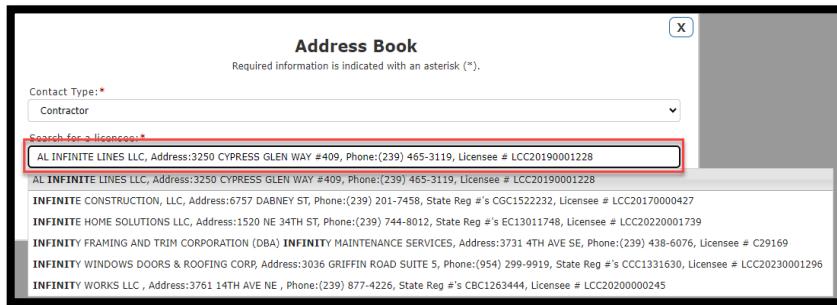
Address Book

Required information is indicated with an asterisk (*).

Contact Type:*

Contractor

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

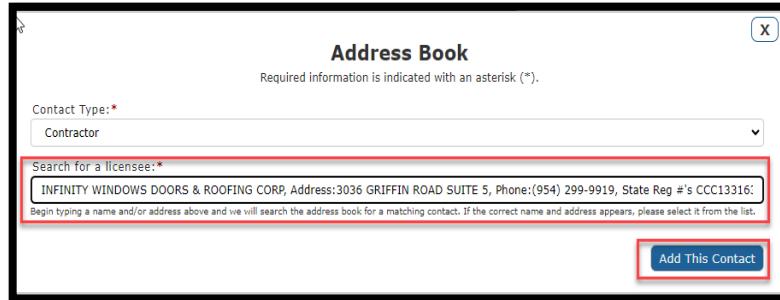
INFINITY FRAMING AND TRIM CORPORATION (DBA) INFINITY MAINTENANCE SERVICES, Address:3731 4TH AVE SE, Phone:(239) 438-6076, Licensee # C29169

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

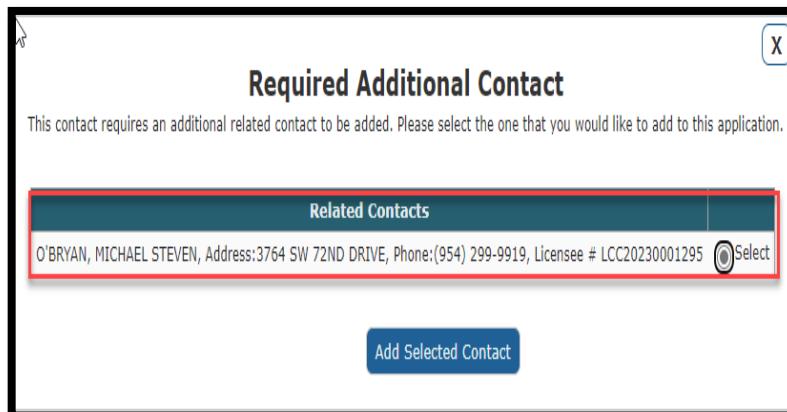
4. Click **Add This Contact** button. The Required Additional Contact dialog box opens.



5. Select the qualifier for the permit you are applying for, by:

- Selecting the qualifier.
- 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.



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



Adding a Contractor and Qualifier to Contacts

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.