

# Select GMD Development Services Email Contact Information

**IMPORTANT: Beginning May 2018, customers submitting via EPR will be able to submit required documents related to permit specific conditions through the CityView Portal rather than through email. An asterisk (\*) notes a document that will be required to be uploaded through the CityView Portal.**

## Building Permit Related Email Information

Description	Email Address
<ul style="list-style-type: none"> <li>• <b>Meeting request with Building Division staff.</b> <ul style="list-style-type: none"> <li>○ Email to request phone meetings or face to face meetings with plans reviewers. Private Providers can set up pre-construction meetings.</li> </ul> </li> <li>• <b>Private Provider Pre-Construction Meeting.</b> <ul style="list-style-type: none"> <li>○ Email to set up Private Provider Pre-Construction Meeting- Permit meeting. The permit will be placed on permit hold until a meeting is scheduled with the Building Official and/or Chief inspectors, Private Provider, Contractor (job superintendent required) and Owner (or owner's representative) and then released by Building Official.</li> </ul> </li> </ul>	<a href="mailto:BuildingAdmin@colliercountyfl.gov">BuildingAdmin@colliercountyfl.gov</a>
<ul style="list-style-type: none"> <li>• <b>Address/Folio Change.</b> <ul style="list-style-type: none"> <li>○ Email to verify location before CO. The address or folio number may change before the permit is complete, and the address must be correct for the certificate of completion.</li> </ul> </li> </ul>	<a href="mailto:Annis.Moxam@colliercountyfl.gov">Annis.Moxam@colliercountyfl.gov</a>
<ul style="list-style-type: none"> <li>• <b>Records Room.</b> <ul style="list-style-type: none"> <li>○ Email to request a search of permits and related construction and land use approval documents for a specific property address.</li> </ul> </li> </ul>	<a href="mailto:GMDRecordsRoom@colliercountfl.gov">GMDRecordsRoom@colliercountfl.gov</a>
<ul style="list-style-type: none"> <li>• <b>Energy Calculations.</b> <ul style="list-style-type: none"> <li>○ Email to submit the Result Summary Sheet (front cover sheet of the Final Energy Calculation).</li> </ul> </li> </ul>	<a href="mailto:EnergyCalc@colliercountyfl.gov">EnergyCalc@colliercountyfl.gov</a>

Description	Email Address
<ul style="list-style-type: none"> <li>• <b>Blower Door Test.</b> <ul style="list-style-type: none"> <li>○ Email to submit blower door test reports.</li> </ul> </li> </ul>	<a href="mailto:BlowerDoorTests@colliercountyfl.gov">BlowerDoorTests@colliercountyfl.gov</a>
<ul style="list-style-type: none"> <li>• <b>Elevation Certificate.</b> <ul style="list-style-type: none"> <li>○ Email to submit elevation certificates.</li> </ul> </li> <li>• <b>V-Zone Certification.</b> <ul style="list-style-type: none"> <li>○ Email to submit elevation certificates.</li> </ul> </li> </ul>	<a href="mailto:BuildingFloodDocs@colliercountyfl.gov">BuildingFloodDocs@colliercountyfl.gov</a>
<ul style="list-style-type: none"> <li>• <b>Flood zone, base flood elevation, and SLOSH.</b> <ul style="list-style-type: none"> <li>○ Email to request information on flood zones, base flood elevations, and SLOSH data.</li> </ul> </li> </ul>	<a href="mailto:FloodInfoRequest@colliercountyfl.gov">FloodInfoRequest@colliercountyfl.gov</a>
<ul style="list-style-type: none"> <li>• <b>HazMat Report.</b> <ul style="list-style-type: none"> <li>○ Email to inquire about hazardous waste issues and required reports.</li> </ul> </li> </ul>	<a href="mailto:Phil.Snyderburn@colliercountyfl.gov">Phil.Snyderburn@colliercountyfl.gov</a>
<ul style="list-style-type: none"> <li>• <b>Health Department.</b> <ul style="list-style-type: none"> <li>○ Email to inquire about CO hold, and permit holds.</li> </ul> </li> </ul>	<a href="mailto:Rachel.Vanblaricom@flhealth.gov">Rachel.Vanblaricom@flhealth.gov</a>
<ul style="list-style-type: none"> <li>• <b>Building permit cancellations and extensions.</b> <ul style="list-style-type: none"> <li>○ Email to inquire and submit forms for permit cancellations and extensions.</li> </ul> </li> </ul>	<a href="mailto:cancellationsandextensions@colliercountyfl.gov">cancellationsandextensions@colliercountyfl.gov</a>
<ul style="list-style-type: none"> <li>• <b>Impact Fees.</b> <ul style="list-style-type: none"> <li>○ Email to inquire about County impact fees due which are due before the issuance of a CO.</li> </ul> </li> </ul>	<a href="mailto:Paula.Fleishman@colliercountyfl.gov">Paula.Fleishman@colliercountyfl.gov</a>
<ul style="list-style-type: none"> <li>• <b>Subcontractor affirmation and change of subcontractor forms. *</b> <ul style="list-style-type: none"> <li>○ Email to submit form.</li> </ul> </li> <li>• <b>Change of contractor form.</b> <ul style="list-style-type: none"> <li>○ Email to submit form.</li> </ul> </li> <li>• <b>Compaction Test.</b> <ul style="list-style-type: none"> <li>○ Email to submit the signed and sealed Compaction Test report to obtain CO. The Compaction Test report must include the permit number.</li> </ul> </li> <li>• <b>Elevator Certificate.</b> <ul style="list-style-type: none"> <li>○ Email to submit form.</li> </ul> </li> <li>• <b>Close out a Permit by Affidavit Letter.</b> <ul style="list-style-type: none"> <li>○ Email to request a condition is resolved, so long as the 115 inspection has passed.</li> </ul> </li> <li>• <b>Utility Letter Required. *</b> <ul style="list-style-type: none"> <li>○ Email to submit the water letter. The provider must verify that service is available at the address of the permit.</li> </ul> </li> </ul>	<a href="mailto:PermittingPlanReview@colliercountyfl.gov">PermittingPlanReview@colliercountyfl.gov</a>
<ul style="list-style-type: none"> <li>• <b>Time-specific Inspections.</b> <ul style="list-style-type: none"> <li>○ Email to request or inquire about time-specific inspections.</li> </ul> </li> </ul>	<a href="mailto:TimeSpecific@colliercountyfl.gov">TimeSpecific@colliercountyfl.gov</a> OR visit: <a href="https://www.colliercountyfl.gov/home/showdocument?id=72691">https://www.colliercountyfl.gov/home/showdocument?id=72691</a>

Description	Email Address
<ul style="list-style-type: none"> <li>• <b>NSF/ACH Hold.</b> <ul style="list-style-type: none"> <li>○ Email to inquire about returned payments. If payments were returned for non-sufficient funds, the fees would need to be paid before further action on your permit.</li> </ul> </li> </ul>	<a href="mailto:GMDCashiering@colliercountyfl.gov">GMDCashiering@colliercountyfl.gov</a>
<ul style="list-style-type: none"> <li>• <b>Building permit inspections.</b> <ul style="list-style-type: none"> <li>○ Email to submit Notice of Commencement;</li> <li>○ Email to request fees for Certificate of Occupancy;</li> <li>○ Email to request permits are closed;</li> <li>○ Email to request scheduling of inspections;</li> <li>○ Email to request Temporary Certificate of Occupancy is processed;</li> <li>○ Email to request utility release from the power company;</li> <li>○ Email to request inspection(s) be canceled that are on the schedule;</li> <li>○ Email to request that a note is included on an inspection for the inspector in the field, (i.e., directions, lockbox code, etc.); and</li> <li>○ Email to request inspector contact information.</li> </ul> </li> <li>• <b>Curbside and non-curbside solid waste collection.</b> <ul style="list-style-type: none"> <li>○ Email to obtain garbage collection fees for Waste Management. These fees are collected at the time of CO for new construction homes.</li> </ul> </li> <li>• <b>Solid waste dumpster agreement.</b> <ul style="list-style-type: none"> <li>○ Email to submit dumpster agreement.</li> </ul> </li> </ul>	<a href="mailto:inspections@colliercountyfl.gov">inspections@colliercountyfl.gov</a>
<ul style="list-style-type: none"> <li>• <b>Front Desk Planners.</b> <ul style="list-style-type: none"> <li>○ Email to inquire about zoning, setbacks, spot surveys, final surveys, temporary use permits, and questions regarding non-residential occupations and home occupations.</li> </ul> </li> <li>• <b>Spot Survey Inspection and CO Hold.</b> <ul style="list-style-type: none"> <li>○ Email to submit spot survey. Spot survey is required before the permit is closed out to verify setbacks and floodplain management requirements. 10-day inspection hold is placed after the slab or footer inspection has passed.</li> </ul> </li> </ul>	<a href="mailto:GMD.ZoningFrontDesk@colliercountyfl.gov">GMD.ZoningFrontDesk@colliercountyfl.gov</a>

Description	Email Address
<ul style="list-style-type: none"> <li>• <b>Low Voltage Alarm Permit Label Expiration information.</b> <ul style="list-style-type: none"> <li>○ Email to submit the Low Voltage Alarm System Affidavit form.</li> <li>○ Email to inquire about general application and permitting questions, addressing questions, change of owner, etc.</li> </ul> </li> </ul>	<a href="mailto:GMD.BusinessCenter@colliercountyfl.gov">GMD.BusinessCenter@colliercountyfl.gov</a>
<ul style="list-style-type: none"> <li>• <b>Contractors Licensing Section</b> <ul style="list-style-type: none"> <li>○ Email to inquire about contractor licensing requirements.</li> </ul> </li> </ul>	<a href="mailto:Contractorslicensing@colliercountyfl.gov">Contractorslicensing@colliercountyfl.gov</a>

## Land Development Related Email Information

Description	Email
<ul style="list-style-type: none"> <li>• <b>Client Services</b> <ul style="list-style-type: none"> <li>○ To inquire about site development related submittal requirements.</li> </ul> </li> </ul>	<a href="mailto:GMDClientServices@colliercountyfl.gov">GMDClientServices@colliercountyfl.gov</a>
<ul style="list-style-type: none"> <li>• <b>Environmental Inquiries, including:</b> <ul style="list-style-type: none"> <li>○ Bald Eagle nest and required buffers;</li> <li>○ Conservation Easement inquiries;</li> <li>○ Gopher Tortoise;</li> <li>○ Off-site Preserves; and</li> <li>○ Soil testing.</li> </ul> </li> </ul>	<a href="mailto:David.Anthony@colliercountyfl.gov">David.Anthony@colliercountyfl.gov</a>
<ul style="list-style-type: none"> <li>• <b>Subdivision/Site Development Acceptance Required Prior to CO.</b> <ul style="list-style-type: none"> <li>○ Email to request pre-construction meeting for site development and plat related construction activities.</li> <li>○ Email to inquire about the site acceptance process upon completion of construction.</li> </ul> </li> </ul>	<a href="mailto:David.Crane@colliercountyfl.gov">David.Crane@colliercountyfl.gov</a>
<ul style="list-style-type: none"> <li>• <b>Water and wastewater utilities.</b> <ul style="list-style-type: none"> <li>○ Email for inquiries regarding water and wastewater design utilities.</li> </ul> </li> </ul>	<a href="mailto:Daniel.Roman@colliercountyfl.gov">Daniel.Roman@colliercountyfl.gov</a>
<ul style="list-style-type: none"> <li>• <b>Utilities acceptance.</b> <ul style="list-style-type: none"> <li>○ Email for utility acceptance inquiries.</li> </ul> </li> </ul>	<a href="mailto:Lucia.Martin@colliercountyfl.gov">Lucia.Martin@colliercountyfl.gov</a>
<ul style="list-style-type: none"> <li>• <b>Collier County Public Right-of-ways.</b> <ul style="list-style-type: none"> <li>○ Email for ROW permit inquiries and related fees for work in the ROW.</li> </ul> </li> </ul>	<a href="mailto:Gabriel.Garcia@colliercountyfl.gov">Gabriel.Garcia@colliercountyfl.gov</a> OR <a href="mailto:Alicia.Humphries@colliercountyfl.gov">Alicia.Humphries@colliercountyfl.gov</a>
<ul style="list-style-type: none"> <li>• <b>Inspections for site development, utilities and county rights-of-way.</b> <ul style="list-style-type: none"> <li>○ Email to inquire about site related inspections.</li> </ul> </li> </ul>	<a href="mailto:Joe.Bianchi@colliercountyfl.gov">Joe.Bianchi@colliercountyfl.gov</a>
<ul style="list-style-type: none"> <li>• <b>Landscaping in the County Right-of-ways.</b> <ul style="list-style-type: none"> <li>○ Email to inquire about landscaping and irrigation locations in the ROW.</li> </ul> </li> </ul>	<a href="mailto:Pamela.Lulich@colliercountyfl.gov">Pamela.Lulich@colliercountyfl.gov</a>
<ul style="list-style-type: none"> <li>• <b>Florida Department of Transportation Right-of-ways.</b> <ul style="list-style-type: none"> <li>○ Email to inquire about FDOT ROWs.</li> </ul> </li> </ul>	<a href="mailto:Mark.Clark@dot.state.fl.us">Mark.Clark@dot.state.fl.us</a>
<ul style="list-style-type: none"> <li>• <b>Florida Department of Transportation work permits.</b> <ul style="list-style-type: none"> <li>○ Email to inquire about FDOT work permits.</li> </ul> </li> </ul>	<a href="mailto:Brian.DeBoy@dot.state.fl.us">Brian.DeBoy@dot.state.fl.us</a>