

COMMUNITY DEVELOPMENT PERMITTING PORTAL FILE UPLOAD GUIDE

How to Upload Files

1. **IMPORTANT:** You must be logged in **AND** have access to the permit.

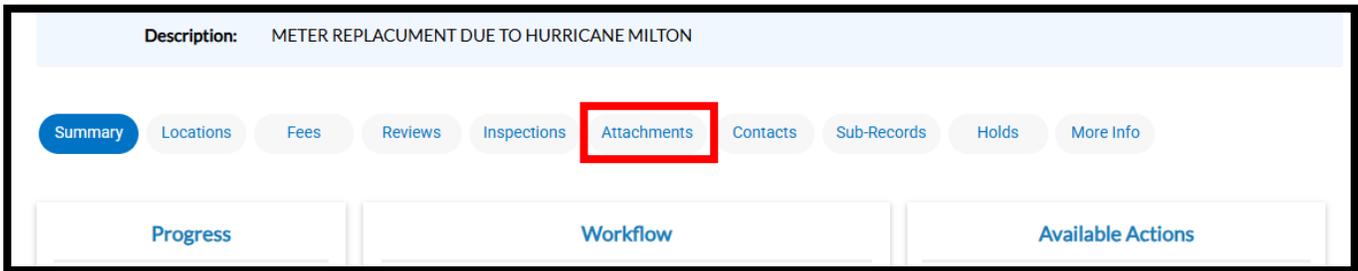
If you are logged in and cannot upload, please send an email to gsmith@cityofbonitaspringscd.org for assistance. Please provide the **permit number** and **login email address**.

2. Now accepting the following:

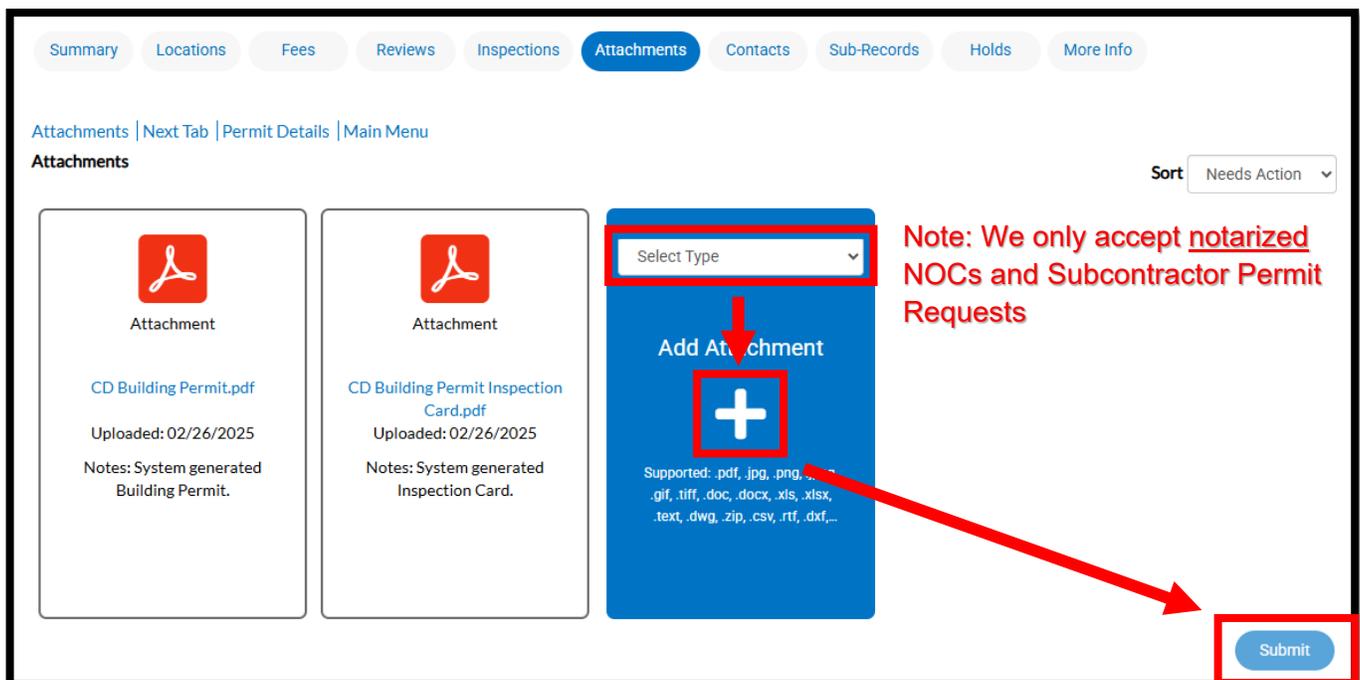
- Notarized (or recorded) Notice of Commencement (NOC)
- Notarized Subcontractor Permit Requests
- Driveway, Water, and Septic Approvals (application and final inspection)
- Termite Certification
- Spot Survey and Elevation Certificate

IMPORTANT: If an NOC has not been recorded, we will record the document with Lee County using Simplifile e-recording software **after** applicable recording fees have been paid.

3. From the permit details page, click the “Attachments” tab.



4. Select a File Type, then click the “plus” symbol to upload a file. Click “Submit” when finished.



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5. If you make a mistake, click “Remove” and make the necessary changes.

 Notice of Commencement Notice of Commencement.pdf Size: 46.89 KB Remove	 Notice of Commencement Subcontractor Permit Request - Electrical - Copy.pdf Size: 46.89 KB Remove	 Attachment CD Building Permit.pdf Uploaded: 02/26/2025 Notes: System generated Building Permit.	 Attachment CD Building Permit Inspection Card.pdf Uploaded: 02/26/2025 Notes: System generated Inspection Card.
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6. Please allow 2-3 business days for review. Continue to submit documents via email until additional document types are accepted through the portal.