

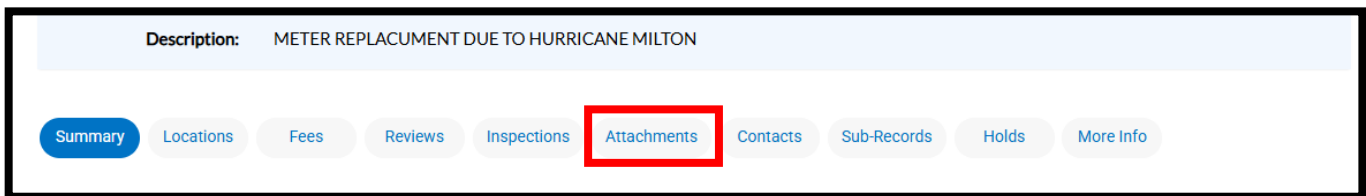
## COMMUNITY DEVELOPMENT PERMIT PORTAL FILE UPLOAD GUIDE

### How to Upload Files

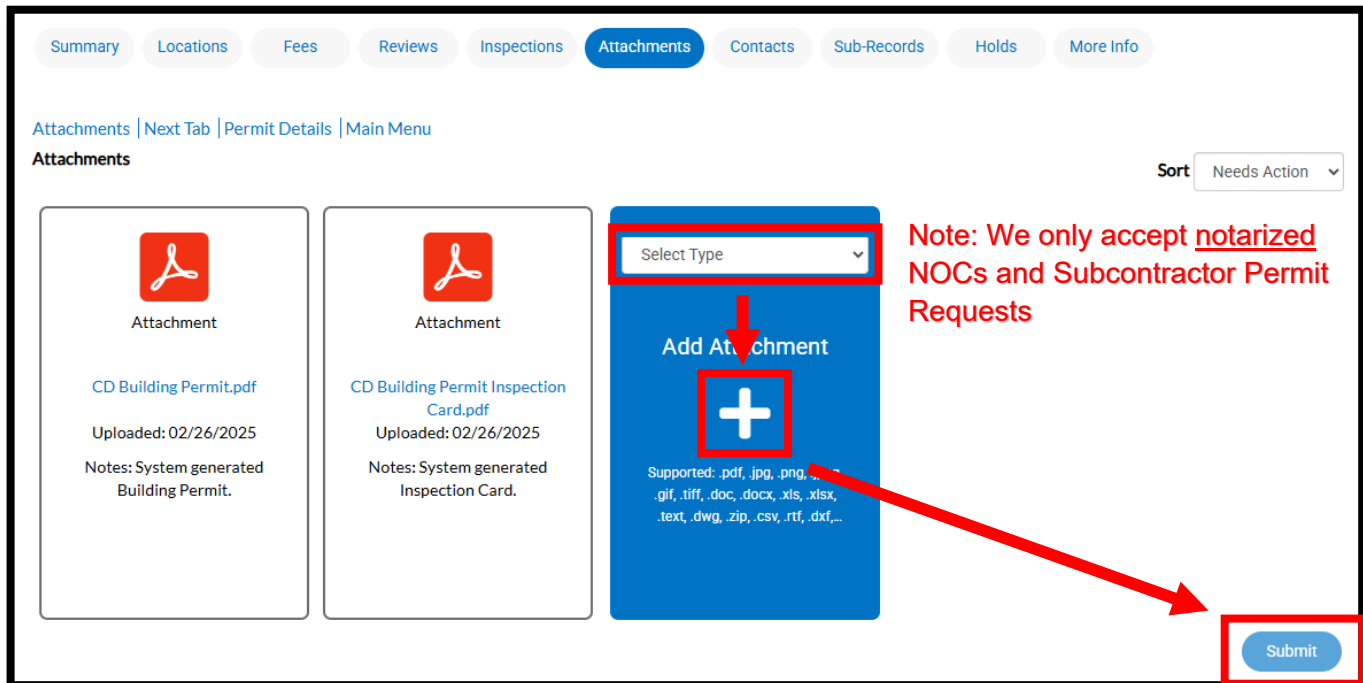
1. **IMPORTANT:** You must be logged in **AND** have access to the permit. If you cannot upload, refer to the Guide located here: [https://www.cityofbonitaspringscd.org/resources/Permit\\_Portal.html](https://www.cityofbonitaspringscd.org/resources/Permit_Portal.html)
2. Now accepting most documents through the port excluding digital plans for permits submitted over the counter.

**IMPORTANT:** If an NOC has not been recorded with Lee County, we will record the document with the 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  <a href="#">Remove</a>	 Notice of Commencement  Subcontractor Permit Request - Electrical - Copy.pdf Size: 46.89 KB  <a href="#">Remove</a>	 Attachment  <a href="#">CD Building Permit.pdf</a> Uploaded: 02/26/2025 Notes: System generated Building Permit.	 Attachment  <a href="#">CD Building Permit Inspection Card.pdf</a> 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.

If you are logged in and cannot upload, please send an email to [permitting@cityofbonitaspringscd.org](mailto:permitting@cityofbonitaspringscd.org) for assistance.