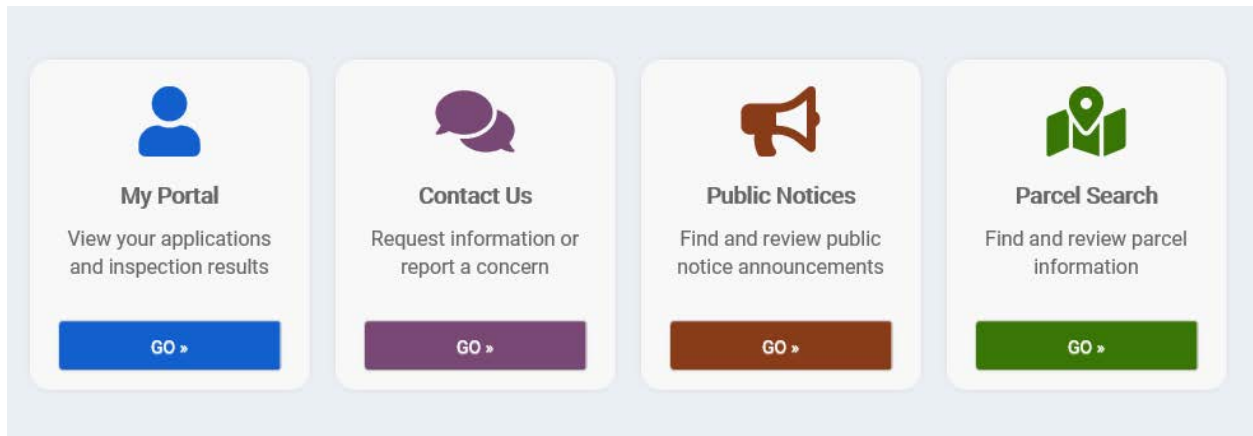


## How to Upload Submittals and Inspections by Affidavit on to SMARTGov Portal

Log in to SMARTGov Public Portal on <https://vlg-balharbour-fl.smartgovcommunity.com/Public/Home>

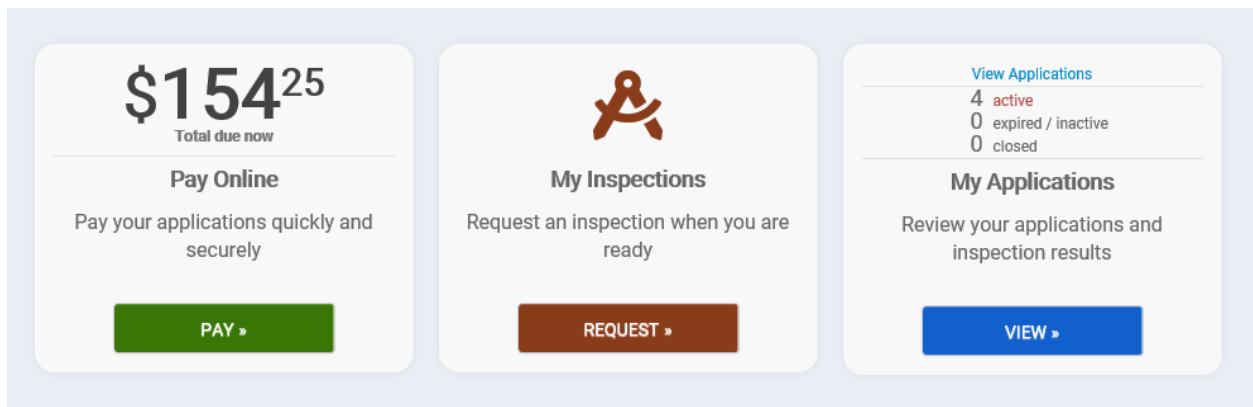
Enter Username and Password

Click the **blue My Portal - Go** icon



Click the **blue My Application - View** icon to view permits attached to your account.

NOTE: You will need to have already activated your Access Code to find any related permits to your project.



Select the applicable permit number.

Scroll to the Submittals section lists any submittals needed for your permit application. You can see if the submittal is required, if it has been received, the version number, status of the submittal, and how many files have been submitted.

- Upload submittals by clicking on **\_ Files** next to the appropriate submittal item.
- Click the **Upload** button and choose the file from your computer.
- Add Comments if necessary and click **Upload**.

### Submittals

Upload the required documents below.

Submittal	Required	Received	Version	Status
Application	Yes		1	Pending <a href="#">0 Files</a>
Recorded Deed, Miami Dade Property Appraiser, Sunbiz Verification	Yes		1	Pending <a href="#">0 Files</a>
Condo Association/Administration letter for a stand alone permit	Yes		1	Pending <a href="#">0 Files</a>
Contractor Information	Yes		1	Pending <a href="#">0 Files</a>
Construction Contract	Yes		1	Pending <a href="#">0 Files</a>
Plans	Yes		1	Pending <a href="#">0 Files</a>
Inspection by Affidavit - Building Final	Yes		1	Pending <a href="#">0 Files</a>

For Inspections by Affidavit, click the applicable inspection **\_Files** option.

Click the [light blue Upload](#) button. Browse your computer and upload the PDF affidavit and attached photos. It is here where you will find any Deficiency Reports for rejected submittals.

#### Inspection by Affidavit - Building Final

Version	Status	Received	Deficiency Report
1	Pending		

#### Version 1 Pending

Submitted File	Comments	Date Received	Review Status	Markup File

[Return To Permit Detail](#)

[Upload](#)