



Adding a Sub Contractor E-Permitting Guide for Applicants

PURPOSE

This guide provides a step by step aid for attaching a sub contractor to a permit through the Public Portal.

GENERAL INFORMATION

- ✓ The applicant for the permit must attach all subcontractors.
- ✓ If there is Sub Contractor Requirement Condition listed on the Fee Summary the permit will not be issued until the Condition is Resolved.

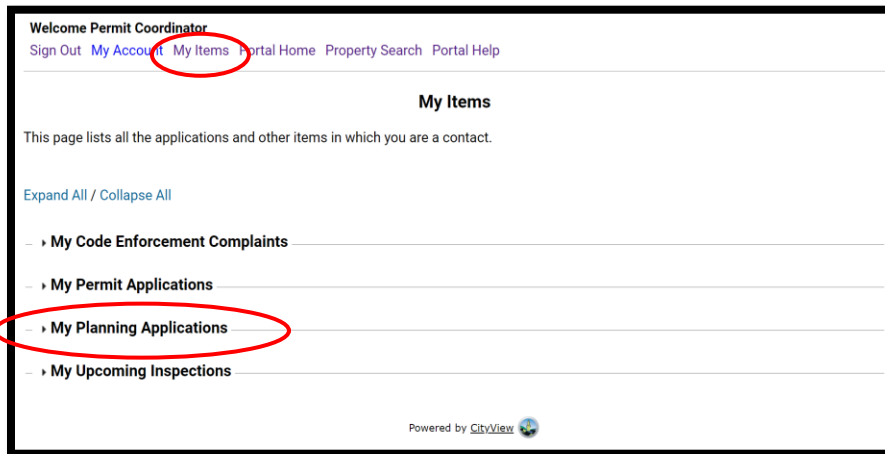
PROCEDURE

Click on link to the City of Naples Public Portal: <https://cityview2.iharriscomputer.com/CityofNaplesFlorida/>

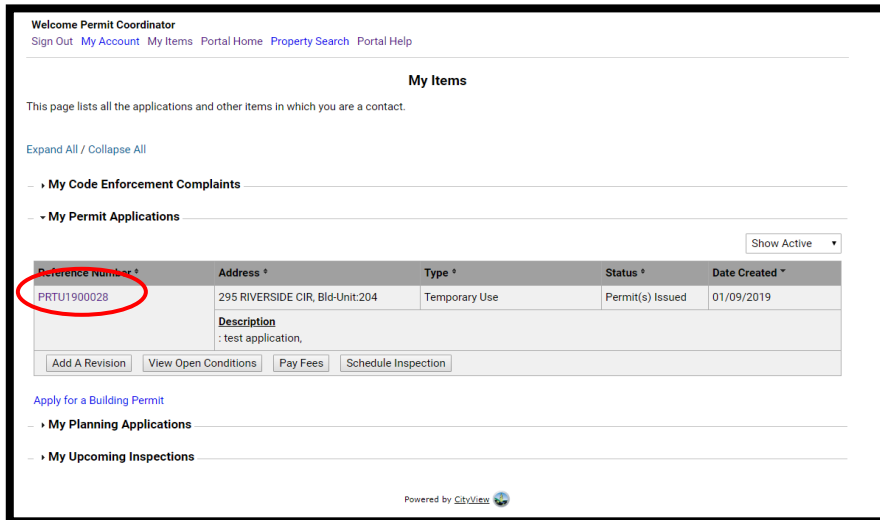
1. Click [Sign In](#) link. Sign in using your registered account.
2. Click [My Items](#) link.

Note: My Items allows the portal users to view submitted permits, status of permits, schedule inspections, add revision, and submit new applications.

3. Click [My Permit Applications](#).



4. Click the [Permit Number](#) to open the permit summary page.





Adding a Sub Contractor E-Permitting Guide for Applicants

5. Once the application status page opens, click [Edit Permit Application Details](#).

NOTE: If this option is not available, you are not the applicant for this permit. Please log in under the appropriate account.

Welcome Permit Coordinator
[Sign Out](#) [My Account](#) [My Items](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

Permit Application Status

[Expand All / Collapse All](#)
Note: You can collapse and expand individual sections by clicking the header of the section you wish to collapse/expand.

Summary

Application Number:	PRTU1900028	Edit Permit Application Details
Application Type:	Temporary Use	
Application Status:	Permit(s) Issued	
Property Owner's Full Name:	CITY OF NAPLES	
Category of Work:	Other	
Description of Work:	test application,	
Application Date:	01/09/2019	
Issued Date:	06/15/2020	
Expiration Date:	12/15/2020	

Locations

Contacts

Permits

Submittals

Fees

Inspections

Conditions

Related Permit & Planning Applications

Documents & Images

[Submittals](#) | [Portal Home](#)

Powered by [CityView](#)



Adding a Sub Contractor E-Permitting Guide for Applicants

- 6. Enter the **Contact Type** (ex: Electrical Contractor, Plumbing Contractor) If the appropriate trade is not listed select Interested Party
- 7. To attach the contractor by typing the license number under **Search for Business Type**.
- 8. A list will auto populate, click to add the appropriate contractor.

NOTE: If the license number does not appear on the list it may mean the Contractor is either not registered with Collier County Licensing or their registration is not up to date. Please contact Collier County Licensing to verify their status. <https://cvportal.colliercountyfl.gov/CityViewWeb/Home/>

Welcome Permit Coordinator
 Sign Out My Account My Items Portal Home Property Search Portal Help

Edit Permit Application

[Return to Status Page](#)

Permit Application Information

Application Number: PRTU1900028
 Application Type: Temporary Use
 Application Status: Permit(s) Issued

Contacts

Type	Contact
<input checked="" type="checkbox"/> Property Owner	CITY OF NAPLES, Address:735 8TH ST S
<input type="checkbox"/> Applicant	Julian Halitaj, Address:295 RIVERSIDE CIR

Add A Contact

Contact Type*

Search for a business*

1ST CHOICE HURRICANE PROTECTION, LLC, Address:25241 BERNWOOD DR #6, Phone:(239) 325-3400, State Reg #'s EC13005333, Licensee # C36163

3 D SOLAR LLC, Address:13266 BYRD DRIVE #1071, Phone:(727) 868-0110, State Reg #'s EC13008622, Licensee # LCC20190001826

3 PALM ELECTRIC LLC, Address:2565 10TH AVENUE NE, Phone:(239) 316-9086, State Reg #'s EC13007656, Licensee # LCC20160001730

3J'S ELECTRIC LLC, Address:172 GULFSTREAM STREET, Phone:(239) 642-3555, State Reg #'s EC13008180, Licensee # LOC20170002771

A & P ELECTRIC OF NAPLES LLC, Address:4833 22ND PL SW, Phone:(239) 919-9256, State Reg #'s EC13007029, Licensee # C34605

A GREG ORICK MARINE CONSTRUCTION INC., Address:27171 DRIFTWOOD DRIVE, Phone:(239) 289-0792, State Reg #'s EC13005994, Licensee # LCCCC20140002431

Locations



Adding a Sub Contractor E-Permitting Guide for Applicants

9. Once the appropriate contractor is selected click [Add This Contact](#).

Welcome Permit Coordinator
 Sign Out My Account My Items Portal Home Property Search Portal Help

Edit Permit Application

[Return to Status Page](#)

Permit Application Information

Application Number: PRTU1900028
 Application Type: Temporary Use
 Application Status: Permit(s) Issued

Contacts

Related Contacts

Type	Contact
<input checked="" type="checkbox"/> Property Owner	CITY OF NAPLES, Address:735 8TH ST S
<input type="checkbox"/> Applicant	Julian Halitaj, Address:295 RIVERSIDE CIR

Add A Contact

Contact Type*

Search for a business*

Begin typing a name and/or address above and we will search the address book for a matching contact. If the correct name and address appears, please select it from the list.

10. The contractor that was added will now appear under Related Contacts

Welcome Permit Coordinator
 Sign Out My Account My Items Portal Home Property Search Portal Help

Edit Permit Application

[Return to Status Page](#)

Permit Application Information

Application Number: PRTU1900028
 Application Type: Temporary Use
 Application Status: Permit(s) Issued

Contacts

Related Contacts

Type	Contact
<input checked="" type="checkbox"/> Property Owner	CITY OF NAPLES, Address:735 8TH ST S
<input type="checkbox"/> Applicant	Permit Coordinator, Address:295 RIVERSIDE CIR, Phone:(239) 213-5020
<input checked="" type="checkbox"/> Electrical Contractor	NU-SONS ELECTRIC, INC., Address:3630 SHAW BLVD, #7, Phone:(239) 435-1990, State Reg #'s EC0002275, Licensee # C21331

Add A Contact

Contact Type*

Search for a business*

Begin typing a name and/or address above and we will search the address book for a matching contact. If the correct name and address appears, please select it from the list.