

PURPOSE

This guide provides instructions to convert a JPEG file to a PDF file.

GENERAL INFORMATION

- ✓ All documents should be scanned to the computer and saved in PDF format.
- ✓ Renaming the documents should be done on the computer prior to beginning the submittal process.
- ✓ Unidentifiable names such as "scan001" or "k9dk38fj3.jpg" are not acceptable.
- ✓ PDF Packages are not accepted.
- ✓ Previously approved documents with City Stamps are not accepted.
- Only one copy of a document should be uploaded, submitting duplicate documents may cause delays in processing.
- All documents should be submitted as a complete pdf file that includes all pages of the document in one file, individual pages are insufficient.
- ✓ The applicant is the only user able to upload documents.

PROCEDURE

- 1. To prepare for a submittal all documents should be scanned and saved to the computer prior to being the application process through the Public Portal.
- 2. If a document has been saved as a JPEG file, open the file and click Print.
- 3. From the Printer menu select Print to PDF.

Microsoft Print to PDF	~	
 Let the app change my printing preferences 		City of Naples Building Department 255 Riverside Circle, NAVLS, 16 J Not 171 (20) 213-2020 ACKNOWLEDGEMENT OF NAPLES REGULATIONS
Paper size		Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the isuance of a permit and that work will be performed to meet the standards of all laws regulating construction in this jurisdiction. The permit or application fee may have additional fees imposed for failing to obtain permits prior to commencement of construction.
Letter	\sim	The approved permit and/or permit application supplies if not commerced within 180 days from the date of issuance. The permittee further understands that control control and the structure will not be used or accupied until a certificate of occupiency is lawed. By laying to 1 permit application, layer that I have been related by the centre/permitte to
Photo size		provide convecting services for the trace for winch a im listed. Furthermore, it is my responsibility to notify the Bubling Department should in a longer to the constructive responsible for providing said constrainting services. I here agree that I understand that the review and lossing of this permit does not exempt the from complying with all City Ordinances, it is further understood that the property overlytemisties the source of the permit.
Full page	\sim	Note: An Owner-Hulder must complete Sections A and B and the Owner-Builder Affdavit form. Please submit online then appear in person for issuance of the permit.
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City of Naples, FL

- 4. The Save As menu will open and the document will be set to save as a PDF File.
- 5. Update the name of the file. All documents submitted should be named according to the submittal number and document type.
- 6. Select the location for the file to save.
- 7. Click Save.

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- 8. Repeat these steps for all additional JPEG files.
- Once all documents have been saved as PDF files and named according to the naming guidelines, open the City of Naples Public Portal: <u>https://cityview2.iharriscomputer.com/CityofNaplesFlorida/</u> to begin the submittal process.