



Converting a JPEG to a PDF File E-Permitting Guide for Applicants

PURPOSE

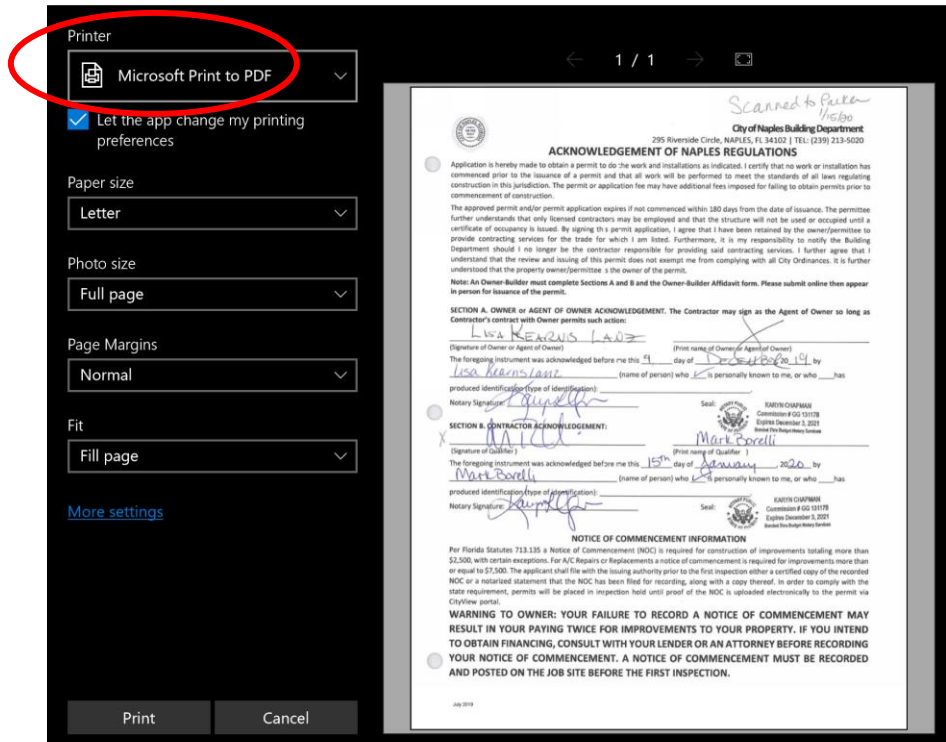
This guide provides instructions to convert a JPEG file to a PDF file.

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

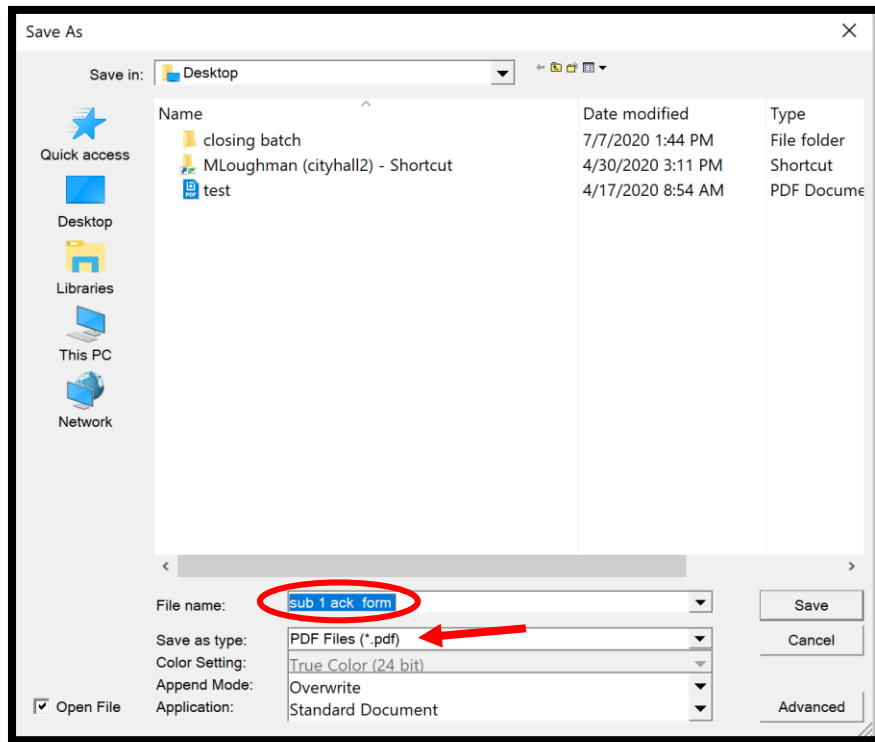
1. To prepare for a submittal all documents should be scanned and saved to the computer prior to being the application process through the Public Portal.
2. If a document has been saved as a JPEG file, open the file and click Print.
3. From the Printer menu select Print to PDF.





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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.



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