



Driveway Permit Submittal Guide for Applicants

PURPOSE

This guide provides a step by step aid for submitting a Right of Way Permit through the City of Naples Public Portal.

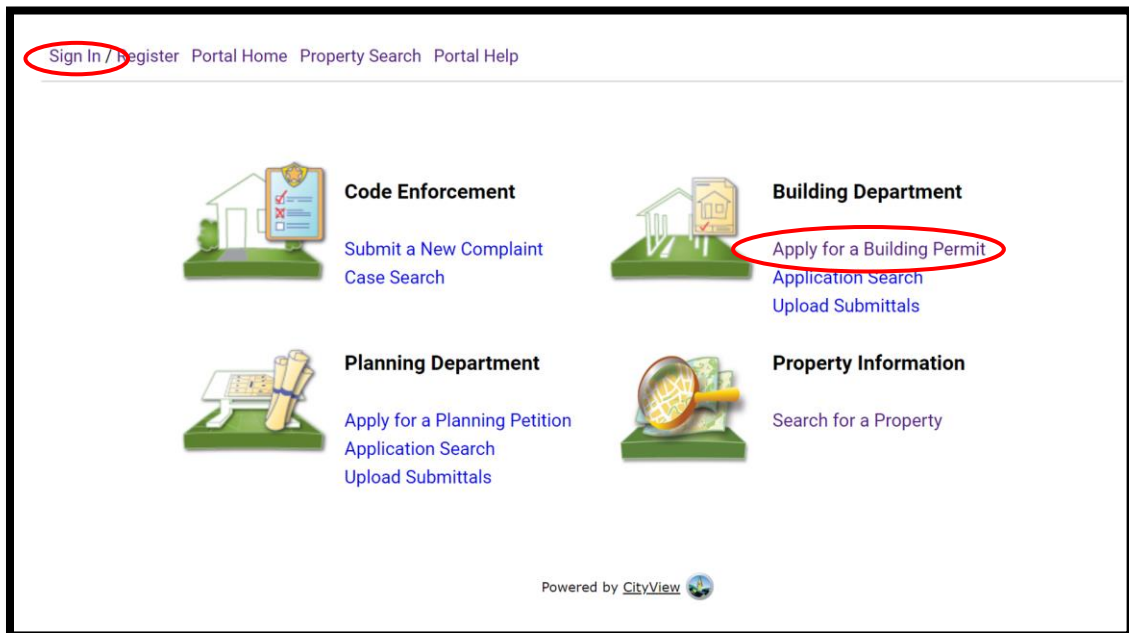
GENERAL INFORMATION

- ✓ A Driveway Permit Application, Driveway Diagram and Acknowledgment of Naples Regulations are required for the initial submittal. Additional documents may be required based on the scope of work.
- ✓ A Right of Way Permit is required to be submitted for any improvements and any construction activity proposed within the City's public right-of-way and easements.
- ✓ If a Right of Way permit is applicable, it should be applied for under the Driveway application. The Right of Way fee must be paid when this permit is submitted.
- ✓ For more information visit <https://www.naplesgov.com/streetsstormwater/page/right-way-row>

PROCEDURE

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

1. Sign in by clicking the **Sign in** Link.
2. Under the Building Department Icon click **Apply for a Building Permit**.





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- To begin Step 1, choose the application type by selecting **Driveway**.
- Categorize the nature of the work being done by selecting the appropriate item.
- Enter the description of work.
- Enter the Building Use.
- Complete all remaining required information marked with an asterisk*.
- Click **Next Step: Permit Type**.

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Step 1: Application Type | Step 2: Permit Type | Step 3: Work Items | Step 4: Description of Work | Step 5: Location | Step 6: Contacts | Step 7: Upload Files | Step 8: Review & Submit | Step 9: Submitted

Permit Application - Description and Type

TMPPR2021000009

Required information is indicated with an asterisk (*).

Choose the application type:*

Please categorize the nature of the work being done:*

Please describe the work being done:*

Limit 4000 characters

Application Details

Building Use:*

Number of Stories:

Number of Units:

Is a Private Provider involved with this Project?:*

Are you the Contractor doing the work?:*

Total SQ. FT.:

Construction Type:

Related Planning Project Number:

Automatic Sprinkler Installed?:

Is this a Historical Structure:

Estimated Construction Cost

Estimated Construction Cost:

Owner Builder

Is the property owner doing work?:

9. In Step 2, click the box to check off **Driveway**. Select Right of Way if a Right of Way permit will be required for the job.
10. Click **Next Step: Work Items**

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Permit Application - Select Permit Types
 TMPPR2021000009

Required information is indicated with an asterisk (*).

▼ Please choose as many Permits as are appropriate.

Search for permit types

- Driveway
- Revision
- Right-Of-Way

Previous Step: Application Type | **Next Step: Work Items**

11. In Step 3, complete the 3 questions listed and click the box that corresponds with the appropriate work item.
12. Click **Next Step: Description of Work**.

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Permit Application - Work Items
 TMPPR2021000009

Required information is indicated with an asterisk (*).

▼ Driveway Permit

Paving Material:

Is there an existing concrete valley gutter?:

Work being performed:

Please choose as many work items as are appropriate.

Search for work items

- Driveway

Previous Step: Permit Type | **Next Step: Description of Work**



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- 13. In Step 4, enter quantity of "1".
- 14. Click **Next Step: Location**.

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Permit Application - Description of Work
TMPPR2021000009

Required information is indicated with an asterisk (*).

- Driveway Permit Work Items

Driveway QTY: 1
Please enter the quantity for this work item in the units specified

Previous Step: Work Items Next Step: Location

- 15. In Step 5, type the job address in the **Search for Locations** field. Select the appropriate address from the list that populates.
- 16. Click **Next Step: Contacts**.

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Permit Application - Location of Work Being Done

Required information is indicated with an asterisk (*).

Use my location:

Location Type(s) to Search For: All

Search for location: 186 10TH AVE S, Bld-Unit
186 10TH AVE S, Bld-Unit
13249000023:186 10TH AVE S

[Can't find address?](#)

The location you have selected:*

Previous Step: Description of Work Next Step: Contacts



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17. In Step 6 attach the contractor to the application by clicking [Add Business from Address Book](#).

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Permit Application - Contacts
 Required information is indicated with an asterisk (*).

Type	Contact
Property Owner	GRAVES, MARY FAIR, Address:186 10TH AVE S
Applicant	Permit Coordinator, Address:295 RIVERSIDE CIR, Phone:(239) 213-5020

[Add Business From Address Book](#)

If you know your trade contractors please add as Additional Contacts on the Contacts step. All Trade contractors must be identified before the permit can be issued.

Previous Step: Location **Next Step: Upload Files**

18. Begin typing the Contractor's License number and a list will populate, select the appropriate contractor from the list.

19. Click [Add Contact](#), to return to Step 6.

20. Click [Next Step: Upload Files](#).

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Step 1: Application Type Step 2: Permit Type Step 3: Work Items Step 4: Description of Work
 Step 6: Contacts Step 7: Upload Files Step 8: Review & Submit

Address Book
 Required information is indicated with an asterisk (*).

Contact Type:* Contractor

Search for a licensee:*

- LOTUS CONSTRUCTION, LLC, Address:430 Bayfront Place, P
- AIR AMERICA A/C, Address:2107 LOTUS RD., Phone:(239) 337-4922, St
- JUAN A. LICOUT, Address:3997 LOTUS DRIVE, Phone:(239) 643-0003, L
- LARRY LEE ARTHUR DAVIS, Address:2107 LOTUS RD., Phone:(239) 693
- LOTUS CONSTRUCTION, LLC, Address:430 Bayfront Place, Phone:(239)
- MATHEW K. BRATTON, Address:4041 LOTUS DR., Phone:(239) 272-524

[Add Business](#)

If you know yo



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21. In Step 7 upload supporting documents, a list of suggested items will be shown.

Submittal Guidelines: It is not necessary to upload duplicate copies of any documents, one digital file is sufficient.

Document Naming: Please be sure documents are named appropriately. All document names should include the submittal number and document type. For all initial submittal, "Sub 1 Application" "Sub 1 Site Plan" would be appropriate names.

22. Use the **Browse** button to locate the PFD files which are saved to the computer.

23. Once the documents are selected for each category **Click Next Step: Review and Submit.**

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Permit Application - Upload Documents

TMPPR2021000009

Note: This step is optional. Documents may be uploaded at a later time from the Upload Submittals link located on the main page.

Guidelines For Electronically Submitting Documents:

Current Submittal

Submittal #1) Permit Application Submittal (06/28/2021) Print Requirement Items

Type	Status	Date Verified
Acknowledgement of City of Naples Regulations Form ⓘ Select a new document for this requirement: Browse.. sub 1 ack form.pdf Remove Provide a short description of this set of documents:	Pending	
Driveway Diagram Form ⓘ Select a new document for this requirement: Browse.. sub 1 driveway diagram.pdf Remove Provide a short description of this set of documents:	Pending	
Application Form ⓘ Select a new document for this requirement: Browse.. sub 1 application.pdf Remove Provide a short description of this set of documents:	Pending	

Upload Additional Documents

Previous Step: Contacts **Next Step: Review & Submit**

24. The files will then upload once complete click **OK**.

Uploads Complete

All documents were uploaded successfully.

OK

Application Form ⓘ
 Select a new document for this requirement: **Browse..**
 sub 1 DEP Approval.pdf
 Sub 1 cca1 application.pdf



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- 25. Review the details entered, [agree to the terms](#) and [enter the characters of the Captcha](#).
- 26. Click [Submit Application](#) and the request will process.

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Step 1 Application Type Step 2 Permit Type Step 3 Work Items Step 4 Description of Work Step 5 Location
 Step 6 Comments Step 7 Upload Files Step 8 Review & Submit Step 9 Complete

Permit Application - Review & Submit

TUPPR20211000009

Please review the information below and if it is correct, press the submit application button to submit your application.

Permit Information

Permit Type: Driveway
 Category of Work: Alteration
 Description of Work: Remove existing paved driveway and install new paved driveway
 Location: Address: 196 10TH AVE S, Ste 100
 Property: 13249000123196 10TH AVE S
 Contacts: Contractor: LOTUS CONSTRUCTION, LLC, Address 400 Bayfront Place, Phone (239) 262-0441, State Reg #1-000002498, License # LC020100001230
 Property Owner: GRAVES, MARY KAY, Address 196 10TH AVE S
 Applicant: Permit Coordinator, Address 295 RIVERSIDE CIR, Phone (239) 213-8320

Application Details

Building Use: Single Family Residential
 Number of Stories: Number of Units:
 Is a Private Provider involved with this Project? No
 Are you the Contractor doing the work? Yes
 Total SQ. FT.: Construction Type:
 Related Planning Project Number:
 Automatic Sprinkler installed? No
 Is this a Historical Structure? No

Estimated Construction Cost

Owner/Builder

Permit: Driveway

Uploaded Documents

By submitting this form, you hereby certify that you have read and examined this permit and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of this permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. Private Provider Reviewed submitted permits will not be reviewed by the local Building Official until all City of Naples required Government review approvals have been secured. Upon receiving all required Government approvals, the local Building Official will have 20 business days to provide administrative review in conformance with FS 553.711 section 7) a-d). Private Provider Reviewed permits shall be charged an administrative fee equal to 80% of regular permit fees. Private Provider inspected permits shall not be charged any regular inspection fees. If you respond No this application will be discarded

Do you agree? Yes

Type the characters you see in the image below to continue.



[Previous Step](#) [Upload File](#) [Submit Application](#) [Cancel Application](#)




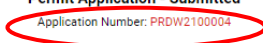
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27. **Step 9:** The permit is now submitted; the Permit Number is listed at the top of the page.

Note: If a Right of Way permit has also been applied for, click [Pay Fees Online](#) to make the payment. The fee must be paid prior to the permit being reviewed.

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Permit Application - Submitted 
 Application Number: PRDW2100004 

[Print This Page](#)

Thank You! Your permit application has been received.

Permit Information

Permit Type: Driveway
 Category of Work: Alteration
 Description of Work: Remove existing paver driveway and install new paver driveway.
 Locations: Address
 186 10TH AVE S, Bld-Unit:
 Property
 13249000023:186 10TH AVE S

Contacts: Contractor
 LOTUS CONSTRUCTION, LLC, Address:430 Bayfront Place, Phone:(239) 262-0441, State Reg #'s OGC032698, Licensee # LCC20130003255
 Property Owner
 GRAVES, MARY FAIR, Address:186 10TH AVE S
 Applicant
 Permit Coordinator, Address:295 RIVERSIDE CIR, Phone:(239) 213-5020

Application Details

Building Use: Single Family Residential
 Number of Stories:
 Number of Units:
 Is a Private Provider involved with this Project?: No
 Are you the Contractor doing the work?: Yes
 Total SQ. FT.:
 Construction Type:
 Related Planning Project Number:
 Automatic Sprinkler Installed?: No
 Is this a Historical Structure: No

Estimated Construction Cost

Owner Builder

Permit: Driveway

Documents & Images