

## PURPOSE

This guide provides a step by step aid for uploading the form to request a permit Extension or Reissue.

#### **GENERAL INFORMATION**

- ✓ To extend a permit a request must be uploaded through the online portal directly to the permit.
- ✓ Only the applicant for the permit is able to upload the Extension Reissue Request Form.
- ✓ The Extension-Reissue Form can be found online <u>https://www.naplesgov.com/building/page/building-permit-forms-fees</u>

### PROCEDURE

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

- 1. Click Sign In and enter you sign in information
- 2. Click the My Items link

<u>Note:</u> My Items allows portal users to view submitted permits, permit status, schedule inspections, pay fees, or add a revision for permits applied for on that account

3. Drop down the menu for My Permit Applications.

Welcome Permit Coordinator Sign Out My Account My Items Portal Home Property Search Portal Help
My Items
This page lists all the applications and other items in which you are a contact.
Expand All / Collapse All
→ My Code Enforcement Complaints
• My Permit Applications
My Planning Applications
My Upcoming Inspections
Powered by <u>CityView</u>



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## 4. Locate the appropriate permit and click View Open Conditions.

is page lists all the applicati	ons and other items in which you are a contact	My Items		If the permit is te the filter to "s	
pand All / Collapse All			L	·····	<b>[</b>
<ul> <li>My Code Enforcement</li> <li>My Permit Applications</li> </ul>					
Reference Number *	Address *	Type *	Status *	Show Active	
PRTU1900028	295 RIVERSIDE CIR, Bld-Unit:204	Temporary Use	Permit(s) Issued	01/09/2019	
	Description : test application,		I		
Add A Revision View	Open Conditions Pay Fees Schedule Ir	nspection			
pply for a Building Permit					
• My Planning Applicatio	ns				
					_

- 5. Once the permit summary page opens scroll to **Conditions.**
- 6. Click Conditions to open the drop down and view open Conditions for this permit.

Permit Application Status					
Permit Application Status					
rpand All / Collapse All					
when Xey You can collapse and expand individual sections by clicking the header of the section you wish to collapse/expand.					
Summary     Application Number:	0011000003				
Application Number: Application Type:					
Application Status:					
Property Owner's Full Name:					
Category of Work:					
Description of Work:					
Application Date:					
Issued Date:					
Expiration Date:	11/19/2020				
Locations					
Contacts					
Permits					
Submittals					
- Juminuna					
+ Fees					
Inspections					
$\frown$					
Conditions					
Related Permit & Planning Applications					
December 6 Income					
Documents & Images					
Submittals   Portal Home					



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- 7. Locate the Condition for Extension.
- 8. Click Browse.

			Perm	it Application Status			
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		nd individual sectio	ns by clicking the h	eader of the section you wish to collapse/expand.			
	- Summary						
					Edit Permi	Application	Detail
	,	oplication Numb					
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	Droparty	Application State Owner's Full Nam	<ul> <li>Permit(s) Iss</li> <li>CITY OF NAP</li> </ul>				
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		Description of Wo		on,			
		Application Da	le: 01/09/2019				
		Issued Dat	te: 06/08/2020				
		Expiration Date	te: 12/23/2020				
	Locations						
	Contacts						
	Permits						
	Submittals						
	· Unlinked Reviews						
	Fees						
	Inspections						
	- Conditions						
	<ul> <li>Guidelines For Electronic</li> </ul>	tronically Sub	mitting Docum	nents:			
						Expiration	Due
1	Condition	Status	Department	Description	Category	Date	Date
	Notice of Commencement	Resolved	Building	Please submit notice of commencement	Prevent		
J					Scheduling Inspections		
J			Building		represents		
	Extension	Open					
	Extension	Open Documents:	earang	Annual Contraction of			
	Extension	Open Documents:	earang	Root-			
	Extension						
	Extension		Upload Do	Brywst			
	Extension	Documents:	Upload Do	cuments			



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9. Choose the location of the PDF file you would like to upload and click open.

💿 Open						>	< _
$\leftarrow$ $\rightarrow$ $\checkmark$ $\Uparrow$ $\blacksquare$ $\Rightarrow$ This F	PC > Desktop			✓ <sup>™</sup> S	earch Desktop	م	
Organize 👻 New folder							
🛫 mloughman (\\e ^	Name	Date modified	Туре	Size			
Permit Standard	Portal User Guides	6/15/2020 4:34 PM	File folder				
Portal Guides PD	Adding a Sub Contractor Guided 6_23_20	6/23/2020 12:18 PM	MP4 File	61,402 KB			
💻 This PC	CITY VIEW PERMIT PROCESSING REVISED	5/4/2020 3:35 PM	Microsoft Word D	922 KB			
	Extension Condition	6/23/2020 4:12 PM	Microsoft Word D	672 KB			_
	Extension Request	4/8/2019 4:12 PM	PDF Document	1,008 KB			
Desktop	P Microsoft Edge	1/29/2019 12:43 PM	Shortcut	2 KB			ira
Documents	🗊 Microsoft Teams	6/8/2020 8:18 AM	Shortcut	3 KB			е
Downloads	Stamping Procedure	6/22/2020 12:25 PM	Microsoft Word D	1,084 KB			
b Music	Submitting a Notice of Commencment V	6/23/2020 12:28 PM	MP4 File	51,652 KB			
Pictures							
Videos							
🛖 L - Building (L:)							
🛖 Public Drive (P:)							_
🛖 mloughman (\\‹							
v							
File nam	e: Extension Request			~ /	All Files	~	
	•				0	Connect	
					Open	Cancel	

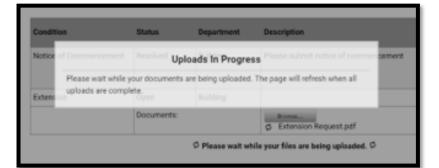
- 10. The file now appears under documents.
- 11. Click Upload Documents.

→ Submittals						
Unlinked Reviews						
→ Fees						
→ Inspections						
- Conditions						
Guidelines For Elec	tronically Subr	mitting Docume	ents:			
					Expiration	Duo
Condition	Status	Department	Description	Category	Date	Date
Notice of Commencement	Resolved	Building	Please submit notice of commencement	Prevent		
				Scheduling Inspections		
Extension	Open	Building				
	Documents:		Browse			
			Extension Request.pdf		Rer	move
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Deleted Demait & Diam	ning Angliastics					
Related Permit & Plan	ning Application	IS				
Documents & Images _						
Submittals   Portal Home						



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12. When the uploads are complete click **OK**, and you will return to the permit summary page.

Condition	Ctatua Department	Description
Notice All o	Uploads Complete	Please submit notice of commence
	Documents:	Browse Extension Request.pdf
	Permit & Planning Applications	