



Submitting an Extension/Reissue Request E-Permitting Guide for Applicants

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 <https://www.naplesgov.com/building/page/building-permit-forms-fees>

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
Note: **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.

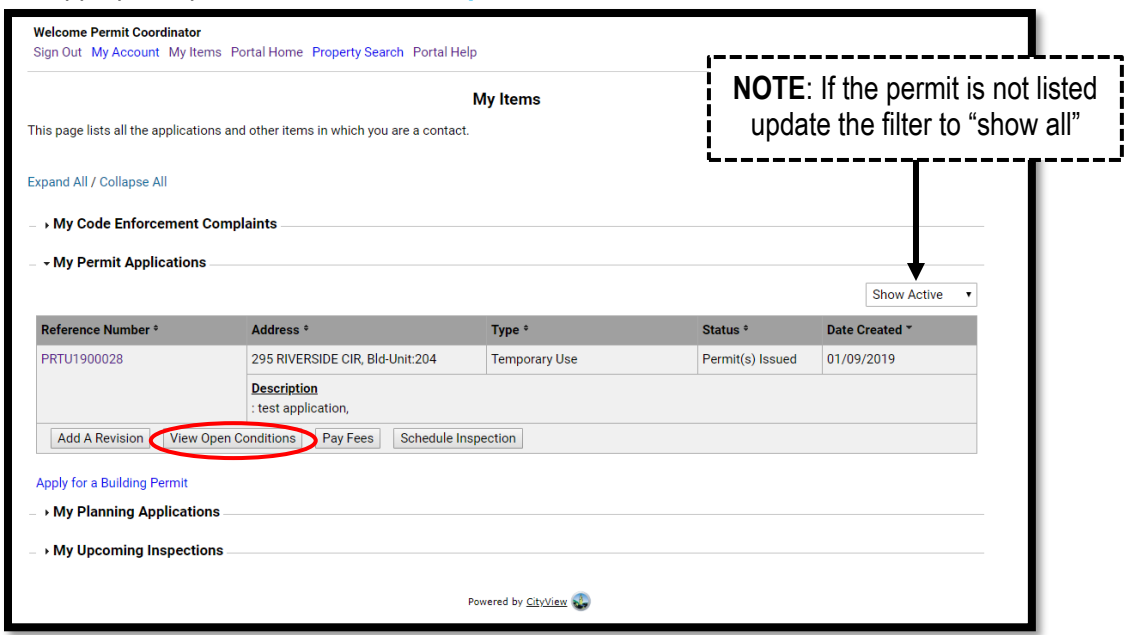
[Expand All / Collapse All](#)

- ▶ **My Code Enforcement Complaints**
- ▶ **My Permit Applications**
- ▶ **My Planning Applications**
- ▶ **My Upcoming Inspections**

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4. Locate the appropriate permit and click [View Open Conditions](#).



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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

Show Active ▾

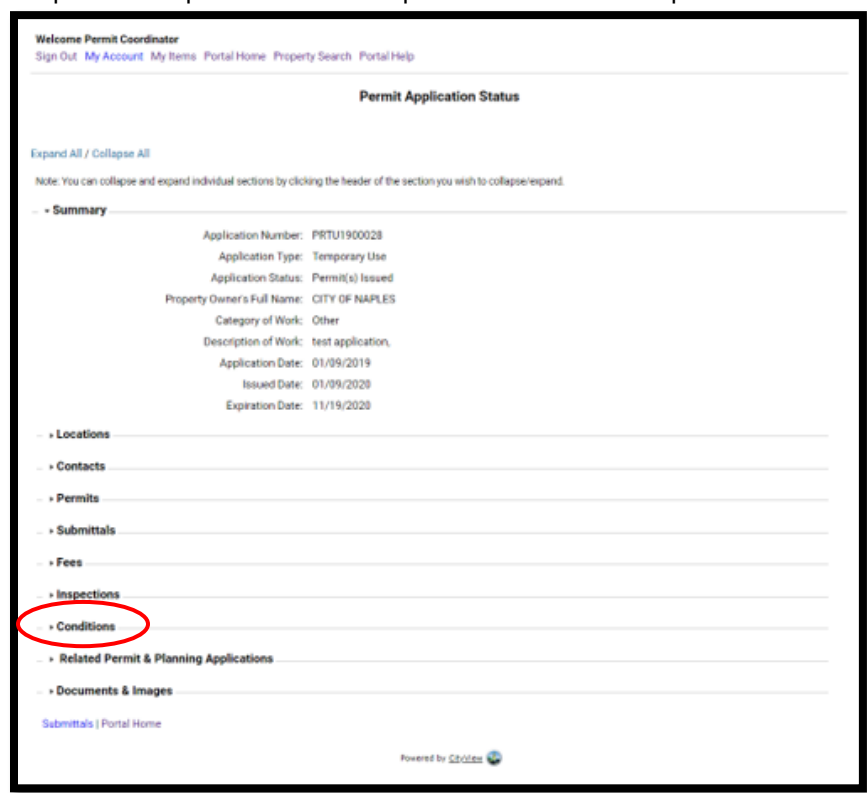
Reference Number	Address	Type	Status	Date Created
PRTU1900028	295 RIVERSIDE CIR, Bld-Unit:204	Temporary Use	Permit(s) Issued	01/09/2019
Description : test application,				
Add A Revision View Open Conditions Pay Fees Schedule Inspection				

Apply for a Building Permit

- My Planning Applications
- My Upcoming Inspections

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- Once the permit summary page opens scroll to [Conditions](#).
- Click Conditions to open the drop down and view open Conditions for this permit.



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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
 - 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: 01/09/2019
 - Expiration Date: 11/19/2020
- Locations
- Contacts
- Permits
- Submittals
- Fees
- Inspections
- Conditions
- Related Permit & Planning Applications
- Documents & Images

Submittals | Portal Home

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

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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 [Edit Permit Application Details](#)

Application Number: PRTU190028
 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: 06/06/2020
 Expiration Date: 12/23/2020

Locations

Contacts

Permits

Submittals

Unlinked Reviews

Fees

Inspections

Conditions

[Guidelines For Electronically Submitting Documents:](#)

Condition	Status	Department	Description	Category	Expiration Date	Due Date
Notice of Commencement	Resolved	Building	Please submit notice of commencement	Prevent Scheduling Inspections		
Extension	Open	Building				

Documents: [Browse](#)

[Upload Documents](#)

Related Permit & Planning Applications

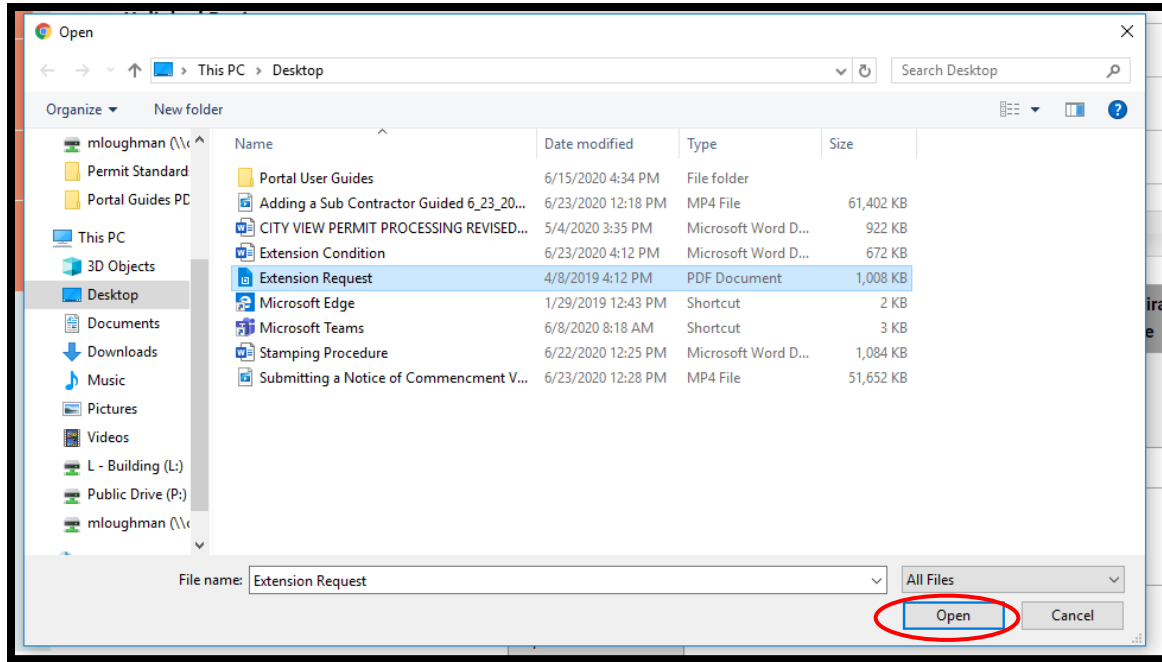
Documents & Images

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



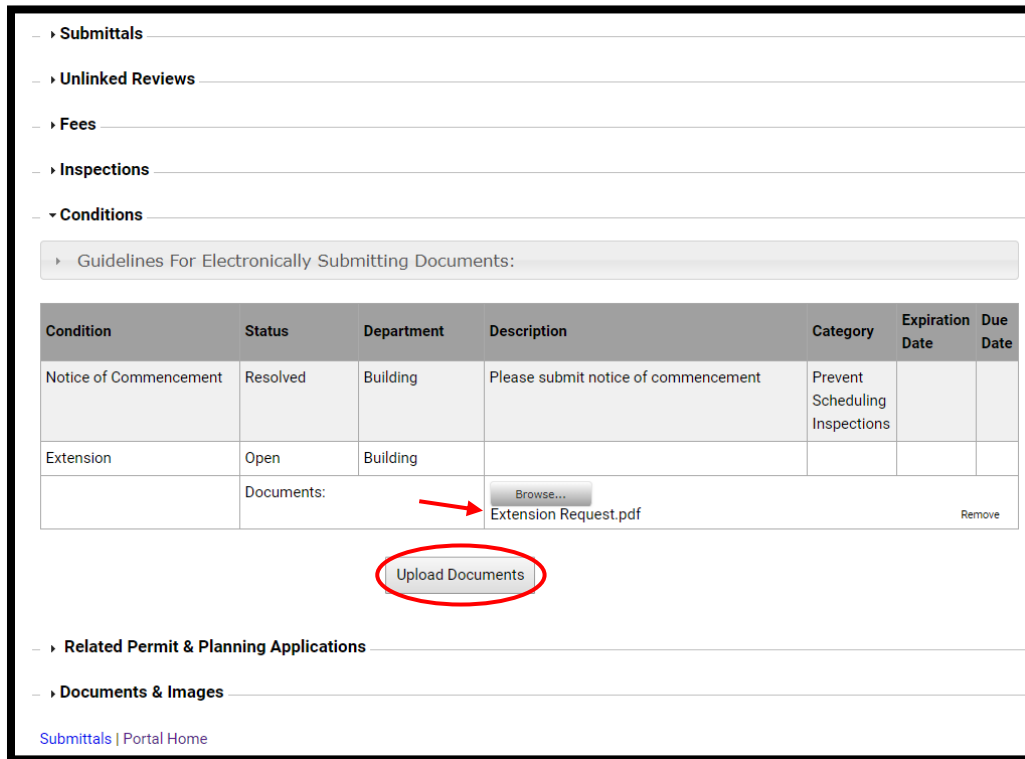
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9. Choose the location of the PDF file you would like to upload and click open.



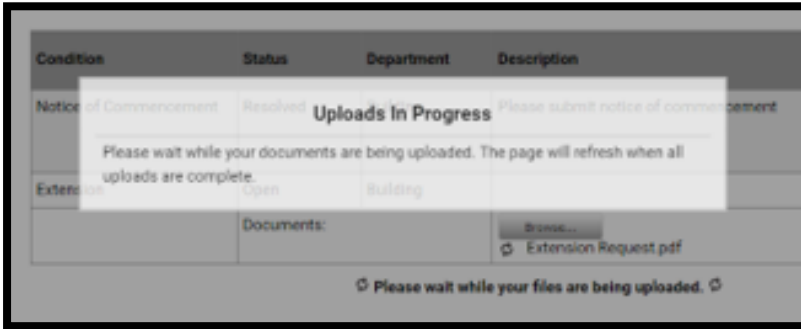
10. The file now appears under documents.

11. Click **Upload Documents**.





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

