



Fence Permit Submittal Guide for Applicants

PURPOSE

This guide provides a step by step aid for applying for a Fence Permit through the City of Naples Public Portal.

GENERAL INFORMATION

- ✓ Any registered user can apply for a building permit through the online system. Instructions for registering are available by clicking Portal Help and viewing the “Creating a Portal Account Procedure”
- ✓ Before beginning the online application process be sure all documents have been filled out and saved on the computer as a PDF.
- ✓ The Permit Application and Acknowledgment of Naples Regulations forms can be found online: <https://www.naplesgov.com/building/page/building-permit-forms-fees>

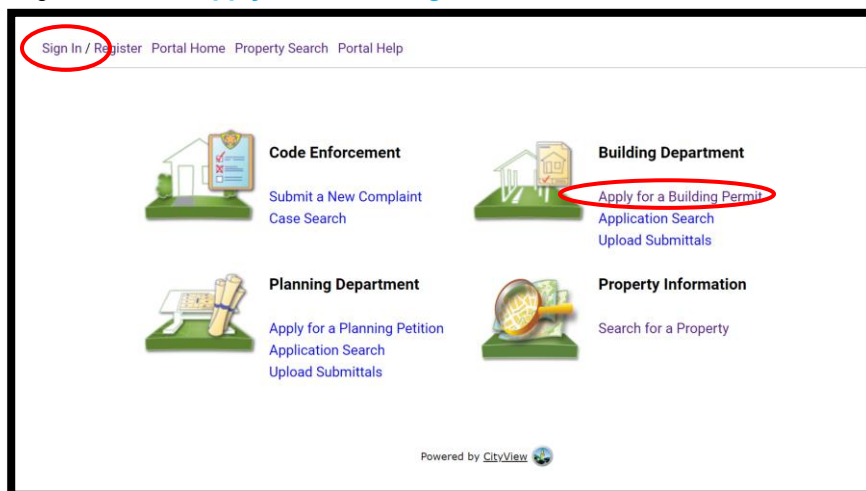
PROCEDURE

Prior to getting started, please ensure all documents have been scanned to your computer and the file names have been updated to meet the naming guidelines.

- ✓ All documents should be scanned to the computer and saved in PDF format.
- ✓ All documents submitted should be named according to the submittal number and document type.
For the initial submittal, all file names should start with “Sub 1” followed by the type of document: Examples: “sub 1 app”, “sub 1 scope of work letter,” “sub 1 floor plan” etc.
- ✓ Renaming the documents should be done on the computer prior to beginning the submittal process. Documents scanned and saved to the desktop can be renamed by right clicking on the document and selecting rename. Then update the document name as required.
- ✓ All documents should be submitted as a complete pdf file, individual pages are insufficient.
- ✓ Unidentifiable names such as “scan001” or “k9dk38fj3.jpg” are not acceptable.

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

1. To begin click **Sign In** and enter the account information.
2. Once Signed in Click **Apply for a Building Permit**.





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- To begin **Step 1**, choose the application type by selecting **Fence**.
- Categorize the nature of the work by selecting the appropriate item.
- Enter the description of work, building use and job cost.
- Complete all remaining required information marked with an asterisk*.
- Click **Next Step: Permit Type**.

Welcome Permit Coordinator
[Sign Out](#) [My Account](#) [My Items](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

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

TMPPR2021000006

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?:



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8. **Step 2:** Select **Fence** for permit type.
9. Click **Next Step: Work Items**

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Permit Application - Select Permit Types

TMPPR2021000006

Required information is indicated with an asterisk (*).

- Please choose as many Permits as are appropriate.

Search for permit types

- Electrical
- Fence
- Revision
- Right-Of-Way

Previous Step: Application Type Next Step: Work Items

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10. **Step 3:** Under the Fence Permit select the appropriate work item.
11. Under all other permits, select the appropriate work item.
12. Click **Next Step: Description of Work**.

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Permit Application - Work Items

TMPPR2021000006

Required information is indicated with an asterisk (*).

Fence Permit

Please choose as many work items as are appropriate.

Search for work items

- Aluminum Fence
- Chain-Link Fence
- Pool Barrier Fence
- Privacy Fence
- Privacy Wall
- Retaining Wall
- Wood Fence

Previous Step: Permit Type Next Step: Description of Work

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- 13. **Step 4:** Enter the Quantity for each work item.
- 14. Click **Next Step: Location.**

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Permit Application - Description of Work
 TMPPR2021000006

Required information is indicated with an asterisk (*).

▼ Fence Permit Work Items

Privacy Fence

QTY:* 200
 Please enter the quantity for this work item in the units specified

Previous Step: Work Items Next Step: Location

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- 15. **Step 5:** In the search for Location field begin typing the job address. A list will populate select the appropriate address.
- 16. Click **Next Step: Contacts.**

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Permit Application - Location of Work Being Done
 TMPPR2021000006

Required information is indicated with an asterisk (*).

Use my location:

Search for location: 175 16TH AVE S
 134 16TH AVE S
 143 16TH AVE S
 160 16TH AVE S
 163 16TH AVE S
 175 16TH AVE S
 190 16TH AVE S
 408 16TH AVE S
 438 16TH AVE S

The location you have selected:*

Previous Step: Description of Work Next Step: Contacts

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- 17. **Step 6:** Click **Choose Contractor from Address Book** to attach the Contractor to the permit.
- 18. In the pop-up window enter the **license number** of the Contractor, this will auto populate a list. Select the appropriate contact. Then click **Add This Contact**.
- 19. Click **Next Step: Upload Files**.

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Permit Application - Contacts

Required information is indicated with an asterisk (*).

Type	Contact
Property Owner	GERMANO, GENO & THERESA, Address:17 SUMMIT ST
Applicant	Permit Coordinator, Address:295 RIVERSIDE CIR, Phone:(239) 213-5020
Contractor	Choose Contractor From Address Book

[Add Business From Address Book](#)

If you know your trade contractors please add as Additional Contacts on the Contacts step the permit can be issued.

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

Address Book

Required information is indicated with an asterisk (*).

Search for a licensee:

- A & M ELECTRIC CONTRACTOR LLC, Address:1147 HEARTWOOD DR,
- CARTER FENCE COMPANY, INC, Address:3490 SHEARWATER STREET
- FLORIDA GLASS & ALUMINUM INC, Address:20589 ARMADA CT, Phon
- MACHER INVESTMENTS, LLC DBA MACHER INTEGRATED TECHNOLG LCC2020000901
- SOUTH FLORIDA FENCE, INC., Address:PO BOX 925, Phone:(813) 689-
- SPECIALTY CONTRACTING SERVICES, LLC , Address:17557 ALLENTO

NOTE: If the license number does not appear on the list it may mean the Contractor is either not registered with Collier County Licensing or their registration is not up to date. Please contact Collier County Licensing to verify their status. <https://cvportal.colliercountyfl.gov/CityViewWeb/Home/>

- 20. **Step 7:** To upload documents use the browse button and locate the PDF document to upload.
- 21. Click **Next Step: Review and Submit**, the files you have selected will then upload.

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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
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Permit Application - Upload Documents

TMPPR2021000006

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:

- Submitted documents should be under 72MB in size.
- Accepted file extensions:
 - pdf, jpg, png, tif, docx, xlsx, pptx
- All plans shall be to scale.
- Recommended naming conventions:
 - Keep filename consistent.
 - Avoid the use of non-friendly filenames. (ex. k9dk3#fj.pdf)
 - Avoid inappropriate language in filenames.
- Submitted documents will be stamped at the conclusion of the review.
 - The stamp will be placed in the upper right hand corner of the document. It is recommended that this area, to the extent possible, be left blank so that no information is lost when the stamp is applied.

Once you have chosen the files you wish to upload, please click the "Next Step" button located at the bottom of the page, to complete your submission.

Current Submittal

Submittal #1) Permit Application Submittal (06/24/2021) Print Requirement Items

Type	Status	Date Verified
- Acknowledgement of City of Naples Regulations Form	Pending	
Select a new document for this requirement: Browse... sub 1 ack form.pdf Remove Provide a short description of this set of documents:		
- Application Form	Pending	
Select a new document for this requirement: Browse... sub 1 application.pdf Remove Provide a short description of this set of documents:		
- Recent Boundary Survey with Elevations, Easements, etc.	Pending	
Select a new document for this requirement: Browse...		
- Structural Plans	Pending	
Select a new document for this requirement: Browse... Sub 1 site plan.pdf Remove Provide a short description of this set of documents:		

Upload Additional Documents

Previous Step: Contacts
Next Step: Review & Submit

22. Once they are complete click **ok**.

Uploads In Progress

Please wait while your documents are being uploaded. You will be redirected to the next step when all uploads are complete.

Uploads Complete

All documents were uploaded successfully.

Reminder: If you have not uploaded documents to all of the submittal requirements then those documents can be provided at a later date by using the Upload Submittals link from the main page.

Ok

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- 23. **Step 8:** This is the last step prior to submittal. Verify all information entered is accurate.
- 24. Review the terms, select **Yes** to Agree.
- 25. **Enter** the characters in the captcha.
- 26. Click **Submit Application**.

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Step 1: Application Type Step 2: Permit Type Step 3: Site Items Step 4: Description of Work
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 Step 9: Submitted

Permit Application - Review & Submit

TMPPR0210000006

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

- Permit Information

Permit Type: Fence/Wall
 Category of Work: Alteration
 Description of Work: Install vinyl privacy fence
 Location: Address: 190 16TH AVE S
 Property: 14064720000
 Contacts: Contractor: SOUTH FLORIDA FENCE, INC. Address:PO BOX 925, Phone:(813) 889-9262, State Reg #'s: , Licenses # C11472
 Property Owner: HODGES, KEEGAN PERRY, FLORICE ARBELLA HODGES, Address:190 16TH AVE S
 Applicant: Permit Coordinator, Address:290 RIVERSIDE CIR, Phone:(239) 213-3020

- 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

Estimated Construction Cost: \$8,000.00

- Owner/Builder

Is the property owner doing work?: No

- Permit: Fence

- Uploaded Documents

- sub 1 ack form.pdf
- sub 1 application.pdf
- Sub 1 site plan.pdf

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 or 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 compliance with FS 553.791 section 2(a)(1). Private Provider Reviewed permits shall be charged an administrative fee equal to 85% 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.





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- 28. **Step 9:** The permit is submitted; the Permit Number is listed.
- 29. The permit is now accessible by clicking My Items on the menu bar.
Note: **My Items** is the easiest way for applicants to view submitted permits, permit status, schedule inspections, pay fees, or add a revision for permits applied for on that account

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Permit Application - Submitted
 Application Number: PRFN2100003

[Print This Page](#)

Thank You! Your permit application has been received.

▼ **Permit Information**

Permit Type: Fence/Wall
 Category of Work: Alteration
 Description of Work: Install vinyl privacy fence
 Locations: Address
 190 16TH AVE S
 Property
 14004720000
 Contacts: Contractor
 SOUTH FLORIDA FENCE, INC., Address:PO BOX 925, Phone:(813) 689-9262, State Reg #'s , Licensee # C11472
 Property Owner
 HODGES, KEEGAN PERRY, FLORICE ARBELLA HODGES, Address:190 16TH AVE S
 Applicant
 Permit Coordinator, Address:295 RIVERSIDE CIR, Phone:(239) 213-5020

▶ **Application Details**

▶ **Estimated Construction Cost**

▶ **Owner Builder**

▶ **Permit: Fence**

▶ **Documents & Images**

Please print this page or record the application number for future reference. You will need it in order to view the status of your application online.
 Please select a link below to access the City of Naples Web Portal.
[Start a new application](#)
[View the status of my application](#)
[Portal Home](#)