



Request an Inspection E-Permitting Guide for All Users

PURPOSE

This guide provides a step by step aid for scheduling inspections through the Public Portal.

GENERAL INFORMATION

- ✓ Any registered user is able to schedule inspections with the online system. Instructions for registering are available by clicking Portal Help and viewing the “Creating a Portal Account Procedure”
- ✓ Click on link to the City of Naples Public Portal: <https://cityview2.iharriscomputer.com/CityofNaplesFlorida/>
- ✓ Inspections can be scheduled for AM or PM
 - Morning inspections are available the same day if scheduled prior to 7am
 - Afternoon inspections are available the same day if scheduled prior to 11am

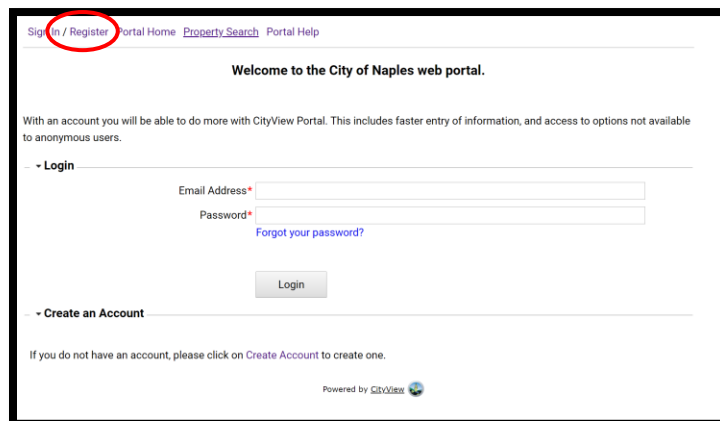
PROCEDURE

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

1. You must be a registered user to schedule inspections. If you already have a registered account, click **Sign In** and enter the email address and password for your account.



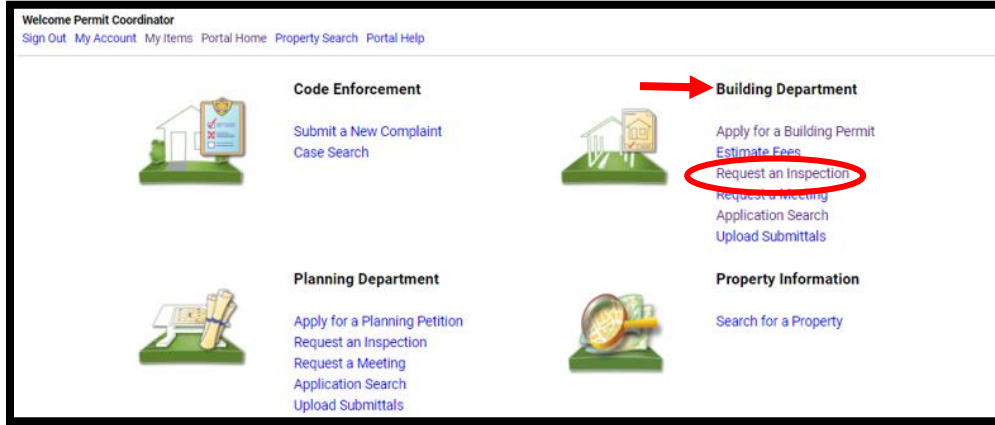
If you have not created an account, please click on **Create Account** or **Register** then follow the steps to register.



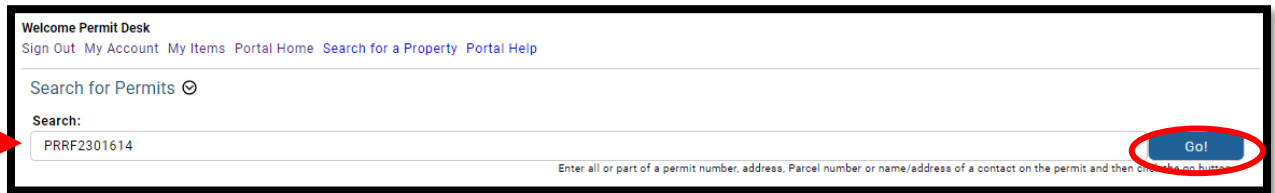


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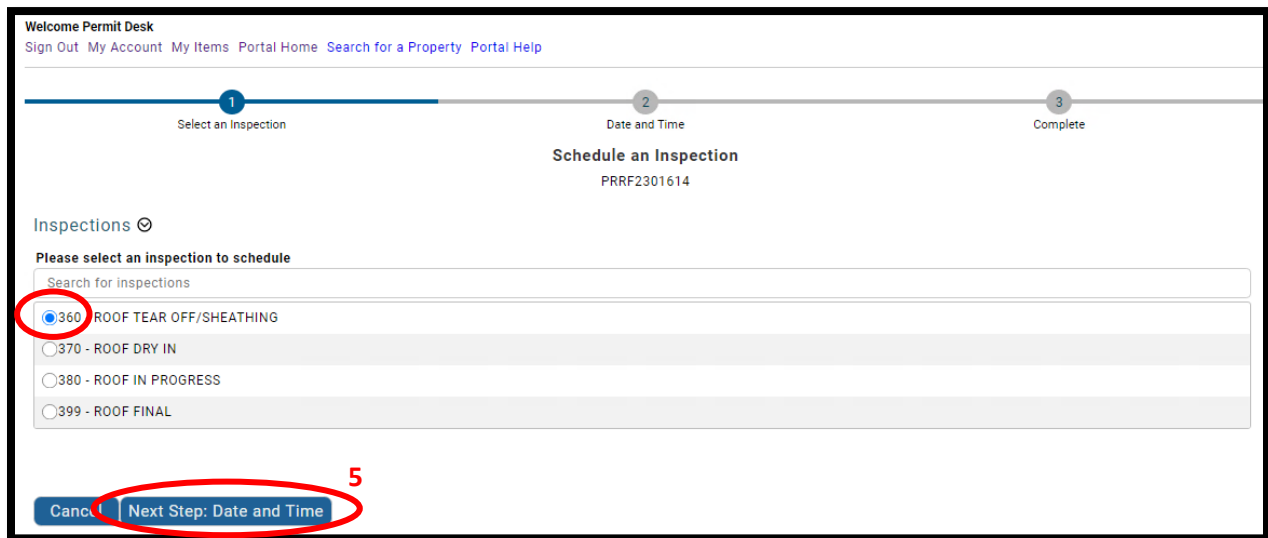
- Once signed in, under the Building Department icon click **Request an Inspection**.



- Type the permit number or property address into the **Search**, click **Go!**



- Select an inspection to schedule
- Click next step: **Date and Time**.





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6. Choose a date for the inspection.
7. Choose the AM or PM time frame for the inspection.
8. Add any notes or comments the inspector may need, if applicable.
9. Provide a contact email or cell phone number if you wish to receive notification when the inspector is on the way.
10. Enter the characters in the Captcha.
11. Click **Next Step: Complete**.

12. The status page will show complete and confirm all details entered in the previous step.
13. If you wish to schedule another inspection, click "Schedule Another Inspection"



Canceling an Inspection E-Permitting Guide for All Users

Any change to the inspection date or time requires the inspection be canceled and rescheduled.

- a. From the permit summary page expand inspections.
- b. Locate the appropriate inspection and click Cancel.

Inspections ☺

Inspection	Outcome	Requested	Scheduled	Date Inspected
370 - ROOF DRY IN	Pending	Schedule?		
Inspector: Robert Birkeness ((239) 293-1548) Send Email				
380 - ROOF IN PROGRESS	Pending	Schedule?		
Inspector: Robert Birkeness ((239) 293-1548) Send Email				
399 - ROOF FINAL	Pending	Schedule?		
Inspector: Robert Birkeness ((239) 293-1548) Send Email				
360 - ROOF TEAR OFF/SHEATHING	Pending	4/28/2023 (AM)	4/28/2023	Cancel
Inspector: Robert Birkeness ((239) 293-1548) Send Email				

- c. Confirm the request to cancel the inspection by clicking Yes, cancel this inspection.

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

Confirm Cancel Inspection

Are you sure you want to cancel this inspection?

Inspection Information ☺

Inspection Id: 908746
 Description: 360 - ROOF TEAR OFF/SHEATHING
 Outcome: Pending
 Requested: 04/28/2023
 Scheduled: 04/28/2023
 Completed:
 Priority: Routine

[No, don't cancel this inspection](#) [Yes, cancel this inspection](#)

- d. The action will be confirmed.
- e. The outcome of the inspection will be reset to Pending.

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Inspection Cancellation Status

The following inspection has been cancelled:

Inspection Information ☺

Inspection Id: 908746
 Description: 360 - ROOF TEAR OFF/SHEATHING
 Outcome: Pending
 Requested:
 Scheduled:
 Completed:
 Priority: Routine

[Return to permit status](#)
[Application Search](#)
[Portal Home](#)

- f. When ready return to the permit summary page, click inspections to expand and schedule the inspection as desired.