



Checking the Status of a Permit E-Permitting Guide

PURPOSE

This guide provides a step by step aid for using the application search feature through the Public Portal to view the status of a permit.

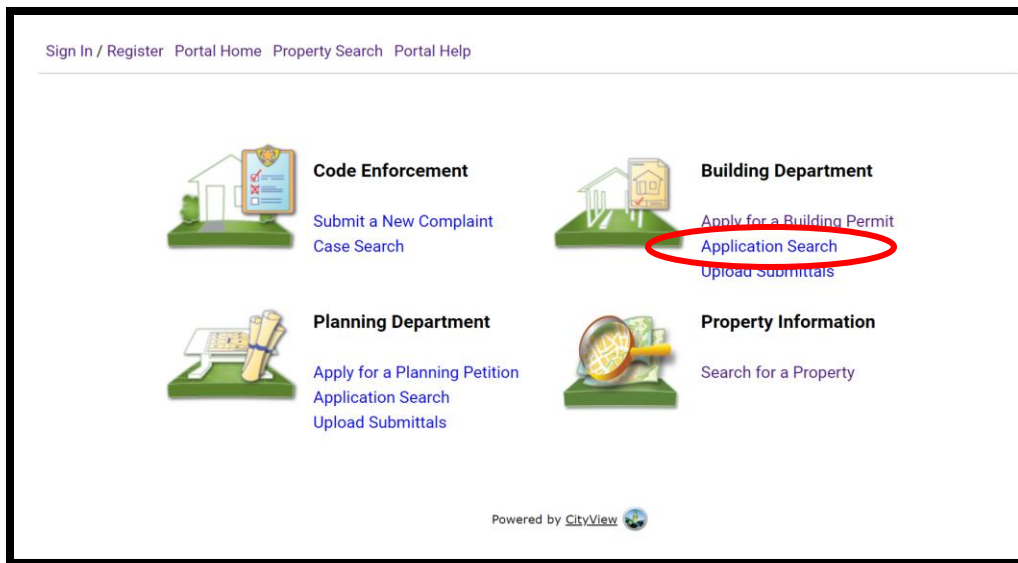
GENERAL INFORMATION

- ✓ The search feature allows users to execute searches based on a specific permit number or a certain address.
- ✓ Users can view permits related to a specific property and view the status of those permits.
- ✓ An account is not required.
- ✓ Any user, including homeowners, contractors, sub contractors or title companies have access to the system to track permits or do research.

PROCEDURE

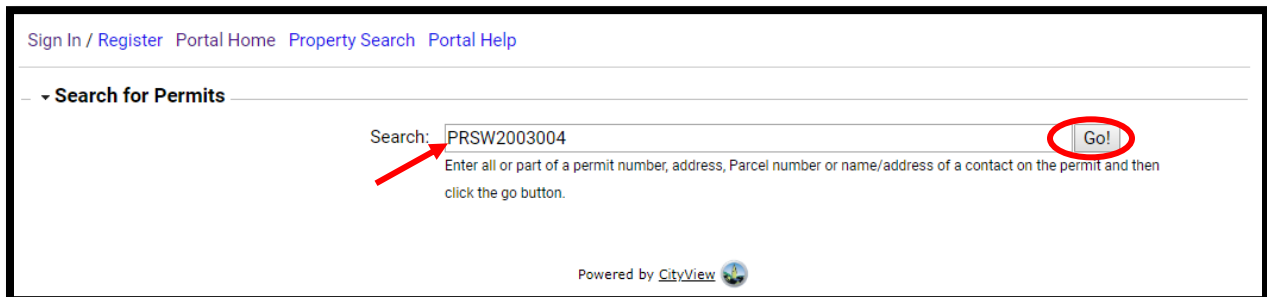
Click on link to the City of Naples Public Portal: <https://cityview2.iharriscomputer.com/CityofNaplesFlorida/>

1. Under the Building Department icon click **Application Search**.



2. The search box will then open
3. To search for a specific permit enter the **permit number** in the search and click **Go**.

NOTE: A search can be executed by permit number, address, or parcel number.





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4. The permit summary will open listing the application type, the permit status and description of work.

Sign In / Register Portal Home Property Search Portal Help

Permit Application Status

In order to view fees or schedule inspections, you need to be signed in.

[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: PRSW2003004
- Application Type: Site Work
- Application Status: Permit(s) Issued
- Property Owner's Full Name: 3300 RUM ROW LLC
- Category of Work: New Construction
- Description of Work: New irrigation system including in the right of way permit # PRRW2002813
- Application Date: 06/23/2020
- Issued Date: 06/24/2020
- Expiration Date: 12/24/2020

– **Locations**

– **Contacts**

– **Permits**

– **Related Permit & Planning Applications**

[Portal Home](#)

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5. To search by address, enter the property address and click **Go!**

Welcome Permit Coordinator

Sign Out My Account My Items Portal Home Property Search Portal Help

– **Search for Permits**

Search:

Enter all or part of a permit number, address, Parcel number or name/address of a contact on the permit and then click the go button.

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- The system will populate a list showing each **Permit Number** for this property address.
- The **Status** of each permit will be shown.
- Click **Permit Status** to open the Permit summary to view the description of work, contractor information or other details regarding each permit.

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

Search for Permits

Search:

Enter all or part of a permit number, address, Parcel number or name/address of a contact on the permit and then click the go button.

Permit Applications

Permit Number: PRSW2003004 Permit Type: Site Work Status: Permit(s) Issued Locations: 3320 RUM ROW, Bld-Unit:75 17412460001:3320 RUM ROW Permit Status
Permit Number: PRRW2002813 Permit Type: Right of Way Status: Permit(s) Issued Locations: 3320 RUM ROW, Bld-Unit:75 17412460001:3320 RUM ROW Permit Status
Permit Number: PRFN2002306 Permit Type: Fence/Wall Status: Finaled Locations: 3320 RUM ROW, Bld-Unit:75 17412460001:3320 RUM ROW Permit Status

Permit Status Guide

Expired: The permit has reached the expiration date. A request for extension or reissue is required.

Finaled: The permit is complete and closed.

In Plan Check: The permit has gone through initial intake and has now moved to plan review. Reviews take approximately five business days and the status of the reviews can be viewed on the permit summary under the Submittals tab on portal.

Pending: The permit has been submitted through the online portal and is awaiting initial intake.

Permit Issued: The permit has been issued. It may have outstanding inspections or conditions.

Ready for Issuance: The permit has been processed out and the fees need to be paid and/or there are open Conditions preventing issuance that need to be resolved prior to the permit being released. Conditions are listed on the fee summary or can be viewed under the Conditions tab on portal.

Returned For Correction: The permit is waiting for corrections to be uploaded pertaining to the rejection comments from the reviews.

Submittals Incomplete: The permit has been uploaded and reviewed by permitting, the documents submitted have been deemed incomplete, the requested documents need to be uploaded.