

PURPOSE

This guide provides a step by step aid for checking the status of reviews, viewing estimated completion dates, obtaining contact information for the plans reviewer and locating rejection comments.

GENERAL INFORMATION

✓ Each review lists an estimated completion date

PROCEDURE

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

- 1. Click the Sign In link. Sign in using your registered account.
- Click the My Items link.
 <u>Note</u>: My Items allows the portal users to view submitted permits, status of permits, schedule inspections, add revision, and submit new applications.
- 3. Click 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>Chyllen</u>

4. On the My Items page click the Permit Number to open the permit summary page.

	I	My Items		
This page lists all the applicati	ions and other items in which you are a co	ontact.		
Expand All / Collapse All				
My Code Enforcement	Complainte			
• Wy Code Enforcement	Complaints			
 My Permit Application 	\$			
				Show Active
Reference Number *	Address *	Type *	Status *	Date Created *
PRSW2004803	722 16TH AVE S, Bld-Unit:3-20	Site Work	Returned for Correction	09/25/2020
	Description : Test pilings, foundations- pilings			
View Open Conditions	Upload Submittals			
PRTU1900028	295 RIVERSIDE CIR, Bld-Unit:204	Temporary Use	Pending	01/09/2019
	Description : test application,			
View Open Conditions	Upload Submittals			
PRTU1800001	295 RIVERSIDE CIR, Bld-Unit:204	Temporary Use	Permit(s) Issued	12/10/2018
	Description : test permit			
Add A Revision View	Open Conditions Schedule Inspection	1		
tanks for a Duilding Descript				
Apply for a Building Permit				



City of Naples, FL

5. Once the application status page opens, click Submittals to expand the menu.6. Click the latest submittal to display the review status and related information.

	Sign Out My Account My Items Po				
			Permit Application Status		
	Expand All / Collapse All				
	Note: You can collapse and expand indivi	idual sections by click	ing the header of the section you wish to collapse/expa	nd.	
	- + Summary			Edit Permit Application	Details
	Applica	ation Number: PRS	W2004803		
	Appli	cation Status: In P	lan Check		
	Property Owne	er's Full Name: 722	16TH AVE S LLC		
	Cate	ption of Work: Oth	er t pilings, foundations- pilings		
	App	olication Date: 09/	25/2020		
	Ex	kpiration Date: 03/	30/2021		
	- Contests				
	- > Contacts				
	- > Permits				
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	> Inspections		- and out in a south of the		
	Conditions				
	Deleted Densit A Dia	nnligatis			
	 Related Permit & Planning A 	pplications			
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Please note, once the application has been approved by all reviewers, the application is sent to permitting for final processing. This takes approximately 3-5 business days from the date the last review was approved.