



Revision BLDG Guide E-Permitting Guide for Applicants

PURPOSE

This guide provides a step by step aid for submitting revisions through the Public Portal. Revisions are requests for changes to the drawings after the permit is issued; Revisions can be submitted on a permit up until the permit is finalized. If you are resubmitting documents due to a corrections letter, see **Resubmitting Documents (Corrections) BLDG** guide.

GENERAL INFORMATION

- ✓ Only the applicant for the permit is able to upload the Revision documents.
- ✓ A Revision Form is required along with the supporting documents showing the changes being requested. The form can be found online <https://www.naplesgov.com/building/page/building-permit-forms-fees>
- ✓ Previously approved plans do not need to be submitted.

PROCEDURE

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

1. Click [Sign In](#) link. Sign in using your registered account.
2. Click [My Items](#) link.
Note: [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](#).
4. Click the [Permit Number](#).

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

Reference Number	Address	Type	Status	Date Created
PRTU1900028	295 RIVERSIDE CIR, Bld-Unit:204	Temporary Use	Issued	01/09/2019

Description: test application,

[Apply for a Building Permit](#)



Revision BLDG Guide E-Permitting Guide for Applicants

5. Scroll to **Permits** and click to drop down to Add A Revision

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

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: 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: 10/07/2019
 - Expiration Date: 06/04/2020
 - Date Finaled: 10/14/2019
- **Locations**
- **Contacts**
- **Permits**
 - [Add A Revision](#)
- **Permit Number: PRTU1900028-CT1**

CLICK PERMITS for drop down menu, then Click Add A Revision



Revision BLDG Guide E-Permitting Guide for Applicants

6. **Step 1:** Check the box for **Revision** and click Next Step button. Do not check anything other than Revision.

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

Step 1: Permit Type Step 2: Work Items Step 3: Description of Work Step 4: Contacts
Step 5: Upload Files Step 6: Review & Submit Step 7: Submitted

Permit Application - Select Permit Types

Required information is indicated with an asterisk (*).

▾ Please choose as many Permits as are appropriate.

- Construction Temporary Use
- Electrical
- Plumbing
- Revision

Cancel Next Step: Work Items

7. **Step 2:** Check off Number or Trades for Revision, then click Next Step button.

Step 1: Permit Type Step 2: Work Items Step 3: Description of Work Step 4: Contacts
Step 5: Upload Files Step 6: Review & Submit Step 7: Submitted

Permit Application - Work Items

Required information is indicated with an asterisk (*).

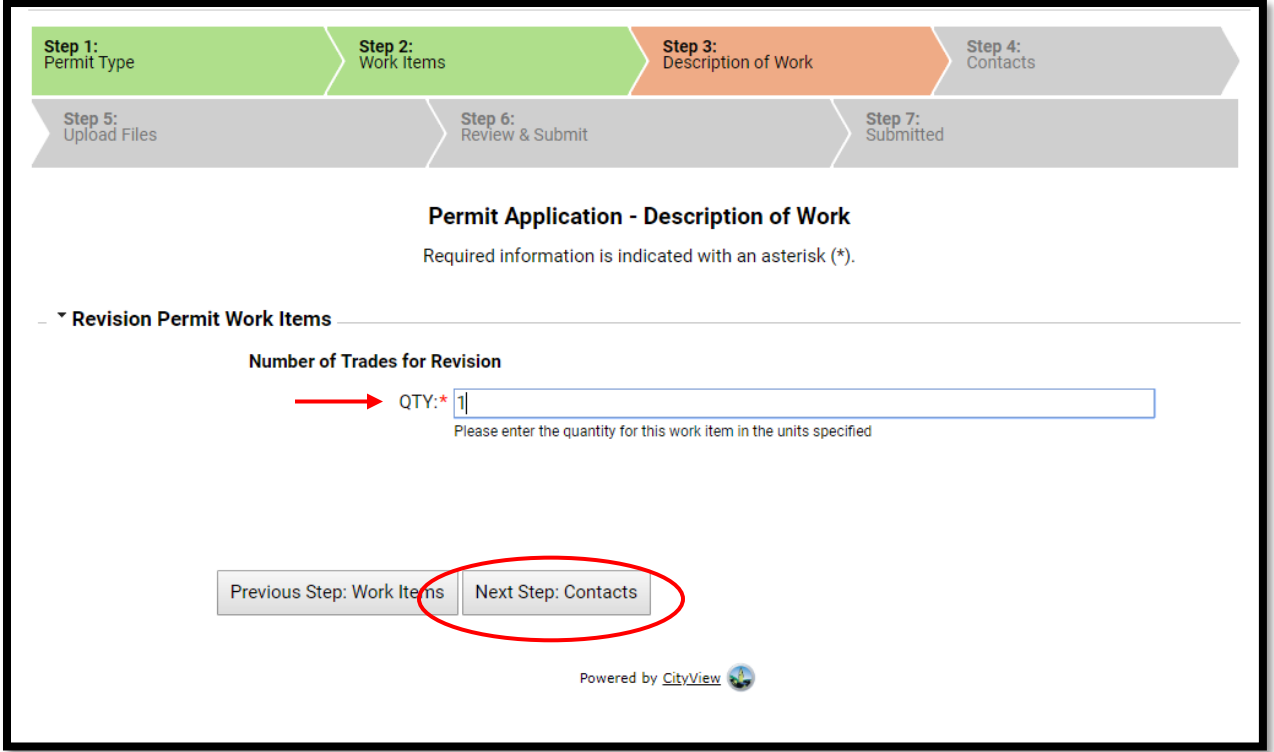
▾ Revision Permit

Please choose as many work items as are appropriate.

- Number of Trades for Revision

Previous Step: Permit Type Next Step: Description of Work

8. **Step 3:** Enter Number of Trades for the Revision, then click next step.



Permit Application - Description of Work
Required information is indicated with an asterisk (*).

Revision Permit Work Items

Number of Trades for Revision

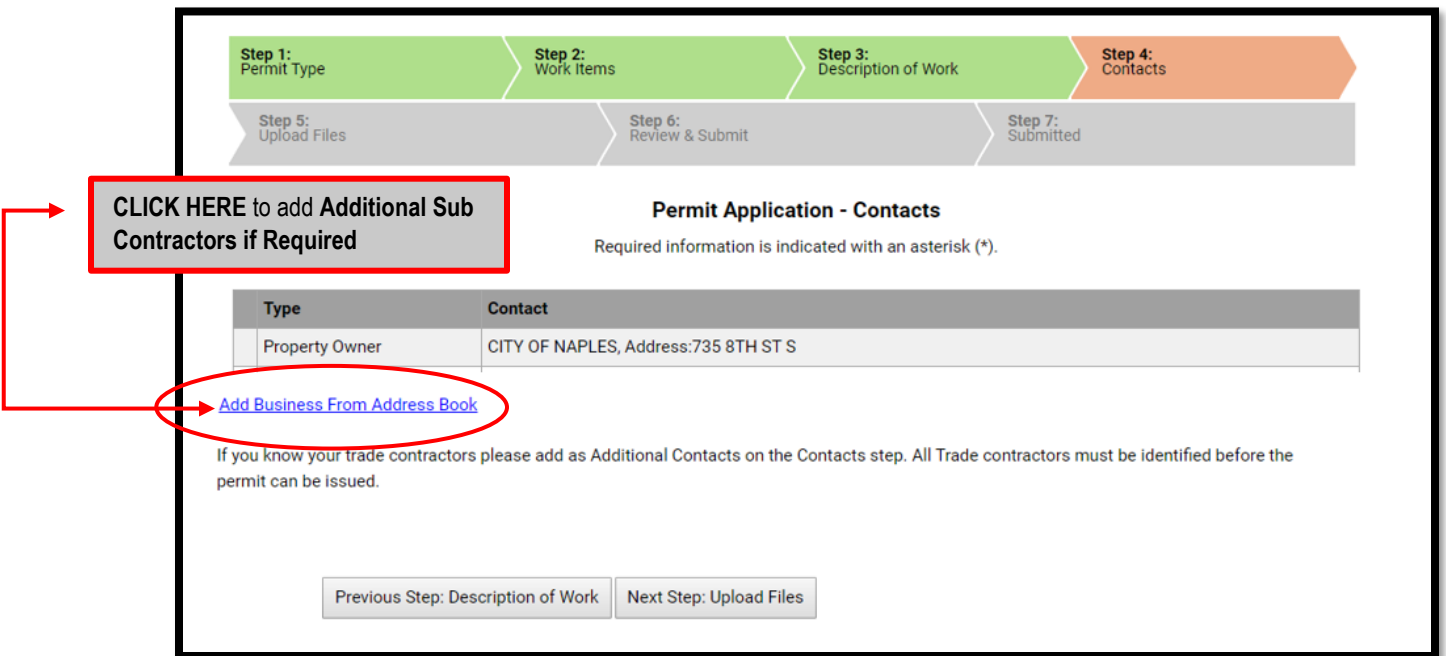
QTY:*

Please enter the quantity for this work item in the units specified

Previous Step: Work Items **Next Step: Contacts**

Powered by CityView

9. **Step 4:** Contacts. Add any additional Sub Contractors if required by clicking Add Business From Address Book and entering the contractor liscence number.



Permit Application - Contacts
Required information is indicated with an asterisk (*).

CLICK HERE to add Additional Sub Contractors if Required

Type	Contact
Property Owner	CITY OF NAPLES, Address:735 8TH ST S

[Add Business From Address Book](#)

If you know your trade contractors please add as Additional Contacts on the Contacts step. All Trade contractors must be identified before the permit can be issued.

Previous Step: Description of Work **Next Step: Upload Files**



Revision BLDG Guide E-Permitting Guide for Applicants

- 10. **Step 5:** Click "**Browse**" button to Upload Files
- 11. **Note 1:** There will only be one Submittal Item: Revision Form and supporting documents all documents for th Revision should be uploaded there.
- Note 2:** Name file according to its Revision number, and type of document. For example; Rev1 Sub1 ElectricalPlans, Rev 1 Sub 1 Revision Form.

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

Step 1: Permit Type
Step 2: Work Items
Step 3: Description of Work
Step 4: Contacts

Step 5: Upload Files
Step 6: Review & Submit
Step 7: Submitted

Permit Application - Upload Documents

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. k9dk38fj3.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 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

[Print Requirement Items](#)

Type	Status	Date Verified
Revision Form & Supporting Documents	Pending	
Select a new document for this requirement:		
<input style="border: 2px solid red;" type="button" value="Browse..."/>		

Previous Submittals

Upload Additional Documents

Select any documents you wish to provide:

Provide a short description of this set of documents:

Previous Step: Contacts

Next Step: Review & Submit

CLICK HERE to submit revised documents.



Revision BLDG Guide E-Permitting Guide for Applicants

12. After adding all revised document files, click **Next Step: Review & Submit** button.

13. Click **Ok** button in the **Uploads Complete** message box.

14. Review & Submit:

a. Review your information and enter the **Security Code** as shown below.

Note: The **Previous Step** button can be used to go back and enter the information you may have missed or add/remove document files.

b. Click **Complete Application** button. This ends the procedure.

Step 1: Permit Type **Step 2:** Work Items **Step 3:** Description of Work **Step 4:** Contacts
Step 5: Upload Files **Step 6:** Review & Submit **Step 7:** Submitted

Permit Application - Review & Submit

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

Permit Information

Permit Type: Temporary Use
 Category of Work: Other
 Description of Work: test application,
 Contacts: Property Owner
 CITY OF NAPLES, Address:735 8TH ST S

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 7(a-d). 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.

Enter security code here.

Submit Application

Click Here to Complete.