



Roof Permit Submittal Guide for Applicants

PURPOSE

This guide provides a step by step aid for applying for a Sign 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”
- ✓ The Permit Application and Acknowledgment of Naples Regulations forms can be found online: <https://www.naplesgov.com/building/page/building-permit-forms-fees>
- ✓ Additional information related permit requirements can be found within the permit application.

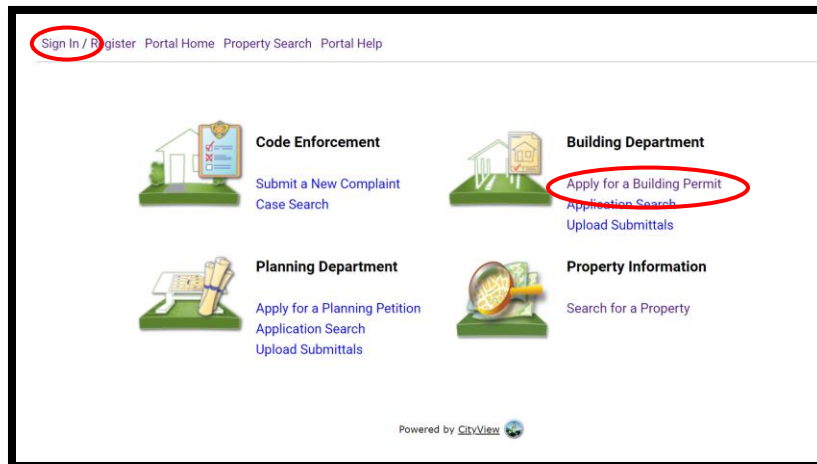
PROCEDURE

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 architectural plan,” “sub 1 electrical 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 **Roof**.
- 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**.

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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 | Step 8: Review & Submit | Step 9: Submitted

Permit Application - Description and Type

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:*

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 **Roof** as the permit type.
9. Click **Next Step: Work Items**

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

- Please choose as many Permits as are appropriate.

Search for permit types

Electrical
 Mechanical
 Revision
 Roof

Previous Step: Application Type Next Step: Work Items

10. **Step 3:** Complete the information under the **roof permit**.
11. **Click** the box for to select the work item **Roof Squares**.
12. Click **Next Step: Description of Work**.

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

- Roof Permit

Roof Covering Type:
Roof Structure:
Roof Decking:
Roof Covering Type:
Roof Structure:
Roof Decking:
Type of Roof Work:
With stands for A/C condensing units?:

Please choose as many work Items as are appropriate.

Search for work items

Roof Squares

Previous Step: Permit type Next Step: Description of Work



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13. **Step 4:** Enter the number of roof squares.

Note: 1 roofing square is 10x10

14. Click **Next Step: Location.**

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

▼ Roof Permit Work Items

Roof Squares

QTY:*

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

Previous Step: Work Items **Next Step: Location**

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
 Required information is indicated with an asterisk (*).

Use my location:

Location Type(s) to Search For: All

Search for location:

Begin typing a street address or Folio Number above and we will search existing locations within the jurisdiction. If your location appears, please select it from the list.

[Can't find address?](#)

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, a list will populate. Select the appropriate contractor then click **Add This Contact**.

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Step 1: Application Type Step 2: Permit Type Step 3: Work Items Step 4: Description of Work Step 5: Location
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Permit Application - Contacts

Required information is indicated with an asterisk (*).

Type	Contact
Contractor	Choose Contractor From Address Book
Property Owner	CRF GATEWAY LTD PARTNERSHIP, Address:1427 CLARKVIEW RD STE 500
Applicant	Permit Coordinator, Address:295 RIVERSIDE CIR, Phone:(239) 213-5020

[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: Location Next Step: Upload Files Snipping Tool

- 19. The contacts attached to the permit will now be listed.
- 20. Click **Next Step: Upload Files**.

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Step 1: Application Type Step 2: Permit Type Step 3: Work Items Step 4: Description of Work Step 5: Location
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Permit Application - Contacts

Required information is indicated with an asterisk (*).

Type	Contact
<input checked="" type="checkbox"/> Contractor	ABOVE ALL ROOFING CONTRACTOR, LLC, Address:4901 LOUISIANA AVE, Phone:(239) 302-2778, State Reg #'s CCC1331258, Licensee # LCC20170001457
Property Owner	KAPLAN, STEVEN E & MONA S, Address:34 PLEASANT LN
Applicant	Permit Coordinator, Address:295 RIVERSIDE CIR, Phone:(239) 213-5020

[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: Location **Next Step: Upload Files**

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 status. <https://cvportal.colliercountyfl.gov/CityViewWeb/Home/>



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21. **Step 7:** To upload documents use the browse button and locate the PDF document to upload.
22. Click **Next Step: Review and Submit**, the files you have selected will then upload.
23. Once they are complete click **ok**.

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Step 1: Application Type Step 2: Permit Type Step 3: Work Items Step 4: Description of Work Step 5: Location
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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.

Current Submittal

Submittal #1) Permit Application Submittal (09/21/2020) [Print Requirement Items](#)

Type	Status	Date Verified
Product Approvals (P.A., N.O.A., etc)	Pending	
Select a new document for this requirement: <input type="button" value="Browse..."/>		
sub 1 tile noa.pdf Sub 1 underlying noa.pdf		<input type="button" value="Remove"/> <input type="button" value="Remove"/>
Provide a short description of this set of documents:		
Acknowledgement of City of Naples Regulations Form	Pending	
Select a new document for this requirement: <input type="button" value="Browse..."/>		
Sub 1 acknowledgment.pdf		<input type="button" value="Remove"/>
Provide a short description of this set of documents:		
Application Form	Pending	
Select a new document for this requirement: <input type="button" value="Browse..."/>		
sub 1 application.pdf		<input type="button" value="Remove"/>
Provide a short description of this set of documents:		

Upload Additional Documents

Previous Step: Contacts **Next Step: Review & Submit**



City of Naples, FL

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

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 - 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: Roof
 Category of Work: Alteration
 Description of Work: re roof tile to tile
 Locations: Address
 2165 SHAD CT
 Property
 18366200002:2165 SHAD CT

Contacts: Contractor
 ABOVE ALL ROOFING CONTRACTOR, LLC, Address:4901 LOUISIANA AVE, Phone:(239) 302-2778, State Reg #'s CCC1331258, Licensee # LCC20170001457
 Property Owner
 KAPLAN, STEVEN E & MONA S, Address:34 PLEASANT LN
 Applicant
 Permit Coordinator, Address:295 RIVERSIDE CIR, Phone:(239) 213-5020

- Application Details

Building Use: 1 and 2 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: Not Applicable
 Related Planning Project Number:
 Automatic Sprinkler Installed?: No
 Is this a Historical Structure: No

- Estimated Construction Cost

- Owner Builder

- Permit: Roof

Roof Covering Type: Tile
 Roof Structure: Wood Truss/Framing
 Roof Decking: Wood Deck
 Roof Covering Type:
 Roof Structure:
 Roof Decking:
 Type of Roof Work: Re-Roof
 With stands for A/C condensing units?: No

Work Item Description	Units	Quantity
Roof Squares	QTY	50

- Uploaded Documents

- Sub 1 acknowledgment.pdf
- sub 1 application.pdf
- sub 1 tile noa.pdf
- Sub 1 underlayment noa.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 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.

Refresh

Previous Step: Upload Files

Submit Application

Cancel Application



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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: **PRRF2003455**

[Print This Page](#)

Thank You! Your permit application has been received.

- Permit Information

Permit Type: Roof
 Category of Work: Alteration
 Description of Work: re roof tile to tile
 Locations: Address
 2165 SHAD CT
 Property
 18366200002:2165 SHAD CT
 Contacts: Contractor
 ABOVE ALL ROOFING CONTRACTOR, LLC, Address:4901 LOUISIANA AVE, Phone:(239) 302-2778, State Reg #'s CCC1331258, Licensee # LCC20170001457
 Property Owner
 KAPLAN, STEVEN E & MONA S, Address:34 PLEASANT LN
 Applicant
 Permit Coordinator, Address:295 RIVERSIDE CIR, Phone:(239) 213-5020

- Application Details

- Estimated Construction Cost

- Owner Builder

- Permit: Roof

- 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 CityView Portal.

[Start a new application](#)
[View the status of my application](#)
[Portal Home](#)