



Shed Permit Submittal Guide for Applicants

PURPOSE

This guide provides a step by step aid for applying for a Shed Permit through the City of Naples Public Portal.

GENERAL INFORMATION

- ✓ Any registered user may 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”
- ✓ Click link to the City of Naples Public Portal: <https://cityview2.iharriscomputer.com/CityofNaplesFlorida/>
- ✓ 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.

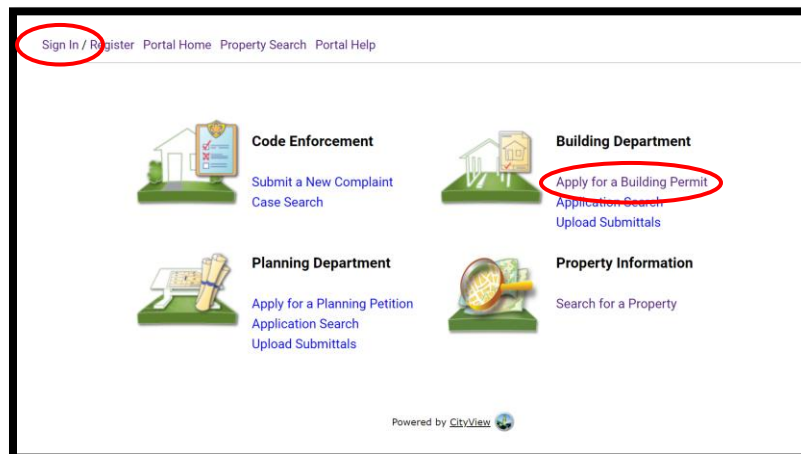
PROCEDURE

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**.





Shed Permit Submittal Guide for Applicants

- To begin **Step 1**, choose the application type by selecting **Accessory Building**.
- Categorize the nature of the work by selecting the appropriate item.
- Enter the description of work, building use and job cost. If you are an owner builder, please select yes in the owner builder section.
- Complete all remaining required information marked with an asterisk*.
- Click **Next Step: Permit Type**.

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

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

TMPPR20210000008

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:*

Limit 4000 characters

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?:



Shed Permit Submittal Guide for Applicants

- 8. **Step 2:** Select the permit type **Building**.
- 9. Click **Next Step: Work Items**

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Permit Application - Select Permit Types

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Required information is indicated with an asterisk (*).

▼ Please choose as many Permits as are appropriate.

Search for permit types

- Building
- Construction Temporary Use
- Electrical
- Mechanical
- Plumbing
- Revision
- Roof

Previous Step: Application Type | Next Step: Work Items

- 10. **Step 3:** Select the work item **Shed**.
- 11. Click **Next Step: Description of Work**.

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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 - Work Items

TMPPR20210000008

Required information is indicated with an asterisk (*).

▼ Building Permit

Please choose as many work items as are appropriate.

Search for work items

- Awnings
- Canopy
- Chickee
- Detached Accessory Building
- Screen Enclosure
- Shed
- Shutter

Previous Step: Permit Type | Next Step: Description of Work



Shed Permit Submittal Guide for Applicants

- Step 4:** For **Quantity** enter the number of Sheds being installed.
- Click **Next Step: Location**.

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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 of Work
 TMPPR20210000008

Required information is indicated with an asterisk (*).

▼ Building Permit Work Items

Shed

QTY:*
 Please enter the quantity for this work item in the units specified

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

- Step 5:** In the Search for Location field, begin typing the job address. A list will populate select the appropriate address.
- Click **Next Step: Contacts**

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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 - Location of Work Being Done
 TMPPR20210000008

Required information is indicated with an asterisk (*).

Use my location:

Location Type(s) to Search For: All

Search for location:
 1212 GORDON RIVER TRL, NAPLES, FL
 1223 GORDON DR, NAPLES, FL
 1260 GORDON RIVER TRL, NAPLES, FL 34105
 1503 GORDON DR, NAPLES, FL
 1801 GORDON DR, NAPLES, FL
 2096 GORDON DR, NAPLES, FL
 3235 GORDON DR, NAPLES, FL 34102
 4144 GORDON DR, NAPLES, FL

The location you have selected:*
 2096 GORDON DR, NAPLES, FL

Previous Step: Description of Work | **Next Step: Contacts**



Shed Permit Submittal Guide for Applicants

- 16. **Step 6:** Click **Choose Contractor from Address Book** to attach the Contractor to the permit.
**If Owner Builder, skip to step 19.
- 17. Enter the **license number** of the Contractor, this will auto populate a list. Select the appropriate contact. 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
Step 6: Contacts Step 7: Upload Files Step 8: Review & Submit Step 9: Submitted

Permit Application - Contacts

Required information is indicated with an asterisk (*).

Type	Contact
Property Owner	GERMANO, GENO & THERESA, Address:17 SUMMIT ST
Applicant	Permit Coordinator, Address:295 RIVERSIDE CIR, Phone:(239) 213-5020
Contractor	Choose Contractor From Address Book

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

- 18. The contacts attached to the permit will now be listed.
- 19. 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
Step 6: Contacts Step 7: Upload Files Step 8: Review & Submit Step 9: Submitted

Permit Application - Contacts

TMPPR20210000008

Required information is indicated with an asterisk (*).

Type	Contact
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**



Shed Permit Submittal Guide for Applicants

- 20. **Step 7:** To upload documents use the browse button and locate the PDF document to upload.
- 21. Click **Next Step: Review and Submit**, the files you have selected will then upload.

- 22. Once they are complete click **ok**.

Uploads In Progress

Please wait while your documents are being uploaded. You will be redirected to the next step when all uploads are complete.

Uploads Complete

All documents were uploaded successfully.

Reminder: If you have not uploaded documents to all of the submittal requirements then those documents can be provided at a later date by using the Upload Submittals link from the main page.



Shed Permit Submittal Guide for Applicants

- 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**.
- 27. Click **Submit Application**.

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Step 1: Permit Type Step 2: Permit Type Step 3: Check Fee Step 4: Description of Work Step 5: Location
 Step 6: Contacts Step 7: Upload File **Step 8: Review & Submit** Step 9: Complete

Permit Application - Review & Submit

THPP21210000008

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

Permit Information

Permit Type: Accessory Building
 Category of Work: New Construction
 Description of Work: Metal shed
 Location Address: 2066 GORDON DR, NAPLES FL
 Property: 800021113 2016 GORDON DR
 Contact: Applicant
 Permit Coordinator, Address 216 81VERDUE DR, Phone (239) 212 5622

Application Details

Building Use: Single Family Residential
 Number of Stories: 1
 Number of Units: 1
 Is a Private Provider involved with this Project? No
 Are you the Contractor doing the work? Yes
 Total SQ FT: 0
 Construction Type: Not Applicable
 Related Planning Project Number: 0
 Automatic Sprinkler Installed? No
 Is this a Historical Structure? No

Estimated Construction Cost

Estimated Construction Cost: \$10,000.00

Owner/Builder

Is the property owner doing work? Yes

Permit Building

Work Item Description	Units	Quantity
Shed	QTY	1

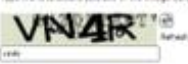
Uploaded Documents

- sub 1 ask form.pdf
- sub 1 application.pdf
- sub 1 site plan.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 authorize or give authority to violate or cause the violation 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 71c-6. 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 disregard this notification, your application will be discarded.

Do you agree? Yes

Type the characters you see in the image below to continue.





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- 28. **Step 9:** The permit has been submitted; the Permit Number is listed.
- 29. The permit is now accessible by clicking My Items on the menu bar.

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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 - Submitted
 Application Number: **PRAB2003439**

[Print This Page](#)

Thank You! Your permit application has been received.

- ▶ [Permit Information](#)
- ▶ [Application Details](#)
- ▶ [Estimated Construction Cost](#)
- ▶ [Owner Builder](#)
- ▶ [Permit: Building](#)
- ▶ [Permit: Electrical](#)
- ▶ [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.

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