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 registred user may apply for a building permit through the online system. Instructions for registering are availiable 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.**
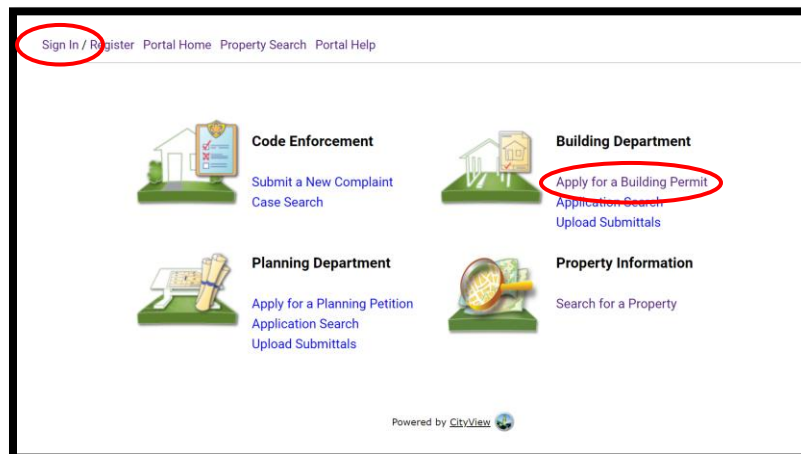
3. To begin **Step 1**, choose the application type by selecting **Accessory Building.**
4. Categorize the nature of the work by selecting the appropriate item.
5. Enter the description of work, building use and job cost. If you are an owner builder, please select yes in the owner builder section.
6. Complete all remaining required information marked with an asterisk*.
7. Click **Next Step: Permit Type.**

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

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

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

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

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**.

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**

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.

Ok

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**.

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.