



# Shutter Permit Submittal Guide for Applicants

## PURPOSE

This guide provides a step by step aid for applying for a Shutter 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”
- ✓ Click on 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>

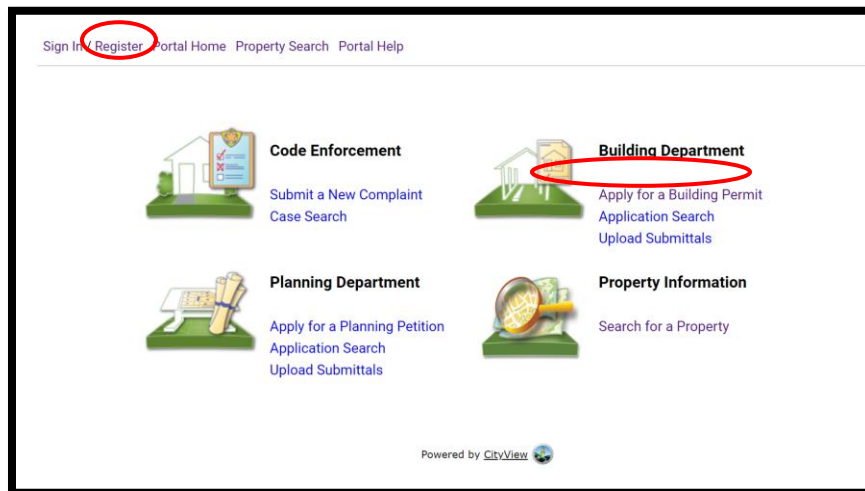
## PROCEDURE

*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 scope of work letter,” “sub 1 floor 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 **Accessory Building**.
- 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**.

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

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?:



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8. **Step 2:** Select the appropriate permit types for the scope of work. For example, if the shutters are electric check the box for electrical. If non apply do not check any boxes.
9. Click **Next Step: Work Items**

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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 - Select Permit Types

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



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10. **Step 3:** Select the work item **Shutter**.
11. If any other permit types were selected in the previous step they will appear below.
12. Under Electric Permit check the box for **Electrical System New/Alteration**.
13. Click **Next Step: Description of Work**.

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### Permit Application - Work Items

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

**Electrical Permit**

Please choose as many work items as are appropriate.

Search for work items

- Electrical System New/Alteration



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- 14. **Step 4:** For **Quantity** enter the number of Shutters being installed.
- 15. Enter the Electrical **Square footage**.
- 16. Click **Next Step: Location**.

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Location

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Step 8:  
Review & Submit

Step 9:  
Submitted

### Permit Application - Description of Work

Required information is indicated with an asterisk (\*).

– ▾ **Building Permit Work Items**

**Shutter**

**QTY:\***

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

– ▾ **Electrical Permit Work Items**

**Electrical System New/Alteration**

**SQ FT:\***

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

Previous Step: Work Items
Next Step: Location

17. **Step 5:** In the search for Location field begin typing the job address. A list will populate select the appropriate address.

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Step 1:  
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Step 2:  
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Work Items

Step 4:  
Description of Work

Step 5:  
Location

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Step 9:  
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### Permit Application - Location of Work Being Done

Required information is indicated with an asterisk (\*).

**Locations**

Use my location:

Location Type(s) to Search For:

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**

**Note:** For condominiums if the unit number does not populate on the drop down select any unit number and then in the Search for Locations box delete back to the unit number and enter correct unit number. This will populate a new list.

Use my location:

Location Type(s) to Search For:

Search for location:

3443 GULF SHORE BLVD N, Bld-Unit:101, NAPLES, FL 34103

3443 GULF SHORE BLVD N, Bld-Unit:102, NAPLES, FL 34103

3443 GULF SHORE BLVD N, Bld-Unit:103, NAPLES, FL 34103

3443 GULF SHORE BLVD N, Bld-Unit:104, NAPLES, FL 34103

3443 GULF SHORE BLVD N, Bld-Unit:105, NAPLES, FL 34103

The location you have selected:\*



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18. **Step 6:** Click **Choose Contractor from Address Book** to attach the Contractor to the permit.
19. Enter the **license number** of the Contractor, this will auto populate a list. Select the appropriate contact. Then click **Add This Contact**.
20. To attach Sub Contractors click **Add Business from Address Book**. Select the appropriate license type for the sub-contractor if the appropriate trade is not listed select Interested Party. Now enter the license number for the subcontractor. Repeat this step until all subs have been attached to the permit.

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### 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	<a href="#">Choose Contractor From Address Book</a>

[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/>

**Address Book**

Required information is indicated with an asterisk (\*).

Contact Type:\* Contractor

Search for a licensee:\* CASTLE SERVICES OF SOUTHWEST FLORIDA

CASTLE SERVICES OF SOUTHWEST FLORIDA, INC., # C27192  
 RAAFAT N BISHAI, Address:5840 12TH AVE, S.W., Ph

**Add This Contact**



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21. The contacts attached to the permit will now be listed.

22. Click [Next Step: Upload Files](#)

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### Permit Application - Contacts

Required information is indicated with an asterisk (\*).

Type	Contact
<input checked="" type="checkbox"/> Contractor	CASTLE SERVICES OF SOUTHWEST FLORIDA, INC., Address:3963 ENTERPRISE AVE., Phone:(239) 304-4620, Licensee # C27192
<input type="checkbox"/> Property Owner	GERMANO, GENO & THERESA, Address:17 SUMMIT ST
<input type="checkbox"/> Applicant	Permit Coordinator, Address:295 RIVERSIDE CIR, Phone:(239) 213-5020
<input checked="" type="checkbox"/> Electrical Contractor	ROBERT FORBIS INC (DBA) PREMIER ELECTRIC, Address:5430 JAEGER RD - SUITE 102, Phone:(239) 598-2000, State Reg #'s EC13001368, Licensee # C24321

[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**





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

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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.

**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. k9dk38f3.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 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**

Submittal #1) Permit Application Submittal (07/28/2020) [Print Requirement Items](#)

Type	Status	Date Verified
Architectural Plans	Pending	
Select a new document for this requirement:	<input type="button" value="Browse..."/>	
	Sub 1 floor plan.pdf	<input type="button" value="Remove"/>
Provide a short description of this set of documents:		
Product Approvals (P.A., N.O.A., etc)	Pending	
Select a new document for this requirement:	<input type="button" value="Browse..."/>	
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**

- 25. 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.



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

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### 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: Accessory Building  
Category of Work: Alteration  
Description of Work: Install 3 motorized roll down shutters  
Locations: Address: 345 1ST AVE N, Bld Unit: 22-17, NAPLES, FL  
Property: 14023440002:345 1ST AVE N  
Contacts: Contractor: CASTLE SERVICES OF SOUTHWEST FLORIDA, INC., Address: 3963 ENTERPRISE AVE., Phone: (239) 304-4620, Licensee # C27192  
Property Owner: GERMANO, GENO & THERESA, Address: 17 SUMMIT ST  
Applicant: Permit Coordinator, Address: 295 RIVERSIDE CIR, Phone: (239) 213-5020  
Electrical Contractor: ROBERT FORBIS INC (DBA) PREMIER ELECTRIC, Address: 5430 JAEGER RD - SUITE 102, Phone: (239) 598-2000, State Reg #s EC13001368, Licensee # C24321

**- Application Details**

Building Use: 1 and 2 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:  
Automatic Sprinkler Installed?: No  
Is this a Historical Structure?: No

**- Estimated Construction Cost**

Estimated Construction Cost: \$18,856.00

**- Owner Builder**

Is the property owner doing work?: No

**- Permit: Building**

Work Item Description	Units	Quantity
Shutter	QTY	3

**- Permit: Electrical**

Work Item Description	Units	Quantity
Electrical System New/Alteration	SQ FT	100

**- Uploaded Documents**

- Sub 1 acknowledgment.pdf
- Sub 1 application.pdf
- Sub 1 floor 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 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.

35D8B Refresh  
35d8b

Previous Step: Upload File Submit Application Cancel Application



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

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**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.

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