



# Sign 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.

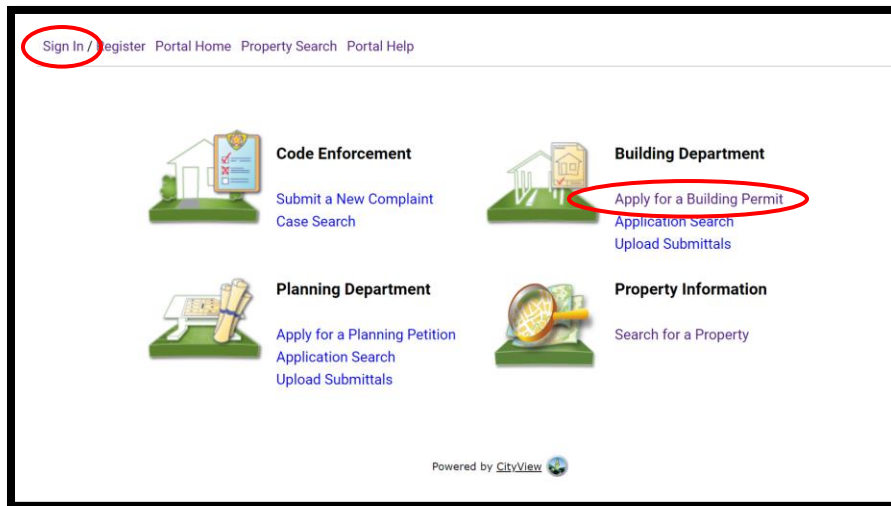
## PROCEDURE

*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**.





# Sign Permit Submittal Guide for Applicants

- To begin **Step 1**, choose the application type by selecting **Sign**.
- 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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[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:\* Sign

Please categorize the nature of the work\* Alteration  
being done:

Please describe the work being done:\* Install LED channel letter sign

**Application Details**

Building Use:\* Commercial

Number of Stories:

Number of Units:

Is a Private Provider involved with this\* No  
Project?:

Are you the Contractor doing the work? \* Yes

Total SQ. FT.:

Construction Type: Not Applicable

Related Planning Project Number:

Automatic Sprinkler Installed?:

Is this a Historical Structure:

**Estimated Construction Cost**

Estimated Construction Cost: \$1,040.00

**Owner Builder**

Is the property owner doing work?: No

Cancel    **Next Step: Permit Type**



# Sign Permit Submittal Guide for Applicants

8. **Step 2:** Select **Sign** as the permit type.
9. For signs with Electric check the box for Electrical.
10. Click **Next Step: Work Items**

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  
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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
- Electrical
- Revision
- Sign

Previous Step: Application Type Next Step: Work Items

11. **Step 3:** Under the Sign permit select the appropriate work item.
12. Under all other permits, select the work item.
13. Click **Next Step: Description of Work**.

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  
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### Permit Application - Work Items

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

- Sign Permit

Please choose as many work items as are appropriate.

Search for work items

- Flag Pole
- Pole Mounted Sign
- Sign
- Wall Sign
- Window Sign

- Electrical Permit

Please choose as many work items as are appropriate.

Search for work items

- Electrical System New/Alteration

Previous Step: Permit Type Next Step: Description of Work



# Sign Permit Submittal Guide for Applicants

- 14. **Step 4:** Enter the Quantity for each work item.
- 15. Click **Next Step: Location.**

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

- Sign Permit Work Items

Wall Sign  
 QTY:\* 1  
 Please enter the quantity for this work item in the units specified

- Electrical Permit Work Items

Electrical System New/Alteration  
 SQ FT:\* 25  
 Please enter the quantity for this work item in the units specified

Previous Step: Work Item Next Step: Location

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

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 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  
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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: 2146 9TH ST N  
 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?](#)

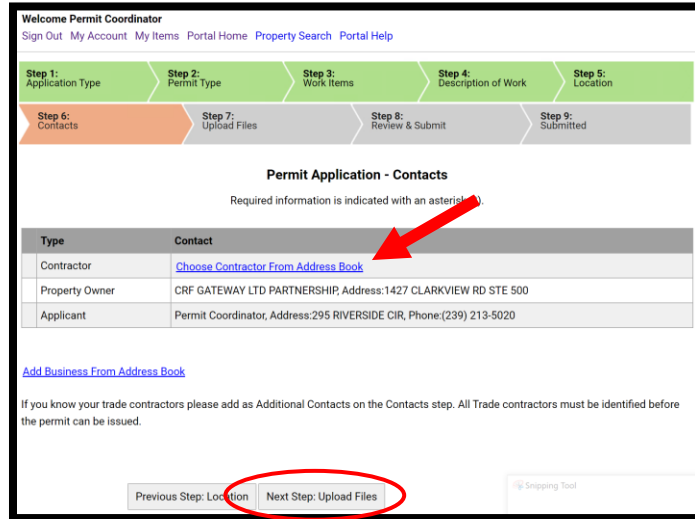
The location you have selected:\* 2146 9TH ST N

Previous Step: Description of Work Next Step: Contacts

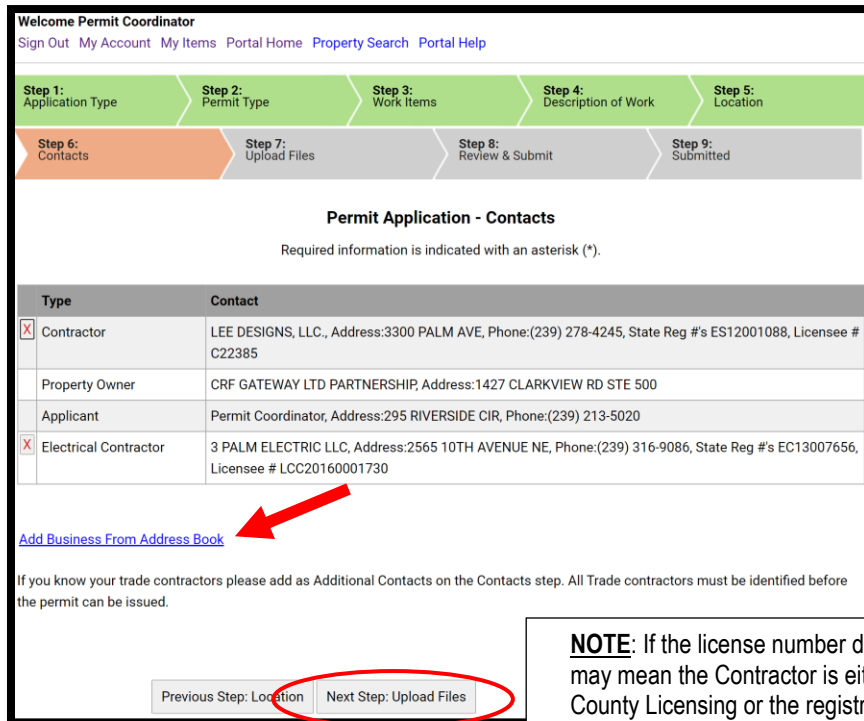


# Sign Permit Submittal Guide for Applicants

- 18. **Step 6:** Click **Choose Contractor from Address Book** to attach the Contractor to the permit.
- 19. In the pop-up window enter the **license number** of the Contractor, a list will populate. Select the appropriate contact then click **Add This Contact**.



- 20. To attach the sub-contractors to the permit click **Add Business from Address Book**. In the pop-up window select the trade and type the license number. This will auto populate a list. Select the appropriate contact. Then click **Add This Contact**.
- 21. The contacts attached to the permit will now be listed.
- 22. Click **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 the registration is not up to date. Please contact Collier County Licensing to verify status.  
<https://cvportal.colliercountyfl.gov/CityViewWeb/Home/>



# Sign Permit Submittal Guide for Applicants

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

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

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### Permit Application - Upload Documents

Current Submittal

Submittal #1) Permit Application Submittal (09/18/2020) [Print Requirement Items](#)

Type	Status	Date Verified
Site Plan	Pending	
Select a new document for this requirement: <input type="button" value="Browse..."/> Sub 1 plan.pdf <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

Select any documents you wish to provide:

Provide a short description of this set of documents:



City of Naples, FL

# Sign Permit Submittal Guide for Applicants

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

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

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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: Sign  
 Category of Work: Alteration  
 Description of Work: Install LED channel letter sign  
 Locations: Address  
 2146 9TH ST N  
 Property  
 13803840001:2100 9TH ST N

Contacts: Contractor  
 LEE DESIGNS, LLC., Address:3300 PALM AVE, Phone:(239) 278-4245, State Reg #'s ES12001088, Licensee # C22385

Property Owner  
 CRF GATEWAY LTD PARTNERSHIP, Address:1427 CLARKVIEW RD STE 500

Applicant  
 Permit Coordinator, Address:295 RIVERSIDE CIR, Phone:(239) 213-5020

Electrical Contractor  
 3 PALM ELECTRIC LLC, Address:2565 10TH AVENUE NE, Phone:(239) 316-9086, State Reg #'s EC13007656, Licensee # LCC20160001730

**Application Details**

**Estimated Construction Cost**

**Owner Builder**


**Permit: Sign**

**Permit: Electrical**

**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

rht4

Previous Step: Upload Files **Submit Application** Cancel Application



# Sign Permit Submittal Guide for Applicants

- 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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[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  
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**Permit Application - Submitted**  
 Application Number: PRSG2003454

[Print This Page](#)

Thank You! Your permit application has been received.

▾ **Permit Information**

Permit Type: Sign  
 Category of Work: Alteration  
 Description of Work: Install LED channel letter sign  
 Locations: Address  
 2146 9TH ST N  
 Property  
 13803840001:2100 9TH ST N

Contacts: Contractor  
 LEE DESIGNS, LLC., Address:3300 PALM AVE, Phone:(239) 278-4245, State Reg #'s ES12001088, Licensee # C22385  
 Property Owner  
 CRF GATEWAY LTD PARTNERSHIP, Address:1427 CLARKVIEW RD STE 500  
 Applicant  
 Permit Coordinator, Address:295 RIVERSIDE CIR, Phone:(239) 213-5020  
 Electrical Contractor  
 3 PALM ELECTRIC LLC, Address:2565 10TH AVENUE NE, Phone:(239) 316-9086, State Reg #'s EC13007656, Licensee # LCC20160001730

▸ Application Details  
 ▸ Estimated Construction Cost  
 ▸ Owner Builder  
 ▸ Permit: Sign  
 ▸ 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](#)