



# Submitting a Survey or Elevation Certificate E-Permitting Guide for Applicants

## PURPOSE

This guide provides a step by step aid for uploading a Survey or Elevation Certificate.

## GENERAL INFORMATION

- ✓ Only the applicant for the permit is able to upload documents to the permit.
- ✓ For permits with a Condition for Spot Survey and/or Spot Elevation Certificate the documents must be uploaded and approved prior to the scheduling of upper level inspections.
- ✓ For permits with a Condition for Final Survey and/or Final Elevation Certificate the documents must be uploaded and approved prior to a Certificate of Completion being issued.
- ✓ Stormwater Engineer Certification Letter and Final As Built Survey must be uploaded and the Condition Resolved prior to a Certificate of Completion being issued.

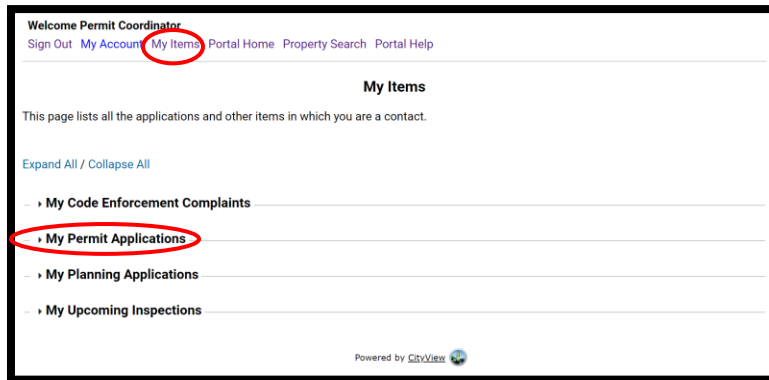
## PROCEDURE

Click on link to the City of Naples Public Portal: <https://cityview2.iharriscomputer.com/CityofNaplesFlorida/>

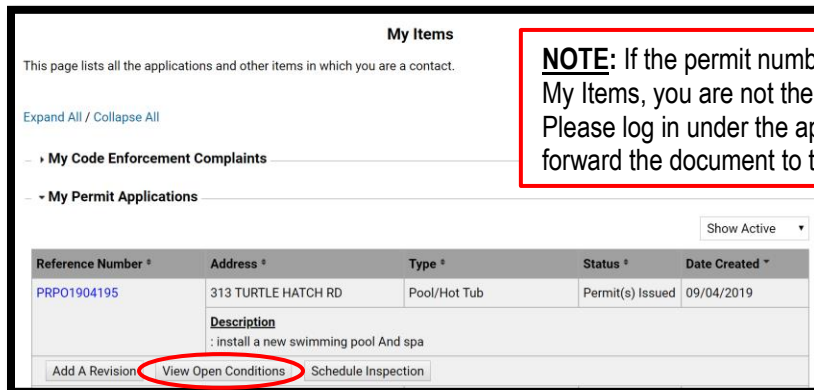
1. Click **Sign In** and enter the account information.
2. Click the **My Items** link

**Note:** **My Items** allows portal users to view submitted permits, permit status, schedule inspections, pay fees, or add a revision for permits applied for on that account

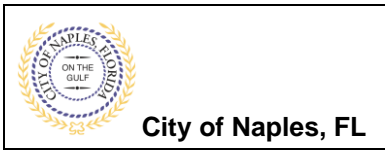
3. Drop down the menu for **My Permit Applications**.



4. Locate the appropriate permit number and click **View Open Conditions**.



**NOTE:** If the permit number does not appear under My Items, you are not the applicant for this permit. Please log in under the appropriate account or forward the document to the applicant to be uploaded.



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- 5. Once the permit summary page opens scroll to **Conditions**.
- 6. Click Conditions to open the drop down and view open Conditions for this permit.

**Permit Application Status**

Expand All / Collapse All

Note: You can collapse and expand individual sections by clicking the header of the section you wish to collapse/expand.

- Summary

Application Number: PRP01904195  
 Application Type: Pool/Hot Tub  
 Application Status: Permit(s) Issued  
 Property Owner's Full Name: 313 TURTLE HATCH LLC  
 Category of Work: New Construction  
 Description of Work: install a new swimming pool And spa  
 Application Date: 09/04/2019  
 Issued Date: 12/11/2019  
 Expiration Date: 12/24/2020

- Locations
- Contacts
- Permits
- Submittals
- Fees
- Inspections
- **Conditions**
- Related Permit & Planning Applications
- Documents & Images

[Submittals](#) | [Portal Home](#)

- 7. Locate the Condition you wish to submit a document for.
- 8. Click **Browse**.

- Conditions

Guidelines For Electronically Submitting Documents:

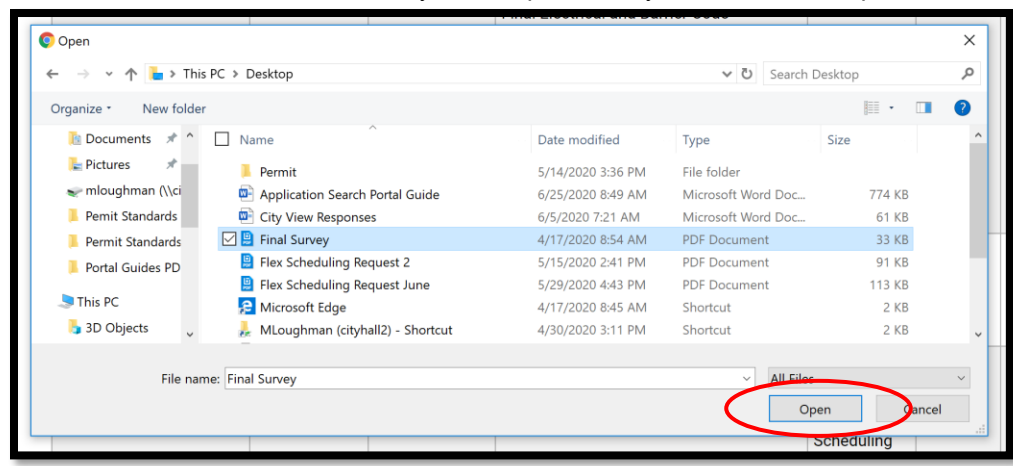
Spot Survey	Resolved	Planning	Please submit spot survey	Prevent Upper Level Inspection Scheduling		
Final Survey	Open	Planning	Please submit final survey	Prevent Issuance of Certificate of Occupancy		
Documents:			<b>Browse...</b>			

- Related Permit & Planning Applications
- Documents & Images

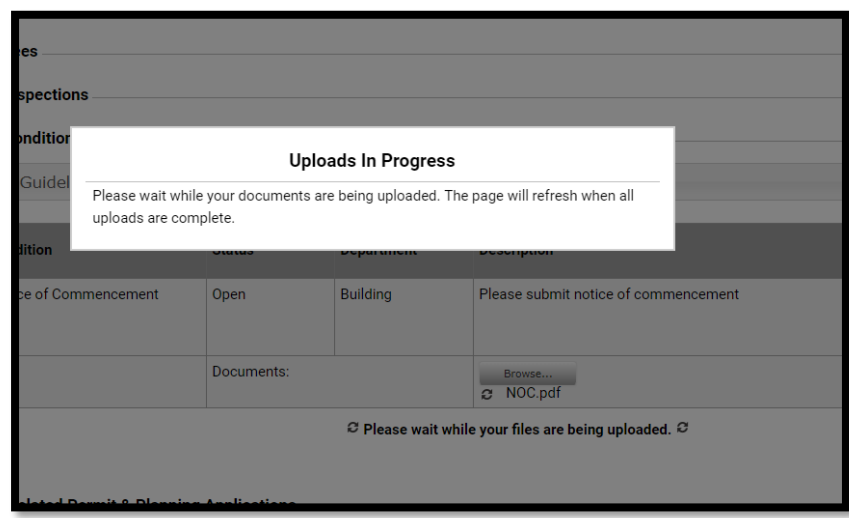
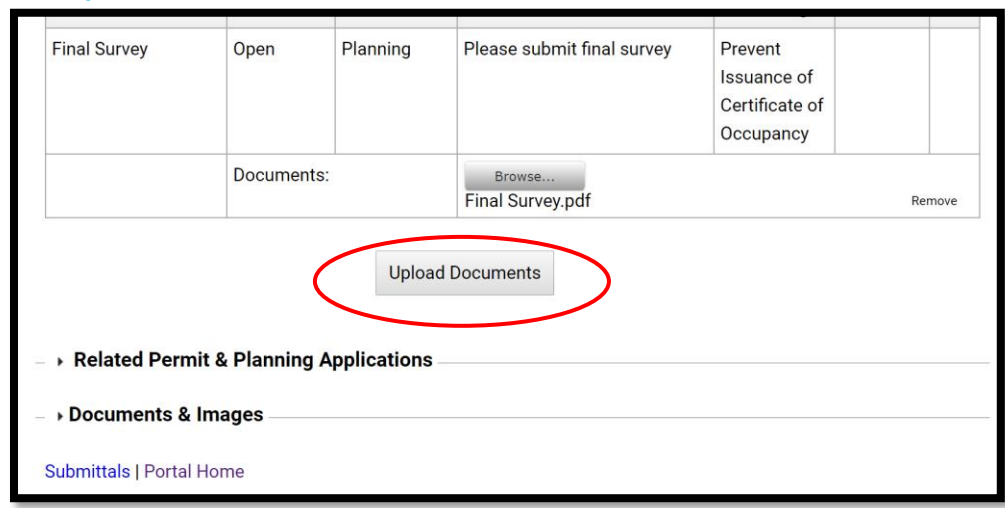
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9. Locate and select the PDF file from your computer that you would like to upload and click **open**.



10. Click **Upload Documents**.





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11. When the uploads are complete click **OK**, and you will return to the permit summary page.

The screenshot shows a web application interface with a modal dialog box titled "Uploads Complete" in the center. The dialog box contains the text "All documents were uploaded successfully." and an "OK" button. In the background, a table is visible with the following data:

Condition	Category	Description	Expiration Date	Due Date
Notice of Commencement	Open	Building	Please submit notice of commencement	Prevent Scheduling Inspections
Documents:		<input type="button" value="Browse..."/>		
		NOC.pdf		1MB