



# Submitting a Notice of Commencement E-Permitting Guide for Applicants

## PURPOSE

This guide provides a step by step aid for uploading a Notice of Commencement.

## GENERAL INFORMATION

- ✓ Only the applicant of the permit may upload documents.
- ✓ For permits with a Condition for Notice of Commencement the recorded document must be uploaded and **approved** before inspections can be scheduled.
- ✓ It is best practice to upload the NOC as soon as it has been recorded with the Clerk of Courts.
- ✓ Uploading the NOC directly to the Condition may help avoid unnecessary delays.

## 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**.

Welcome Permit Coordinator

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

### My Items

This page lists all the applications and other items in which you are a contact.

[Expand All / Collapse All](#)

- ▶ My Code Enforcement Complaints
- ▶ **My Permit Applications**
- ▶ My Planning Applications
- ▶ My Upcoming Inspections

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4. Locate the appropriate permit number and click [View Open Conditions](#).

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**My Items**

This page lists all the applications and other items in which you are a contact.

Expand All / Collapse All

- My Code Enforcement Complaints
- My Permit Applications

Show Active ▾

Reference Number °	Address °	Type °	Status °	Date Created ▾
PRTU1900028	295 RIVERSIDE CIR, Bld-Unit:204	Temporary Use	Permit(s) Issued	01/09/2019
<b>Description</b>				
: test application,				
<a href="#">Add A Revision</a> <a href="#">View Open Conditions</a> <a href="#">Pay Fees</a> <a href="#">Schedule Inspection</a>				

Apply for a Building Permit

- My Planning Applications
- My Upcoming Inspections

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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.

Welcome Permit Coordinator  
 Sign Out My Account My Items Portal Home Property Search Portal Help

**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: PRTU1900028
  - Application Type: Temporary Use
  - Application Status: Permit(s) Issued
  - Property Owner's Full Name: CITY OF NAPLES
  - Category of Work: Other
  - Description of Work: test application,
  - Application Date: 01/09/2019
  - Issued Date: 01/09/2020
  - Expiration Date: 11/19/2020
- Locations
- Contacts
- Permits
- Submittals
- Fees
- Inspections
- Conditions
- Related Permit & Planning Applications
- Documents & Images

Submittals | Portal Home

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- 7. Locate the Condition for **Notice of Commencement**
- 8. Click **Browse**.

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

### 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: PRTU1908028
  - Application Type: Temporary Use
  - Application Status: Permit(s) Issued
  - Property Owner's Full Name: CITY OF NAPLES
  - Category of Work: Other
  - Description of Work: best application,
  - Application Date: 01/09/2019
  - Issued Date: 01/09/2020
  - Expiration Date: 11/19/2020
- Locations
- Contacts
- Permits
- Submittals
- Fees
- Inspections
- Conditions
  - Guidelines For Electronically Submitting Documents:

Condition	Status	Department	Description	Category	Expiration Date	Due Date
Notice of Commencement	Open	Building	Please submit notice of commencement	Prevent Scheduling Inspections		
Documents:			<a href="#">Browse</a>			
- Related Permit & Planning Applications
- Documents & Images

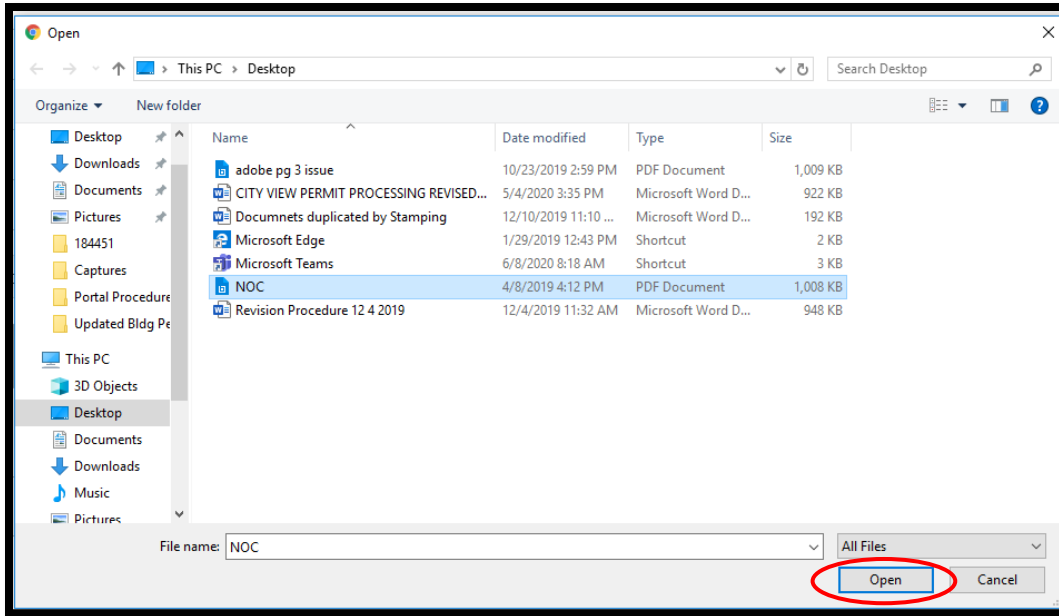
[Submittals](#) | [Portal Home](#)

**NOTE:** If there is no browse button you are not the applicant for this permit.



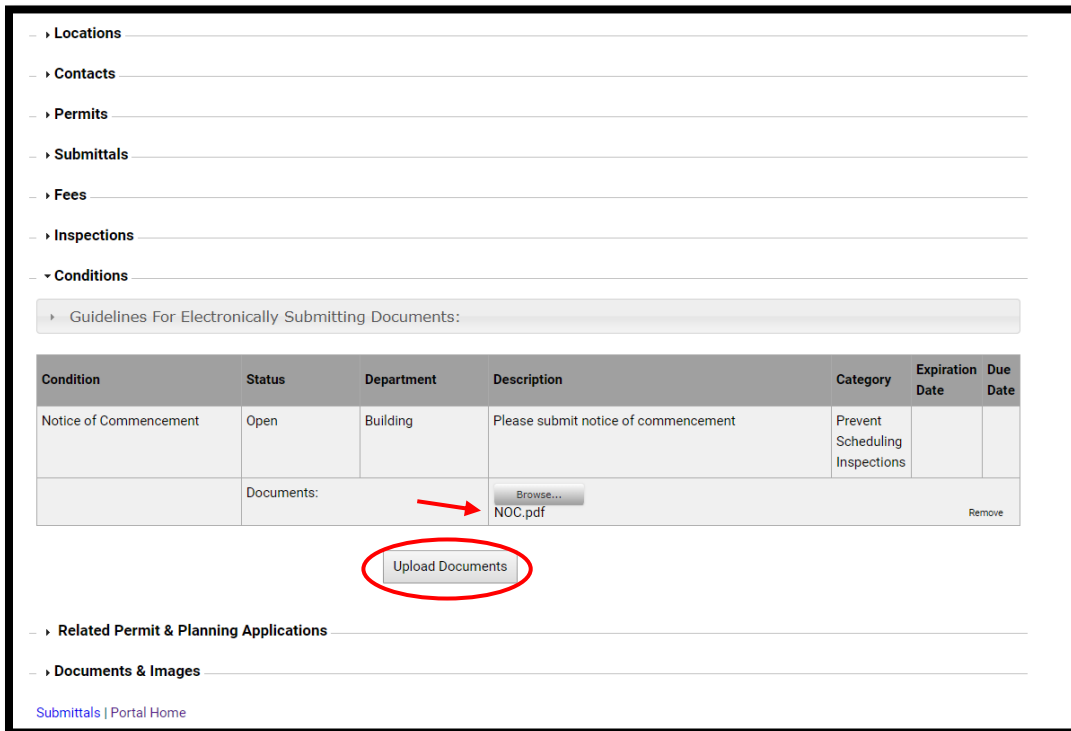
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9. Locate and select the PDF file you would like to upload and click open.



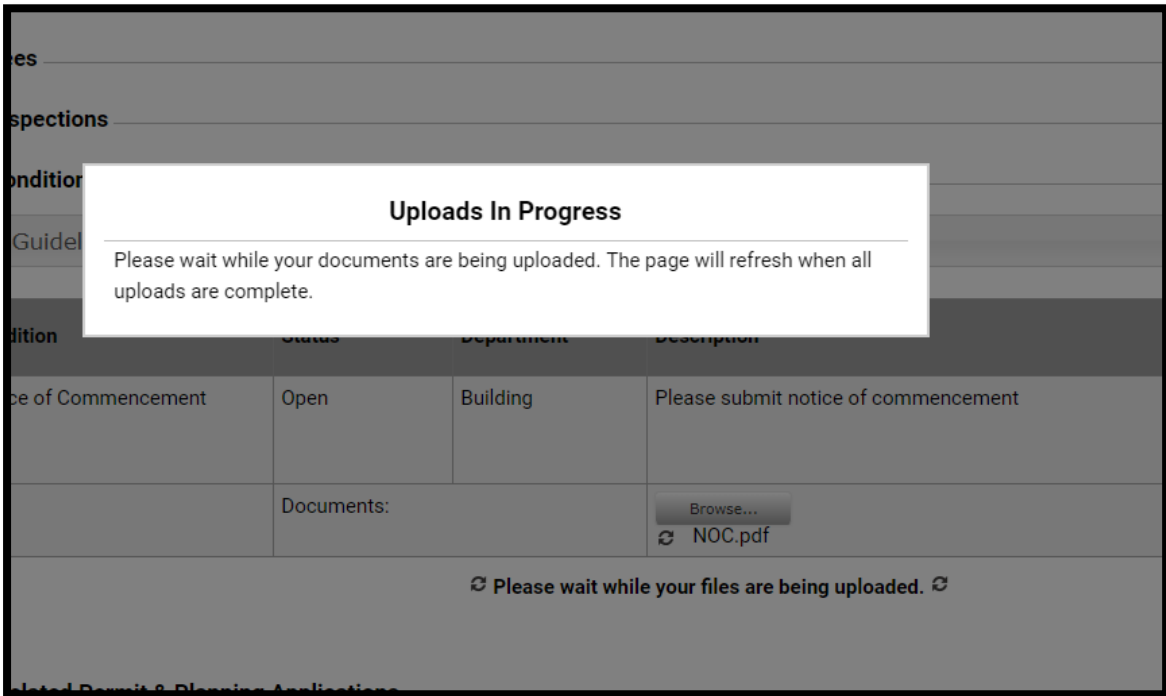
10. The file now appears under documents.

11. Click **Upload Documents**.





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

