

### PURPOSE

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

#### **GENERAL INFORMATION**

- $\checkmark$  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 ispections 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

<u>Note</u>: 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
Powered by <u>CityView</u>



City of Naples, FL

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

Welcome Permit Coordinator Sign Out My Account My Ite	ms Portal Home Property Search Portal Help				
This page lists all the application Expand All / Collapse All	nons and other items in which you are a contact.	My Items	<u>NOTE</u> : If the perm My Items, you are Please log in unde the document to th	it number <u>does n</u> not the applicant er the appropriate ne applicant to be	ot appear under for this permit. account or forward uploaded.
– • My Permit Applications	5			Show Active •	
Reference Number *	Address *	Type *	Status *	Date Created *	
PRTU1900028	295 RIVERSIDE CIR, Bld-Unit:204	Temporary Use	Permit(s) Issued	01/09/2019	
	Description : test application,				
Add A Revision View	Open Conditions Pay Fees Schedule Insp	pection			
Apply for a Building Permit					
→ My Planning Applicatio	ns				
→ My Upcoming Inspection	ons				
	Pc	wered by <u>CityView</u>			

- 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					
spand All / Collapse All					
ote: You can collapse and expand individual sections by click	ing 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:	nest application,				
Approximited and the second balance	01/09/2015				
Expiration Date:	11/19/2020				
+ Locations					
Contacts					
Permits					
Submittals					
• Fees					
Inspections					
Conditions					
<ul> <li>Related Permit &amp; Planning Applications</li> </ul>					
Documents & Images					
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City of Naples, FL

# 7. Locate the Condition for Notice of Commencement

8. Click Browse.

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iote. You can collapse and expa	nd individual sections l	by clicking the head	er of the secti	on you wish to collapse/expand.			
- Summary							
	Application Nur	nber PRTU1900	028				
	Application	Type Temporary	Use				
	Application St	atus Permit(s) b	ssued				
Pic	operty Owner's Full N	ame. CITY OF N	APLES				
	Category of V	Work: Other					
	Description of V	Work test applic	ation,				
	Application	Date: 01/09/201	9				
	lasued	Date: 01/09/202	0				
	Expiration	Date: 11/19/202	0				
Locations							
Contacts							
· Permits							
• Submittals							
Fees							
Inspections							
- Conditions							
+ Guidelines For Electr	onically Submitte	ig Documents:					
Condition	Status	Department	Descrip	tion	Category	Expiration Date	Due Date
Notice of Commencement	Open	Building	Please	submit notice of commencement	Prevent Scheduling Inspections		
	Documents:		il Brea				
		Upload Doc	uments				
				NOTE: If there is r	to browse	putton	you
				are not the applica	int for this	permit	
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Submitting a Notice of Commencement E-Permitting Guide for Applicants

City of Naples, FL

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

💿 Open						×
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Organize 🔻 New folder						
📃 Desktop 🛛 🖈 ^	Name	Date modified	Туре	Size		
🕹 Downloads 🖈	adobe pg 3 issue	10/23/2019 2:59 PM	PDF Document	1,009 KB		
📋 Documents 🖈	CITY VIEW PERMIT PROCESSING REVISED	5/4/2020 3:35 PM	Microsoft Word D	922 KB		
E Pictures 🖈	Documnets duplicated by Stamping	12/10/2019 11:10	Microsoft Word D	192 KB		
184451	P Microsoft Edge	1/29/2019 12:43 PM	Shortcut	2 KB		
Captures	Microsoft Teams	6/8/2020 8:18 AM	Shortcut	3 KB		
Portal Procedure	D NOC	4/8/2019 4:12 PM	PDF Document	1,008 KB		
Updated Bldg Pe	nevision Procedure 12 4 2019	12/4/2019 11:32 AM	Microsoft Word D	948 KB		
💻 This PC						
🧊 3D Objects						
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File na	me: NOC			<ul> <li>All Fil</li> </ul>	es	$\sim$
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- 10. The file now appears under documents.
- 11. Click Upload Documents.

- > Locations						
→ Contacts						
- • Permits						
→ Submittals						
→ Fees						
→ Inspections						
Conditions						
Guidelines For Electro	onically Submittir	ng Documents:				
Condition	Status	Department	Description	Category	Expiration Date	Due Date
Notice of Commencement	Open	Building	Please submit notice of commencement	Prevent Scheduling Inspections		
	Documents:		Browse NOC.pdf		Re	move
<ul> <li>→ Related Permit &amp; Plannir</li> <li>→ Documents &amp; Images</li> </ul>	ng Applications	Upload Docum	ents			
Submittals   Portal Home						



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Guidel	Please wait while uploads are comp	your documents a lete.	re being uploaded. T	he page will refresh when all	
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		Documents:		Browse C NOC.pdf	
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12. When the uploads are complete click **OK**, and you will return to the permit summary page.

Guidel     All doct	Uploads Complete All documents were uploaded successfully.		2			
ondition	outuo	Ok	Description	Category	Expiration Date	Due Date
Notice of Commencement	nt Open	Building	Please submit notice of commencement	Prevent Scheduling Inspections		
	Documents		Browse NOC.pdf			1MB