



Applying for Tree Alteration E-Permitting Guide for Applicants

PURPOSE

This guide provides a step by step aid for submitting a Tree Alteration Permit.

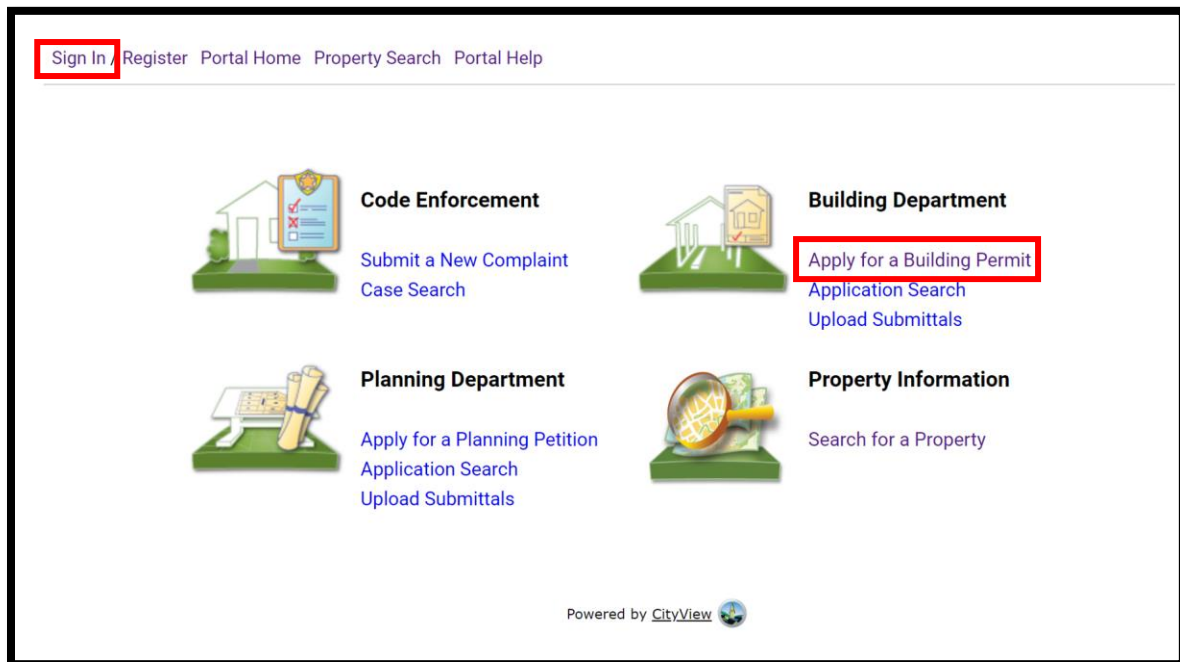
GENERAL INFORMATION

- ✓ Building permits are also required for construction activities.
- ✓ A Right-of-Way permit may be required.

PROCEDURE

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

1. Sign in by clicking the Sign in Link.
2. Under the Building Department Icon click Apply for a Building Permit.



3. To begin Step 1, choose the application type by selecting **Community Services**.
4. Categorize the nature of the work being done by selecting the appropriate item.
5. Enter the description of work.
6. Enter the Building Use.
7. Complete all remaining required information marked with an asterisk*.
8. Click **Next Step: Permit Type**.

9. In Step 2 select the permit type by clicking the box to check off **Tree Alteration**.
10. Click **Next Step: Work Items**



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- 11. In Step 3 select the Work Item, by clicking the box to check off **Tree Alteration**.
- 12. Click **Next Step: Description of Work**

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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 - Work Items

Required information is indicated with an asterisk (*).

▼ Tree Alteration Permit

Please choose as many work items as are appropriate.

Search for work items

Tree Alteration

Previous Step: Permit Type **Next Step: Description of Work**

- 13. In Step 4 enter quantity of **"1"**.
- 14. Click **Next Step: Location**.

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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 - Description of Work

Required information is indicated with an asterisk (*).

▼ Tree Alteration Permit Work Items

Tree Alteration

QTY: *

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

Previous Step: Work Items **Next Step: Location**



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- 15. In Step 5 enter property address in the **Search for Locations** field. A list will populate, select the appropriate entry for the job address.
- 16. Click **Next Step: Contacts**

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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 - Location of Work Being Done
 Required information is indicated with an asterisk (*).

Locations

501 14TH AVE S

Use my location:

Location Type(s) to Search For: All

Search for location: 501 14TH AVE S

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:* 501 14TH AVE S

Previous Step: Description of Work **Next Step: Contacts**

- 17. Bypass Step 6 by clicking **Next Step: Upload Files**, no action needs to be taken.

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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 - Contacts
 Required information is indicated with an asterisk (*).

Type	Contact
Property Owner	MARTIN, AMY C, P.O. BOX 429, Address:P.O. BOX 429
Applicant	Permit Coordinator, Address:295 RIVERSIDE CIR, Phone:(239) 213-5020

[Add Business Or Contact 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**

18. In Step 7 upload any supporting documents for this application.
19. Use the **Browse** button to locate the PFD files which are saved to the computer.
20. Once the documents are selected for each category **Click Next Step: Review and Submit**.

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. k9k38f3.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 (11/30/2020) Print Requirement Items

Type	Status	Date Verified
Site Plan	Pending	

Application Form

Upload Additional Documents

Previous Step: Contacts
Next Step: Review & Submit

21. The files will then upload once complete click **OK**.

Uploads Complete

All documents were uploaded successfully.

OK

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22. Review the details entered, this is the last opportunity to make any changes to the information.
23. **Agree to the terms** and enter the characters of the **Captcha**.
24. Click **Submit Application** and the request will process.

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Step 1: Application Type Step 2: Permit Type Step 3: Work Items Step 4: LTR Approval of Work Step 5: LTR Work Step 6: Contact Step 7: Upload Files Step 8: Review & Submit Step 9: LTR Paid

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: Community Services
 Category of Work: Alteration
 Description of Work: Tree alteration
 Location: 501 14TH AVE S
 Address: 501 14TH AVE S
 Property: 1403088004 501 14TH AVE S
 Contact: Property Owner: MARTIN, GARY C, P.O. BOX 425, ADDRESS P.O. BOX 425
 Applicant: Permit Coordinator, Address 29 RIVERIDGE DR, Phone (239) 213-5022
 Contractor: THE UNICO GROUP INC., Address 4779 ENTERPRISE AVENUE, Phone (239) 594-6510, State Reg # 0001308697, License # C27124

Application Details

Building Use: Single 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.:
 Construction Type:
 Related Planning Project Number:
 Automatic Sprinkler installed? No
 Is this a Historical Structure? No

Estimated Construction Cost

Estimated Construction Cost: \$0.00

Owner/Builder

Is the property owner doing work? No

Permit: Tree Alteration

Work Item Description	Units	Quantity
Tree alteration	QTY	1

Uploaded Documents

- Sub 1 application.pdf
- Sub 1 site plan.pdf

Fees

Fee Name	Amount	Paid	Using	Est. Paid
None	\$0.00	\$0.00	\$0.00	
Outstanding Fees	Amount	Paid	Using	Est. Paid
Tree alteration	\$75.00	\$0.00	\$75.00	Not Paid
	Calculated Public: \$1.00			
Totals:	\$75.00	\$0.00	\$75.00	


Permit(s) will not be issued until outstanding fees have been paid in full.

Total Amount Payable Online: \$75.00

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 assume or give authority to enforce 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 563.791 section 2(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 to this application will be discarded.

Do you agree? Yes

Type the characters you see in the image below to continue.



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





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- 25. In Step 9, the permit has been submitted. The **Application Number** is listed under the status.
- 26. The fee is now payable by clicking **Pay Fees Online**.

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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 - Submitted
Application Number: **PRCS2003449**

Print This Page

Thank You! Your permit application has been received.
There are fees totaling \$75.00 owing on this application.

Pay Fees Online

Permit Information

Permit Type: Community Services
Category of Work: Alteration
Description of Work: tree alteration
Locations: Address: 501 14TH AVE S
Property: 14030800004-501 14TH AVE S
Contacts: Property Owner: MARTIN, AMY C, P.O. BOX 429, Address: P.O. BOX 429
Applicant: Permit Coordinator, Address: 295 RIVERSIDE CIR, Phone: (239) 213-5020
Contractor: THE LYKOS GROUP INC., Address: 4779 ENTERPRISE AVENUE, Phone: (239) 594-8510, State Reg #'s: CC01508697, Licensee # C27326

Application Details

Estimated Construction Cost

Owner Builder

Permit: Tree Alteration

Work Item Description	Units	Quantity
Tree Alteration	QTY	1

Documents & Images

Date Uploaded	File Type	Document Name
11/30/2020	Form	sub 1 application
11/30/2020	Plans	Sub 1 site plan

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

- 27. Once redirected to the payment screen, Click **Make Payment**.

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Permit Application Fees
PRCS2003449

Please select the fees you wish to pay now by checking the "Pay" checkbox on the fees below.

Select All Fees Deselect All Fees

Fee Type	Amount	Amount Paid	Pay?
Tree Alteration	\$75.00	\$0.00	<input checked="" type="checkbox"/>
Calculated Quantity: \$1.00			
Totals:	\$75.00	\$0.00	
Total Selected:	\$75.00		

Cancel **Make Payment**



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28. Enter all payment information and Click **Continue**.

Enter All Payment Information

Select a method of payment

Payment Information

Enter Payment Information

All fields are required unless labeled as optional.

First Name Middle Name

Last Name Daytime Phone Number

ZIP Code

Pay this Amount \$ 35.00

Payment Method

eCheck / Bank Account

VISA MasterCard American Express Discover

Debit Card Credit Card

Continue Cancel

Paymentus

29. Click the box to **Authorize Payment**, and then Click **Pay**.

Confirm Payment

Payment Method *****5454

Payment Date Now (11/30/2020)

Payment Amount \$75.00

[Click to read the Payment Authorization Terms](#)

I authorize payment and agree to the Payment Authorization Terms

Click the **PAY** button to complete your payment.

< Back **Pay \$75.00** Cancel

30. The receipt will be emailed to the applicant of the permit and is available under Documents & Images.

Payment Receipt

Your payment has been accepted

Confirmation # 38657387

Payment Type CityView

Account # 14832

Reference Number PRU180001

Status ACCEPTED

Payment Date Aug 20, 2020 - 3:24:56 PM

Payment Method MasterCard (Debit) *****5454

Payment Amount

Print **Back to home**

Paymentus

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 Payment Authorization Terms