PURPOSE

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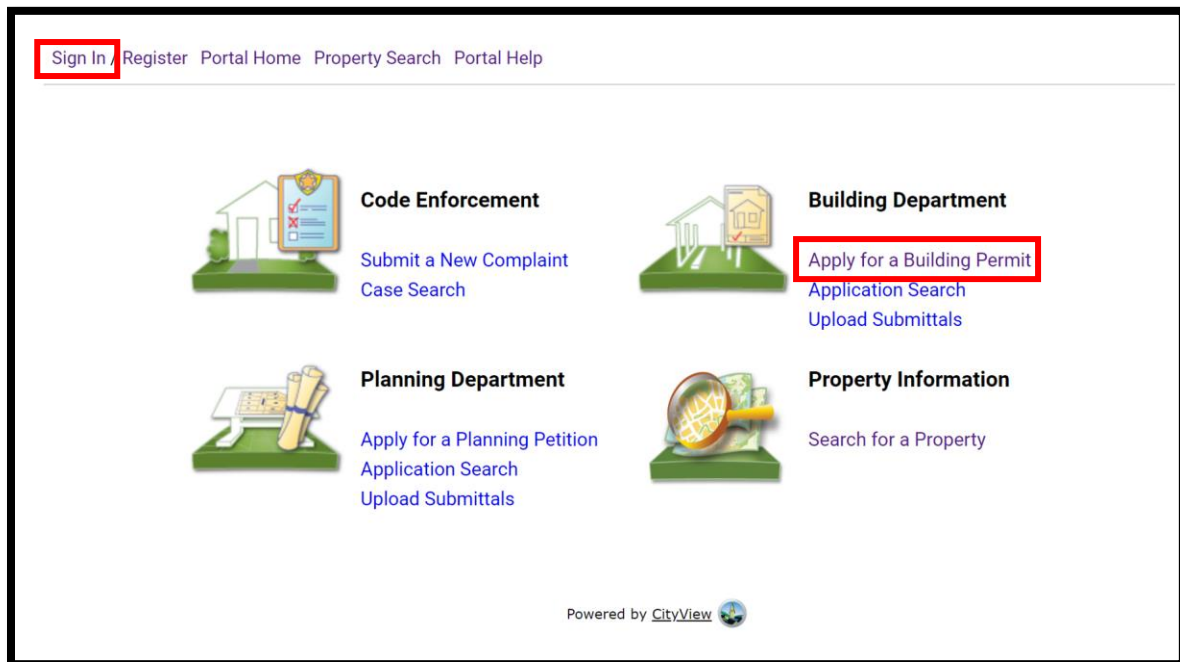
GENERAL INFORMATION

- ✓ 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**

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

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

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**

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

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**.

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

22. Review the details entered, this is the last opprotunity 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.

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

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

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

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

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