

PURPOSE

This guide provides a step by step aid for uploading corrections to an existing permit.

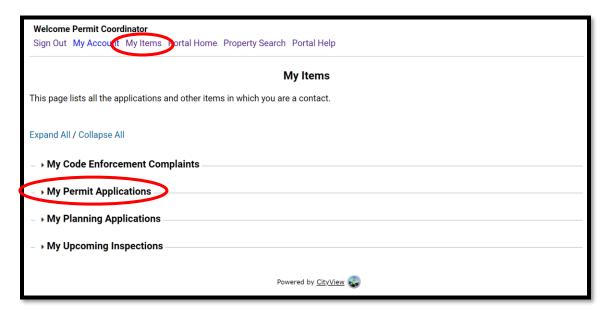
GENERAL INFORMATION

- ✓ The applicant is the only user able to upload corrections.
- ✓ All document should be submitted as a PDF file.
- ✓ Only one copy of a document should be uploaded.
- ✓ PDF Packages are not accepted and JPG files are not accepted.
- ✓ Previously approved documents with City Stamps are not accepted.

PROCEDURE

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

- 1. Click the Sign In link. Sign in using your registered account.
- Click the My Items link. <u>Note</u>: My Items allows the portal users to view submitted permits, status of permits, schedule inspections, add revision, and submit new applications.
- 3. Click My Permit Applications.





Uploading Corrections E-Permitting Guide for Applicants

City of Naples, FL

4. Click on the Permit Number.

<u>NOTE</u>: If the permit number <u>does not</u> 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.

Sign Out My Account My	Items Portal Home Property Search	Portal Help		
	М	y Items		
This page lists all the applica	ations and other items in which you are	a contact.		
Expand All / Collapse All				
My Code Enforcemen	et Compleinte			
→ My Code Enforcemer				
– + My Permit Applicatio	ns			
				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	w Open Conditions Pay Fees Sc	hedule Inspection		
PRTU1800001	295 RIVERSIDE CIR, Bld-Unit:204	Temporary Use	Returned for Correction	12/10/2018
	Description : test permit			

5. The permit summary will open. Now scroll to the bottom of the screen and click Submittals.

	Permit Application Status	
Expand All / Collapse All		
	clicking the header of the section you wish to collapse/expand.	
+ Summary		
	DD7110000001	Edit Permit Application Deta
Application Number:		
Application Type:	Temporary Use Returned for Correction	
Application Status: Property Owner's Full Name:		
	Temporary Structure	
Description of Work:		
Application Date:		
Issued Date:		
Expiration Date:	01/31/2021	
Locations		
Locations		
Contacts		
Permits		
> Permits		
Submittals		
Inspections		
Inspections		
Conditions		
Related Permit & Planning Applications		
, Related Permit & Planning Applications		
Documents & Images		
Upload Documents		
, opioau documents		
Submittals Pirtal Home		



Uploading Corrections E-Permitting Guide for Applicants

- City of Naples, FL
- Verify the Submittal Number. Each document submitted as corrections should list this submittal number. In this example the corrections will be named "Sub 3 Site Plan" and "Sub 3 NOA."

Туре		Status	Date Verified
 Acknowledgement of City of Na 	ples Regulations Form 🕡	Pending	
Sub 2 acknowledgment	New Version	1	
Select a ne	w document for this requirement:	Browse	
✓ Site Plan <i></i>		Pending	
(Rejected) Sub 1 site plan	New Version		
Select a ne	w document for this requirement:	Browse	
- Application Form 😢		Pending	
sub 1 application	New Version		
Select a ne	w document for this requirement:	Browse	
- Product Approvals (P.A.,N.O.A.,	etc) 🥹	Pending	
Select a ne	w document for this requirement:	Browse	

- 7. Before uploading documents ensure they meet the guidelines for naming. If the files scanned to the computer need to be renamed do so before you begin.
- 8. If a previously submitted document was not sufficient and a corrected version of the same document needs to be submitted, click New Version to replace the rejected document. This option is only for direct replacement of a previously submitted document that was returned for correction.
- 9. For documents that have not previously been submitted, under the appropriate submittal requirement click **Browse**.

Current Submittal					
Submittal #3) Perr	nit Application Submittal (07/31/2020)		Print Requirement Items		
Туре		Status	Date Verified		
- Acknowledgement	of City of Naples Regulations Form 🕡	Pending			
Sub 2 acknowledgm	Select a new 8 ent for this requirement:	Browse			
✓ Site Plan <i> <i> </i></i>		Pending			
(Rejected) Sub 1 site	e plan New Version Select a new document for this requirement:	Browse			
- Application Form)	Pending			
sub 1 application	New Version				
	Select a new document for this requirement:	Browse			
 Product Approvals ((P.A.,N.O.A., etc) 🕡	Pending			
	Select a new document for this requirement.	Browse			
Previous Submitta	ls				
– → Upload Additional	- > Upload Additional Documents				
	Upload Documents				



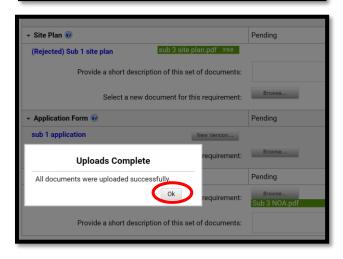
City of Naples, FL

- 10. Once the documents have been selected from the computer click Upload Documents.
- 11. Click Ok once the documents have uploaded successfully.

Туре		Status	Date Verified
 Acknowledgement 	of City of Naples Regulations Form 🥑	Pending	
Sub 2 acknowledge	New Version		
	Select a new document for this requirement:	Browse	
- Site Plan 😢		Pending	
(Rejected) Sub 1 sit	te plan sub 3 site plan.pdf Remove		
Provid	de a short description of this set of documents:		
	Select a new document for this requirement:	Browse	
 Application Form (0	Pending	
sub 1 application	New Version		
	Select a new document for this requirement:	Browse	
 Product Approvals 	(P.A.,N.O.A., etc) 🕡	Pending	
	Select a new document for this requirement:	Browse Sub 3 NOA.pdf	Remove
Provid	de a short description of this set of documents:		
Previous Submitt	als		
• Upload Additiona	l Documents		
	Upload Documents		

Uploads In Progress

Please wait while your documents are being uploaded. The page will refresh when all uploads are complete.





- City of Naples, FL
- 12. The system will then return to My Items and the process is complete.
- 13. To verify or view documents submitted to this permit click the **permit number** to open the permit Summary.

is page lists all the applications and other items in which you are a contact. pand All / Collapse All My Code Enforcement Complaints My Permit Applications My Permit Applications Keference 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 Inspection			My Items		
• My Permit Applications Show Active Reference Number • Address • Type • Status • Date Created • PRTU1900028 295 RIVERSIDE CIR, Bid-Unit:204 Temporary Use Permit(s) Issued 01/09/2019 Description : test application, Description : : : Add A Revision View UPEN Conditions Pay Fees Schedule Inspection PRTU1800001 295 RIVERSIDE CIR, Bid-Unit:204 Temporary Use Returned for 12/10/2018	his page lists all the applic	ations and other items in which you	-		
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PRTU1900028 295 RIVERSIDE CIR, Bld-Unit:204 Temporary Use Permit(s) Issued 01/09/2019 Description : test application,					
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Add A Revision View Open Conditions Pay Fees Schedule Inspection PRTU1800001 295 RIVERSIDE CIR, Bld-Unit:204 Temporary Use Returned for 12/10/2018	Reference Number *	Address *	Туре °	Status *	
PRTU1800001 295 RIVERSIDE CIR, Bld-Unit:204 Temporary Use Returned for 12/10/2018					Date Created *
		295 RIVERSIDE CIR, Bld-Unit:2 Description			Date Created *
Correction	PRTU1900028	295 RIVERSIDE CIR, Bld-Unit:2 Description : test application,	04 Temporary Use		Date Created *
	PRTU1900028 Add A Revision Vie	295 RIVERSIDE CIR, Bld-Unit:2 Description : test application, ew Open Conditions Pay Fees	04 Temporary Use Schedule Inspection	Permit(s) Issued	Date Created * 01/09/2019
	PRTU1900028 Add A Revision Vie	295 RIVERSIDE CIR, Bld-Unit:2 Description : test application, ew Open Conditions Pay Fees	04 Temporary Use Schedule Inspection	Permit(s) Issued	Date Created * 01/09/2019

- 14. Scroll down to **Documents & Images** and click to expand.
- 15. All documents submitted to this permit will be listed.

ocuments 8	k Images	
Date Uploaded	File Type	Document Name
06/23/2020		Recorder NOC
07/31/2020	Plans	sub 3 site plan
06/25/2020	Form	sub 1 application
06/26/2020	Letter	Incomplete Application Notice
06/26/2020	Form	Sub 2 acknowledgment
06/26/2020	Letter	Permit Review Corrections Notice (Generate/Send Correction Notice)
07/31/2020	Report	Sub 3 NOA