



Uploading Corrections E-Permitting Guide for Applicants

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: <https://cityview2.iharriscomputer.com/CityofNaplesFlorida/>

1. Click the **Sign In** link. Sign in using your registered account.
2. Click the **My Items** link.

Note: 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**.

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. Click on the **Permit Number**.

NOTE: If the permit number does not 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.

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- 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
Description : test application,				
Add A Revision View Open Conditions Pay Fees Schedule Inspection				
PRTU1800001	295 RIVERSIDE CIR, Bld-Unit:204	Temporary Use	Returned for Correction	12/10/2018
Description : test permit				
View Open Conditions Upload Submittals				

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

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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 Edit Permit Application Details

Application Number: PRTU1800001
 Application Type: Temporary Use
 Application Status: Returned for Correction
 Property Owner's Full Name: CITY OF NAPLES
 Category of Work: Temporary Structure
 Description of Work: test permit
 Application Date: 12/10/2018
 Issued Date: 07/01/2020
 Expiration Date: 01/31/2021

- Locations
- Contacts
- Permits
- Submittals
- Inspections
- Conditions
- Related Permit & Planning Applications
- Documents & Images
- Upload Documents
- Submittals | [Portal Home](#)

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- 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.**”

5.

Type	Status	Date Verified
Acknowledgement of City of Naples Regulations Form Sub 2 acknowledgment New Version... Select a new document for this requirement: Browse...	Pending	
Site Plan (Rejected) Sub 1 site plan New Version... Select a new document for this requirement: Browse...	Pending	
Application Form sub 1 application New Version... Select a new document for this requirement: Browse...	Pending	
Product Approvals (P.A., N.O.A., etc) Select a new document for this requirement: Browse...	Pending	

- 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.
- 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.
- For documents that have not previously been submitted, under the appropriate submittal requirement click **Browse**.

Type	Status	Date Verified
Acknowledgement of City of Naples Regulations Form Sub 2 acknowledgment New Version... Select a new document for this requirement: Browse...	Pending	
Site Plan (Rejected) Sub 1 site plan New Version... Select a new document for this requirement: Browse...	Pending	
Application Form sub 1 application New Version... Select a new document for this requirement: Browse...	Pending	
Product Approvals (P.A., N.O.A., etc) Select a new document for this requirement: Browse...	Pending	



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

Current Submittal

Submittal #3) Permit Application Submittal (07/31/2020) Print Requirement Items

Type	Status	Date Verified
Acknowledgement of City of Naples Regulations Form Sub 2 acknowledgment Select a new document for this requirement: <input type="button" value="Browse..."/>	Pending	
Site Plan (Rejected) Sub 1 site plan sub 3 site plan.pdf Provide a short description of this set of documents: Select a new document for this requirement: <input type="button" value="Browse..."/>	Pending	
Application Form sub 1 application Select a new document for this requirement: <input type="button" value="Browse..."/>	Pending	
Product Approvals (P.A., N.O.A., etc) Sub 3 NOA.pdf Provide a short description of this set of documents: <input type="button" value="Browse..."/>	Pending	

Previous Submittals

Upload Additional Documents

Uploads In Progress

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

Site Plan
 (Rejected) Sub 1 site plan
 sub 3 site plan.pdf 33KB

Application Form
 sub 1 application

Product Approvals (P.A., N.O.A., etc)
 Sub 3 NOA.pdf

Uploads Complete

All documents were uploaded successfully.



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- 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.

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Show Active ▼

Reference Number *	Address *	Type *	Status *	Date Created *
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Description : test permit				
View Open Conditions Upload Submittals				

- 14. Scroll down to [Documents & Images](#) and click to expand.
- 15. All documents submitted to this permit will be listed.

Documents & 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