



City of Naples

Building Department

Effective March 17, 2020, the City of Naples Building Department will no longer accept paper submittals for all existing paper permits. Permit submittals will be via the following new process:

- COVID-19/Coronavirus poses a serious risk to the health and well-being of City staff and our customers. To ensure a safe working environment, the review of all permitting submissions to the City of Naples Building Department will now require that all existing paper permitting be submitted electronically.
- Submissions must be provided in a .PDF format. All existing paper permit submissions that requires a design professionals seal must be provided as an electronic signature, or a .pdf of the raised seal highlighted by pencil prior to scanning.
- Please be advised that until further notice the computers and scanners in the Building Department lobby will not be available for public use.
- Please submit all Plans, Survey, Elevation Certificates & all other required documents for revision to PaperPermits@naplesgov.com. If files are too large to email, please call 239-213-5045.
- Permit reviews can be followed online thru the Citizen Self-Serve: <https://mss.naplesgov.com/MSS/citizens/default.aspx>
- It is our goal is to make the permitting process as safe as possible for all parties involved and we look forward to working with our customers as we implement this new process

Please contact the Building Dept. Permit Techs, Building Official or Deputy Building Official for additional information at [239-213-5020](tel:239-213-5020).