



City of Naples,
FL

Registering for a Portal Account E-Permitting Guide

PURPOSE





This guide provides a step by step aid for creating a user account through the Public Portal. An account will give you the capability to submit permits, make payment and schedule inspections.


PROCEDURE

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

1. Click **Register**

Sign In / **Register** Portal Home Property Search Portal Help

 <p>Code Enforcement Submit a New Complaint Case Search</p>	 <p>Building Department Apply for a Building Permit Application Search Upload Submittals</p>
 <p>Planning Department Apply for a Planning Petition Application Search Upload Submittals</p>	 <p>Property Information Search for a Property</p>

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2. Enter the **email address** that you would like to register.
Note: Portal accounts are the sole ownership of the creator. We recommend using a centralized email address that the company will always have access to even during staff turnover.
3. Create a **password**.
4. Confirm the **password**.
5. Once all the required information has been entered click **Next Step: Contact Information**.

Sign In / Register Portal Home Property Search Portal Help

Step 1: Create Account **Step 2:** Enter Contact Information **Step 3:** Registration Complete

Welcome to City of Naples Portal Registration

— ▶ Please enter your email address and choose a password

NOTE: The email address you enter is the email address that we will use to communicate with you regarding your account profile and services you request.

Email Address (this is your Login ID)* youremailhere@gmail.com
It is important that you provide a valid, working email address that you have access to, as it must be verified before you can use your account. We will never sell or disclose your email address to anyone.

Password (min. 8 characters)*

Confirm Password*

Cancel **Next Step: Enter Contact Information**

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7. Enter Full Name.
8. For Preferred Contact Method select **Email**.
Note: All correspondence including correction notices, fee summaries, and permit cards are sent via email.
9. Enter the **Address** associated with the portal account.
 - a. For addresses within the City of Naples use the Search Feature and then in the Mailing address section check off **same as location address**.
 - b. All other addresses must be entered manually under **Mailing Address**.
10. Enter a **Contact Number**. At least one contact number must be entered. Once all information is entered click **Next Step: Complete Registration**.

Sign In / Register Portal Home Property Search Portal Help

Step 1: Create Account **Step 2:** Enter Contact Information **Step 3:** Registration Complete

New Contact Information

Required information is indicated with an asterisk (*).

Full Name:* Permit Coordinator

Preferred Contact Method:* Email

Receive SMS Text Notifications:

- Address

Search for address: 295 RIVERSIDE CIR, Bld-Unit:204
Begin typing a street address above and we will search existing locations within the jurisdiction. If your location appears, please select it from the list. If you cannot find your address, you can enter it manually in the fields below.

- Mailing Address

Same as Location Address:

Street Address:* 295 RIVERSIDE CIR

Address Extra Line 1: Unit 204

Address Extra Line 2:

City/State/Zip* NAPLES FL

- Contact Numbers

Contact Number(s)	Type*	Contact Number*	Ext.
	Primary	239-213-5020	

(*Please note: at least one contact number is required)

Previous Step: Create Account **Next Step: Complete Registration**

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11. The registration is now complete.

Sign In / Register Portal Home Property Search Portal Help

Step 1: Create Account

Step 2: Enter Contact Information

Step 3: Registration Complete

Registration Complete

Your new account was created successfully.

A confirmation email has been sent to youremailhere@gmail.com. Please allow up to 30 minutes for the email to arrive. Please click on the hyperlink contained in the email to activate your account.


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12. A confirmation email will be sent to the email address that was registered.

Note: The email is not sent from a City of Naples email address. If you do not receive the email in your inbox please check your spam folder.

Click on the hyperlink contained in the email.

• City of Naples web portal account registration

 **donotreply@harriscomputer.com**
To: youremailhere@gmail.com

Thank you for registering an account with the City of Naples web portal.

Please click on the link to complete the registration.

<https://cityview2.iharriscomputer.com/CityofNaplesFlorida/Account/Confirmation?accountid=YcJ2IrmDDO80WpfO%2B%2FWPoEb1tBLCDvCSrrJKccBgo%3D>

This email was sent from Naples Production.



Registering for a Portal Account E-Permitting Guide

- The [City of Naples Portal Account Activation](#) screen will open.
- Entered the [email address](#) and [password](#) for the account you wish to activate.

Sign In / Register Portal Home Property Search Portal Help

City of Naples Portal Account Activation

Account Name and Password

In order to activate your account, enter the email address and password you provided when you created the account.

Email Address*

Password*

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- Click [Activate](#).
- The registration is now complete.
- Click [Portal Home](#) to view the main page of City View.

Welcome Permit Coordinator

Sign Out My Account My Items [Portal Home](#) Property Search Portal Help

Your account has been successfully activated

Thank you for activating your account.

To access the CityView Portal, you may proceed to [Portal Home](#)

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16. To begin a New Building Permit Application click [Apply for a Building Permit](#).


17. Easily access the permits that have been applied for with this account by clicking [My Items](#) and then [My Permit Applications](#) on the next screen.

Welcome Permit Coordinator

Sign Out [My Account](#) [My Items](#) [Portal Home](#) [Property Search](#) [Portal Help](#)


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Code Enforcement




- [Submit a New Complaint](#)
- [Case Search](#)

Building Department




- [Apply for a Building Permit](#)
- [Estimate Fees](#)
- [Request an Inspection](#)
- [Request a Meeting](#)
- [Application Search](#)
- [Upload Submittals](#)

Planning Department



- [Apply for a Planning Petition](#)
- [Request an Inspection](#)
- [Request a Meeting](#)
- [Application Search](#)
- [Upload Submittals](#)

Property Information



- [Search for a Property](#)

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