

Procedure To Pick-Up & Drop-Off Permits

Pick – up Procedures

To pick up a recently approved paper permit follow these steps

- Send email to permitouttake@colliercountyfl.gov between 8:00 and 11:00 am to schedule a same day appointment for pick-up.
- Subject line- “NEED APPOINTMENT” Body of Email; list permit numbers, and name of person picking up the permit.
- Staff will verify fees paid, permit holds resolved, authorization
- Staff will schedule a time for pick up between 12:00 – 4:00 pm and notify you via email by 11:15 am.
- Upon arrival, customers will park in the designated permit pick up area and call phone number on the sign
- Stay in your vehicle and staff will bring plans to you

YOU WILL ONLY BE ABLE TO PICK UP PERMITS BY APPOINTMENT ONLY

Note: Payments must be made prior to permit issuance

Drop – off Procedure

Prior to dropping off


- Ensure all documents are banded together and clearly labeled
- Please make sure all information is printed clearly on all forms
- Drop – off applications will be processed between 24 to 48 hours after a permit application is received. Incomplete applications will be sent an incomplete notification Email.

Payments

Payments made by mail & online **only** Please visit our online payment center at: <https://www.colliercountyfl.gov/i-want-to/pay> Take a picture of the QR code below to make payments



 2800 Horseshoe Dr North
Naples, FL 34104

 239-252-2428

 Permittingdept@colliercountyfl.gov

 www.colliercountyfl.gov