

INITIAL SUBMITTAL REQUIREMENTS:

Door, Window, Shutters

for 1 & 2 Family, Multi-Family, and Commercial

General Requirements:

All documents in this list must be completed and submitted:

1. [Building Permit Application](#).
2. Complete Floor Plan showing location and size (two sets required for 1 & 2 Family, four sets for Commercial).
3. Florida Product Approvals or Notice of Approval (NOA). See examples of an acceptable [Florida Product Approval](#) and [Miami-Dade NOA](#) (two sets required for 1 & 2 Family, four sets for Commercial).
4. Design Pressure Calculations (two sealed sets required for 1 & 2 Family, four sets for Commercial).
5. Additional submittals, if required:
 - a. [Owner-Builder Affidavit](#).
 - b. [Notice of Commencement \(NOC\)](#) is required after permit issuance, before scheduling the first inspection. A certified copy of the NOC is required if job value is equal to or greater than \$2,500.
 - c. Additional information may be requested during the plan review process, such as documentation illustrating the scope of work does not exceed 50% of the market value of the structure (learn more about [FEMA's 50% Rule](#)).

Apply for your Permit:

1. Apply Online:
 - Go to the [CityView portal](http://cvportal.colliergov.net/cityviewweb): <http://cvportal.colliergov.net/cityviewweb>.
 - Click "Register".
2. Apply in person at the Growth Management Department located at:

NAPLES PERMITTING OFFICE
2800 N. Horseshoe Drive
Naples, FL 34104
(239) 252-2400

IMMOKALEE PERMITTING OFFICE
Immokalee Permitting Office
310 Alachua St.
Immokalee, FL 34142
(239) 252-5733

Track Your Permit (check progress on Plan Review and Inspection processes):

1. Go to the [CityView portal](http://cvportal.colliergov.net/cityviewweb): <http://cvportal.colliergov.net/cityviewweb>.
2. Click "Status and Fees".
3. Enter the permit number or the address where the construction will take place.
4. If your search returns more than one result, click "Permit Status" next to the permit you want to track.
5. Click "Documents & Images" to review correspondence from the County.