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.
   - 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.
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.