

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:

■ [Building Permit Application](#)

- Complete Floor Plan showing location and size

■ [Product Approval Index Sheet:](#)

- Design Pressure Calculations

■ Additional submittals, if required:

- [Owner-Builder Affidavit](#)

- [Notice of Commencement \(NOC\)](#). is required after permit issuance and before scheduling the first inspection. A Certified copy of the NOC is required if job value is equal to or greater than \$2,500

- 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 Online:

- Go to the **CityView portal:** <https://cvportal.colliercountyfl.gov/cityviewweb>
- Click "**Register**"

To Track Plan Review and Inspection Progress:

1. Go to the **CityView portal:** <https://cvportal.colliercountyfl.gov/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.

For questions regarding permits, please contact your local office:

Naples Permitting Office
2800 N. Horseshoe Drive
Naples, FL 34104
(239) 252-2400

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

Everglades City Office
102 Copeland Ave. North
First Floor, City Hall
Everglades City, FL 34139