

PURPOSE

This guide provides a step by step aid for submitting Mechanical Change Out Applications through the Public Portal.

PROCEDURE

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

- 1. Click Sign In link. Sign in using your registered account.
- 2. Click Apply for a Building Permit link.

Sign Out My Account My Items Portal Home Property Search Portal Help

The City of Naples new web portal is now online. Apply for permits, check the status of applications and inspections, submit complaints, and check on planning applications. - all from the comfort of home. No more lineups.

The CityView Portal is the first step in the city's plan to improve its service offerings for citizens. Watch for more updates coming soon.

PLEASE NOTE: Permit fees must be paid in full and payment over \$25,000 must be made in person by check or cash in the office.



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



Step 1: Application Type Enter all required information. Sign Out My Account My Items Portal Home Property Search Portal Help

Step 6: Contacts	Step 7: Upload Files		Step 8: Review & Submit	Step 9: Submitted	
			escription and Type		
	Requi	red information is indic	ated with an asterisk (*).		
	noose the application type:* Me				•
 Please categorize th 	e nature of the work being* Re done:	placement			T
Please des	cribe the work being done:* 2 to	on A/C replacement lik	e for like		
	This application typ only. You must spe]	
	Limi	it 4000 characters			1
<u>Application De</u>	<u>tails</u>				
	Building Use: *	1 and 2 Family Re	sidential		•
	Number of Stories:				
	Number of Units:				
Is a Private Provide	r involved with this Project?:*	No			•
Are you the	Contractor doing the work?:*	Yes			•
	Total SQ. FT.:				
	Construction Type:				•
Relate	ed Planning Project Number:				
Au	tomatic Sprinkler Installed?:				•
	Is this a Historical Structure:				٣
- Estimated Con	struction Cost				
			Estimated	d cost must be provided	
E	stimated Construction Cost:	\$4,500.00			
• Owner Builder					
is the	property owner doing work?:	No			•
<u>Customer Direc</u>	<u>ct Permitting (Express Pe</u>	<u>rmtting)</u>			
	s the work include duct work ications,other then plenum?:	No			•
Are all units b	being replace like for like (no change in size or location):	Yes			•
Are any of the units		No			•



Step 2: Permit Type

Sign Out My	Account	My Items	Portal Home	Property Search	Portal Help
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Step 1: Application Type Step 2: Permit Type Step 3: Work Items Step 4: Description of Work Step 5: Location Step 7: Upload Files Step 8: Review & Submit Step 6: Contacts Submitted Permit Application - Select Permit Types Required information is indicated with an asterisk (*) - Please choose as many Permits as are appropriate. Mechanical Changeout Revision Previous Step: Application Type Next Step: Work Items

Step 3: Work Items

Sign Out My Account My Items Portal Home Property Search Portal Help

Previous Step: Permit Type

Step 1:	Step 2:	Step 3:	Step 4:	Step 5:
Application Type	Permit Type	Work Items	Description of Work	Location
Step 6:	Step 7:	Step 8:	bmit	Step 9:
Contacts	Upload Files	Review & Su		Submitted

Permit Application - Work Items

Required information is indicated with an asterisk (*).

A/C Unit			
Heat Pump			
Mechanical Change-Out			
Refrigeration Unit			

Next Step: Description of Work



Step 4: Description of Work

Sign Out My Account My Items Portal Home Property Search Portal Help

Step 4: Control of Suburnet Step 2: Description of Work Acceleration Description of Work Acceleration Required information is indicated with an asterisk (%). • Mechanical Change-out	Step 1: Application Type	Step 2: Permit Type	Step 3: Work Items	Step 4: Description of	Work Step 5: Location	
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City of Naples, FL

Step 6: Contacts

itep 6: Contacts	Step 7: Upload Files	Step Revi	ew & Submit	Step 9: Submitted
	Requ	Permit Application - red information is indicated		
Type Property Owner	Contact CITY OF NAPLES, Ad	dragg:735.8TH ST S		
Applicant	Julian Halitaj, Addres			
Business From Addres	is Book	CLICK HERE to	add the Contractor	to this permit.

Previous Step: Location Next Step: Upload Files

Step 1: Application Type	Step 2: Permit Type	Step 3: Work Items	Step 4: Description of Work	Step 5: Location
Step 6: Contacts			×	Step 9: Submitted
·	Ad	dress Book		
	Required information	is indicated with an asterisk (*).	
_	Contact Type* Contra	ctor	,	
	Search for a licensee*			
Туре		ing a name and/or address above an		
Property		ss book for a matching contact. If the ass appears, please select it from the		
Applicant				
Application				
	Add T	his Contact		
Add Busines:				
If you know your trade o	ontractors please add as Addit	ional Contacts on the Contact	s step. All Trade contractors mu:	st be identified before the permit car
be issued.				
				Save this Application for Later

Step 1:	Step 2:	Step 3:	Step 4:	Step 5:
Application Type	Permit Type	Work Items	Description of Work	Location
Step 6:	Step 7:	Step 8:	bmit	Step 9:
Contacts	Upload Files	Review & Su		Submitted

Permit Application - Contacts

Required information is indicated with an asterisk (*).

	Туре	Contact		
	Property Owner	CITY OF NAPLES, Address:735 8TH ST S		
	Applicant	Julian Halitaj, Address:295 riverside cir	Contract	or Name & License
X	Contractor	A & D AIR CONDITIONING, Address: , Phone:(000) 000-0000, Licensee # Q15158		
	d Pueiness From Address Pos			entered in Address appear here.

Add Business From Address Book

If you know your trade contractors please add as Additional Contacts on the Contacts step. All Trade contractors must be identified before the permit can be issued.





City of Naples, FL

Step 7: UPLOAD Files: Click "Browse" button under the Checklist items to add the Submittal.

Sign Out My Account My Items Portal Home Property Search Portal Help



Permit Application - Upload Documents

Note: This step is optional. Documents may be uploaded at a later time from the Upload Submittals link located on the main page.

Guidelines For Electronically Submitting Documents:

- Submitted documents should be under 72MB in size.
- Accepted file extensions:
 - pdf, jpg, png, tif, docx, xlsx, pptx
- All plans shall be to scale.
- Recommended naming conventions:
 - Keep filename consistent.
 - Avoid the use of non-friendly filenames. (ex. k9dk38fj3.pdf)
 - Avoid inappropriate language in filenames.
- Submitted documents will be stamped at the conclusion of the review.
 - The stamp will be placed in the upper right hand corner of the document. It is recommeded that this area, to the extent possible, be left blank so that no information is lost when the stamp is applied.

Once you have chosen the files you wish to upload, please click the "Next Step" button located at the bottom of the page, to complete your submission.

- Current Submittal

Submittal #1) Permit Application Submittal (01/13/2020)

Туре	Status	Date Verified	
- Acknowledgement of City of Naples Regulations Form $\textcircled{\ensuremath{\mathbb S}}$	Pending	Click here to locate files or	n your computer to Upload.
Select a new document for this requirement:	Browse sub 1 Acknowledgment For	n.pdf	Remove
Provide a short description of this set of documents:			aded files will be listed here
- Application Form @	Pending		selected. Documents must
Select a new document for this requirement:	Browse sub-1 Application.pdf	be up corre	bloaded to ensure fees are ct.
Provide a short description of this set of documents:			//

– 🗸 Upload Additional I	Documents		
Select any document	ts you wish to provide:	Browse	
Provide a short des documents:	cription of this set of		
	Previous Step: Contacts	Next Step: Review & Submit	Save this Application for Later

Print Requirement Items



Once Review and Submit button is clicked the documents will upload, once uploads are complete click ok.

- Acknowledgement of City of Naples Regulations Form 🛞	Pending		Current Submittal		
Select a new document for this requirement:	Browse		Submittal #1) Permit Application Submittal (01/13/2020)		Print Requirement Items
Select a new document for this requirement:	sub 1 Acknowledgment Form.p		Туре	Status	Date Verified
	Q sub I Acknowledgment Form.p	odf Remove 37%	Acknowledgement of City of Naples Regulations Form	Pending	
Provide a short description of this set of documents:			Select a new document for this requirement	Browse sub 1 Acknowledgment Form.pdf	401kB
- Application Form 😧	Pending		Provide a short description of this set of documents		
Select a new document for this requirement:	Browse		 Appl Uploads Complete 	Pending	
	df df	Remove 5	All documents were uploaded successfully.	Browse sub-1 Application.pdf	348
Uploads In Progress			ocuments		
Please wait while your documents are being uploaded. You will be	redirected to the				
next step when all uploads are complete.			- Upload Additional Documents		
- + Upload Additional Documents			Select any documents you wish to provide: Browse		
Select any documents you wish to provide: Browse					
			Provide a short description of this set of documents:		
Provide a short description of this set of					
documents:					
					Save this Application for Later
					Save this Application for Later

Step 8: Review & Submit

- Review your information and enter the Security Code as shown below.
 <u>Note</u>: The Previous Step button can be used to go back and enter the information you may have missed or add/remove document files.
- **b.** Click Submit Application button after all entered information is verified.

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Please review the information below and if it is correct, press the submit application button to submit your application.

- Permit Information	
Permit Type:	Mechanical Changeout
Category of Work:	Replacement
Description of Work:	2 ton A/C replacement like for like
Locations:	Address 295 RIVERSIDE CIR, Bld-Unit:204, NAPLES, FL
	Property 20767009308:295 RIVERSIDE CIR
Contacts:	Property Owner CITY OF NAPLES, Address:735 8TH ST S
	Applicant Julian Halitaj, Address:295 riverside cir
	Contractor A & D AIR CONDITIONING, Address: , Phone:(000) 000-0000, Licensee # Q15158



City of Naples, FL

Mechanical Change Out E-Permitting for Applicants

Step 8: Review & Submit (continued)

- Application Details				
Building Use:	1 and 2 Family Residential			
Number of Stories:				
Number of Units:				
Is a Private Provider involved with this Project?:	No			
Are you the Contractor doing the work?:	Yes			
Total SQ. FT.:				
Construction Type:				
Related Planning Project Number:				
Automatic Sprinkler Installed?:				
Is this a Historical Structure:	No			
Estimated Construction Cost				
Estimated Construction Cost:	\$4,500.00			
- • Owner Builder				
Is the property owner doing work?:	No			
– - Customer Direct Permitting (Express Per	mtting)			
Does the work include duct work modifications,other then plenum?:	No			
Are all units being replace like for like (no change in size or location):	Yes			
Are any of the units being replaced over 20 ton?:	No			
Permit: Mechanical Changeout				
Mechanical Change-Out:				
QTY:	1			
- Vploaded Documents				

- sub 1 Acknowledgment Form.pdf
- sub-1 Application.pdf



- Fees

City of Naples, FL

Mechanical Change Out E-Permitting for Applicants

Step 8: Review & Submit (continued)

• Fees						
Paid Fees	Amount	Paid	Owing	Date Paid		
None	\$0.00	\$0.00	\$0.00			
Outstanding Fees	Amount	Paid	Owing	Date Paid		
Inspection Fees - General	\$35.00	\$0.00	\$35.00	Not Paid		
-	Calculated Quantity: \$1.00					
DBPR State Surcharge	\$2.00	\$0.00	\$2.00	Not Paid		
Calculated Quantity: \$1.00						
DCA/FBC Surcharge	\$2.00	\$0.00	\$2.00	Not Paid		
	Calculated Quantity: \$1.00					
Electronic Permitting Surcharge	\$2.00	\$0.00	\$2.00	Not Paid		
-	Calculated Quantity: \$1.00					
Mechanical Change-Out Permit:	\$40.00	\$0.00	\$40.00	Not Paid		
_	Calculated Quantity: \$1.00					
Totals:	\$81.00	\$0.00	\$81.00			

Permit(s) will not be issued until outstanding fees have been paid in full.

Total Amount Payable Online:

\$81.00

By submitting this form, you hereby certify that you have read and examined this permit and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of this permit does not presume or give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. Private Provider Reviewed submitted permits will not

 be reviewed by the local Building Official until all City of Naples required Government review approvals have been secured. Upon receiving all required Government approvals, the local Building Official will have 20 business days to provide administrative review in compliance with FS 553.791 section 7(a-d). Private Provider Reviewed permits shall be charged an administrative fee equal to 85% of regular permit fees. Private Provider Inspected permits shall not be charged any regular inspection fees. If you respond No this application will be discarded

Do yo	u agree?: * Yes		'YES' to to terms	٣
Type the characters you see in the image I	pelow to continue.			
	Enter security co	ode here.		
Previous Step: Upl	oad Files Submit Application		S	ave this Application for Later
				Cancel Application



Step 9: Submitted

• The application is now submitted click Pay Fees Online to make a payment.

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Step 1: Application Type	Step 2: Permit Type	Step 3: Work Items	Step 4: Description	of Work	Step 5: Location		
Step 6: Contacts	Step 7: Upload Files	Step Revie	8: ew & Submit		Step 9: Submitted		
Permit Application - Submitted Application Number: PRMC2000003							
Print This Page							
Thank You! Your permit ap	oplication has been received.						
There are fees totaling \$8	1.00 owing on this application.						
Pay Fees Online							
Fay rees Online							
tep 1: ses	Payment 1	Information		ep 3: nfirmation			
		Fee Payment - Fee	s				
ease select the fees you wish to pay now by	checking the "Pay" checkbox on the fees below.						
		Fee Туре	Amo	unt	Select All Fees	Deselect All Fee	
		Mechanical Change-Out Permit:	\$40	.00	\$0.00	2	
			Calculated Quantity	\$1.00			
		Electronic Permitting Surcharge	\$2	.00	\$0.00	v	
			Calculated Quantity	\$1.00			
		DCA/FBC Surcharge		.00	\$0.00	٠	
			Calculated Quantity	\$1.00			
		DBPR State Surcharge		.00	\$0.00		
			Calculated Quantity				
		Inspection Fees - General	\$35		\$0.00	•	
			Calculated Quantity	\$1.00			
		Totals:		1.00	\$0.00		
		Total Selected:	\$8	1.00			
	Cancel Next Step	p: Payment Information					
ep 1: es		Step 2: Payment Information		Stej Con	3: firmation		
		Fee Payment - Pay	ment Information				
		Required information is ind	icated with an asterisk (*).				
Credit Card Information							
	Card Type* 🚺	/ISA	•				
	Card Number: *						
Expiry Date: * -Select- •							
	Pay Amount: \$8						
	Back	Next Step: Confirmation				Ca	
	Duck					Cal	



Step 9: Submitted (continued)

Step 1: Fees	Step 2: Payment Information	Step 3: Confirmation				
Fee Payment - Confirmation Please ensure all information is accurate. When you click on the 'Complete Payment' button, your payment will be processed and your credit card will be billed.						
Card Type: Card Number: Expiry Date: Amount:	*******1111 04 2021					
Back	Complete Payment	Cancel				
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Print This Receipt						
Thank you! Your payment has been received and processed.						
Transaction ID:	999999999					
Fee Type:	Permit Application Fees					
Application Number:	PRMC2000003					
Date:	01/13/2020					
Amount:	\$81.00					
	Continue					



Permit Summary and Permit Documents

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Permit Application Status

Expand All / Collapse All

Note: You can collapse and expand individual sections by clicking the header of the section you wish to collapse/expand.

- - Summary

 Summary 					
					Edit Permit Application Details
	Application Number:	PRMC2000003			
	Application Type:	Mechanical Changeout			
	Application Status:	Permit(s) Issued			
	Property Owner's Full Name:	CITY OF NAPLES			
	Category of Work:				
		2 ton A/C replacement like	e for like		
	Application Date:	01/13/2020			
	Issued Date:	01/13/2020			
	Expiration Date:	07/13/2020			
	·				
 Locations 					
Contacts					
Dennika					
→ Permits					
→ Submittals					
F					
→ Fees					
→ Inspections					
O division					
Conditions					
→ Related Perm	it & Planning Applications				
Documents &	Images				
Date Uploaded	File Type		Document Name		
01/13/2020	Form		sub 1 Acknowledgment I	Form	
01/13/2020	Form		sub-1 Application		
01/13/2020	Receipt		Receipt for transaction:2	020-000003	
01/13/2020	Letter		Building Permit		Building Permit and Inspection Card are now
01/13/2020	Letter		Inspection Job Card		available for you to print.

Submittals | Portal Home