



# Mechanical Change Out E-Permitting for Applicants

## 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.

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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](#)



# Mechanical Change Out E-Permitting for Applicants

## Step 1: Application Type Enter all required information.

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### Permit Application - Description and Type

Required information is indicated with an asterisk (\*).

Choose the application type:\*

Please categorize the nature of the work being done:\*

Please describe the work being done:\*

This application type is for like for like change out only. You must specify that in the description of work.

Limit 4000 characters

**Application Details**

Building Use:\*

Number of Stories:

Number of Units:

Is a Private Provider involved with this Project?:\*

Are you the Contractor doing the work?:\*

Total SQ. FT.:

Construction Type:

Related Planning Project Number:

Automatic Sprinkler Installed?:

Is this a Historical Structure:

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**Estimated Construction Cost**

Estimated Construction Cost:

Estimated cost must be provided

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**Owner Builder**

Is the property owner doing work?:

---

**Customer Direct Permitting ( Express Permtting )**

Does the work include duct work modifications, other then plenum?:

Are all units being replace like for like (no change in size or location):

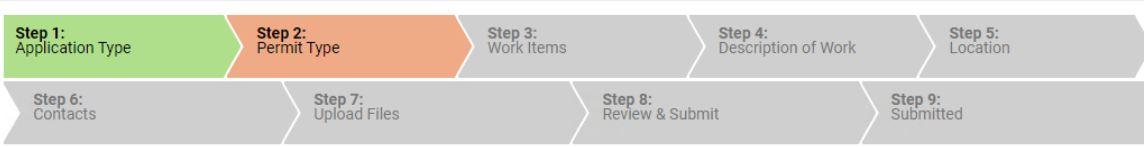
Are any of the units being replaced over 20 ton?:



# Mechanical Change Out E-Permitting for Applicants

## Step 2: Permit Type

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### Permit Application - Select Permit Types

Required information is indicated with an asterisk (\*).

– **Please choose as many Permits as are appropriate.**

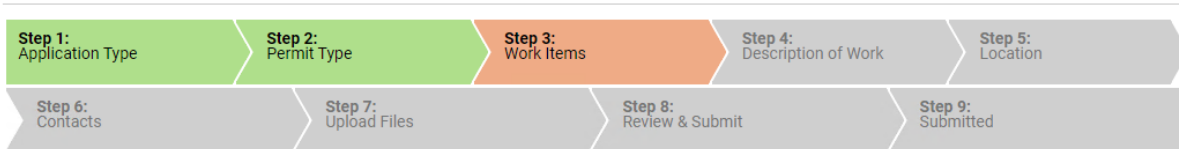


- Mechanical Changeout
- Revision

Previous Step: Application Type | **Next Step: Work Items** | [Empty Field]

## Step 3: Work Items

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### Permit Application - Work Items

Required information is indicated with an asterisk (\*).

– **Mechanical Changeout Permit**

Please choose as many work items as are appropriate.



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

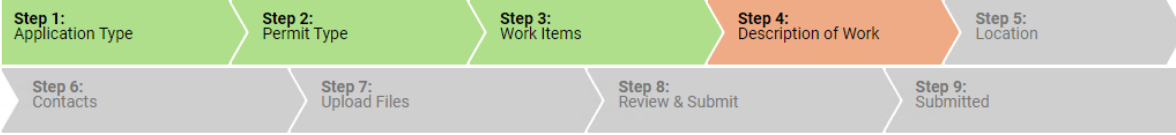
Previous Step: Permit Type | **Next Step: Description of Work** | [Empty Field]



# Mechanical Change Out E-Permitting for Applicants

## Step 4: Description of Work

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### Permit Application - Description of Work

Required information is indicated with an asterisk (\*).

#### ▼ Mechanical Changeout Permit Work Items

##### Mechanical Change-Out

→ QTY:\*

Please enter the quantity for this work item in the units specified

Previous Step: Work Items

Next Step: Location

## Step 5: Location

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### Permit Application - Location of Work Being Done

Required information is indicated with an asterisk (\*).

Location Type(s) to Search For:

→ Search for location:

Begin typing a street address or Folio Number above and we will search existing locations within the jurisdiction.  
 If your location appears, please select it from the list.

[Can't find address?](#)

The location you have selected:\*

Previous Step: Description of Work

Next Step: Contacts



# Mechanical Change Out E-Permitting for Applicants

## Step 6: Contacts

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### Permit Application - Contacts

Required information is indicated with an asterisk (\*).

Type	Contact
Property Owner	CITY OF NAPLES, Address:735 8TH ST S
Applicant	Julian Halitaj, Address:295 riverside cir

[Add Business From Address Book](#)

**CLICK HERE to add the Contractor to this permit.**

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.

Previous Step: Location

Next Step: Upload Files

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### Permit Application - Contacts

Required information is indicated with an asterisk (\*).

Type	Contact
Property Owner	CITY OF NAPLES, Address:735 8TH ST S
Applicant	Julian Halitaj, Address:295 riverside cir
X Contractor	A & D AIR CONDITIONING, Address: , Phone:(000) 000-0000, Licensee # Q15158

[Add Business From Address Book](#)

**Contractor Name & License Number entered in Address Book will appear here.**

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.

Previous Step: Location

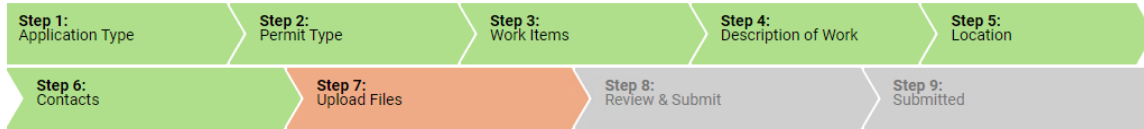
Next Step: Upload Files



# Mechanical Change Out E-Permitting for Applicants

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

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## 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 recommended 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)

[Print Requirement Items](#)

Type	Status	Date Verified
Acknowledgement of City of Naples Regulations Form Select a new document for this requirement: <input type="button" value="Browse..."/> sub-1 Acknowledgment Form.pdf <input type="button" value="Remove"/> Provide a short description of this set of documents: <input type="text"/>	Pending	
Application Form Select a new document for this requirement: <input type="button" value="Browse..."/> sub-1 Application.pdf Provide a short description of this set of documents: <input type="text"/>	Pending	

Click here to locate files on your computer to Upload.

Uploaded files will be listed here once selected. Documents must be uploaded to ensure fees are correct.

### Upload Additional Documents

Select any documents you wish to provide:

Provide a short description of this set of documents:



City of Naples, FL

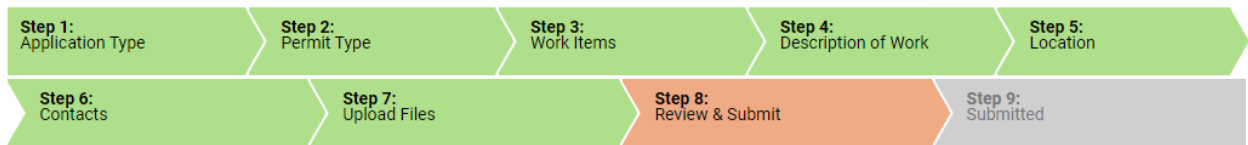
# Mechanical Change Out E-Permitting for Applicants

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

## Step 8: Review & Submit

- a. Review your information and enter the [Security Code](#) as shown below.  
**Note:** 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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## Permit Application - Review & Submit

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



# 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 Permtting )

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

### – ▾ Uploaded Documents

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





# 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			
<b>Totals:</b>	<b>\$81.00</b>	<b>\$0.00</b>	<b>\$81.00</b>	

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 you agree?: \* Yes

Select 'YES' to agree to terms

Type the characters you see in the image below to continue.



Refresh

Enter security code here.

Previous Step: Upload Files

Submit Application

Save this Application for Later

Cancel Application

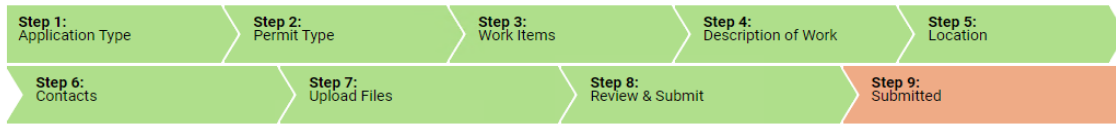


# Mechanical Change Out E-Permitting for Applicants

## Step 9: Submitted

- The application is now submitted click [Pay Fees Online](#) to make a payment.

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### Permit Application - Submitted

Application Number: **PRMC2000003**

[Print This Page](#)

Thank You! Your permit application has been received.

There are fees totaling **\$81.00** owing on this application.

[Pay Fees Online](#)



### Fee Payment - Fees

Please select the fees you wish to pay now by checking the "Pay" checkbox on the fees below.

Fee Type	Amount	Amount Paid	Pay?
Mechanical Change-Out Permit:	\$40.00	\$0.00	<input checked="" type="checkbox"/>
Calculated Quantity:	\$1.00		
Electronic Permitting Surcharge	\$2.00	\$0.00	<input checked="" type="checkbox"/>
Calculated Quantity:	\$1.00		
DCA/FBC Surcharge	\$2.00	\$0.00	<input checked="" type="checkbox"/>
Calculated Quantity:	\$1.00		
DBPR State Surcharge	\$2.00	\$0.00	<input checked="" type="checkbox"/>
Calculated Quantity:	\$1.00		
Inspection Fees - General	\$35.00	\$0.00	<input checked="" type="checkbox"/>
Calculated Quantity:	\$1.00		
<b>Totals:</b>	<b>\$81.00</b>	<b>\$0.00</b>	
<b>Total Selected:</b>	<b>\$81.00</b>		

[Cancel](#) [Next Step: Payment Information](#)



### Fee Payment - Payment Information

Required information is indicated with an asterisk (\*).

▼ **Credit Card Information**

Card Type\*

Card Number\*

Expiry Date\*

Pay Amount: \$81.00

[Back](#) [Next Step: Confirmation](#) [Cancel](#)



City of Naples, FL

# Mechanical Change Out E-Permitting for Applicants

## Step 9: Submitted (continued)



### 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: VISA  
 Card Number: \*\*\*\*\*1111  
 Expiry Date: 04 2021  
 Amount: \$81.00

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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

←



# Mechanical Change Out E-Permitting for Applicants

## 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**

[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: Replacement  
 Description of Work: 2 ton A/C replacement like for like  
 Application Date: 01/13/2020  
 Issued Date: 01/13/2020  
 Expiration Date: 07/13/2020

– **Locations**

– **Contacts**

– **Permits**

– **Submittals**

– **Fees**

– **Inspections**

– **Conditions**

– **Related Permit & Planning Applications**

– **Documents & Images**

Date Uploaded	File Type	Document Name
01/13/2020	Form	<a href="#">sub 1 Acknowledgment Form</a>
01/13/2020	Form	<a href="#">sub-1 Application</a>
01/13/2020	Receipt	<a href="#">Receipt for transaction:2020-000003</a>
01/13/2020	Letter	<a href="#">Building Permit</a>
01/13/2020	Letter	<a href="#">Inspection Job Card</a>

Building Permit and Inspection Card are now available for you to print.

[Submittals](#) | [Portal Home](#)