

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	
	Perm	nit Application -	Description and Type	2	
	Requi	red information is inc	licated with an asterisk (*)		
Choo	se the application type:* M	echanical Changeout	İ		¥
 Please categorize the n 	ature of the work being* Re done:	placement			T
Please describ	be the work being done:* 2 t	on A/C replacement	like for like		
	This application typonly. You must spe	be is for like for l ecify that in the c	ike change out lescription of work.		
	Lim	it 4000 characters			
Angelianting Datati					
<u>Application Detail</u>	<u>IS</u>				
-	Building Use: *	1 and 2 Family	Residential		•
	Number of Units:				
Is a Private Provider in	volved with this Project?:*	No			•
Are you the Co	ntractor doing the work?:*	Yes			•
	Total SQ. FT.:				
	Construction Type:				•
Related I	Planning Project Number:				
Autor	natic Sprinkler Installed?:				•
ls t	his a Historical Structure:				¥
Estimated Constr	uction Cost		Estimate	d cost must be provided	
Estir	nated Construction Cost:	\$4,500.00	LStindte		
• Owner Builder					
Is the pro	perty owner doing work?:	No			T
<u>Customer Direct I</u>	Permitting (Express Pe	<u>rmtting)</u>			
Does th modifica	e work include duct work tions,other then plenum?:	No			٣
Are all units beir cł	ng replace like for like (no nange in size or location):	Yes			•



Step 2: Permit Type

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

Step 6: Contacts	Step 7: Upload Files	Step Revie	98: ew & Submit	Step 9: Submitted	
	Perr	nit Application - Selec	t Permit Types		
	Requi	red information is indicated	with an asterisk (*).		
- Please choose as n	nany Permits as are annro	nriate			
Mechanical Changeou					
Revision	ι.				

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:	ubmit	Step 9:
Contacts	Upload Files	Review & S		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 Area of Suburnet Area of Suburnet Area of Suburnet Area of Suburnet <th>Step 1: Application Type</th> <th>Step 2: Permit Type</th> <th>Step 3: Work Items</th> <th>Step 4: Description of</th> <th>Work Step 5: Location</th> <th></th>	Step 1: Application Type	Step 2: Permit Type	Step 3: Work Items	Step 4: Description of	Work Step 5: Location	
Periode Production - Description of Work Account in its indicated with an asterisk (n) Account Work Item Mechanical Changeout Image: Control of Control	Step 6: Contacts	Step 7: Upload Fi	les	Step 8: Review & Submit	Step 9: Submitted	
Previous Step: Work Items Previous Step: Work Items Previous Step: Work Items Previous Step: Work Items Not My Account My Items Portal Home Property Search Portal Help Step 5: Location upplication Type Step 2: Permit Application - Location of Work Being Done Required Information is Indicated with an asteriak (*). Location Type (*) to Search For: All Implication - Location of Work Reing Done Required Information is Indicated with an asteriak (*). Location Type (*) to Search For: All Implication - Location of Work Reing Done Required Information is Indicated with an asteriak (*). Location Type(*) to Search For: All Implication - Location of Work Reing Done Required Information is Indicated with an asteriak (*). Location Type(*) to Search For: All Implication - Required Information is Indicated with an asteriak (*). Cant find address 2 The location you have selected** 295 RIVERSIDE CIR, Bid-Unit 204, NAPLES, FL Description of Work Next Step: Contacts Previous Step: Description of Work Next Step: Contacts <td></td> <td></td> <td>Permit Application - De</td> <td>escription of Work</td> <td></td> <td></td>			Permit Application - De	escription of Work		
			Required information is indica	ted with an asterisk (*).		
Important and using e-out	- Mechanical C	Machanical Change O	ms			
Previous Step: Work Items Previous Step: Work Items In Out: My Account: My Items Portal Home Previous Step: Work Items In Out: My Account: My Items Portal Home Previous Step: Permit Type Not: Step 3: Step 3: Previous Step: Description of Work			ut v.* 1			
Previous Step: Work Item Next Step: Location epi 5: Step 2: epi 6: Step 2: epi 6: Step 2: epi 6: Step 2: epi 7: Step 2: epi 8: Step 3: epi 9: Step 3: epi 9: Step 1: epi 1: Step 1: epi 1: Step 2: epi 1: Step 2: epi 2: Step 2: epi 2: Step 2: epi 2: Step 2: epi 1: Step 2: epi 1: Step 2: epi 1: Step 2: e		Q	Please enter the quantity for this v	vork item in the units specified		
Previous Step: Work Item Next Step: Location mout My Account My Items Portal Home Property Search Portal Help Step 6: Step 7: Optional Step: Description of Work Step 6: Step 6: Step 7: Optional Files Step 8: Step 7: Step 7: Optional Step 8: Step 7: Step 7: Step 7: Step 7: Step 7: Step 7: Ste						
Previous Step: Work Item Previous Step: Description of Work Step 3: Previous Step: Description of Work Step 3: Step 4: Previous Step: Description of Work Step 3: Step 4: Previous Step: Description of Work Step 3: Step 4: Previous Step: Description of Work Neuration Previous Step: Description of Work Neuration						
Previous Step: Work Item Next Step: Location ep 5: Location gn Out My Account My Items Portal Home Property Search Portal Help tep 1: Step 2: pplication Type Step 7: Vork Items Step 3: Step 4: Step 3: Contracts Step 7: Upload Files Step 3: Review & Submit Step 9: Submitted Submitted						
Previous Step: Work Items Next Step: Location step 5: Location grout My Account My Items Portal Home Property Search Portal Help step 6: Description of Work step 6: Description of Work step 7: Upioad Files step 8: Submit step 9: Submitted Description of Work Step 9: Submitted						
ep 5: Location gn Out My Account My Items Portal Home Property Search Portal Help Item 1: Step 2: Step 2: Step 3: Step 3: Step 4: Step 5: St		Previous Step: Work Iten	ns Next Step: Location			
ep 5: Location gn Out My Account My Items Portal Home Property Search Portal Help						
By D: Location gn Out My Account My Items Portal Home Property Search Portal Help Item 1: Step 2: Step 3: Step 4: Step 5: Location Step 4: Step 7: Upload Files Step 3:	n E. I. a a ati					
Image: Step 3: Step 3: Step 3: Work Items Step 4: Description of Work Step 5: Location Step 6: Contacts Step 7: Upload Files Step 8: Review & Submit Step 9: Submitted Description of Work Deling Done Required information is indicated with an asterisk (*). Location Type(s) to Search For: All Search for location: 295 RIVERSIDE CIR, Bld-Unit:204, NAPLES, FL] Begin typing a street address or Folio Number above and we will search existing locations within the jurisdiction. If your location uppers, please select it from the list. Cant find address? The location you have selected.* 295 RIVERSIDE CIR, Bld-Unit:204, NAPLES, FL Previous Step: Description of Work Next Step: Contacts	ep 5: Locati	00				
tep 1: pplication 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 3: Review & Submit Step 9: Submitted Description of Work Being Done Required information is indicated with an asterisk (*). Location Type(s) to Search For: All Oct Search for location: 295 RIVERSIDE CIR, Bld-Unit:204, NAPLES, FL] Begin typing a street address or Folio Number above and we will search existing locations within the jurisdiction. If your location appears, please select if from the list. Cant find address? The location you have selected: 295 RIVERSIDE CIR, Bld-Unit:204, NAPLES, FL Previous Step: Description of Work Next Step: Contacts						
Bits of the second processing of the second procesecond procesecond processing of the second processing of the seco	ign Out My Account	t My Items Portal Home Prop	perty Search Portal Help			
Step 6: Contacts Step 7: Upload Files Step 8: Review & Submit Step 9: Submitted Dermit Application - Location of Work Being Done Required information is indicated with an asterisk (*). Required information is indicated with an asterisk (*). Location Type(s) to Search For: Search for location: Search for location: Search for location: Can't find 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:* [295 RIVERSIDE CIR, Bld-Unit:204, NAPLES, FL Previous Step: Description of Work Next Step: Contacts	gn Out My Account	t My Items Portal Home Prop	perty Search Portal Help	Star 4:	Star E	
Contracts Upfoad Files Review & Submit Submitted Detrived & Submit Detrived & Submit </td <td>ign Out My Account Step 1: Application Type</td> <td>t My Items Portal Home Prop Step 2: Permit Type</td> <td>perty Search Portal Help Step 3: Work Items</td> <td>Step 4: Description of Work</td> <td>Step 5: Location</td> <td></td>	ign Out My Account Step 1: Application Type	t My Items Portal Home Prop Step 2: Permit Type	perty Search Portal Help Step 3: Work Items	Step 4: Description of Work	Step 5: Location	
Permit Application - Location of Work Being Done Required information is indicated with an asterisk (*). Location Type(s) to Search For: All • Search for location: 295 RIVERSIDE CIR, Bld-Unit:204, NAPLES, FL] 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.* 295 RIVERSIDE CIR, Bld-Unit:204, NAPLES, FL Previous Step: Description of Wori Next Step: Contacts	gn Out My Account tep 1: pplication Type	t My Items Portal Home Prop Step 2: Permit Type	perty Search Portal Help Step 3: Work Items Sten	Step 4: Description of Work	Step 5: Location	
Permit Application - Location of Work Being Done Required information is indicated with an asterisk (*). Location Type(s) to Search For: All Search for location: 295 RIVERSIDE CIR, Bld-Unit:204, NAPLES, FL] 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:* 295 RIVERSIDE CIR, Bld-Unit:204, NAPLES, FL Previous Step: Description of Work Next Step: Contacts	gn Out My Account tep 1: pplication Type Step 6: Contacts	Step 2: Permit Type Step 7: Upload Files	Step 3: Work Items	Step 4: Description of Work 8: w & Submit	Step 5: Location Step 9: Submitted	
Required information is indicated with an asterisk (*). Location Type(s) to Search For: All Search for location: 295 RIVERSIDE CIR, Bld-Unit:204, NAPLES, FL] 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:* 295 RIVERSIDE CIR, Bld-Unit:204, NAPLES, FL Previous Step: Description of Work Next Step: Contacts	gn Out My Account tep 1: pplication Type Step 6: Contacts	Step 2: Permit Type Step 7: Upload Files	Step 3: Work Items	Step 4: Description of Work 8: w & Submit	Step 5: Location Step 9: Submitted	
Location Type(s) to Search For: All Search for location: 295 RIVERSIDE CIR, Bld-Unit:204, NAPLES, FL] 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:* 295 RIVERSIDE CIR, Bld-Unit:204, NAPLES, FL Previous Step: Description of Work Next Step: Contacts	gn Out My Account tep 1: pplication Type Step 6: Contacts	t My Items Portal Home Prop Step 2: Permit Type Step 7: Upload Files Permit	t Application - Location o	Step 4: Description of Work 8: w & Submit f Work Being Done	Step 5: Location Step 9: Submitted	
Location Type(s) to Search For: All Search for location: 295 RIVERSIDE CIR, Bld-Unit:204, NAPLES, FL] 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:* 295 RIVERSIDE CIR, Bld-Unit:204, NAPLES, FL Previous Step: Description of Work Next Step: Contacts	gn Out My Account tep 1: pplication Type Step 6: Contacts	t My Items Portal Home Prop Step 2: Permit Type Step 7: Upload Files Permit Re	t Application - Location o	Step 4: Description of Work 8: w & Submit f Work Being Done vith an asterisk (*).	Step 5: Location Step 9: Submitted	
Location Type(s) to Search For: All Search for location: 295 RIVERSIDE CIR, Bld-Unit:204, NAPLES, FL] 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:* 295 RIVERSIDE CIR, Bld-Unit:204, NAPLES, FL Previous Step: Description of Work Next Step: Contacts	gn Out My Account tep 1: pplication Type Step 6: Contacts	t My Items Portal Home Prop Step 2: Permit Type Step 7: Upload Files Permit Re	t Application - Location o	Step 4: Description of Work 8: w & Submit f Work Being Done with an asterisk (*).	Step 5: Location Submitted	
Search for location: 295 RIVERSIDE CIR, Bld-Unit:204, NAPLES, FL 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:* 295 RIVERSIDE CIR, Bld-Unit:204, NAPLES, FL Previous Step: Description of Work Next Step: Contacts	gn Out My Account tep 1: pplication Type Step 6: Contacts	t My Items Portal Home Prop Step 2: Permit Type Step 7: Upload Files Permit Re	t Application - Location o	Step 4: Description of Work 8: w & Submit f Work Being Done vith an asterisk (*).	Step 5: Location Step 9: Submitted	
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:* 295 RIVERSIDE CIR, Bld-Unit:204, NAPLES, FL Previous Step: Description of Worl Next Step: Contacts	gn Out My Account tep 1: pplication Type Step 6: Contacts	t My Items Portal Home Prop Step 2: Permit Type Step 7: Upload Files Permit Re cocation Type(s) to Search For:	t Application - Location o	Step 4: Description of Work 8: w & Submit f Work Being Done vith an asterisk (*).	Step 5: Location Submitted	
If your location appears, please select it from the list. Can't find address? The location you have selected:* 295 RIVERSIDE CIR, Bld-Unit:204, NAPLES, FL Previous Step: Description of Work Next Step: Contacts	gn Out My Accoun step 1: splication Type Step 6: Contacts	t My Items Portal Home Prop Step 2: Permit Type Step 7: Upload Files Permit Re pocation Type(s) to Search For: Search for location:	All	Step 4: Description of Work 8: w & Submit f Work Being Done vith an asterisk (*).	Step 5: Location Submitted	
Can't find address? The location you have selected:* 295 RIVERSIDE CIR, Bld-Unit:204, NAPLES, FL Previous Step: Description of Work Next Step: Contacts	ign Out My Account Step 1: Application Type Step 6: Contacts	t My Items Portal Home Prop Step 2: Permit Type Step 7: Upload Files Permit Re ocation Type(s) to Search For: Search for location:	All 295 RIVERSIDE CIR, BId-Unit:20 Begin typing a street address or Folio N	Step 4: Description of Work 8: w & Submit f Work Being Done vith an asterisk (*). 4, NAPLES, FL umber above and we will search exist	Step 5: Location Step 9: Submitted	
Can't find address? The location you have selected:* 295 RIVERSIDE CIR, Bld-Unit:204, NAPLES, FL Previous Step: Description of Work Next Step: Contacts	ign Out My Account Step 1: Application Type Step 6: Contacts	t My Items Portal Home Prop Step 2: Permit Type Step 7: Upload Files Permit Re ocation Type(s) to Search For: Search for location:	Step 3: Work Items Step 3: Network Item	Step 4: Description of Work 8: w & Submit f Work Being Done vith an asterisk (*). 4, NAPLES, FL umber above and we will search exist from the list.	Step 5: Location Submitted	
The location you have selected:* Previous Step: Description of Work Next Step: Contacts	ign Out My Account Step 1: Application Type Step 6: Contacts La	t My Items Portal Home Prop Step 2: Permit Type Step 7: Upload Files Permit Re ocation Type(s) to Search For: Search for location:	Step 3: Work Items Step 3: Nevie All 295 RIVERSIDE CIR, BId-Unit:20 Begin typing a street address or Folio N If your location appears, please select if	Step 4: Description of Work 8: w & Submit f Work Being Done with an asterisk (*). 4, NAPLES, FL umber above and we will search exist from the list.	Step 5: Location Step 9: Submitted	
Previous Step: Description of Work Next Step: Contacts	ign Out My Account Step 1: Application Type Step 6: Contacts Lo	t My Items Portal Home Prop Step 2: Permit Type Step 7: Upload Files Permit Re occation Type(s) to Search For: Search for location:	Step 3: Work items Step 7: Work items Step 7: Revie t Application - Location of quired information is indicated with the second sec	Step 4: Description of Work 8: w & Submit f Work Being Done with an asterisk (*). 4, NAPLES, FL umber above and we will search exist from the list.	Step 5: Location Submitted	
Previous Step: Description of Work Next Step: Contacts	gn Out My Account tep 1: pplication Type Step 6: Contacts	t My Items Portal Home Prop Step 2: Permit Type Step 7: Upload Files Permit Re occation Type(s) to Search For: Search for location:	All 295 RIVERSIDE CIR, BId-Unit:20 Begin typing a street address or Folio N If your location appears, please select it Can't find address?	Step 4: Description of Work 8: w & Submit f Work Being Done with an asterisk (*). 4, NAPLES, FL umber above and we will search exist from the list.	Step 5: Location Submitted	
Previous Step: Description of Work Next Step: Contacts	ign Out My Account Step 1: Application Type Step 6: Contacts Lo	t My Items Portal Home Prop Step 2: Permit Type Step 7: Upload Files Permit Re ocation Type(s) to Search For: Search for location: he location you have selected:*	All 295 RIVERSIDE CIR, BId-Unit:20	Step 4: Description of Work 8: w & Submit f Work Being Done vith an asterisk (*). 4, NAPLES, FL umber above and we will search exist from the list. 4, NAPLES, FL	Step 5: Location Step 9: Submitted	
Previous Step: Description of Work Next Step: Contacts	ign Out My Accoun	t My Items Portal Home Prop Step 2: Permit Type Step 7: Upload Files Permit Re occation Type(s) to Search For: Search for location: he location you have selected:*	All 295 RIVERSIDE CIR, BId-Unit:20 295 RIVERSIDE CIR, BID-UNIT	Step 4: Description of Work 8: w & Submit f Work Being Done vith an asterisk (*). 4, NAPLES, FL umber above and we will search exist from the list. 4, NAPLES, FL	Step 5: Location Submitted	
Previous Step: Description of Work Next Step: Contacts	ign Out My Accoun	t My Items Portal Home Prop Step 2: Permit Type Step 7: Upload Files Permit Re occation Type(s) to Search For: Search for location: he location you have selected:*	All 295 RIVERSIDE CIR, BId-Unit:20 Can't find address? 295 RIVERSIDE CIR, BId-Unit:20	Step 4: Description of Work 8: w & Submit f Work Being Done vith an asterisk (*). 4, NAPLES, FL 4, NAPLES, FL 4, NAPLES, FL	Step 5: Location Submitted	
Previous Step: Description of Work Next Step: Contacts	ign Out My Accoun	t My Items Portal Home Prop Step 2: Permit Type Step 7: Upload Files Permit Re ocation Type(s) to Search For: Search for location: he location you have selected:*	All 295 RIVERSIDE CIR, BId-Unit:20 Begin typing a street address? 295 RIVERSIDE CIR, BId-Unit:20	Step 4: Description of Work 8: w & Submit f Work Being Done vith an asterisk (*). 4, NAPLES, FL umber above and we will search exist from the list. 4, NAPLES, FL	Step 5: Location Submitted	
Previous Step: Description of Work Next Step: Contacts	ign Out My Accoun	t My Items Portal Home Prop Step 2: Permit Type Step 7: Upload Files Permit Re ocation Type(s) to Search For: Search for location: he location you have selected:*	All 295 RIVERSIDE CIR, BId-Unit:20 Revie Can't find address? 295 RIVERSIDE CIR, BId-Unit:20	Step 4: Description of Work 8: w & Submit f Work Being Done vith an asterisk (*). 4, NAPLES, FL 4, NAPLES, FL 4, NAPLES, FL	Step 5: Location Submitted	
	ign Out My Account Step 1: Application Type Step 6: Contacts Lo Ti	t My Items Portal Home Prop Step 2: Permit Type Step 7: Upload Files Permit Re ocation Type(s) to Search For: Search for location: he location you have selected:*	All 295 RIVERSIDE CIR, BId-Unit:20 Begin typing a street address? 295 RIVERSIDE CIR, BId-Unit:20	Step 4: Description of Work 8: w & Submit f Work Being Done vith an asterisk (*). 4, NAPLES, FL umber above and we will search exist from the list. 4, NAPLES, FL	Step 5: Location Step 9: Submitted	
	gn Out My Account tep 1: pplication Type Step 6: Contacts La Th Prev	t My Items Portal Home Prop Step 2: Permit Type Step 7: Upload Files Permit Re ocation Type(s) to Search For: Search for location: he location you have selected:*	All 295 RIVERSIDE CIR, BId-Unit:20 Begin typing a street address? 295 RIVERSIDE CIR, BId-Unit:20 Next Step: Contacts	Step 4: Description of Work 8: w & Submit f Work Being Done with an asterisk (*). 4, NAPLES, FL umber above and we will search exist from the list. 4, NAPLES, FL	Step 5: Location Step 9: Submitted Image: Submitted Image: Submitted Step Step Step Step Step Step Step Step	



City of Naples, FL

Step 6: Contacts

Step 1: Application Type	Step 2: Permit Type	Step 3: Work Items	Step 4: Description	on of Work Step 5: Location	
Step 6: Contacts	Step 7: Upload Files		Step 8: Review & Submit	Step 9: Submitted	
	Rec	Permit Applicat quired information is indi	ion - Contacts cated with an asterisk (*).		
Туре	Contact				
Property Owner	CITY OF NAPLES, A	ddress:735 8TH ST S			
Applicant	Julian Halitaj, Addr	ess:295 riverside cir			
<u>dd Business From Add</u> you know your trade co	ress Book	CLICK HERI	E to add the Cor	ntractor to this permin	t. e 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*			
Type	Begin typ	ing a name and/or address above and	we will search	
Property	the addre	ss book for a matching contact. If the	correct name	
1 toperty				
Applicant				
	Add T	his Contact		
Add Busines:				
If you know your trade o	entractore places add as Addit	ional Contacta on the Contact	aton All Trado contractore mus	t he identified before the permit cap
be issued.	contractors please add as Addit	ional contacts on the contacts	s step. All trade contractors trus	t be identified before the permit can
		Naut Ctan, Inland Files		

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:	omit	Step 9:
Contacts	Upload Files	Review & Sul		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	n Nama 8 Liaanaa
X	Contractor	A & D AIR CONDITIONING, Address: , Phone:(000) 000-0000, Licensee # Q15158	Number	
	ld Duslasse Frank Address Des	L+	Book will	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.





_

Mechanical Change Out E-Permitting for Applicants

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 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 on your co	omputer to Upload.
Select a new document for this requirement:	Browse sub 1 Acknowledgment For	n.pdf	
Provide a short description of this set of documents:		Uploaded file	es will be listed here
- Application Form 🛞	Pending	once selecte	d. Documents must
Select a new document for this requirement:	Browse sub-1 Application.pdf	be uploaded correct.	to ensure fees are
Provide a short description of this set of documents:			

– 🗸 Upload Additional Docu	ments		
Select any documents you	wish to provide:	Browse	
Provide a short description documents:	on of this set of		
Pre	vious 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		
Callert a new designed (as this servicement)	Browse		Submittal #1) Permit Application Submittal (01/13/2020)		Print Requirement Items
Select a new document for this requirement:			Туре	Status	Date Verified
	Q sub I Acknowledgment Form.p	DOT 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	601k8
- Application Form 😧	Pending		Provide a short description of this set of documents		
Select a new document for this requirement:	Browse		~ Appl	Pending	
	af .	Remove 5	duirement	Drowse	SV/R
Uploads In Progress			All documents were uploaded successfully.		
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:					
					Saus 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.

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



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
Cotogony of Works	Parlagement
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
	Deem ante
	20767009308:295 RIVERSIDE CIR
Contacts	Property Owner
oontdoto.	CITY OF NADI ES, Address: 725 0TH ST S
	CITY OF NAPLES, Address.755 of H ST S
	Applicant
	Julian Halitaj, Address:295 riverside cir
	Contractor
	A & D AID CONDITIONING Address, Discover(000) 000 0000 Liscovers # 015150
	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 	
Puilding Lise:	1 and 2 Family Pasidential
Number of Stories:	rand z ranning residentia
Number of Units:	
le a Private Provider involved with this Project?:	No
Are you the Contractor doing the work?:	Vac
Total SO ET:	103
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
is the property owner doing works.	INU
- • Customer Direct Permitting (Express Per	mtting)
Does the work include duct work	No
modifications,other then plenum?:	
Are all units being replace like for like (no change	Yes
in size or location):	
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



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		
	Calcula	ted 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		
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		
	Calcula	ted 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 you agree?: *	Yes	Select 'YES' to agree to terms	· · · · · · · · · · · · · · · · · · ·
Type the character	rs you see in the image below to co	ontinue.		
6EBJJ	B P Refresh	Enter security code here		
	Previous Step: Upload Files	Submit Application		Save this Application for Later
				Cancel Application



Step 9: Submitted

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

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

Internation State of Prime State of Prime State of Prime Definition of Prime Definition of Submitted Application - Submitted Application - Submitted Application - Submitted Application - Submitted Definition The Prage Void Your permit application Definition	Step 1: Application Type	Step 2: Permit Type	Step 3: Work Items	Step 4: Description	of Work	Step 5: Location	
Period Application - Submitted Application Number: PRMC200003 Time Press Vol Your permit application has been received. are set stalling \$81.00 owing on this application are set stalling \$81.00 owing on this application are set stalling \$81.00 owing on this application before the set set set set set set set set set se	Step 6: Contacts	Step 7: Upload Files	Step Revie	8: ew & Submit	\rangle	Step 9: Submitted	
This Page Voi Voir permit application has been received: are estoalling \$31.00 owing on this application is contraction is			Permit Application - S	Submitted 1C2000003			
A province of the second se	Print This Page						
are fees totaling \$81.00 owing on this application: Import - free	Thank You! Your permit app	plication has been received.					
be so units	There are fees totaling \$81	.00 owing on this application.					
contents leterature between the states test are used to are used	Pay Fees Online						
be at person and a person of the second and a pe	ray rees Online						
Perender of perender between	-				N 2-		
ter per une re per une per per per per per per per per per pe	ip 1: 15	Payment	t Information) a	confirmation		
te te so un en la part			Fee Payment - Fee	:5			
Step 2: Pay Amount Step 2:	ease select the fees you wish to pay now by ch	hecking the "Pay" checkbox on the fees below.					
Medanaci Dange-Od Permit 440.00 450.00 6 Calculated QuartEr: 100 100 6 Electronic Permiting Surcharge 420.00 40.00 6 6 Calculated QuartEr: 100 100 6			Fee Type	Am	ount	Select All Fees	Deselect All Fee
Electronic Permitting Surcharge 62.00 60.00 6 Electronic Permitting Surcharge 52.00 50.00 50.00 Electronic Permitting Surcharge Surcharge 50.00 50.00 50.00			Mechanical Change-Out Permit:	\$4	0.00	\$0.00	e
Biedronic Permitting Surcharge 8.2.0 6.0.0 6 Calculated Quentry: 15.00 60.00 6 Calculated Quentry: 15.00 6 6 Calculated Quentry: 16 16 6 6 Calculated Quentry: 16 16 6 6 6 Cancel Information 16 16 6 6 6 6 6				Calculated Quantit	y: \$1.00		
Calculated Quantity: 100 DCA/PEC Surcharge 22.00 90.00 90.00 Calculated Quantity: 81.00 90.00			Electronic Permitting Surcharge	s	2.00	\$0.00	e
DCAPEC Survhage 82.00 60.00 6 Celoutated Quantity: 11.00 6 Caloutated Quantity: 13.00 6 Cancel Internation 5 5 Step 2: Payment Information 5 5 Cancel Information 5 5 5 Cand Information Card Type* (VISA Card Humber)* • • • Expiry Dotts: Select- Select- • S • Back Next Step: Confirmation Cantity Step: Confirmation Cantity Step: Confirmation				Calculated Quantit	\$1.00		
Calculated Quantiti: 91.00 DBPR State Surcharge 92.00 Calculated Quantiti: 93.00 Inspection Res - General 935.00 40.00 90.00 Totals: State 30.0 State 30.00 S			DCA/FBC Surcharge	ŝ	2.00	\$0.00	٠
DPFR State Surcharge \$2.00 \$0.00 \$ Calculated Quantity: \$1.00 \$ Inspection Res - General \$35.00 \$0.00 Calculated Quantity: \$1.00 \$ Totals: \$81.00 \$0.00 \$ Total Selected: \$81.00 \$ \$ Confirmation Step 2: Step 3: Pryment Information Confirmation Step 2: Pryment Information Confirmation Can Humber: Card Type * VISA Expire Total: Step 2: Pry Amount: Step 3: Confirmation				Calculated Quantit	y: \$1.00		
Calculated Quantity: 100 Inspection Pres - General 355.00 Calculated Quantity: 91.00 Calculated Quantity: 91.00 Total Sected: 831.00 Cancel Next Step: Payment Information Step 2: Payment Information Cancel information: Step 2: Step 3: Payment Information Confirmation Cancel information: Step 2: Step 3: Payment Information Confirmation Cancel information: Step 2: Step 3: Payment Information Confirmation Cancel information: Step 2: Step 3: Payment Information Confirmation Cancel information: Step 2: Step 3: Payment Information Confirmation Cancel information: Step 2: Step 3: Payment Information Confirmation Cancel information: Step 3: Confirmation Cancel information: Cancel information: Cancel information: Cancel i			DBPR State Surcharge	ŝ	2.00	\$0.00	
Inspection Res - General 635.00 80.00 6 Calculated Quantity: 51.00 50.00 Total Selected: 581.00 50.00 Cancel Next Step: Payment Information 50.00 Step 2: Payment Information Step 3: Confirmation Confirmation Confirmation Required information is indicated with an asterisk (**). Step 1: Step 2: Card Information Card Type* VISA Card Number: * Step 2: Expiry Date: * -Select				Calculated Quantit	y: \$1.00		
Totals: \$81.00 \$0.00 Total Selected: \$81.00 Cancel Feet Step: Payment Information Step 2: Payment Information Payment Information Step 3: Confirmation Confirmation Card Information Step 3: Card Information is indicated with an asteriak (*). Step 3: Card Number: Confirmation Card Number: Card Number: Expiry Date: -Select Pay Amount: \$31.00 Back Next Step: Confirmation			Inspection Fees - General	\$3	5.00	\$0.00	
Total Sei \$3.00 \$0.00 Total Selecte: \$3.00 Cancel Test Step: Payment Information Step 3: Confirmation Fee Payment Information Cancel Step 3: Payment Information Step 3: Confirmation Cancel VISA Cancel VISA Expiry Dett: Select. Expiry Dett: Select. Pay Amount: #31.00 Back Next Step: Confirmation				Calculated Quantit	y: \$1.00		
Total Selected: \$31.00 Cancel Itext Step: Payment Information Step 3: Confirmation Fee Payment Information Required information is indicated with an asteriak (*). Card Type * VISA Card Type * VISA Card Type * VISA Expiry Date: * Select- Pay Amount: \$31.00 Back Next Step: Confirmation Card Select-			Totals:	\$	81.00	\$0.00	
Cancel Itext Step: Payment Information Step 2: Payment Information Fee Payment - Payment Information Required information is indicated with an asteriak (*). Card Trype * VISA • Card Trype * VISA • Expiry Date: * Select- Pay Amount: #100 Back Next Step: Confirmation Card			Total Selected:	\$	81.00		
Step 2: Step 3: Pryment Information Confirmation Card Information Required information is indicated with an asteriak (*). Card Type * VISA • Card Type * VISA • Expiry Date: * Select- Pay Amount: #100 Back Next Step: Confirmation		Court Number	Description of the second second				
Step 2: Peyment Information Step 3: Confirmation Fee Payment Information Required information is indicated with an asterisk (*). Card Type * VISA • Card Type * VISA • Card Number: * Expiry Date: * -Select- • Pay Amount: \$100 Back Next Step: Confirmation		Cancel Next St	ep: Payment Information				
Step 3: Dep 3: Confirmation							
Fee Payment - Payment Information Required information is indicated with an asterisk (*). Card Type* VISA • Card Number: • • Expiry Date: • -Select Pay Amount: \$81.00 Back Next Step: Confirmation Card	s S		Payment Information		Confi	mation	
Card Type* VISA Card Type* VISA Card Number: Expiry Date: Pay Amount: \$81.00 Back Next Step: Confirmation Card							
Card Type* VISA Card Number:* Card Number:* Expiry Date:* -Select- Pay Amount: \$81.00 Back Next Step: Confirmation Ca			Fee Payment - Pay Required information is ind	ment Information			
Card Type* VISA Card Number: Expiry Date: Pay Amount: \$\$1.00 Back Next Step: Confirmation Ca	Credit Card Information		Required mornacion is inc				
Carl Hype VISA Card Number:* Card Number:* Expiry Date:* Pay Amount: \$81.00 Back Next Step: Confirmation Ca		Court Transf	2404				
Expiry Date: *Selectv Pay Amount: \$81.00 Back Next Step: Confirmation Ca		Cond Number *	VISA	<u> </u>			
Back Next Step: Confirmation Ca		Expire Date:*	Colort - Colort -				
Back Next Step: Confirmation Ca		Pay Amounts	Select V				
Back Next Step: Confirmation Ca		i ay sandanta - a					
Back Next Step: Confirmation Ca							
		· · · · · · · · · · · · · · · · · · ·					
		Back	Next Step: Confirmation				Car



Step 9: Submitted (continued)

Step 1: Fees	Step 2: Peyment 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 Viper Card Viumer: Expiry Date: Amount:	VISA ************************************					
Back	Complete Payment	Cancel				
Sign Out My Account My Items Portal Home Pr	operty Search Portal Help					
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

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

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					
	Application Number:	PPMC2000002			Edit Permit Application Details
	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 lil	ke		
	Application Date:	01/13/2020			
	Issued Date:	01/13/2020			
	Expiration Date:	07/13/2020			
Locations					
Contacts					
Dennite					
Permits					
Submittals					
Fees					
1003					
Inspections —					
Conditions					
▶ Related Perm	it & Planning Applications				
- Documents &	Images				
Documento a	inages				
Date Uploaded	File Type	Docu	iment Name		
01/13/2020	Form	sub 1	I Acknowledgment I	Form	
01/13/2020	Form	sub-1	1 Application		
01/13/2020	Receipt	Rece	ipt for transaction:2	020-000003	Duilding Dage 'f see l
01/13/2020	Letter	Build	ling Permit		Building Permit and
01/13/2020	Letter	Inspe	ection Job Card		available for you to print.

Submittals | Portal Home