



Addition Alteration Permit E-Permitting Guide for Applicants

PURPOSE

This guide provides a step by step aid for applying for an Addition/ Alteration Permit through the City of Naples Public Portal.

GENERAL INFORMATION

- ✓ Any registered user can apply for a building permit through the online system. Instructions for registering are available by clicking Portal Help and viewing the “Creating a Portal Account Procedure”
- ✓ Before beginning the online application process be sure all documents have been filled out and saved on the computer as a PDF.
- ✓ The Permit Application and Acknowledgment of Naples Regulations forms can be found online: <https://www.naplesgov.com/building/page/building-permit-forms-fees>
- ✓ Additional information related permit requirements can be found within the permit application.

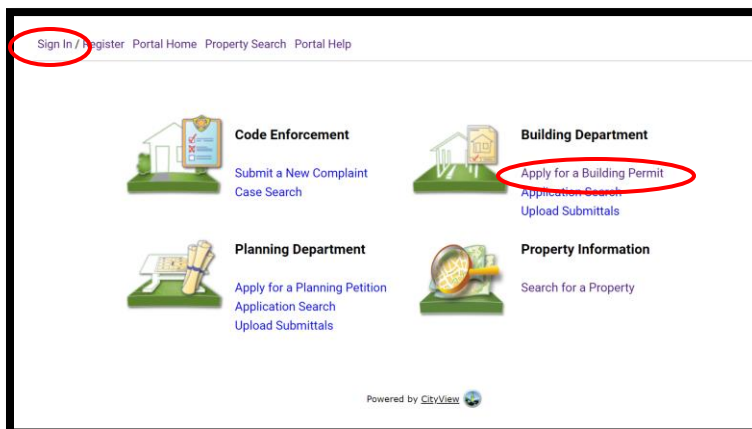
PROCEDURE

Prior to getting started, please ensure all documents have been scanned to your computer and the file names have been updated to meet the naming guidelines.

- ✓ All documents should be scanned to the computer and saved in PDF format.
- ✓ All documents submitted should be named according to the submittal number and document type.
**For the initial submittal, all file names should start with “Sub 1” followed by the type of document:
Examples: “sub 1 app”, “sub 1 scope of work letter,” “sub 1 floor plan” etc.**
- ✓ Renaming the documents should be done on the computer prior to beginning the submittal process. Documents scanned and saved to the desktop can be renamed by right clicking on the document and selecting rename. Then update the document name as required.
- ✓ All documents should be submitted as a complete pdf file, individual pages are insufficient.
- ✓ Unidentifiable names such as “scan001” or “k9dk38fj3.jpg” are not acceptable.

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

1. To begin click **Sign In** and enter the account information
2. Once Signed in Click **Apply for a Building Permit**.





Addition Alteration Permit E-Permitting Guide for Applicants

- To begin **Step 1**, choose the application type by selecting **Addition/Alteration**.
- Categorize the nature of the work by selecting Alteration (for remodel) or Addition(for remodel or adding sq ft).
- Enter the description of work, building use and job cost.
- Complete all remaining required information marked with an asterisk*.
- Click **Next Step: Permit Type**.

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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 8: Review & Submit | Step 9: Submitted

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:*

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:

Estimated Construction Cost

Estimated Construction Cost:

Owner Builder

Is the property owner doing work?:



Addition Alteration Permit E-Permitting Guide for Applicants

- Step 2:** Select the appropriate permit types for the scope of work.
For example, for a remodel if there is plumbing, electrical or mechanical work select any that apply to the scope or work.
- Click **Next Step: Work Items**

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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 8: Review & Submit Step 9: Submitted

Permit Application - Select Permit Types

Required information is indicated with an asterisk (*).

▼ Please choose as many Permits as are appropriate.

Search for permit types

- Electrical
- Fire Alarm
- Fire Sprinkler
- Fire Suppression
- Fire Underground
- Mechanical
- Plumbing
- Revision

Previous Step: Application Type **Next Step: Work Items**



Addition Alteration Permit E-Permitting Guide for Applicants

- 10. **Step 3:** Select the work item for each of the permits from the previous step.
- 11. Click **Next Step: Description of Work.**

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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: Contracts Step 7: Upload Files Step 8: Review & Submit Step 9: Submitted

Permit Application - Work Items

Required information is indicated with an asterisk (*)

Building Permit

Please choose as many work items as are appropriate.
Search for work items:

- Commercial or Multi-Family Alteration/Conversion
- Garage - Door Replacement (Size for Size)
- Residential Alteration (Single Family)
- Shutter
- Window/ Door Replacement (Size for Size)
- Window/Door Replacement (Not Size for Size)

Electrical Permit

Please choose as many work items as are appropriate.
Search for work items:

- Electrical System New/Alteration

Mechanical Permit

Please choose as many work items as are appropriate.
Search for work items:

- Mechanical System New/Alteration

Plumbing Permit

Please choose as many work items as are appropriate.
Search for work items:

- Plumbing System New/Alteration

Previous Step: Permit Type Next Step: Description of Work



Addition Alteration Permit E-Permitting Guide for Applicants

12. **Step 4:** Enter the **Square Footage** of the working area for each work item. Square footage is equal to the room in which work for each trade is being done.

For example.

- If 2 bathrooms are being remodeled the building square footage should be equal to the total square footage of both bathrooms.
- If plumbing work is being done in both bathrooms, plumbing square footage should also be equal to the total square footage of both bathrooms.
- If electrical work is only being done in one of the bathrooms the electrical square footage should be equal to the total square footage of the one bathroom.

13. Click **Next Step: Location**.

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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 8: Review & Submit Step 9: Submitted

Permit Application - Description of Work

Required information is indicated with an asterisk (*).

Building Permit Work Items

Residential Alteration (Single Family)
 SQ FT:*
Please enter the quantity for this work item in the units specified

Electrical Permit Work Items

Electrical System New/Alteration
 SQ FT:*
Please enter the quantity for this work item in the units specified

Mechanical Permit Work Items

Mechanical System New/Alteration
 SQ FT:*
Please enter the quantity for this work item in the units specified

Plumbing Permit Work Items

Plumbing System New/Alteration
 SQ FT:*
Please enter the quantity for this work item in the units specified

Previous Step: Work Items **Next Step: Location**



Addition Alteration Permit E-Permitting Guide for Applicants

- 14. **Step 5:** In the search for Location field begin typing the property address. A list will populate select the appropriate address.
- 15. Once selected **Click Next Step: Contacts.**

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

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 8: Review & Submit Step 9: Submitted

Permit Application - Location of Work Being Done
 Required information is indicated with an asterisk (*).

Use my location:

Location Type(s) to Search For: All

Search for location: 251 11TH AVE S
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:* 251 11TH AVE S

Previous Step: Description of Work | **Next Step: Contacts**

Note: For condominiums if the unit number does not populate on the drop down select any unit number and then in the Search for Locations box delete back to the unit number and enter correct unit number. This will populate a new list.

Use my location:

Location Type(s) to Search For: All

Search for location: 3443 GULF SHORE BLVD N, Bld-Unit

- 3443 GULF SHORE BLVD N, Bld-Unit:101, NAPLES, FL 34103
- 3443 GULF SHORE BLVD N, Bld-Unit:102, NAPLES, FL 34103
- 3443 GULF SHORE BLVD N, Bld-Unit:103, NAPLES, FL 34103
- 3443 GULF SHORE BLVD N, Bld-Unit:104, NAPLES, FL 34103
- 3443 GULF SHORE BLVD N, Bld-Unit:105, NAPLES, FL 34103

The location you have selected:*

16. **Step 6:** Click **Choose Contractor from Address Book** to attach the Contractor to the permit.
17. Enter the **license number** of the Contractor, this will auto populate a list. Select the appropriate contact. Then click **Add This Contact**.
18. To attach Sub Contractors click **Add Business from Address Book**. Select the appropriate license type for the sub-contractor if the appropriate trade is not listed select Interested Party. Now enter the license number for the subcontractor. Repeat this step for each sub-contractor until all have been attached to the permit. For owner select the contact type owner builder and enter the name of the property owner.

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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 8: Review & Submit

Step 9: Submitted

Permit Application - Contacts

Required information is indicated with an asterisk (*).

Type	Contact
Property Owner	GERMANO, GENO & THERESA, Address:17 SUMMIT ST
Applicant	Permit Coordinator, Address:295 RIVERSIDE CIR, Phone:(239) 213-5020
Contractor	Choose Contractor From Address Book

[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.

Previous Step: Location

Next Step: Upload Files

NOTE: If the license number does not appear on the list it may mean the Contractor is either not registered with Collier County Licensing or their registration is not up to date. Please contact Collier County Licensing to verify the registration status. <https://cvportal.colliercountyfl.gov/CityViewWeb/Home/>

Address Book

Required information is indicated with an asterisk (*).

Contact Type: Contractor

Search for a licensee: CASTLE SERVICES OF SOUTHWEST FLORIDA/

CASTLE SERVICES OF SOUTHWEST FLORIDA, INC., # C27192
 RAAFAT N BISHAI, Address:5840 12TH AVE, S.W., Ph

Add This Contact

Address Book

Required information is indicated with an asterisk (*).

Contact Type: Electrical Contractor

Search for a licensee: 3 PALM ELECTRIC LLC, Address:2565 10TH AVENUE NE, Phone:(239) 316-900

Begin typing a name and/or address above and we will search the address book for a matching contact. If the correct name and address appears, please select it from the list.

Add This Contact



Addition Alteration Permit E-Permitting Guide for Applicants

19. The contacts attached to the permit will now be listed.

20. Click **Next Step: Upload Files**

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[Sign Out](#) [My Account](#) [My Items](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

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 8: Review & Submit Step 9: Submitted

Permit Application - Contacts

Required information is indicated with an asterisk (*).

Type	Contact
<input checked="" type="checkbox"/> Contractor	A & R BUILDERS OF SWFL, INC., Address:712 ESCAMBIA ST, Phone:(239) 675-8128, State Reg #'s CRC1332309, Licensee # LCC20150004270
<input type="checkbox"/> Property Owner	LIEBERMAN, JAMES K, Address:251 11TH AVE S
<input type="checkbox"/> Applicant	Permit Coordinator, Address:295 RIVERSIDE CIR, Phone:(239) 213-5020
<input checked="" type="checkbox"/> Electrical Contractor	3 PALM ELECTRIC LLO, Address:2565 10TH AVENUE NE, Phone:(239) 316-9086, State Reg #'s EC13007656, Licensee # LCC20160001730
<input checked="" type="checkbox"/> Mechanical Contractor	5 STAR REFRIGERATION & AIR CONDITIONING INC, Address:23091 CORTEZ BLVD., Phone:(352) 345-4813, State Reg #'s CMC046885, Licensee # LCCC20110002075
<input checked="" type="checkbox"/> Plumbing Contractor	PURE PLUMBING SPECIALISTS, INC., Address:17421 LEE ROAD, Phone:(239) 352-1414, State Reg #'s CFC1429576, Licensee # C34686

[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.

Previous Step: Location | **Next Step: Upload Files**

21. **Step 7:** To upload documents use the browse button and locate the PDF document to upload.

22. Click **Next Step: Review and Submit**, the files you have selected will then upload.

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Step 1: Location 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 8: Review & Submit Step 9: Submitted

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.

- Current Submittal

Submittal #1) Permit Application Submittal (01/06/2021) [View Requirement Steps](#)

Type	Status	Date Verified
Architectural Plans	Pending	
Select a new document for this requirement: sub 1 plan set.pdf Remove		
Provide a short description of this set of documents:		
Electrical Plans	Pending	
Select a new document for this requirement: sub 1 electrical.pdf Remove		
Provide a short description of this set of documents:		
Acknowledgement of City of Naples Regulations Form	Pending	
Select a new document for this requirement: sub 1 ack form.pdf Remove		
Provide a short description of this set of documents:		
Construction Site Management Form & Plans	Pending	
Select a new document for this requirement: sub 1 csm form.pdf Remove		
Provide a short description of this set of documents:		
Application Form	Pending	
Select a new document for this requirement: sub 1 application.pdf Remove		
Provide a short description of this set of documents:		
Cover Letter	Pending	
Select a new document for this requirement: sub 1 cover of work letter.pdf Remove		
Provide a short description of this set of documents:		

- Upload Additional Documents

Select any documents you wish to provide: [Browse...](#)

Provide a short description of this set of documents:

Previous Step: Contacts | **Next Step: Review & Submit**

Addition Alteration Permit E-Permitting Guide for Applicants

23. Once they are complete click **ok**.

Uploads In Progress

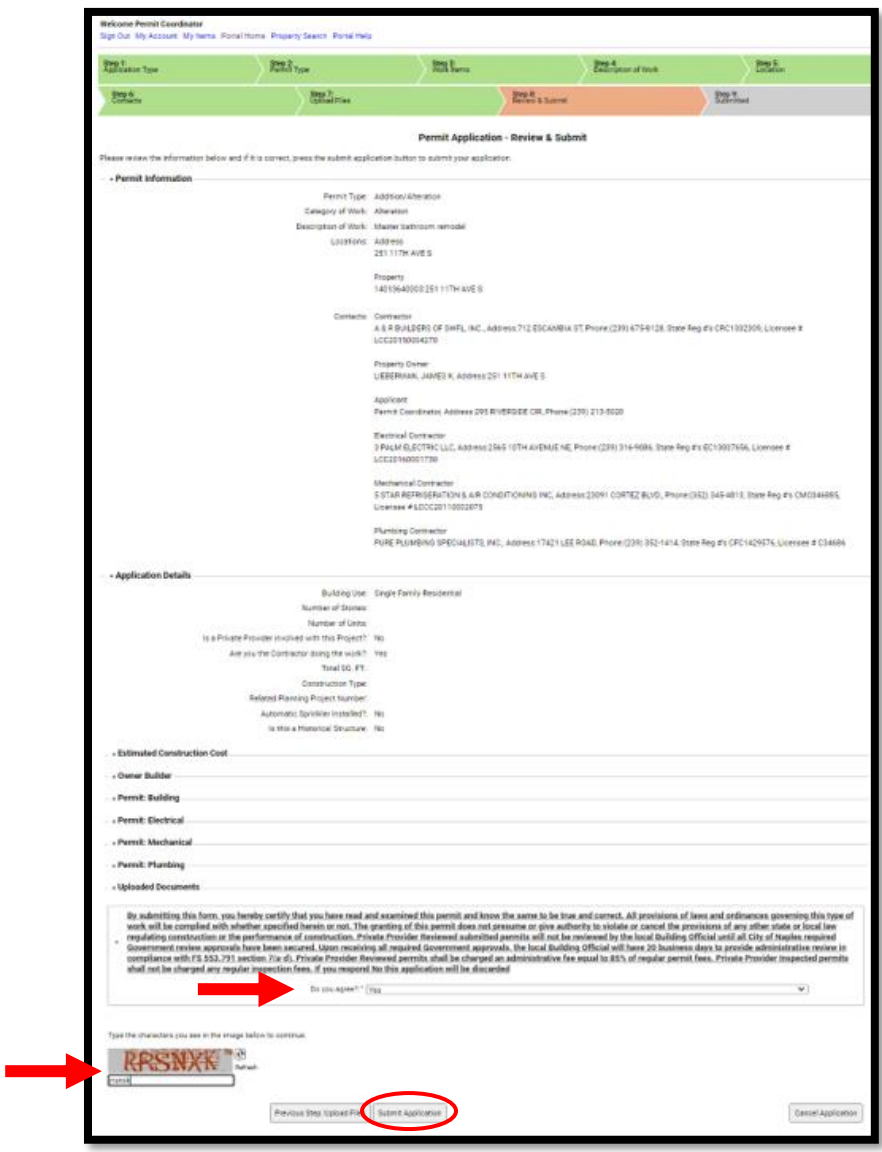
Please wait while your documents are being uploaded. You will be redirected to the next step when all uploads are complete.

Uploads Complete

All documents were uploaded successfully.

Reminder: If you have not uploaded documents to all of the submittal requirements then those documents can be provided at a later date by using the Upload Submittals link from the main page.

- 24. **Step 8:** This is the last step prior to submittal. Verify all information entered is accurate.
- 25. Review the terms and select **Yes**.
- 26. Enter the characters in the **Captcha**.
- 27. Click **Submit Application**.



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: Addition/Alteration
 Category of Work: Alteration
 Description of Work: Master bathroom remodel
 LICENSE: ADD-99
 251 11TH AVE S
 Property: 14219-40000 251 11TH AVE S
 Contacts: Contractor: A & R BUILDERS OF SWFL, INC., Address: 712 ESCANABA ST, Phone: (239) 475-9128, State Reg #'s CRC1932308, License # LCC0219004270
 Property Owner: LIEBERMAN, JAMES K, Address: 201 11TH AVE S
 Applicant: Permit Coordinator, Address: 201 RIVERDEE DR, Phone: (239) 213-8520
 Electrical Contractor: 3 PALM ELECTRIC LLC, Address: 2545 10TH AVENUE NE, Phone: (239) 314-4086, State Reg #'s EC13007564, License # LCC02140001730
 Mechanical Contractor: S STAR REFRIGERATION & AIR CONDITIONING INC, Address: 23091 CORTEZ BLVD, Phone: (352) 345-4813, State Reg #'s CM0344865, License # LCC02110002875
 Plumbing Contractor: PURE PLUMBING SPECIALISTS, INC., Address: 17421 LEE ROAD, Phone: (239) 352-1414, State Reg #'s CRC1429476, License # C34894

Application Details

Building Use: Single 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? No
 Is this a Historical Structure? No


Estimated Construction Cost:
Owner/Builder:
Permit: Building
Permit: Electrical
Permit: Mechanical
Permit: Plumbing

Uploaded Documents:

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 submittal 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 to 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

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





Addition Alteration Permit E-Permitting Guide for Applicants

- 28. **Step 9:** The permit has now been submitted; the Permit Number is listed.
- 29. The permit is now accessible by clicking My Items on the menu bar.

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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 8: Review & Submit Step 9: Submitted

Permit Application - Submitted
Application Number: PRAD2100001

[Print This Page](#)

Thank You! Your permit application has been received.

Permit Information

Permit Type:	Addition/Alteration
Category of Work:	Alteration
Description of Work:	Master bathroom remodel
Locations:	Address
	251 11TH AVE S
	Property
	14013640003:251 11TH AVE S