



# Fire Hydrant Flow Test Submittal Guide for Applicants

## PURPOSE

This guide provides a step by step aid for submitting a request for a Fire Hydrant Flow Test.

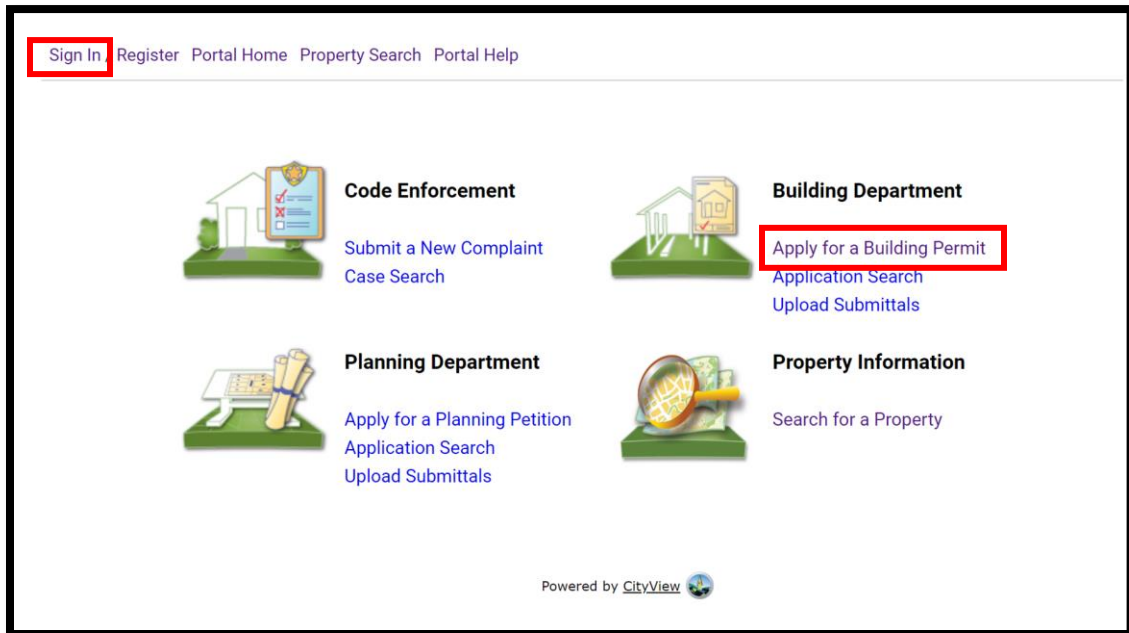
## GENERAL INFORMATION

- ✓ Required documents for this application include a Fire Hydrant Flow Test Application Form and an aerial showing the location of the hydrant.
- ✓ For multiple hydrants a spereate request is required for each hydrant.

## PROCEDURE

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

1. Sign in by clicking the Sign in Link.
2. Under the Building Department Icon click Apply for a Building Permit.





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3. Choose the application type by selecting **Fire**.
4. Categorize the nature of the work being done by selecting the appropriate item.
5. In the description of work type **Flow Test**.
6. Enter the Building Use.
7. Complete all remaining required information marked with an asterick\*.
8. Click **Next Step: Permit Type**

Welcome Permit Coordinator  
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 - 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?:

Cancel **Next Step: Permit Type**



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9. Click the box to check off **Fire Sprinkler**.

10. Click Next Step: Work Item

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### Permit Application - Select Permit Types

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

▼ Please choose as many Permits as are appropriate.

Search for permit types

- Fire Alarm
- Fire Sprinkler
- Fire Suppression
- Fire Underground
- Revision

Previous Step: Application Type Next Step: Work Items

11. Click the box to check off **Fire Hydrant Flow Test**.

12. Click next step: Description of Work.

Welcome Permit Coordinator  
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  
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### Permit Application - Work Items

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

▼ Fire Sprinkler Permit

Please choose as many work items as are appropriate.

Search for work items

- Fire Hydrant Flow Test
- Fire Sprinklers

Previous Step: Permit Type Next Step: Description of Work



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- 13. Enter Quantity as 1.
- 14. 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  
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**Permit Application - Description of Work**  
 Required information is indicated with an asterisk (\*).

- Fire Sprinkler Permit Work Items

Fire Hydrant Flow Test  
 QTY: 1  
 Please enter the quantity for this work item in the units specified

Previous Step: Work Items Next Step: Location

Powered by CityView

- 15. Begin typing the address in the Search Locations field. Select the correct address from the menu.
- 16. Click Next Step: Contacts

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

**Locations**

Use my location:

Location Type(s) to Search For: All

Search for location: 1255 GULF SHORE BLVD N  
 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: 1255 GULF SHORE BLVD N

Previous Step: Description of Work Next Step: Contacts



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17. In Step 6 attach the contractor to the permit by clicking [Choose Contractor from Address Book](#).

Welcome Permit Coordinator  
[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
Applicant	Permit Coordinator, Address:295 RIVERSIDE CIR, Phone:(239) 213-5020
Contractor	<a href="#">Choose Contractor From Address Book</a>

[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](#)

18. Beging typing the Contractor’s Liscence Number and a list will be auto populate, select the apporopriate one from the list

19. Click [Add Contact](#).

20. Click Next Step: Upload Files

### Address Book

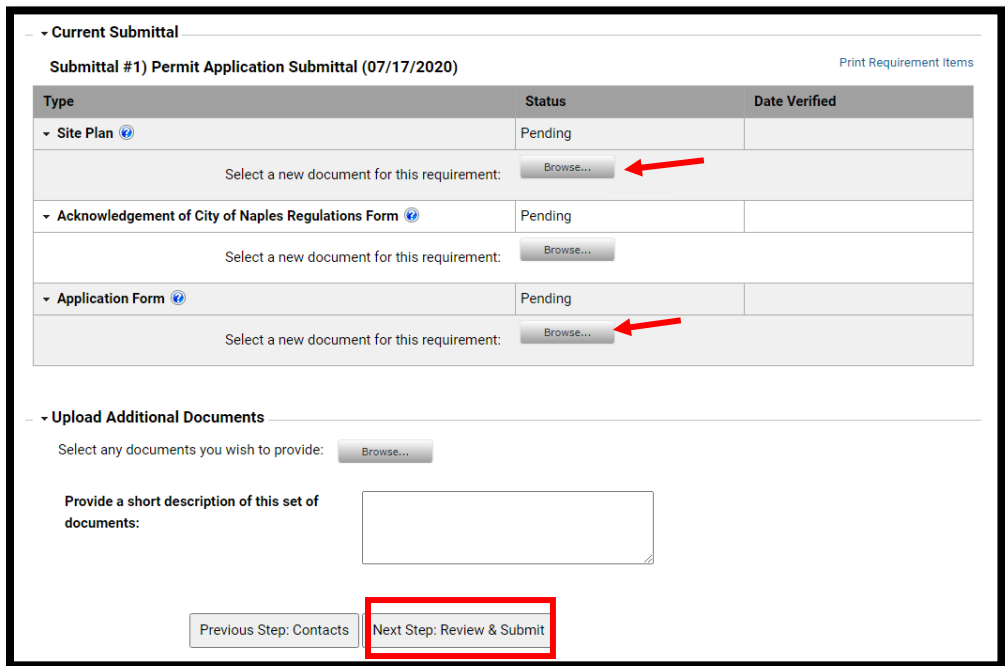
Required information is indicated with an asterisk (\*).

→ Search for a license:\*

- Manke, James E., Address:2004 SW 36 Terr, Phone:(239) 54
- WAYNE AUTOMATIC FIRE SPRINKLERS INC., Address:4683  
023903-00012008, Licensee # C36256

[Add This Contact](#)

21. In Step 7 upload the required documents for this application type a list of suggested items will be shown.  
**Submittal Guidelines:** It is not necessary to upload duplicate copies of any documents, one digital file is sufficient.  
**Document Naming:** Please be sure documents are named appropriately. All document names should include the submittal number and document type. For all initial submittals items documents are Submittal #1 for example “Sub 1 Application”
22. Use the **Browse** button to locate the PFD files you would like to upload.
23. Once the documents are selected for each category Click Next Step: Review and Submit.



Current Submittal

Submittal #1) Permit Application Submittal (07/17/2020) Print Requirement Items

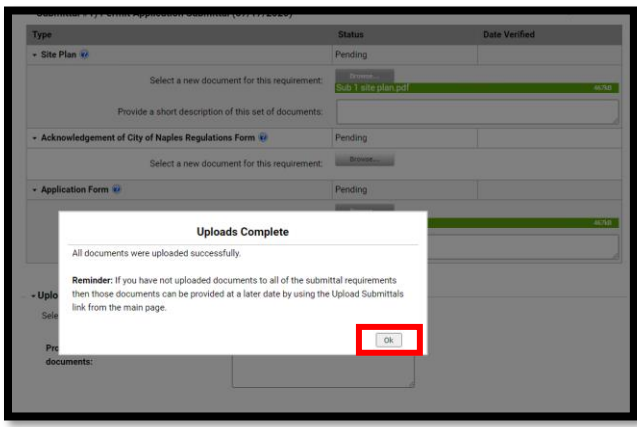
Type	Status	Date Verified
Site Plan	Pending	
Select a new document for this requirement: <input type="button" value="Browse..."/>		
Acknowledgement of City of Naples Regulations Form	Pending	
Select a new document for this requirement: <input type="button" value="Browse..."/>		
Application Form	Pending	
Select a new document for this requirement: <input type="button" value="Browse..."/>		

Upload Additional Documents

Select any documents you wish to provide:

Provide a short description of this set of documents:

24. The files will then upload once complete click OK.



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.



City of Naples, FL

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- 25. Review the details entered, agree to the terms and enter the characters of the Captcha.
- 26. Click Submit Application.

Welcome Permit Coordinator  
[Sign Out](#) [My Account](#) [My Name](#) [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 - 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: Fire  
 Category of Work: New Construction  
 Description of Work: Flow Test  
 Locations: Address: 1255 GULF SHORE BLVD N  
 Property: 21810060008 1255 GULF SHORE BLVD N

Contacts: Contractor: WIKME AUTOMATIC FIRE SPRINKLERS INC, Address 4883 Laredo Avenue, Phone(407) 656-8830, State Reg #s 4F20001320, 02940-00012008, License # C36256  
 Applicant: Permit Coordinator, Address 295 RIVERSIDE DR, Phone (239) 213-9023

**- Application Details**

Building Use: Commercial  
 Number of Stories:  
 Number of Units:  
 Is a Private Provider involved with this Project?: No  
 Are you the Contractor doing the work?: No  
 Total SQ. FT.:  
 Construction Type:  
 Related Planning Project Number:  
 Automatic Sprinkler Installed?: No  
 Is this a Historical Structure?: No

**- Estimated Construction Cost**

Estimated Construction Cost: \$0.00

**- Owner Builder**

Is the property owner doing work?: No

**- Permit: Fire Sprinkler**

Work Item Description	Units	Quantity
Fire Hydrant Flow Test	QTY	1

**- Uploaded Documents**

- Sub 1 application.pdf
- Sub 1 site plan.pdf

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 assure or give authority to violate or cancel the provisions of any other state or local law regarding construction or the performance of construction. Private Provider Reviewed 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 353.791 section 71a-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 recond No this application will be discarded

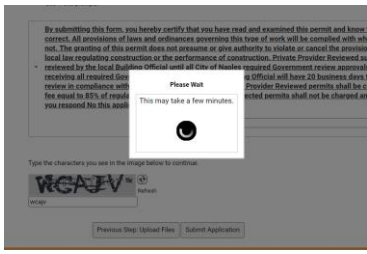
Do you agree?

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

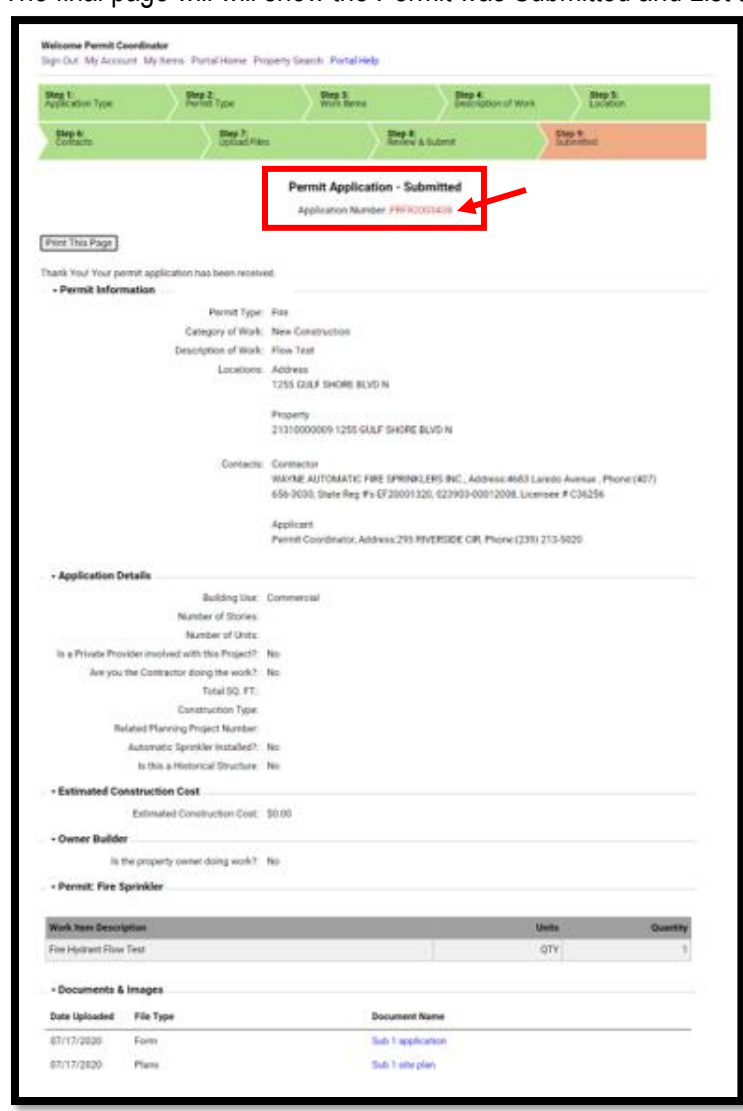
Previous Step: Upload Files   **Submit Application**   Cancel Application

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27. The request will process.



28. The final page will will show the Permit was Submitted and List the Application Number.



The screenshot shows a confirmation page titled 'Permit Application - Submitted' with the application number 'PRR0003438'. A red box highlights the title and number, with a red arrow pointing to the number. The page includes a progress bar at the top, a 'Print This Page' button, and several sections of information:

- Permit Information:**
  - Permit Type: Fire
  - Category of Work: New Construction
  - Description of Work: Flow Test
  - Locations - Address: 1255 GULF SHORE BLVD N
  - Property: 2131-0000009 1255 GULF SHORE BLVD N
  - Contacts - Contractor: WAKME AUTOMATIC FIRE SPRINKLERS INC., Address: 4683 Laredo Avenue, Phone: (407) 656-9030, State Reg. #'s: EF20091320, G22993-00012008, Licensee # C36256
  - Applicant: Permit Coordinator, Address: 295 RIVERSIDE CIR, Phone: (239) 213-5020
- Application Details:**
  - Building Use: Commercial
  - Number of Stories: [blank]
  - Number of Units: No
  - Is a Private Provider involved with this Project?: No
  - Are you the Contractor doing the work?: No
  - Total SQ. FT.: [blank]
  - Construction Type: [blank]
  - Related Planning Project Number: [blank]
  - Automatic Sprinkler installed?: No
  - Is this a Historical Structure: No
- Estimated Construction Cost:**
  - Estimated Construction Cost: \$0.00
- Owner Builder:**
  - Is the property owner doing work?: No
- Permit: Fire Sprinkler**
- Work Item Description Table:**

Work Item Description	Units	Quantity
Fire Hydrant Flow Test	QTY	1
- Documents & Images:**

Date Uploaded	File Type	Document Name
07/17/2020	Form	Sub 1 application
07/17/2020	Plans	Sub 1 site plan