

### PURPOSE

This guide provides a step by step aid for applying for a Fuel or Gas Permit through the City of Naples Public Portal.

#### **GENERAL INFORMATION**

- Any registred 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 documetns 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: <u>https://www.naplesgov.com/building/page/building-permit-forms-fees</u>

#### 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 architectural plan," "sub 1 electrical 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.





- 3. To begin Step 1, choose the application type by selecting Fuel/Gas.
- 4. Categorize the nature of the work by selecting the appropriate item.
- 5. Enter the description of work, building use and job cost.
- 6. Complete all remaining required information marked with an asterisk\*.
- 7. Click Next Step: Permit Type.

Out My Account My Items Por	rtal Home Property Search Portal Help					
1: lication 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 - D	Description and T	уре		
		TMPPR202	10000010			
		Required information is indi	icated with an asteris	k (*).		
	Choose the application type:* Fuel/	'Gas				~
Please catego	orize the nature of the work being done:* New	Construction				~
$\rightarrow$	Please describe the work being done:* Instal	II Natural Gas Piping to All Interi	or & Exterior Gas Appl	liances		
						//
	Limit 4	000 characters				
<ul> <li><u>Application Details</u></li> </ul>						
	Building Use: * Sing	gle Family Residential				~
	Number of Stories:					
	Number of Units:					
Is a Priv	vate 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:					~
<ul> <li>Estimated Construction Co</li> </ul>	ost					
	Estimated Construction Cost: \$1,6	50.00				
<ul> <li>Owner Builder</li> </ul>						
	Is the property owner doing work?: No					~
	Cancel	lext Step: Permit Type				



# 8. Step 2: Select Fuel/Gas for permit type.

# 9 Click Next Step: Work Items

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: Submitte	d		
	Pe	ermit Application - TMPPR20	Select Permit Typ	es				
	Req	quired information is in	dicated with an asterisk	: (*).				
– • Please choose as many Permits as are	e appropriate.							
Search for permit types								
☑ Fuel/Gas								
Revision								
	Previous Step: Application Type Next Step	o: Work Items						

- 10. Step 3: Complete the applicable information and choose the work item Fuel/Gas.
- 11. Click Next Step: Description of Work.

pplication type	Permit Type	Step 3: Work Items	Description of Work	Location
Step 6: Contacts	Step 7; Upload Files	Step 8: Review & Subm	it	Step 9: Submitted
		Permit Application - Work Iter TMPPR20210000010 Required information is indicated with an as	ms sterisk (*).	
• Fuel/Gas Permit				
	Type of Gas: Na	tural		*
	Tank Location: No	Tank		*
	Gas Piping:			*
Desce choose as many work iter	me ac are appropriate			
Search for work items	no do die appropriate.			
Fuel/Gas				



- 12. **Step 4**: quantity for the work item.
- 13. Click Next Step: Location.

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 Submi	tted				
Permit Application - Description of Work TMPPR20210000010 Required information is indicated with an asterisk (*).								

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

Welcome Permit Coordinator Sign Out My Account My Items	s Portal Home Property Search Po	ortal 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
	Р	Permit Application - Loc Required information is in	ation of Work B dicated with an aste	eing Done risk (*).	
-	Use my location: C Location Type(s) to Search For: C Search for location: B s	I Stop I Stop All ISSO I XORA DR legin typing a street address or Folio I elect it from the list.	Number above and we wi	II search existing locations within the j	V
	C The location you have selected:*	Can't find address? 1580 IXORA DR			
[	Previous Step: Description of Work	Next Step: Contacts			



- 16. Step 6: Click Add Business from Address Book to attach the Contractor to the permit.
- 17. In the pop-up window enter the license number of the Contractor.
- 18. This will auto populate a list. Select the appropriate contact.
- 19. Click Add This Contact.
- 20. The contacts attached to the permit will now be listed.
- 21. Click Next Step: Upload Files.

<u>NOTE</u>: 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 their status. <u>https://cvportal.colliercountyfl.gov/CityViewWeb/Home/</u>

Step 6: Contacts	Step 7: Upload Files	Step 8: Review	& Submit	Step 9: Submitted		
Permit Application - Contacts TMPPR20210000010 Required information is indicated with an asterisk (*).						
Туре	Contact					
X Contractor	BBHB TOTAL GAS SERVICES LCC20190000658	SINC D/B/A JACOBS TOTAL GAS SERVICE, Add	iress:6131 WAXMYRTLE WAY, Phone:(23	9) 280-7822, State Reg #'s IH/42518, Licensee #		
Property Owner	DANNER, MARC A & JULIE N	/, Address:1580 IXORA DR				
Applicant	Permit Coordinator, Address	:295 RIVERSIDE CIR, Phone:(239) 213-5020				
Add Business From Address E	look tors please add as Additional Contacts on the Co	ontacts step. All Trade contractors must be ider	ntified before the permit can be issued.			



- 22. Step 7: To upload documents use the browse button and locate the appropriate PDF document.
- 23. Click Next Step: Review and Submit, the files you have selected will then upload.

Welcome Permit Coordinator Sign Out My Account My Items Po	ortal Home Propert	y Search Portal Help						
Step 1: Application Type	Step 2: Permit T	ype	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 Applie	cation - Upload Docun MPPR20210000010	nents			
		Note: This step is optional. D	ocuments may be uploaded	d at a later time from the Up	load Submittals link located on the	main page.		
Guidelines For Electronical	ly Submitting Doc	uments:						
- + Current Submittal								
Submittal #1) Permit Applica	ation Submittal (0	6/28/2021)						Print Requirement Items
Type - Site Plan 😧				Status		Date	Verified	
		Select a r	new document for this requ	irement: Browse				
✓ Fuel/Gas Plans				Pending				
		Select a r	new document for this requ	irement: Browse Sub 1 plan.pdf	Remove			
		Provide a short d	escription of this set of doc	suments:				
→ Acknowledgement of City of Na	aples Regulations Fo	orm 🗑		Pending				
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- Application Form 😧				Pending				
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		Provide a short de	escription of this set of doc	ouments:				1
- > Upload Additional Documen	ts							
		Previous Step: Contacts	lext Step: Review & Submit					

24. Once they are complete click ok.

	Uploads Complete
	All documents were uploaded successfully.
Uploads In Progress	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.
Please wait while your documents are being uploaded. You will be redirected to the next step when all uploads are complete.	Ok



- 25. Step 8: This is the last step prior to submittal. Verify all information entered is accurate.
- 26. Review the terms, select Yes to Agree.
- 27. Enter the characters in the captcha.
- 28. Click Submit Application.

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Fuel/Gas Permit Submittal Guide for Applicants

- 28. Step 9: The permit has now been submitted.
- 29. The Permit Number has been assigned and is listed at the top of the screen
- 30. The permit is now accessible by clicking My Items on the menu bar.

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: Step 7; Contacts Upload Files	Step 8: Review & Subm	it	Step 9: Submitted	
	Permit Application - Se	ubmitted		
	Application Number, PR03	2100003		
Print This Page				
Thank You! Your permit application has been received.				
Permit Information				
Permit Type: Cotocory of Work	Fuel/Gas			
Description of Work:	Install Natural Gas Piping to All Interior & Exterior G	as Appliances		
Locations	Address 1580 IXORA DR			
	Property 06285640001:1580 IXORA DR			
Contacts	Contractor BBHB TOTAL GAS SERVICES INC D/B/A JACOBS TO Licensee # LCC20190000658	DTAL GAS SERVICE, Address:6131 WAXM	YRTLE WAY, Phone:(239) 280-7822, St	ate Reg #'s IH/42518,
	Property Owner DANNER, MARC A & JULIE M, Address:1580 IXORA	DR		
	Applicant Permit Coordinator, Address:295 RIVERSIDE CIR, PI	ione:(239) 213-5020		
- + Application Details				
Building Use:	Single Family Residential			
Number of Stories:				
Number of Units:	Ne			
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: Fuel/Gas				
- • Documents & Images				