



Fuel/Gas Permit Submittal Guide for Applicants

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 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>

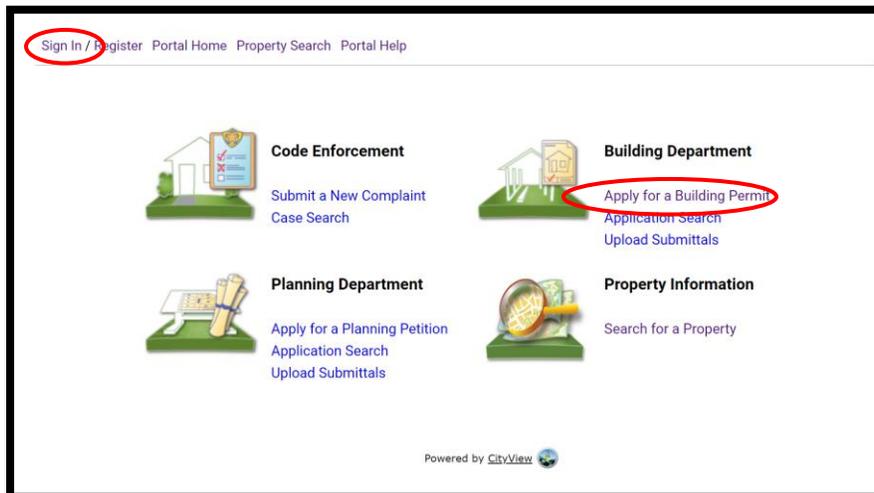
PROCEDURE

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**.





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- To begin **Step 1**, choose the application type by selecting **Fuel/Gas**.
- Categorize the nature of the work by selecting the appropriate item.
- Enter the description of work, building use and job cost.
- Complete all remaining required information marked with an asterisk*.
- 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

TMPPR20210000010

Required information is indicated with an asterisk (*).

Choose the application type:* Fuel/Gas

Please categorize the nature of the work being done:* New Construction

Please describe the work being done:* Install Natural Gas Piping to All Interior & Exterior Gas Appliances

Limit 4000 characters

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?:

Is this a Historical Structure:

Estimated Construction Cost

Estimated Construction Cost: \$1,650.00

Owner Builder

Is the property owner doing work?: No

Cancel **Next Step: Permit Type**



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- 8. **Step 2:** Select **Fuel/Gas** for permit type.
- 9. Click **Next Step: Work Items**

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Permit Application - Select Permit Types
 TMPPR2021000010

Required information is indicated with an asterisk (*).

▼ Please choose as many Permits as are appropriate.

Search for permit types

Fuel/Gas

Revision

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

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

Welcome Permit Coordinator
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Permit Application - Work Items
 TMPPR2021000010

Required information is indicated with an asterisk (*).

▼ Fuel/Gas Permit

Type of Gas: Natural

Tank Location: No Tank

Gas Piping:

Please choose as many work items as are appropriate.

Search for work items

Fuel/Gas

Previous Step: Permit Type **Next Step: Description of Work**



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

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Permit Application - Description of Work
TMPPR20210000010

Required information is indicated with an asterisk (*).

- Fuel/Gas Permit Work Items

Fuel/Gas

QTY:*

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

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

- 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
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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 - 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:

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**



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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**.

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

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
TMPPR2021000010

Required information is indicated with an asterisk (*).

Type	Contact
<input checked="" type="checkbox"/> Contractor	BBHB TOTAL GAS SERVICES INC D/B/A JACOBS TOTAL GAS SERVICE, Address:6131 WAXMYRTLE WAY, Phone:(239) 280-7822, State Reg #'s IH/42518, Licensee # LCC20190000658
Property Owner	DANNER, MARC A & JULIE M, Address:1580 IXORA DR
Applicant	Permit Coordinator, Address:295 RIVERSIDE CIR, Phone:(239) 213-5020

 [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.



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- 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
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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 - Upload Documents

TMPPR2021000010

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:](#)

Current Submittal

Submittal #1) Permit Application Submittal (06/28/2021) [Print Requirement Items](#)

Type	Status	Date Verified
- Site Plan	Pending	
Select a new document for this requirement: <input type="button" value="Browse..."/>		
- Fuel/Gas Plans	Pending	
Select a new document for this requirement: <input type="button" value="Browse..."/>		
Sub 1 plan.pdf <input type="button" value="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: <input type="button" value="Browse..."/>		
sub 1 ack form.pdf <input type="button" value="Remove"/>		
Provide a short description of this set of documents:		
- Application Form	Pending	
Select a new document for this requirement: <input type="button" value="Browse..."/>		
sub 1 application.pdf <input type="button" value="Remove"/>		
Provide a short description of this set of documents:		

Upload Additional Documents

- 24. 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.



City of Naples, FL

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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**.

Webuser Permit Coordinator
Sign Out My Account My Name Contact Name Property Search Permit Help

Step 1: Permit Type Step 2: Fee Step 3: Review Step 4: License of Work
Step 5: Application Step 6: Review Step 7: Submit Step 8: Review & Submit

Permit Application - Review & Submit
TRF90221000010

Please review the information below and if it is correct, press the submit application button to submit your application.

Permit Information

Permit Type: Fuel/Gas
Category of Work: New Construction
Description of Work: install natural gas piping to all interior & exterior gas appliances
Location: Address: 1589 WORA DR
City: Naples
County: COLLEMAN
Contractor: BHW TOTAL GAS SERVICES INC DBA JACOBS TOTAL GAS SERVICE, Address 8101 VANDERBILT WAY, Phone (239) 283-7622 State Reg # R 90-42715 License # LC202160000038
Property Owner: DARDEN MARC & S JULIE M, Address 1589 WORA DR
Applicant: Permit Coordinator, Address 290 RIVERGATE DR, Phone (239) 210-0000

Application Details

Building Use: Single Family Residential
Number of Stories: 1
Number of Units: 1
Is a Private Provider involved with this Project? No
Are you the Contractor doing the work? Yes
Total SQ. FT.: 1500
Construction Type: Single Family Residential
Related Planning Project Number:
Automatic Sprinkler installed? No
Is this a Historical Structure? No

Application Details

Building Use: Single Family Residential
Number of Stories: 1
Number of Units: 1
Is a Private Provider involved with this Project? No
Are you the Contractor doing the work? Yes
Total SQ. FT.: 1500
Construction Type: Single Family Residential
Related Planning Project Number:
Automatic Sprinkler installed? No
Is this a Historical Structure? No

Estimated Construction Cost

Owner/Builder

Permit: Fuel/Gas

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 assume or give authority to violate or circumvent 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 553.797 section 71e(4). 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 No

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

CAY8Y

Previous Step Cancel **Submit Application** Cancel Application



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- 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.

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Permit Application - Submitted
 Application Number: PRGS2100005

[Print This Page](#)

Thank You! Your permit application has been received.

Permit Information

Permit Type: Fuel/Gas
 Category of Work: New Construction
 Description of Work: Install Natural Gas Piping to All Interior & Exterior Gas Appliances
 Locations: Address: 1580 IXORA DR
 Property: 06285640001:1580 IXORA DR

Contacts: Contractor: BBHB TOTAL GAS SERVICES INC D/B/A JACOBS TOTAL GAS SERVICE, Address:6131 WAXMYRTLE WAY, Phone:(239) 280-7822, State Reg #'s IH/42518, Licensee # LCC20190000658
 Property Owner: DANNER, MARC A & JULIE M, Address:1580 IXORA DR
 Applicant: Permit Coordinator, Address:295 RIVERSIDE CIR, Phone:(239) 213-5020

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: Fuel/Gas

Documents & Images