



# Generator Permit Submittal Guide for Applicants

## PURPOSE

This guide provides a step by step aid for applying for an Standby Generator 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.

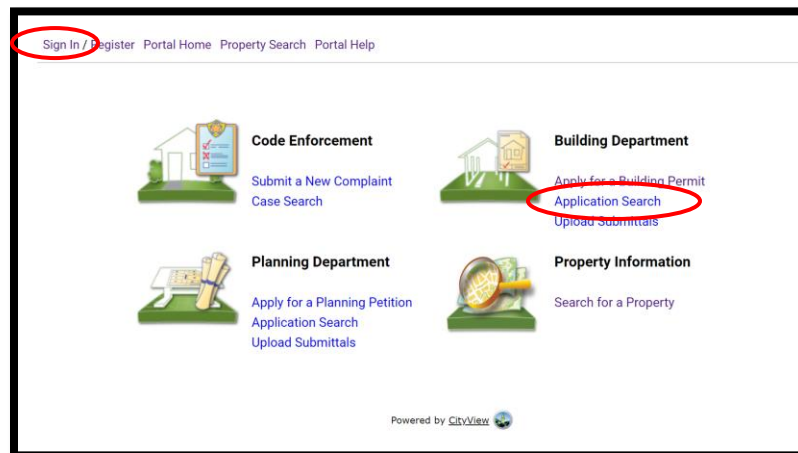
## PROCEDURE

*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 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 **Generator**.
- 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

TMPPR2021000012

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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- 8. **Step 2:** Select the appropriate permit types for the scope of work.
- 9. Click **Next Step: Work Items.**

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**Permit Application - Select Permit Types**  
TMPFR20210000012

Required information is indicated with an asterisk (\*)

- Please choose as many Permits as are appropriate.

Search for permit types

- Building
- Electrical
- Revision
- Site

Previous Step: Application Type Next Step: Work Items

- 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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**Permit Application - Work Items**  
TMPFR20210000012

Required information is indicated with an asterisk (\*)

- Building Permit

Please choose as many work items as are appropriate.

Search for work items

- Generator - Residential

- Electrical Permit

Please choose as many work items as are appropriate.

Search for work items

- Electrical System New/Alteration

Previous Step: Permit Type Next Step: Description of Work



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12. **Step 4:** Enter the quantity for each work item.

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

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**Permit Application - Description of Work**  
TMPPR2021000012

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

**- Building Permit Work Items**

Generator - Residential  
QTY: \* 1  
Please enter the quantity for this work item in the units specified

**- Electrical Permit Work Items**

Electrical System New/Alteration  
SQ FT: \* 100  
Please enter the quantity for this work item in the units specified

Previous Step: Work Item **Next Step: Location**

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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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 (\*).

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**



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- 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 the Electrical Sub Contractor click **Add Business from Address Book**. Select **Electrical Contractor** for the license type. Now enter the license number for the subcontractor.

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 - 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	<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

**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/>

- 19. The contacts attached to the permit will now be listed.
- 20. Click **Next Step: Upload Files**

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**Permit Application - Contacts**  
TMPPR20210000012  
Required information is indicated with an asterisk (\*).

Type	Contact
Contractor	(THE) CONSTRUCTION MANAGERS INC , Address:28360 OLD 41 RD, UNIT11, Phone:(855) 957-5900, State Reg #'s CGC1515995, Licensee # C34987
Property Owner	LIEBERMAN, JAMES K, Address:251 11TH AVE S
Applicant	Permit Coordinator, Address:295 RIVERSIDE CIR, Phone:(239) 213-5020
Electrical Contractor	3 PALM ELECTRIC LLC, Address:2565 10TH AVENUE NE, Phone:(239) 316-9086, State Reg #'s EC13007656, Licensee # LCC20160001730

[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**



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- 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.

- 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.



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- 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**.

- 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.