



Irrigation Permit Submittal Guide for Applicants

PURPOSE

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

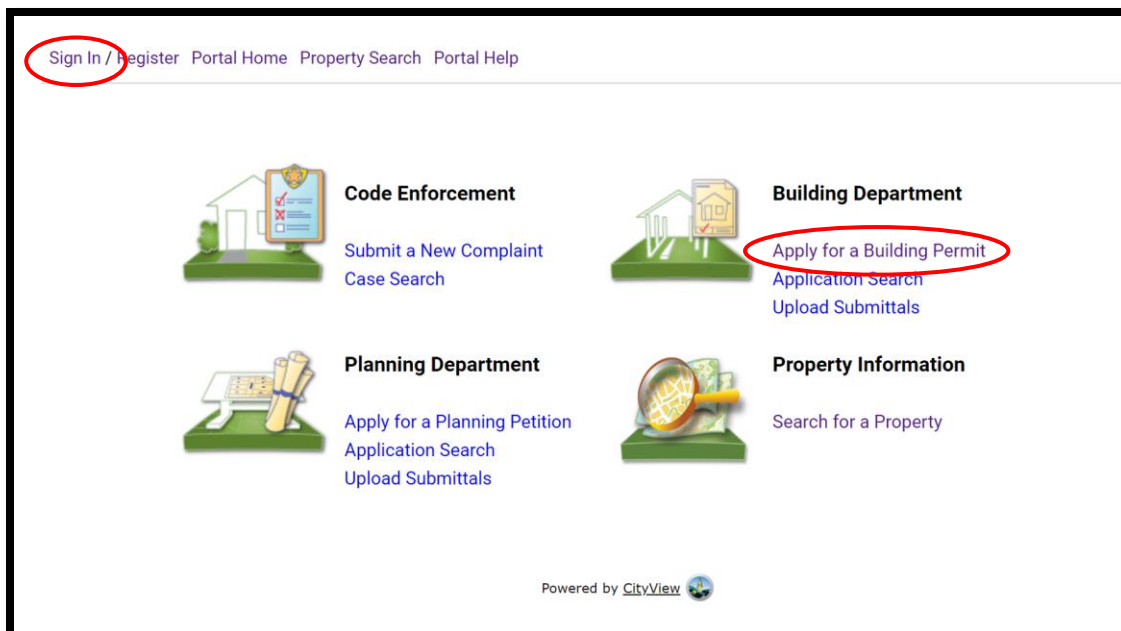
GENERAL INFORMATION

- ✓ 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"
- ✓ Click on link to the City of Naples Public Portal: <https://cityview2.iharriscomputer.com/CityofNaplesFlorida/>
- ✓ Before beginning the online application process be sure all documents have been filled out and saved on the computer as a PDF.
- ✓ Documents should be appropriately named and include the Submittal Number and document type.
- ✓ The Permit Application and Acknowledgment of Naples Regulations forms can be found online: <https://www.naplesgov.com/building/page/building-permit-forms-fees>

PROCEDURE

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 **Site Work**.
- Categorize the nature of the work by selecting the appropriate item.
- Enter the description of work, the 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

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:*

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?:



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8. **Step 2:** Select the permit type “Site”
9. Click **Next Step: Work Items**

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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

- Building
- Construction Temporary Use
- Electrical
- Revision
- Right-Of-Way
- Site
- Stormwater

Previous Step: Application Type Next Step: Work Items

10. **Step 3:** Select the work item **Lawn Sprinkler System**.
11. Click **Next Step: Description of Work**.

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Permit Application - Work Items

Required information is indicated with an asterisk (*).

- Site Permit

Please choose as many work items as are appropriate.

Search for work items

- Grading
- Lawn Sprinkler System
- Resurface Parking Lot
- Retaining Wall
- Site Work
- Sport Court
- Stormwater Drainage
- Test Pits

Previous Step: Permit Type Next Step: Description of Work



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- 12. **Step 4:** For **Quantity** enter “1”
- 13. Click **Next Step: Location**.

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Permit Application - Description of Work

Required information is indicated with an asterisk (*).

Site Permit Work Items

Lawn Sprinkler System

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.

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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:

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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- 15. **Step 6:** Click **Choose Contractor from Address Book** to attach the Contractor to the permit.
- 16. Enter the **license number** of the Contractor, this will auto populate a list. Select the appropriate contact. Then click **Add This Contact**.

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

Address Book

Required information is indicated with an asterisk (*).

Search for a licensee:*

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



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

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

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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	SPONSELLER NURSERY, INC. (DBA) GATOR LANDSCAPING, Address:2180 16TH AVENUE SW, Phone:(239) 643-3474, Licensee # C35995
Property Owner	GERMANO, GENO & THERESA, Address:17 SUMMIT ST
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.

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

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

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

21. Once complete click ok.

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Permit Application - Upload Documents

Current Submittal

Submittal #1) Permit Application Submittal (09/16/2020) [Print Requirement Items](#)

Type	Status	Date Verified
Site Plan	Pending	
Select a new document for this requirement: Browse...		
Acknowledgement of City of Naples Regulations Form	Pending	
Select a new document for this requirement: Browse...		
	Sub 1 acknowledgment.pdf	Remove
Provide a short description of this set of documents:		
Application Form	Pending	
Select a new document for this requirement: Browse...		
	sub 1 application.pdf	Remove
Provide a short description of this set of documents:		

Upload Additional Documents

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



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22. **Step 8:** This is the last step prior to submittal. Verify all information entered is accurate.
23. Review the terms, Select **Yes** to Agree.
24. Enter the **Characters**.
25. Click **Submit Application**.

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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 - 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: Site Work
 Category of Work: New Construction
 Description of Work: Install Irrigation
 Locations: Address
 345 1ST AVE N, Bld-Unit:22-17, NAPLES, FL
 Property
 14023440002:345 1ST AVE N
 Contacts: Contractor
 SPONSELLER NURSERY, INC. (DBA) GATOR LANDSCAPING, Address:2180 16TH AVENUE SW, Phone:(239) 643-3474, Licensee # C35995
 Property Owner
 GERMANO, GENO & THERESA, Address:17 SUMMIT ST
 Applicant
 Permit Coordinator, Address:295 RIVERSIDE CIR, Phone:(239) 213-5020

Application Details

Estimated Construction Cost

Owner Builder

Permit: Site

Uploaded Documents

- Sub 1 acknowledgment.pdf
- sub 1 application.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 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 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 553.791 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?:*

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

 Refresh

x8dk

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



City of Naples, FL

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

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Permit Application - Submitted
 Application Number: PRSW2003450

[Print This Page](#)

Thank You! Your permit application has been received.

- **Permit Information**

Permit Type: Site Work
 Category of Work: New Construction
 Description of Work: Install Irrigation
 Locations: Address
 345 1ST AVE N, Bid-Unit:22-17, NAPLES, FL
 Property
 14023440002:345 1ST AVE N

- **Application Details**

- **Estimated Construction Cost**

- **Owner Builder**

- **Permit: Site**

- **Documents & Images**

Date Uploaded	File Type	Document Name
09/16/2020	Form	sub 1 application
09/16/2020	Form	Sub 1 acknowledgment

Please print this page or record the application number for future reference. You will need it in order to view the status of your application online.

Please select a link below to access the CityView Portal.

[Start a new application](#)
[View the status of my application](#)
[Portal Home](#)