	Irrigation Permit
City of Naples, FL	**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.
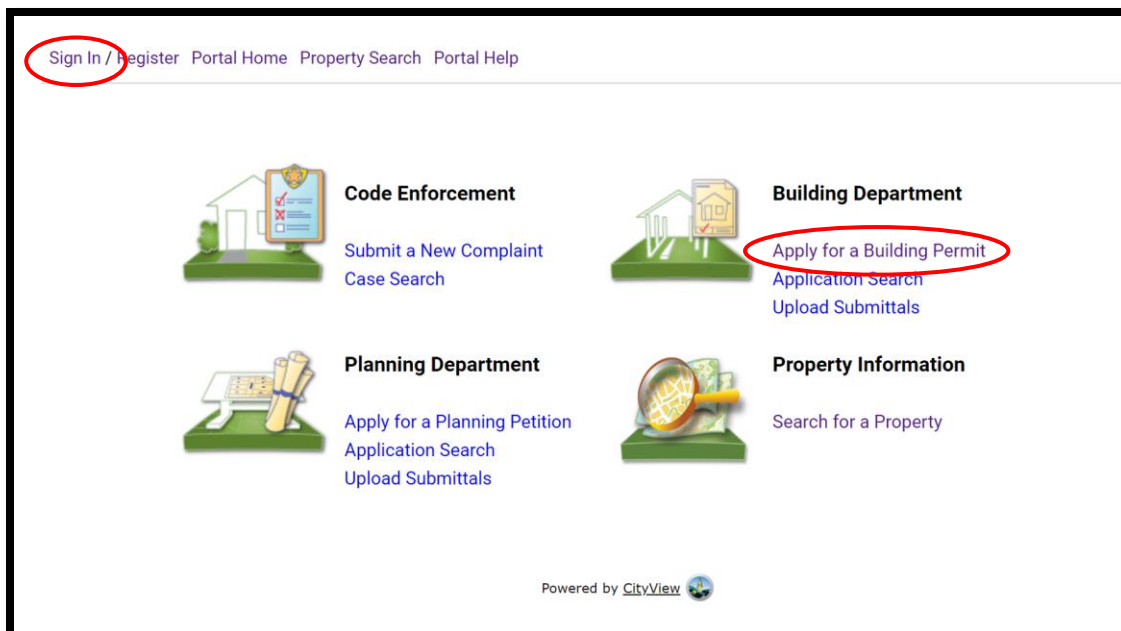
GENERAL INFORMATION

- ✓ Any registred user can apply for a building permit through the online system. Instructions for registering are availiable 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 fillled 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.**

3. To begin **Step 1**, choose the application type by selecting **Site Work.**
4. Categorize the nature of the work by selecting the appropriate item.
5. Enter the description of work, the Building Use and job cost.
6. Complete all remaining required information marked with an asterisk*.
7. Click **Next Step: Permit Type.**

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

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

12. **Step 4**: For **Quantity** enter **"1"**
13. Click **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. **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**.

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
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/

X

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

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

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**.

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.