



Plumbing Permit Submittal Guide for Applicants

PURPOSE

This guide provides a step by step aid for applying for a Plumbing 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".
- ✓ The Permit Application and Acknowledgment of Naples Regulations forms can be found online: <https://www.naplesgov.com/building/page/building-permit-forms-fees>

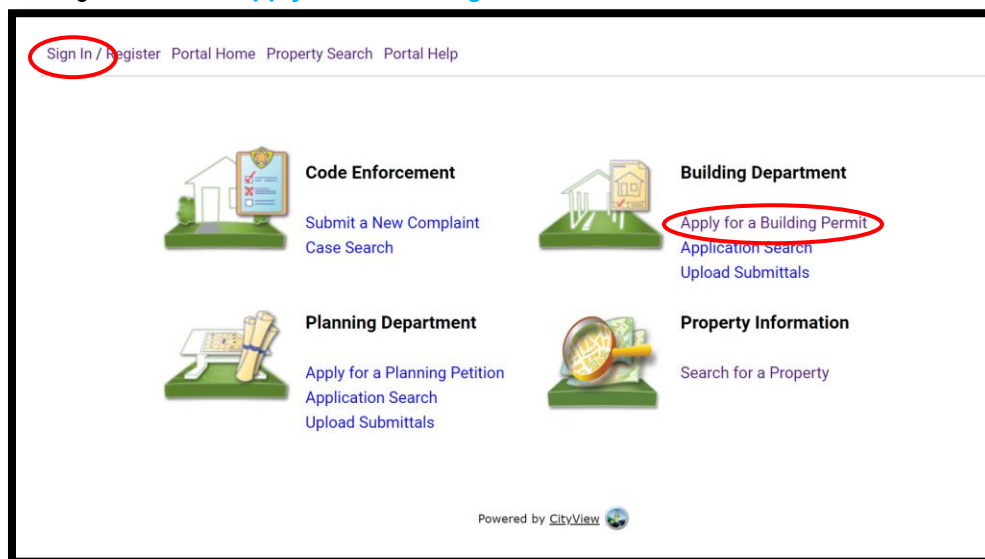
PROCEDURE

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 **Plumbing**.
- 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

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?:



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

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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 - Select Permit Types
 Required information is indicated with an asterisk (*).

– Please choose as many Permits as are appropriate.

Search for permit types

Building
 Electrical
 Plumbing
 Revision

Previous Step: Application Type Next Step: Work Items

- 10. **Step 3:** Under the Plumbing Permit select **Plumbing System New/Alteration**.
- 11. Click **Next Step: Description of Work**.

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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 - Work Items
 Required information is indicated with an asterisk (*).

– **Plumbing Permit**

Please choose as many work items as are appropriate.

Search for work items

Plumbing System New/Alteration
 Water Heater Replacement

Previous Step: Permit Type Next Step: Description of Work



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- 12. **Step 4:** Enter square footage for the work item.
- 13. Click **Next Step: Location.**

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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 - Description of Work

Required information is indicated with an asterisk (*).

▼ Plumbing Permit Work Items

Plumbing System New/Alteration

SQ FT:* 4795
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 job address. A list will populate select the appropriate address.
- 15. 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: 1580 IXORA DR
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:* 1580 IXORA DR

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**.

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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 - Contacts

Required information is indicated with an asterisk (*).

| Type | Contact |
|----------------|---|
| 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.

Previous Step: Location Next Step: Upload Files

Address Book

Required information is indicated with an asterisk (*).

Contact Type:* Contractor

Search for a licensee:* SCHUBERT PLUMBING OF SW FL INC, Address:PO BOX 4727, Phone: [redacted]

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

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/>



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

21. 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 |
|--|--|
| Property Owner | DANNER, MARC A & JULIE M, Address:1580 IXORA DR |
| Applicant | Permit Coordinator, Address:295 RIVERSIDE CIR, Phone:(239) 213-5020 |
| <input checked="" type="checkbox"/> Contractor | SCHUBERT PLUMBING OF SW FL INC, Address:PO BOX 4727, Phone:(239) 564-0379, State Reg #'s CFC1425906, Licensee # LCC20120000579 |

[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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- 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.

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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 - Upload Documents

- Current Submittal

Submittal #1) Permit Application Submittal (10/01/2020) Print Requirement Items

| Type | Status | Date Verified |
|---|--------------------------|---------------|
| - Plumbing Plans | Pending | |
| Select a new document for this requirement: | Sub 1 floor plan.pdf | Remove |
| Provide a short description of this set of documents: | <input type="text"/> | |
| - Acknowledgement of City of Naples Regulations Form | Pending | |
| Select a new document for this requirement: | Sub 1 acknowledgment.pdf | Remove |
| Provide a short description of this set of documents: | <input type="text"/> | |
| - Application Form | Pending | |
| Select a new document for this requirement: | sub 1 application.pdf | Remove |
| Provide a short description of this set of documents: | <input type="text"/> | |

- Upload Additional Documents

Select any documents you wish to provide:

Provide a short description of this set of 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**.

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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 - 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: Plumbing
 Category of Work: Alteration
 Description of Work: Complete home re-pipe
 Locations: Address: 1580 IXORA DR
 Property: 06285640001-1580 IXORA DR
 Contacts: Property Owner: DANNER, MARC A & JULIE M, Address: 1580 IXORA DR
 Applicant: Permit Coordinator, Address: 295 RIVERSIDE CIR, Phone: (239) 213-5020
 Contractor: SCHUBERT PLUMBING OF SW FL INC, Address: PO BOX 4727, Phone: (239) 564-0379, State Reg #'s: CFC1425906, Licensee # LCC2012000579

Application Details

Building Use: 1 and 2 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: Plumbing

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 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? Yes No

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

BEJ3 Refresh

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



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- 28. **Step 9:** The permit has 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.

Note: **My Items** is the easiest way for applicants to view submitted permits, check permit status, schedule inspections, pay fees, or add a revision for permits applied for on that account

The screenshot displays the 'Permit Application - Submitted' page. At the top, a progress bar shows steps 1 through 9, with Step 9 'Submitted' highlighted in orange. Below the progress bar, the text 'Permit Application - Submitted' is circled in red, with the application number 'PRPL200444' listed underneath. A 'Print This Page' button is visible. The main content area is divided into sections: 'Permit Information', 'Application Details', 'Estimated Construction Cost', 'Owner/Builder', and 'Permit: Plumbing'. The 'Permit Information' section includes details like Permit Type (Plumbing), Category of Work (Alteration), and Location (1580 IXORA DR). The 'Application Details' section lists Building Use (1 and 2 Family Residential), Total SQ. FT., and other project-specific information. The 'Permit: Plumbing' section contains a table with columns for Work Item Description, Units, and Quantity, listing 'Plumbing System New/Alteration' with 50 units and a quantity of 4765. At the bottom, there is a 'Documents & Images' section with a table listing uploaded files like 'Sub 1 floor plan', 'Sub 1 acknowledgment', and 'Sub 1 application'.