



# Solar Permit Submittal Guide for Applicants

## PURPOSE

This guide provides a step by step aid for applying for a Solar 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>
- ✓ Additional information related permit requirements can be found within the permit application.

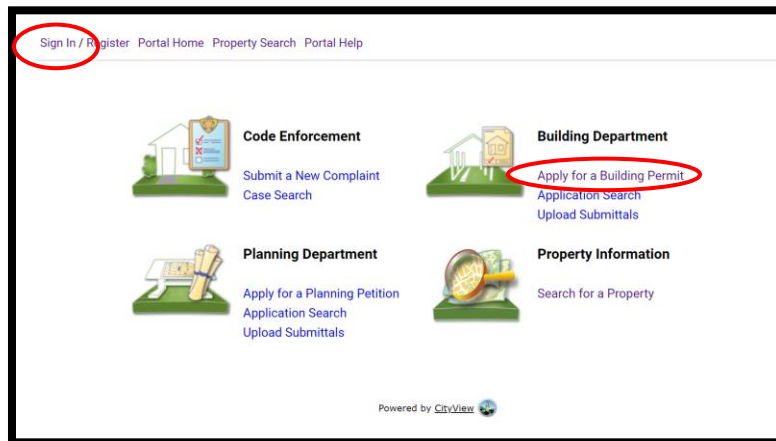
## PROCEDURE

*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**.



3. To begin **Step 1**, choose the application type by selecting **Solar**.
4. Categorize the nature of the work by selecting the appropriate item.



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5. Enter the description of work, building use and job cost.
6. Complete all remaining required information marked with an asterisk\*.
7. Click **Next Step: Permit Type**.

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### Permit Application - Description and Type

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

Choose the application type:\* Solar

Please categorize the nature of the work\* Alteration  
 being done:

Please describe the work being done:\* Roof top solar panels

**Application Details**

Building Use:\* 1 and 2 Family Residential

Number of Stories:

Number of Units:

Is a Private Provider involved with this\* No  
 Project?:

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: \$29,392.00

**Owner Builder**

Is the property owner doing work?: No

Cancel **Next Step: Permit Type**

8. **Step 2:** Select **Solar and Electrical for** permit type.
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
- Electrical
- Plumbing
- Revision
- Roof
- Solar

Previous Step: Application Type Next Step: Work Items

10. **Step 3:** Under the Solar permit select the appropriate work item.
11. Under all other permits, select the appropriate work item.
12. Click **Next Step: Description of Work.**

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

- Solar Permit

Please choose as many work items as are appropriate.

Search for work items

- Solar PV Collector
- Solar Water Heater/Pool Heater

- 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

13. **Step 4:** Enter the Quantity for each work item.
14. Click **Next Step: Location.**



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### Permit Application - Description of Work

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

**Solar Permit Work Items**

**Solar Water Heater/Pool Heater**

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

**Electrical Permit Work Items**

**Electrical System New/Alteration**

SQ FT: \* 200  
 Please enter the quantity for this work item in the units specified

Previous Step: Work Items Next Step: Location

15. **Step 5:** In the search for Location field begin typing the job address. A list will populate select the appropriate address.
16. Click **Next Step: Contacts**.

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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: 345 1ST AVE N, Bld-Unit:22-17, NAPLES, FL  
 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: \* 345 1ST AVE N, Bld-Unit:22-17, NAPLES, FL

Previous Step: Description of Work Next Step: Contacts

Use my location:

Location Type(s) to Search For: All

Search for location: 3443 GULF SHORE BLVD N, Bld-Unit

3443 GULF SHORE BLVD N, Bld-Unit:101, NAPLES, FL 34103  
 3443 GULF SHORE BLVD N, Bld-Unit:102, NAPLES, FL 34103  
 3443 GULF SHORE BLVD N, Bld-Unit:103, NAPLES, FL 34103  
 3443 GULF SHORE BLVD N, Bld-Unit:104, NAPLES, FL 34103  
 3443 GULF SHORE BLVD N, Bld-Unit:105, NAPLES, FL 34103

The location you have selected: \* 3443 GULF SHORE BLVD N, Bld-Unit:101, NAPLES, FL 34103



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- 17. **Step 6:** Click **Choose Contractor from Address Book** to attach the Contractor to the permit.
- 18. In the pop-up window 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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### 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	<u>Choose Contractor From Address Book</u>

[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 (\*).

Search for a licensee: \* TITAN SOLAR POWER FL INC, Address:210 N

TITAN SOLAR POWER FL INC, Address:210 N SUN  
 Licensee # LCC20190000164  
 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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- 19. To attach the sub-contractors to the permit click [Add Business from Address Book](#). In the pop-up window select the trade and type the license number. This will auto populate a list. Select the appropriate contact. Then click [Add This Contact](#).
- 20. The contacts attached to the permit will now be listed.
- 21. Click [Next Step: Upload Files](#).

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### Permit Application - Contacts

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

Type	Contact
<input checked="" type="checkbox"/> Contractor	TITAN SOLAR POWER FL INC, Address:210 N SUNWAY DR, Phone:(480) 397-6571, State Reg #'s EC13008093, Licensee # LCC20190000164
Property Owner	GERMANO, GENO & THERESA, Address:17 SUMMIT ST
Applicant	Permit Coordinator, Address:295 RIVERSIDE CIR, Phone:(239) 213-5020
<input checked="" type="checkbox"/> Electrical Contractor	TITAN SOLAR POWER FL INC, Address:210 N SUNWAY DR, Phone:(480) 397-6571, State Reg #'s EC13008093, Licensee # LCC20190000164

[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 PDF document to upload.
- 23. Click **Next Step: Review and Submit**, the files you have selected will then upload.

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### Permit Application - Upload Documents

Current Submittal

Submittal #1) Permit Application Submittal (09/18/2020) [Print Requirement Items](#)

Type	Status	Date Verified
Site Plan	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:	<input type="text"/>	
Acknowledgement of City of Naples Regulations Form	Pending	
Select a new document for this requirement:	<input type="button" value="Browse..."/> Sub 1 acknowledgment.pdf	<input type="button" value="Remove"/>
Provide a short description of this set of documents:	<input type="text"/>	
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:	<input type="text"/>	

Upload Additional Documents

Select any documents you wish to provide:

Provide a short description of this set of documents:

Previous Step: Contacts

- 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.



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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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### 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: Solar  
 Category of Work: Alteration  
 Description of Work: Roof top solar panels  
 Locations: Address  
 345 1ST AVE N, Bld-Unit:22-17, NAPLES, FL  
 Property  
 14023440002:345 1ST AVE N  
 Contacts: Contractor  
 TITAN SOLAR POWER FL INC, Address:210 N SUNWAY DR, Phone:(480) 397-6571,  
 State Reg #'s EC13008093, Licensee # LCC20190000164  
 Property Owner  
 GERMANO, GENO & THERESA, Address:17 SUMMIT ST  
 Applicant  
 Permit Coordinator, Address:295 RIVERSIDE CIR, Phone:(239) 213-5020  
 Electrical Contractor  
 TITAN SOLAR POWER FL INC, Address:210 N SUNWAY DR, Phone:(480) 397-6571,  
 State Reg #'s EC13008093, Licensee # LCC20190000164

**Application Details**

**Estimated Construction Cost**

**Owner Builder**

**Permit: Solar**

**Permit: Electrical**

**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

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

**8AUD8** Refresh

8aud8

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





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- 28. **Step 9:** The permit is submitted; the Permit Number is listed.
- 29. 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, permit status, schedule inspections, pay fees, or add a revision for permits applied for on that account

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**Permit Application - Submitted**  
 Application Number: **PRSO2003453**

[Print This Page](#)

Thank You! Your permit application has been received.

- ▶ **Permit Information**
- ▶ **Application Details**
- ▶ **Estimated Construction Cost**
- ▶ **Owner Builder**
- ▶ **Permit: Solar**
- ▶ **Permit: Electrical**
- ▶ **Documents & Images**

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](#)