

INITIAL SUBMITTAL REQUIREMENTS:

Mechanical

For 1 & 2 Family and Townhouse, Multi-Family, and Commercial

General Requirements:

All documents in this list must be completed and submitted:

1. [Building Permit Application](#).
2. Florida Product Approvals or Notice of Approval (NOA) for applicable products (i.e. condensing unit pads, equipment anchors, etc.)
3. [Subcontractor Affirmation form](#). Required when additional trade inspections are required.
4. Additional submittals, if required:
 - a. [Owner-Builder Affidavit](#).
 - b. [Notice of Commencement \(NOC\)](#). Required any time before scheduling first inspection. Certified copy of the NOC is required if job value is equal to or greater than \$2,500 (\$7,500 for A/C Replacements).
 - c. Additional information may be requested during the plan review process, such as documentation illustrating the scope of work does not exceed 50% of the market value of the structure (learn more about [FEMA's 50% Rule](#)).
 - d. [303 A/C Change-Out Data Sheet](#). 3 copies for 1 & 2 Family and Townhouse; 4 copies for Multi-Family and Commercial.

1 & 2 Family and Townhouse

A/C Replacement/Change-Out - like for like, non-commercial:

- [A/C Change-Out Data Sheet \(303\)](#). 3 copies for 1 & 2 Family and Townhouse.
- This Permit may be issued over the counter at Building Plan Review.

Multi-Family

A/C Replacement/Change-out - Less than 5 tons or 2,000 CFM (Cubic Feet per Minute):

- [A/C Change-Out Data Sheet \(303\)](#). 4 copies for Multi-Family.
- 2001 CFM or greater requires smoke detector with manufacturer specifications. The CFM capacity of the unit shall be provided with the application.
- This Permit may be issued over the counter at Building Plan Review.

Commercial

A/C Replacement/Change-Out - All Commercial over 5 tons or 2,000 CFM (Cubic Feet per Minute):

- [A/C Change-Out Data Sheet \(303\)](#). 4 copies for Commercial.
- 2001 CFM or greater requires smoke detector with manufacturer specifications. The CFM capacity of the unit shall be provided with the application.

- Equipment Specifications - 4 copies.
- Complete Floor Plan showing location and size. Four sets required for Commercial.

Exhaust Hood System:

- SDP – Six sets of the current approved SDP with the cover sheet and floor plan.
- Floor Plan – Six sets of the kitchen floor plan and cooking equipment layout beneath the proposed exhaust hood.
- Roof Plan – Six sets identifying anything within 10 ft. radius of the exhaust discharge. For wall terminations, show everything within a 10 ft. radius of the exhaust discharge both horizontally and vertically. For a sloped roof, identify the location and size of the platform to be used to provide a safe working surface for the cleaning and servicing of the ducts.
- Construction Drawings – Six plans that identify the construction of any walls or ceilings within 18 inches of the hood and/or duct. If less than 18 inches, identify the distance, area, and the clearance reduction method to be used.
- Manufacturers Specification Sheets – Six sets of manufacturers specification sheets for any fire wrap, access panel doors, ceiling tiles, fans, etc.
- Exhaust Duct Plans – Six sets of the complete plan identifying the length of the exhaust duct and all cleanout access panels.

Cooling Tower:

- Site Plan – Six copies showing the location and tonnage
- Construction Drawings – Six sealed engineered drawings for units over 15 tons

Refrigeration (walk-in cooler, walk-in freezer, remote chiller, etc.):

- Construction Drawings – Six plans showing layout of equipment
- Construction Drawings – Six sealed engineered drawings for units over 15 tons
- SDP – Six sets of the current approved SDP with the cover sheet and floor plan

Apply for your Permit:

1. Apply Online:
 - Go to the [CityView Portal](http://cvportal.colliergov.net/cityviewweb): <http://cvportal.colliergov.net/cityviewweb>.
 - Click “Register”.
2. Apply in person at the Growth Management Department located at:

NAPLES PERMITTING OFFICE
2800 N. Horseshoe Drive
Naples, FL 34104
(239) 252-2400

IMMOKALEE PERMITTING OFFICE
Immokalee Permitting Office
310 Alachua St.
Immokalee, FL 34142
(239) 252-5733

EVERGLADES CITY OFFICE
102 Copeland Ave. North
First Floor, City Hall
Everglades City, FL 34139

HELPFUL TRACKING INFORMATION

Track Your Permit (check progress on Plan Review and Inspection processes):

1. Go to the [CityView Portal](http://cvportal.colliergov.net/cityviewweb): <http://cvportal.colliergov.net/cityviewweb>.
2. Click “Status and Fees” under Building Department.
3. Enter the permit number or the address where the construction will take place.

4. If your search returns more than one result, click "Permit Status" next to the permit you want to track.
5. Click "Documents & Images" to review correspondence from the County.

Track Your Inspection:

- The [Inspection Schedule](https://www.colliercountyfl.gov/your-government/divisions-a-e/building-review/inspections) can be checked at <https://www.colliercountyfl.gov/your-government/divisions-a-e/building-review/inspections>

Track Your 303 A/C Change-Out Inspection:

- <https://www.colliercountyfl.gov/your-government/divisions-a-e/building-review/inspections/daily-scheduled-inspections> (next business day schedule is available by 2:00PM previous business day).