

## INITIAL SUBMITTAL REQUIREMENTS - MECHANICAL

### FOR 1 & 2 FAMILY, TOWNHOUSE, MULTI-FAMILY, AND COMMERCIAL

#### General Requirements

All documents in this list must be completed and submitted:

- [Building Permit Application](#)
- **Florida Product Approvals or Notice of Approval (NOA):** for applicable products (i.e., condensing unit pads, equipment anchors, etc.)
- **Subcontractor Affirmation Form:** Required when additional trade inspections are required.
- **Additional submittals, if required:**
  - [Owner-Builder Affidavit](#)
  - [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).
  - 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](#)).
  - [303 A/C Change-Out Data Sheet](#).

#### 1&2 Family and Townhouse

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

- [A/C Change-Out Data Sheet \(303\)](#).

#### 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 \(303\)](#).
- 2001 CFM or greater requires smoke detector with manufacturer specifications. The CFM capacity of the unit shall be provided with the application.

#### 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 \(303\)](#).
- 2001 CFM or greater requires smoke detector with manufacturer specifications. The CFM capacity of the unit shall be provided with the application.
- Equipment specifications.
- Complete Floor Plan show location and size.

#### 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 - Plan identifies anything within 10 ft. radius of the exhaust discharge. For wall terminations show everything within a 10ft. 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 ducts.
- Construction Drawings - Plan Identifies the construction of any walls or ceilings with 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 - manufacturers specification sheets for any fire wrap, access panel, doors, ceiling tiles, fans, etc.
- Exhaust Duct Plans - Plan identifies the length of the exhaust duct and all cleanout access panels.

#### Cooling Tower:

- Site Plan: showing the location and tonnage.
- Construction Drawings = Sealed Engineered drawings for units over 15 tons.

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

- Construction Drawings showing layout of equipment
- Construction Drawings = Sealed Engineered drawings for units over 15 tons.
- SDP - a set of the current approved SDP with the cover sheet and floor plan

#### Apply Online:

- Go to the **CityView portal**: <https://cvportal.colliercountyfl.gov/cityviewweb>
- Click "**Register**"

#### To Track Plan Review and Inspection Progress:

1. Go to the **CityView portal**: <https://cvportal.colliercountyfl.gov/cityviewweb>
2. Click "**Status and Fees**".
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.

#### For questions regarding permits, please contact your local office:

**Naples Permitting Office**  
2800 N. Horseshoe Drive  
Naples, FL 34104  
(239) 252-2400

**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

#### Track Your Inspection:

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

#### Track Your 303 A/C Change-Out Inspection:

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