

Builder Topics Discussed:

- Will Power of Attorney be required in electronic permitting: **No Power of Attorney is not required for electronic or paper filing in the City of Naples.**
- Will sub-contractor forms be required in the City: **No but subs will be required to register through Collier County. You must add sub – contracts under your contacts electronically. Should you have changes in subs, you can always update your contact list.**
- Will electronic submittals go to all departments at the same time: **Yes that is the plan.**
- Will Port Royal participate in electronic process? Park Shore: **Port Royal will participate. Park Shore has not yet bought into the process but could in the future.**
- What if contractor has a paper permit submitted and accepted, can she/he go to electronic: **If you are holding a paper permit, then you are to complete the process via paper.**
- Will the old portal/system remain in place: **The old system will remain in place even after all paper permits close-out.**
- Use of Private Providers: **The City will limit the number of audits of private providers until the new system is up and running smoothly. However, the private provider must continue to provide the required information of when the inspection is scheduled to take place.**
- How will NBO's be treated under the new system? **The NBO process will not change under the new system.**
- Can contractor pay with a credit card or check: **A credit card payment will be accepted with no extra percentage charge. If a contractor would like to pay by check, she/he will need to come to the building department. There will be a 5% assessment added to all electronic permits to cover the ongoing costs associated with the new system.**

Building Official Topics Discussed:

- Customer Input-E-Permitting/Formation of monthly group: Craig would like to request forming a CBIA group to meet the first Thursday of each month beginning February 7th from 4 – 5:00 p.m. at the City of Naples Building Department-Conference Room. Kathy will send outlook invites each month to confirm meetings. The purpose of these meetings will be to determine policy changes due to all electronic process, obtain feedback on process and improve outcomes. Craig is seeking 6 – 8 participants.
- Architect/Engineer Digital Seals: The statute for architect signatures is more lenient as such, the City of Naples will accept electronic signatures. There will no requirement for paper submittal. Engineers must have 3rd party verification which in turn supplies the seal to the engineer. The system will read and accept the 3rd party seal for engineers. If an engineer does not have 3rd party verification, they must provide a completed report with licensee name and # for each engineering document and reference the

corresponding code. Obviously, this is a much more laborious process and will not be accepted by City of Naples.

-It is anticipated that paper permitting will end on 02/11/19.

-Anyone interested in training, just stop by the City Building Department and training will be provided.

The next City of Naples Builder Round Tables will take place on April 29, 2019.