

# eConnect/ACA – Submit Revision, Revision Prior to Issuance, Amendment, or Minor Change

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## Development Services

Applying for an **Amendment** or **Minor Change** is available for electronic submittal, no longer requiring Applicants to complete the Revision Form.

- Development Order (DOS)
- Limited Review Development Order (LDO)

The following Application information will be copied from the Development Order or Limited Review Development Order record:

- Property Information
- Applicant/Contact Information
- Licensed Professional (if applicable)

**Reviews will be completed by Lee County Staff and all final approved documents associated with the Amendment or Minor Change records will be moved to the DOS or LDO record.**

- The document status will include an abbreviation of Amend or MC to help identify documents that were not part of the original DOS/LDO approval.

## Submit Amendment or Minor Change Button

The “**Submit Amendment or Minor Change**” button will appear when the record is in an applicable Record Status.

### Option #1

- Enter Record Number in Global Search or Advanced Search\*.
- Open Record Details.
- Go to the More Details section at the bottom of the page.
- Click the “Submit Amendment or Minor Change” button.

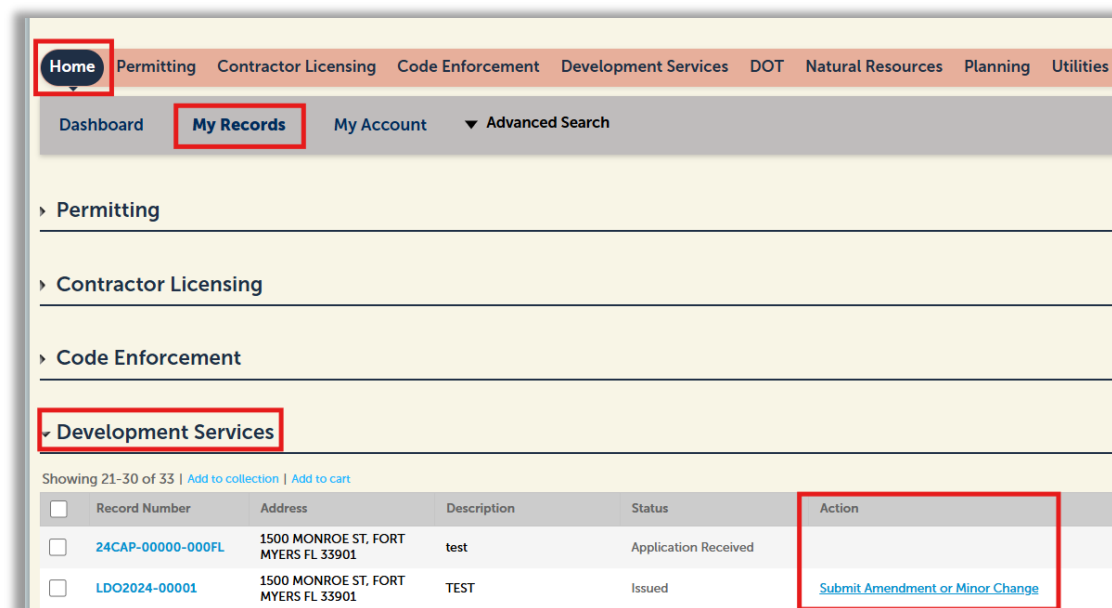
## eConnect/ACA – Submit Revision, Revision Prior to Issuance, Amendment, or Minor Change



\*Be sure to clear the Start Date before searching.

### Option #2

- Click Home.
- Click My Records.
- Select the Development Services Module/Department.
- Under the Action column, click the “Submit Amendment or Minor Change” button.



## Permitting

Applying for a **Revision** or **Revision Prior to Issuance** is available for electronic submittal, no longer requiring Applicants to complete the Revision Form.

The following Application information will be copied from the Development Order or Limited Review Development Order record:

- Property Information
- Applicant/Contact Information
- Licensed Professional (if applicable)

**Reviews will be completed by Lee County Staff and all final approved documents associated with the Revision or Revision Prior to Issuance records will be moved to the original/primary record.**

## eConnect/ACA – Submit Revision, Revision Prior to Issuance, Amendment, or Minor Change

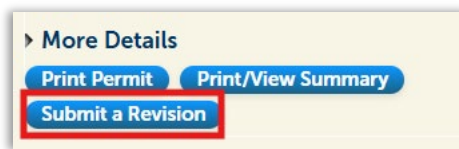
- The document status will include an abbreviation of “Revision” or “RPI” to help identify approved document that were not part of the original/primary record.

### Submit Amendment or Minor Change Button

The “**Submit Revision**” button will appear when the record is in an applicable Record Status.

#### Option #1

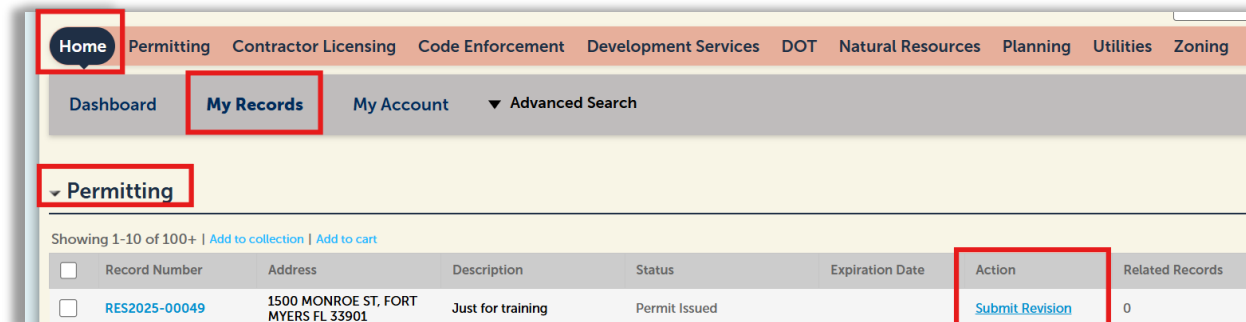
- Enter Record Number in Global Search or Advanced Search\*.
- Open Record Details.
- Go to the More Details section at the bottom of the page.
- Click the “Submit a Revision” button.



*\*Be sure to clear the Start Date before searching.*

#### Option #2

- Click Home.
- Click My Records.
- Select the Permitting Module/Department.
- Under the Action column, click the “Submit Revision” button.



### Record Types that allow Revision and Revision Prior to Issuance submittals:

- Building Move
- Commercial Accessory Structure (New, Addition or Remodel)
- Commercial Addition to Primary Structure (includes remodeling)
- Commercial Modular Building
- Commercial New Building
- Commercial - Other (Slabs, Radio/TV Antennas, Water Tank, Lift Stations)
- Commercial Roofover, Windows, Doors, Shutters
- Commercial Alteration to Primary Structure (includes Buildout; excludes additional square footage)
- Demolition

## **eConnect/ACA – Submit Revision, Revision Prior to Issuance, Amendment, or Minor Change**

- Dock
- Electrical
- Exterior Openings (Windows/Shutters/Doors)
- Commercial Fence Permit
- Residential Fence Permit
- Commercial Fire Permit
- Residential Fire Permit
- Mechanical
- Mobile Home or Recreational Vehicle
- Plumbing
- Commercial Pool
- Residential Pool
- Residential Accessory Structure (New, Addition or Remodel)
- Residential Addition to Primary Structure (includes remodeling)
- Residential New Primary Structure
- Residential Roofover, Windows, Doors, Shutters
- Residential Alteration to Primary Structure (excludes additional square footage)
- Roof
- Sign
- Solar