



Building and Permitting Services

1500 Monroe St. Fort Myers, FL 33901 | 239-533-8329 | connect@leegov.com

Exterior Openings (Windows/Shutters/Doors) Application and Permitting Guide

This guide is intended to help you submit the required application and documents to receive a Lee County building permit.

The guide includes these sections:

1. [Permit Description](#)
2. [Complete your general permit application](#)
3. [Attach the required and conditional documents to your application package](#)
4. [Understand the review process and track your application](#)
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1. Permit Description

A Commercial or Residential Windows, Doors, Shutters permit is required to install, alter or replace shutters and **size-for-size windows and doors**. Construction materials may include metal, wood, glass, vinyl and acrylic or other frame and material type.

Each window, door or shutter use may require multiple work activities; therefore, refer to the applicable codes, which may include but are not limited to:

- [Florida Building Code](#) 8th Edition (2023)
- [Lee County Land Development Code](#) (LDC) Chapter 6, Article IV

If doors and windows are not a size-for-size replacement (**such as enclosing a lanai**)(**or changing vinyl or acrylic to glass**), then the project will require a Residential or Commercial Alteration to Primary Structure permit.

Need Help? Contact us @ PODPlanREV@leegov.com with your detailed questions.

2. Complete the General Permit Application

A complete application package consists of the application (paper or online) and all required supporting documents.

All applicants are encouraged to use Lee County's eConnect online permitting system to apply for permits. **CONTRACTORS ARE REQUIRED TO USE ECONNECT.**

A. Paper Application Package

Paper applications can only be submitted by Owner-Builders. Complete the [paper application](#) and attach all of the required and conditional documents described in this guide, including the [Owner-Builder Disclosure Statement](#). INCLUDE THREE COLLATED SETS OF PLANS for paper submissions.

A paper application package must be submitted in person to the Building Department. The office is located at the Lee County Public Works Building, first floor, 1500 Monroe St., Fort Myers, FL 33901.

B. eConnect Application Package (Electronic Submission)

Register for eConnect

To apply for a Lee County permit online, you must first register at [eConnect](#). Instructions for **New Users: Register for an Account** are included on the eConnect login page.

Review the [eConnect Users Guide](#) for more details about using eConnect.
Also see **eConnect Instructions** highlighted throughout this guide.

eConnect Steps

Once you have logged into [eConnect](#), select the *Permitting* menu to *Create an Application*. Review the general disclaimer terms and select the checkbox to *Continue Application*.

1. Select a Record Type

On the *Select a Record Type* screen, select **Exterior Openings (Windows/Doors/Shutters)**. Or search on the term *exterior*. Select the radio button and *Continue Application*.

2. Provide the Property Information (* indicates required fields) to identify the property for which the permit will be used. Lookup the property information using one of the options below, then click *Search*:

- Address (using the required fields Street No., Street Name); or
- Parcel (using Parcel Number).

eConnect Instructions: If multiple addresses are found, they will be displayed in the *Address Search Result List*. Use the radio button to select the desired record, then click *Select*.

Once search results are displayed, the other fields on the screen will automatically populate. Review information for accuracy and *Continue Application*.

3. Applicant and Contacts

If a licensed contractor is providing the service for this permit, they must have either a State-issued license registered with Lee County or have a Lee County-issued certificate of competency. Both require a current Certificate of Insurance for liability and workers' compensation AND/OR a current workers' compensation exemption status with the State of Florida. Verify Lee County contractor registration at [Contractor Search](#) or contact Contractor Licensing at ContractorLicensing@leegov.com or 239-533-8895.

Note: If the applicant is an owner-builder and not a licensed contractor, an [Owner-Builder Disclosure Statement](#) must be attached to the application.

To associate the Applicant and Contact(s) with the permit application, use either: *Select from Account* or *Add New*.

Note: The Applicant listed in eConnect will receive all notifications from the County related to their application.

4. Project Detail Fields

Complete all applicable fields. An explanation of certain fields has been provided below for your reference.

- **Project Name:** What is the name of the project?
- **For Commercial Projects** - input the Project's Business Name (associated with the Business License) as the Project Name
- **For Residential Projects** - input the name of the community/subdivision or city as the Project Name
- **Brief Description of Proposed Work:** Provide enough detail for the reviewer to understand the permit-related details of the project and *Continue Application*.
- **Type of Use:**
(Options: *1&2 Family, Commercial Building, Multi-Family/Condo (3+ Units)*)
- **Estimated Construction Value:**
- **Private Provider Plan Review:** Is the plan being reviewed by a private provider? If yes, the Private Provider Compliance Affidavit and Notice to Building Officials of the Use Private Provider form must be submitted with this application. Notice to Private Providers
(Options: *Yes or No*).
- **Private Provider Inspections:** Will the project be inspected by a private provider?

Note: Private Provider Inspections are required if electing to use Private Provider Review services.

(Options: *Yes or No*).

Window Replacement

- **Window Replacement Size-for-Size:** (Checkbox)
- **Number of Affected Openings:** (Windows)
- **Door Replacement Size-for-Size:** (Checkbox)
- **Number of Affected Openings:** (Doors)

Shutter Install

- **Shutters:** (Checkbox)
- **Number of Affected Openings:** (Shutters)
- **Electric Required:**
(Options: *Yes or No*).

Acrylic/Vinyl Windows (Note: Acrylic/Vinyl Window Replacement is typically associated with Mobile Homes and Vinyl Rooms with existing Acrylic/Vinyl panels, that are being replaced size for size.

- **Acrylic/Vinyl Window Replacement Size-for-Size:** (Checkbox)
- **Number of Affected Openings:** (Acrylic/Vinyl)

Additional Info - Engineering:

- Complying with Lee County's Master Calculations, WINDMSTR20
- Providing Individual Calculations
- Providing Individual Engineering (Required for buildings with mean roof height over 60 feet from grade)
- **Will the size of the openings be changing or any new openings created?:**
(Options: *Yes or No*).
- **Directions:**

Product Information Windows and Doors

Add the Windows and Doors to a row of a table. (Provide the information below for each location). Type, Number, Mullion, Expiration Date, Impact Resistant, Affected Opening Number(s) on Floor Plan, Same Affected Opening-Different Product Number?, Number of Openings, Install Shutters, Existing Shutters, and Existing Shutter Number

Product Information Shutters/Panel Info Add the shutters/panel to a row of a table. (Provide the information below) Type, Number, Expiration Date, Affected Opening Number(s) on Floor Plan, and Number of Openings

5. Attachments/Documents

- For Electronic Submittals: In the *Attachments* window, *Add* the required and conditional documents.
- For Paper Submittals: Provide the completed application, the Owner Builder Disclosure Statement and any other required and conditional documents.

(Use list of documents in Section 3.)

3. Attach Required and Conditional Documents

Notice: Lee County may request additional supporting documentation to process the permit. Additional restrictions applicable to this property may be found in public records, and there may be additional permits required from other governmental entities such as water management districts, state or federal agencies.

Required Documents

☐ **1. Product Approvals**

Product approval numbers are required for any products as described in F.A.C. 61G20-3.001. Please fill out the - [FL Product Approval Form](#) for Lee County and submit with your application.

To assist with Product Approval Numbers, here are the [Florida Building Code](#) and the [Miami-Dade County Product Approval](#) search links.

Tips:

Provide only the specific Product Approval number, **INCLUDING the number after the decimal point**, as part of the permit application package.

Applicants should ensure that the Product Approval to be used is for the site conditions (wind speed, exposure, etc.) and that the product will be installed as detailed in the approval document.

☐ **2. Floor Plan**

Prepare to include: Affected openings and the means of escape; and Location of each window, door or shutter that is being installed.

[Floor plan layout example](#)

☐ **3. Window and Door Pressure Calculations**

If you do not use Lee County's Mastered pressures for size-based window and door replacements, include Engineered Plans that are site specific individual calculations or individual

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engineering signed and sealed plan done by a Florida state registered Design Professional.

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You may choose to use Lee County's Mastered pressures for WINDMSTR20 - Lee County's Alternate Method for Size-for-Size Window/Door Replacements on windows/doors 60 feet or lower. If individual pressures or engineering are not submitted, below are the pressure requirements:

	150 Wind Exp B	160 Wind Exp B	160 Wind Exp D	170 Wind Exp D
Structure < 30'	+24.3	+27.6	+45.9	+51.8
	-32.5	-37	-61.4	-69.4
Structure 30'-45'	+26.73	+30.36	+49.13	+55.5
	-35.75	-40.7	-65.86	-74.4
Structure 45'-60'	+28.92	+32.84	+51.6	+58.3
	-38.68	-44.03	-69.2	-78.2

Conditional Required Documents

☐ **4. Owner-Builder Disclosure Statement**

If the installer is not using a licensed contractor and will act as an owner-builder, submit an [Owner-Builder Disclosure Statement](#).

☐ **5. Proof of Ownership**

If the ownership information on the permit application does not match the property owner information on the Lee County Property Appraiser's website (<http://www.leepa.org>), submit proof of ownership, for example, a recorded Warranty Deed.

☐ **6. Permission Letter from Owner / HOA**

If the project is being done by a tenant or on property regulated by a home owners association, submit a letter verifying the owner or HOA's permission to proceed. It must include:

- Address of the project site;
- Type of work/permit that is being requested;
- Statement that the owner or HOA approves of the work/permit being done and gives permission to tenant/contractor to do the work;
- Permit number if already available; and
- Signature of property owner or authorized HOA official.

Tips:

Condo or homeowner associations usually have their own form for this permission process.

☐ **7. Signed and Sealed Pressures for the Components and Cladding**

If the building is 60 feet or higher, provide signed and sealed pressures for the components and cladding.

☐ **8. Custom Windows System Letter**

If the project is replacing acrylic/vinyl panels size-for-size on existing mobile homes or existing vinyl rooms, provide a letter from the window supplier to applicant.

☐ **9. Historical Architectural Review.**

If the project is within a Historic District or is a Designated Historic Property, follow the regulations for [Designated Historic Districts](#) on the Lee County website. Please contact DCDHistoric@leegov.com if you have questions.

☐ **10. Notice of Commencement**

If project is greater than \$5,000., submit the completed [Notice of Commencement](#) to the Lee County Clerk of Court to provide notice that improvement will be made to a real property.

Permit cannot be issued until this notice is recorded with the Lee County Clerk of Court.

Tip: Complete this as soon as possible; the lack of a Notice of Commencement submission commonly holds up issuance of the permit.

4. Understand the Review Process and Track Your Application

Completeness Check

When the application package is first received, it is reviewed for completeness to determine that the general application is complete and that all required documents, signatures, and seals are attached. If the package is incomplete, the applicant must provide missing information before the application package can be forwarded for review.

Application Review

Complete applications are forwarded to multiple functional areas for review.

- [eConnect applications](#) can be reviewed simultaneously by the required reviewers.
- [Paper applications](#) are reviewed by one person at a time and must be physically handed off among the required reviewers.

Applicants can use [eConnect](#) at any time to track the progress of the application record through the process, for both Electronic and Paper submittals.

eConnect Instructions: Search for your permit application using *My Records*, the *Global Search* or the *Search Applications* under the *Permitting* menu. Click on the record number for your permit application to see the Records Status, Conditions and Record Details.

Notice of Rejection

If applicable, the final reviewer consolidates all comments and an email notice is sent to the applicant.

Rejection Notice: A rejection notice will be sent to the applicant with specific points of failure that must be corrected and resubmitted for approval. Applicants have 30 days to address the points of failure and to resubmit information and documentation. A cover letter addressing the points of failure is required with the resubmittal.

- **Resubmitting an Application via eConnect:** To update the required information and to ensure correct versioning in eConnect, **attachments that are resubmitted should have the same file name as the original.**

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- **Resubmitting a Paper Application:** Bring updated documentation to the first floor of the Lee County Public Works Building, 1500 Monroe St., Fort Myers, FL 33901.

Notice of Approval

File Verification - Notification: Staff completes a final document review to determine any outstanding documents and invoice all applicable fees. The “Ready Sheet” outlining outstanding fees and required documents is emailed to the applicant.

5. Receive Your Permit

Applicants who applied electronically may access their permit(s) and approved plans from [eConnect](#).

eConnect Instructions: Search for your permit application using *My Records*, the *Global Search* or the *Search Applications* under the *Permitting* menu. Click on the record number for your permit application, and select *Attachments*. All documents will be listed. Choose the *Actions* drop-down to review document details. Click on the document name to open or save.

For Paper Applications: The permit and approved plans are issued in person at the Lee County Public Works Building, 1500 Monroe St., Fort Myers, FL 33901.

Note: Owner-Builders are required by Florida Statute to **personally appear** at the Lee County Public Works Building, 1500 Monroe St., Fort Myers, FL 33901 to sign for the building permit regardless of how it was submitted.

Issued permits must pass at least one inspection within 180 days from issuance or the permit will expire.

6. Pay Your Fee(s)

All payments must be received prior to scheduling an inspection.

Payment Options:

- Make payments through [eConnect](#)
- Deliver the payment in person to the Lee County Public Works Building, 1500 Monroe St., Fort Myers, FL 33901
- Make a credit card payment by phone, 239-533-8997, option *.

Cash is not accepted; please pay by credit/debit card, check, eCheck, or money order.

eConnect Instructions: Search for your permit application using *My Records*, the *Global Search*, or the *Search Applications* under the *Permitting* menu. Click on the record number for your permit application, select the menu option for *Payments >> Fees*, then click *Pay Fees* button, review fees, select *Continue Application*, enter your payment information and click *Submit Payment*.

7. Request Inspection(s)

Reference the issued permit for a list of the required inspections.

When ready, applicants may request inspections through [eConnect](#), as well as by calling the [Automated Inspection System](#), 239-533-8997.

The Permit, Approved Plans and Manufacturers' Specifications are required to be onsite during the inspection.

eConnect Instructions: Search for your permit application using *My Records*, the *Global Search*, or the *Search Applications* under the *Permitting* menu. Click on the record number for your permit application, select *Inspections* then select the *Schedule or Request an Inspection* button, select the inspection(s) from the list and *Continue*. Select the date and verify the contact and location information, then click *Finish*.

Common Inspections Include:

Window Replacement (Size for Size)

106 Final Frame

305 Electrical Final (for Rolldowns)

Window Replacement (Size for Size)

106 Final Frame

Window & Shutter

105 Rough Framing

125 Shutter

106 Final Frame

8. Obtain the Certificate of Compliance or Certificate of Occupancy

Once all inspections have passed, the permit is closed and the Certificate of Compliance and/or the Certificate of Occupancy are issued. Applicants may pull certificate information through [eConnect](#).

eConnect Instructions: Search for your permit application using *My Records*, the *Global Search* or the *Search Applications* under the *Permitting* menu. Click on the record number for your permit application. Select *Reports* at the top of the screen, select *Certificate* from the list and a new window will display the document; options to save or print will be displayed.