



Building and Permitting Services

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

Residential Building

(New Construction, Alterations/Remodeling, Additions, Accessory Structures)

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](#)
5. [Receive your permit](#)
6. [Pay your fee\(s\)](#)
7. [Request the necessary inspection\(s\)](#)
8. [Obtain your Certificate of Compliance or Certificate of Occupancy](#)

1. Permit Description

A Residential Construction permit is required for new construction, additions, or remodeling of primary or accessory residential structures. All residential permit applications require a state-licensed contractor, who is also registered with Lee County, or an Owner-Builder Declaration of Self-Use. The [Florida Building Code](#), [Lee County Land Development Code](#), and [Lee County Code of Ordinance](#) define the reasons for which a Residential Construction permit is required, as listed below.

A **Residential New Primary Structure** permit is for new construction of a single-family, two-family attached, duplex dwelling, detached accessory apartment, or model home.

A **Residential Alteration to the Primary Structure** (which includes a broad category of construction or renovation to an existing structure, other than addition) including interior or exterior without adding square footage (including buildout).

A **Residential Addition to Primary Structure** (which covers an extension or increase in floor area, number of stories or height of a structure) permit is required for new additions and/or remodeling of residential primary structures including a single-family or duplex dwelling, attached apartment, mobile home addition, or RV addition.

A **Residential Accessory Structure** permit is required to add onto and/or remodel a non-habitable, non-agriculture structure located on the property but not connected to the primary residential structure. These include but are not limited to structural slab, unenclosed structure (other than aluminum), detached vehicle shelter, detached garage, hobby/work shop, utility shed (conventional construction and pre-manufactured), deck, gazebo, screen/glass/vinyl room, porch, greenhouse, pole barn and pool enclosure. Agricultural projects in FEMA-designated Special Flood Hazard Areas are subject to a flood evaluation under the RES permit.

Residential Application and Permitting Guide

Each 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)
- [Florida Statute](#)
 - Chapter 553 – Florida Building Code
 - Chapter 489 – Construction Contracting
- [Lee County Ordinance NO: 00-26](#) – Construction Licensing Board
- [Lee County Administrative Code 12-4](#) – Single Family and Duplex Permitting
- [Lee County Administrative Code 12-6](#) – Contractor Certificates
- [Lee County Land Development Code](#)
 - Chapter 6 – Buildings and Building Regulations
 - Chapter 22 – Historic Preservation
 - Chapter 34 - Zoning

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 FOUR 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 **Residential (single, two-family attached, duplex)>>** then select the appropriate starting point:

- **Residential New Primary Structure**
- **Residential Alteration to Primary Structure (excludes additional square footage)**
- **Residential Addition to Primary Structure (includes Remodeling)**
- **Residential Accessory Structure (New, Addition or Remodel)**

Or search on the term *Residential*. 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*.

Complete the Type of Use field based on the record type chosen:

Residential New Building

- **Type of Use:**
(Options: *Detached Accessory Apartment, Duplex, Model Home, Single Family Residence or Two Family Attached*)

Residential Alteration to Primary Structure (excludes additional square footage)

- **Type of Use:**
(Options: *Exterior Remodel or Interior Remodel*)

Residential Addition to Primary Structure (includes Remodeling)

- **Type of Use:**
(Options: *Attached Accessory Apartment, Mobile Home Addition, RV Addition or Single Family Addition*)

Residential Accessory Structure (New, Addition or Remodel)

- **Type of Use:**
(Options: *AG Floodplain, Aluminum Carport, Deck, Detached Garage, Garage Door, Glass Room, Greenhouse, Pole Barn, Pool Enclosure, Screen Room, Shed (Conventional Construction), Shed (Pre-manufactured), Structural Slab, Unenclosed Structure (other than aluminum), Utility Room or Vinyl Room*)

Complete remaining fields for all selections:

- **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*).
- **Will the applicant recycle the construction debris?:**
(Options: *Yes or No*).
- **Drainage Plan Req'd:**
(Options: *Yes or No*).
- **Master Plans?:**
(Options: *Yes or No*).
- **Master #:**
- **Work Area Square Feet:**
- **DO #:** Development Order [*Residential New Primary ONLY*]
- **DO Lot Number:** [*Residential New Primary ONLY*]
- **DO Project Name:** [*Residential New Primary ONLY*]
- **Directions:** Provide directions to the property and the specific structure being permitted.

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. Site Plan

Plans must be drawn to scale (1/8" = 1' minimum) with a scale legend and north arrow, and must include:

- All four lot corners, lot lines and dimensions;
- Location and name of streets or drives bordering the lot;
- Bodies of water within 25 feet of the project with the mean high tide line, edge of water and labeled with the type of water body (for example: lake, creek, canal, river, Gulf);
- Location and size of existing and proposed building(s) including:
 - Driveways;
 - Setbacks from the four lot lines and from other existing structures; setbacks must be taken from the closest point of the building to the closest point of the property line;
 - Proposed additions to setbacks;
 - Roof lines, which may not encroach into or over easements;
 - Foundation; and
- Location of all easements on the lot.

☐ 2. Construction Drawing

Show additions, new construction, and structural work. Plans must be prepared by a Florida registered architect or engineer in compliance with Florida Building Code Sections 1603.1.4 1603.1.6, and 1603.1.7 and must contain a statement on the plan that the building/structure has been designed according to the Florida Building Code 8th Edition (2023).

For a summarized list of these requirements, go to the [Plan Details and Specifications](https://www.leegov.com/dcd/Pages/PRSpecs.aspx) section of our site (Link: <https://www.leegov.com/dcd/Pages/PRSpecs.aspx>).

Signed and sealed plans must contain:

- Ultimate design wind speed and nominal design wind speed;
- Risk category;
- Wind exposure;
- Classification of the applicable enclosure (internal pressure coefficient);
- Design wind pressure to be used for exterior components and cladding; and Geotechnical information.
- Manufacturer's truss layouts
- Product approval numbers – windows, doors, shutters, roofing materials, and soffits
- Information pertaining to attic venting, or thermal/ignition barrier if utilizing spray foam

Tips:

- Show window and door pressures on the plans;

- If enclosing a portion of a house that was built under truss before 1/1/94, no signed and sealed plans are required, but construction drawings are required;
- When required by a specific Fire District, or type of construction, or provision of a Development Order, you will need to note compliance with NFPA 13D for fire sprinklers.

Common Errors:

Missing the manufacturer's truss layouts;

Missing or incomplete product approval numbers (including decimal point) – windows, doors, shutters, roofing materials, and soffits;

Missing information pertaining to attic venting, or thermal/ignition barrier if utilizing spray foam.

☐ **3. Floor Plan**

Show:

- The affected openings and the means of escape; and
- Location of each window, door or shutter that is being installed.

☐ **4. 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.

Tip: 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.

Common Error:

Missing product approval specifics, for example, FL239 instead of FL239.6.; the decimal point is required.

☐ **5. Energy Calculations**

ENERGY CALCULATIONS (SFR, DUPLEX AND/OR ALL LIVING AREA ADDITIONS) must be submitted in compliance with Florida Building Code 8th Edition (2023) energy conservation guidelines.

Conditional Required Documents☐ **6. No Rise Certificate**

If work is being done within a regulatory Floodway and involves land disturbing activity (e.g. moving dirt), including fill, new construction, substantial improvements, and other development, an analysis is required showing that the proposed work will not increase the base flood elevation. The analysis (known as a No-Rise or No-Impact Certification) is to be submitted, reviewed, and subsequently approved by the Floodplain Administrator. This analysis must be signed and sealed by a Florida licensed engineer and is to be submitted with the Site Plan. Please review this website for more information:

<https://www.leegov.com/dcd/flood/firm/zones/regulatoryfloodway/>

To determine if the parcel for your worksite is in a Floodway, go to the LeeSpinS website (<https://leegis.leegov.com/LeeSpinS/>); search by STRAP #, Folio ID, Owner, or Address – results returned with icons across the bottom; click on the Flood Info icon; then click on Flood Info to retrieve a report; in the 3rd column of the FIRM Floodway row you will see either 'FLOODWAY', 'OUTSIDE FLOODWAY', or the name of a Municipality (such as 'City of Fort Myers'). FLOODWAY means that your parcel is in a Floodway; OUTSIDE FLOODWAY means that your parcel is not in a Floodway; and the municipality name means that you will need to contact that municipality to determine if your worksite is in a Floodway. You may also see a percentage (%) next to FLOODWAY or OUTSIDE FLOODWAY. These numbers show the percentage of the parcel that is in, or out of, the Floodway.

Lee County contact information: (239) 533-8585



Select this icon

Municipality contact information:

- City of Bonita Springs (239) 444-6150
- City of Cape Coral (239) 574-0553
- City of Fort Myers (239) 321-7925
- City of Sanibel (239) 472-3700
- Village of Estero (239) 221-5036
- Town of Fort Myers Beach (239) 765-0202

☐ **7. 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.

☐ **8. 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.

☐ **9. Window and Door Replacement Pressure Calculations**

If you do not use Lee County's Mastered pressures for size-based window and door replacements, include individual calculations or engineering.

You may choose to use Lee County's Mastered pressures for WINDMSTR23 - 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:

Compliance with table R301.2 of the current Florida Building Code, Residential

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

☐ **10. Impact Fee Refund Letter**

If impact fees are being paid on a single-family residence or duplex, prepare to complete and sign an [Impact Fee Refund Letter](#) with the application. In case a permit expires, is revoked or surrendered before construction or land improvement takes place, the property owner may request a refund of impact fees which will be refunded to the Fee Payer listed on the impact letter.

Tip: Complete this as soon as possible; the Impact Letter is often among the missing documents that commonly hold up issuance of the permit.

☐ **11. 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.

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

☐ **12. Elevation Certificate and Flood Requirements**

If the project is in a FEMA-designated Special Flood Hazard Area, include an elevation certificate.

Elevation requirements: Buildings and structures in flood hazard areas, including flood hazard areas designated as Coastal A Zones, shall have the lowest floors elevated to, or above, the base flood elevation plus 1 foot (305 mm), or the design flood elevation, whichever is higher.

- Coastal high hazard areas may have additional requirements (Sections R322.3.1 through R322.3.10).
- Buildings and structures located seaward of CCCL may have additional requirements including, but not limited to, DEP approval, special construction and elevation requirements.

Enclosed area below design flood elevation:

Enclosed areas, including crawl spaces, that are below the design flood elevation shall:

- Be used solely for parking of vehicles, building access or storage;
- Have flood openings that meet the following criteria and are installed in accordance with Section R322.2.2.1:
 - The total net area of non-engineered openings shall be not less than 1 square inch (645 mm²) for each square foot (0.093 m²) of enclosed area where the enclosed area is measured on the exterior of the enclosure walls, or the openings shall be designed as engineered openings and the construction documents shall include a statement by a registered design professional that the design of the openings will provide for equalization of hydrostatic flood forces on exterior walls by allowing for the automatic entry and exit of floodwaters as specified in Section 2.7.2.2 of ASCE 24;
 - Openings shall be not less than 3 inches (76 mm) in any direction in the plane of the wall; and
 - The presence of louvers, blades, screens and faceplates or other covers and devices shall allow the automatic flow of floodwater into and out of the enclosed areas and shall be accounted for in the determination of the net open area.

Tip: Flood requirements can be found in [Chapter 3, Section R322 of the Florida Building Code, Residential](#).

☐ **13. Modular Buildings Approval Letter**

If the structure is a modular building, submit a signed and sealed [State of Florida](#) approved Plan and a valid Manufacturer's Approval Letter.

Tip: Letter includes: signed, dated and sealed foundation plans, and construction details for the handicap ramp and/or stairs.

Paper submission must include three (3) signed and sealed copies.

☐ **14. Mastered Building Plans**

If you are planning to purchase a manufactured garage, pole barn, gazebo, shed, utility building, etc. from a distributor, check if the approved plans for your make and model are on file with the [State of Florida](#). If not, original plans signed and sealed by a design professional will be necessary.

☐ **15. Mastered Plans Intention Letter**

If this application is for residential new construction, additions, remodeling, enclosures, rooms under truss, or sheds, and the plans are intended to be mastered, the engineer or architect must indicate by a sealed letter or statement on the plans that he approves of the repetitive use of the plans for permitting or, if case-by-case, approval (by letter from the architect or engineer) specific to each application is required for permitting.

☐ **16. Development Plan Review for specific project types**

If the proposed new construction is an expansion of a lanai, patio, covered porch, etc., that increases impervious coverage for areas in common element of a condo association, you may need a Limited Development Order (LDO), which will need to be approved by Development Services. Development Services can be reached at 239-533-8585

☐ **17. Threshold Building Affidavit**

If the building is greater than three stories or 50 feet in height; or has an assembly occupancy classification which exceeds 5,000 square feet in an area, or an occupancy content of greater than 500 people, then it is a threshold building and the affidavit must be completed.

[Threshold Building Affidavit](#)

☐ **18. Water/Sewer Service Verification**

If the project is a single-family residence or duplex and on private or public water and sewer, a letter from the appropriate utility company verifying service to the site must be submitted with the application.

Tip: Strive to include this with submittals; water/sewer service verification is often among the missing documents that commonly hold up issuance of the permit.

☐ **19. Well Service Verification**

If the project is a single-family residence or a duplex and requires a well for potable water, submit: A verification letter of compliance to current codes for an existing well from Lee County Natural Resources, at 1500 Monroe St., Fort Myers; phone 239-533-8109; or An approved well permit or a [Well Affidavit](#) for a new well.

Tip: Although the well affidavit allows the building permit review to begin, it must be obtained and the well inspection must be finalized before a Certificate of Occupancy is issued.

☐ **20. Septic Service Verification (SFR, DUPLEX, ADDITIONS, SANITARY FACILITIES)**

If the project is a single-family residence, duplex, addition or a sanitary facility and uses a septic system, submit:

- A letter from the Lee County Health Department, 2295 Victoria Ave., Fort Myers, phone 239-690-2100, stating that an existing septic system will be sufficient for the size of the dwelling; or
- An approved septic system permit or a copy of the paid receipt for a new septic system permit application from the Health Department.

Tip: Although the receipt for the new septic system permit allows the building permit review to begin, an approved septic permit must be obtained and submitted prior to building permit issuance. A septic permit must be finalized before a Certificate of Occupancy is issued. **Note:** **any room shown as Den, Study or similar that contains a closet will be considered as a bedroom / sleeping room; therefore, will need to have the health department approval as such.**

☐ **21. Site Fill Grading Drainage Plan**

If the final grade on the lot exceeds 18 inches above the crown of the road or any adjacent developed lot and is not in a subdivision subject to a current (active) Development Order, a COPY OF THE SITE FILL GRADING PLAN MUST ACCOMPANY THE PERMIT APPLICATION and

must comply with Land Development Code Section 34-3104.

☐ **22. Coastal Construction Zone Compliance Documentation**

If the property is in a Coastal Construction Zone, submit:

- A survey sealed by a registered Florida architect or engineer that includes Coastal Construction Zone lines, FEMA flood zone requirements, and existing elevation of grade;
- A certified elevation certificate indicating the NAVD elevation prior to tie beam inspection or framing inspection on wood structures;
- A statement by an architect or engineer of compliance with Lee County Land Development Code, Chapter 14 , Article II, Division 2, Sea Turtles; Chapter 6, Article III Coastal Construction Code, or Article IV Flood Hazard Reduction.

Tip: Examples of property often in the Coastal Construction Zone are barrier islands including Captiva, Upper Captiva, Boca Grande and other parcels with Gulf frontage.

☐ **23. 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.

☐ **24. Vegetation Removal Permit**

If the project is on property in unincorporated Lee County that is over 5 acres, over 2 acres on Pine Island, or any property on a barrier island, then a permit is required for the removal of vegetation and protection of endangered species. For more information, please review the [Environmental Sciences](#) section of the website and [Application Information and Authorization Letter](#). Please contact PODEnvVeg@leegov.com if you have questions.

“Lot clearing debris for all residential development, regardless of size of lot to be cleared, is required to be properly disposed of, or recycled, pursuant to, Municipal Code Lee County Ordinance 17-187, as defined by 17-186, “all horticulture”. Violation of this ordinance is subject to fines of up to \$500.00, per occurrence, per day. For more information, please refer to the Lee County Solid Waste website <https://www.leegov.com/solidwaste> or call 239-533-8000.”

☐ **25. Additional Permits**

If additional permits are required by Plan Review, you will be advised by the reviewer.

Additional permits may be required for separate structures or for other requirements. **Note: Including but not limited to detached garages, cabana, sheds, fences, etc. is required to be permitted separately.**

☐ **26. Notice of Commencement**

If project value 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 commonly holds up issuance of the permit.

☐ **27. Envelope Leakage (Blower Door) Test Report**

If energy testing is required, then the dwelling will be tested for air leakage rates. This test will need to occur **prior to the Certificate of Occupancy** being issued. [Blower Door Test Report](#).

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 Record 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.**
- **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 Inspections

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:

New Primary Structure:

Single Family Residence, Detached Accessory Apartment

101 Foundation/Footing

102 Floor/Slab

103 Tie Beam

104 Columns/Pilings

130 Sheathing/Straps/Eng

105 Rough Framing

107 Insulation

110 Soffit/Siding/Wall Covering

106 Final Structural/Building

Any applicable Mechanical, Electrical, or Plumbing (MEP) Inspections and/or Roof Inspections

Duplex, Two Family Attached; Include all from new primary structure then:

Add 903 Duplex Fire/Tenant Separation

Model Home; Include all from new primary structure then:

Add 902 Fire Final

Interior Remodel

105 Rough Framing

107 Insulation

106 Final Structural/ Building

Any applicable MEP Inspections and/or Roof Inspections

Exterior Remodel, Addition - Including Remodel (Attached Accessory Apartment, Mobile Home Addition, RV Addition, Single Family Addition)

101 Foundation/Footing

102 Floor/Slab

104 Columns/Pilings

130 Sheathing/Straps/Eng

105 Rough Framing

107 Insulation

106 Final Structural/Building

Any applicable MEP Inspections and/or Roof Inspections

Aluminum Carport

101 Foundation/Footing

102 Floor/Slab

112 Aluminum Final

Deck

101 Foundation/Footing
105 Rough Framing
106 Final Structural/Building

Detached Garage

101 Foundation/Footing
102 Floor/Slab
103 Tie Beam
104 Columns/Pilings
130 Sheathing/Straps/Eng
105 Rough Framing
107 Insulation
110 Soffit/Siding/Wall Covering
106 Final Structural/Building
Any applicable MEP Inspections and/or Roof Inspections

Garage Door

105 Rough Framing
106 Final Structural/Building
304 Rough Electrical
305 Electrical Final

Glass Room, Greenhouse

101 Foundation/Footing
102 Floor/Slab
105 Rough Framing
106 Final Structural/Building

Pole Barn

101 Foundation/Footing
102 Floor/Slab
103 Tie Beam
130 Sheathing/Straps/Eng
105 Rough Framing
110 Soffit/Siding/Wall Covering
106 Final Structural/Building
501 Roof Dry In (if applicable)
503 Roof Final (if applicable)

Pool Enclosure

112 Aluminum

Screen Room

101 Foundation/Footing

102 Floor/Slab

112 Aluminum

Utility Room, Vinyl Room

101 Foundation/Foot

102 Floor/Slab

103 Tie Beam

130 Sheathing/Straps/Eng

105 Rough Framing

106 Final Structural/Building

Any applicable MEP Inspections and/or Roof Inspections

Structural Slab

101 Foundation/Footing

106 Final Structural

Unenclosed Structure (other than aluminum)

101 Foundation/Footing

102 Floor/Slab

106 Final Structural/Building

8. Obtain the Certificate of Compliance or Certificate of Occupancy

The basic review for a Certificate of Occupancy or a Certificate of Compliance consists of the following and is performed the next business day after a passed final inspection.

1. All conditions met such as termite cert, elevation cert, blower door test, or solid waste approval (if required).
2. Passed final inspections for structural and all sub permits.
3. Sewer inspection approved by county inspector or septic approval from Health Department (contact number 239-690-2100).
4. If property using well for water source then well must be approved by Natural Resources (contact number 239-533-8109).
5. If property located on county maintained road- driveway permit must be finalled by DOT (contact number 239-533-9307).
6. Related fire permits closed (if applicable).
7. Garbage fees paid. This fee is for the weekly garbage pick-up which is normally paid thru yearly taxes. The fee is the pro-rated amount from now until the next tax calendar year and is posted to your permit when the 402 final HVAC inspection is passed.

If any of these items are missing, a condition is added (Outstanding Insp for CO/CC) to the permit listing what is left to submit or pass prior to certificate issuance.

Please note: These are just basic requirements; your permit may require additional items depending on the scope of work. Please contact the Inspections Department at Inspections@leegov.com

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or 239-533-5801 to confirm your final requirements for CO/CC.

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.