



## Building and Permitting Services

1500 Monroe St. Fort Myers, FL 33901 | 239-533-8329 | [connect@leegov.com](mailto:connect@leegov.com)

# Sign 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 Sign permit is required to erect, replace, alter, repair, or move a wall-mounted or ground sign (including an awning, billboard, electronic message center, flag pole 20 feet or higher, interchange, or tenant panel for commercial or residential projects).

Signs are an object, device, display or structure, or part thereof, consisting of letters (foreign or domestic), numbers, symbols, pictures, illustrations, announcements, cutouts, insignia, trademarks or demonstrations, including all trim and borders, designed to advertise, inform or identify, or to attract the attention of persons not on the premises on which the device or display is located, and visible from any public way.

Each proposed sign requires an individual permit application.

***Temporary signs are subject to the Temporary Use permit application process.***

Each permit 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 479 - Outdoor Advertising
- [Lee County Land Development Code](#) (LDC) Chapter 30 – Signs

**Need Help?** Contact us @ [PODPlanREV@leegov.com](mailto: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 **Other >> Sign**. Or search on the term Sign. 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](mailto: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.

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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 Permit:**  
(Options: *Awning, Billboards, Electronic Message Center, Flag Pole (over 20 ft.), Ground, Interchange, Tenant, Panel, Wall*)
- **New Development:** (Options: *Yes or No*)
- **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*).

- **Type of Action:** (Options: *Alter, Copy Change, Erect, Move, Repair, Tenant Panel*)
- **Type of Construction:** (Options: *Awning, Channel Letters, Concrete Block, Foam, Light Box, Metal, Other, Painted, Plastic, Wood*)
- **Class:**(Options: *Off-Site, On-Site, Temporary*)
- **Illumination:**(Options: *External, Fluorescent, LED, Neon, Non-Illuminated*)
- **Occupancy /BP#:**
- **Business Name:**
- **Directions:**

#### Details

- **Foundation:**  
(Options: *Yes or No*).
- **Sign Area (SqFt):**
- **Height (Feet):**
- **Road Frontage on Plan (Linear Ft):**  
(Options: *Yes or No*).
- **Building / Unit Frontage on Plan (Linear Ft):**  
(Options: *Yes or No*).
- **Building / Unit Frontage on Plan:**

**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. Certificate of Occupancy**

Submit proof that the business or residential structure for which the sign is being erected has been properly permitted. This can include:

- A Certificate of Occupancy, which is issued from a building permit;
- Certificate of Use, which is issued from a Use Permit with the same name and address as the sign; or
- Consent to Erect a Sign, which must be signed and submitted within the application.

**Ground Signs**

**2. Details**

Prepare to include:

- Height, and if it is over 6 feet, engineering is required in compliance with current Florida Building Code;
- Dimensions of the structure; and if it is a monument sign, dimensions of the text area are required;
- Sign text;
- Construction material and attachment details for the foundation; and
- Illumination detail, if applicable.

**Tips:**

- A ground sign is dependent on the type of development and the amount of street frontage available subject to LDC Section 30-152 and 30-153.
- Commercial, multiple-occupancy complexes with more than five businesses are subject to LDC Section 30-153(2).
- Multiple-occupancy complexes with five or fewer businesses and individual businesses are subject to LDC Section 30-153(3).

**3. Site Plan (Ground Sign)**

Showing:

- Location;
- Road frontage of property in linear feet;
- Setbacks from road right-of-way;
- Side setbacks; and
- Building location.

**Wall Signs**

**4. Details**

Prepare to include:

- Wall elevations with dimensions of the wall below the roof line;
- Sign location on wall with sign dimensions measured to the highest and widest points of the sign;
- Sign text; and
- Attachment details for foundation.

**Tips:**

- A wall sign is limited to 10% of the wall area on which it is proposed to be located.
- The wall area includes the area of the building between principal front building (or unit) corners from the ground to the roofline.

**Electrical Signs**

**5. Details**

Prepare to include:

- The Underwriters Laboratories (UL) number; and
- Electrical detail, including source.

**Tips:**

- If there is no existing electrical source, an electric permit will be required.
- If the sign includes NEON, an electric permit is required.
- A sign installer who holds a Sign Erection Electrical License (SE) may pull the electric permit for the connection of the sign. Others must subcontract the electric.

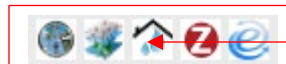
**Conditional Required Documents**

**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 3<sup>rd</sup> 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.



Select this icon

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Lee County contact information: (239) 533-8585

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. Electrical Permit**

If there is no existing source of electricity for the sign or if the sign includes NEON; apply for and include an approved electric permit.

**10. 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](mailto:DCDHistoric@leegov.com) if you have questions.

**11. 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.

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## 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.**
- **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.

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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:

##### Flag Pole (Over 20 ft.), Ground Sign

101 Foundation/Footing

121 Sign Final



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#### Awning, Billboards, Electronic Message Center, Interchange, Tenant Panel, Wall

121 Sign Final

(if proposing electric connection)

305 Electric Final

## 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.