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About eConnect

We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week. In partnership with [Accela, Inc.](#), we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must create a user account and register. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

Accessing eConnect

Our eConnect portal can be accessed at <https://accelaaca.leegov.com>

As we continue to use this new system, we will be making minor updates to make it easier to use and find information.

Searching on eConnect

Note: *A user account is **NOT** needed to Search on eConnect.*

- From the Home Page, select **Advanced Search – Search Records/Applications**. Then, select the department associated with the record(s) you wish to locate.

eServices Users Guide



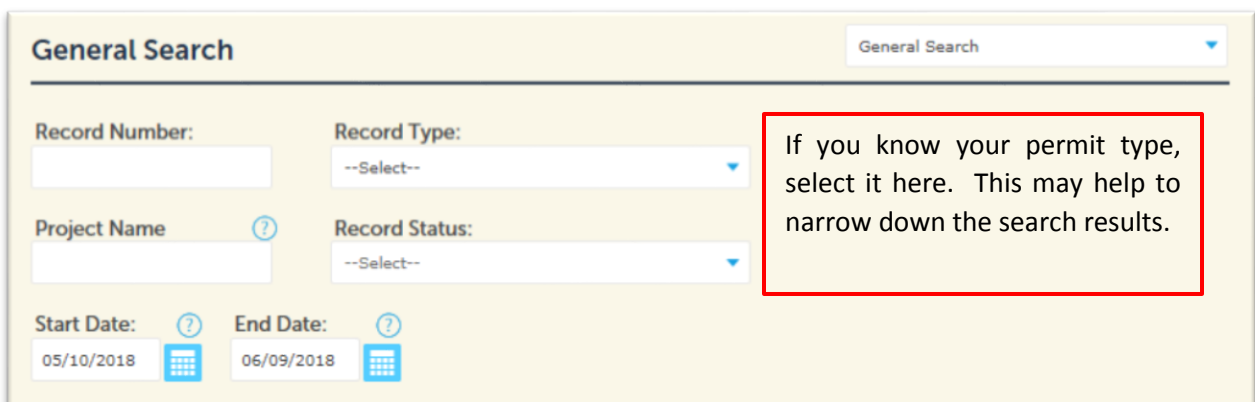
There are five types of searches available. In most cases, the General Search is sufficient.

- General Information
- Search by Address
- Search by License Professional Information
- Search by Record Information
- Search by Contact

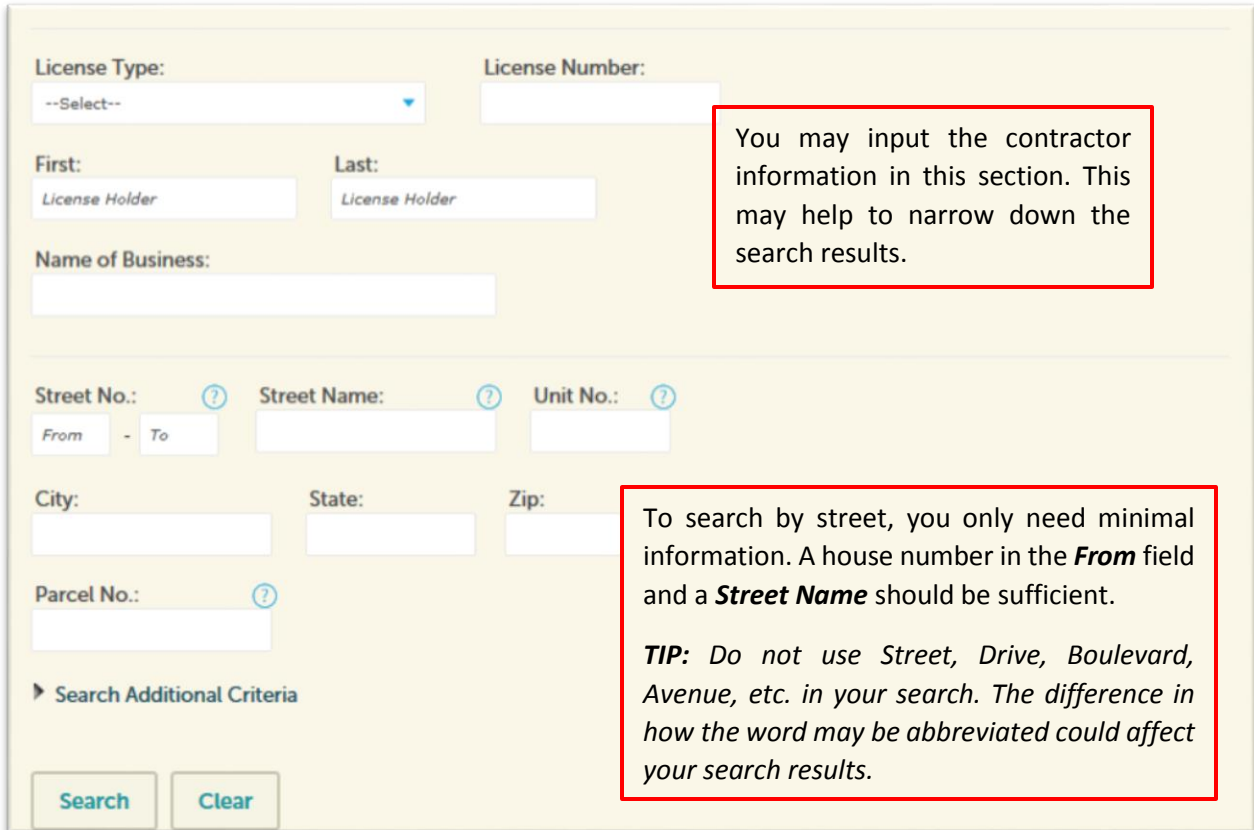
TIP: You may use the % symbol as a wildcard for searches. For example, if a record number is RES2018-00001, but you only have part of the number, you may enter %RES2018-00% as your search criteria. This will bring back any record that includes “RES2018-00”.

General Search

- When searching, we have found that less is more. Usually a house number and a street name is all you need to find what you are looking for. The % symbol can be used as a wildcard.



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The screenshot shows a search form with the following fields:

- License Type: --Select-- (dropdown)
- License Number: (text input)
- First: License Holder (text input)
- Last: License Holder (text input)
- Name of Business: (text input)
- Street No.: From - To (text input)
- Street Name: (text input)
- Unit No.: (text input)
- City: (text input)
- State: (text input)
- Zip: (text input)
- Parcel No.: (text input)
- Search Additional Criteria (checkbox)
- Search (button)
- Clear (button)

Callout Box 1: You may input the contractor information in this section. This may help to narrow down the search results.

Callout Box 2: To search by street, you only need minimal information. A house number in the **From** field and a **Street Name** should be sufficient.
TIP: Do not use Street, Drive, Boulevard, Avenue, etc. in your search. The difference in how the word may be abbreviated could affect your search results.

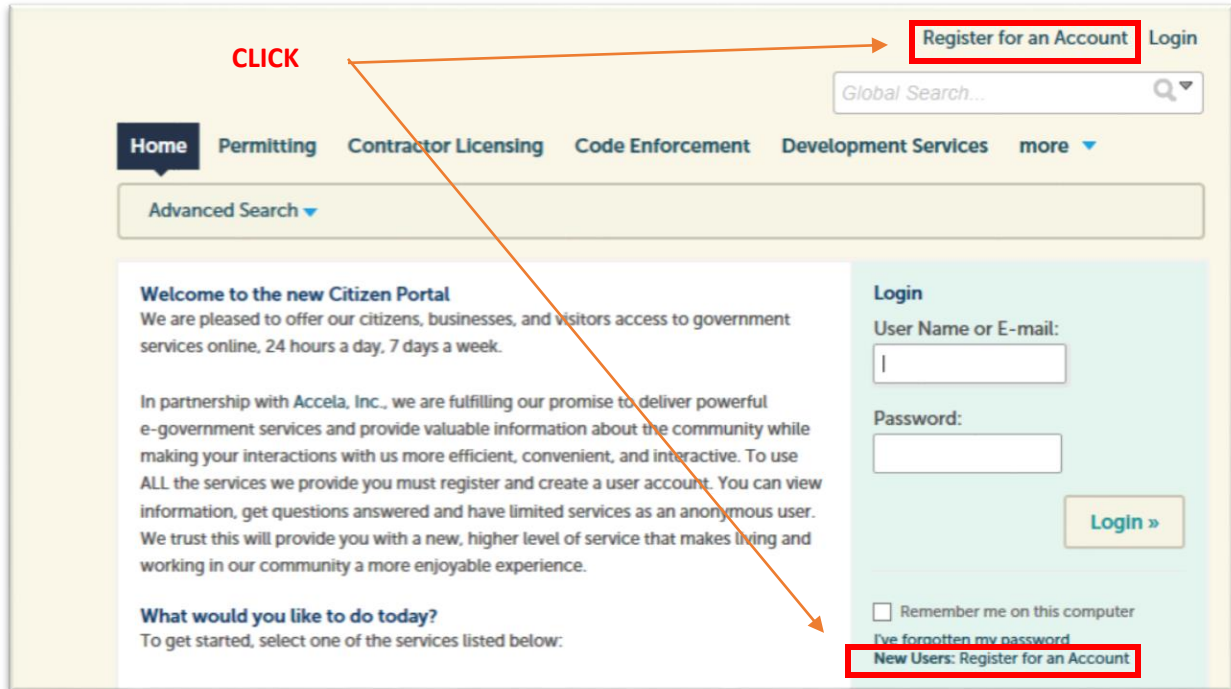
- When you click search, you will get a listing of all records that match your criteria
- You can click on the Record Number to get additional details
- You can click on the Pay Fees Due to pay for fees due on the record
- If you want to view documents associated with a record, you will need to create an account and add your Contractor License to that account, or log into your existing account

Note: Only the Applicant/Contact and Licensed Contractor, associated with a permitting record, may view the associated documents. To request copies of documents on a record you are not associated with, you may submit a Records Request Form to DCDrecords@leegov.com.

Creating an eConnect Account

- From the Home Page, click **Register for an Account**.

eServices Users Guide



- Read the disclaimer, and check the box saying you have read and accepted the terms, and click **Continue Registration**
- Enter your username, email, password and security question and answer
- Click **Add New** to add a Contact. Each account **MUST** have a contact
- Select your Contact Type and click **Continue**

Note: Contacts have the same access levels as Applicants, however, the Applicant is the only person on a record who will receive email notifications from the agency.

- Complete all required fields, marked with an (*) asterisk, and click **Continue**

* First: * Last:

Name of Business:

Country: Middle:

* Address Line 1:

* City: * State: * Zip:

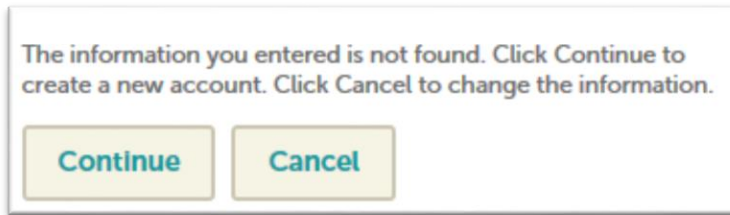
Home Phone: Work Phone: Mobile Phone:

Fax:

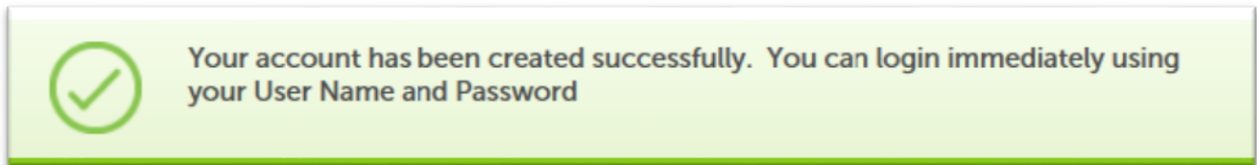
* E-mail:

eServices Users Guide

- A pop-up will appear, letting you know if the contact was found in the agencies database. You must click **Continue** for the contact to be added to your account.



- Click **Continue Registration**



- You have successfully created your account with the Agency and can log into your account immediately.

Note: If you have a Lee County Issued License, or have registered your State License, with Lee County Contractor Licensing, you MUST add your license to your account in order to submit online applications. Additional activation by the Agency is required.

Your Account Dashboard

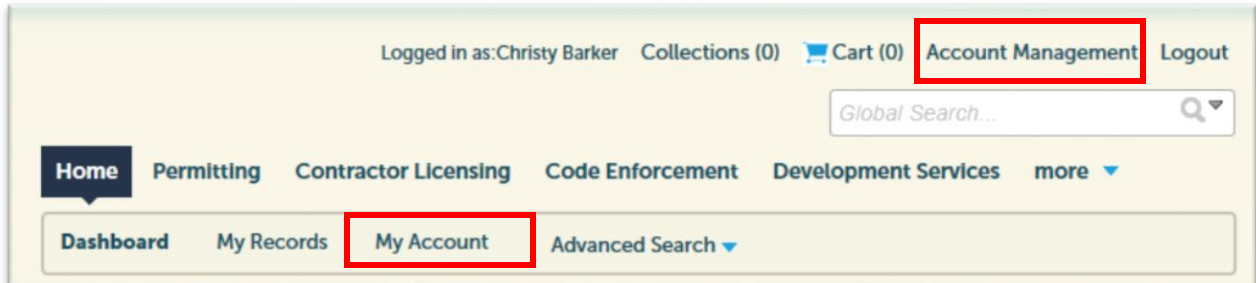
When you first log in, your Account Dashboard will show “Saved in Cart”, “My Collection”, and “Work in Progress”. The horizontal menu bar at the top of the page also has options for My Records, My Account and Advanced Search.



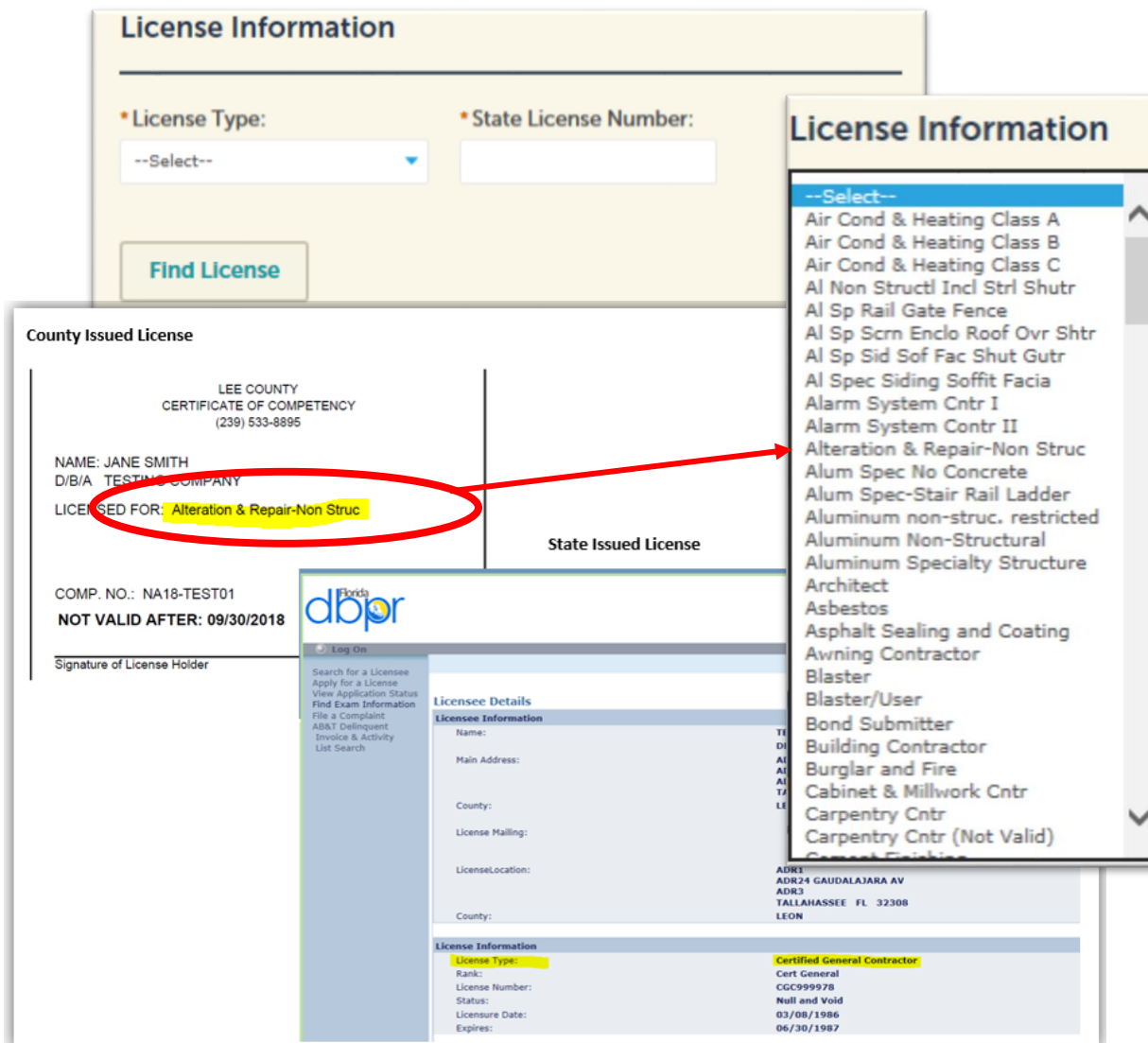
- **My Records** will show all records tied to your user and your Contractor License, if it is linked to your eConnect account. Please see the below sections on adding a license to your account, as well as accessing your existing records.
- **My Collection** is a place where you can save any record for quick access in the future. These can even be records that are not related to your account. After searching for a record, you can click the box to the left of the record and click **Add to Collection** to add the record to your collection.
- **My Account** is where you can modify your password and add contractor licenses.

Adding a License to an eConnect Account

- After logging into your account, click **My Account** or **Account Management**.



- From the License Information section, click **Add a License**
- Select the License Type and input the County/State License Number, as it appears on your County-Issued or State-Issued License Card.



License Information

* License Type:

* State License Number:

Find License

County Issued License

LEE COUNTY
CERTIFICATE OF COMPETENCY
(239) 533-8895

NAME: JANE SMITH
D/B/A TESTING COMPANY

LICENSED FOR: **Alteration & Repair-Non Struc**

COMP. NO.: NA18-TEST01
NOT VALID AFTER: 09/30/2018

Signature of License Holder

State Issued License

License Information

--Select--

- Air Cond & Heating Class A
- Air Cond & Heating Class B
- Air Cond & Heating Class C
- Al Non Structl Incl Strl Shutr
- Al Sp Rail Gate Fence
- Al Sp Scrn Enclro Roof Ovr Shtr
- Al Sp Sid Sof Fac Shut Gutr
- Al Spec Siding Soffit Facia
- Alarm System Cntr I
- Alarm System Contr II
- Alteration & Repair-Non Struc
- Alum Spec No Concrete
- Alum Spec-Stair Rail Ladder
- Aluminum non-struct. restricted
- Aluminum Non-Structural
- Aluminum Specialty Structure
- Architect
- Asbestos
- Asphalt Sealing and Coating
- Awning Contractor
- Blaster
- Blaster/User
- Bond Submitter
- Building Contractor
- Burglar and Fire
- Cabinet & Millwork Cntr
- Carpentry Cntr
- Carpentry Cntr (Not Valid)
- Cement Finishing

dbpr

Log On

Search for a License
Apply for a License
View Application Status
Find Exam Information
File a Complaint
AB&T Delinquent
Invoice & Activity
List Search

Licensee Details

Licensee Information

Name:

Main Address:

County:

License Mailing:

License Location:

County:

License Information

License Type: **Certified General Contractor**

Rank: Cert General

License Number: CGC999978

Status: Null and Void

Licensure Date: 03/08/1986

Expires: 06/30/1987

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- Click **Find License**
- From the Results Page, verify the information displayed is correct, and click **Connect**

Note: If the information is not found, or if the information displayed is incorrect, click **Search Again**. Re-enter the License Type and License Number, and click **Find License**. If your license is still not found, contact the Lee County Contractor Licensing office at 239-533-8895 for assistance.

License Information

If the information below is correct, click "Connect" under Action, or click "Search Again" to refine your search criteria. If the license is not found, contact Lee County Contractor Licensing at 239-533-8895 to confirm the status of your license.

Showing 1-1 of 1

License Number	Type	Business Name	Name	License Expiration	Insurance Expiration	Action
NA18-TEST01	Alteration & Repair-Non Struc	TESTING COMPANY	Jane Smith	Valid	Valid	Connect

[Search Again »](#)

- After successfully connecting the license to your account, the license will appear in the License Information section in a Pending status.

License Information

[Add a License](#)

You may request to add contractor license(s) to your public user account by clicking the Add a License button. After which, you must submit the completed Lee County eConnect Agreement form to eConnect@leegov.com, in order for your request to be validated. This step is required prior to submitting an online application.

Showing 1-1 of 1 | Download results

License #	License Type	Business Name	First Name	Last Name	Expired Date	Status
NA18-TEST01	Alteration & Repair-Non Struc	TESTING COMPANY	Jane	Smith	09/30/2018	Pending

Note: Anyone authorized to submit permit applications on behalf of a licensed contractor, using the license number, must also create an eConnect account, as well as add the license number to their account.

- Once completed, the full executed Lee County eConnect Agreement form MUST be submitted to eConnect@leegov.com.

Lee County eConnect User Agreement

(Registration Form for Licensed Professionals to submit/receive permits online)

Email scanned form to eConnect@leegov.com, Fax to 239-485-8340, mail to P.O. Box 398, Fort Myers FL 33902
 Attn: Permitting Division or deliver to 1500 Monroe St., Fort Myers FL., 33901, First Floor. HOURS: Mon. thru Fri. 7:30am- 4:30pm
 PHONE: (239) 533-8329. The original document must be received in our office after faxing or emailing a copy to us.

License Holder's Name: Jane Smith

Company Name: Testing Company

License Number: NA18-TEST01

Email Address: jsmith@testing.com

This needs to be the License Holder's Email Address that will be used to access License Holder's eConnect account

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Note: This form needs to include all eConnect users being authorized to submit online applications on behalf of the licensed contractor.

Authorized eConnect Users

Adding additional users Replacing previous users

The following people are authorized to submit/receive permits online, on my behalf, as part of the Lee County Permitting Process, or are being removed/deleted from being authorized eConnect users on my account as indicated below.


	Name	Email Address	Delete
1.	John Smith	johns@testing.com	<input type="checkbox"/>
2.	Joe Smith	joes@testing.com	<input type="checkbox"/>
3.			<input type="checkbox"/>
4.			<input type="checkbox"/>
5.			<input type="checkbox"/>
6.			<input type="checkbox"/>
7.			<input type="checkbox"/>

- Upon approval by the Agency, the status of the license, under the License Information section of the eConnect Account, will change to Approved. You may then begin submitting applications to the Agency using your license. You will also have access to any existing records associated with your user and Contractor License.

License Information Add a License

You may request to add contractor license(s) to your public user account by clicking the Add a License button. After which, you must submit the completed Lee County eConnect Agreement form to eConnect@leegov.com, in order for your request to be validated. This step is required prior to submitting an online application.

Showing 1-1 of 1 | Download results

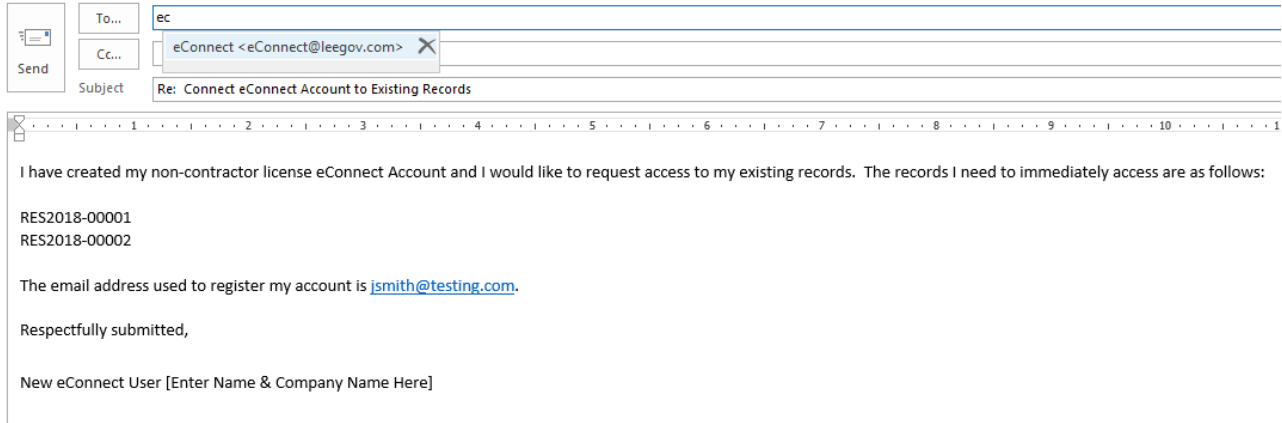
License #	License Type	Business Name	First Name	Last Name	Expired Date	Status
NA18-TEST01	Alteration & Repair-Non Struc	TESTING COMPANY	Jane	Smith	09/30/2018	Approved 

Note: You may need to log out, and back in to your account, in order to see the change in Status, as well as your existing records.

Linking Existing Records to a Non-Contractor eConnect Account

If you have existing records with the Agency, and are not affiliated with a licensed contractor, you MUST send an email to eConnect@leegov.com, requesting the connection of your new eConnect account to your existing records. It may be necessary to include the record numbers you wish to access, in the email.

Upon approval by the Agency, you will be able to access your existing records under **My Records**.



Submitting Applications / Complaints

You MUST log in to your account in order to submit Applications through eConnect.

Note: You are NOT required to create an account, or log in to an account, to submit Code Enforcement or Well Complaints through eConnect. This will allow the complainant to remain anonymous.

- From the Home Page, under the appropriate department, click **Create an Application** or **Create a Complaint**
- Read the disclaimer, and check the box saying you have read and accepted the terms, and click **Continue Application**
- If you have Contractor License linked to your account, you will select your license number from the **Licenses** drop-down menu. If you have multiple Contractor Licenses linked to your account, be sure to select the correct license from the list before proceeding to the next step. If the application you are submitting does not require a license, select **None Applicable** from the drop-down menu.

Note: You will not be able to return to this section to change your selection. Also, if you elect not to attach your license to the application at submittal, and list the Contractor as **Out to Bid** on the fillable application, you will be required to provide a revised fillable application, with the Contractor or Authorized Signer's signature, prior to permit issuance.

Select a License

Select a license for this record from the list below. The available permit record type(s) is determined by the type of the license associated with your account.

* Licenses:

--Select--

Cabinet & Millwork Cntr CB16-00

None Applicable

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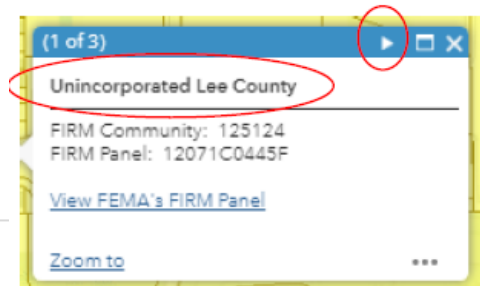
- Click **Continue Application**

Note: It is the Applicant's responsibility to select the correct record type, as well as ensure the work location is within Unincorporated Lee County. Visit our website at www.lee.gov/dcd, for reference material and procedures, which may assist you with your selection. Also, for more information on how to find the municipality of the work location, visit the following website.

<https://www.lee.gov/dcd/Documents/FloodMapping/FindMyMunicipality.pdf>.

Within Lee County, Florida there are 7 municipalities:

- City of Bonita Springs
- Village of Estero
- Unincorporated Lee County
- City of Sanibel
- City of Fort Myers
- Town of Fort Myers Beach
- City of Cape Coral



- Select a Record Type from the list of available record types, and click **Continue Application**

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us at 239-533-8329 or eConnect@lee.gov.

Search

- Board Of Adjustments and Appeals
- Building Move
- Commercial - Other (Slabs, Radio/TV Antennas, Water Tank, Lift Stations)
- Commercial Accessory Structure (New, Addition or Remodel)
- Commercial Addition to Primary Structure (includes remodeling)
- Commercial Alteration to Primary Structure (includes Buildout; excludes additional square footage)
- Commercial Fence Permit
- Commercial Fire Permit
- Commercial Modular Building
- Commercial New Building
- Commercial Pool
- Commercial Roofover, Windows, Doors, Shutters
- Consumption on Premises Sign Off
- Demolition
- Dock
- Electrical
- Home Occupation Approval
- Master Commercial Approval
- Master Fire Approval
- Master Mobile Home/RV Approval
- Master Pool Approval
- Master Residential Approval
- Mechanical
- Mobile Home or Recreational Vehicle
- Occupancy Inspection Checklist
- Plumbing
- Residential Accessory Structure (New, Addition or Remodel)
- Residential Addition to Primary Structure (includes remodeling)
- Residential Alteration to Primary Structure (excludes additional square footage)
- Residential Fence Permit

To narrow the list, you may input a key word in the Search field, and click **Search**.

Examples of Key Words: Fence, Roof, Shutter, Window, etc.

eServices Users Guide

- **Address, Parcel, and Owner.** Most applications will require this information. Input the Street Number and Street Name, and click **Search**. OR, input the Parcel Number, and click **Search**.

Note: It is not recommended to input too much information, as this could limit the search results, or prevent the system from finding the information altogether.

Example of Too Much Information:

Step 1: Step 1 > Page 1 * indicates a required field.

Address

* Street No.: Street No. (end): * Street Name: Unit No.:

City: State: * Zip:

Address Search Result List ×

Addresses

Showing 0-0 of 0

Address	City	State	Zip
No records found.			

Example of Just Enough Information:


Address

* Street No.: Street No. (end): * Street Name: Unit No.:

City: State: * Zip:

eServices Users Guide

- Once the address matching your search is found, or is selected, the system will automatically populate the remaining fields. You will not be able to change any of the auto-populated information. To start over, you must select **Clear** in the Address and/or Parcel sections before attempting to replace the data.
- Select **Continue Application**
- **Applicant Information** is required on all applications. Remember, this is the person who will receive all email communication from the Agency. Click **Select from Account**.
- **Contact Information** is optional on most applications. Add a contact to the application by clicking **Select from Account** or **Add New**
- **Detail Information** is required on most applications. Usually, this is the information used to describe the name of a project, subdivision, or residence, as well as outline the purpose of the application. Complete all applicable fields, ensuring to complete all fields marked with an (*) asterisk, and click **Continue Application**

Note: You may click the  anywhere shown to obtain additional information about the field or information required to be provided.

- **Custom Fields** is required on most applications. This is where specific information relating to the application is completed. Complete all applicable fields, ensuring to complete all fields marked with an (*) asterisk, and click **Continue Application**

Custom Fields

GENERAL INFORMATION

Type of Use:

* Est. Const. Value:

- **Attachments** are required on most applications. This is where you will upload the scanned/fillable version of the application, supporting documents, specifications, digitally signed plans, etc.

Note: Refer to the below sections which provide information on the required file standards and accepted formats for all plans and documents, as well as how to upload documents.

Attachment

The maximum file size allowed is 80 MB.
 html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

[Add](#)

eServices Users Guide

- **Review** all completed sections of the application for quality assurance purposes. Click **Edit** in any section to go back and make adjustments.
- Click **Continue Application**
- **Checkout.** This page will outline any fees due prior to submitting your application to the Agency, as well as any Conditions associated with your application, which must be met at some point in the process. Not all applications require fees to be paid at submittal.
 - You may add other saved records to your cart by clicking **Edit Cart**, or you may proceed to the checkout by clicking **Checkout**.
 - Select your payment option, and click **Submit Payment**

Note: When clicking Submit Payment, you will be re-directed to a secure payment site.

- Follow all prompts to complete the applicable/required fields in the payment section, and click **Continue** as required to go to the next section.
- Check the box that confirms the charge to our account, and click **Submit Payment**
- Upon completion of the transaction, you will be informed of the success or failure of your payment, and then redirected back to your eConnect account.
- You will receive confirmation of the submittal of your application, as well as your payment receipt.

Step 3: Receipt/Record issuance

Submittal Summary



Your application(s) has been successfully submitted.
If a payment was made, please click on the link below to view/print the receipt for your records.

- The Record Number will be provided at this time for your records, and will be accessible for tracking through your eConnect account under **My Records**.

Required File Standards/Accepted Formats for All Plans and Documents

- Black and white documents are strongly recommended due to reproduction costs.
- All files must be submitted in the correct orientation so that the top of the page appears at the top of the computer screen when the file is opened. The page(s) should not need to be rotated in order to be read.
- If the plans are required to be signed and sealed by a design professional, the agent/contractor and design professional will need to coordinate efforts to comply with governing laws regarding electronic signatures.
- A dimension AND graphic scale are required on all site plans and construction drawings.
- A two-inch margin is required along the right hand side of all site plans and construction drawings to allow room for Lee County Review/Approval stamps.
- **Zoning and Development Services Files:** should be named and organized according to the directions provided at the end of the application.

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- **Building Permit Application Files:** Each document should be a separate file. **Name files what they are.** For example:
 - The application and all supporting documents (NOC, Impact Letter, and Water/sewer letter) can be combined or left separate.
 - A site plan should be a separate file named 'Site Plan.PDF'.
 - Residential Building Plans should be a separate multipage file named 'Plans.PDF' or 'Building Plans.PDF'.
 - Commercial Plan sets should be broken out by discipline. Meaning, all the electrical plans would be one multipage file named 'Electrical Plans.PDF', the mechanical plans would be one multipage file named 'Mechanical Plans.PDF'. the structural plans would be one multipage file titled 'Structural Plans.PDF', etc., etc.

Note: The most commonly accepted file types for eConnect are PDF, TIF, DWG, BMP, JPG, and DOCX. The size of each file cannot exceed 80MB.

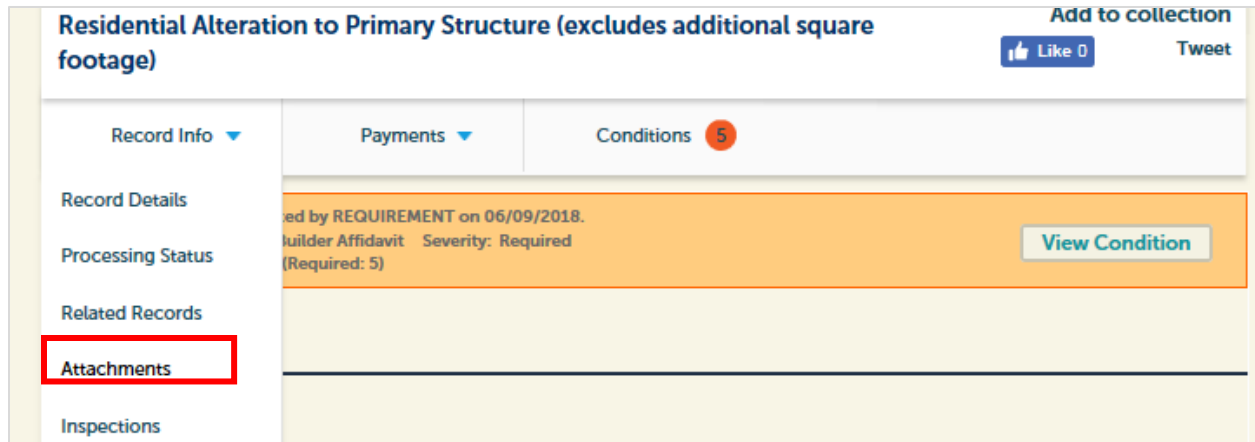
Uploading Documents

All applications, plans, supporting documents, etc. shall be uploaded in the Attachment section of the record. Uploading documents may only be done at certain stages, and requires the record to be in a certain status. For example:

- Application Submittal – When the application is first submitted to the Agency
- Application Resubmittal – After the application is submitted to the Agency, and deemed incomplete
- Plan Resubmittal – After the application has been routed to the reviewers, and is deemed incomplete, resulting in a Rejection Letter being issued by the Agency. Refer to the below section which provides information on Plan Correction Requirements.
- Approved - After the application has been approved, and is pending additional information to release the official permit/approval documents
- Revisions/Amendments/Minor Changes – When a change is requested to the official permit/approval documents, after issuance

Note: You must log in to your account in order to upload documents of any kind to your record. You must also be the Applicant, Contactor or Contractor License linked to the record.

- From the Home Page, click **My Records**
- Click the Record Number you wish to upload additional documents
- Select **Attachments** from the Record Info drop-down menu



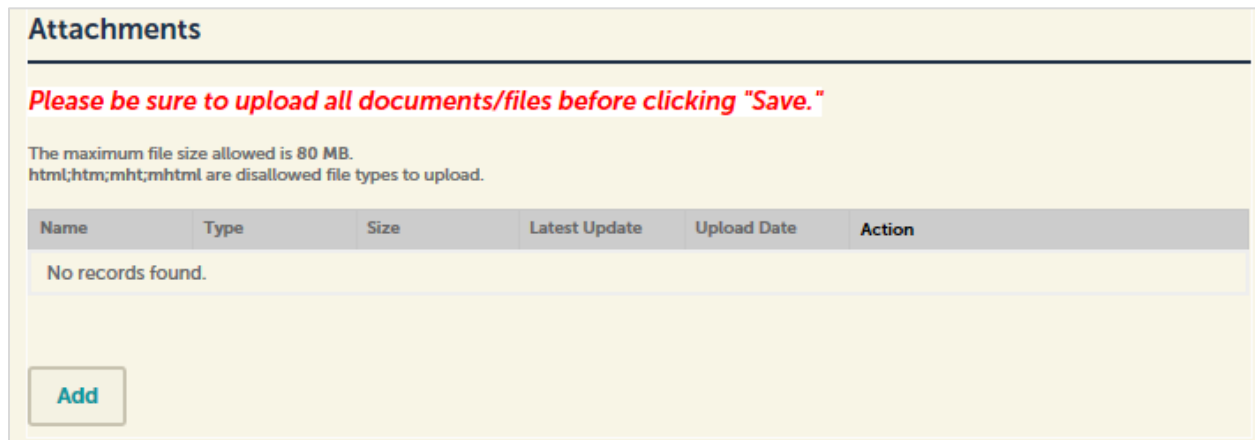
Residential Alteration to Primary Structure (excludes additional square footage)

Record Info | Payments | Conditions **5**

Record Details
Processing Status
Related Records
Attachments
Inspections

ed by REQUIREMENT on 06/09/2018.
Builder Affidavit Severity: Required (Required: 5) [View Condition](#)

- Click **Add**



Attachments

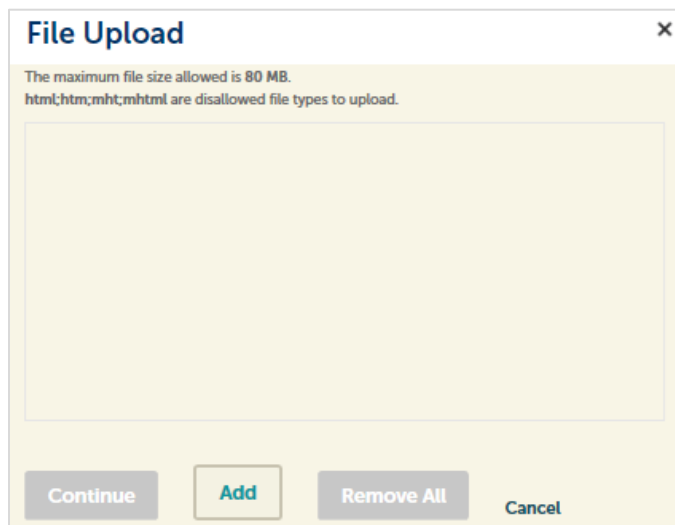
Please be sure to upload all documents/files before clicking "Save."

The maximum file size allowed is 80 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Upload Date	Action
No records found.					

[Add](#)

- In the File Upload pop-up, click **Add**

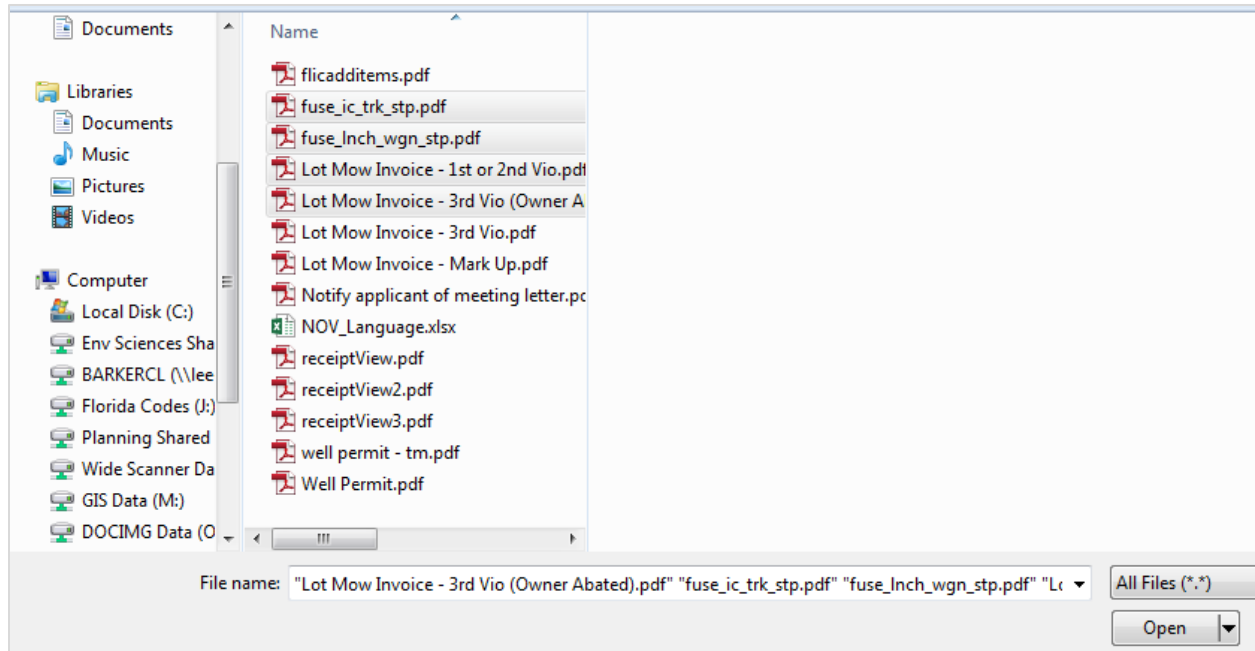


File Upload [X]

The maximum file size allowed is 80 MB.
html;htm;mht;mhtml are disallowed file types to upload.

[Continue] **Add** [Remove All] [Cancel]

- Select the file(s) you wish to add from your Computer or Flash Drive. To select more than one file at a time, hold the CTRL key while clicking each file.
- Click **Open**



- Wait for each file to load, and confirm they are all at 100%, and click **Continue**. You may click **Add** to add more files, or **Remove All**, to remove the selected files and start over.
- Once all documents have been uploaded, click **Save**

*Note: Clicking **Save** will notify the Agency that additional information has been submitted. It is therefore recommended that you ensure all documents/files are uploaded BEFORE clicking **Save**.*

Plan Corrections Requirements after Rejection/Issuance

If corrections are needed to the design professional plans they should be made by the originator of the document and resubmitted using the **original file name and file extension** as previously submitted. **The file name cannot be changed.** This is required for proper versioning and processing of the file in our system.

The pages of the revised files shall be organized in the exact order as they were originally submitted. If pages are being added to a file previously submitted, they **MUST** added to the end. If pages are being omitted from a file previously submitted, the omitted pages must be retained within the file, but marked as "OMITTED".

Refer to the Uploading Documents section of this guide for information on where and how to upload the plan corrections within the record. Additional forms may be required by the Agency to accompany the corrected plans.

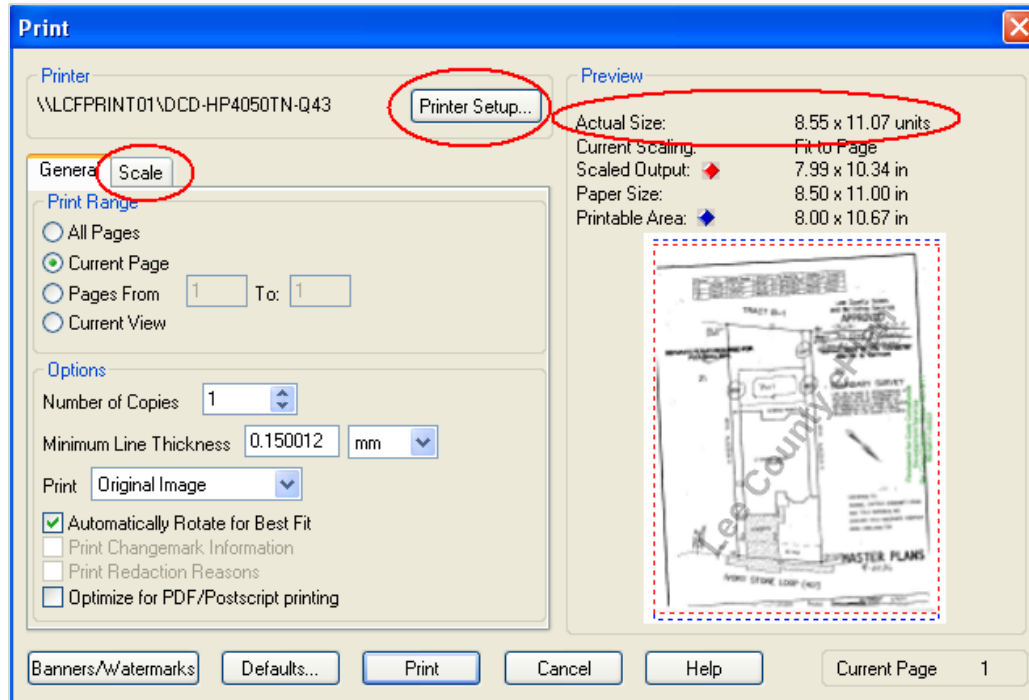
Downloading/Printing Plans

After being notified of the approval/issuance of your record by the Agency, you may go to the record in your eConnect account to download/print the official approved documents.

- Log in to your account, and click **My Records**

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- Click the Record Number you wish to download/print the approved drawings/documents for
- Once you are in the record, select **Attachments** from the Record Info drop-down menu
- All documents for the record will be listed. You can use the **Actions** drop-down to view any details of the document
- Click on each document name to select whether open or save the document
- After opening the document, click the printer icon and note the actual size of the document. Use the **Printer Setup** and **Scale** feature to format the printer settings and paper size you wish to use.



Note: When printing building permit job site copies the plans MUST be legible. For documents which were originally 24" x 36", the minimum print size is 11" x 17". Also, approval stamps and informational stamps will be in color, so you may wish to print the documents in color as well. **Printing options are dependent upon the type of printer the document is being printed to.**

Scheduling Inspections

You can schedule inspections for certain Permit types through eConnect (i.e. Building permits, Driveway, Right-of-Way permits, Well Permits, etc.). Well Permits require the Contractor License to log in to their account in order to schedule inspections.

- When in your record, select **Inspections** from the Record Info drop-down menu
- Click **Schedule or Request an Inspection**

Inspections

Upcoming (1)
[Schedule or Request an Inspection](#)

Click the link above to schedule or request one.
TBD at TBD Pending SITE FINAL (12821668) Actions ▼
 Inspector: *unassigned*

Completed

There are no completed inspections on this record.

- You will see a list of available inspections, based on the record type. Scroll through the pages to find the inspection you need.
- Select the Inspection, and click **Continue**

Schedule/Request an Inspection ✕

Available Inspection Types (65)

Show optional inspections

- 502 Roof in Process
- 304 Rough Electric
- 202 Tub Set
- 102 Floor
- 103 Tie Beam
- 501 Roof Dry In
- 130 Sheathing/Eng
- 101 Foundation/Footing
- 301 ...

< Prev 1 2 3 4 5 6 7 Next >

Continue
Cancel

- Select the date you would like your inspection to be performed by the Agency
- Select **All Day**, then **Continue**

Schedule/Request an Inspection ✕

Inspection type: SITE FINAL

To continue, select an appointment date and time range by clicking a link on the calendar below:

Mar 2018							Apr 2018							May 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

[« Prev](#) [Next »](#)

Available Times for Thursday, Mar 22 2018

All Day

Continue
Cancel

- Verify the location and contact information, and click **Continue**
- Confirm your selection, adding applicable notes (i.e. RIG # for Well Permit)
- Click **Finish**

Note: Do NOT include time-specific requests in the comments field, as they will NOT be honored.

Re-Scheduling/Canceling Inspections

When you have scheduled inspections, you can reschedule them for a different date or cancel them altogether.

- When in your record, select **Inspections** from the Record Info drop-down menu
- Click **Actions** next to the inspection you wish to reschedule, and click **Reschedule** or **Cancel**
 - **Reschedule** will bring up the same window as scheduling and allow you to select a different date.
 - **Cancel** will simply change the status of the inspection to Cancelled, requiring no further action/steps

Paying Fees on eConnect

Note: You do NOT need to create an account, or log in to your account, to pay fees on a record.

- Click **Pay Fees Due** in the action column, next to the record you wish to pay
- You will see a description of the fees due. Click **Continue Application**
- Enter your payment information and click **Submit Payment**
- Confirmation of the payment will appear on the screen, along with a link for you to click to print/view your receipt
- Click **View Record Details** to go back to the permit details

Note: Clicking Submit Payment will redirect you to a secure payment page.