Lee County Permitting is excited to announce that we will be rolling out a new record type called **Exterior Openings (Windows/Shutters/Doors)**, which will be available to applicants effective Sunday 5/16/2021.

This new record type will encompass all size for size Window and/or Door Replacements, Acrylic/Vinyl Panel Replacements, and Shutter Installation.

**Here are the noticeable changes in eConnect/ACA when submitting electronically:**

**Record Type Selection**- Exterior Openings (Windows/Shutters/Doors) will now be an individual selection category.
Exterior Openings (Windows/Shutters/Doors)

Attachments page in ACA: This page will now explain, in detail, all of the potential Required Documents and Engineered Plans.

### Step 2: Attachments > Required Documents

#### Required Documents:
- **Floor Plan**: Required for all Exterior Openings permit submittals. All affected openings must be numbered and the means of escape (Egress) must be shown/labeled. Please view the Floor Plan Layout Example for information regarding how to number the Affected Openings.

#### Additional Documents:
- Notice of Commencement: Required if the job value is greater than $2500.
- Owner Builder Disclosure Statement: Required if the Owner Builder is applying for the permit and completing the work.
- Custom Windows System Letter: Required if replacing Acrylic/Vinyl panels.
- HOA/Condo Approval Letter: Required if the work is being completed on a Multi-Family home or Condo/Townhouse with 3+ units.

#### Engineered Plans:
- If providing Individual Engineering or Individual Calculations, please upload site specific, digitally signed and sealed plans.

The maximum file size allowed, per batch of files, is 70MB. html/htm;html;html;exe;com3jsv;v;bat;xp.sql;cgi;php;perl;avi;mp4;css;mid;mid; are disallowed file types to upload.

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<th>Size</th>
<th>Latest Update</th>
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Exterior Openings (Windows/Shutters/Doors)

Application Information Custom Fields- Sections will now be separated by each different opening type. Selections are to be made based on the scope of work.
Benefits of the new record type are as follows:

- For Shutter Installation- Shutter Worksheets will no longer be required. All required information will be gathered in the Shutter/Panel Info Custom List.
- The Exterior Openings record type will encompasses both Residential and Commercial properties, no longer requiring the need to void a permit if the incorrect type (RES or COM) was applied for, resulting in less Refunds and Payment Transfers.
- Shutter Sub-Contractor will be auto-added to the record if Shutters are selected, resulting in less delays when attempting to schedule inspections.
- Expansion of required Custom Fields and Custom Lists data will result in less “Incomplete” applications, therefore allowing staff to Issue permits in a more timely manner.
- Pop-up messages will be displayed to the applicant if additional documents are required based on their selections, which also results in less “Incomplete” applications.