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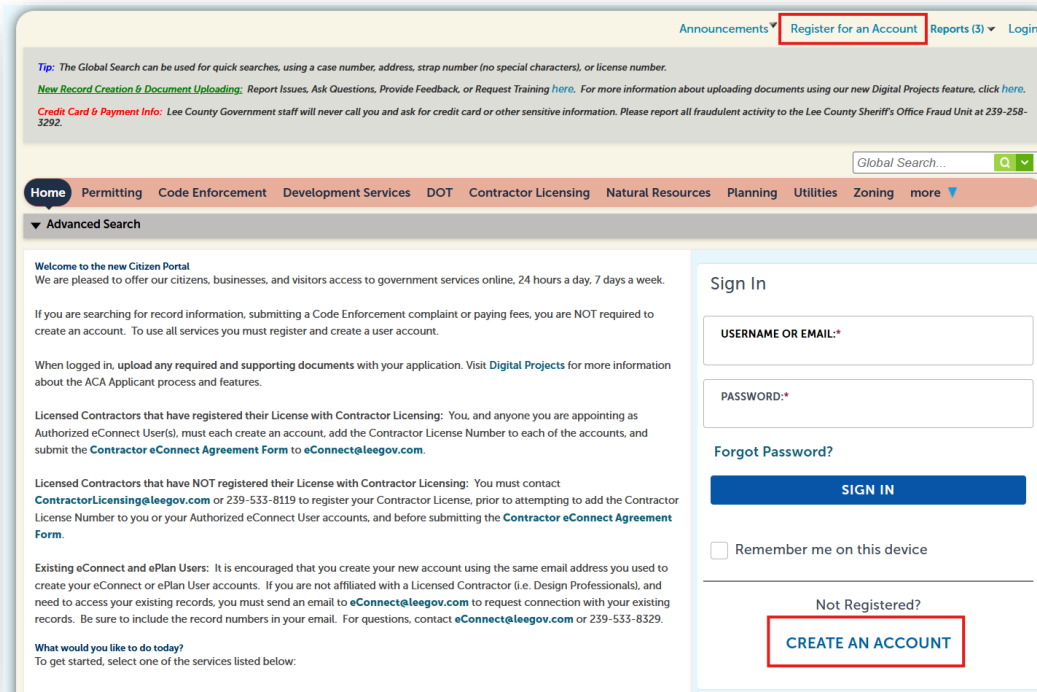
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Creating an eConnect Account

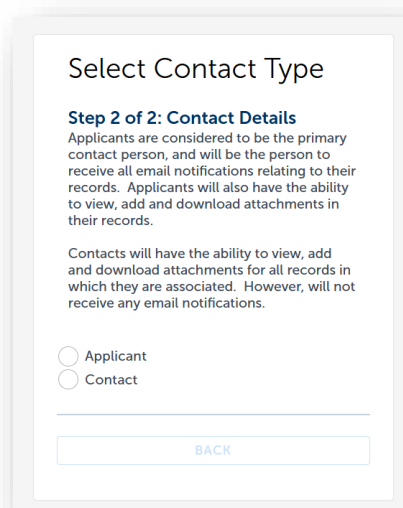
Please visit [eConnect Citizen Access Portal](#) to create your account.

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



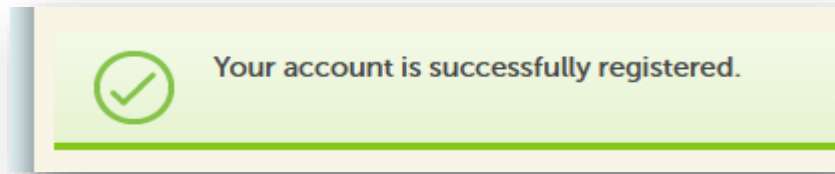
- Enter your username, email, password and security question and answer
- Check the box** agreeing to the Terms of Service and select **Continue**.
- Select either **Applicant** or **Contact** as each account is required to have one type of contact.
- Enter your information and hit **Submit**.

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.



eConnect User Guide

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

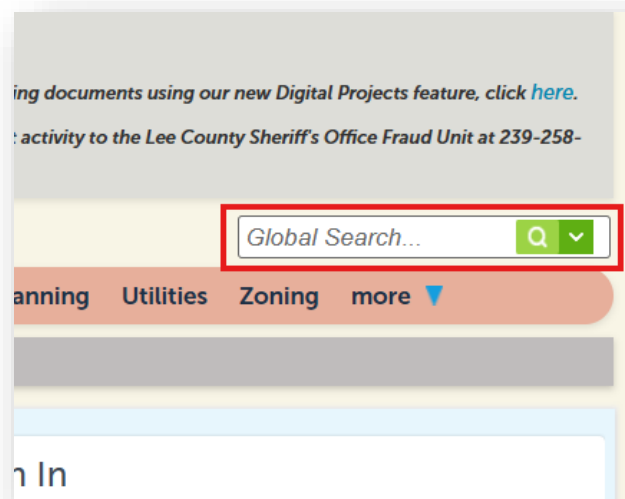
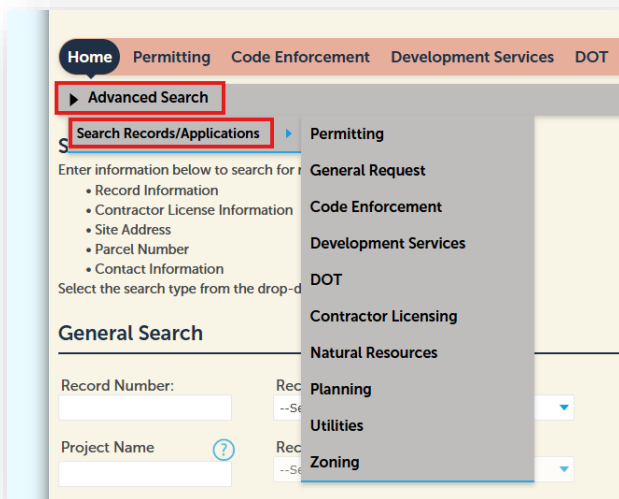


Note: If you have a Lee County Issued License, or have registered your State License, with Lee County Contractor Licensing, you **MUST** add your license to your account to submit online applications. A completed eConnect User Agreement is required to be submitted once the license has been linked to the account.

Searching on eConnect

Note: A user account is **NOT** needed to Search on the Citizen Portal.

- From the Home Page, there are two ways to search on the portal.
 - Option 1: Global Search Bar
 - Option 2: Select **Advanced Search – Search Records/Applications**. Then, select the department associated with the record(s) you wish to locate.



TIP: You may use the % symbol as a wildcard for searches. For example, if a record number is RES2026-00001, but you only have part of the number, you may enter %RES2026-00% as your search criteria. This will bring back any record that includes “RES2026-00”.

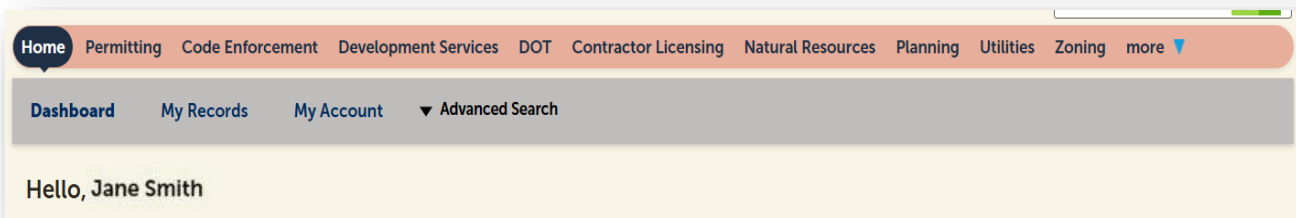
eConnect User Guide

- When searching, we have found that less is more. Usually, a house number and a street name are all you need to find what you are looking for.
- 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.

Your Account Dashboard

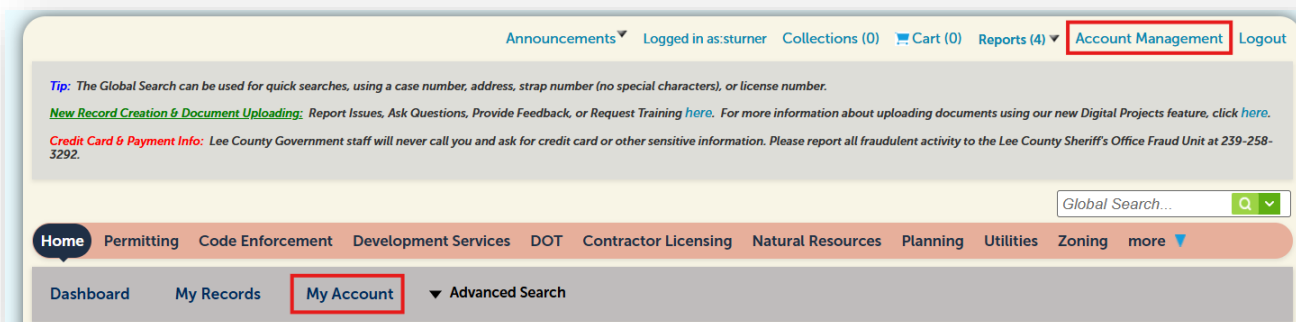
When you first log in, your Account Dashboard will show “Saved in Cart”, “My Collection”, and “Work in Progress”. The horizontal menu bar at the top of the page also has options for My Records, My Account and Advanced Search.



- **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.

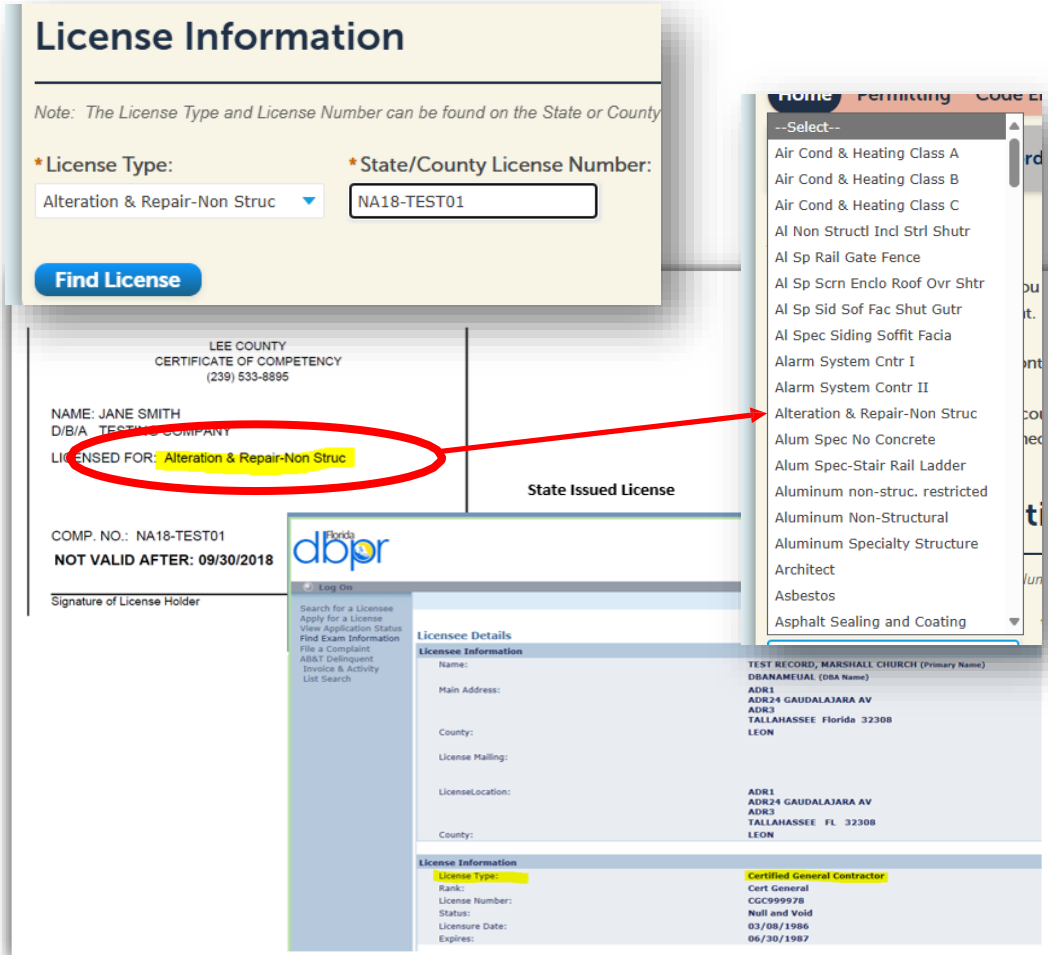
Adding a License to an eConnect Account

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



eConnect User Guide

- 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.
- Click **Find License**



License Information

Note: The License Type and License Number can be found on the State or County

*License Type: Alteration & Repair-Non Struc

*State/County License Number: NA18-TEST01

Find 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

Florida dbpr

Log On

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

Licensee Details

License Information

Name: TEST RECORD, MARSHALL CHURCH (Primary Name)
DBANAMEUAL (DBA Name)
ADR1
ADR24 GAUDALAJARA AV
ADR3
TALLAHASSEE Florida 32308
LEON

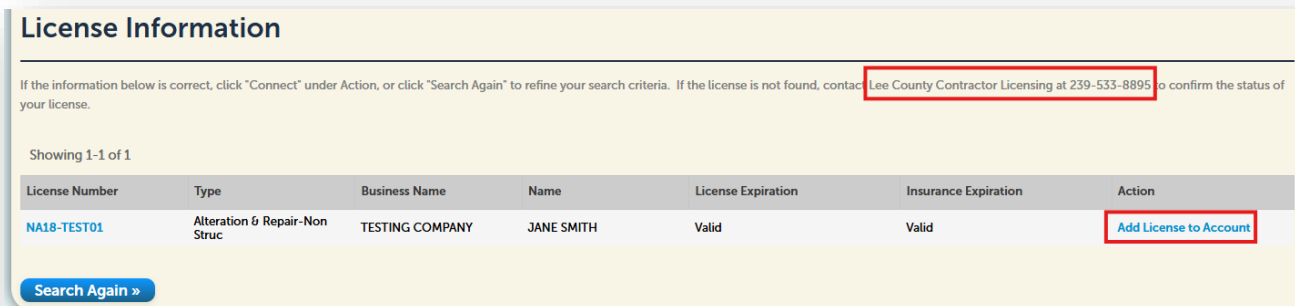
Main Address:
County:
License Mailing:
License Location:
County:

ADR1
ADR24 GAUDALAJARA AV
ADR3
TALLAHASSEE FL 32308
LEON

License Information

License Type: Certified General Contractor
Rank: Cert General
License Number: CGC999978
Status: Null and Void
License Date: 03/08/1986
Expires: 06/30/1987

- From the Results Page, verify the information displayed is correct, and click **Add License to Account**.



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	Add License to Account

Search Again »

eConnect User Guide


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 or contractorlicensing@leegov.com for assistance.

- 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						
<small>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.</small>						
Showing 1-2 of 2 Download results						
License #	License Type	Business Name	First Name	Last Name	Expired Date	Status
NA18-TEST01	Alteration & Repair-Non Struc	TESTING COMPANY	JANE	SMITH	09/30/2026	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 fully executed Lee County [eConnect User Agreement](#) form MUST be submitted to eConnect@leegov.com.



Lee County eConnect User Agreement

(Registration Form for Licensed Professionals to submit/receive permits online)
Phone: (239) 533-8329

License Holder's Name: _____

Company Name: _____

License Number: _____

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

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.	_____	_____	<input type="checkbox"/>
2.	_____	_____	<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 1-2 of 2 | [Download results](#)

License #	License Type	Business Name	First Name	Last Name	Expired Date	Status
NA18-TEST01	Alteration & Repair-Non Struc	TESTING COMPANY	JANE	SMITH	09/30/2026	Approved

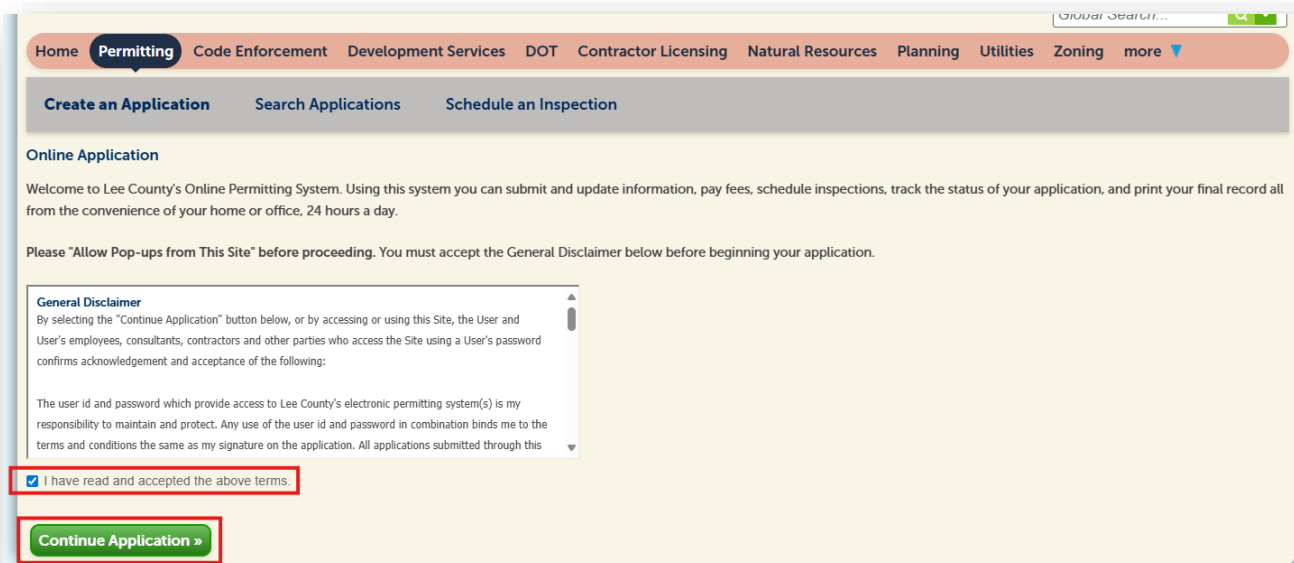
Note: You may need to log out and back into your account to see the change in Status, as well as your existing records.

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 a Code Enforcement Complaint through eConnect.

- 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**.



The screenshot shows the 'Online Application' page. At the top, there is a navigation menu with 'Permitting' selected. Below the menu, there are three main buttons: 'Create an Application', 'Search Applications', and 'Schedule an Inspection'. The 'Create an Application' button is highlighted. The main content area is titled 'Online Application' and contains a welcome message. Below the welcome message, there is a checkbox labeled 'I have read and accepted the above terms.' which is checked. At the bottom of the form, there is a green button labeled 'Continue Application »'.

eConnect User Guide

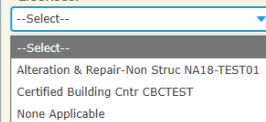
- If you have Contractor License linked to your account, you will select your license number from the **Licenses** drop-down menu. If you have multiple Contractor Licenses linked to your account, be sure to select the correct license from the list before proceeding to the next step. If the application you are submitting does not require a license, select **None Applicable** from the drop-down menu.

Select a License

Select a license for this record from the list below. If the desired license number is not displayed, you must Add the license to your account and submit the completed Lee County eConnect Agreement Form to eConnect@leegov.com, prior to submitting your application to the Agency.

To proceed without adding a contractor license to this record, select "None" from the list.

*Licenses:



The screenshot shows a dropdown menu with the following options: --Select--, --Select--, Alteration & Repair-Non Struc NA18-TEST01, Certified Building Cntr CBCTEST, and None Applicable. The 'None Applicable' option is highlighted with a green bar at the bottom.

Note: You will not be able to return to this section to change your selection.

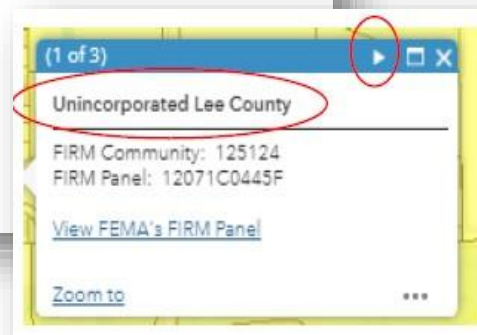
- Click **Continue Application**

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.leegov.com/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.leegov.com/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

Helpful Links:

- [Find My Municipality](#)
- [Record Type List by Module](#)
- [Fence Permit - Criteria Requiring Licensed Professional](#)

Important Note: *It is the responsibility of the applicant to ensure the work locations within Unincorporated Lee County, prior to submitting the application.*

For assistance or to apply for a record type not listed below or not in the attached list, please contact us at 239-533-8329 or eConnect@leegov.com.

- ▶ Commercial or Multi-Family (townhouse, condo, apt)
- ▶ Residential (single, two-family attached, duplex)
- ▶ Masters
- ▶ Trades
- ▶ Other - Permitting
- ▶ Exterior Openings (Windows/Shutters/Doors)
- ▶ Roofover or Roof Mitigation/Retrofit

- **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 Just Enough Information:

Address

TIP: Input Street No and Street Name only (do not include Drive, Avenue, Street, etc.), and click Search. Or, you may input the Parcel Number, and click Search. The system will provide you with the search results which best match the criteria entered for you to select. The remaining fields will then be automatically populated. If your project is located in a county ROW, please [use this link](#) to locate the correct ROW Address and Parcel Number.



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

City: State: *Zip:

- 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**

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- **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**.

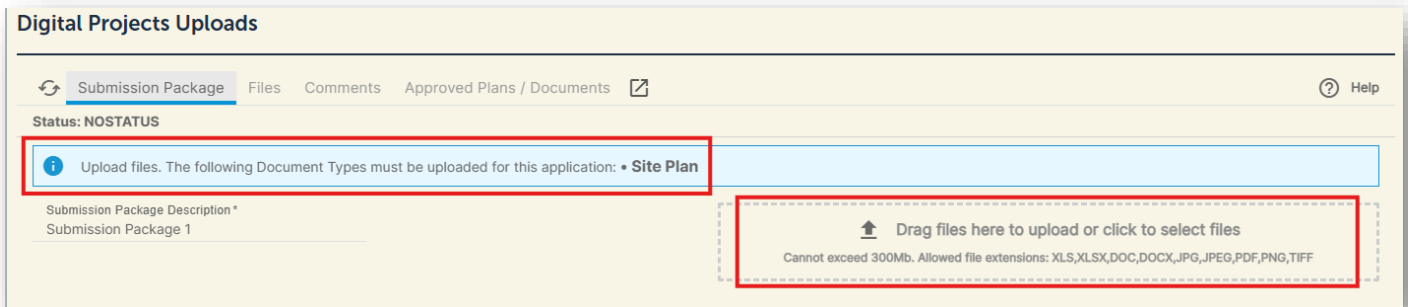
Note: You may click the  anywhere shown to obtain additional information about the field or information required to be  ovided.

- **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**.

*Note: If you need to Save and resume later at any point during the application process, then a 2XTMP-XXXXXX record will be created. To locate that record, please click on **My Records** and select **Resume Application** under the Action tab.*

- **Attachments (Digital Projects)** are required on all applications. This is where you will upload the scanned/fillable version of the application, supporting documents, specifications, digitally signed plans, etc. The blue line will tell you which Document Types are needed to be able to submit the application. You need to select the Doc Type for each file and click **Continue Application**.

Note: We now require an Aerial/Site Plan for all Permitting record types, including single-family homes, to help validate the location of your improvements.



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.

- **Review** all completed sections of the application for quality assurance purposes. Click **Edit** in any section to go back and make adjustments.

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- Once done reviewing, read the certification, check the box that you agree and click **Continue Application**.

I, the undersigned owner or licensed contractor, hereby certify that to the best of my knowledge, the information submitted for this permit is true and correct. I further swear and affirm that the property owner has authorized the construction, alteration, or improvements requested through this permit application.

By checking this box, I agree to the above certification. Date: 05/29/2026

[Save and resume later](#) [Continue Application »](#)

- 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**.
- To pay permitting fees, please click on the **permit number**. This will take you to the permit and from there click on **Payments > Fees** and then **Pay Fees**.

Note: You can add more than one record to your cart by clicking on Add to Cart before you click on Pay Fees.

1 Select item to pay	2 Payment information	3 Receipt/Record issuance
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Step 3: Receipt/Record issuance

Submittal Summary

Your application and/or payment and has been received, and is being processed.
If you made a payment*, please be advised, that it could take some time for the system to actually post the payment to your record. *If your payment doesn't post contact us at 239-533-8539. We appreciate your patience!*

1500 MONROE ST, FORT MYERS FL 33901

FNC2026-02116

Standard Conditions (which may or may not apply to your record) were added on 05/29/2026.
Condition: Owner Builder Affidavit Severity: Required
Total Conditions: 3 (Required: 3)

[View additional details](#)

- Click on **Check Out** and then click on **Check Out** again.
- 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**

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- Upon completion of the transaction, you will be informed of the success or failure of your payment and then be redirected back to your eConnect account.
- You will receive confirmation of the submittal of your application, as well as your payment receipt via email.

Uploading Documents

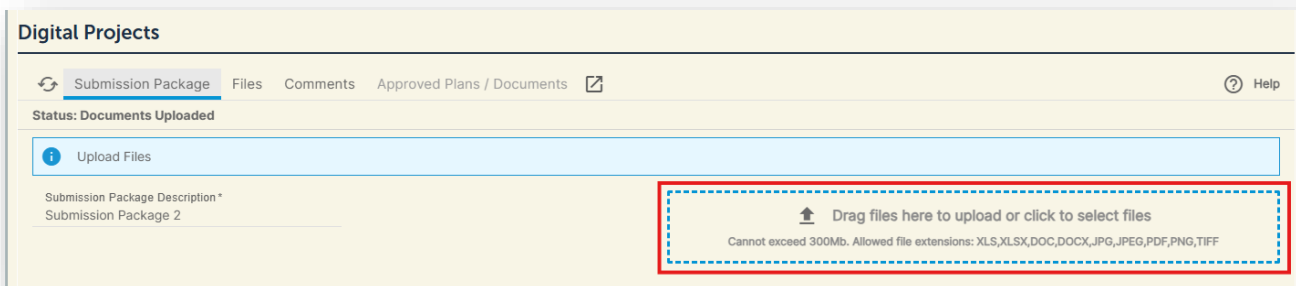
Note: The most commonly accepted file types for eConnect are XLS, XLSX, DOC, DOCX, JPG, JPEG, PDF, PNG, and TIFF. The size of each file cannot exceed 300MB.

All applications, plans, supporting documents, etc. shall be uploaded to the Digital Projects 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, Contact 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 **Digital Projects** from the Record menu bar



- Click the box that says “Drag files here to upload or click to select files”
- Select the files you want to upload from your computer

Note: A dimension AND graphic scale are required on all site plans and construction drawings.

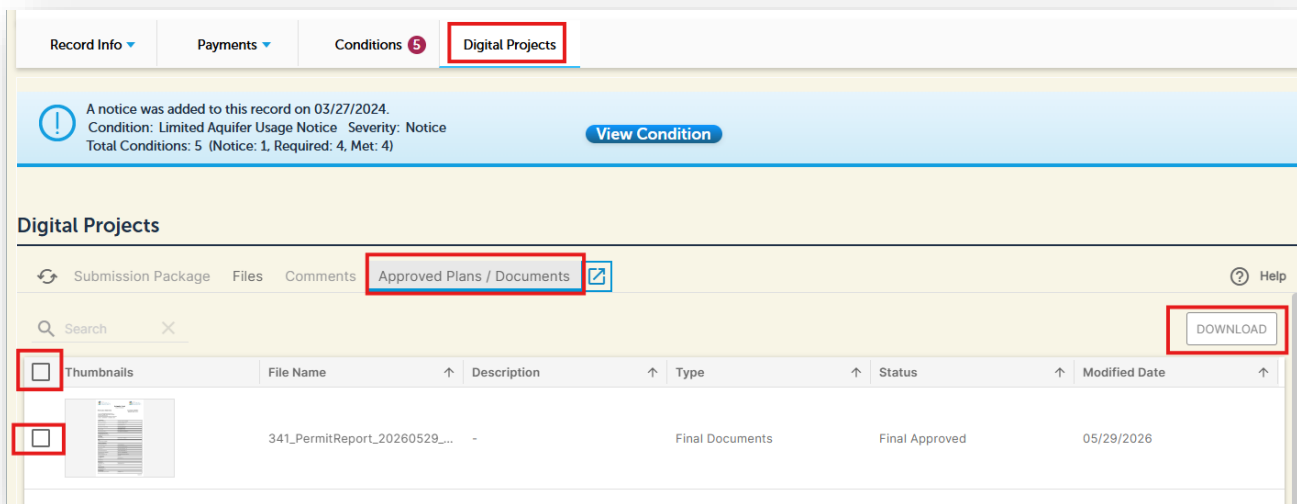
- Select the **Doc Type** for each file from the dropdown menu and wait for each file to load.
- Then Click on **Submit Package for Review** and click on **Yes** from the pop-up and then click **OK**.

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

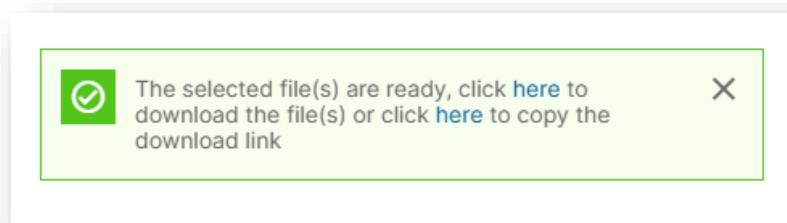
Downloading/Printing Plans

After being notified of the approval/issuance of your record by the Agency, you must pay your fees to access your approved plans. Once paid, please go to the record in your eConnect account to download/print the official approved documents.

- Log in to your account, and click **My Records**
- Click the Record Number you wish to download/print the approved documents for.
- Once you are in the record, select **Digital Projects** from the Record menu bar and then click on **Approved Plans/Documents**
- Check the box to select all thumbnails or check the box next to each one to select individually.
- Then click on **Download**



- Scroll to the bottom of the screen and in the green box click on **here** to download your files.

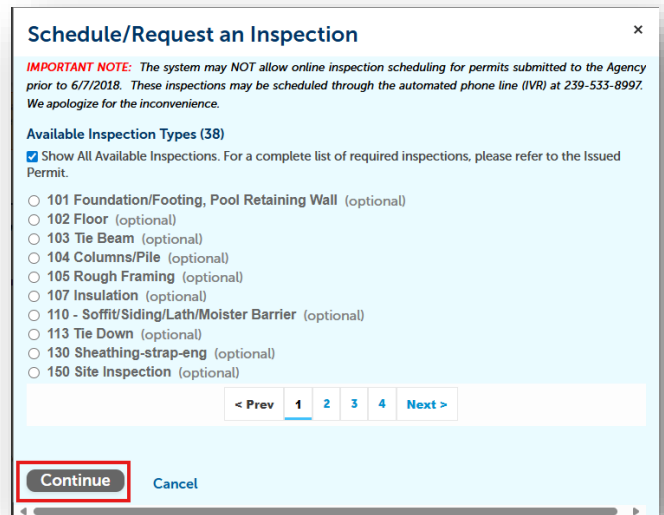
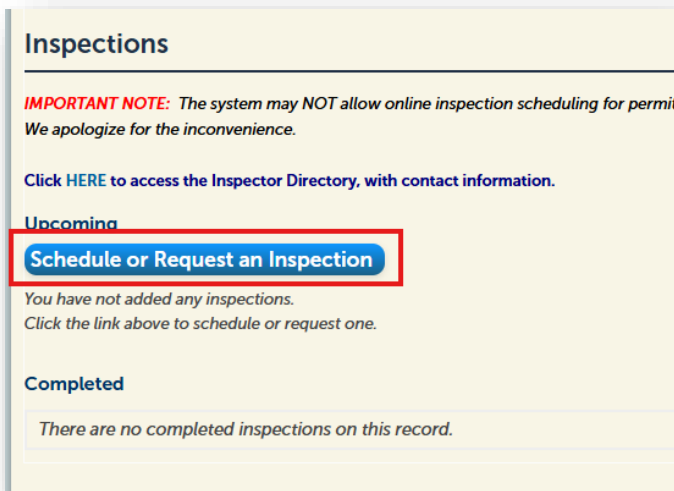


Note: When printing building permit job site copies the plans **MUST** be legible. Also, approval stamps and informational stamps will be in color, so you may wish to print the documents in color as well. Printing options are dependent upon the type of printer the document is being printed to.

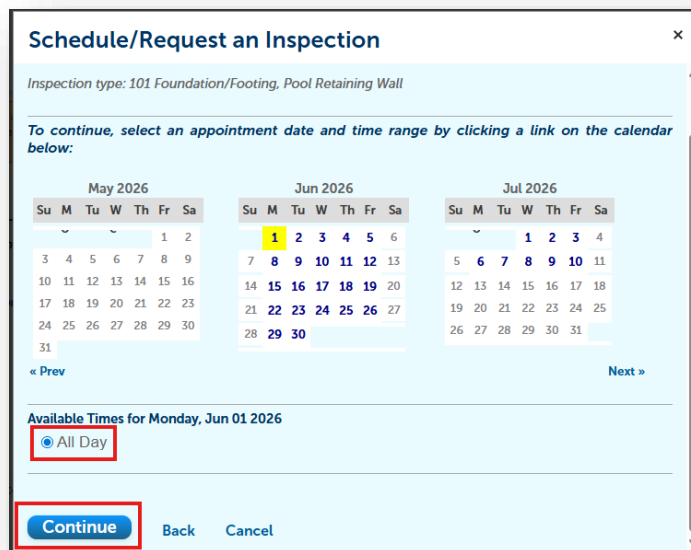
Scheduling Inspections

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**
- 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**



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



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- 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.

- Search for your permit or case using My Records or Global Search
- From the Permit, select Payment > Fees, then click Pay Fees.
- You will see a description of the fees due. Click **Continue Application** at the bottom of the page.
- Follow on-screen instructions to complete your 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.

Submitting a Revision/Revision Prior to Issuance

When changes are needed to your permit, you are able to submit a revision through the online system.

- Log in to your account, click on **My Records** and next to the record you need to submit a revision for please click on **Submit Revision**.
- Please select either **Permit Revision** or **Revision Prior to Issuance** depending on the workflow of the permit.
- Verify the Address, Parcel, and Owner information is still correct and click Continue Application.
- Complete all the necessary fields and click Continue Application.

Note: Please fill out the Description of Work with the changes that are being made. Do not list the same description of work as the parent permit.

- Upload new documents based on the scope of work that is changing and click Continue Application.
- **Review** all completed sections of the application for quality assurance purposes. Click **Edit** in any section to go back and make adjustments.
- Once done reviewing, read the certification, check the box that you agree and click **Continue Application**.