

## Lee County DOT

### Notification of Upcoming Requirements for ROW Permits

#### **Important Notice:**

The purpose of this correspondence is to notify you that beginning Tuesday, September 1, 2020, the Lee County Department of Transportation will require all online Right of Way permit applications to include a Contractor's license. This also requires the Contractor's license to be registered through the Lee County Contractor Licensing department, and linked to your eConnect (online) User Account. The steps involved to successfully register, create an eConnect Account, and link your Contractor license, are outlined below.

#### **Register the Contractor's License:**

To register, you must submit the following to [ContractorLicensing@leegov.com](mailto:ContractorLicensing@leegov.com):

1. [Lee County Contractor Agreement](#)
2. Copy of State/Local License
3. Certificate\* of Liability Insurance
4. Certificate\* of Workers' Compensation Coverage; OR, a copy of your Workers Comp Exemption Card.

\*The insured's name on the Certificate of Insurance must match the company name (exactly) as it appears on the license. The Certificate Holder must also be listed as "Additionally Insured", and all coverages on the policy must equal or exceed \$1,000,000.00. The following information needs to appear in the 'Certificate Holder' section:

Lee County BOCC  
P.O. Box 398  
Fort Myers, FL 33902

#### **Create a eConnect (online) User Account:**

To create an eConnect User Account, visit our website at <https://accelaaca.leegov.com/aca>:

1. Click 'Register for an Account'
2. Complete registration by completing all required fields/sections

#### **Add the Contractor's License to eConnect User Account:**

To add your Contractor's license to your eConnect User Account, you must:

1. Log in to your eConnect User Account (<https://accelaaca.leegov.com/aca>)
2. Click 'My Account'
3. Click 'Add a License' under License Information section
4. Select License Type from dropdown\*\*
5. Enter State/Local License Number (exactly as it appears on your license)
6. Click 'Find License'
7. Click 'Connect' next to matching license, and OK to confirm
8. The license will appear as 'Pending' under the License Information section of your account

**\*\*Tip: Input the Contractor's License Number in the Global Search at the top of the screen, to determine the associated License Type. If you are unable to locate the Contractor's License, and you have completed the steps above, you may need to contact the Contractor Licensing department at 239-533-8895 to confirm the status of your license/insurance.**

#### **Request Approval of the Contractor's License to your eConnect User Account**

In order to add the Contractor's License to your online application, Lee County staff must first approve the connection of the license to your eConnect User Account, requiring:

## Lee County DOT

### Notification of Upcoming Requirements for ROW Permits

1. [eConnect User Agreement](#)
2. Lee County staff will process the request and notify you upon completion
3. The license will appear as 'Approved' under the License Information section of your account

### **Add the Contractor's License to Online Applications**

In order to apply for a permit online, you must:

1. Log in to your eConnect User Account (<https://acelaaca.leegov.com/aca>)
2. Click 'Home'
3. Click 'Create an Application' under the applicable department (i.e. DOT)
4. Click checkbox to agree to terms, and click 'Continue'
5. Select Contractor License from dropdown list, and click 'Continue Application'
6. Select Record Type, and click 'Continue Application'
7. Complete applicable sections of application, and upload required plans/documents where indicated
8. Click 'Continue Application' at the end of each section
9. Once complete, a green banner will appear, along with the Record Number
10. You will receive automated emails concerning the progress of your application, or if additional information is required.

For questions concerning the upcoming requirement, please contact the DOT department at 239-533-9300 or [DOTEngineering@leegov.com](mailto:DOTEngineering@leegov.com). For assistance with your eConnect Account, please contact the Permitting department at 239-533-8329 or [eConnect@leegov.com](mailto:eConnect@leegov.com). For assistance registering your Contractor License, please contact the Contractor Licensing department at 239-533-8895 or [ContractorLicensing@leegov.com](mailto:ContractorLicensing@leegov.com).

**Sent on behalf of Lee County DOT**