

Lee County ePlan

Revisions


All Revision Documents must be placed in the 'Revision folder' of a permit project. The original ['File Formats and Uploading Files'](#) guidelines apply, except that all the files get uploaded to the Revision Folders. Revision file names must be different from the original 'approved' file names.

When uploading files, you will have the option to **Notify Project Members**; **only select this option once you have uploaded all the necessary documents/plans**

- In the *Body* of the notification, inform the Permitting Department that the upload is a "Revision Submittal".
- In the section titled 'User/Groups that will be emailed', place a check in the box next to the **Permitting Department** then click send.

Revision Fees

Once the Permit Department reviews the revision files, they will notify you of the **Plan Review** Revision Fees by email, you will need to pay these fees before the files will be forwarded to Zoning Review or Plan Review. Click the **Make Payments Here** icon from within Lee County ePlan

and enter your permit number. Select the  icon from the upper right hand corner of your project. Add a Topic, for the category select 'Revision Fees Paid', in the subject line type project/permit number. From the list of "Users/Groups that will be emailed:" place a check next to the Permitting Department, and then click send at the bottom of the page.

Rejected Revisions

Upload the corrected files into the **revision folder**. The original **revision file name and file extension** is required for all resubmittals to ensure proper versioning in our system.

Approved Revisions

You will receive notification by email that your revision has been approved. If Plan review assessed any additional **permit** revision fees you will be notified, if not the Permitting Department will make your approved revision available for printing from the folder titled *Approved Revision*.

Note: When viewing files names in the folders there are multiple 'Sort' Option, which may make it easier when selecting files for printing. When dealing with multiple revisions, you may wish to sort by upload date in order to keep the revision files grouped together.

Note: Once the Revision is approved, you will only find the approved documents in the 'Approved Revision' folder, the will no longer be available from the 'Revision' folder.

