

Building & Permitting Services

Application Review & Completion Process

Determine Permit Type and Collect Your Documentation

Review the [Guides](#) and [Digital Projects \(DigEplan\)](#) to help you determine the type of permit you need, how to complete the application, and which documents must be submitted with the application.

Get eConnect Access

New users must register for an [eConnect](#) account. Instructions for New Users: Register for an Account are included on the eConnect login page and can be found in the [Application & Information Center](#). Once registered, the system is available for submittals and status checks. Users are required to use eConnect. All applicants are encouraged to submit their applications electronically.

Submit the Application

Use eConnect to complete the online application and upload plans and other supporting documents. Reference the appropriate [Building & Permitting Services Guides](#) as you go through this process.

Pay Fees

Fee payment is required prior to application submittal and prior to issuance. Applicants will be prompted to pay fees as they are assessed on the record. The application will not be issued until all fees are paid. You can view any fees that are due and pay them using [eConnect](#). Locate your record number, select the menu option for *Payments >> Fees*, then click *Pay Fees* button and follow the instructions. [View Payment Options](#).

Application Package Processing & Review

Completeness Check: When first received, the application package is reviewed for completeness to check that all required documents, signatures and seals were submitted. The applicant must provide missing information before the application package can be taken in for review.

Application review: Complete applications may be forwarded to multiple functional areas for review. eConnect applications can be reviewed simultaneously by the required reviewers. Paper applications are reviewed by one person at a time and must be physically handed off among the required reviewers.

Notice of Rejection or Approval: The lead reviewer consolidates all comments, and an email notice will be sent to the applicant. The email notice informs the applicant if their application was sufficient or insufficient.

- **Rejection Notice:** If applicable, the final reviewer consolidates all comments and an email notice is sent to the applicant. A rejection notice will be provided to the applicant with specific points of failure that must be corrected prior to resubmitting for approval. Applicants have 30 days to address the points of failure and to resubmit information and documentation. A cover letter addressing the points of failure is required with the resubmittal.

Building & Permitting Services

Application Review & Completion Process

- **Resubmitting an Application via [eConnect](#) using Digital Projects(DigEplan):** To update the required information and to ensure correct versioning in eConnect, **attachments that are resubmitted should have the same file name as the original.**
 - **DigEplan:** Advises which documents are required to be attached based on markups/comments and whether a response letter is required.
- **Resubmitting a Paper Application:** Bring updated documentation to the first floor of the Lee County Public Works Building, 1500 Monroe St., Fort Myers, FL 33901.
- **Approval Notice:**
 - **File Verification - Notification:** Staff completes a final document review to determine any outstanding documents and invoices all applicable fees. The "Ready Sheet" outlining outstanding fees and required documents is emailed to each applicant.

Check Status

At any point in the project, applicants can view status, conditions and record details by searching for the record number within [eConnect](#).

Receive Permit

Permit Issuance:

- **eConnect Applications:** If your application was submitted through [eConnect](#) using Digital Projects (DigEplan), we will email you to let you know your plans are available for download.
 - Search for your permit application using My Records, Global Search or Advanced Search.
 - Under the Permitting menu, click on the record number for your permit application.
 - Open the Digital Projects tab.
 - Open the Approved Plans/Documents tab.
 - The approved plans will be listed as "Final Approved" or "Finaled".
- **Paper Applications:** The permit and approved plans are issued in person.

*NOTE: Owner-Builders are required by Florida Statute to **personally appear** at the Lee County Public Works Building, 1500 Monroe St., Fort Myers to sign for the building permit regardless of how it was submitted. Permits and the approved plans will be issued in person at that time.*

How to attach a Subcontractor

A Subcontractor can attach to a permit using one of the following methods:

- **Preferred & Fastest Option:** Automated Phone System (IVR) Using your assigned PIN number, attach yourself instantly through our automated system at 239-533-8997, Option 4 —no staff involvement required!
 - To request a PIN number, email the completed Subcontractor PIN Agreement Form to ContractorLicensing@leegov.com.
- **Email Submission (Staff Processing Required)** Complete the Subcontractor Form and send it to eConnect@leegov.com. Processing times may vary.

Building & Permitting Services

Application Review & Completion Process

- eConnect/ACA Portal Upload (Staff Processing Required) Complete the Subcontractor Form and upload it to the record through the eConnect/ACA portal (<https://aca.leegov.com>). Processing times vary.

Important Notes:

- *The permit must be issued before a Subcontractor can attach themselves.*
- *The Subcontractor must be registered and hold a valid state/local license and insurance.*
- *For additional assistance, please contact us at ContractorLicensing@leegov.com or 239-533-8119.*

Begin Construction

Construction may begin once the permit is obtained and all fees are paid.

Schedule Inspections

Be sure all your fees are paid before scheduling an inspection. Different permits need inspections at certain points in the project. Permits must pass at least one inspection within 180 days from issuance or the permit will expire. To schedule an inspection log into [eConnect](#), locate your record number, select Inspections then select the Schedule or Request an Inspection button.

Get your Certificate of Occupancy or Certification of Compliance

Once all inspections have passed, and all outstanding conditional documents and fees have been satisfied, the Certificate of Compliance and/or the Certificate of Occupancy are issued, the permit is closed, and a notification email is sent to the applicant. Applicants may obtain certificates through [eConnect](#).