



## Building and Permitting Services

1500 Monroe St. Fort Myers, FL 33901 | 239-533-8329 | [connect@leegov.com](mailto:connect@leegov.com)

# Commercial Building

(New Construction, Alterations/Remodeling, Additions, Accessory Structures, and Modular)

## Application and Permitting Guide

This guide is intended to help you submit the required application and documents to receive a Lee County building permit.

The guide includes these sections:

1. [Permit Description](#)
2. [Complete your general permit application](#)
3. [Attach the required and conditional documents to your application package](#)
4. [Understand the review process and track your application](#)
5. [Receive your permit](#)
6. [Pay your fee\(s\)](#)
7. [Request the necessary inspection\(s\)](#)
8. [Obtain your Certificate of Compliance or Certificate of Occupancy](#)

### 1. Permit Description

A Commercial Construction permit is required for commercial new construction, additions, or remodeling. The [Florida Building Code](#), [Lee County Land Development Code](#), and [Lee County Code of Ordinance](#) define the permit requirements. Each commercial construction project may require multiple work activities and, therefore, may also require multiple permits.

All commercial permit applications require a state-licensed commercial contractor, who is also registered with Lee County.

This commercial construction permit application may be used for the following commercial construction projects:

**New Building** – new construction of a structure intended for commercial use, such as: apartments/condos, worship/religion, hospital/institutional care, hotel/motel/resort, industrial, office/financial/professional services, parking structures, recreation structures, retail, education, or auto service/convenience store;

**Alteration to the Primary Structure** – interior or exterior construction or renovation (other than repair or addition) to an existing structure without adding square footage (for example – a tenant buildout);

**Addition to the Primary Structure** – extension or increase in floor area, number of stories, or height of a structure including apartments/condos, worship/religion, hospital/institutional care, hotel/motel/resort, industrial, office/financial/professional services, parking, recreation, retail, education, or auto service/convenience store;

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**Accessory Structure** – new construction or alteration of structures on the property that are not part of the primary building including awning/canopy, garage/vehicle shelter, deck, dumpster, gazebo, glass/screen/vinyl room, greenhouse, playground/recreational equipment, pole barn, pool enclosure, shed, unenclosed structure (other than aluminum), utility room or any agricultural structure in the FEMA Special Flood Hazard Area;

**Modular/manufactured building** – new closed construction facilities, installed or erected as a finished building or part of a finished building with limited availability for inspections, used for worship/religion, hospital/institutional care, office/financial/professional service, recreation, restaurant, retail, sales, or education;

**Commercial-Other Uses** – Slabs, radio/TV antennas, water tanks, lift stations, or modular buildings specifically related to cell towers.

Each use may require multiple work activities; therefore, refer to the applicable codes, which may include but are not limited to:

- [Florida Building Code](#) 7th Edition (2020)
- [Florida Statute](#)
  - Chapter 553 – Florida Building Code
  - Chapter 489 – Construction Contracting
- Florida Fire Prevention Code 7<sup>th</sup> Edition (2020)
- [Lee County Ordinance NO: 00-26](#)– Construction Licensing Board
- [Lee County Administrative Code 12-6](#)– Contractor Certificates
- [Lee County Land Development Code](#)
  - Chapter 6 – Buildings and Building Regulations
  - Chapter Chapter 22 – Historic Preservation
  - Chapter 34 – Zoning

**Need Help?** Contact us @ [PODPlanREV@leegov.com](mailto:PODPlanREV@leegov.com) with your detailed questions.

## 2. Complete the General Permit Application

*A complete application package consists of the application (paper or online) and all required supporting documents.*

All applicants are encouraged to use Lee County's eConnect online permitting system to apply for permits. **CONTRACTORS ARE REQUIRED TO USE ECONNECT.**

### A. Paper Application Package

**Paper applications can only be submitted by Owner-Builders.** Complete the [paper application](#) and attach all of the required and conditional documents described in this guide, including the [Owner-Builder Disclosure Statement](#). INCLUDE FOUR COLLATED SETS OF PLANS for paper submissions.

A paper application package must be submitted in person to the Building Department. The office is located at the Lee County Public Works Building, first floor, 1500 Monroe St., Fort Myers, FL 33901.

**B. eConnect Application Package (Electronic Submission)**

**Register for eConnect**

To apply for a Lee County permit online, you must first register at [eConnect](#). Instructions for **New Users: Register for an Account** are included on the eConnect login page.

Review the [eConnect Users Guide](#) for more details about using eConnect (including requirements for electronic sealing of drawings by design professionals, per Florida Statute 471.025 or Florida Statute 481.221).

Also see **eConnect Instructions** highlighted throughout this guide.

**eConnect Steps**

Once you have logged into [eConnect](#), select the *Permitting* menu to *Create an Application*. Review the general disclaimer terms and select the checkbox to *Continue Application*.

**1. Select a Record Type**

On the *Select a Record Type* screen, select **Commercial or Multi-Family (townhouse, condo, apt)** >> then select the appropriate starting point:

- **Commercial New Building**
- **Commercial Alteration to Primary Structure (includes Buildout; excludes additional square footage)**
- **Commercial Addition to Primary Structure (includes Remodeling)**
- **Commercial Accessory Structure (New, Addition or Remodel)**
- **Commercial Modular Building**
- **Commercial – Other (Slabs, Radio/TV Antennas, Water Tank, Lift Stations)**

Or search on the term *Commercial*. Select the radio button and *Continue Application*.

**2. Provide the Property Information** (\* indicates required fields) to identify the property for which the permit will be used. Lookup the property information using one of the options below, then click *Search*:

- Address (using the required fields Street No., Street Name); or
- Parcel (using Parcel Number).

**eConnect Instructions:** If multiple addresses are found, they will be displayed in the *Address Search Result List*. Use the radio button to select the desired record, then click *Select*.

Once search results are displayed, the other fields on the screen will automatically populate. Review information for accuracy and *Continue Application*.

**3. Applicant and Contacts**

If a licensed contractor is providing the service for this permit, they must have either a State-issued license registered with Lee County or have a Lee County-issued certificate of competency. Both require a current Certificate of Insurance for liability and workers' compensation AND/OR a current workers' compensation exemption status with the State of Florida. Verify Lee County contractor registration at [Contractor Search](#) or contact Contractor Licensing at [ContractorLicensing@leegov.com](mailto:ContractorLicensing@leegov.com) or 239-533-8895.

Note: If the applicant is an owner-builder and not a licensed contractor, an [Owner-Builder Disclosure Statement](#) must be attached to the application.

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To associate the Applicant and Contact(s) with the permit application, use either: *Select from Account* or *Add New*.

Note: The Applicant listed in eConnect will receive all notifications from the County related to their application.

### 4. Project Detail Fields

a) Complete all applicable fields. An explanation of certain fields has been provided below for your reference.

- **Project Name:** What is the name of the project?
  - For Commercial Projects - input the Project's Business Name (associated with the Business License) as the Project Name
  - For Residential Projects - input the name of the community/subdivision or city as the Project Name
- **Brief Description of Proposed Work:** Provide enough detail for the reviewer to understand the permit-related details of the project and *Continue Application*.

b) Complete the Type of Use field based on the record type chosen:

**Commercial New Building OR Commercial Alteration to Primary Structure (includes Buildout; excludes additional square footage) OR Commercial Addition to Primary Structure (includes Remodeling)**

- **Type of Use:** (Options: *Apartment / Condo 3 or 4 units; Apartment / Condo 5 or more units; Church, Religious Building; Hospital, ALF or Institutional Building; Hotel, Motel, Timeshare; Industrial Building; Office, Bank and Professional Building; Other; Parking Garage; Recreation Building; Restaurant; Retail Building; School, Educational Building; Service Stations, Gas Station, Repair Garage, Convenient store*)

#### Commercial Modular Building

- **Type of Use:** (Options: *Church, Religious Building; Hospital, ALF or Institutional Building; Office, Bank and Professional Building; Recreation Building; Restaurant; Retail Building; Sales Center; School, Educational Building*)

#### Commercial Accessory Structure (New, Addition or Remodel)

- **Type of Use:** (Options: *AG Floodplain; Awning or Canopy; Carport; Deck; Detached Garage; Dumpster; Gazebo; Glass Room; Greenhouse; Other; Playground Equipment; Pole Barn; Pool Enclosure; Screen Room; Shed (premanufactured); Shed (wood, cbs); Unenclosed Structure (other than aluminum); Utility Room; Vinyl Room*)
- **Type of Permit** (Options: *Addition, New, Remodel Only (not adding sq. ft.)*).

#### Commercial – Other (Slabs, Radio/TV Antennas, Water Tank, Lift Stations)

- **Type of Use:** (Options: *Antenna Alteration; Concrete Restoration; Foundation Only (Building); Lift Station; Modular Building; Radio / TV Antenna; Radio / TV Antenna Modification; Structural Slab (accessory); Water Tank*)

c) Complete remaining fields for all selections:

- **Private Provider Plan Review:** Is the plan being reviewed by a private provider? If yes, the Private Provider Compliance Affidavit and Notice to Building Officials of the Use Private Provider form must be submitted with this application. Notice to Private Providers (Options: *Yes* or *No*).
- **Private Provider Inspections:** Will the project be inspected by a private provider?

Note: Private Provider Inspections are required if electing to use Private Provider Review services.

(Options: *Yes* or *No*).

- **Will the applicant recycle the construction debris?:**  
(Options: *Yes* or *No*).
- **Current Use:**
- **Proposed Use:**
- **Estimated Building Square Feet:**
- **Estimated Construction Value:**
- **Impact Fee Credits?:**  
(Options: *Yes* or *No*).
- **Plans Mastered:**  
(Options: *Yes* or *No*).
- **Master #:**
- **DO #:** Development Order
- **DO Building Square Footage:** [*Commercial New Building ONLY*]
- **DO Project Name:** [*Commercial New Building ONLY*]
- **Directions:** Provide directions to the property and the specific structure being permitted.

#### 5. Attachments/Documents

- For Electronic Submittals: In the *Attachments* window, *Add* the required and conditional documents.
- For Paper Submittals: Provide the completed application, the Owner Builder Disclosure Statement and any other required and conditional documents.  
(Use list of documents in Section 3.)

### 3. Attach Required and Conditional Documents

*Notice: Lee County may request additional supporting documentation to process the permit. Each permit application is subject to individual evaluation and may require additional reviews (including Fire) that may add time to the review process. Additional restrictions applicable to this property may be found in public records, and there may be additional permits required from other governmental entities such as water management districts, state or federal agencies.*

#### Required Documents

##### 1. Site Plan

Include a site plan drawn to scale (1" = 20' or 30' minimum) with a scale legend and north arrow and with an accurate boundary line survey. Submit a site plan that shows:

- Location and project area boundaries of the new construction;
- Size, indicate unit of measurement;
- Location of existing structures on the site;
- Distances from lot lines;
- Established grades and the proposed finished grades of abutting streets; and
- Flood hazard areas, floodways, and design flood elevations for the site.

##### 2. Construction Drawing

Include plan details which are required for specific types of construction, such as foundations, trusses, roofs, etc. according to the Florida Building Code [A]107.2.6 Site Plan. For a summarized list of these requirements, go to the [Plan Details and Specifications](#) page. (Link:

<https://www.leegov.com/dcd/Pages/PRSpecs.aspx>).

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For interior remodels, include existing and proposed floor plans, so the plan reviewers and inspectors can see what changes are being made.

For automatic sprinkler systems (NFPA 13 or 13R or 13D or Non-Sprinklered), identify details on the plans. Include compliance verification for a Lee County Development Order (DO) or for specific fire district requirements for the type of construction. Plans must show compliance with State of Florida Administrative Code 61G15-32.

**Tips:** Plans must include all details required for the variations of each commercial construction proposal. Thoroughly consider requirements for plumbing, electric, mechanical or fire related work for any new buildings, additions or build outs. Common omissions include:

- Missing building code analysis;
- Missing fire code analysis (including Fire Flow Test);
- Missing life safety plan;
- Not providing details of all fire rated assemblies; and
- Not providing shop drawings for pre-engineered systems; and
- Not providing product approval numbers; and
- Not meeting accessibility requirements. All new construction must fully comply with accessibility standards of the 2020 Florida Building Code Accessible Design and the Federal Americans with Disabilities Act. If repairs, remodels or other alterations to existing structures are valued at 20% or more of market value, accessibility compliance is required for the entire structure, including sizes of toilet rooms, required clearances for accessible paths and doors, and parking lot striping.

Plans must be prepared by a Florida registered architect or engineer and shall comply with required wind loads and must contain a statement on the plan that the building/structure has been designed according to the current Florida Building Code. The following information related to wind loads must be shown on the construction drawings:

- Ultimate design wind speed and nominal design wind speed
- Risk category
- Wind exposure
- Classification of the applicable enclosure (internal pressure coefficient)
- Design wind pressure to be used for exterior components and cladding
- Geotechnical information
- **Deferred Items** – any requested deferred items shall have prior approval by the Building Official as per Florida Building Code 107.3.4.1

### 3. Impact Letter

Complete and signed [Impact Letter](#) must be submitted with the application. In case a permit expires, is revoked or surrendered before construction or land improvement takes place, the property owner may request a refund of impact fees. The fees will be refunded to the Fee Payer listed on the impact letter.

### 4. Energy Calculations Documentation

Submit energy calculations documentation showing that the structure is designed to the current Florida Building Code. Documentation must be signed, dated and sealed by a Florida registered architect or engineer.

**Conditional Required Documents**

**5. No Rise Certificate**

If work is being done within a regulatory Floodway and involves land disturbing activity (e.g. moving dirt), including fill, new construction, substantial improvements, and other development, an analysis is required showing that the proposed work will not increase the base flood elevation. The analysis (known as a No-Rise or No-Impact Certification) is to be submitted, reviewed, and subsequently approved by the Floodplain Administrator. This analysis must be signed and sealed by a Florida licensed engineer and is to be submitted with the Site Plan. Please review this website for more information:

<https://www.leegov.com/dcd/flood/firm/zones/regulatoryfloodway/>

To determine if the parcel for your worksite is in a Floodway, go to the LeeSpinS website (<https://leegis.leegov.com/LeeSpinS/>); search by STRAP #, Folio ID, Owner, or Address – results returned with icons across the bottom; click on the Flood Info icon; then click on Flood Info to retrieve a report; in the 3<sup>rd</sup> column of the FIRM Floodway row you will see either ‘FLOODWAY’, ‘OUTSIDE FLOODWAY’, or the name of a Municipality (such as ‘City of Fort Myers’). FLOODWAY means that your parcel is in a Floodway; OUTSIDE FLOODWAY means that your parcel is not in a Floodway; and the municipality name means that you will need to contact that municipality to determine if your worksite is in a Floodway. You may also see a percentage (%) next to FLOODWAY or OUTSIDE FLOODWAY. These numbers show the percentage of the parcel that is in, or out of, the Floodway.



Lee County contact information: (239) 533-8585

Municipality contact information:

- City of Bonita Springs (239) 444-6150
- City of Cape Coral (239) 574-0553
- City of Fort Myers (239) 321-7925
- City of Sanibel (239) 472-3700
- Village of Estero (239) 221-5036
- Town of Fort Myers Beach (239) 765-0202

**6. Owner-Builder Disclosure Statement**

If the installer is not using a licensed contractor and will act as an owner-builder, submit an [Owner-Builder Disclosure Statement](#).

**7. Development Order Review Information**

If a proposed new building is commercial, industrial, or multi-family, a development order (DO) or limited development order (LDO) is required. A construction permit can be submitted concurrently with a DO or an LDO; however, a construction permit can not be issued until the DO or LDO has been approved. The DO or LDO may include requirements for our Architectural Review Committee to meet appropriate guidelines. Contact Development Services at (239) 533-8585.

If proposed work is part of an approved development order (DO or LDO), provide one (1) copy of the approved DO plans.



**8. Proof of Ownership**

If the ownership information on the permit application does not match the property owner information on the Lee County Property Appraiser's website (<http://www.leepa.org>), submit proof of ownership, for example, a recorded Warranty Deed.

**9. Asbestos Affidavit**

If Asbestos is present in any component, review [Florida DEP's Asbestos requirements](#) and submit the [Lee County Asbestos Affidavit](#).

**10. Product Approval Numbers**

If you are using a product described in Florida Administrative Code (FAC) 61G20-3.001 including windows, doors, garage doors, shutters, overhead doors, pre-engineered soffits, panel walls, roofing, skylights, structural components, pre-engineered roof access hatches, EFIS, etc., you must submit as part of the permit application package the product approval numbers from the Florida Department of Business and Professional Regulations or Miami Dade N.O.A.

To assist with Product Approval Numbers, here are the [Florida Building Code](#) and the [Miami-Dade County Product Approval](#) search links.

**Tip:** Provide only the specific Product Approval number, **INCLUDING the number after the decimal point**. Applicants should ensure that the Product Approval to be used is for the site conditions (wind speed, exposure, etc.) and that the product will be installed as detailed in the approval document.

**11. Threshold Building Affidavit**

If the building is greater than three stories or 50 feet in height; or has an assembly occupancy classification which exceeds 5,000 square feet in an area or an occupancy content of greater than 500 people, then it is a threshold building and the affidavit must be completed. A Threshold Building Affidavit is not required for a non-structural interior renovation. [Threshold Building Affidavit](#)

**12. Flame Retardant Certificates**

If any fabric is being used, submit Flame Retardant Certificates for that fabric.

**13. Deck Plan**

If the project includes a deck, construction plan details must include:

- Live load;
- Guard rails if the walking surface exceeds 30 inches above another walking surface;
- Stairs and handrail details; and
- Supports and anchors.

**14. Permission Letter from Owner / HOA**

If the project is being done by a tenant or on property regulated by a home owners association, submit a letter verifying that the owner or HOA has granted permission to proceed. It must include:

- Address of the project site;
- Type of work/permit that is being requested;



- Statement that the owner or HOA approves of the work/permit to be done and gives permission to the tenant/contractor to do the work;
- Permit number if already available; and
- Signature of property owner or authorized HOA official.

**Tip:** Condo or homeowner associations usually have their own form for this permission process.

**15. Flood Design Data**

If construction takes place in whole or in part in a FEMA-designated Special Flood Hazard Area, Florida Building Code Sections 1612.3 and 1612.5 require applicants to document that specific design elements are referenced to the elevation datum on the community's Flood Insurance Rate Map (FIRM). This information shall be shown regardless of whether flood loads govern the design of the building. References include:

- Flood design class assigned according to ASCE 24;
- In flood hazard areas other than coastal high hazard areas or coastal A zones, the elevation of the proposed lowest floor, including the basement;
- In flood hazard areas other than coastal high hazard areas or coastal A zones, the elevation to which any nonresidential building will be dry floodproofed;
- In coastal high hazard areas and coastal A zones, the proposed elevation of the bottom of the lowest horizontal structural member, including the basement.

**Tip:** Lee County offers a [Find my Flood Zone](#) app for parcels in unincorporated Lee County. Go to <https://www.leegov.com/dcd/flood>.

**16. Manufacturer's Modular Buildings Plan and Manufacturer's Approval Letter**

If the structure is a modular building, submit the Manufacturer's signed and sealed [State of Florida](#) approved Plan and a valid Manufacturer's Approval Letter.

**Tip:** Letter must include signed, dated and sealed foundation plans, and construction details for stairs or accessible ramps.

Paper submission must include three (3) signed and sealed copies.

**17. Mastered Plans Intention Letter**

If plans are intended to be mastered, the engineer or architect shall indicate by a sealed letter or statement on the plans indicating approval of the repetitive use of the plans for permitting. If permit is a caseby-case, an approval (by letter from the architect or engineer) specific to each application is required for permitting. If the building will be built in a flood zone, the design professional must detail how it will comply with flood regulations.

**18. Well Permit or Natural Resources Letter**

If a well will be used, a copy of the well permit must be submitted at time of application. A final well inspection must be obtained prior to Certificate of Occupancy. If the project involves an existing well , a letter from Natural Resources is required at time of application. Natural Resources is located at 1500 Monroe St., Fort Myers, FL. 33901; Phone: (239) 533-8114

**19. Septic Permit and Percent Test**

If a project involves a septic system is to be used, a copy of the septic permit and percent test must be submitted at time of application. A final septic inspection is required prior to Certificate of Occupancy. If the project involves an existing septic system , a letter from the Health Department is required stating their approval for the new structure at time of submittal. The Health Department is located at 2295 Victoria Ave., Fort Myers, FL. 33901; Phone: (239) 690-2100.

**20. Approval from DBPR (Department of Business and Professional Regulation)**

If the project involves food products, it must be approved by the Department of Business & Professional Regulation (DBPR) Hotels and Restaurants. For more information, go to DBPR Online Services. A final health inspection is required prior to Certificate of Occupancy. Our plans for construction do not require any approvals from their division.

**21. Coastal Compliance Documentation**

If the construction is located in a coastal area with specific limitations under The Lee County Land Development Code, Chapter 14, Article II, Division 2, Sea Turtles and/or Chapter 6, Article III Coastal Construction Code, and Article IV Flood Hazard Reduction, the architect or engineer must provide a statement of compliance related to the applicable code sections. If the project is seaward of the Coastal Construction Line (CCL), a DEP 'notice to proceed' will be required.

**22. Historical Architectural Review.**

If the project is within a Historic District or is a Designated Historic Property, follow the regulations for [Designated Historic Districts](#) on the Lee County website. Please contact [DCDHistoric@leegov.com](mailto:DCDHistoric@leegov.com) if you have questions.

**23. Vegetation Permit**

If the project is within unincorporated Lee County and on over 5 acres, or on Pine Island and on over 2 acres or on any barrier island, a permit is required for the removal of vegetation to protect endangered species. For more information, please review the [Environmental Sciences](#) section of the website and [Application Information and Authorization Letter](#). Please contact [PODEnvVeg@leegov.com](mailto:PODEnvVeg@leegov.com) if you have questions.

**24. Additional Permits**

If additional permits are required by Plan Review, you will be informed by the Building and Permitting Department.

**25. Notice of Commencement**

If project value is \$2,500 or more, submit the completed [Notice of Commencement](#) to the Lee County Clerk of Court to provide notice that improvement will be made to a real property. **Permit cannot be issued until this notice is recorded with the Lee County Clerk of Court.**

**Tip:** Complete this as soon as possible; the lack of a Notice of Commencement submission commonly holds up issuance of the permit.

**26. Envelope Leakage (Blower Door) Test Report**

If energy testing is required, then the dwelling will be tested for air leakage rates. This test will need to occur prior to the Certificate of Occupancy being issued. [Blower Door Test Report](#).

## 4. Understand the Review Process and Track Your Application

### Completeness Check

When the application package is first received, it is reviewed for completeness to determine that the general application is complete and that all required documents, signatures, and seals are attached. If the package is incomplete, the applicant must provide missing information before the application package can be forwarded for review.

### Application Review and Tracking

Complete applications are 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.

Applicants can use [eConnect](#) at any time to track the progress of the application record through the process, for both Electronic and Paper submittals.

**eConnect Instructions:** Search for your permit application using *My Records*, the *Global Search* or the *Search Applications* under the *Permitting* menu. Click on the record number for your permit application to see the Record Status, Conditions and Record Details.

### Notice of Rejection

If applicable, the final reviewer consolidates all comments and an email notice is sent to the applicant.

**Rejection Notice:** A rejection notice will be sent to the applicant with specific points of failure that must be corrected and resubmitted for approval. The notice will provide direction related to the requirements for resubmitting a complete set of plans (with changes clouded) or individual sheets. 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.

- **Resubmitting an Application via eConnect:** 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.**
- **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.

### Notice of Approval

**File Verification - Notification:** Staff completes a final document review to determine any outstanding documents and invoice all applicable fees. The “Ready Sheet” outlining outstanding fees and required documents is emailed to the applicant.

## 5. Receive Your Permit

Applicants who applied electronically may access their permit(s) and approved plans from [eConnect](#).

**eConnect Instructions:** Search for your permit application using *My Records*, the *Global Search* or the *Search Applications* under the *Permitting* menu. Click on the record number for your permit application and select *Attachments*. All documents will be listed. Choose the *Actions*

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drop-down to review document details. Click on the document name to open or save.

For Paper Applications: The permit and approved plans are issued in person at the Lee County Public Works Building, 1500 Monroe St., Fort Myers, FL 33901.

Note: Owner-Builders are required by Florida Statute to **personally appear** at the Lee County Public Works Building, 1500 Monroe St., Fort Myers, FL 33901 to sign for the building permit regardless of how it was submitted.

Issued permits must pass at least one inspection within 180 days from issuance or the permit will expire.

## 6. Pay Your Fee(s)

All payments must be received prior to scheduling an inspection.

### Payment Options:

- Make payments through [eConnect](#)
- Deliver the payment in person to the Lee County Public Works Building, 1500 Monroe St., Fort Myers, FL 33901
- Make a credit card payment by phone, 239-533-8997, option \*.

**Cash is not accepted;** please pay by credit/debit card, check, eCheck, or money order.

**eConnect Instructions:** Search for your permit application using *My Records*, the *Global Search*, or the *Search Applications* under the *Permitting* menu. Click on the record number for your permit application, select the menu option for *Payments >> Fees*, then click *Pay Fees* button, review fees, select *Continue Application*, enter your payment information and click *Submit Payment*.

## 7. Request Inspection(s)

Reference the issued permit for a list of the required inspections.

When ready, applicants may request inspections through [eConnect](#), as well as by calling the [Automated Inspection System](#), 239-533-8997.

The Permit, Approved Plans and Manufacturers' Specifications are required to be onsite during the inspection.

**eConnect Instructions:** Search for your permit application using *My Records*, the *Global Search*, or the *Search Applications* under the *Permitting* menu. Click on the record number for your permit application, select *Inspections* then select the *Schedule or Request an Inspection* button, select the inspection(s) from the list and *Continue*. Select the date and verify the contact and location information, then click *Finish*.

### Common Inspections Include:

#### **New Buildings, Modular Buildings, Addition-Including Remodeling, Remodel Only**

- 101 Foundation/Footing
- 102 Floor/Slab
- 103 Tie Beam
- 104 Columns/Pilings

130 Sheathing/Straps/Eng  
105 Rough Framing  
107 Insulation  
110 Soffit/Siding/Wall Covering  
106 Final Structural/Building  
902 Fire  
Any applicable Mechanical, Electrical, or Plumbing (MEP) Inspections and/or Roof Inspections

**Commercial Application (Accessory Structure)**

**Awning**

115 Awning Final  
902 Fire

**Canopy**

101 Foundation/Footing  
106 Final Structural/Building  
902 Fire

**Carport**

101 Foundation/Footing  
112 Aluminum Final

**Deck**

101 Foundation/Footing  
105 Rough Framing  
106 Final Structural/Building  
902 Fire

**Detached Garage, Other**

101 Foundation/Footing  
102 Floor/Slab  
103 Tie Beam  
104 Columns/Pilings  
130 Sheathing/Straps/Eng  
105 Rough Framing  
107 Insulation  
110 Soffit/Siding/Wall Covering  
106 Final Structural/Building  
902 Fire

**Dumpster**

101 Foundation/Footing  
102 Floor/Slab  
103 Tie Beam  
106 Final Structural/Building

**Playground Equipment**

- 101 Foundation/Footing
- 102 Floor/Slab
- 106 Final Structural/Building

**Gazebo**

- 101 Foundation/Footing
- 102 Floor/Slab
- 103 Tie Beam
- 104 Columns/Pilings
- 130 Sheathing/Straps/Eng
- 105 Rough Framing
- 110 Soffit/Siding/Wall Covering
- 106 Final Structural/Building

**Glass Room, Greenhouse**

- 101 Foundation/Footing
- 102 Floor/Slab
- 105 Rough Framing
- 106 Final Structural/Building
- 902 Fire

**Pole Barn**

- 101 Foundation/Footing
- 102 Floor/Slab
- 103 Tie Beam
- 130 Sheathing/Straps/Eng
- 105 Rough Framing
- 106 Final Structural/Building
- 902 Fire

**Pool Enclosure**

- 112 Aluminum Final

**Screen Room**

- 101 Foundation/Footing
- 102 Floor/Slab
- 112 Aluminum Final

**Shed (premanufactured)**

- 101 Foundation/Footing
- 102 Floor/Slab
- 117 Shed Final

**Shed (wood, cbs)**

- 101 Foundation/Footing
- 102 Floor/Slab
- 103 Tie Beam
- 130 Sheathing/Straps/Eng
- 105 Rough Framing
- 110 Soffit/Siding/Wall Covering
- 106 Final Structural/Building

**Utility Room, Vinyl Room**

- 101 Foundation/Footing
- 102 Floor/Slab
- 103 Tie Beam
- 130 Sheathing/Straps/Eng
- 105 Rough Framing
- 110 Soffit/Siding/Wall Covering
- 106 Final Structural/Building
- 902 Fire

**Modular Building**

- 101 Foundation/Footing
- 102 Floor/Slab
- 103 Tie Beam
- 104 Columns/Pilings
- 105 Rough Framing
- 106 Final Structural/Building
- 113 Tie Down
- 902 Fire

**Concrete Restoration / Helical Piers**

- 106 Final Structural/Building (This inspection is not performed by Lee County. An Engineer's Report must be sent to the Lee County Inspector's Office at [inspectors@leegov.com](mailto:inspectors@leegov.com) for approval.)

**Foundation Only (Building)**

- 106 Final Structural/Building

**Structural Slab (accessory)**

- 106 Final Structural/Building

**Radio / TV Antenna**

- 101 Foundation/Footing
- 102 Floor/Slab
- 106 Final Structural/Building



**Lift Station**

106 Final Structural/Building

**Antenna Alteration, Water Tank, Radio / TV Antenna Modification**

106 Final Structural/Building (This inspection is not performed by Lee County. An Engineer's Report must be sent to the Lee County Inspector's Office at [inspectors@leegov.com](mailto:inspectors@leegov.com) for approval.)

## 8. Obtain the Certificate of Compliance or Certificate of Occupancy

The basic review for Certificate of Occupancy/Certificate of Compliance consists of the following and is performed the next business day after a passed final inspection.

1. All conditions met such as termite cert, elevation cert, or solid waste approval (if required).
2. Passed final inspections for structural and all sub permits.
3. Fire Department approval- see permit for your Fire Dept Contact Info.
4. Related fire, low voltage and mechanical permits closed.
5. Development Review site approval if permit is related to a Development Order (DOS) or a Limited Development Order (LDO) – Contact Development Services at 239-533-8585 for submittal and approval information.

If any of these items are missing, a condition is added (Outstanding Insp for CO/CC) to the permit listing what is left to submit or pass prior to certificate issuance.

**Please note:** These are just basic requirements; your permit may require additional items depending on the scope of work. Please contact the Inspections Department at [Inspections@leegov.com](mailto:Inspections@leegov.com) or 239-533-5801 to confirm your final requirements for CO/CC.

Once all inspections have passed, the permit is closed and the Certificate of Compliance and/or the Certificate of Occupancy are issued. Applicants may pull certificate information through [eConnect](#).

**eConnect Instructions:** Search for your permit application using *My Records*, the *Global Search* or the *Search Applications* under the *Permitting* menu. Click on the record number for your permit application. Select *Reports* at the top of the screen, select *Certificate* from the list and a new window will display the document; options to save or print will be displayed.