



## Building and Permitting Services

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# Fire 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 Fire permit is required for installation, repair, and alteration of fire prevention work and systems in new or existing structures, including: alternative fire extinguishing systems, chemical storage tanks, clean agent systems, dry hydrants, fire alarms, fire pumps, fuel, Halon/Energen, hoods, hood suppression, hydrants, LP, fire alarm monitoring, natural gas, paint booths, paint booth suppression, pollutant storage tanks, self-contained generators, sprinkler standpipes, underground piping (fire line), and water storage tanks.

A Residential Fire permit is required for installation, repair, and alteration of fire prevention work and systems in new or existing primary dwellings as well as attached accessory apartments, mobile home additions, and RV additions. Uses to be permitted include, but are not limited to, fire alarms, sprinklers and other water-based fire suppression systems, exhaust hoods (kitchen), hydrants and the underground mains serving hydrants, automatic fire sprinklers, chemical and gaseous agent extinguishing systems, installation and removal of aboveground and underground tanks used for flammable or combustible chemicals, fuel, or gas (LP) tanks, self-contained generators, sprinkler standpipes, underground piping (fire lines), and water storage tanks.

Firework displays require a Temporary Use Permit, not a Fire Permit.

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

- The Florida Fire Prevention Code 8th Edition, which encompasses the National Fire Protection Association 1, Uniform Fire Code and NFPA 101, Life Safety Code, Florida Administrative Code

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- [Florida Statute Chapter 633](#), Fire Prevention and Control
- [Lee County Ordinance](#) Chapter 10 Fire Control and Chapter 14 Fire Control
- [Florida Building Code](#) 8th Edition (2023)

**Tip:** If the project property is located in the Bonita Springs Fire Control and Rescue District, the Village of Estero Fire Rescue District, or the Fort Myers Beach Fire Control District, new Fire Permits need to be submitted through that particular fire district. You can contact the specific fire district and have them clarify their applicable fees, their time lines for review processes, and to see if they have any other specific requirements they are looking for. Here is contact information for these fire districts:

Bonita Springs Fire Control and Rescue District	<a href="#">Website</a>	239-949-6211
Village of Estero Fire Rescue District	<a href="#">Website</a>	239-390-8000
Fort Myers Beach Fire Control District	<a href="#">Website</a>	239-590-4210

For all other projects in Unincorporated Lee County, new Fire Permit applications can be completed with Lee County Building and Permitting Services.

**Tip:** How do I find out what Fire District the project property is located in?

- If you are submitting the permit application using eConnect, after receiving the Property Information from the system, you will see the Fire District for that property in the 'Parcel' section of the screen.
- If you are submitting the permit using a paper application, click on this LeeSpins link (<https://leegis.leegov.com/LeeSplnS/>), input your STRAP#, or the address, or owner's name, then select 'Search'. The screen returned to you will show (5) different symbols. Please select the 2<sup>nd</sup> symbol from the left – this is the Districts Query Search symbol. The report returned to you will include your Fire District.

**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 THREE 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.  
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 either: **Commercial or Multi-Family (townhouse, condo, apt) >> Commercial Fire Permit OR Residential (single, two-family attached, duplex) >> Residential Fire Permit**. Or search on the term *Fire*. 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.

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**

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

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the permit-related details of the project and *Continue Application*.

- **Type of Permit:** Select the equipment type.  
(Options: *Alternative Fire Ext Systems, Chemical Storage Tank, Clean Agent System, Dr/ Hydrant, Fire Alarms, Fire Pump, Fireworks Display, Fuel, Halon/Energen, Hood, Hood Suppression, Hydrant, LP, Monitor, Multiple Types, Natural Gas, Paint Booth, Paint Booth Suppression, Pollutant Storage Tank, Self-Contained Generator, Sprinklers, Standpipes, Underground Piping (Fireline), Water Storage Tank*)
- **Action Type:**  
(Options: New, Repair/Replace)
- **Job Value:** According to the specification, what is the value of the system?
- **Directions:** Provide directions to the property and the specific structure being permitted.
- **Additional Building Information:**  
(Options: *Existing Building, New Building*)
- **Occupancy Type:** [*Commercial Fire ONLY*]

#### 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 the list of documents in Section 3.)
- Simplified Permits are to follow the requirements described in Florida Statute 553.7932

## 3. Attach Required and Conditional Documents

*Notice: Lee County may request additional supporting documentation to process the permit. 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 / Plot Plan

Prepare to provide site plans **per LDC Sec. 10-384 (a)**

**Fire Department Access** – Suitable fire department access must be provided to all structures in accordance with the provisions contained within Chapter 18.2 of the Florida Fire Prevention Code (NFPA 1, FIRE CODE, FLORIDA current edition).

This includes a minimum 20-foot road width; apparatus turning radius per the fire district; maximum dead-end road length and applicable hammerhead turn-around dimensions; a minimum clearance height of 13'6", and apparatus access distances to building entry points.

Per LCLDC **Sec. 10-384 (d)**: locations, spacing and distances to buildings of public and on-site fire hydrants.

#### 2. Drawings

Prepare to provide drawings to demonstrate:

- Applicable code compliance with reference to the Florida Fire Prevention Code and appropriate National Fire Protection Association (NFPA) codes and editions;
- Applicable equipment standards and manufacturer's specifications;

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- Applicable electrical connections;
- Provide required flame retardant certifications for all wall, ceiling and floor interior finishes in compliance with Chapter 10 of the Florida Fire Prevention Code (NFPA 101, FIRE CODE, FLORIDA current edition);
- For fire sprinkler systems shall be in accordance with NFPA 13 – Chapter 23.1 for required submittals for Working Plans;
- For above/underground fuel tanks, show the manufacturer’s specification and listing for the tank, location, distance to buildings, buoyancy calculations, tie-downs and spill containment method in accordance with NFPA 30 & NFPA30A. LP Tanks must comply with NFPA54 and ASCE 24 (if located in a flood zone, must be signed and sealed);
- The installation of underground fire lines, requires a Contractor I, II, or Utility Contractor with Cat V license
- For chemical suppression systems, indicate pipe sizes, plenum nozzle coverage, flow point information and location of remote pull station.

### Fire Alarm

- Fire Alarm Submittals shall include the data to meet requirements of NFPA 72, Chapter 7.2
- The requirements for clean agent systems shall comply with the requirements of NFPA 2001, include guidance for those charged with purchasing, designing, installing, testing, inspecting, approving, listing, operating, and maintaining engineered or pre-engineered clean agent extinguishing systems.

### Tips:

- Fire Alarm or Fire Sprinkler Plans may be mastered when installed on buildings that have been mastered. Any proposed master will need to be evaluated by the Lee County Fire Official or the Authority Having Jurisdiction before approval of such master can be granted.
- If using a Master Plan, don’t forget to include the project name.

## Conditional Required Documents

### 3. 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 will see a percentage (%) next to FLOODWAY or OUTSIDE FLOODWAY. These percentages represent the percentage of the parcel that is in, or out of, the Floodway.



Select this icon

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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

**4. 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](#).

**5. 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.

**6. Signed and Sealed Blueprints**

New fire sprinkler installations having 50 or more heads or new fire alarm projects are valued at more than \$5,000; the Florida Building Code, Section 105 requires 61G15-32 documents that are signed and sealed by a registered professional engineer.

**7. Floor Plans**

If work is interior, include floor plans along with a life safety plan.

**8. Development Order number / LDO number**

If the project includes a building addition or additions to the site, a development order review may be required for this project. Submit the DO or LDO number.

**9. Electrical Diagram**

If wiring connections are being made, provide an electrical diagram showing PV array configuration, wiring methods, overcurrent protection, inverter, disconnects, required signs, and ac connection to the building.

**10. Additional Permits**

If additional permits are required by Plan Review, you will be advised by the reviewer. These may include:

- Electric for paint booth;
- Mechanical permit for hoods; and
- State permits for pollutant storage tanks, fuel tanks or chemical storage tanks.
- Fire Pumps & Controllers

**11. Historical Architectural Review.**

If the project is within a Historic District or is a Designated Historic Property, follow the

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regulations for [Designated Historic Districts](#) on the Lee County website. Please contact [DCDHistoric@leegov.com](mailto:DCDHistoric@leegov.com) if you have questions.

### ❑ 12. Notice of Commencement

If project value is greater than \$5,000, 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.

## 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

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 Records 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 insufficiency that must be corrected and resubmitted for approval. Applicants have 30 days to address the points of insufficiency 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

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**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* 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.

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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:

205 Rough Gas

206 Gas Final

- Commercial applications require Lee County Inspection and Fire Department (District) approval. The Contractor must contact the local Fire Department (District) to request an inspection appointment.
- Residential applications require Lee County Inspection but do not require Fire Department (District) approval

208 Gas Line

209 Gas Tank

404 Hood

- Commercial applications require Lee County Inspection and Fire Department (District) approval. The Contractor must contact the local Fire Department (District) to request an inspection appointment.

902 Fire Department (District) Approval

- Fire Sprinklers, Alarms, Underground Lines, Monitoring, and Hood Suppression permits require Fire Department (District) Final Inspections. Inspection results are recorded in eConnect.

906 Fire Line (underground) Rough and Hydro

- this is requested through the Fire Department (District) and inspection results are recorded with the Fire Department (District) – not Lee County

906 Fire Sprinkler Rough and Hydro

- this is requested through the Fire Department (District) and inspection results are recorded with the Fire Department (District) – not Lee County

906 Fire Wall Rough per each Layer based on Hourly Rating

- this is requested through the Fire Department (District) and inspection results are recorded with the Fire Department (District) – not Lee County

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

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

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new window will display the document; options to save or print will be displayed.