



Building and Permitting Services

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Manufactured / Mobile Home / RV Permit 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](#)
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7. [Request the necessary inspection\(s\)](#)
8. [Obtain your Certificate of Compliance or Certificate of Occupancy](#)

1. Permit Description

A Manufactured/Mobile Home/Recreational Vehicle (RV) permit is required for new installs, replacements or tie downs.

Each permit 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)
- [Lee County Land Development Code](#) Chapter 34

Need Help? Contact us @ 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 **Other >> Mobile Home or Recreational Vehicle** Or search on the term *Mobile*. 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 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

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- **Brief Description of Proposed Work:** Provide enough detail for the reviewer to understand the permit-related details of the project and *Continue Application*.
- **Type of Permit:**
(Options: *Impact Fee Repayment, Mobile Home, Park Model, Recreational Vehicle*)
- **Is the site located in a mobile home park?**
(Options: *Yes or No*).
- **Replacement?**
(Options: *Yes or No*).
- **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*).
- **Estimated Area:**
- **Living Area:**
- **Valuation:**
- **Drainage Plan Req'd?:**
(Options: *Yes or No*).
- **MH Master Number:**
- **Tie-down Details Mastered?:**
(Options: *Yes or No*).
- **County-Maintained Road:**
(Options: *Yes or No*).
- **Driveway:**
(Options: *Single or Double*).
- **Shutters?:**
(Options: *Yes or No*).
- **Directions:** Provide directions to the property and the specific structure being permitted.
- **Roof: Type of Roof:**
(Options: *Built Up, Cedar Shake, Concrete Tile, Fiberglass Shingle, Max: Tile, Metal, Modified, Multiple Types, Rolled Roofing, Shingle over Shingle, Single Ply, Urethane Coating*).
- **Electrical: Number of Amps:**
- **Mechanical: New/Replacement:**
(Options: *New or Replacement*).
- **Type of AC Sys:**
(Options: *Air Handler, Commercial Refrigeration, Condenser Only, Duct Work Only, Heat Pump, Other, Package Unit Split System*).
- **AC (kw):**
- **Seer:**
- **Ton:**
- **Plumbing: Type of Plumbing**
(Options: *Irrigation, Plumbing*).
- **Sanitary System: Type of Sanitary System**
(Options: *Septic or Sewer*).

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. 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. Mobile Home Owner Affidavit

An owner applying for a mobile home/RV tie down permit must also submit a [Mobile Home Owner Affidavit](#), which names the mobile home dealer/installer who will be doing the work.

2. Construction Detail

Prepare to show applicable, required blocking and anchor details and skirting details.

3. Site Plan

Prepare to submit a plot/site plan which must be drawn to scale (1/8" = 1', 1" = 10', 1" = 20', 1" = 30', 1" = 60') on 8.5" x 11" paper (or larger), must include a scale legend and must show:

- All four lot corners, lot lines and dimensions;
- Location and name of streets or drives bordering the lot;
- If there is a water body within 25 feet of your project, indicate the mean high tide line or the edge of water and label the type of water body (for example: lake, creek, canal, river, Gulf);
- The size of the mobile home/recreational vehicle;
- Location of driveways;
- Location of all easements on the lot;
- Stairs, landings, porches (including factory built), bay windows;
- Setbacks of the mobile home/recreational vehicle (and any existing or proposed additions thereto) from the four lot lines and existing structures.
- Setbacks must be taken from the closest point of the building to the closest point of the property line.
- Roof lines are not allowed to encroach into or over easements; and
- The plans must show the roof line as well as the foundation.

4. Impact Letter

Prepare to complete and sign an [Impact Letter](#) 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 which will be refunded to the Fee Payer listed on the impact letter.

5. Manufacturer's Specifications

Prepare to have the specifications from the manufacturers showing:

- Proof of meeting Windzone III; and
- If the stairs are premanufactured, provide the manufacturers' specs for the stairs and show how they will be anchored down. If the stairs are built on site and are 30" or taller above ground, Engineered Plans will be required.

Conditional Required Documents

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. DEO Approved Plans / Approval Letter (Modular Buildings ONLY)

If the structure is a Modular Building, submit:

- Signed and sealed Florida State approved Plans and a valid Approval Letter.
- Signed, dated and sealed foundation plans.
- Construction details for the handicap ramp and or stairs.

8. Mastered Plans

If you are planning to purchase a manufactured home from a distributor, check if the approved plans for your make and model are on file with Lee County. If not, the original plans signed and sealed by a design professional will be necessary.

9. Flood Zone Requirements

If the site is located in a FEMA-designated Special Flood Hazard Area (flood zone):

- If the mobile home/recreational vehicle must be elevated four (4) feet or more, the contractor has the option of using mastered 36-inch engineered reinforced piers OR meeting the base flood elevation with conventional concrete blocking.
- If using conventional concrete blocking, the floor elevation must be verified by a registered surveyor after the mobile home/recreational vehicle has been set in place. Submit an elevation certificate with the building permit number to the Inspections Office at Inspections@leegov.com. If you have questions please call 239-533-5801.
- A final inspection must be requested when the mobile home\recreational vehicle is tied down and all pertinent sub work has been completed and inspected.

Tip: Use this [Map Link](#) to look up the flood zone for your parcel.

10. Public Water / Sewer

If the mobile home/recreational vehicle is located on private or public water and sewer, submit a letter from the appropriate utility company verifying availability to the site at the time of submittal of application.

11. Well Permit or Letter

If the property requires a well, submit:

- A verification letter of compliance to current codes for an existing well from Lee County Natural Resources, at 1500 Monroe St., Fort Myers; phone 239-533-8114; or
- An approved well permit or a [Well Affidavit](#) for a new well.

Tip: Although the well affidavit allows the building permit review to begin, it must be obtained and the well inspection must be finalized before a Certificate of Occupancy is issued.

12. Septic Permit

If the mobile home/recreational vehicle uses a septic system, submit:

- A letter from the Lee County Health Department, 2295 Victoria Ave., Fort Myers, phone 239-690-2100, stating that an existing septic system will be sufficient for the size of the dwelling; or
- An approved septic system permit or a copy of the paid receipt for a new septic system permit application from the Health Department.

Tip:

Although the receipt for the new septic system permit allows the building permit review to begin, it must be obtained and the septic inspection must be finalized before the building permit can be issued.

13. Historical District or Property 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 if you have questions.

14. Vegetation Permit

If the project is on property in unincorporated Lee County that is over 5 acres, over 2 acres on Pine Island, or any property on a barrier island, then a permit is required for the removal of vegetation and protection of 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 if you have questions.

15. Additional Permits

If additional permits are required by Plan Review, you will be advised by the reviewer. Additional permits may be required for separate structures or for other requirements.

16. 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.

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 failure that must be corrected and resubmitted 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.

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

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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:

Mobile Home, Park Model, Recreational Vehicle

113 Tie Down

106 Final Structural (after skirting and stairs)

Any applicable Mechanical, Electrical, or Plumbing (MEP) Inspections

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