



## Building and Permitting Services

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

# Mechanical 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 Mechanical permit is required for installation, alteration, or replacement of any mechanical or system equipment, such as but not limited to: Any HVAC equipment, ductwork, walk in cooler/freezer, kitchen ventilation elements such as heat hoods (Type II), exhaust ductwork and fans. Work exempt from permit per Florida Building Code, Building Chapter 1, section 105.2 will include portable HVAC equipment or replacement of any part that does not alter its approval or make it unsafe.

A design professional is required when any heating or air conditioning equipment including ductwork is being extended, relocated, or changed out for any commercial permit or for a trade permit that is valued at \$125,000 or more, has a 15-ton-per-system capacity or more, or is designed to accommodate 100 or more persons.

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

- [Florida Building Code 8th Edition \(2023\)](#)
  - Florida Building Code - Mechanical, Energy Conservation, Existing Building, and Fuel Gas Code.
- [Lee County Land Development Code](#) Chapter 6

**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 **Trade >> Mechanical**. Or search on the term *Mechanical*. 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.

## Mechanical Application and Permitting Guide

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 the permit-related details of the project and *Continue Application*.
- **Type of Permit:**  
(Options: *Air Handler, Chiller/Cooling Tower, Commercial Refrigeration, Condenser Only, Duct Work Only, Exterior Walk-in Cooler, Heat Hood Type II, Heat Pump, Interior Cooler, Mini Split System, New Construction addition, Other, Package Unit, Pool Heat Pump, PTAC, Split System*)
- **Commercial/Residential:** Select the permit category  
(Options: *Commercial* or *Residential*)
- **Valuation:**
- **New/Replacement/Other:**  
(Options: *Disconnect/Reconnect, New, Replace*)
- **Exhaust Hoods:**
- **Compressors (Walk-in Coolers Only):**
- **If a Mobile Home, please list Permit #:**
- **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*).

- **Directions:** Provide directions to the property and the specific structure being permitted.
- **AC Details:** Row(s) for Type of system, Action, Conditioned Area (SqFt), AC (kw), BTU (heat pump), Seer, Tons
- **Product Information:** Row(s) for Condenser/Air Handler, Manufacturer, Model

### 5.

### 6. 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

##### All Mechanical Permits

**1. Minimum Plan Review Criteria for Drawings**

- Energy calculations;
- Exhaust systems:
  - Clothes dryer exhaust;
  - Kitchen equipment exhaust;
  - Specialty exhaust systems;
- Equipment locations;
- Equipment anchoring detail;
- Make-up air;
- Roof-mounted equipment;
- Duct systems;
- Ventilation;
- Combustion air;
- Chimneys, fireplaces and vents;
- Appliances;
- Boilers;
- Refrigeration;
- Bathroom ventilation;
- Laboratory; and
- Design flood elevation.

##### Air Conditioning

**2. Drawings**

For A/C change-outs of 15 tons or \$50,000 value or more, include:

- Commercial Ductwork;
- Spray Booth; and
- Commercial Gas Heater / Other Gas Appliances (include anchoring details).

For NEW A/C units (not change-outs; or mini- splits), include:

- Heater size;
- Energy calculations; and
- Duct layout.

##### Commercial Hood ONLY

**3. Drawings**

Prepare drawings to include:

- Gauge and type of material used for hood/ducts;
- All welds shall be “liquid tight external welds”;
- Dimensions of cooking facilities;
- Type of filters and by whom, listed;

### Mechanical Application and Permitting Guide

- Distance between cooking surface and filters;
- Distance between bottom edge of hood and floor;
- Depth of hood from bottom edge to top edge;
- Type of construction of adjacent walls – provide protection required for combustibles;
- Type of construction of ceiling, attic space and roof through which duct will pass – provide protection required for combustibles; and
- Details of design of shaft or protection of combustibles when required
- Distance of duct from combustible material;
- Objects within ten (10) feet of blowers or intake, including property lines, air intakes, adjacent buildings, adjoining grade levels or plumbing stacks;
- Height of exhaust duct termination above roof;
- Provide cut sheets of fire damper in make-up air (required when hood has integrated make-up air);
- Fan motors must be electrically interlocked;
- Manufacturer, model number, horsepower, CFM and static pressure of fans;
- Replacement air system specification and CFM's;
- Ninety percent (90%) make-up air is required; indicate such;
- Lights or other objects under hood that are listed for use in grease laden vapor areas
- Indicate cleanouts that are required at each change of direction in exhaust ducts;
- Exhaust fans must be hinged, supplied with flexible weatherproof electrical cable and service hold-open retainers; must be indicated on plans;
- All solid fuel cooking equipment shall be served by hoods and duct systems that are separate from all other cooking exhaust systems;
- Details for reinforcing roof structure; and
- Details for hanging of the exhaust hood.

NOTE: A separate Electrical Trade Permit is required for any Circuit Wiring. A separate Roofing Permit is required, if applicable.

### Commercial Walk-in Cooler/Freezer ONLY

#### 4. Drawings

Drawings are required for Commercial Walk-In Cooler/Freezer; Each Cooler/Freezer Requires a Separate Permit); No plan review required for equipment change-out/replacements.

- Floor plan of the building showing cooler location and cooler doors. If Cooler is located outside of the building, the following must be provided:
  - Wind loads, per the Building Code
  - Screened from view, per the Zoning Code
  - Site Plan
- Material that the walls are made of
- How the walls are insulated, including R-Value
- Compressor size and location (If compressor is located outside the building, it must be anchored to resist wind, per the Building Code)
- Condensation discharge (not allowed in municipal sewer system)
- If building has Fire sprinklers, then a statement on the drawings that a State-licensed Fire Systems Contractor shall obtain a fire systems permit from the office of the Fire Marshal. Call (239) 321-7350 for more information.
- Manufacturers' specifications for pre-fab coolers
- Refrigerant line set routing and penetration locations if condensers are remote

### Conditional Required Documents

**5. 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](#).

**6. 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.

**7. Plans / Blueprints**

If the project is part of a Development Order (DO) or a Limited Development Order (LDO), floor plans or blue prints are required along with the DO/LDO number and information about electrical connections, anchoring of equipment and other requirements of Florida Building Code, Mechanical Chapter 3, and Section 301.15.

**Tip:** Like-for-like replacements of condensing unit /air handler do not require plans.

**8. Electrical Trade and Fire Alarm Permits**

If the A/C units exceed 2,000 CFM and/or are tied into an existing Fire Alarm System, a separate Electrical Trade Permit will be required for any circuit wiring, and a separate Fire Alarm Permit shall be secured from the Fire Prevention division. Contact the Fire Prevention division staff at (239) 321-7350 for questions pertaining to the separate Fire Alarm Permit.

**Notice of Commencement**

If project value is greater than \$15,000, 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.

**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

### Mechanical Application and Permitting Guide

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.

### 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 *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.

### Mechanical Application and Permitting Guide

**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:

#### **Air Handler, Heat Pump, Split System, Mini Split System, New Construction/Addition, Other**

401 Rough A/C

402 A/C Final

#### **Chiller/Cooling Tower, Condenser Only, Duct Work Only, Package Unit, Pool Heat Pump, PTAC**

402 A/C Final

#### **Commercial Refrigeration, Exterior Walk-in Cooler, Interior Cooler**

403 Refrigeration

#### **Heat Hood (Type II)**

404 Hood

902 Fire Department (District) Approval

## 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.