



## Building and Permitting Services

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# Plumbing (and Irrigation) 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](#)
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## 1. Permit Description

A Plumbing permit is required for the installation, replacement or relocation of plumbing fixtures or the sewer connections.

A design professional is required to install, add-on, change, or repair water supply, drainage, or roof drainage systems including irrigation and sewer systems for any commercial structure permit or for any trade permit that is valued at \$125,000 or more or has 250 or more fixture units.

An Irrigation permit is required to install lawn irrigation that connects to a potable water source.

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)
  - Florida Plumbing, 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 >> Plumbing**. Or search on the term *Plumbing*. 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 the permit-related details of the project and *Continue Application*.
- **Type of Permit:**  
(Options: *Irrigation, Plumbing, Sewer*)
- **Commercial/Residential:** Select the permit category  
(Options: *Commercial* or *Residential*)
- **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*).
- **Plumbing Working Area Sq. Ft.:**
- **Is Irrigation from Lake or from a Well?:**  
(Options: *Lake, Well*)
- **If from Well, enter Well Permit #:**
- **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. 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. Drawings**

Minimum requirements include:

- Minimum plumbing facilities;
- Fixture locations;
- Water supply piping;

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- Sanitary drainage;
- Water heaters;
- Sanitary venting;
- Roof drainage;
- Back flow prevention (potable water);
- Irrigation (back flow prevention);
- Location of water supply line shut-off;
- Grease traps & associated calculations;
- Environmental requirements;
- Plumbing riser; and
- Design flood elevation.

**TIP:** Multi-family and commercial projects may be required to have drawings of the following:

1. Grease/Sand/Oil Interceptor Installation or Removal
  2. Pump Station/Lift Station\* (private)
  3. Addition of New Sanitary Piping, with or without New Fixtures
- \*Separate Electrical Trade Permit Required

### Conditional Required Documents

**2. 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](#).

**3. 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.

**4. Letter from Utilities**

If required by code, submit an authorization letter from the appropriate utility company.

**5. Authorization / Exemptions**

If required by code, submit authorizations or exemptions from:

- Department of Environmental Protection (DEP);
- Army Corps of Engineers (ACOE); or
- South Florida Water Management District (SFWMD).

**6. Requirements for Multi-family and Commercial Projects**

If the permit is for multi-family or other commercial projects, code may require:

- Grease/sand/oil interceptor installation or removal;
- Private pump station/lift station with separate electrical trade permit; and
- New sanitary piping, with or without new fixtures.

**7. Well Permits**

If a well permit is required, it must be submitted with the Irrigation Permit application.

**8. Additional Permits**

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

**9. 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.

## 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.

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:**

201 Rough Plumbing (D.W.V.) – Schedule after all underground sanitary and supply piping has been installed and sealed to demonstrate compliance with FBC, Sections 312 & 704. All piping shall remain exposed for inspection.

202 2<sup>nd</sup> Plumbing (Tub Set) – Schedule after all vertical sanitary and supply piping has been installed. If shower pan and test is still required per FBC, Sections 2709 and 421, a partial inspection will be given to the first tub set inspection. Applicant shall call back in the second tub set inspection for shower lining and water test.

203 Sewer – Schedule after all sanitary piping has been installed between building and sewer tap. All piping and sewer tap shall remain exposed for inspection.

204 Plumbing Final – Schedule after the building is complete, all plumbing fixtures are in place and properly connected, and the structure is ready for occupancy. All supply water shall be turned on and water heater shall be functioning.

**Irrigation**

201 Rough Plumbing

204 Plumbing Final (which may include Check Valve w/Certification)

**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.