



Building and Permitting Services

1500 Monroe St. Fort Myers, FL 33901 | 239-533-8329 | connect@leegov.com

Pool (Residential and Commercial) 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 inspections\(s\)](#)
8. [Obtain your Certificate of Compliance or Certificate of Occupancy](#)

1. Permit Description

A Residential Pool permit (private swimming pool) is required for construction or renovation of all in-ground pools and for above-ground pools with water depths of 24 or more inches intended for swimming or recreation.

A Commercial Pool permit (public swimming pool) is required for construction or renovation of any watertight structure of concrete, masonry, or other approved materials; indoors or outdoors; used for bathing or swimming by people, and filled with a filtered and disinfected water supply. A public pool could be a conventional pool, spatype pool, wading pool, special purpose pool or water recreation attraction.

Each commercial pool permit 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](#) 515.27, 514.0115, 553.73, 553.909;
- [Lee County Land Development Code](#) Sec. 34-1176 - Swimming Pools, Tennis Courts, Porches, Decks and Similar Recreational Facilities
 - Sec. 33-1262 - Accessory Uses
 - Sec. 34-2194 - Setbacks from Bodies of Water
 - Sec. 30 Water and Sewers
 - Sec. 22 – Historic preservation
 - Sec. 10-329 – Excavations

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 either **Commercial or Multi-Family (townhouse, condo, apt) >> Commercial Pool OR Residential (single, two-family, attached, duplex) >> Residential Pool**. Or search on the term *Pool*. 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
- **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: *Fountain, Pool - Above Ground 16 ft. diameter or greater, Pool - Above Ground less than 16 ft. diameter, Pool - Below/ Ground, Pool w/ Spa - Below/ Ground, Renovation, Spa - Above Ground, Spa - Below/ Ground*)
- **DO#:**
- **Pool Construction Drawing Mastered:**
(Options: *Yes* or *No*).
- **Type of Material**
(Options: *Fiberglass, Masonry, Other*).
- **Pool Safety Feature:**
(Options: *Alarms, Fence, Pool Barrier, Pool Cover, Removeable Ladder – for above ground pools with a wall height of 48” or greater, Self-Closing Latching Door*).
- **Pool Enclosure Affidavit?:**
(Options: *Yes* or *No*).
- **Retaining Wall?:**
(Options: *Yes* or *No*).
- **Pool Deck?:**
(Options: *Yes* or *No*).
- **Electric?:**
(Options: *Yes* or *No*).
- **Job Value:**
- **House Under Constructions?:**
(Options: *Yes* or *No*).
- **House 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*).

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- **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.

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. Plans

Prepare to include:

- A statement of compliance to the Florida Building Code, 7th Edition (2020) and the ANSI/APSP/ICC5 standards for the design, construction, and workmanship of swimming pools;
- Identification of all suction outlets and inlet covers to meet ANSI/ASME A112.19.8 Standards;
- When required by code, include design details for any barrier, alarm, self-closing latching doors, pool cover, etc.;
- Every in-ground pool, hot tub, spa or above-ground pool shall be enclosed by a fence, wall, screen enclosure or other structure constructed or installed so as to prevent unauthorized access to the pool. This requires a separate enclosure or fence permit.

Tips:

- Pool barriers are required per Chapter 45 of the Florida Building Code, Residential, as well as Chapter 4, section 454 of the Florida Building Code, Building:
 - [FBC, Chapter 45, Private Swimming Pools](#)
 - [FBC, Chapter 4, Occupancy and Use](#)
- Pool barriers must be installed at the time of final inspection.
- For commercial pools: 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.

Required COMMERCIAL POOLS ONLY

- 2. Health Department Permit [COMMERCIAL POOLS ONLY]**
Prepare to include an approved Lee County Health Department commercial pool permit completed by an engineer per Florida Statute 514.03 (1). Contact the Lee County Health Department, 2295 Victoria Ave., Fort Myers, phone 239-690-2100.

- 3. Lee County Development Order [COMMERCIAL POOLS ONLY]**
Prepare to include an approved Development Order (DO) number.
Tips: The DO review will include:
 - Pool and, if applicable, pool house;
 - A 4 (four) feet minimum fence, rail, wall or enclosure – which will require a separate permit; and
 - Site Plan indicating set backs.

- 4. Proof of Sanitary Facilities [COMMERCIAL POOLS ONLY]**
Prepare to show compliance to all applicable codes.

- 5. Signed and Sealed Engineering Plans [COMMERCIAL POOLS ONLY]**
All commercial pools, including above-ground pools, require signed and sealed engineering plans that meet all applicable codes.

- 6. Cross Section and Plan View [COMMERCIAL POOLS ONLY]**
Prepare to include a cross section and plan view of the pool showing steps, ladder, deck details and footing details.

Required INGROUND POOLS (Residential or Commercial)

- 7. Plot Plan**
 - Lot size;
 - Setbacks to front, sides and rear property lines from existing structures and proposed pool area;
 - Size of pool; and
 - Dimensions of deck and location of steps, ladder and pool equipment. Also show locations of benches, swimouts, and water depths.

- 8. Cross Section and Plan View**
Prepare to include a cross section and plan view of the pool showing steps, ladder, deck details and footing details.

- 9. Plans / Blueprints / Hydraulic Calculations**
Signed and sealed engineered plans must meet all applicable codes and include hydraulic calculations for flows.

MASTERED PLANS: If plans are intended to be mastered, the engineer or architect shall indicate by a sealed letter or statement on the plans, that he approves of the repetitive use of the plans for permitting or, if a case by case approval (by letter from the architect or engineer) specific to each application is required for permitting. The engineer must also identify what flood zones the pool can be permitted in.

Required ABOVE POOLS (Residential or Commercial)

10. Plot Plan

- Lot size;
- Setbacks to front, sides and rear property lines from existing structures and proposed pool area;
- Size and height of pool and deck above the ground; and
- Dimensions of deck and location of steps, ladder and pool equipment.

11. Manufacturers' Specs

Include how to erect the pool – including all details from kits – and specifications on self-locking ladders. Also show height of pool and deck above the ground.

Conditional Required Documents

12. 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:

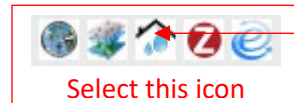
<https://www.leegov.com/dcd/flood/firm/zones/regulatoryfloodway/>

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 3rd 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



13. 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](#).

14. 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.

15. 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 the owner or HOA's 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 being done and gives permission to tenant/contractor to do the work;
- Permit number if already available; and
- Signature of property owner or authorized HOA official.

Tips:

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

16. Construction Details (Above-ground Pool Deck)

If a deck is going to be erected around the pool, provide construction details.

If the deck is 30 inches or higher above the ground level, these plans must be sealed by a Florida registered architect or engineer with a compliance statement for the current Florida Building Code.

17. Electrical Connection for Above-ground Pools

If there is an electrical power source for any manufactured above-ground pool, the source of that power must be shown on the site plan. **The use of extension cords is prohibited.**

18. 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 if you have questions.

19. Vegetation Removal 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.

20. 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.

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*

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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:

Fountain

108 Pool Steel & 304 Bonding – these inspections must be requested at the same time

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109 Pool Deck & 304 Bonding – these inspections must be requested at the same time. This second 304 inspection can also be requested as a 305 Electrical Final inspection.

119 Pool Final

Renovation, Spa – Above-ground, Pool – Above-ground 16 ft. diameter or greater, Pool – Above-ground less than 16 ft. diameter

119 Pool Final

Pool – Below-ground, Pool w/ Spa – Below-ground, Spa – Below-ground

101 Foundation/Footing

108 Pool Steel & 304 Bonding – these inspections must be requested at the same time

109 Pool Deck & 304 Bonding – these inspections must be requested at the same time. This second 304 inspection can also be requested as a 305 Electrical Final inspection.

119 Pool Final

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.