



Building and Permitting Services

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Roof 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 Roof permit is required to replace, repair or re-cover a roof on an existing structure. Tile roofing requires engineering approval, if being placed on a structure that didn't previously have tile. Shingle roofs with less than a 2/12 pitch require a roof pitch agreement before inspections. Houses built before 1995 with a value of \$300,000 or more may have additional requirements.

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 6

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.

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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 **Trades >> Roof**. Or search on the term *Roof*. 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.

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- **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*.
- **Commercial/Residential:** Select the permit category
(Options: *Commercial* or *Residential*)
- **Single Family:**
- **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*).
- **Will the applicant recycle the construction debris?:**
(Options: *Yes* or *No*).
(If no, is selected for Single Family Tear Off, the Solid Waste Advanced Disposal Fee will be required at checkout).
- **Type of Roof:**
(Options: *Built Up, Cedar, Shake Clay, Tile, Concrete Tile, Fiberglass Shingle, Metal, Metal over Shingle, Metal Tile, Modified, Multiple Types, Rolled Roofing, Shingle over Shingle, Single Ply, Urethane Coating*)
- **Will any structural work be done?:**
(Options: *Yes* or *No*).

Shingle to Tile:

- **Tear Off:**
- **Roof Pitch** (The angle, or pitch, of a roof is calculated by the number of inches it rises vertically for every 12 inches it extends horizontally. For example, a roof that rises 6 inches for every 12 inches of horizontal run has a "6/12" pitch.)
- **Roof Pitch Agreement:**
- **Job Value:**
- **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. Product Approval Numbers

Product approval numbers are required for any roofing products as described in F.A.C. 61G20-3.001. To assist with Product Approval Numbers, here are the [Florida Building Code](#) and the [Miami-Dade County Product Approval](#) search links.

Tips:

- Provide only the specific Product Approval number, **INCLUDING the number after the decimal point**, as part of the permit application package. Applicants should ensure that the Product Approval to be used is for the site conditions (wind speed, exposure, flood zone, etc.) and that the product will be installed as detailed in the approval document.
- Solar tubes or skylights are among the products that need Product Approval Numbers; a roof plan must show the proposed location and quantity.

2. Roof Plan

Show the specific work area (front of roof, rear of roof, valley, center of flat or low slope roof, etc.) in reference to the dimensions of the overall roof.

Tips: Don't forget to include the location of vents, chimney, solar tubes, skylights, etc.

Conditional Required Documents

3. 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](#).

4. 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 \(http://www.leepa.org\)](http://www.leepa.org), submit proof of ownership, for example, a recorded Warranty Deed.

5. 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.

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- 6. Engineer's Approval Letter (Shingle to Tile)**

If the project replaces shingles with tile, submit an engineer's approval letter to confirm that the existing roof truss / rafter system is sufficient to accommodate the additional load.
- 7. Documentation for Houses Built Prior to 1995**

If a house was built before 1995 with a current value of \$300,000 or more, there may be [additional requirements](#).
- 8. 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.
- 9. 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.
- 10. Roof Pitch Agreement**

Prior to the permit being issued, [Roof Pitch Agreement](#) shall be completed and returned for approval by the Building Official, for any owner requesting the ability to replace shingles on an existing roof with a pitch less than 2:12. The completed document, with Building Official's notarized signature, shall be recorded at Lee County Clerk of Court, and a Certified Copy of the recorded document returned to the Permitting division prior to obtaining any inspections.
- 11. Permit, Approved Plans and Manufacturers' Specifications**

Required PRIOR TO FINAL INSPECTION on all re-roof permits for 1- and 2-family homes and all commercial permits. [Roof Inspection Affidavit](#) – to be completed by an Engineer/ Architect, CBC, CBC, CRC, CCC, Building Inspector (licensed under F.S. 468), or Owner-Builder.
- 12. Roof to Wall Connection Letter / Existing Roof Retrofit Affidavit**

Required PRIOR TO FINAL INSPECTION for all residential retro-fits.
[Existing Roof Retrofit Affidavit](#)
Single-family homes valued at \$300,000 or more have additional requirements for this affidavit.
[Additional Details.](#)

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* 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:

Shingle/Metal Over Shingle

501 Roof Dry In

503 Roof Final – Schedule after submittal of the Inspection Affidavit and after the job is completed

Shingle Tear-off

501 Roof Dry In

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503 Roof Final – Schedule after submittal of the Inspection Affidavit, after Solid Waste Approval (Lee County Ordinance No. 07-25, call Solid Waste at 239-533-8000), and after the job is completed

Single Ply/TPO

503 Roof Final – Schedule after submittal of the Inspection Affidavit and after the job is completed

Tile

501 Roof Dry In

502 Roof In Process

503 Roof Final – Schedule after submittal of the Inspection Affidavit, after Solid Waste Approval (Lee County Ordinance No. 07-25, call Solid Waste at 239-533-8000), and after the job is completed

Modified

501 Roof Dry In

503 Roof Final – Schedule after submittal of the Inspection Affidavit, after Solid Waste Approval (Lee County Ordinance No. 07-25, call Solid Waste at 239-533-8000), and after the job is completed

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.