



Building and Permitting Services

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

Temporary Use 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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7. [Request the necessary inspection\(s\)](#)
8. [Obtain your Certificate of Compliance or Certificate of Occupancy](#)

1. Permit Description

A Temporary Use permit is required for non-permanent structures, signs and illumination for carnivals, fairs, horse shows, and circuses; Christmas tree, pumpkin, and fireworks lots; temporary storage, parking lots, tents, outreach for community services, and distribution of mail and other goods; special occasion signs, banners, and balloons; construction trailers and equipment sheds; community gardens; road-side stands; seasonal farmers' markets; and other general temporary uses and special events.

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](#) Chapters 30 and 34

An Events Permit will be required for Special Events where there is a projected attendance of 1,000 or more per day, or if the event is located within a County owned property or facility, or on a County owned property or facility, where alcohol is being sold or consumed.

- [Lee County Ordinance 17-08](#)

Need Help? Contact us @ occszoning@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.**

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 ONE COLLATED SET 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.

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 >> Temporary**. Or search on the term *Temporary*. 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 and Zip); 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.

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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: *Construction Trailer/Equipment Shed, Fireworks Display, General Temporary Use, Other, Parking Lot, Seasonal Farmers' Market, Special Event per Ord. 17-08, Temporary Housing, Temporary Mail Distribution, Temporary Sign, Temporary Storage Facilities, Tent*)
- **General Temporary Use Sub Type:**
(Options: *Horse Show, Other*)
- **Tent Sub Type:**
(Options: *Carnival/Fair/Circus, Christmas Tree Sales, Firework Sales, Other*)
- **Temporary Housing Sub Permit:**
(Options: *FEMA, Other*)
- **Temporary Sign Sub Permit:**
(Options: *Balloon, Banner, Special Occasion Sign*)
- **Describe Other:**
- **Specific Use of Property:**
- **Event Start Date:** (Date Select)
- **Event End Date:** (Date Select)
- **Event Start Time:** (Time Select 24 Hours)
- **Event End Time:** (Time Select 24 Hours)
- **Signage Sq. Ft.:**
- **Signage Material:**
- **DO/Permit Number:**
- **Directions:**
- EQUIPMENT**
- **Number of Tents:**
- **Electrical Inspection:**
(Options: *Yes or No*)
- **Area Per Tent:**
- **Electric Amps:**
- **Tent Fire Certification:**
(Options: *Yes or No*)
- **Side Walls:**
(Options: *Yes or No*)

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- **Proof of Sanitary Facilities:**
(Options: *Existing Sanitary Facilities, Letter from a neighboring business, Port-o-let contract*)
- **Zoning:** (Select from list – Zone AG-1 to TFC-2)

SPECIAL EVENTS

- **Alcoholic Beverages?:**
(Options: *No, Sold and Consumed, To Be Consumed, To Be Sold*)
- **Event on County Property?:**
(Options: *Yes or No*)
- **Bond Required?:**
(Options: *Yes or No*)
- **Special Event >1000?:**
(Options: *Yes or No*)
- **Date(s) of Event:**

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. Proof of Sanitary Facilities

Provide proof of the availability of sanitary facilities like a port-o-let contract, sewer availability, and/or septic approval letter. This proof may include a letter from a neighboring business that would allow temporary use customers to use its sanitary facilities; that letter must state the business's hours of operation, which must cover the requested temporary use hours of operation.

Tips:

- If sewer is needed, additional sewer fee and admin/radon fees will apply.
- Proof of sanitary facilities is not required for a temporary storage use.

2. Proof of Liability Insurance

Submit proof of general liability insurance and property damage insurance with a minimum coverage of \$50,000 for each occurrence and \$100,000 general aggregate.

Tip: Proof of insurance is not required for construction trailers and equipment sheds.

3. Site Plan / Plot Plan

Show:

- Available parking;
- Existing structures;
- Location of equipment;
- Emergency access driveways, lanes and roads, etc.;
- Restroom facilities; and
- The boundaries of the proposed use area on the property.

4. Floor Plan

Show:

- Exits;
- No Smoking signs, etc.

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. Flame Retardant Certificates

If a tent is being used, provide flame retardant certification.

8. Foundation for Construction Trailer

If the use is a construction trailer, include:

- Tie down / anchoring details that comply with wind loads;
- Details for any required stairs or ramps, including tread size, riser height, guard rails, handrails, slope, etc.

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.

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.

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.

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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:

113 RV Tie Down

902 Fire

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.