



## Building and Permitting Services

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

# Occupancy Application and Permitting Guide

This guide is intended to help you submit the required application and documents to receive a Certificate of Use for your business.

The guide includes these sections:

1. [Application Description](#)
2. [Complete your application](#)
3. [Attach the required and conditional documents to your application package](#)
4. [Understand the review process and track your application](#)
5. [Pay your fee\(s\)](#)
6. [Receive your Occupancy Inspection Checklist](#)
7. [Request the necessary inspection\(s\)](#)
8. [Obtain your Certificate of Use](#)

## 1. Description

Any business operating from a commercial location requires an approved Certificate of Use. A Certificate of Use is issued AFTER completion of the Occupancy Inspection Checklist process.

You MAY NOT move into a building/unit until you have been notified by our office that it is permissible to do so, by issuance of a Certificate of Use. The information below will help direct you to the proper procedure and provides important information for completing the Occupancy Inspection process.

To alter or erect a sign – including a tenant panel change – a separate Sign permit is required.

**Need Help?** Contact us @ [occszoning@leegov.com](mailto:occszoning@leegov.com) with your detailed questions.

## 2. Complete the Application

*A complete application package consists of the application and all required supporting documents.*

### A. Paper Application Package

Complete the [paper application](#) and attach all of the required and conditional documents described in this guide. Provide one copy of each required document.

A paper application package may be submitted in person to the Building Department, located at 1500 Monroe St., Fort Myers, FL 33901, or by email [OcCsZoning@leegov.com](mailto:OcCsZoning@leegov.com)

## B. eConnect Application Package (Electronic Submission)

### Register for eConnect

To apply 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 >> Occupancy Inspection Checklist**. Select the radio button and *Continue Application*.

#### 2. Provide the Property Information (\* indicates required fields) to identify the property that the business will occupy. 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

To associate the Applicant and Contact(s) with the 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?
  - Enter the Business Name (associated with the Business License) as the Project Name
- **Brief Description of Services Provided:** Provide enough detail for the reviewer to understand services to be offered and *Continue Application*.
- **Type of Use:**  
(Options: *Charter Boat, Doggie Dining, Executive Suite, Horse Boarding, Hot Dog Stand, Ice Cream Truck, Lunch Wagon, New Occupancy, Plant Nursery, Shared Space -Office, Shared Space-Other, Tenant Change*)
- **Executive Suites:**  
([Click here for a list of applicable options](#))
- **Shared Garbage Container:**  
(Options: *Yes or No*)

- **Landlord:**
- **Landlord Phone #:**
- **Power Required**  
(Options: *FPL, LCEC, No, Yes*)
- **Sanitary System:**  
(Options: *Mastered Approval, N/A, Public Sewer, Septic System*)
- **Water Supply:**  
(Options: *Mastered Approval, N/A, Public Water, Well*)
- **Directions:**  
(Driving Directions from 1500 Monroe St, Fort Myers FL, 33901)

#### 5. Attachments/Documents

- For Electronic Submittals: In the *Attachments* window, *Add* the required and conditional documents. Be sure to click “Save”.
- For Paper Submittals: Provide the completed application 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 application. 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. Site Plan / Plot Plan

Prepare to submit a site plan / plot plan depicting property lines, building location and parking layout. Site plans may be hand drawn.

**Tip:** Review information about the requirements at <http://www.leegov.com/dcd/BldPermitServ/OpenBusn>.

##### 2. Floor Plans

Prepare and **include the existing floor plan** as well as the proposed floor plan. The Floor Plans are for depicting building layout, entrances/exits, location of electrical outlets. Label all rooms/areas within the building with the proposed use. The fire rating of the tenant separation walls, if available, should be identified on the plan.

Floor plans may be hand drawn, but must accurately depict the existing and proposed use of the building/unit.

It is important that you depict any proposed changes on the proposed floor plan, including structural, plumbing, electrical and mechanical (AC) so that we can provide information on any additional permits required. This will ensure that your application process is completed as quickly as possible.

##### 3. Proof or Restroom Facilities

Prepare to show proof of restroom facilities if requesting approval for a plant nursery or a horse boarding stable. This may be in the form of a port-a-let contract or a letter allowing use of facilities in a building located on the property.

## 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 and signatures are provided. 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.

- Applications can be reviewed simultaneously by the required approval agencies. Applicants can use [eConnect](#) at any time to track the progress of the application record, for both Electronic and Paper submittals.

**eConnect Instructions:** Search for your application using *My Records*, the *Global Search* or the *Search Applications* under the *Permitting* menu. Click on the record number for your application to see the Records Status, Conditions and Record Details.

## 5. Pay Your Fee(s)

All payments must be received prior to issuance of the Occupancy Inspection Checklist.

### 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 application using *My Records*, the *Global Search*, or the *Search Applications* under the *Permitting* menu. Click on the record number for your 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*.

## 6. Receive Occupancy Inspection Checklist

Applicants who applied electronically may access their Occupancy Inspection Checklist from [eConnect](#).

**eConnect Instructions:** Search for your application using *My Records*, the *Global Search* or the *Search Applications* under the *Permitting* menu. Click on the record number for your 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 Occupancy Inspection Checklist is issued in person at the Lee County Public Works Building, 1500 Monroe St., Fort Myers, FL 33901 or via email.

## 7. Request Inspection(s)

After application approval and submittal of payment, Lee County will provide an Occupancy Inspection Checklist, which contains the list of required inspections/reviews and the contact information to schedule them.

Any of the following may apply:

- Zoning and Code Enforcement
- Building Inspection
- Fire Inspection
- Garbage Verification
- Septic and Well Verifications
- Power Release

When ready, applicants may request building inspections using the contact information provided on the Occupancy Inspection Checklist.

NOTE: Inspections cannot be scheduled through [eConnect](#), nor can they be scheduled by calling the [Automated Inspection System](#), 239-533-8997.

The Occupancy Inspection Checklist must be onsite during the inspection process.

## 8. Obtain Certificate of Use

After all approvals are received by Lee County, your Certificate of Use will be issued, allowing you to occupy the location and obtain your Business Tax Receipt from the Lee County Tax Collector.

NOTE: You MUST have both a Certificate of Use (or a Certificate of Occupancy if a building permit is required) and a Business Tax Receipt obtained from the Lee County Tax Collector to open your business.

If your business is located within the incorporated boundaries of: City of Bonita Springs, City of Sanibel, Village of Estero, Town of Fort Myers Beach, City of Cape Coral or City of Fort Myers, you may also need to obtain a local business tax receipt from that municipality to open your business.

**Warning: Failure to comply and obtain a Lee County Business Tax Account within accordance of Lee County, Florida Code of Ordinances, Chapter 22 Licenses and Business Regulations, Sec. 22-23 can and will result in penalties/citations being levied.**

Applicants may pull certificate info through [eConnect](#).

**eConnect Instructions:** Search for your application using *My Records*, the *Global Search* or the *Search Applications* under the *Permitting* menu. Click on the record number for your 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.