



City of Tampa
Planning and Development
Accela Citizen Access
Last Revision Date: 1/10/18

Instructions for using Accela Citizen Access

Planning Module

Welcome to the City of Tampa, Planning & Development's Accela Citizen Access Portal (ACA). The portal allows clients to submit new applications, search for information, pay fees, upload documents and check the status of projects. We are pleased to offer our citizens, businesses, and visitors, access to government services, 24 hours a day, 7 days a week.

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Things to know before you start

Where to find the Accela Citizen Access Portal (ACA)?

<https://aca.tampagov.net>

Why should I create an account?

An account must be created to “Create an Application”. It is also used to locate records associated specifically to you.

Please note that an account is not needed for a basic search.

What is a Record?

A record is a process or application. For example, if you are applying for a rezoning, rezoning is the record.

Records included in Phase 1

Planning and Development is implementing Accela in a phased approach. The following planning records are available in ACA.

- Advisory Opinion
- Annexation
- Annual Report
- Binding Letter Review
- CDD Review
- Certification Letter
- Change of Address
- Clearance Letter Review
- Design Exception 1
- Design Exception 2
- Essentially Built-Out Agreement
- Formal Decision
- Methodology Review
- Notice of Proposed Change (NOPC)
- PD-A Incremental Review
- Pre-Application Consultation
- Release of Easement
- Rezoning

- ROW Encroachment
- ROW Vacating
- Sign-Off(ALF, Daycare, HUD)
- Special Use 2
- Subdivision Process
 - Preliminary Plat
 - Infrastructure Construction
 - Model Home – Sales Center
 - Final Plat
- Substantial Change – Site Plan Zoning
- Substantial Change – Special Use
- Variance Review Board

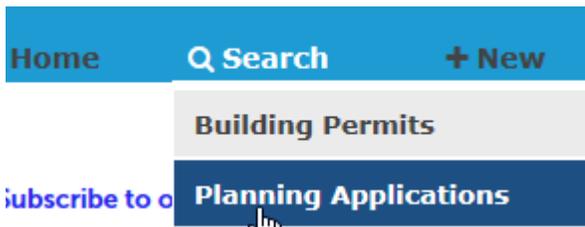
Search for Records Using Global Search

1. To search entire system, use the Search box located on every page. Enter a record ID, address, application name, etc. and the results will be displayed.



Search for Records Using Planning Records Search

1. To search for planning records, click on Search Planning Applications. This search will only return planning records. To search for all records, use the global search feature.



2. Enter Search criteria such as the record type or address. Click on Search.

Search for Records

All search criteria entered must match the record data. If the search criteria is not entered correctly, the record will not be found.

For example, the record number must be entered in the following format, BLD-14-0000001. If you are unsure of the formatting of the data, please use the Record Type drop-down and Start and End dates to search for the record.

To search for an address, enter only the Street No. and Street Name.

The % sign works as a wild card search. For example, if you only know the last part of your record number you can use the % sign. %123456% will return all records with 123456 in the number.

Click on Search once the criteria has been entered or selected.

General Search

General Search

Record Number:

Record Type:

Project Name:

Start Date:



01/05/2017



End Date:



01/05/2018



License Type:

State License Number:

First:

Last:

Name of Business:

Business License #:

Street No.:

Street Name:



Street Type:

Direction:



Unit

No.:



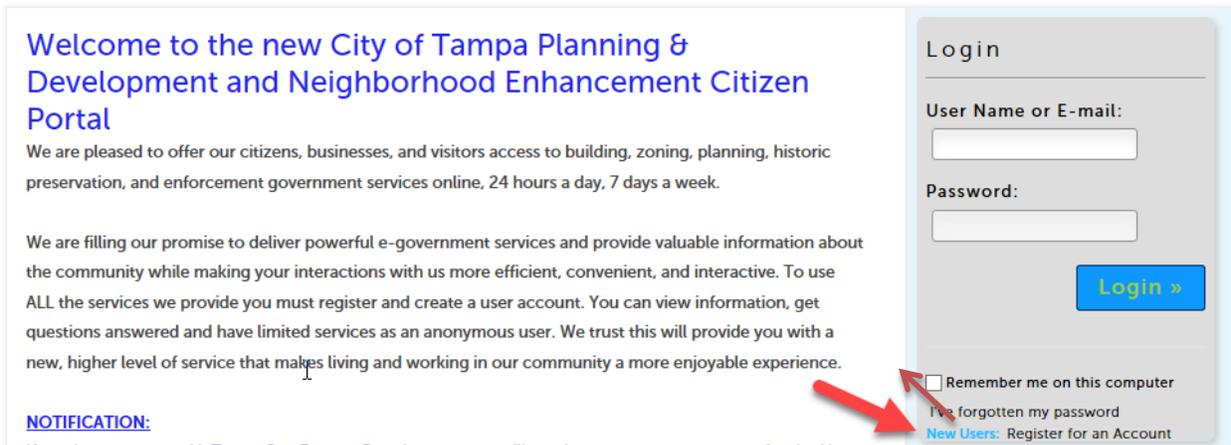
Unit Type:



- The search results will display below the General Search fields.

Create an Account

1. From the home page, click on “New Users: Register for an Account”.



Welcome to the new City of Tampa Planning & Development and Neighborhood Enhancement Citizen Portal

We are pleased to offer our citizens, businesses, and visitors access to building, zoning, planning, historic preservation, and enforcement government services online, 24 hours a day, 7 days a week.

We are filling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

NOTIFICATION:

Login

User Name or E-mail:

Password:

Login »

Remember me on this computer
[I've forgotten my password](#)
[New Users: Register for an Account](#)

2. Read and accept the Conditions & Use for Online Services.

3. Click on “Continue Registration.

Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

Conditions & Use For Online Services

City of Tampa online payment (ecommerce) services are not available during certain hours due to normally scheduled maintenance activities according to the schedule below. If your business transaction has a due date associated with it, it is your responsibility to ensure that your payment is made by that due date. Delays caused by unavailability of any online service DO NOT warrant the reversal of late fees, as payments may also be made by other means, such as postal mail and walk-in during normal business hours.

At present, we accept MasterCard, Visa, Discover, and American Express only. After completing your payment, you will be presented with an online receipt to print for your records. If you provide a valid email address, you will also receive a receipt via email. Your payment will be processed at the close of the current business day, except for weekends, holidays or after 9:00 pm, in which case your payment will be processed at the end of the next business day.

I have read and accepted the above terms.

Continue Registration »

4. Complete the registration fields.
5. Click on “Add New” to add your contact information.
6. Once complete, click on “Continue Registration”.

Account Registration Step 2:
Enter/Confirm Your Account Information

* indicates a required field.

Login Information

User Name: *

E-mail Address: *

Password: *

Type Password Again: *

Enter Security Question: *

Answer: *

Contact Information

Choose how to fill in your contact information.

[Add New](#)

[Continue Registration >](#)

7. The account registration process is complete. You will receive an email confirming the registration.

Logging In and the Dashboard

Once logged in, the dashboard will display. The dashboard is a snapshot of your projects.

Hello,

The dashboard is divided into three main sections. The top-left section, 'Saved in Cart (0)', has a 'View Cart' link and displays the message: 'There are no items in your shopping cart right now.' The top-right section, 'My Collection (2)', has a 'View Collections' link and displays two items: 'test' with 64 records, last updated 01/22/2015, and 'Test2' with 29 records, last updated 12/19/2014. The bottom section, 'Work in progress', has a 'View All Records' link and contains a table with the following data:

Record Name	Record ID	Module	Creation Date	Action
Residential Roof Trade Permit	18TMP-059163	Building	12/12/2017 12:00:00 AM	Resume Application
Commercial Miscellaneous Permit	18TMP-055490	Building	11/13/2017 12:00:00 AM	Resume Application
Building Plan Revision	18TMP-055486	Building	11/13/2017 12:00:00 AM	Resume Application
Commercial New Construction And Additions	18TMP-055200	Building	11/10/2017 12:00:00 AM	Resume Application

- Saved in Cart – displays any records that are in your shopping cart.
- My Collection – displays Collections that you have set up for your account.
- Work in progress – displays your current projects that have not been submitted, “TMP” files. If they do not all appear, click on “View All Records”.

Find My Records

To locate records associated to your account, you will need to log into your ACA account. Once you are logged in, select the Search – Planning Applications and your records will be displayed above the General Search area.

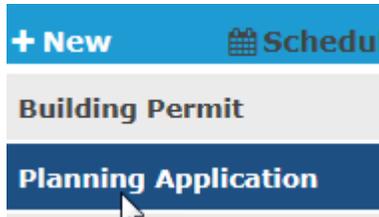
NOTE: If you do not see your records displayed, please contact our office at 813-274-3100 so that we can properly link your records to your account.

Create a New Application

To submit a new planning or building application, you will need to log into your ACA account.

The Application Process

1. Click on "New Planning Application" from the Home tab or the Planning tab.



2. Review and accept the "Conditions & Use for Online Services". Click on "Continue Application".

Online Application

Welcome to the City of Tampa's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

Conditions & Use For Online Services

City of Tampa online payment (ecommerce) services are not available during certain hours due to normally scheduled maintenance activities according to the schedule below. If your business transaction has a due date associated with it, it is your responsibility to ensure that your payment is made by that due date. Delays caused by unavailability of any online service DO NOT warrant the reversal of late fees, as payments may also be made by other means, such as postal mail and walk-in during normal

I have read and accepted the above terms.

[Continue Application >](#)

3. Select a Record Type by performing one of the following options:
 - a. Type in the record type and click on Search.
 - i. In this example, rezoning was entered.

For a step by step guide on submitting historic preservatio

rezoning Search

For a step by step guide on submitting historic pres

rezoning Search

Rezoning

- b. Click the ▶ next to Planning Records and pick from the list.

For a step by step guide on submitting historic preservation applications, please [click here](#).

Search

▶ PLANNING RECORDS

Continue Application »

- 4. Locate the property by searching for the address, parcel or owner.

a. Search by Address

- i. Enter search criteria such as street number and name or folio.

Please note: The format to search by folio is (#####.#####).

- ii. Click on Search.

Address

Please enter criteria for address search then press the "Search" button. Select address from the search results. [Click here to determine if your address is in the City or the County.](#)

To search for an address, enter the street number and street name and click on Search. If you are having trouble locating the address or parcel, please call our Land Development office at 813-274-3100, option 2.

Street No.:	Street Name: *	Street Type:	Direction:
<input type="text" value="1400"/>	<input type="text" value="Boulevard"/>	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>
Unit Type:	Unit No.:		
<input type="text" value="--Select--"/>	<input type="text"/>		
City:	State:	Zip:	
<input type="text"/>	<input type="text" value="--Select--"/>	<input type="text"/>	

iii. The system will display a "Please wait..." message.

The screenshot shows a web interface for a rezoning application. At the top, there is a progress bar with seven steps: Step 1 (selected), Step 2, Step 3, Step 4, Step 5 (Review), Step 6, and Step 7. Below the progress bar, the text reads "Step 1: Step 1 > Address". A note indicates that an asterisk (*) denotes a required field. The main content area is titled "Address" and contains the same search instructions and form as shown in the previous image. A red text message states: "Trouble locating an address? Please call our Land Development office at 813-274-3100, option 2." There is also a link to "Use map to select work location:". At the bottom right of the form area, a "Please wait..." loading message is displayed with a progress indicator.

iv. Once complete, the address, parcel and owner sections will now be populated.

Please call our office at 813-274-3100, option 2 if you have any difficulty locating your address.

v. Click on "Continue Application".

b. Search by Parcel

- i. Enter search criteria such as the parcel number (Parcel ID) and name or folio.

Please note: The format to search by folio is (#####.#####).

- ii. Click on Search.

Use map to select work local

Parcel Number: *

FOLIO: PIN:

Parcel Area: Land Value: Improved Value: Exemption Value:

Legal Description Line 1: Legal Description Line 2:

Legal Description Line 3: Legal Description Line 4:

Search Clear

- iii. The system will display a “Please wait...” message.

Use map to select work local

Number: *

1

PIN:

Area: Land Value: Improved Value: Exemption Value:

escription Line 1: Legal Description Line 2:

escription Line 3: Legal Description Line 4:

Please wait...

- iv. Once complete, the address, parcel and owner sections will now be populated.

Please call our office at 813-274-3100, option 2 if you have any difficulty locating your parcel information.

Once complete, click on “Continue Application”.

c. Search by Owner

- i. Enter search criteria such as the owner name. Use the “%” to perform a wild card search.
- ii. Click on Search.

The screenshot shows a search form titled "Owner". It includes an "Auto-fill with" dropdown menu currently set to "FLORIDA WEST COAST PUBLIC BROADCASTING INC". Below this is the "Owner Name:" field, which contains the text "Florida West%". There are also empty input fields for "Address:", "City:", "State:", "Zip:", and a "Country:" dropdown menu set to "--Select--". At the bottom of the form are two buttons: "Search" and "Clear".

- iii. The system will display a “Please wait...” message.

This screenshot shows the same search form as above, but with a "Please wait..." loading spinner overlay. The spinner is a white box with a blue progress bar and the text "Please wait...". The form fields and buttons are visible in the background but are dimmed.

- iv. Select the owner from the list.

9 search results returned matching your owner.

Click any of the results below to view more details.

Showing 1-9 of 9

Owner	Parcel Number	Address
FLORIDA WEST COAST CHAPTER NATIONAL ELECTRICAL	1829234Q9000005000230A	2101 W Cass St, B, T 33606
FLORIDA WEST COAST CHAPTER NATIONAL ELECTRICAL	1829234Q9000005000230A	2103 W Cass St, B, T 33606
FLORIDA WEST COAST CHAPTER NATIONAL ELECTRICAL	1829234Q9000005000230A	2103 W Cass St, T 33606
FLORIDA WEST COAST CHAPTER NATIONAL ELECTRICAL	1829234Q9000005000230A	2101 W Cass St, T 33606
FLORIDA WEST COAST PUBLIC BROADCASTING INC	1829144PP000001000010A	1400 N Boulevard, T 33607
FLORIDA WEST COAST PUBLIC BROADCASTING INC	203025ZZZ000003044400U	14607 Boyette Rd, H 33569
FLORIDA WEST COAST PUBLIC BROADCASTING INC	203025ZZZ000003044400U	14609 Boyette Rd, H 33569
FLORIDA WEST COAST PUBLIC BROADCASTING INC	203025ZZZ000003045100U	
FLORIDA WEST COAST TROWEL TRADES JATC BLDG CORP	1829083IP000078000010A	4502 W Martin Luther King Blvd, T 33614

- v. Once complete, the address, parcel and owner sections will now be populated.

Once complete, click on "Continue Application".

d. Use the Map

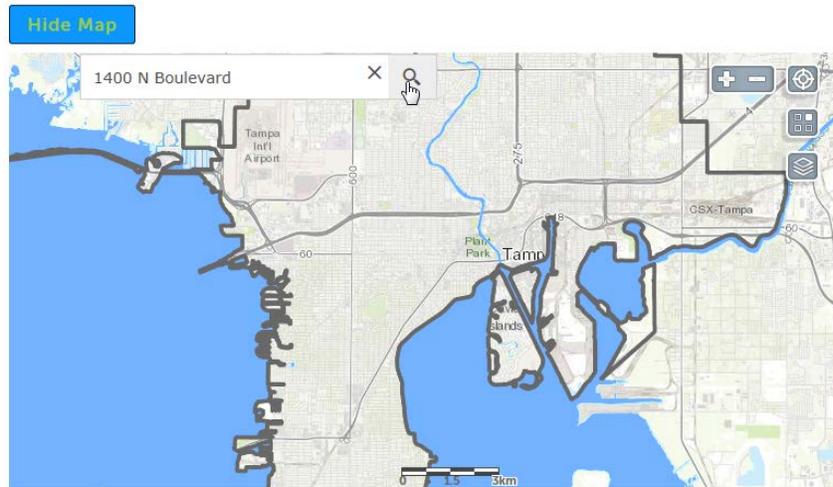
- i. Click "Show Map" to locate using the map.

Step 1: Required Information > Property Information

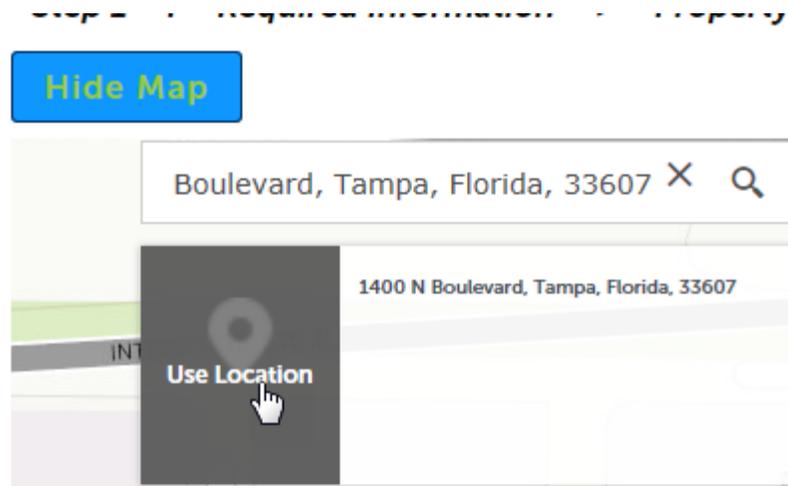


1. Enter the address or parcel and click on the magnifying glass.

Step 1 : Required Information > Property Information



2. Select Use Location to start the record.



5. Enter the applicant information.

a. Select from Account

i. To use the ACA account holder's information or the owner as the applicant, click "Select from Account".

Applicant

To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.



- ii. Select the owner or the associated contact and click Continue.

Select Contact from Account

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Applicant	
<input type="radio"/> Associated Owner		

[Continue](#) [Discard Changes](#)

- b. Add New Contact

- i. To add a new contact as the application, click "Add New".

Applicant

To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

[Select from Account](#) [Add New](#)

- ii. Complete the Contact Information form and click on "Continue".

Contact Information

First: * Middle: Last: *

Name of Business:

Address Line 1: *

Address Line 2:

City: * State: * Zip: *

Work Phone: * Mobile Phone: Home Phone:

Extension: Fax:

E-mail: *

[Continue](#) [Clear](#) [Discard Changes](#)

6. If there is an authorized agent, complete the authorized agent information following the same steps above.
7. If there are additional contacts that need to be added, complete the contact information following the same steps above.
8. If applicable, to select the first licensed professional, click on "Look Up".

Licensed Professional List

TO ADD MULTIPLE LICENSED PROFESSIONALS:

- Click on the "Look Up" button.
- Enter search criteria. Click on the "Look Up" button.
- Select one or more Licensed Professionals by placing a checkmark in the box next to Licensed Professional of interest.
- Click on the "Continue" button.
- Click on the "Look Up" button to add additional Licensed Professionals of a different License Type OR click on the "Continue Application" button to continue with the permit application.



9. Enter search criteria and click on "Look Up".

Look Up License

License Type:	State License Number:	
<input type="text" value="--Select--"/>	<input type="text"/>	
First:	Middle:	Last:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of Business:	Business License #:	
<input type="text"/>	<input type="text"/>	
Address Line 1:		
<input type="text"/>		
City:	State:	Zip:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Home Phone:	Mobile Phone:	Fax:
<input type="text"/>	<input type="text"/>	<input type="text"/>
E-mail		
<input type="text"/>		
<input type="button" value="Look Up"/>	<input type="button" value="Clear"/>	Discard Changes

10. Select the contractor(s) from the list and click on Continue.

Note: You can add multiple licensed professionals at one time by clicking the checkbox next to the selection or you can do multiple look ups if the search criteria is different for each licensed professional.

11. Click on "Continue Application".

12. Complete the Application Specific Information (ASI). These are fields needed by Planning and Development to process your application. The fields correspond to the current Planning and Development applications.

Required fields are marked with a red asterisk. It is important to complete as much information as possible even the non-required fields.

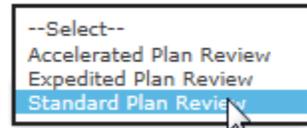
Many records require a notarized application. You will have an opportunity to print an application based on the information entered so it is beneficial to complete as much as possible within the system.

Note: The information will vary depending on the record type selected. Items with a red asterisk are required. It is important to complete as much information as possible even the non-required fields.

- a. The drop-down arrows are no longer visible. Simply click in the field and the options will be displayed.

GENERAL PROJECT INFORMATION

* Review Type:



--Select--
Accelerated Plan Review
Expedited Plan Review
Standard Plan Review

13. Many records have an ASI section called "PREAPPCON". This section should be completed if you have had a pre-application consultation with Planning and Development staff.

PREAPPCON

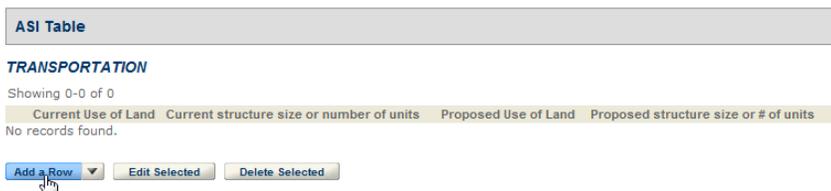
* Pre-App Consult Held: Yes No
Pre-App Consult ID:

14. GIS Attribute information will be available after you submit your record.

15. Some applications include ASI tables. Complete the Application Specific Information (ASI). These are fields needed by Planning and Development to process your application. The fields correspond to the current Planning and Development applications.

Required fields are marked with a red asterisk. It is important to complete as much information as possible even the non-required fields.

ASI tables allow you to enter more than one line of information. To information in an ASI table, click on "Add a Row".



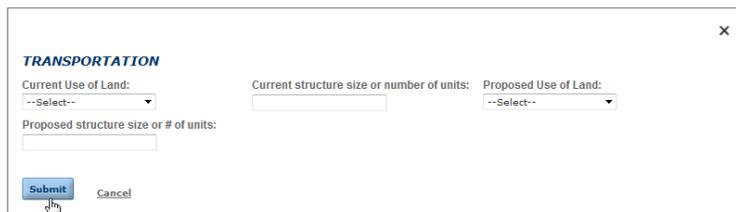
ASI Table

TRANSPORTATION

Showing 0-0 of 0

Current Use of Land	Current structure size or number of units	Proposed Use of Land	Proposed structure size or # of units
No records found.			

16. The ASI table will open. Complete the fields and click on Submit.



TRANSPORTATION

Current Use of Land: Current structure size or number of units: Proposed Use of Land:

Proposed structure size or # of units:

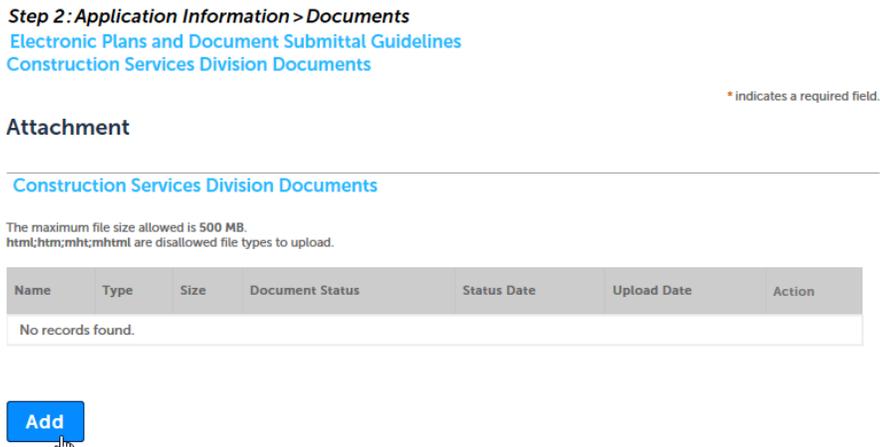
17. If you have additional addresses or parcels for your application, enter them in the "Additional Addresses/Parcels" ASI table.



18. Once all of the ASI tables have been completed, click on "Continue Application".

19. For many records, documentation is required. This documentation can be uploaded through ACA. Each record has information regarding the documentation required.

20. Click on "Add" to upload a document.

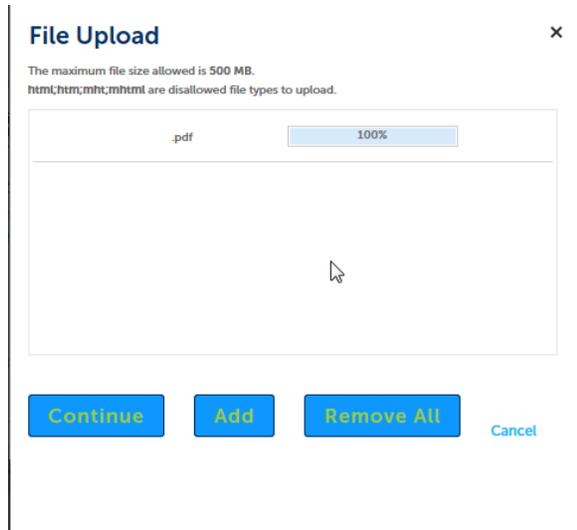


21. Locate the files to be uploaded and select Open. *Please note that 1 or many documents can be uploaded at one time.*

22. The file will upload.

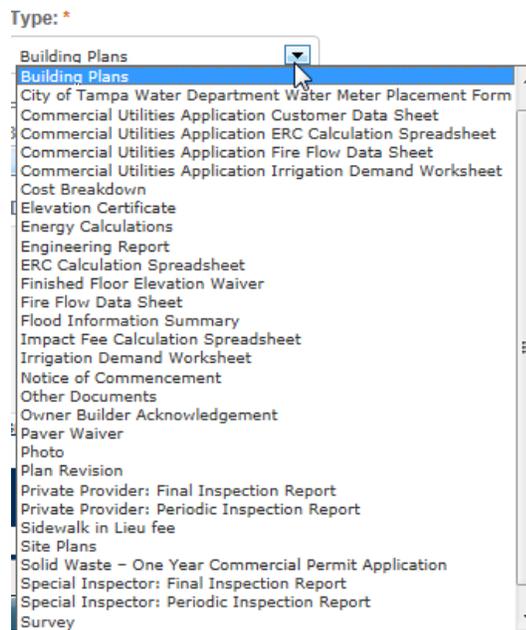
23. Once uploaded, there are three options:

- Continue – This should be used if there are no more documents to upload.
- Add – This should be used to add additional documents.
- Remove All – This should be used if all of the files need to be removed.



24. Complete the information regarding the file.

- a. Click on the Type field drop-down. Select the document type.



Please note this list will vary based on the record type.

- b. Enter a description of the file.

Type: * Remove
 --Select-- File: 100%

Description: *
 [Text Area]

spell check

Save Add Remove All

Continue Application » Save and resume later

Please note, this is the only chance that you have to REMOVE an uploaded file, once you click save, you will not be able to go back and delete it.

Please contact our office if you need to delete a submitted attachment.

c. Click on Save.

Type: * Remove
 --Select-- File: 100%

Description: *
 [Text Area]

spell check

Save Add Remove All

Continue Application » Save and resume later

- 25. After all documents have been uploaded, click on "Continue Application".
- 26. Review the application information. If everything is correct, click on "Continue Application".
 - a. If changes are needed, use the Edit button(s) to make changes.

Address Edit

27. The Pay Fees screen will display the amount due. Click on "Check Out" to pay the fees.

Please note that the application fee is a non-refundable fee and additional fees may be assessed upon staff review of the application.

Any conditions on the record will be displayed.

Application Fees

Fees	Qty.	Amount
Construction Application Fee	1	\$50.00

TOTAL FEES: \$50.00

Note: This does not include additional fees which may be assessed later.

Listed below are conditions that will be applied once you submit your application. Note that these conditions must be resolved or met before your can get approval from the agency.

Conditions

Showing 1-5 of 5

Building - 5 Applied Utilities Utility Application Submittal <i>A Utility Application Must Be Submitted Before The Building Permit Can Be Issued.</i> Required
Water Commitment Required <i>A Water Commitment May Be Required For This Building Project. Upon Review Of The Utility Application, If The Water Department Determines That A Water Commitment Is Required, The Building Permit Will Not Be Issued Until The Water Commitment Is Issued All Related Utility Fees Are Paid.</i> Required
Wastewater Commitment Required <i>A Wastewater Commitment May Be Required For This Building Project. Upon Review Of The Utility Application, If The Wastewater Department Determines That A Wastewater Commitment Is Required, The Building Permit Will Not Be Issued Until The Wastewater Commitment Is Issued All Related Utility Fees Are Paid.</i> Required
Certificate Of Occupancy Hold For Water <i>If It Is Determined By The Water Department That A Water Commitment Is Required For This Building Project, The Certificate Of Occupancy Will Not Be Issued Until All Water Utility Requirements Have Been Satisfied.</i> Required
Certificate Of Occupancy Hold For Wastewater <i>If It Is Determined By The Wastewater Department That A Wastewater Commitment Is Required For This Building Project, The Certificate Of Occupancy Will Not Be Issued Until All Wastewater Utility Requirements Have Been Satisfied.</i> Required



[Check Out »](#) [Continue Shopping »](#)

28. On the checkout screen, click on Checkout.

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

1400 N Boulevard, T 33607

1 Application(s) | \$50.00

Commercial New Construction and Additions
18TMP-000234

Total due: \$50.00

Total amount to be paid: \$50.00

Application fees (where applicable) are non-refundable. Application fees do not include additional fees that may be assessed upon staff review of applications for City services.

If paying with eCheck please ensure to include driver's license and state for personal checks and tax ID for corporate checks.



[Checkout »](#) [Edit Cart »](#) [Continue Shopping »](#)

29. Select the payment type.

Amount to be charged: \$50.00

- Pay with Credit Card
 - Pay with Bank Account
-

[Submit Payment »](#)

30. Verify the payment type:

How would you like to pay?

Card

PAY BY

VISA MasterCard American Express DISCOVER

eCheck

PAY WITH

echeck

31. You will be re-directed to a third party page to complete the transaction. Enter your credit card information or eCheck information and click on Submit Payment.

Billing Information * Required field

First Name *

Last Name *

Address *

City *

Country * United States of America

State/Province * Florida

Zip/Postal Code *

Phone Number

Email *

Your Order

Total amount \$50.00

Payment Details

Card Type *

VISA Visa MasterCard

Amex Discover

Card Number *

Please do not hit the back arrow or close the browser while the payment is processing. If multiple items are in the cart, this process could take some time. The system will return a message once complete or display a message if there is an error.

32. After payment is complete, the Receipt/Record Issuance page will display. Click on Print/View Receipt to view the receipt.

Step 3: Receipt/Record issuance

Receipt

Your application and/or payment has been successfully processed.

[Print/View Receipt](#)

Attaching a Notarized Document

1. Locate the record that requires a notarize document and open it.
2. Select the pre-populated application from the Reports menu.



3. Print the application and have it notarized.
 - a. Scan the document to your PC. See [Upload Documents after Submittal](#) for directions.

Save and Resume Later Option

The Save and Resume option allows you to save your application at any point without losing the data you have entered. It is located at the bottom of each

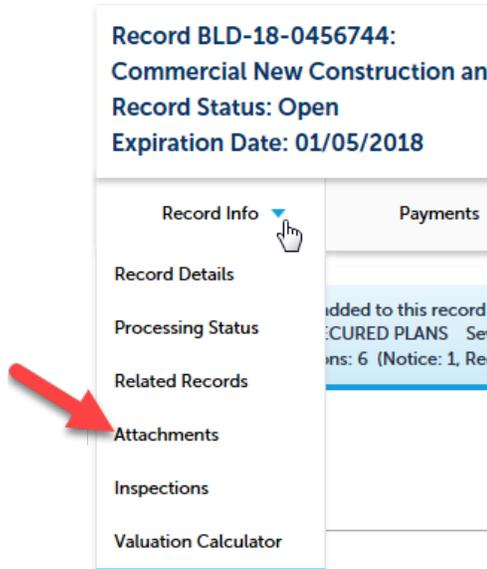
[Save and resume later](#)

page during the application process.

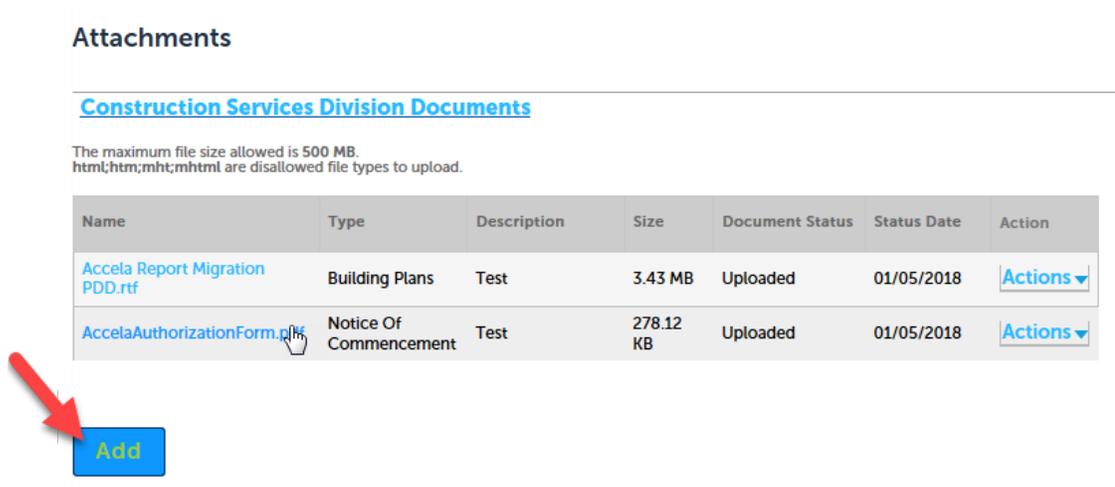
Upload Documents after Submittal

1. [Find the record](#) you wish to attach the document to.

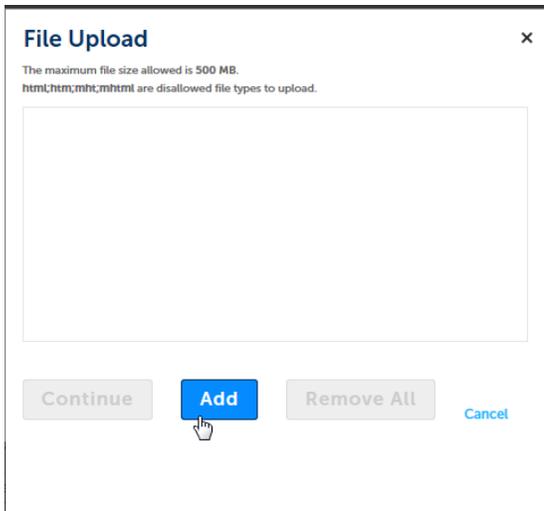
2. Click on the down arrow next to Record Info.
3. Select "Attachments".



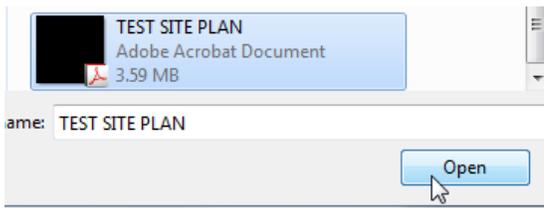
4. Click on "Add" to locate the attachment on your PC.



5. Click "Add".

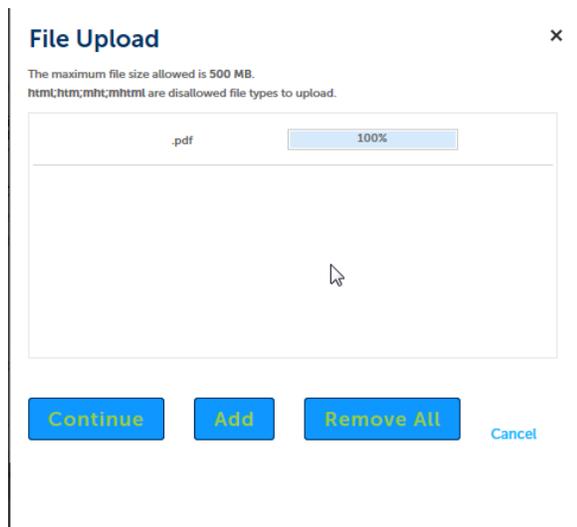


6. Locate the file(s) on your PC, select it, and click on "Open".

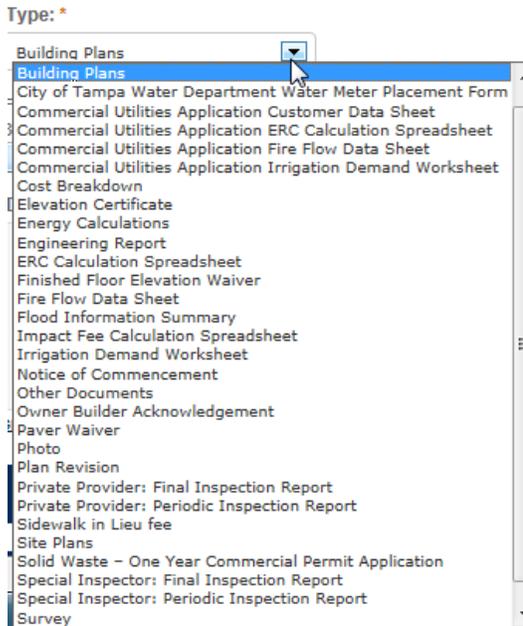


33. Once uploaded, there are three options:

- a. Continue – This should be used if there are no more documents to upload.
- b. Add – This should be used to add additional documents.
- c. Remove All – This should be used if all of the files need to be removed.



7. Select the document type.



Please note that different records have different drop-down selections for the Type field.

8. Enter the description.

A screenshot of a web form. At the top, there are two fields: 'Type:' with a dropdown menu showing '--Select--' and 'File:' with a progress bar at 100%. Below these is a 'Description:' text area. Under the text area is a 'spell check' label. At the bottom of the form are five buttons: 'Save', 'Add', 'Remove All', 'Continue Application »', and 'Save and resume later'. A 'Remove' link is also visible near the top right of the form area.

Please note, this is the only chance that you have to REMOVE an uploaded file, once you click save, you will not be able to go back and delete it.

Please contact our office if you need to delete a submitted attachment.

a. Click on Save.

Type: * Remove
 --Select-- File: 100%

Description: *
 [Empty text area]

spell check

[Save](#) [Add](#) [Remove All](#)

[Continue Application »](#) [Save and resume later](#)

9. Click on Save.

Type: * File: 100%
 Energy Calculations

Description: *
 test

spell check

[Save](#) [Add](#) [Remove All](#)

10. The document will be attached to the record.

Name	Type	Description	Size	Document Status	Status Date	Action
Accela Report Migration PDD.rtf	Building Plans	Test	3.43 MB	Uploaded	01/05/2018	Actions ▼
AccelaAuthorizationForm.pdf	Notice Of Commencement	Test	278.12 KB	Uploaded	01/05/2018	Actions ▼
AccelaAuthorizationForm.pdf	Energy Calculations	Test	278.12 KB	Uploaded	01/05/2018	Actions ▼

[Add](#)

Save for Later – Payment/Remove Option

1. Login to your ACA account.
2. The main screen will show an item pending under Cart (#).
3. Select Cart.



4. Select which application you would like to pay/edit today, by clicking Checkout or Edit Cart.

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

1400 N Boulevard, T 33607
1 Application(s) | \$120.00
▶ Residential Electrical Trade Permit 18TMP-000238 Total due: \$120.00

Total amount to be paid: \$120.00
Application fees (where applicable) are non-refundable. Application fees do not include additional fees that may be assessed upon staff review of applications for City services.
If paying with eCheck please ensure to include driver's license and state for personal checks and tax ID for corporate checks.

[Checkout »](#) [Edit Cart »](#) [Continue Shopping »](#)

5. Select Checkout. ACA will now display the application selected on the Payment Information screen. Click Submit Payment.

Step 2: Payment information

Please select a payment method and then fill in all required information.
The available payment methods are:
•Credit Card

Use the dropdown menu to change the payment type.

* indicates a required field.

Payment Options

Amount to be charged: \$120.00

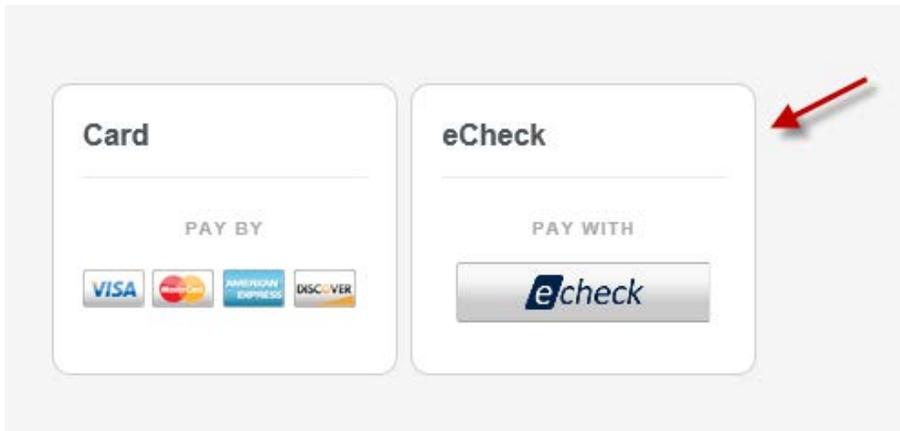
- Pay with Credit Card
 Pay with Bank Account

[Submit Payment »](#)

6. Complete the Payment Process.

Pay with an eCheck

1. Select eCheck during the checkout process.



2. To pay with an eCheck, complete the Billing Information.

Billing Information * Required field

First Name *	<input type="text" value="Jane"/>
Last Name *	<input type="text" value="Doe"/>
Address *	<input type="text" value="1400 North Boulevard"/> <input type="text"/>
City *	<input type="text" value="Tampa"/>
Country *	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="United States of America"/> ▾
State/Province *	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Florida"/> ▾
Zip/Postal Code *	<input type="text" value="33607"/>
Phone Number *	<input type="text" value="813-274-3100"/>
Email *	<input type="text" value="janedoe@tampagov.net"/> x

3. Complete the Payment Details. *See the image below for more information on what information to enter in each field.*

- a. If a personal check is being used, enter the Driver License number and Driver License State. **These fields must be entered.**
- b. If a corporate check is being used, enter the Company Tax ID. **This field must be entered.**

Payment Details 

Routing Number *

Account Number *

Check Number *

Account Type *

Driver License Number

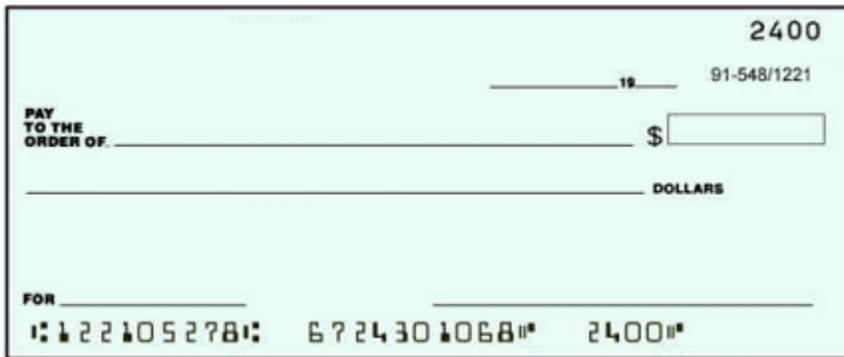
Driver License State

Company Tax ID

By clicking Pay, I agree to the [Electronic Check Terms & Conditions](#)

Cancel

Pay



Routing Number Account Number Check Number

- An Electronic Check ("e-check") payment is deducted from your checking account within three (3) business days.

View a Record

1. Locate the record by using the [Search](#) options.
2. Click the link to open the record.

<input type="checkbox"/>	Date	Record Number	Record Type	Address	Status	Action	Expiration Date	Short Notes
<input type="checkbox"/>	01/05/2018	18TMP-000238	Residential Electrical Trade Permit	1400 N Boulevard, T 33607		Resume Application		
<input type="checkbox"/>	01/05/2018	BLDLP-18-002118	Add Contractor License To A Record		Complete			
<input type="checkbox"/>	01/05/2018	BLD-18-0456744	Commercial New Construction And Additions	1400 N Boulevard, T 33607	In Process		07/04/2018	

3. The record will display.

Record BLD-18-0456744:
Commercial New Construction and Additions
Record Status: In Process
Expiration Date: 07/04/2018

[Add to cart](#)
[Add to collection](#)

Record Info Payments Conditions **6** Custom Component

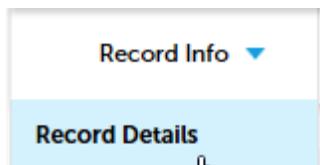
A notice was added to this record on 09/29/2016.
Condition: SECURED PLANS Severity: Notice
Total Conditions: 6 (Notice: 1, Required: 5) [View Condition](#)

Valuation Calculator

Occupancy	Type	Quantity	Unit	Unit Cost	Job Value
No records found.					

Record Info – Record Details

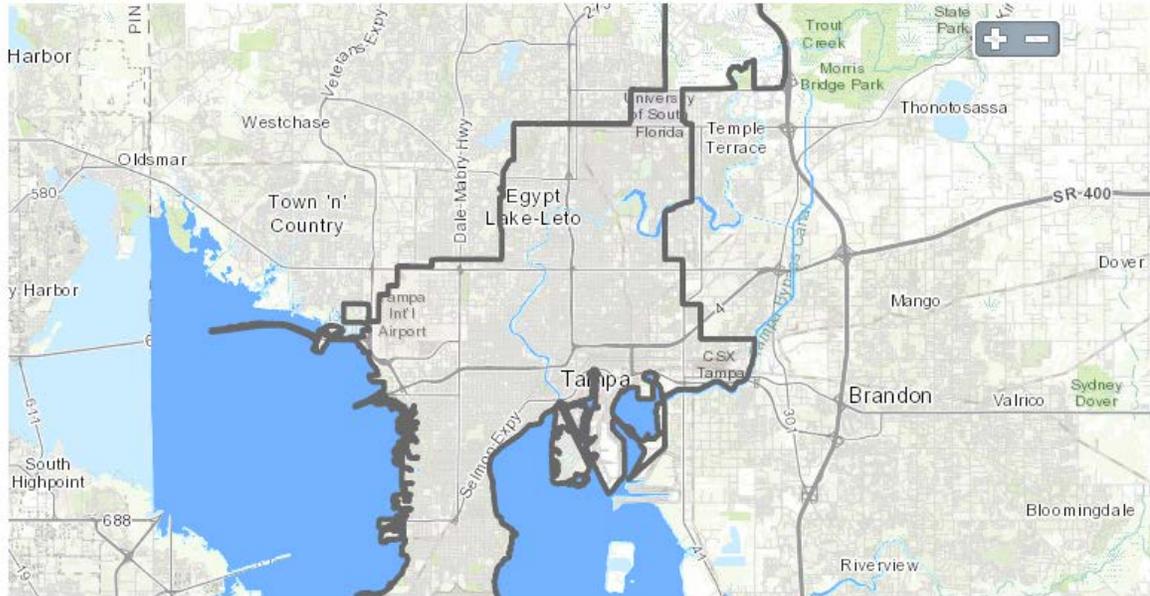
Click on the down arrow next to “Record Info” and select “Record Details” to view the record details.



The work location displays a map of the property location.

Work Location

1400 N Boulevard
T 33607



The Record Details displays the Applicant, Owner and Project Description information.

Record Details

Applicant:

Licensed Professional:

Project Description:

test

Owner:

▼ **More Details**

- Application Information**
- Parcel Information**

[Print/View Summary](#)

Click on the ► next to More Details to see the Application Information and Parcel Information.

Application Information

Click the "+" next to Application Information to display the information.

Application Information

GENERAL PROJECT INFORMATION

Review Type:	Standard Plan Review
Construction Type:	1A - TYPE IA
Occupancy Type:	Accessory
Occupancy Category:	F-1 Factory Industrial-Moderate Hazard

PROJECT DETAILS

New Construction:	Yes
New Construction:	2345
New Construction Type:	Complete Project
Addition:	No
Addition Sq Ft:	0
Job Value:	1111
Number of Buildings:	1
Building Height (Ft):	1
Building Height (Stories):	1
Threshold Building:	No
Work Performed in Right-of-Way?:	No
Number of Bathrooms:	1

DEMOLITION

Does this project include a demolition?:	Yes
Square Footage (AC Heated):	123
Description of Demolition Project:	1

OWNER-BUILDER ACKNOWLEDGEMENT

Please indicate if you are the current owner of the property identified in this application and intend to act as the Contractor for this permit pursuant to the license exemption restrictions of the Florida Contractor Licensing Law, F.S. 489.:	No
--	----

WATER ATTESTATIONS

Do you have existing City of Tampa water services?:	No
---	----

WASTEWATER ATTESTATIONS

a) The applicant is the owner-builder or b) The applicant is acting on behalf of the property owner and has the full legal authority to do so.:	Yes
The stated applicant will protect, defend, indemnify, and hold harmless the City of Tampa from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities arising out of or resulting from the performance of the work or the completed operations provided that any such claims, damage, loss, or expense is attributable to bodily injury, death, or to injury to or destruction of the tangible property including the loss of the use resulting there from.:	Yes
As a condition of the approval of the Wastewater Department, the Developer agrees to locate and cap any and all wastewater service connection at the property line prior to demolition.:	Yes

REQUIRED TRADES

Building:	Yes
Mechanical:	No
Fire:	No
Plumbing:	No
Electrical:	No

Parcel Information

Click the "+" next to Parcel Information to display the parcel information.

Parcel Information

Parcel Number:
1829144PP000001000010A
Land Value:
812545
Exemption Value:
0
FOLIO:
178510.0000
Legal Description Line 2:
That Part Of Lots 1 To 6 Incl And Of Lots 19 To 24
Legal Description Line 4:
At Pt On Laurel St Bdry Of Lot 6, 25 Ft E Of Nw

Parcel Area:
1.47
Improved Value:
43349
PIN:
A-14-29-18-4PP-000001-00001.0
Legal Description Line 1:
Munro's And Clewis's Addition To West Tampa
Legal Description Line 3:
Incl And Of Closed Alley Lying Between Desc As Beg

Record Info – Processing Status

The processing status displays the record's status. This is the best place to check to see the status of your application. Click on the ▶ next Processing Status to display the status.

Processing Status

- ▶ Application Review
- ▶ Traffic Analysis
- ▶ Plans Distribution
- LDC ROW Review
- LDC Solid Waste Review
- Transportation Review
- Natural Resources Review
- Stormwater Review
- Wastewater Review
- Water Review
- Urban Design Review
- Historic Preservation Review
- ARC-BLC Review
- CBD-Channel District Review
- Construction Services Review
- East Tampa Overlay Review
- EPC Review
- FDOT Review
- HART Review
- HC Aviation Authority Review
- HC School District Review
- MacDill AFB Review
- Planning Commission Review
- Tampa Bay Water Review
- TECO Review
- TPD Review
- USF Review
- West Tampa Review
- Westshore DRI Review
- ▶ Zoning Review
- ▶ Plans Coordination
- *▶ DRC Meeting
- Public Hearing Preparation
- Public Notice Verification
- Prepare Staff Report
- City Council Public Hearing
- Post Hearing Documentation
- ▶ Closure

Click on the ▶ next to each process step to see the task details.

Click on the ▶ next to each process step to see the task details.

✔ ▶ **Water Demolition Review**

Due On 01/06/2018, Assigned To TBD
Marked As Approved On 01/05/2018 By |

Record Info – Related Records

If applicable, the Related Records section will display records that have been associated.

Related Records – Attachments

The Attachments section displays all attachments added to the record. The attachments could be added by you or added by City Staff. Click on the ▶ next to the Attachments section to display the record attachments. To add attachments, see [Upload Documents after Submittal](#).

View Attachments

Click on Action to view or delete the attachment.

Print your Permit here. Select the Permit and it will open as a PDF file.

▼ Attachments

A permit applicant may initiate a plan revision only after a permit has been issued. To initiate a plan revision, please upload the revised plans and utilize the "Plan Revision" document type.

The maximum file size allowed is 500 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Description	Size	Document Status	Status Date	Action
NOC Document.pdf	Notice Of Commencement	Notice Of Commencement	819.75 KB	Uploaded	09/05/2014	Actions ▼
434 S Royal Poinciana Ave Addition Layout.pdf	Site Plans	Site Plan - Submittal No. 1	2.92 MB	Routed For Review	09/05/2014	Actions ▼
TAMPA_002_PermitPlacard_20140905_080713.Pdf	Permit		74.11 KB	Uploaded	09/05/2014	Actions ▼

[Add](#)

Record Info – Inspections

Schedule an Inspection

The Inspections section displays all of the inspections scheduled or completed.
You must be logged into your account to schedule an inspection.

Inspections

Upcoming

[Schedule or Request an Inspection](#)

You have not added any inspections.
Click the link above to schedule or request one.

Completed

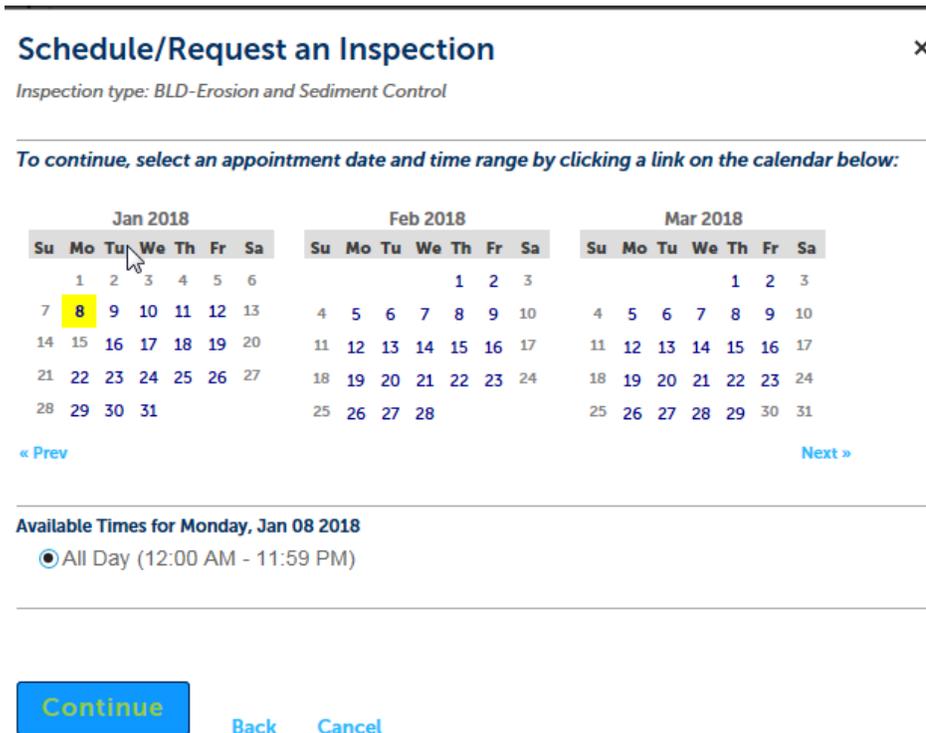
There are no completed inspections on this record.

- To schedule an inspection, select the inspection type from the list provided. **Note:** For New Construction, Additions, Alterations, and Miscellaneous records, you must schedule and have an approved BLD-Pre-Construction Inspection, before the system will allow you to schedule any other inspections.



Please note that the Accela system only has two options: Optional and Required. Since our building records are comprehensive, only the ones that apply to all building records are required. The “optional” wording should be ignored as many required inspections on specific projects are required.

- Select inspection Date and Time.



Below is your scheduled inspection confirmation screen. ACA will automatically select the contact person on the application. In most cases, the contact person on the permit application is not the same person that is on site.

To change the contact information for a specific inspection, select from the existing contact drop down list, or enter a new one under specific another person:

Schedule/Request an Inspection

Inspection type: *BLD-Erosion and Sediment Control*

Location and Contact

Verify whether the location and contact person for the selected inspection are correct.

Location
1400 N Boulevard
T 33607

Contact

Change Contact ▼

Select an existing contact

Specify another person *(for this inspection only)*

First Name * Middle Name Last Name *

Phone Number *

 [Cancel](#)

 [Back](#) [Cancel](#)

Contact information is now updated for this Inspection only. Click Continue.

Schedule/Request an Inspection ✕

Inspection type: BLD-Pre-Construction Inspection

Location and Contact

Verify whether the location and contact person for the selected inspection are correct.

Location
434 S Royal Poinciana Dr
T 33609

Contact
John Doe
8132745555

[Change Contact](#) ▼

Continue [Back](#) [Cancel](#)

Enter any additional notes or instructions for the inspector by clicking on "Include Additional Notes". Enter any additional notes or instructions for the inspector (ex: "please call before inspection", "Third floor, suites 301 thru 305", "Site located behind grocery store", etc). Once the information is entered, click Finish.

Cancel an Inspection

- From the Inspection section, click on the Actions drop-down selection and select "Cancel".

Upcoming (1)

[Schedule or Request an Inspection](#)

Click the link above to schedule or request one.

Scheduled for 01/05/2018 PLB-Gas Rough-In
Inspector: Ron Gilbert

Actions ▼

View Details

Reschedule

Cancel

Completed

There are no completed inspections on this record.

- Confirm the cancellation by clicking on "Cancel Inspection".

Cancel Inspection

Confirm Your Selection

Please confirm the details below and click the Cancel Inspection button to Cancel the inspection.

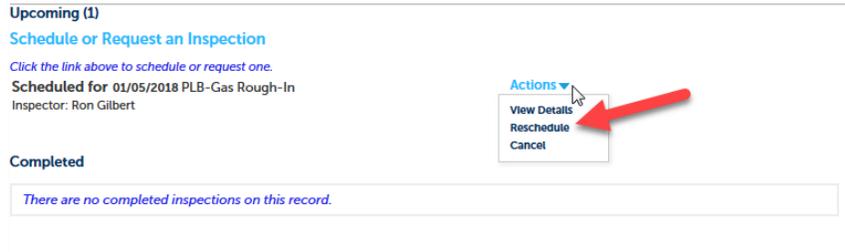
Inspection Type: PLB-Gas Rough-In
Date and Time: 1/5/2018 12:00 AM
Location: 101 Martinique Ave
 T 33606

Contact:

Cancel Inspection [Close](#)

Reschedule an Inspection

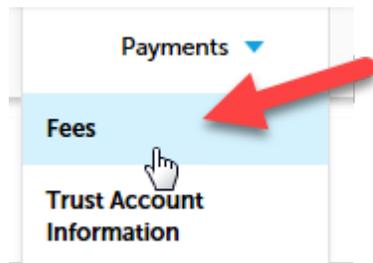
1. From the Inspection section, click on the Actions drop-down selection and select "Reschedule".



2. Select the rescheduled date and complete the scheduling process.

Payments - Fees

The Fees section displays all of the fees paid and fees pending payment. Click on Payments and select "Fees".



Fees

Outstanding:

Date	Invoice Number	Amount	
01/05/2018	415422	\$116.00	Pay Fees

Total outstanding fees: \$116.00

Paid:

Date	Invoice Number	Amount	
01/04/2018	415376	\$116.00	View Details
01/04/2018	415375	\$4.00	View Details

Total paid fees: \$120.00

Click on Pay Fees to pay the fees.

Click on View Details to view, save, and/or print the receipt.

Payments - Trust Account Information

If applicable, the Trust Account Information section will display the trust account information for the record.

View a Receipt

1. [Find the record](#) you wish to review the receipt for.

2. Click on Payment and select Fees to open the section.
3. Click on View Details to open the receipt.

Conditions

4. To view the conditions on the record, click on Conditions.

Delegate Access to another User

1. Log into your ACA account. From the top menu, select “Account Management”.

2. Scroll to the bottom section and click on “Add a Delegate”.

3. 
4. Fill out the information requested, and select “Invite a Delegate”.

Add a Delegate

×

Enter the name and e-mail address of the person to whom you would like to grant delegate access to your account.

Name* E-mail Address*

Set Delegate Permission

Delegates can view records across all categories unless you choose to restrict them to specific categories.

View Records in all categories [\(Change\)](#)

For the following permissions, the available categories are limited to the ones that you have granted the delegate access to view records.

Create Applications in all categories [\(Change\)](#)

Renew Records in all categories [\(Change\)](#)

Amend Records in all categories [\(Change\)](#)

Manage Inspections in all categories [\(Change\)](#)

Manage Documents in all categories [\(Change\)](#)

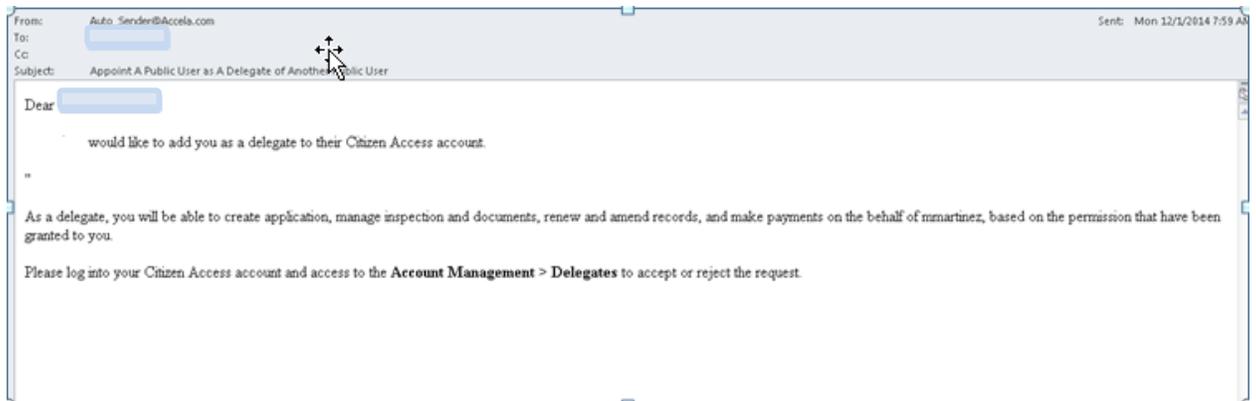
Make Payments in all categories [\(Change\)](#)

Add Personal Note

Enter the words below

Koblenz Hobby

5. The authorized user will receive an invitation via email, similar to the one below.



6. Per the email instructions, the delegate will need to log into his/her ACA account, select Account Management and accept or decline the invitation request.

Delegates

[Add a Delegate](#)

People who can access my account

None

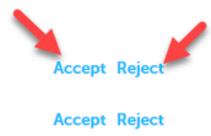
People whose account I can access

[Redacted]

Invitation received on 01/13/2017

[Redacted] (pm)

Invitation received on 12/16/2016



7. Once the delegate accepts, it will be listed in your account.

Delegates

[Add a Delegate](#)

People who can access my account

[Redacted]

Last accessed account on 12/01/2014

[Redacted]

Invitation sent on 11/30/2014

[Add a Delegate](#)

People whose account I can access

None

[Actions](#) ▼

[View Invitation](#)

- c. The system will take you back to the main page, select Collections, you should be able to see a list of Collections records.

logged in as: [Collections \(2\)](#) [Cart \(1\)](#) [Reports \(8\)](#) [Ac](#)

Schedule/Request an Inspection

Confirm Your Selection

Please confirm the details below and click the Finish button to schedule the inspection.

Inspection Type: BLD-Erosion and Sediment Control
Date and Time: 01/08/2018
Location: 1400 N Boulevard
T 33607

Contact:

[Include Additional Notes](#)

Optional Comments or Instructions for your Inspector:

spell check
(Please include an alternate phone number if different from the contact information provided in your application.)

Finish [Back](#) [Cancel](#)

Frequently Asked Questions

1. I started my application in the office and I don't see the record listed in my ACA account.

If you started your application in the office, please call our office to have your record linked to your ACA account. If you have an ACA account and come to our office, please let our staff know so that they link the account the same day.