



**City of Tampa
Planning and Development
Last Revision Date: March 15, 2019**

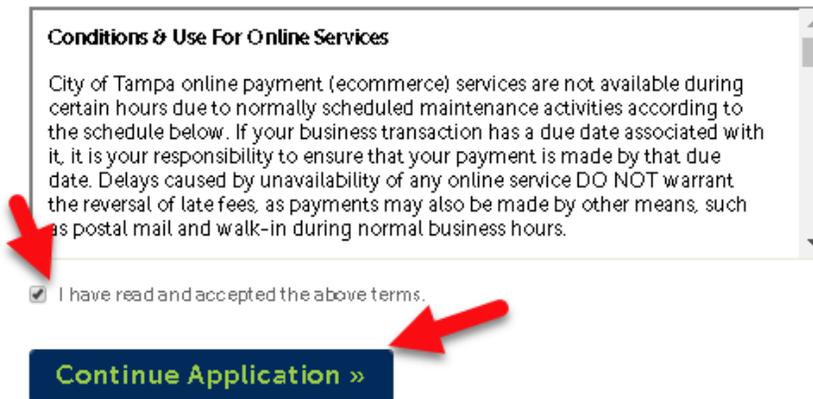
Add Multiple Contacts After Application has been Submitted

- Select "New" Building Permit.



Planning Application

- Read and acknowledge the Conditions & Use For Online Services and click "Continue Application".



- Select "Add Contact to a Building Record" from the Building Records list.



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- ▼ BUILDING RECORDS
- Add Contact to a Building Record
 - Add Contractor License To a Record
 - Building Plan Revision
 - Commercial Annual Facility Permit
 - Commercial Building Alterations (Renovations)
 - Commercial Building Trade Permit
 - Commercial Demolition Permit
 - Commercial Electrical Trade Permit
 - Commercial Fire Trade Permit
 - Commercial Mechanical Trade Permit
 - Commercial Miscellaneous Permit
 - Commercial New Construction and Additions
 - Commercial Plumbing Trade Permit
 - Commercial Roof Trade Permit
 - Commercial Site Trade Permit
 - Commercial Temp Certificate of Occupancy
 - Commercial Utility Application
 - Flood Verification
 - Pre-Application Consultation
 - Preliminary Plan Review
 - Residential Building Alterations (Renovations)
 - Residential Building Trade Permit
 - Residential Demolition Permit
 - Residential Electrical Trade Permit
 - Residential Mechanical Trade Permit
 - Residential Miscellaneous Permit
 - Residential New Construction and Additions (1 and 2 Family)
 - Residential Plumbing Trade Permit
 - Residential Roof Trade Permit
 - Residential Site Trade Permit
 - Residential Temp Certificate of Occupancy
 - Residential Utility Application
 - Tree Consultation
 - Tree Removal and Pruning Permit

Continue Application »

- Click on the “Look Up” button on the Contact List.

Contact List

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 **Look Up**

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
No records found.						

- Enter search criteria to locate the contact. Click on “Look Up”.



**City of Tampa
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Last Revision Date: March 15, 2019**

Look Up Contact

First: Middle: Last:

Name of Business:

Address Line 1:

Address Line 2:

City: State: Zip:

Home Phone: Work Phone: Mobile Phone:

Fax:

E-mail:

[Cancel](#)

- Select the contact and click "Continue".



City of Tampa
Planning and Development
Last Revision Date: March 15, 2019

Look Up Contact

✕

[Revise Search](#)

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 1-6 of 6

First Name	Last Name	Business Name	Contact Type	Work Phone	Fax	E-mail
John	Doe		Architect			AccelaNoReply@Tampagov.Net

Continue

[Discard Changes](#)

- Select the contact type from the drop down list and click "Continue".

Look Up Contact

john doe

*Type:

Contact

Continue

[Discard Changes](#)

- The contact will now be listed on the record.

Contact List

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** **Look Up**

✔ Contact added successfully.

Showing 1-2 of 2

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
John Doe		Contact			AccelaNoReply@Tampagov.Net	Edit Delete

- Repeat the process to add additional contacts.



**City of Tampa
Planning and Development
Last Revision Date: March 15, 2019**

- Enter the record ID and click "Continue Application".

Permit Information

GENERAL INFORMATION

*Record ID:

[Continue Application »](#)

- Review the contacts added and click "Continue Application".

Add Contact to a Building Record

1 Step 1 2 Review

Step 2: Review

[Continue Application »](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Add Contact to a Building Record

Contact List

Showing 1-1 of 1

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
John Doe		Contact			AccelaNoReply@Tampagov.Net	Edit

Permit Information

GENERAL INFORMATION

Record ID:

BLD-19-0460013

[Continue Application »](#)



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Last Revision Date: March 15, 2019**

- The contact(s) have now been added to the record. All contacts on the record will be emailed alerting them of the new contact added. _____

1 Select item to pay	2 Payment information	3 Receipt/Record issuance
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Step 3: Receipt/Record issuance

Receipt

Your application and/or payment has been successfully processed.