



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

**Add multiple contacts to a Building Record during the Submission Process**

- 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](#) [Add New](#) [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”.



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### 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".



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## Look Up Contact x

[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.

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	First Name	Last Name	Business Name	Contact Type	Work Phone	Fax	E-mail
<input checked="" type="radio"/>	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:

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

- The contact will now be listed on the record.



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✔ 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	<a href="#">Edit</a> <a href="#">Delete</a>

- Repeat the process to add additional contacts.