Accela Citizen Access - Monthly Training

Overview:

The City of Tampa Development Services Center is now offering monthly training classes on the Accela Citizen Access web portal - Tampa's online Building Permit and Planning Applications system. The classes will be held on the 3rd Wednesday of each month, alternating class times between day and early evening hours. Class size is limited to 25 attendees. If there is a large demand for a class, additional dates may be added. Each training session will cover topics geared to improve a user's ability to access and maneuver through the system. Attendees will learn how to follow and track permits and applications more efficiently. Attendees may also bring their own laptops to access the system during each class.

Accela 101: Basic Training

Date/Time: September 18, 2019 / 1:30 pm – 3:00 pm

Location: Development Services Center, 1400 North Blvd, 3rd Floor Conference Room

Lead Group: **Construction Services**

Description: This training session will cover topics geared to improve a user's ability to access and maneuver through the system. Topics will include creating and updating your Accela account, the "how-to's" of the Accela application process for a residential "new construction" building permit, adding a licensed contractor, paying fees, digital signature verification, submittal of plans into the digital plan room, submitting plans corrections (issues and slip sheeting plans), appearance of and printing approved plan sets, and how to request inspections in ACA. Attendees will continue to learn how to follow and track permits and applications more efficiently.

Registration: https://www.eventbrite.com/e/city-of-tampa-accela-citizen-access-training-tickets-69954161781

Accela 101: Right-of-Way and Tree Permitting

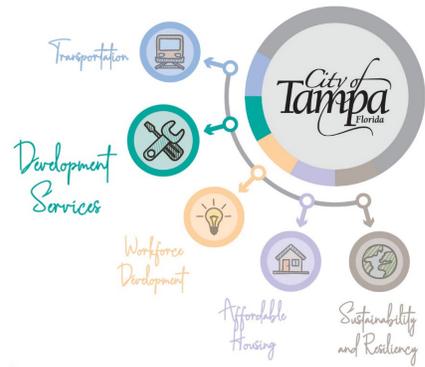Date/Time: October 16, 2019 / 5:30 pm – 7:00 pm

Location: Development Services Center, 1400 North Blvd, 3rd Floor Conference Room

Lead Group: **Planning, Design & Development Coordination – Right-of-Way Permitting/Natural Resources**

Description: This training session will cover topics geared to improve a user's ability to access and maneuver through the system. Topics will include the "how-to's" of the Accela application process for a Right-of-Way Permit, an individual Tree Removal Permit, and scheduling Natural Resources inspections. Attendees will continue to learn how to follow and track permits and applications more efficiently.

Registration: https://www.eventbrite.com/e/city-of-tampa-accela-citizen-access-training-tickets-69955503795

Accela Citizen Access - Monthly Training

Accela 101: Zoning and Urban Design Applications

Date/Time: November 20, 2019 / 1:30 pm – 3:00 pm

Location: Development Services Center, 1400 North Blvd, 3rd Floor Conference Room

Lead Group: **Planning, Design & Development Coordination – Zoning**

Description: This training session will cover topics geared to improve a user's ability to access and maneuver through the system. Topics will include the "how-to's" of the Accela application process for an Alternative Design Exception ("DE-1" and "DE-2"), a Special Use Permit, and an Alcoholic Beverage Sales Permit. Attendees will continue to learn how to follow and track permits and applications more efficiently.

Registration: https://www.eventbrite.com/e/city-of-tampa-accela-citizen-access-training-tickets-69956394459

Accela 101: Basic Training

Date/Time: December 18, 2019 / 5:30 pm – 7:00 pm

Location: Development Services Center, 1400 North Blvd, 3rd Floor Conference Room

Lead Group: **Construction Services**

Description: This training session will cover topics geared to improve a user's ability to access and maneuver through the system. Topics will include creating and updating your Accela account, the "how-to's" of the Accela application process for a residential "new construction" building permit, adding a licensed contractor, paying fees, digital signature verification, submittal of plans into the digital plan room, submitting plans corrections (issues and slip sheeting plans), appearance of and printing approved plan sets, and how to request inspections in ACA. Attendees will continue to learn how to follow and track permits and applications more efficiently.

Registration: https://www.eventbrite.com/e/city-of-tampa-accela-citizen-access-training-tickets-69957495753

Accela 101: Basic Training

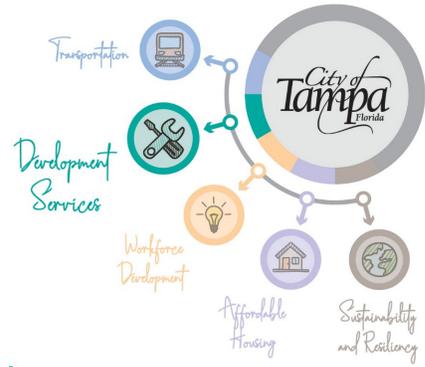Date/Time: January 15, 2020 / 1:30 pm – 3:00 pm

Location: Development Services Center, 1400 North Blvd, 3rd Floor Conference Room

Lead Group: **Construction Services**

Description: This training session will cover topics geared to improve a user's ability to access and maneuver through the system. Topics will include creating and updating your Accela account, the "how-to's" of the Accela application process for a residential "new construction" building permit, adding a licensed contractor, paying fees, digital signature verification, submittal of plans into the digital plan room, submitting plans corrections (issues and slip sheeting plans), appearance of and printing approved plan sets, and how to request inspections in ACA. Attendees will continue to learn how to follow and track permits and applications more efficiently.

Registration: https://www.eventbrite.com/e/city-of-tampa-accela-citizen-access-training-tickets-71849984237

Accela Citizen Access - Monthly Training

Accela 101: Right-of-Way and Tree Permitting

Date/Time: February 19, 2020 / 5:30 pm – 7:00 pm

Location: Development Services Center, 1400 North Blvd, 3rd Floor Conference Room

Lead Group: **Planning, Design & Development Coordination – Right-of-Way Permitting/Natural Resources**

Description: This training session will cover topics geared to improve a user's ability to access and maneuver through the system. Topics will include the "how-to's" of the Accela application process for a Right-of-Way Permit, an individual Tree Removal Permit, and scheduling Natural Resources inspections. Attendees will continue to learn how to follow and track permits and applications more efficiently.

Registration: https://www.eventbrite.com/e/city-of-tampa-accela-citizen-access-training-tickets-71854236957