

The following steps will guide you through the process of requesting an inspection for an active building permit.

STEP 1

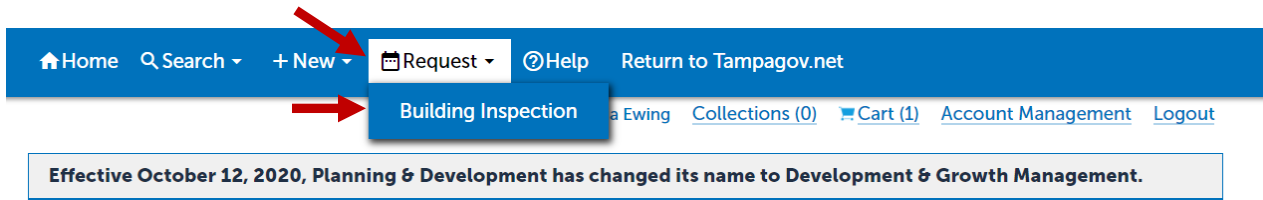
1. Visit our website at aca.tampagov.net and log into your account.

IMPORTANT NOTE
If your job value is \$2,500 or greater (\$7,500 or greater for A/C Change-outs), you will need to upload a RECORDED Notice of Commencement prior to scheduling the first inspection.

2. Choose a METHOD (A or B) to begin scheduling your inspection.
 - A. Using the Request Menu Option
 - B. Directly from Within the Permit Record

METHOD A – Using the Request Menu Option

- A1. Once logged in, click on *REQUEST* and select *BUILDING INSPECTION* from the drop-down menu.



- A2. All the records associated with your Accela (ACA) account will populate on the screen. Select the permit for which you intend to schedule an inspection by clicking on the corresponding blue link. **Skip ahead to STEP # 2 on page 3 to continue.**

▼ Building

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<input type="checkbox"/>	Date	Record Number	Record Type	Address	Status	Action	Expiration Date	Short Notes
<input type="checkbox"/>	10/11/2020	21TMP-028988	Commercial Electrical Trade Permit	1400 N Boulevard, T 33607		Resume Application		
<input type="checkbox"/>	09/06/2020	BLD-20-0474800	Commercial Building Alterations (Renovations)	1400 N Boulevard, T 33607	In Process		03/07/2021	
<input type="checkbox"/>	05/13/2015	BTR-15-0441510	Residential Building Trade Permit	1400 N Boulevard, T 33607	Issued		12/21/2020	
<input type="checkbox"/>	02/13/2015	BLDLP-15-000392	Add Contractor License To a Record		Complete			

METHOD B – Directly from within the Permit Record

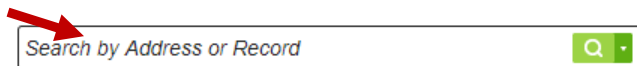
B1. Click on *VIEW ALL RECORDS*.



Record Name	Record ID	Module	Creation Date	Action
Commercial Electrical Trade Permit	21TMP-028988	Building	10/11/2020 12:00:00 AM	Resume Application

- OR -

Type in the complete (XXX-00-0000000) or partial record number. You can also search by address.



HINT
A record number (also referred to as record ID) is the same as the permit number. The terms are used interchangeably.

B2. Once you have located the permit for which you want to schedule an inspection, click on the corresponding blue link.

▼ Building

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<input type="checkbox"/>	Date	Record Number	Record Type	Address	Status	Action	Expiration Date	Short Notes
<input type="checkbox"/>	10/11/2020	21TMP-028988	Commercial Electrical Trade Permit	1400 N Boulevard, T 33607		Resume Application		
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<input type="checkbox"/>	02/13/2015	BLDLP-15-000392	Add Contractor License To a Record		Complete			

B3. Verify that the permit number and address is the one for which you intend to schedule an inspection.

Record **BTR-15-0441510**

Residential Building Trade Permit

Record Status: Issued
Expiration Date: 12/21/2020

Record Info | Payments | Conditions 1 | Custom Component

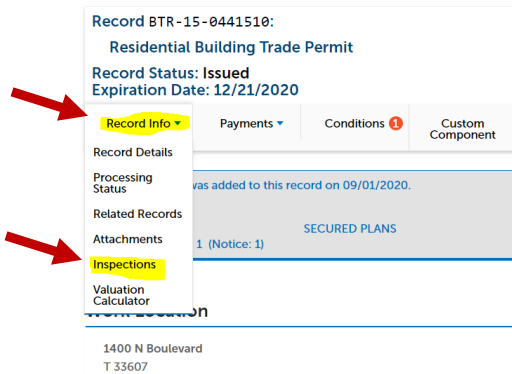
⚠ A notice was added to this record on 09/01/2020.

Condition: SECURED PLANS
Total Conditions: 1 (Notice: 1)

Work Location

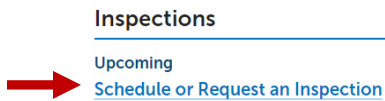
1400 N Boulevard
T 33607

B4. Click on the **RECORD INFO** tab and select the **INSPECTIONS** option.



STEP 2

The screen below will populate. Click on **SCHEDULE OR REQUEST AND INSPECTION**.



1. Select the inspection you wish to schedule and click **CONTINUE**.

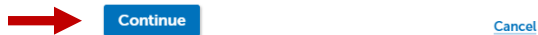
Schedule/Request an Inspection

Available Inspection Types (27)

Show optional inspections [?](#)

- GEN-Consultation (optional)
- GEN-Progress Check (optional)
- ROF-Dry-In (optional)
- ROF-Final (optional)
- BLD-Stucco/Dry-In/Lath (optional)
- BLD-Siding Pre-inspection (optional)
- BLD-Final (required)

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2. Select the date for when you are requesting the inspection.

Schedule/Request an Inspection

Inspection type: BLD-Final

To continue, select an appointment date and time range by clicking a link on the calendar below:

Nov 2020							Dec 2020							Jan 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7		1	2	3	4	5								
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30

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All Day (12:00 AM - 11:45 PM)



Back Cancel

TROUBLESHOOTING

Reasons why an inspection may not schedule:

- NOC has not been uploaded (or was uploaded as incorrect document type)
- Required contractor has not been added to permit
- Contractor's license is not current in our system
- Pre-site inspection has not been scheduled and approved (if applicable)

Call us at (813) 274-3100, Option 1 for assistance.

3. Verify whether location and contact person information are correct. Then click *CONTINUE*.

Schedule/Request an Inspection

Inspection type: BLD-Final

Location and Contact

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

→ Location
1400 N Boulevard
T 33607

→ Contact
TEST TEST
[Change Contact](#) ▾

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

4. Confirm all details, then click *FINISH*. The scheduled inspection will now be listed under Upcoming Inspections.

Inspections

→ Upcoming (1)
[Schedule or Request an Inspection](#)
Click the link above to schedule or request one.

→ Scheduled for 11/23/2020 BLD-Final
Inspector: Jarrett Zitko

NOTE
Current [Inspector Contact Information](#) is available on our website.