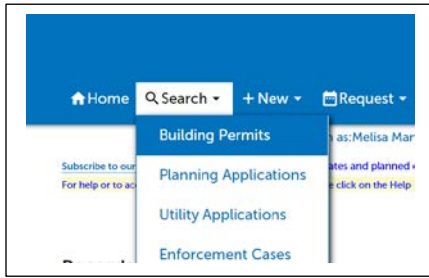
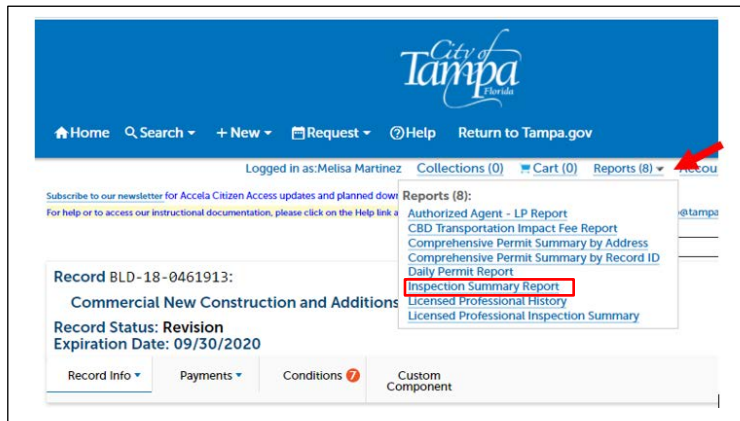


## HOW TO CREATE A PERMIT INSPECTIONS REPORT

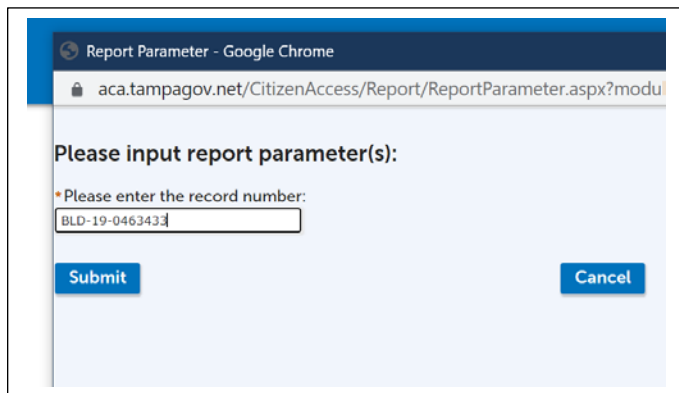
1. Go to Accela Citizens Access portal (<https://aca.tampagov.net/CitizenAccess>)
2. Go to: Search / Building Permits



3. Select **Reports** tab
4. Select Inspections Summary Report from the dropdown list

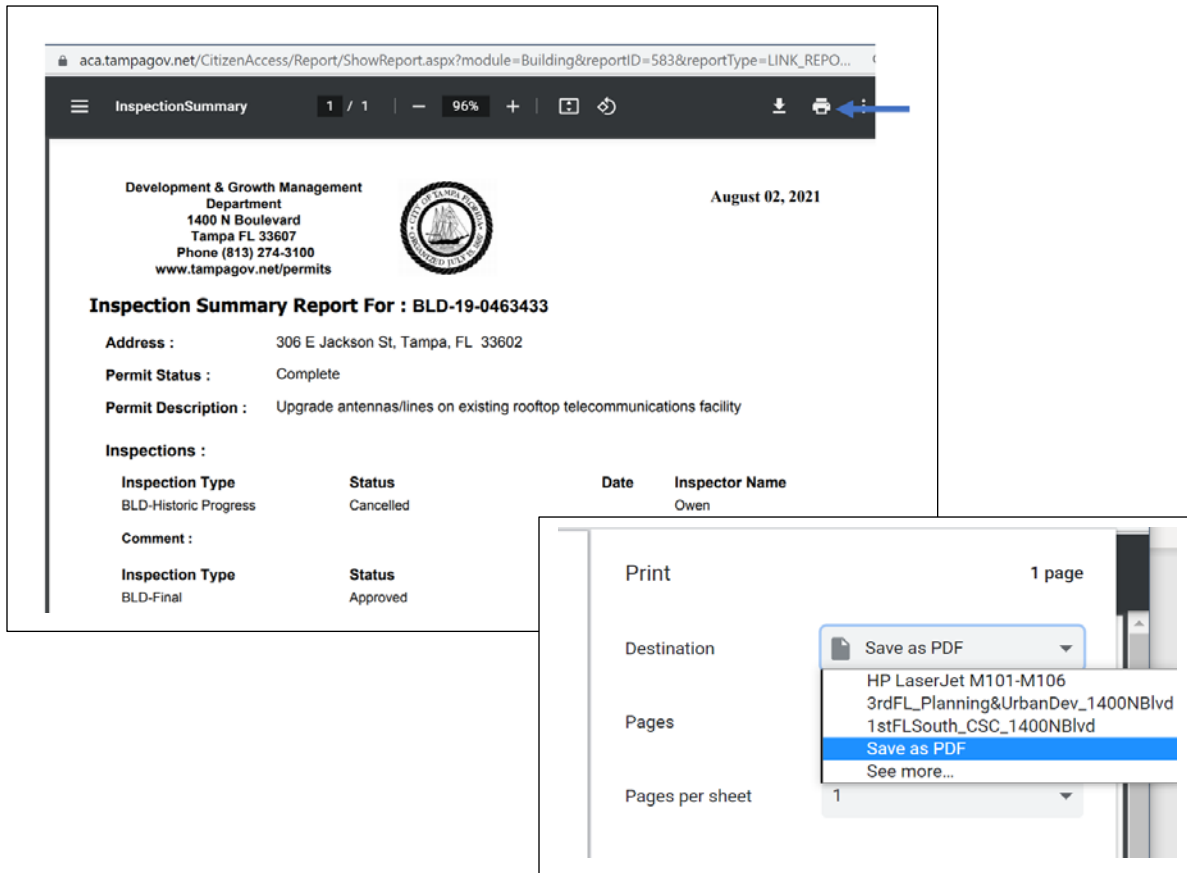


5. Report parameter(s) screen, enter your permit record number then select **Submit**



6. System generates Inspections Report. To download a PDF copy of the report:

- a. Select the printer on the upper right corner
- b. The printers options window in your computer will open, select Save as PDF \*
- c. The system will open a window to your computer drive to save the document.



\*List of printers shown here is a sample.