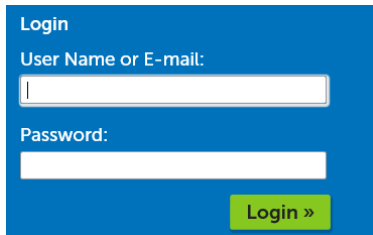


The following steps will guide you through the process of uploading a Private Provider Final Inspection Report.

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

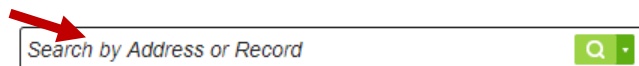


2. Find the permit to which you intend to upload the report with one of the following methods (a or b).
 - a. Click on *VIEW ALL RECORDS*.



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

- b. 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.

3. Once you have located the permit, click on the corresponding blue link.

Records

Showing 1-7 of 7

<input type="checkbox"/>	Date	Record Number	Record Type	Address	Status	Action	Expiration Date	Short Notes
<input type="checkbox"/>	12/22/2020	BLD-21-0474835	Residential New Construction and Additions (1 and 2 Family)	5213 W Neptune Way, T 33609	Issued		06/27/2021	
<input type="checkbox"/>	11/23/2020	BLDLP-21-000001	Add Contractor License To a Record		Complete			
<input type="checkbox"/>	10/26/2020	BLD-21-0474824	Residential Building Alterations (Renovations)	3210 W Dewey St, T 33607	Issued		06/05/2021	
<input type="checkbox"/>	10/11/2020	21TMP-028988	Commercial Electrical Trade Permit	1400 N Boulevard, T 33607		Resume Application		

4. Verify that the permit number and address is the one for which you intend to upload the report.

Record BLD-21-0474835:
Residential New Construction and Additions (1 and 2 Family)
Record Status: Issued
Expiration Date: 06/27/2021

5. Click on the *RECORD INFO* tab and select the *ATTACHMENTS* option.



6. The screen below will populate. Click on *ADD*.

Attachments

[Construction Services Division Documents](#)

The maximum file size allowed is 500 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Description	Size	Document Status	Status Date	Action
No records found.						

Add

7. Click *ADD* again.

File Upload

The maximum file size allowed is 500 MB.
html;htm;mht;mhtml are disallowed file types to upload.

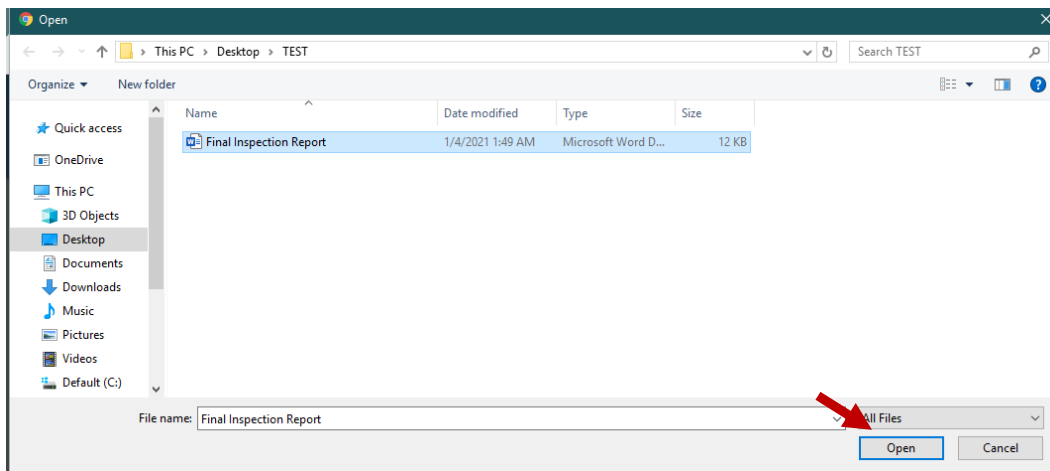
File upload area (empty box).

Continue

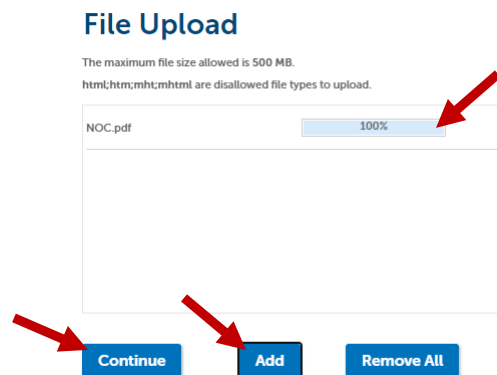
Add

Remove All

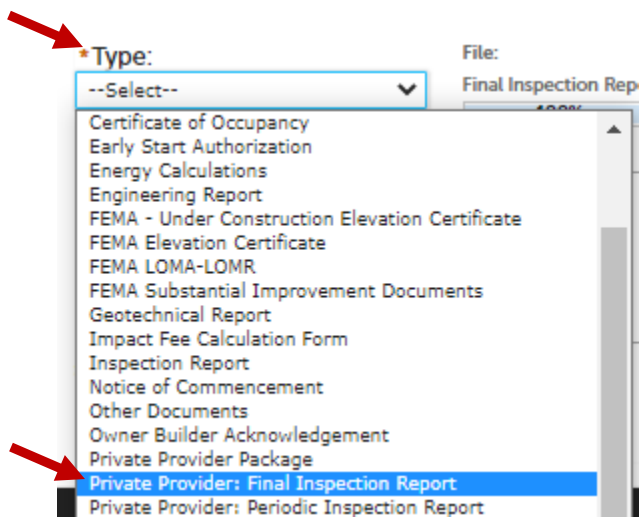
8. Locate the report on your PC and click *OPEN*.



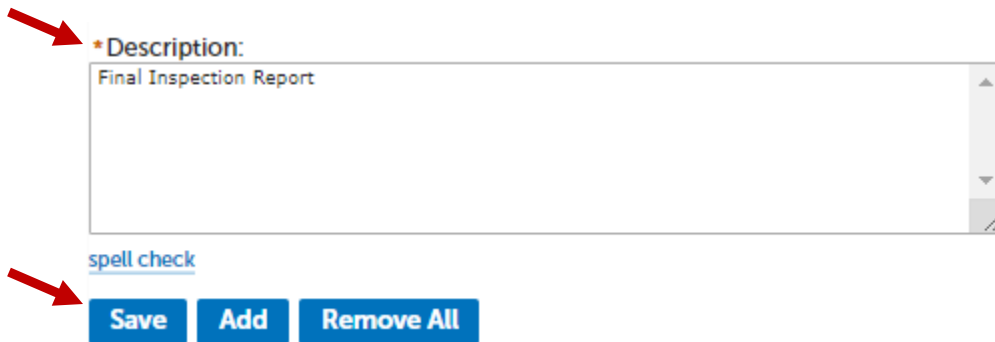
9. Click *ADD*. When upload percentage is at 100%, click *CONTINUE*.



10. Select a document type by clicking on *TYPE* to activate the drop-down menu. Scroll down and click on *PRIVATE PROVIDER: FINAL INSPECTION REPORT*.



11. Add a description (please include relevant inspection dates). Then click **SAVE**.




***Description:**

Final Inspection Report

[spell check](#)

Save **Add** **Remove All**

12. Upon successful completion of these steps, the document will be available under the **ATTACHMENTS**. The system will then auto-generate a task for Inspection Supervisory staff to review the Final Inspection Report.

 **The attachment(s) has/have been successfully uploaded.**
 It may take a few minutes before changes are reflected.

Attachments

[Construction Services Division Documents](#)

The maximum file size allowed is 500 MB.
 html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Description	Size	Document Status	Status Date	Action
TAMPA_002_PermitPlacard_20201023_145058.pdf	Permit		86.40 KB	Uploaded	10/23/2020	Actions ▾
Periodic Inspection Report.docx	Private Provider: Periodic Inspection Report	Inspections 1-4-2021	11.42 KB	Uploaded	01/04/2021	Actions ▾
Final Inspection Report.docx	Private Provider: Final Inspection Report	Final Inspection Report	11.42 KB	Uploaded	01/04/2021	Actions ▾

IMPORTANT NOTE

Be sure to select **FINAL INSPECTION REPORT** as the document type. This is critical to the automation which notifies Inspection Supervisory staff that the report is ready for review. Other designations disrupt the automation.