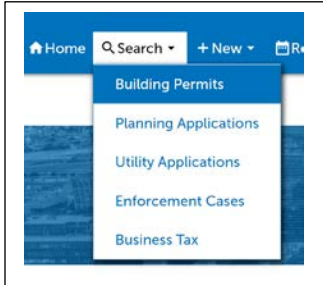
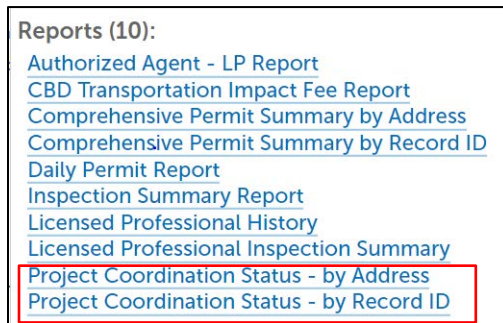


HOW TO CREATE A PROJECT COORDINATION STATUS REPORT (PCSR)

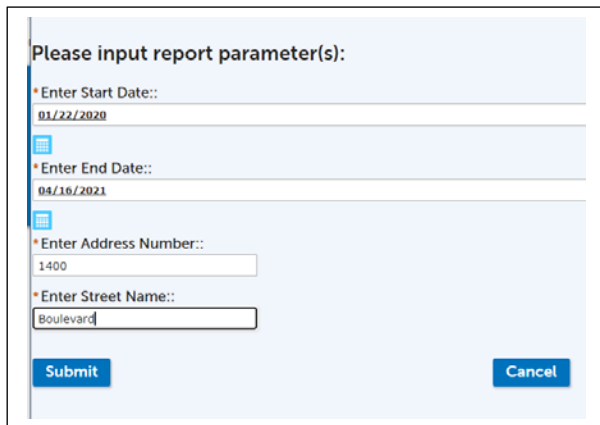
1. Go to ACA: <https://aca.tampagov.net>
2. On the Search drop down menu select: Building Permits



3. On the Reports – dropdown menu select one of the report option:
 - a. Project Coordination Status – by Address (*recommended*)
 - b. Project Coordination Status – by Record ID



SEARCH BY ADDRESS (recommended) – This report provides information on all permits related to your project. For best results, please use the oldest [application date](#).

A screenshot of the report parameter input form. The form is titled 'Please input report parameter(s):' and contains four input fields: 'Enter Start Date::' with the value '01/22/2020', 'Enter End Date::' with the value '04/16/2021', 'Enter Address Number::' with the value '1400', and 'Enter Street Name::' with the value 'Boulevard'. There are 'Submit' and 'Cancel' buttons at the bottom.

HOW TO FIND AN APPLICATION DATE

1. Go to ACA: <https://aca.tampagov.net>
2. Perform an address search.
3. Accela provides a list of records under that address.
4. Application Date is provided under the search results. (click twice on [Date](#) to find oldest record)


Search Results
Your search for '1400 N Boulevard' returned the following results.
Explore by Category:

Records

Showing 1-10 of 100+

Date	Record Number	Record Type	Module	Description
03/31/2021	21TMP-020440	Residential New Construction and Additions (1 and 2 Family)	Building	
03/25/2021	ROW-21-000922	Right of Way Permit Standard	Planning	
03/24/2021	21TMP-018508	Residential Miscellaneous Permit	Building	
03/24/2021	21TMP-018648	Tree Removal and Pruning	Building	

SAMPLE REPORT



Project Coordination Status Report (PCSR)

1400 N Boulevard, 33607

BLD-19-0123456

Description Buildout	Permit Type Commercial Building Alterations (Renovations)	Job Value \$70,000,000	Permit Status Revision	Private Provider? No	Threshold Building? Yes
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Contractor Info	Business Name	Phone Number	License Number
Contractor Name Jane Smith, General Contractor	JS Contractors		CGC 0123456

Open Conditions

Conditions

- 1 Certificate of Occupancy Hold for Wastewater
- 2 Certificate of Occupancy Hold for Water
- 3 Review in Process
- 4 Revision Record Associated to this Project

Final Inspection Completed

Inspection Type	Result Status	Result Date	Result Comment
n/a	n/a	n/a	n/a

Unpaid Fees

Fee Code	Description	Amount	Status	Applied Date
HC-SC-IMP	Hillsborough School Impact Fee	\$474,204.00	Not Paid	11/08/2019
PA-CBUS-DIST	Art Central Business District fee	\$200,000.00	Not Paid	09/16/2019
TR-TR-MMCBD	Trans Multi-Modal Fee - Central Business District	\$70,124.00	Not Paid	11/08/2019
Total Amount Due:		\$744,328.00		

NOTE TO TITLE COMPANIES ABOUT FEES
Florida State Statutes have very stringent regulations in regards to the eligibility of persons able to obtain construction permits. As such, it should never be presumed that sending a payoff check for fees due will resolve permitting issues on a given property. Checks sent to our offices for this purpose will be voided and returned.
BEST PRACTICE: Please verify any pending fees directly with our office by sending an email to CSDHlp@tampagov.net. For

Related Records

Record ID	Record Type	Address	Record Status
BLD-19-046894-REV1	Building, Revision, NA, NA	1011 E Cumberland Ave, 33602	Complete
BLD-19-0489224	Building, Commercial, New Construction and Additions, NA	1011 E Cumberland Ave, 33602	In Process
BLD-20-0470578	Building, Commercial, Miscellaneous, NA	1011 E Cumberland Ave, 33602	Expired
BLD-20-0474180	Building, Commercial, Miscellaneous, NA	1011 E Cumberland Ave, 33602	Revision
DDR-19-0000015	Planning, Design District Review, NA, NA	927 E Finley St, 33602	Complete
DET-19-0000029	Planning, Alternative Design Exception, Alt Design Exception-Transport, NA	927 E Finley St, 33602	Complete
PPR-19-0000045	Building, Preliminary Plan Review, NA, NA	1011 E Cumberland Ave, 33602	Complete
UTL-19-0001411	Building, Commercial, Utilities, NA	1011 E Cumberland Ave, 33602	In Process

REMINDER:

1. Above permit list is provided to assist you with coordinating the project.
2. It is the client's responsibility to make sure Conditions, Fees and Inspections are completed on the permit record in order to obtain Occupancy. Types: Temporary Occupancy (TCO), Partial Certificate of Occupancy (PCO), Certificate of Completion (COO) or Certificate of Occupancy (CO)