



INSPECTIONS

Checklist

The following Inspections must be scheduled and completed:

- Pre-Construction Inspection** - When silt fence, tree barricades, sanitary facilities and approved plans are installed. *No work should begin until City of Tampa Inspectors approve.*
- All required Florida Building Code inspections** through the Accela System.
- All site, driveway/sidewalk and Stormwater drainage/retention “In Progress”** inspections before concealment. City of Tampa Inspectors will perform inspections.

- “Electrical Power Release”** and upload the document indicating that Private Provider has inspected the electrical system and approved the release.

HOW TO UPLOAD IN ACCELA:

1. Log into Accela record
2. Go to the **Record Info Tab - Attachments**. Click **ADD**
3. Hit **ADD** and choose your document to upload. In the title box you will name it **“Electrical Power Release”**
4. Click **Continue**. It will prompt you with a dropdown box, choose other document and click **ADD**. Follow the prompts.

- FEMA Properties:** Schedule an **“Under Construction Elevation Check”** inspection once the under construction elevation certificate has been uploaded to the Accela Record.

HOW TO UPLOAD IN ACCELA:

1. Log into Accela record
2. Go to the **Record Info Tab – Attachments**, click **ADD**
3. Hit **ADD** and choose your document to upload. In the title box you will name it **“Under Construction Elevation Check”**
4. Click **Continue**. It will prompt you with a dropdown box, choose the document that is called **“Under Construction Elevation Check”** and click **ADD**. Follow the prompts.

- All site and building finals** once the project is complete. Upload the Private Provider Final Certificate of Compliance document to the Accela Record.

HOW TO UPLOAD IN ACCELA:

1. Log into Accela record
2. Go to the **Record Info Tab – Attachments**, click **ADD**
3. Hit **ADD** and choose your document to upload. In the title box you will name it **“Private Provider Final Certificate”**
4. Click **Continue**. It will prompt you with a dropdown box, choose **Private Provider Final Certificate** and click **ADD**. Follow the prompts.