

GENERAL INFORMATION

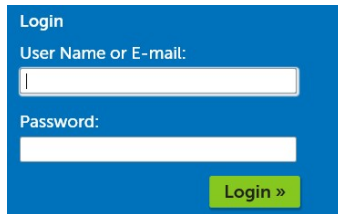
- Only those contacts and licensed professionals already signed onto a building permit may add new contacts.

CONTACT BENEFITS

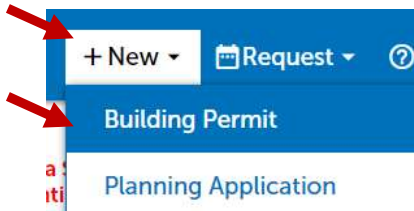
- Access to Plan Room.
- Ability to submit and view plans (including draft formats).
- Access to automated status notifications.

THE FOLLOWING STEPS WILL GUIDE YOU THROUGH THE PROCESS OF ADDING A CONTACT TO A BUILDING PERMIT.

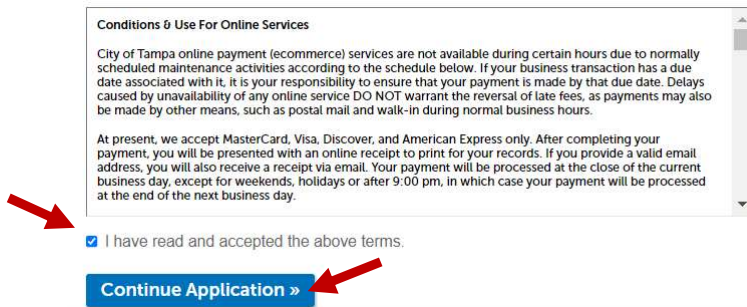
1. Visit the Accela permitting portal at <https://aca.tampagov.net> and log into your account.




2. Once logged in, click on New and select Building Permit from the drop-down menu.



3. Read and accept the Conditions & Use for Online Services.
4. Click on Continue Application.



5. Click on the  next to Building Records to expand the menu and select Add Contact to a Building Record.



Accela Guide

Add Contact to Building Record

6. Click on Continue Application (at bottom of screen).



7. Click on Look Up.

Contact List

To add a new contact, click the Add Contact link. To edit a



Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone
No records found			

8. Contacts can be found by searching via first name, last name, or email address.
 - a. To be found, the contact you are searching for must have an established Accela account.

Look Up Contact

First: Middle: Last:

Name of Business:

Address Line 1:

Address Line 2:

City: State: Zip:

Home Phone: Work Phone: Mobile Phone:

Fax:

E-mail:

9. Select contact type from the drop-down menu, then click Continue.



Accela Guide

Add Contact to Building Record

10. Enter the permit record number into the Record ID box, then click Continue Application.

✓ Contact added successfully.

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Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail
Alicia Rodriguez		Contact	8132743100		alicia.rodriguez@tampagov.net

Permit Information

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*Record ID:

BLD-21-0478738 X

→ [Continue Application »](#)

11. The message below will confirm that contact has been added to permit record.

- IMPORTANT NOTE: Please disregard BLDLP number; it is only a tracking ID to document the addition of a contact. It is not a permit number!

Step 3 : Receipt/Record issuance

Receipt

✓ Your application and/or payment has been successfully processed.

[Print/View Summary](#)

No Address

BLDLP-21-001177

[Print/View Summary](#)