

## GENERAL INFORMATION

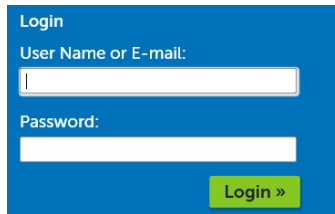
- Only those contacts and licensed professionals already signed onto a record may add a new license.

## CONTRACTOR BENEFITS

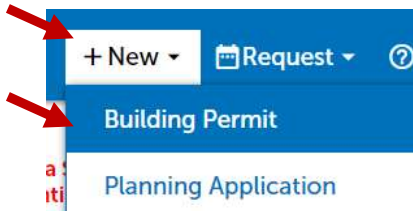
- Access to Plan Room.
- Ability to submit and view plans (including draft formats).
- Access to automated status notifications.

## THE FOLLOWING STEPS WILL GUIDE YOU THROUGH THE PROCESS OF ADDING A CONTRACTOR LICENSE TO A RECORD.

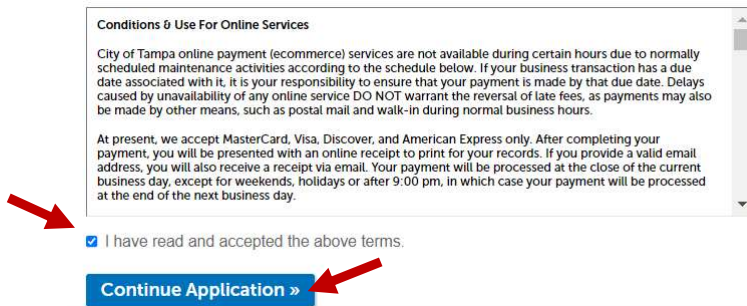
1. Visit the Accela permitting portal at <https://aca.tampagov.net> and log into your account.




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 Contractor License to a Record.



# Accela Guide

## Add Contractor License to Record

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



7. Click on Look Up.

### Step 1 : Required Information

#### Licensed Professional List

**TO ADD MULTIPLE LICENSED PROFESSIONALS:**

- Click on the "Look Up" button.
- Enter search criteria. Click on the "Look Up" button.
- Select one or more Licensed Professionals by placing a checkmark in the box next
- Click on the "Continue" button.
- Click on the "Look Up" button to add additional Licensed Professionals of a different type. To continue with the permit application, click on the "Continue Application" button.



Showing 0-0 of 0

License Type	License Number	Contact Name	Bi
No records found.			

8. Enter only the contractor's license number in the State License Number field; then click on Look Up.  
a. To be found, the contractor's license/insurance must be current and registered with the City.

#### Look Up License

License Type:

State License Number:

First:  Middle:  Last:

Name of Business:  Business License #:

Address Line 1:

City:  State:  Zip:

Home Phone:  Mobile Phone:  Fax:

E-mail:

Discard Changes

# Accela Guide

## Add Contractor License to Record

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

**Look Up**

Showing 1-1 of 1

License Type	License Number	Contact Name	Business Name
Electrical Contractor	<a href="#">TST111213</a>	Alicia Rodriguez	ELECTRIC INC.

### Application Information

#### GENERAL INFORMATION


\*Record ID:

**Continue Application »**

10. The message below will confirm that license has been added to permit record.  
a. IMPORTANT NOTE: Please disregard BLDLP number; it is only a tracking ID to document the addition of a license. 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](#)