

### GENERAL PUBLIC RECORDS

You do **not** need to have an Accela account or be logged in to search for general public records.

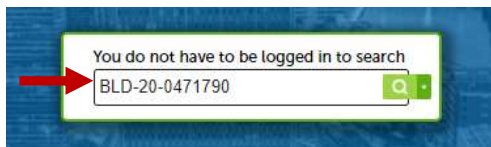
### PUBLIC RECORD EXEMPTIONS

Records exempted under per F.S. 119.071 are not available to the public. Such files are designated as secure. To view secure files, you must be an authorized contact for the referenced permit and logged into your Accela account.

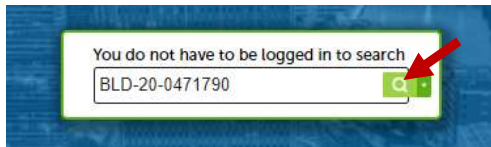
The following steps will guide you through two ways of finding a permit by address.

### METHOD 1 – SEARCHING WITH A COMPLETE RECORD NUMBER

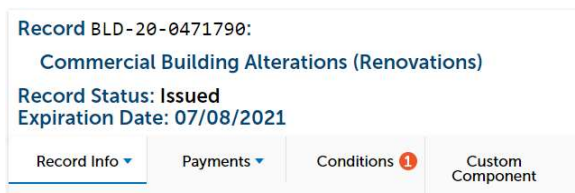
1. Visit the Accela permitting portal at <https://aca.tampagov.net>.
2. On the Home screen, click into the Search Bar and type in the complete record number (XXX-00-0000000). In the example below, we used BLD-20-0471790.



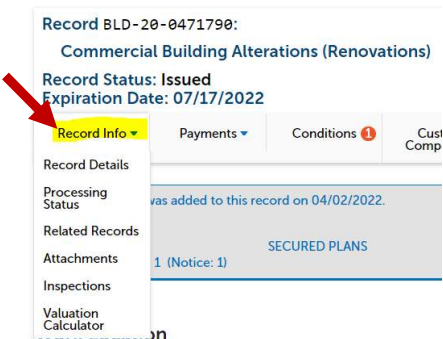
3. Click on the  (or hit enter on the keyboard) to begin the search.



4. The permit information will populate the screen.



5. Click on the Record Info tab to select the item(s) you wish to review.

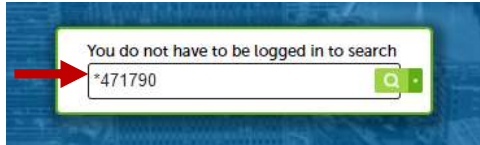


# Accela Guide

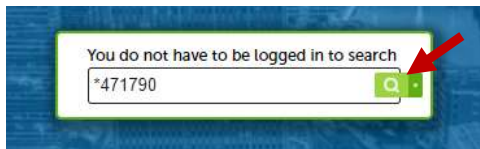
## Search for Permits by Record Number

### METHOD 2 – SEARCHING WITH A PARTIAL RECORD NUMBER

1. Visit the Accela permitting portal at <https://aca.tampagov.net>.
2. On the Home screen, click into the Search Bar, add an asterisk "\*" and then type in the portion of the record number available to you. In the example below, we used \*471790.



3. Click on the  (or hit enter on the keyboard) to begin the search.



The results will include all permit records that contain the numbers you have entered. (For example, \*471790 will return the results in the screenshot below.) Click on the blue link that corresponds to the permit you wish to review.

**Search Results**

Your search for **\*471790** returned the following results.

Explore by Category: [Records\(2\)](#)

**Records** All Records

Showing 1 - 2 of 2

Date	Record Number	Record Type	Module	Description	Project Name	Status
12/30/2019	<a href="#">BLD-20-0471790</a>	Commercial Building Alterations (Renovations)	Building		SECURE: 1st Floor Office Remodel	Issued
08/03/2017	<a href="#">BTR-17-0471790</a>	Residential Electrical Trade Permit	Building		electrical	Complete

4. The permit information will populate the screen.

**Record BLD-20-0471790:**

**Commercial Building Alterations (Renovations)**

**Record Status: Issued**  
**Expiration Date: 07/08/2021**

[Record Info](#) [Payments](#) [Conditions 1](#) [Custom Component](#)

5. Click on the Record Info tab to select the item(s) you wish to review.

**Record BLD-20-0471790:**

**Commercial Building Alterations (Renovations)**

**Record Status: Issued**  
**Expiration Date: 07/17/2022**

[Record Info](#) [Payments](#) [Conditions 1](#) [Cust Comp](#)

**Record Details**

**Processing Status** [was added to this record on 04/02/2022.](#)

**Related Records** [SECURED PLANS](#)

**Attachments** [1 \(Notice: 1\)](#)

**Inspections**

**Valuation Calculator**