



Accela Guide Upload Notice of Commencement

Updated 12.20.22

GENERAL INFORMATION

- A [Notice of Commencement](#) (NOC) must be recorded with the [Clerk of Court](#) prior to uploading to the permit.
- You must be logged into your Accela account to upload the NOC.
- Using this self-serve process will immediately release the NOC hold on your project.

THE FOLLOWING STEPS WILL GUIDE YOU THROUGH THE PROCESS OF UPLOADING A NOTICE OF COMMENCEMENT.

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

Login
User Name or E-mail:
[Input Field]
Password:
[Input Field]
Login »

2. Find the permit to which you intend to upload the document with one of the following methods (a or b).
 - a. Type a complete record number (XXX-00-0000000) into the search field. For example, BLD-22-0485532.

BLD-22-0485532 [Search]

- b. Type an asterisk with a partial record number into the search field. For example, *0485532.

*0485532 [Search]

3. Once you have located the record, click on the corresponding blue link.

<input type="checkbox"/>	Date	Record Number	Record Type	Address	Status
<input type="checkbox"/>	10/14/2021	BLD-22-0485537	Residential Miscellaneous Permit	6221 Bayshore Blvd, T 33611	In Process
<input type="checkbox"/>	10/14/2021	BLD-22-0485536	Residential Miscellaneous Permit	1400 N Boulevard, T 33607	In Process
<input type="checkbox"/>	10/11/2021	BLD-22-0485532	Residential Miscellaneous Permit	1400 N Boulevard, T 33607	In Process

4. Verify that the record number and address is the one for which you intend to upload the document.

Record BLD-22-0485532:
Residential Miscellaneous Permit
Record Status: In Process
Expiration Date: 04/10/2022

Work Location
1400 N Boulevard
T 33607

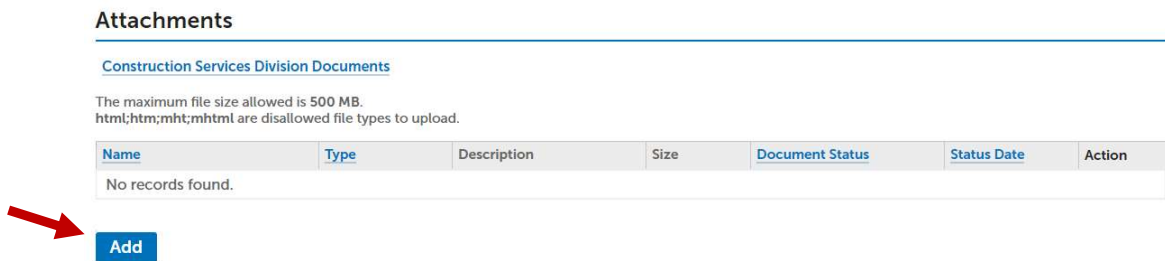
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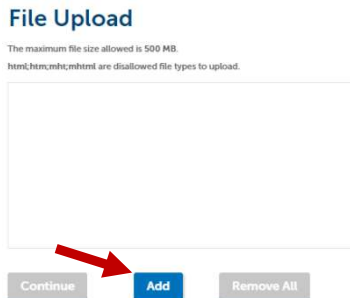
5. Click on the Record Info tab and select the Attachments option.



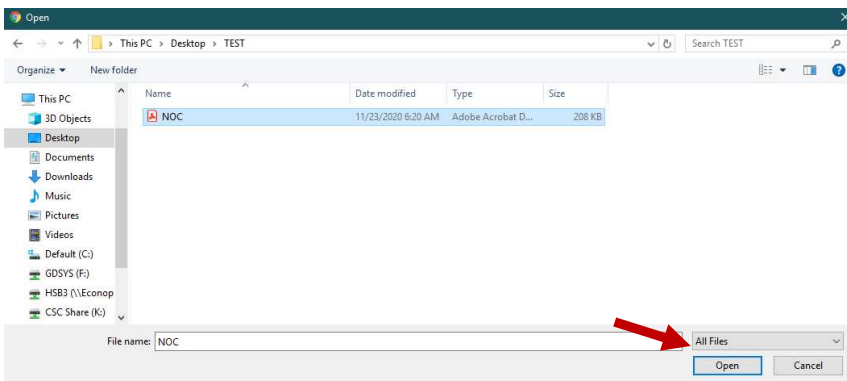
6. The screen below will populate. Click on Add.



7. Click Add again.



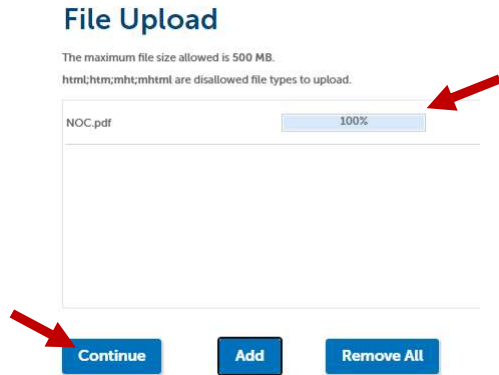
8. Locate the document on your PC and click Open.



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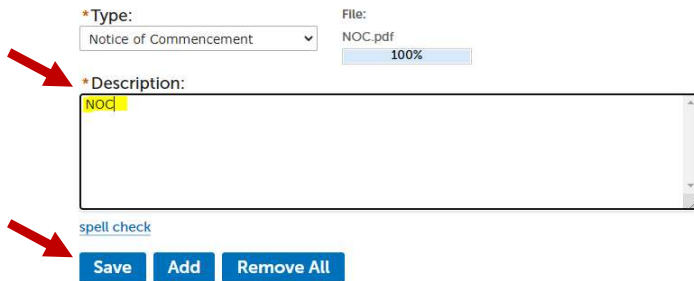
9. When upload percentage is at 100%, click Continue.



10. Select document type by clicking on Type to activate the drop-down menu. Scroll down and click on Notice of Commencement.



11. Add a description, then click Save.



12. Upon successful completion of these steps, the document will be available under the Attachments tab.

Attachments

Construction Services Division Documents

The maximum file size allowed is 500 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Description	Size	Document Status	Status Date	Action
NOC.pdf	Notice of Commencement	NOC	207.54 KB	Uploaded	11/23/2020	Actions ▾

[Add](#)

13. The project NOC hold is immediately released so long as the document type "Notice of Commencement" is utilized.