



# Accela Guide Upload Owner-Builder Acknowledgement Form

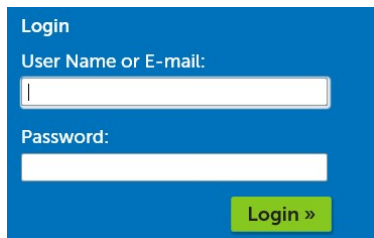
Updated 12.20.22

## GENERAL INFORMATION

- You must be logged into your Accela account to process an [Owner-Builder Acknowledgement Form](#).
- Using this self-service will automatically notify staff that your document is ready for review.

## THE FOLLOWING STEPS WILL GUIDE YOU THROUGH THE PROCESS OF UPLOADING AN OWNER-BUILDER ACKNOWLEDGEMENT FORM.

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



Login

User Name or E-mail:

Password:

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

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

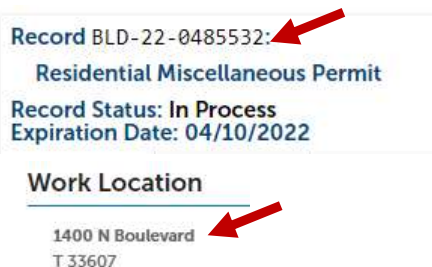


\*0485532

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	<a href="#">BLD-22-0485537</a>	Residential Miscellaneous Permit	6221 Bayshore Blvd, T 33611	In Process
<input type="checkbox"/>	10/14/2021	<a href="#">BLD-22-0485536</a>	Residential Miscellaneous Permit	1400 N Boulevard, T 33607	In Process
<input type="checkbox"/>	10/11/2021	<a href="#">BLD-22-0485532</a>	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

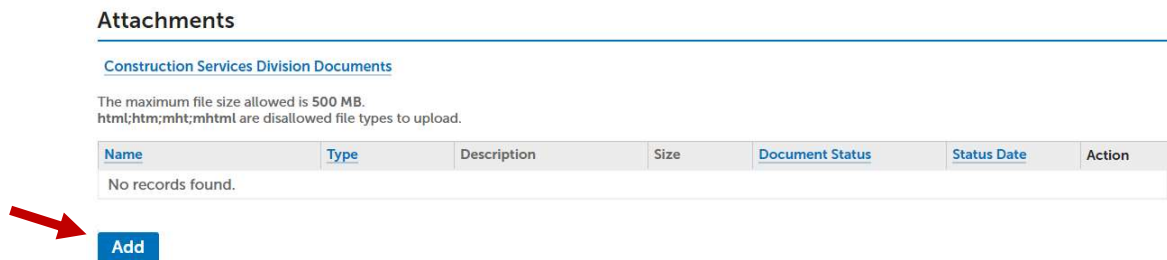
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## Upload Owner-Builder Acknowledgement Form

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



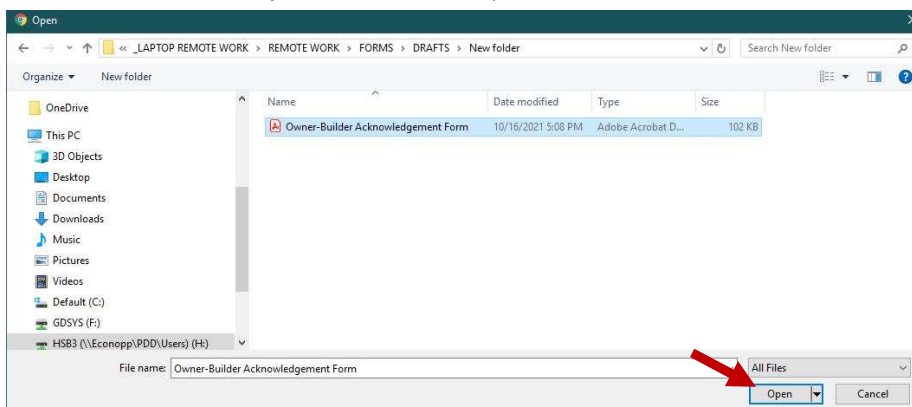
6. The screen below will populate. Click on Add.



7. Click Add again.



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



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## Upload Owner-Builder Acknowledgement Form

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

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

Owner-Builder Acknowledgement 100%

[Continue](#) [Add](#) [Remove All](#)

10. Select document type by clicking on Type to activate the drop-down menu. Scroll down and click on Owner Builder Acknowledgement.

**Type:**  
--Select--  
--Select--  
Asbestos Certification  
Cancellation Letter  
Engineering Report  
Notice of Commencement  
Other Documents  
**Owner Builder Acknowledgement**  
Roof Mitigation Form  
Secured Plans  
Uniform Notice of a Low-Voltage Project

File:  
Owner-Builder Acknowledgement  
Form.pdf  
100%

11. Add a description, then click Save.

**Description:**  
Signed Owner-Builder Acknowledgement Form

[spell check](#)

[Save](#) [Add](#) [Remove All](#)

[Continue Application »](#)

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

**Attachment**

[Construction Services Division Documents](#)

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

Name	Type	Size	Document Status	Status Date	Upload Date	Action
<a href="#">Owner-Builder Acknowledgement Form.pdf</a>	Owner Builder Acknowledgement	101.70 KB	Uploaded	10/16/2021	10/16/2021	<a href="#">Actions</a>

13. Staff receives notification that document was uploaded and will review the form within 3-5 business days.