



Accela Guide Upload Private Provider Final Inspection Report

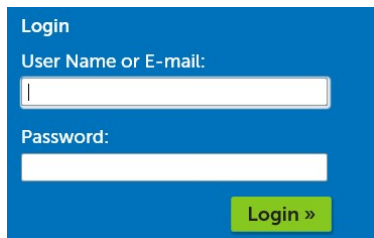
Updated 12.20.22

GENERAL INFORMATION

- You must be logged into your Accela account to process a Private Provider Final Inspection Report.
- 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 A PRIVATE PROVIDER FINAL INSPECTION REPORT

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.

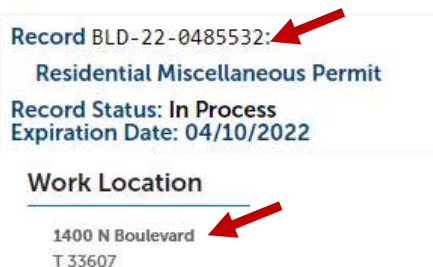


*0485532

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	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

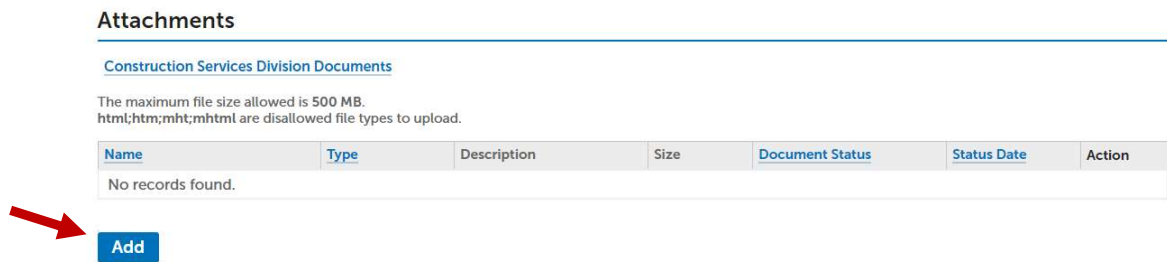
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5. Click on the Record Info tab and select the Attachments option.



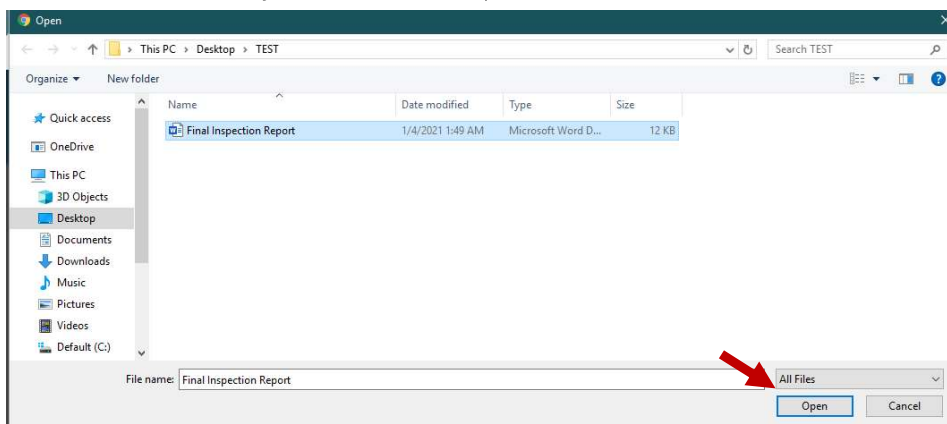
6. The screen below will populate. Click on Add.



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.

The screenshot shows a 'File Upload' window with a close button (X) in the top right. Below the title, it states: 'The maximum file size allowed is 500 MB. ade,adp,bat,cmd,com,cpl,exe,hta,html,ins,isp,jar,jse,jse,lib,lnk,mde,mht,mhtml, are disallowed file types to upload.' A progress bar for 'Private Provider Final Inspection' is at 100%. Below the progress bar is a large empty text area. At the bottom, there are three buttons: 'Continue' (highlighted with a red arrow), 'Add', and 'Remove All'. A small 'Ca' icon is to the right of the buttons.

10. Select document type by clicking on Type to activate the drop-down menu. Scroll down and click on Private Provider Final Inspection Report.

The screenshot shows a dropdown menu for 'Type:'. The menu is open, showing a list of document types. 'Private Provider: Final Inspection Report' is selected and highlighted with a red arrow. Other visible options include: Certificate of Occupancy, Early Start Authorization, Energy Calculations, Engineering Report, FEMA - Under Construction Elevation Certificate, FEMA Elevation Certificate, FEMA LOMA-LOMR, FEMA Substantial Improvement Documents, Geotechnical Report, Impact Fee Calculation Form, Inspection Report, Notice of Commencement, Other Documents, Owner Builder Acknowledgement, Private Provider Package, and Private Provider: Periodic Inspection Report.

11. Add a description, then click Save.

The screenshot shows a 'Description:' field with the text 'Final Inspection Report' entered. Below the field is a 'spell check' link. At the bottom, there are three buttons: 'Save' (highlighted with a red arrow), 'Add', and 'Remove All'.

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.
hml;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Description	Size	Document Status	Status Date	Action
TAMPA_002_PermitPlacard_20201023_145058.pdf	Permit		86.40 KB	Uploaded	10/23/2020	Actions
Periodic Inspection Report.docx	Private Provider: Periodic Inspection Report	Inspections 1-4-2021	11.42 KB	Uploaded	01/04/2021	Actions
Final Inspection Report.docx	Private Provider: Final Inspection Report	Final Inspection Report	11.42 KB	Uploaded	01/04/2021	Actions