



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.

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.

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

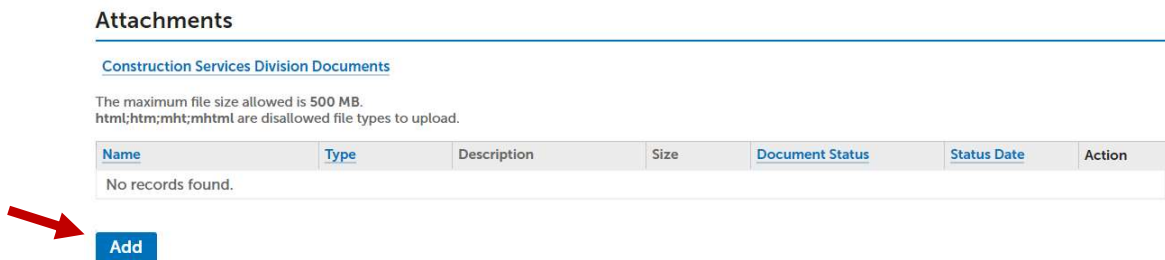
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5. Click on the Record Info tab and select the Attachments option.



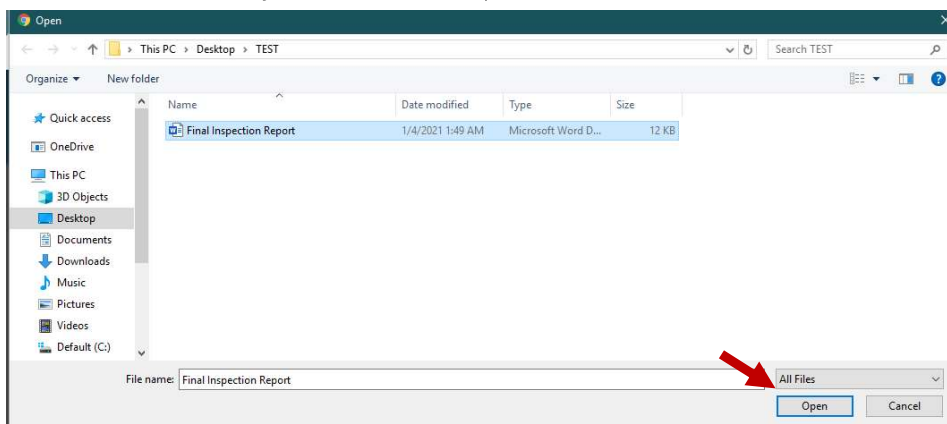
6. The screen below will populate. Click on Add.



7. Click Add again.



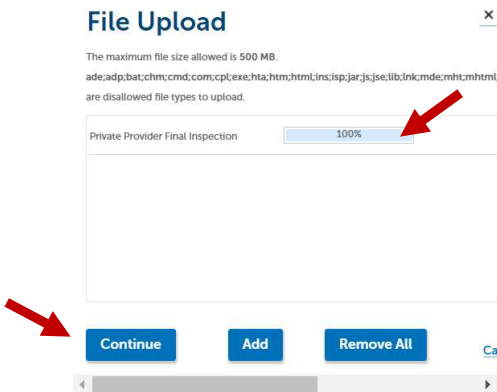
8. Locate the document on your PC and click Open.



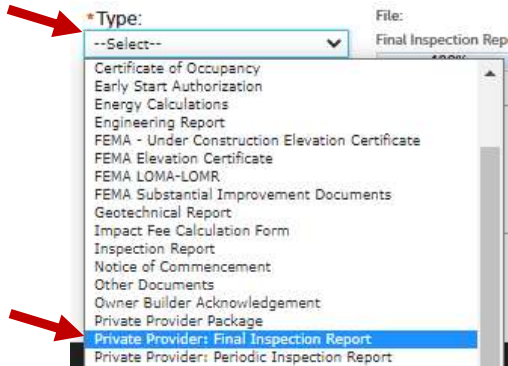
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9. When upload percentage is at 100%, click Continue.



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



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 |
|---|--|-------------------------|----------|-----------------|-------------|-------------------------|
| 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 |