

GENERAL INFORMATION

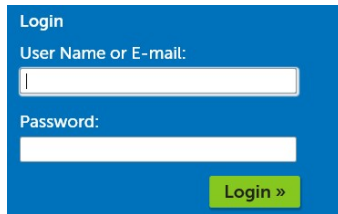
- Only those contacts and licensed professionals already signed onto a record may add a new license.

CONTRACTOR BENEFITS

- Access to Plan Room.
- Ability to submit and view plans (including draft formats).
- Access to automated status notifications.

THE FOLLOWING STEPS WILL GUIDE YOU THROUGH THE PROCESS OF ADDING A CONTRACTOR LICENSE TO A RECORD.

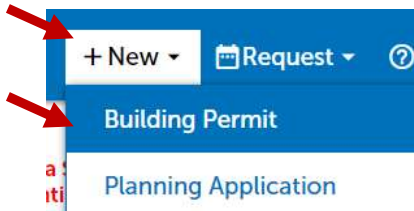
1. Visit the Accela permitting portal at <https://aca.tampagov.net> and log into your account.



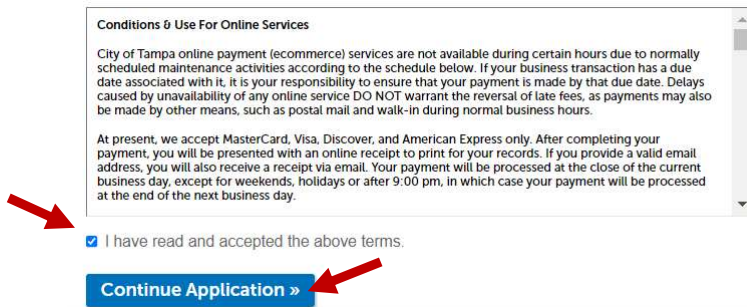
The screenshot shows a blue login form with the following fields and elements:

- Login** header
- User Name or E-mail:** text input field
- Password:** text input field
- Login »** button

2. Once logged in, click on New and select Building Permit from the drop-down menu.



3. Read and accept the Conditions & Use for Online Services.
4. Click on Continue Application.



The screenshot shows a form titled "Conditions & Use For Online Services" with the following content:

City of Tampa online payment (ecommerce) services are not available during certain hours due to normally scheduled maintenance activities according to the schedule below. If your business transaction has a due date associated with it, it is your responsibility to ensure that your payment is made by that due date. Delays caused by unavailability of any online service DO NOT warrant the reversal of late fees, as payments may also be made by other means, such as postal mail and walk-in during normal business hours.

At present, we accept MasterCard, Visa, Discover, and American Express only. After completing your payment, you will be presented with an online receipt to print for your records. If you provide a valid email address, you will also receive a receipt via email. Your payment will be processed at the close of the current business day, except for weekends, holidays or after 9:00 pm, in which case your payment will be processed at the end of the next business day.

I have read and accepted the above terms.

Continue Application » (indicated by a red arrow)

5. Click on the  next to General to expand the menu and select Add Contractor License to a Record.



Accela Guide

Add Contractor License to Record

6. Click on Continue Application (at bottom of screen).



7. Click on Look Up.

Step 1 : Required Information

Licensed Professional List

- TO ADD MULTIPLE LICENSED PROFESSIONALS:**
- Click on the "Look Up" button.
 - Enter search criteria. Click on the "Look Up" button.
 - Select one or more Licensed Professionals by placing a checkmark in the box next
 - Click on the "Continue" button.
 - Click on the "Look Up" button to add additional Licensed Professionals of a differ
 - click on the "Continue Application" button to continue with the permit application.



Showing 0-0 of 0

License Type	License Number	Contact Name	Bi
No records found.			

8. Enter only the contractor's license number in the State License Number field; then click on Look Up.
a. To be found, the contractor's license/insurance must be current and registered with the City.

Look Up License

License Type:

State License Number:

First: Middle: Last:

Name of Business: Business License #:

Address Line 1:

City: State: Zip:

Home Phone: Mobile Phone: Fax:

E-mail:



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Add Contractor License to Record

9. Enter the permit record number into the Record ID box, then click Continue Application.

Look Up

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License Type	License Number	Contact Name	Business Name
Electrical Contractor	TST111213	Alicia Rodriguez	ELECTRIC INC.

Application Information

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*Record ID:


Continue Application »

10. The message below will confirm that license has been added to permit record.

- IMPORTANT NOTE: Please disregard BLDLP number; it is only a tracking ID to document the addition of a license. It is not a permit number!

Step 3 : *Receipt/Record issuance*

Receipt

 Your application and/or payment has been successfully processed.

Print/View Summary

No Address

BLDLP-21-001177

Print/View Summary