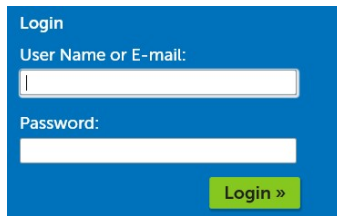


GENERAL INFORMATION

- When you are ready to submit, please have the following documents available to upload:
 - A narrative that indicates the changes/revisions from the original approved plans by sheet number.
 - Detailed plans, clearly indicating where the deviation occurred, signed/sealed by engineer/architect or contractor as allowed by law. Submit only the sheets that you are revising (not entire original set).
- You must have an Accela account to apply for a Revision. To assist you with account registration, please view our guidance document on how to [Create an Account](#).
- Fees are based on a percentage of the overall permit fee. Please see our [General and Administrative Fee Schedule](#).

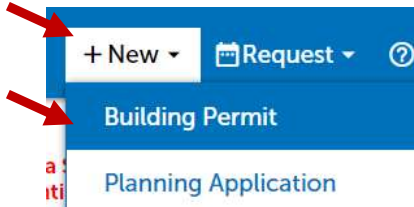
THE STEPS BELOW WILL GUIDE YOU THROUGH THE PROCESS OF APPLYING FOR A REVISION

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

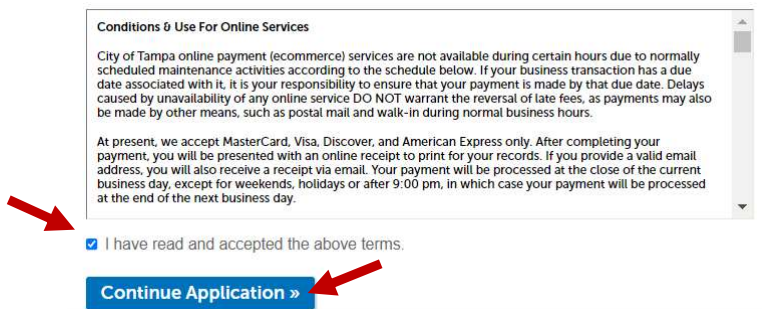


The image shows a blue login form with the title "Login". It contains two input fields: "User Name or E-mail:" and "Password:". Below the password field is a green button labeled "Login »".

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.

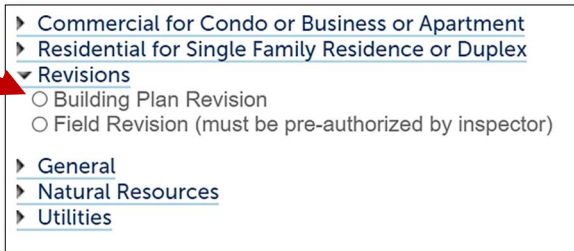


The image shows a form titled "Conditions & Use For Online Services". The text in the form reads: "City of Tampa online payment (ecommerce) services are not available during certain hours due to normally scheduled maintenance activities according to the schedule below. If your business transaction has 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." Below this text is a checkbox labeled "I have read and accepted the above terms." which is checked. A blue button labeled "Continue Application »" is at the bottom. Red arrows point to the checkbox and the button.

Accela Guide

Create a Revision Application

1. Click on the  next to the Building Revisions category to expand the menu and select Building Plan Revision.



6. Enter a detailed description of what deviated from the original plans.

*Detailed Description:

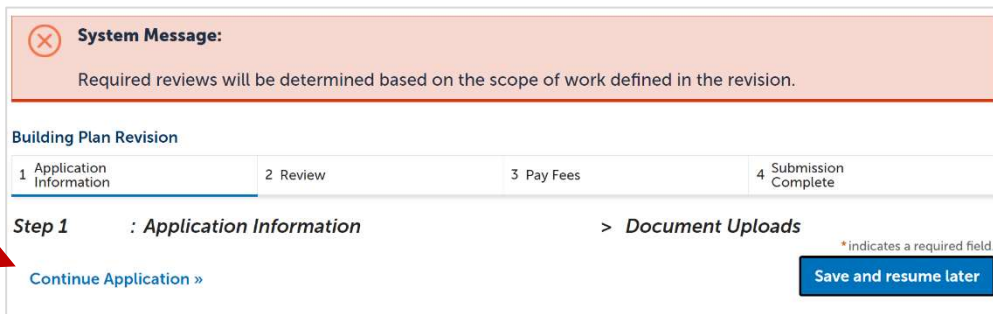
7. Enter the Parent Permit Number: (BLD-XX-XXXXXXX) related to the Building Plan Revision.

*Record ID:

8. Enter the construction cost associated only to the revision, then click Continue Application.

*Construction Cost Associated only to a Revision:

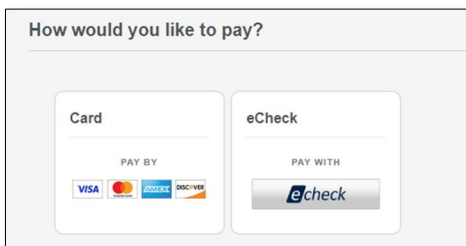
9. An automated message will display on the next screen. No action is required here. Simply click Continue Application.



10. Confirm application information, then click on Continue Application.

11. A breakdown of the Application Fees will be displayed on the next screen. Click on Checkout, which will display your total charges. Click Checkout again to begin the payment process.

12. Click on the icon for the Credit/Debit card you will use: Visa, MC, Amex, or Discover or click on eCheck if paying by check.



Important Note on eChecks

- Payments may not exceed \$10,000.
- The payor must be an authorized signer for the account from which the funds are drawn.
- Be sure to verify the correct Routing and Account numbers (including all required zeros).

Accela Guide

Create a Revision Application

13. Enter all required (*) Billing Information and Payment Details, then click Pay to submit your payment as entered.
14. After successfully processing your payment, a receipt will be emailed to the contact(s) on the Revision record.
15. Your revision number will be displayed, and you will be prompted to upload your plans/documents. Click on Upload Plans and Documents.



16. Enter the description for the plans/documents you are uploading, then click Continue.

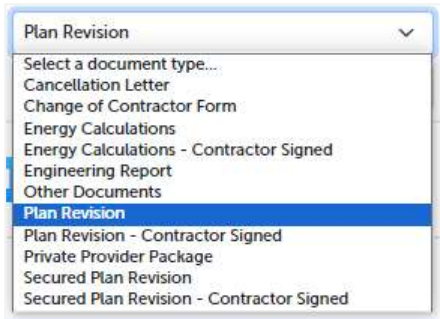
Plan/Document Submittal # 1

Description: ?

Enter a description of the plans or documents you are uploading...

Continue

17. Upload files by browsing or dragging/dropping.
18. Select document type from drop-down list.



19. Add brief description.

Description...

20. Click Upload and Validate, then click Process Files.

Files

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature	
South Country Sheds Anchor plan 4...	test	Plan Revision	VALIDATED	Claudia Ewing	11/17/2023		

Process Files

Accela Guide

Create a Revision Application

21. A pop-up window will advise you the system is processing the files. **IMPORTANT NOTE:** The submittal process is NOT complete at this stage.

File processing ✕

Your files are being processed into sheets and title block information is being extracted. This process can take several minutes to complete. You can navigate away from this page and return if desired.

We will notify you via *email* when the process is completed and provide a link for you to return and complete the remaining steps to finalize your review package.

Note: Your review package is not complete and will not be routed for review until you complete the remaining steps.

[Close](#)

22. Once the system has processed your files, the status column will change to Processed. Click Continue.

Files

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature	
South Country Sheds Anchor plan 4...	test	Plan Revision	PROCESSED	Claudia Ewing	11/17/2023		

Your files have been processed, you can proceed now to verify your sheets.

[Continue](#)

23. Version sheet plans, then click Continue.

Step 3: Version Plan Sheets

Displayed below are the sheets extracted from files in this review package. Please review the sheet numbers that automatically populated for each title block to ensure they are correct and match the plan page. If any title block is missing the corresponding sheet number, you will need to manually enter that number. You can save your work and come back later if needed, or click **Continue** when you are done.

Sheets

Showing a total of 1 sheet Show only error sheets

Title Block	Thumbnail	Sheet number and title
		<input type="text" value="AP-1"/> <input type="text" value="Sheet title (optional)"/> <small>South Country Sheds Anchor plan 4.19.21 ... (Page: 1)</small>

[Continue](#) [Save and resume later](#)

24. Review your submittals, then click Finish. **IMPORTANT NOTE:** If you fail to click FINISH, the plans will not be submitted.

Success.
Your review package has been received.