

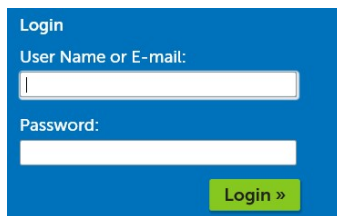
GENERAL INFORMATION

You must have an Accela account to apply for a Preliminary Plan Review (PPR). To assist you with account registration, please view our guidance document on how to [Create an Account](#).

- A PPR is not a full plan review.
- The scope of the review is limited to the questions submitted.
- If no questions are submitted, the application will not be processed, and the meeting will not be scheduled.
- Plans submitted must be at least 60% complete.

THE FOLLOWING STEPS WILL GUIDE YOU THROUGH THE PROCESS OF APPLYING FOR A PPR

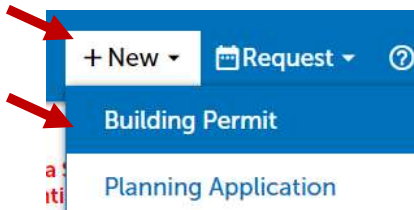
1. Visit the Accela permitting portal at <https://aca.tampagov.net> and log into your account.



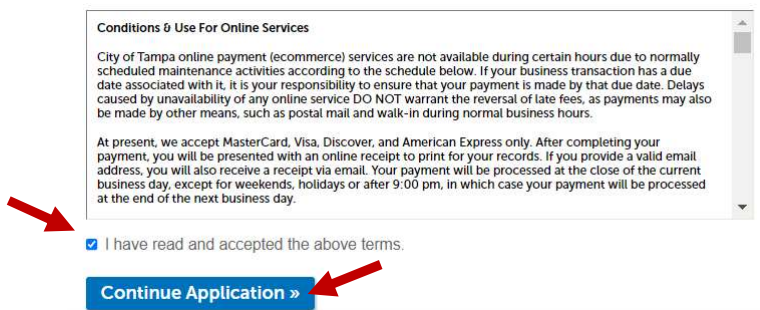
The screenshot shows a blue login form with the following fields and elements:

- Header: Login
- Field: User Name or E-mail: [input box]
- Field: Password: [input box]
- Button: 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 screenshot shows a scrollable area with the following content:

- Section: Conditions & Use For Online Services
- Text: 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.
- Text: 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.
- Form: I have read and accepted the above terms.
- Button: Continue Application »

5. Click on the ▾ next to the General category to expand the menu and select Preliminary Plan Review.



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Request a Preliminary Plan Review

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

[Continue Application »](#)

7. Enter the proposed project address (street number and street name only), then click Search.

- For example, for 306 E Jackson St., enter only “306” and “Jackson.”

The screenshot shows a search form with the following fields: Street No. (text input with '306'), *Street Name (text input with 'Jackson'), Street Type (dropdown menu with '--Select--'), and Direction (dropdown menu with '--Select--'). Below these are Unit Type (dropdown menu with '--Select--'), Unit No. (text input), City (text input), State (dropdown menu with '--Select--'), and Zip (text input). At the bottom are 'Search' and 'Clear' buttons. A yellow highlight is drawn around the Street No. and *Street Name fields.

8. Once property information has populated, click on Continue Application (bottom left of screen).

[Continue Application »](#)

9. Add Applicant, then click on Continue Application.

10. Complete required fields, then click on Continue Application.

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

System Message:
Upon successful payment you will be prompted to upload plan and supporting documents for your application.

Based on your application the following reviews will be required:

- Building Review
- Electrical Review
- Fire Review
- Mechanical Review
- Plumbing Review
- Site Review

Please note additional reviews like Urban Design and Natural Resources may also be required based on your project plans.

Preliminary Plan Review

1 Required Information	2 Application Information	3 Review	4 Pay Fees	5 Submission Complete
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Step 2 : Application Information

> Document Uploads

* indicates a required field.

[Continue Application »](#)

[Save and resume later](#)

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


13. Pay for Application Fees.

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14. Upload plans and PPR questions.

- Please note, plans must be at least 60% complete and questions must be uploaded separately.

 Your application and/or payment has been successfully processed.

[Print/View Receipt](#)[Print/View Summary](#)

306 E Jackson St T 33602

[PPR-23-0000058](#)[Upload Plans and Documents](#)[View Receipt](#)[View Summary](#)

[Print/View Receipt](#)[Print/View Summary](#)


Instructions on Uploading Plans

- Submit a single combined PDF that includes all plan sheets. Be sure that all sheets are uniquely numbered. (Plan sheets with missing or duplicate numbers will not be uploaded to the plan room.)
 - Please do not combine other documents with the plans.
- Enter details into the description field (e.g., project name, total square footage, number of stories, unit numbers), then click Continue.
- Select Building Plans – Contractor Signed” as the Document Type, then click Upload and Validate.

Step 2: Add & Process Files

Browse or drag and drop the desired files to upload. Once all files are added, the Upload and Validate button is displayed. When all of the desired files are uploaded and validated, click the Process Files button to prepare your

Note: Please do not combine plans and documents of various types into a single PDF document.



Drag and drop files here
or

[Browse](#)

Proj 190524.pdf

Select a document type... v

- Select a document type...
- Building Plans
- Building Plans - Contractor Signed**
- Cancellation Letter
- Other Documents
- Secured Plans

[Upload and Validate](#)

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Request a Preliminary Plan Review

Instructions on Uploading Questions / Other Documents

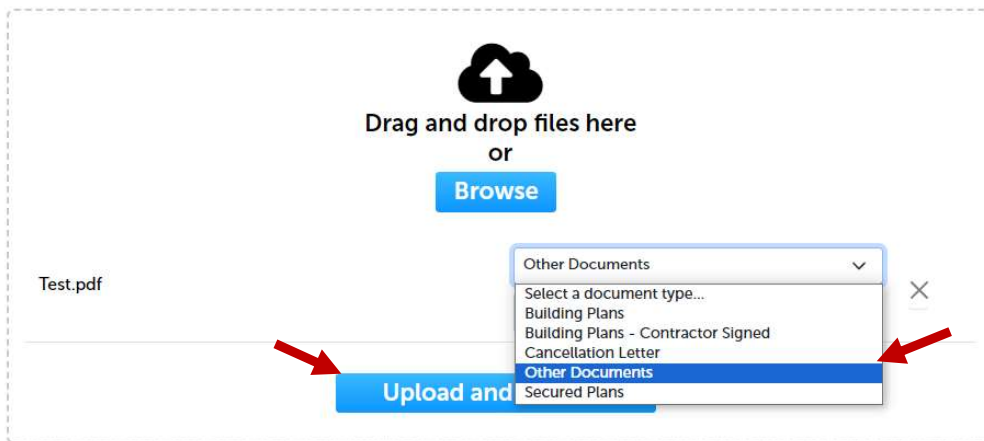
A. Submit a single combined PDF that includes all documents. Be sure that all sheets are uniquely numbered. (Sheets with missing or duplicate numbers will not be uploaded to the plan room.)

- PPR questions are required.
 - Submit specific technical and/or building code questions about the plans. This will manage the scope of what the plan reviewer will examine.

Step 2: Add & Process Files

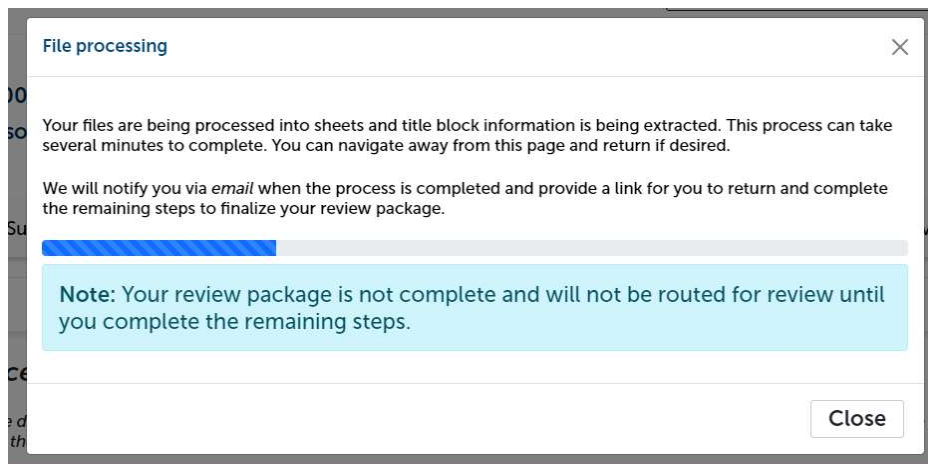
Browse or drag and drop the desired files to upload. Once all files are added, the Upload and Validate button is displayed. When all of the desired files are uploaded and validated, click the Process Files button to prepare you

Note: Please do not combine plans and documents of various types into a single PDF document.



15. Once files have been uploaded and validated, click on Process Files. Please note, this may take several minutes to complete.

- The system will extract the sheet numbers directly from the plans and alert you if there are any missing or duplicate sheet numbers. This must be corrected before proceeding.



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Request a Preliminary Plan Review

16. Once the files have successfully processed, click Continue.
17. When all sheet numbers appear to be accurate, click Finish to submit the Preliminary Plan Review Application.
18. Upon successful submission, you will receive the message below.



Success.

Your review package has been received.

WHAT TO EXPECT AFTER THE APPLICATION IS SUBMITTED

1. Allow up to three (3) business days for the PPR application to be reviewed.
2. Once the PPR application is process and accepted:
 - a. The PPR plans will be routed for electronic plan review.
 - b. The earliest date for the PPR meeting is fifteen (15) business days from application approval.
3. An Outlook meeting invitation will be sent to all contacts on the PPR application.
 - a. All attendees have the option of joining the meeting in person or virtually (via Microsoft TEAMS – a link will be included in the invitation).
 - b. Attendees may forward the meeting invitation to other members of their team.

REMINDERS

- We cannot process the application without PPR questions.
- A PPR is not a full plan review.
- The PPR questions will determine the scope of the review.
- Questions should be specific for an accurate and complete response.