



# Accela Guide Search for Permits by Address

Updated 02.24.23

## GENERAL PUBLIC RECORDS

You do not need to have an Accela account or be logged in to search for general public records.

## PUBLIC RECORD EXEMPTIONS

Records exempted under per F.S. 119.071 are not available to the public. Such files are designated as secure. To view secure files, you must be an authorized contact for the referenced permit and logged into your Accela account.

## THE FOLLOWING STEPS WILL GUIDE YOU THROUGH THE PROCESS OF FINDING CONSTRUCTION PERMIT INFORMATION IN THE ACCELA SYSTEM.

1. Visit the Accela permitting portal at <https://aca.tampagov.net>.
2. On the Home screen, click on Search Applications under the Building menu.

What would you like to do today?

### General Information

Parcel | Owner | Legal Description

[Lookup Property Information](#)

### Planning

Zoning | Subdivision | Right of Way | Tree Permits

[Create an Application](#)

[Search Applications](#)

[Schedule an Inspection](#)

### Building

Construction Permits | Utility Permits

[Create an Application](#)

[Search Applications](#)

[Schedule an Inspection](#)

### Enforcement

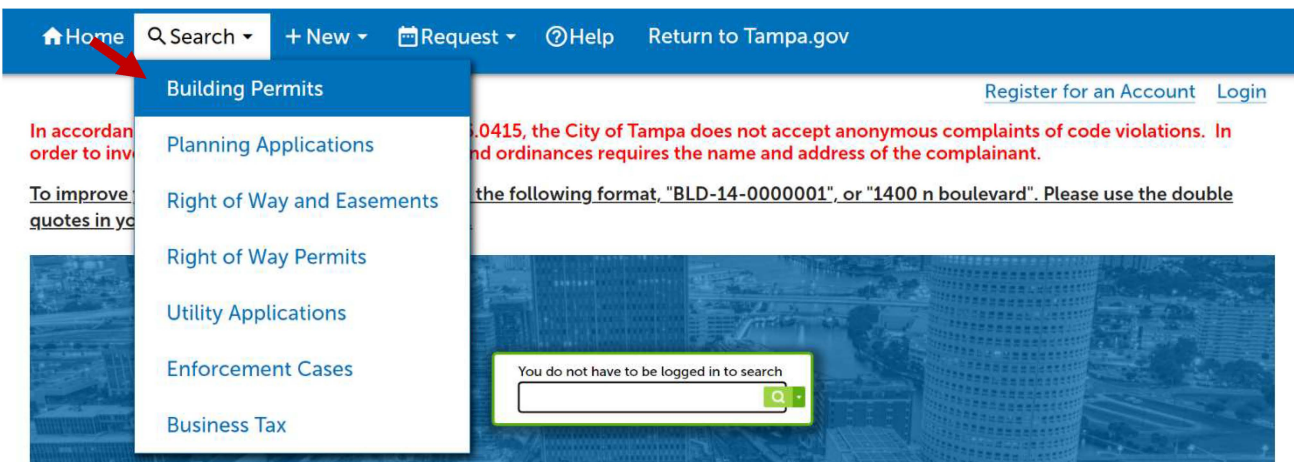
Rental Certificates | Code Violations | Make A Payment

[Create an Application or Complaint](#)

[Search Applications or Complaint](#)

OR

Hover over the Search menu and Select Building Permits.



# Accela Guide

## Search for Permits by Address

- Click into the General Search field to expand the drop-down menu and select Search by Address.
  - You do not need to adjust the Start / End Date fields. Address search results are not restricted by date ranges (see step #3).

The diagram illustrates the first step of the search process. On the left, the 'General Search' form is shown with a red arrow pointing to the 'General Search' dropdown menu. On the right, the dropdown menu is expanded, showing options: 'General Search', 'Search by Address' (highlighted with a red arrow), 'Search by Licensed Professional Information', 'Search by Record Information', 'Search for Trade Name', and 'Search by Contact'. Below the dropdown, the 'Project Name' field and 'Start Date'/'End Date' fields are visible.

- For best results, enter only the Street Number and Street Name fields; then click Search.

The diagram shows the 'Search by Address' form. The 'Search by Address' dropdown menu is expanded. The 'Street No.' field contains '1400' and the 'Direction' field is set to '--Select--'. The 'Street Name' field contains 'Boulevard' and the 'Street Type' field is set to '--Select--'. The 'Unit Type' field is set to '--Select--' and the 'Unit No.' field is empty. A red arrow points to the 'Search' button. A hint box on the right states: 'HINT: For best results, avoid using the direction, street type, and unit type fields. If you are searching for permits on a condo, you can add the unit number in the unit number field.'

- If your search returns multiple results, you will need to select the address that corresponds to your search by clicking on the blue link.

The diagram shows the search results page. At the top, there are 'Search' and 'Clear' buttons. Below them, it says '2 search results returned matching your address' and 'Click any of the results below to view more details.' It then shows 'Showing 1-2 of 2' results. The first result is '1400 N Boulevard, T 33607, 1400 N Boulevard' and the second result is '1400 N BOULEVARD, TAMPA FL 33607, 1400 N BOULEVARD, 009777'. Both results are blue links.

# Accela Guide

## Search for Permits by Address

6. Once your selection has loaded, you will be able to see all available construction permit records. The links will allow you to drill down into further detail.

### NOTE

TMP records are applications that were started online, but not yet submitted in the system. City staff is unable to retrieve files from these types of applications.

Listed below are the records issued for  
1400 N Boulevard, T 33607, 1400 N Boulevard  
Showing 1-10 of 84

<input type="checkbox"/>	Date	Record Number	Record Type	Address	Status	Action	Expiration Date	Short Notes
<input type="checkbox"/>	11/17/2020	21TMP-076979	Residential Building Trade Permit	1400 N Boulevard, T 33607				
<input type="checkbox"/>	10/30/2020	21TMP-071977	Residential Building Trade Permit	1400 N Boulevard, T 33607				
<input type="checkbox"/>	10/27/2020	21TMP-070651	Residential Electrical Trade Permit	1400 N Boulevard, T 33607				
<input type="checkbox"/>	10/23/2020	BLD-21-0478738	Commercial New Construction and Additions	1400 N Boulevard, T 33607	Closed		04/28/2021	
<input type="checkbox"/>	10/23/2020	BLD-21-0478738-2	Commercial New Building Permit Partial CO	1400 N Boulevard, T 33607	Closed		04/21/2021	
<input type="checkbox"/>	10/23/2020	BLD-21-0478738-3	Commercial New Building Permit Partial CO	1400 N Boulevard, T 33607	Closed		04/28/2021	