



Accela Guide Submit for a Field Revision

Updated 11.21.23

GENERAL INFORMATION

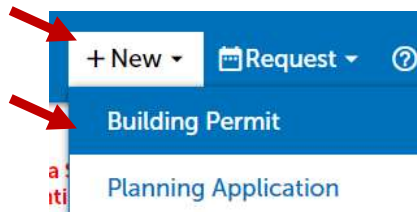
- Minor deviations to city-approved plans may be eligible for a field revision in-lieu of a formal plan revision.
- Eligibility is determined and must be approved by a City of Tampa Construction Inspector.
- When you have been approved for a field revision and are ready to submit, please have the following documents available to upload:
 1. A narrative explaining what deviated from the original approved plans, signed by the author.
 2. A one-page detailed plan, clearly indicating where the deviation occurred, and signed by the contractor; if structural, also signed by engineer.
- You must have an Accela account to apply for a Field Revision. To assist you with account registration, please view our guidance document on how to [Create an Account](#).

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

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

A screenshot of the Accela login page. It has a blue header with the word 'Login'. Below it, there are two input fields: 'User Name or E-mail:' and 'Password:'. At the bottom right, there is a green button labeled 'Login >'.

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



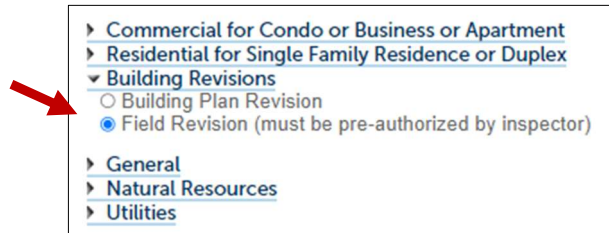
3. Read and accept the Conditions & Use for Online Services.
4. Click on Continue Application.

A screenshot of the 'Conditions & Use For Online Services' form. The form contains text about online payment services and a checkbox labeled 'I have read and accepted the above terms.' Below the checkbox is a blue button labeled 'Continue Application >'. Red arrows point to the checkbox and the 'Continue Application >' button.

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5. Click on the  next to the Building Revisions category to expand the menu and select Field Revision.



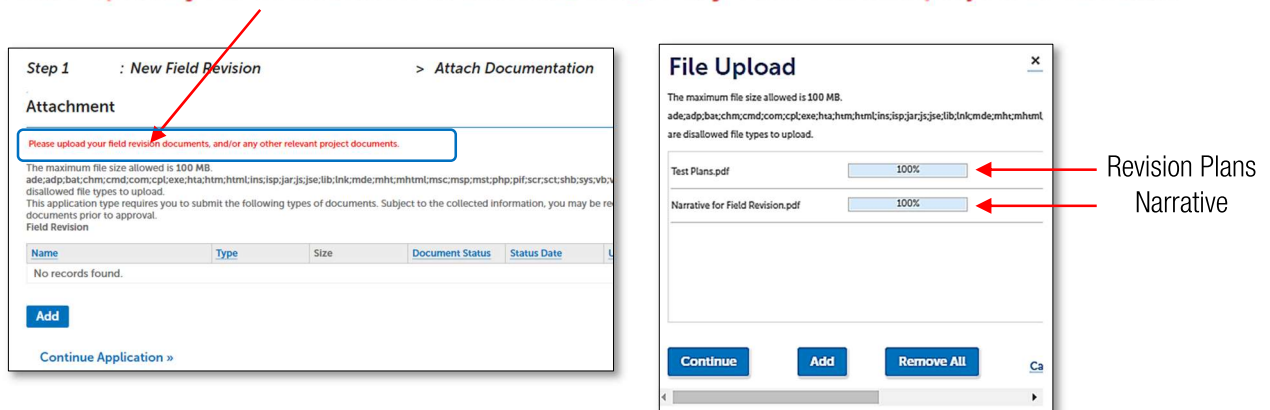
6. Enter the Parent Permit Number: (BLD-XX-XXXXXXX) related to the Field Revision, then click Continue Application.



The screenshot shows a form titled 'Field Revision'. It has a label '*Please enter parent permit number:' followed by a text input field containing 'BLD-22-0492634'. Below the input field is a blue button labeled 'Continue Application'. A red arrow points to the input field, and another red arrow points to the 'Continue Application' button.

7. Confirm or Edit Contact Information. The address automatically populates based on the Parent Permit Number entered in previous screen. Review the information and click Continue Application.
8. Click Add to gather documents from your computer to upload to the Field Revision Application.
- Revision Plans (click Add again for each additional document you want to upload).
 - Narrative detailing the proposed revision(s).
 - When all documents have been uploaded, click Continue.

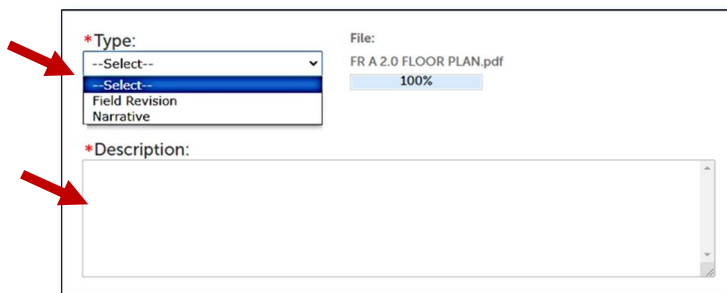
Please upload your field revision documents, and/or any other relevant project documents.



The left screenshot shows 'Step 1: New Field Revision' with a sub-header '> Attach Documentation'. It has a section 'Attachment' with a red box containing the text 'Please upload your field revision documents, and/or any other relevant project documents.' Below this is a table with columns: Name, Type, Size, Document Status, Status Date. The table is empty. There is an 'Add' button and a 'Continue Application' button.

The right screenshot shows a 'File Upload' dialog. It states 'The maximum file size allowed is 100 MB.' and lists two files: 'Test Plans.pdf' and 'Narrative for Field Revision.pdf'. Both files have a progress bar at 100%. Red arrows point from the text 'Revision Plans' and 'Narrative' to their respective files. At the bottom are buttons for 'Continue', 'Add', and 'Remove All'.

9. Select the Document Type: Field Revision or Narrative and a brief description of each document.



The screenshot shows a form with two main sections. The first section is labeled '*Type:' and has a dropdown menu with options: '--Select--', 'Field Revision', and 'Narrative'. A red arrow points to the dropdown menu. The second section is labeled '*Description:' and has a text area for entering a brief description. A red arrow points to the text area. To the right of the form, there is a 'File:' section showing 'FR A 2.0 FLOOR PLAN.pdf' with a progress bar at 100%.

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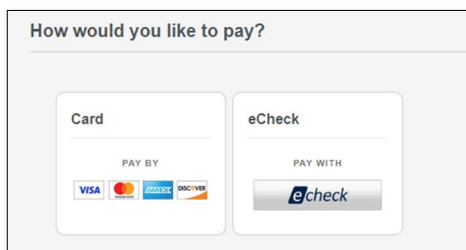
IMPORTANT REMINDER

- The uploaded **Field Revision**: Must be a one-page detailed plan, clearly indicating where the deviation occurred, and signed by the contractor; if structural, also signed by engineer.
- The uploaded **Narrative**: Must explain what deviated from the original approved plans and be signed by the author.

Name	Type	Size	Document Status	Status Date	Upload Date	Action
FR A 2.0 FLOOR PLAN.pdf	Field Revision	351.23 KB	Uploaded	08/31/2023	08/31/2023	Actions ▼
Narrative for Field Revision.pdf	Narrative	36.73 KB	Uploaded	08/31/2023	08/31/2023	Actions ▼

When all required fields have been entered, for each document type, click Save, then Continue Application.

10. On next screen, review all information entered. Scroll to bottom and click Continue Application.
 - A breakdown of the Application Fees will be displayed (includes Application Fee and Florida Building Surcharge).
11. Click Checkout to go to your cart, which will display the 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.



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 Field Revision record.
 - Your Field Revision Record Number is displayed:
 - BLD-XX-XXXXXX-FR1 (Parent Permit Number followed by “-FR1”)

