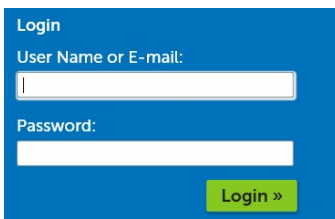


## GENERAL INFORMATION

- 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 Accele 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

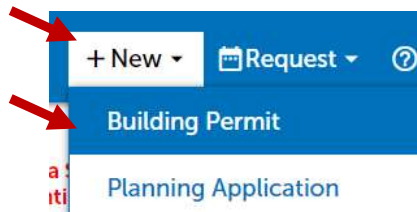
1. Visit the Accele permitting portal at <https://aca.tampagov.net> and log into your account.



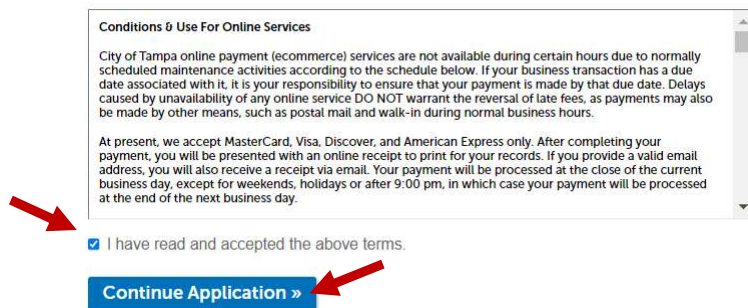
The screenshot shows a blue login form with the following fields and elements:

- Header: Login
- Field: User Name or E-mail: (with a text input box)
- Field: Password: (with a text 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 text area with the following content:

**Conditions & Use For Online Services**

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 >

Red arrows point to the checkbox and the 'Continue Application >' button.

# Accele Guide

## Submit for a Field Revision

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



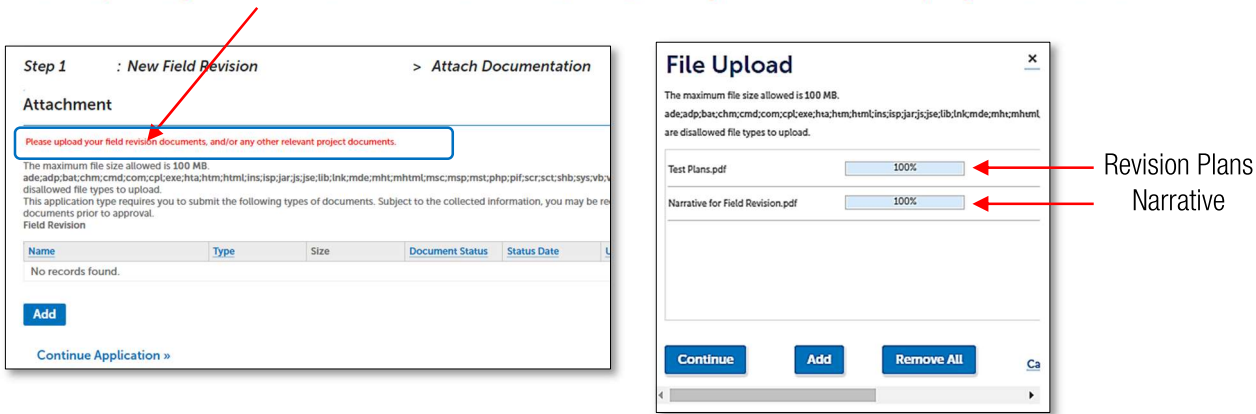
6. Enter the Parent Permit Number: (BLD-XX-XXXXXX) related to the Field Revision, then click Continue Application.



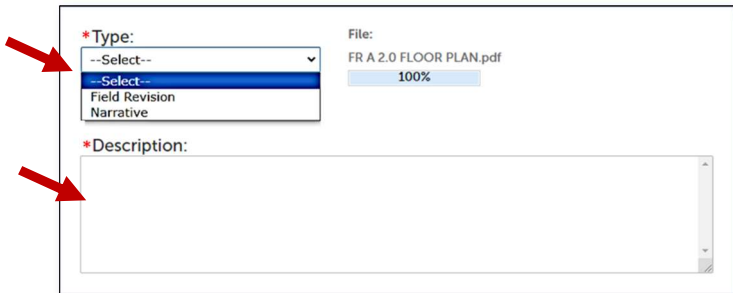
7. Confirm or Edit Contact Information. The address automatically populates based on the Parent Permit Number entered in previous screen. Review the information and click Continue Application.

- 8. Click Add to gather documents from your computer to upload to the Field Revision Application.
  - a. Revision Plans (click Add again for each additional document you want to upload).
  - b. Narrative detailing the proposed revision(s).
  - c. When all documents have been uploaded, click Continue.

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



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



# Accela Guide

## Submit for a Field Revision

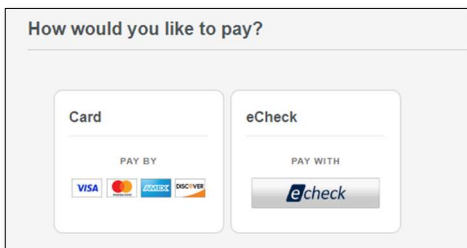
### IMPORTANT REMINDER

- 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
<a href="#">FR A 2.0 FLOOR PLAN.pdf</a>	Field Revision	351.23 KB	Uploaded	08/31/2023	08/31/2023	<a href="#">Actions</a> ▾
<a href="#">Narrative for Field Revision.pdf</a>	Narrative	36.73 KB	Uploaded	08/31/2023	08/31/2023	<a href="#">Actions</a> ▾

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")

