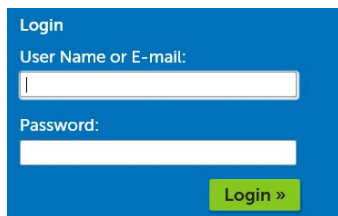


GENERAL INFORMATION

- A Termite Certificate (when required) must be submitted and approved by the building department before a Certificate of Occupancy can be issued.
- You must be logged into your Accela account to upload the Termite Certificate.
- Using this self-serve process alerts staff that the Termite Certificate has been uploaded to the permit record.
 - Documents are processed in the order received.

THE FOLLOWING STEPS WILL GUIDE YOU THROUGH THE PROCESS OF UPLOADING A NOTICE OF COMMENCEMENT.

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 buttons:

- Label: Login
- Field: User Name or E-mail: (with a text input box)
- Field: Password: (with a text input box)
- Button: Login »

2. Find the permit to which you intend to upload the document with one of the following methods (a or b).
 - a. Type a complete record number (XXX-00-0000000) into the search field. For example, BLD-22-0485532.



The screenshot shows a search input field containing the text "BLD-22-0485532" and a green search button with a magnifying glass icon.

- b. Type an asterisk with a partial record number into the search field. For example, *0485532.



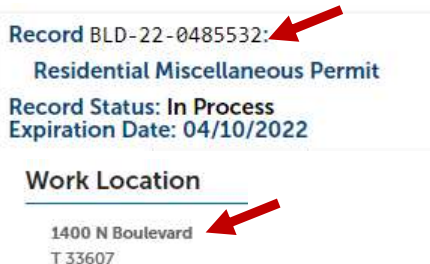
The screenshot shows a search input field containing the text "*0485532" and a green search button with a magnifying glass icon.

3. Once you have located the record, click on the corresponding blue link.



<input type="checkbox"/>	Date	Record Number	Record Type	Address	Status
<input type="checkbox"/>	10/14/2021	BLD-22-0485537	Residential Miscellaneous Permit	6221 Bayshore Blvd, T 33611	In Process
<input type="checkbox"/>	10/14/2021	BLD-22-0485536	Residential Miscellaneous Permit	1400 N Boulevard, T 33607	In Process
<input type="checkbox"/>	10/11/2021	BLD-22-0485532	Residential Miscellaneous Permit	1400 N Boulevard, T 33607	In Process

4. Verify that the record number and address is the one for which you intend to upload the document.



The screenshot shows the details for a specific record:

- Record BLD-22-0485532: (with a red arrow pointing to the record number)
- Residential Miscellaneous Permit
- Record Status: In Process
- Expiration Date: 04/10/2022
- Work Location
- 1400 N Boulevard (with a red arrow pointing to the address)
- T 33607

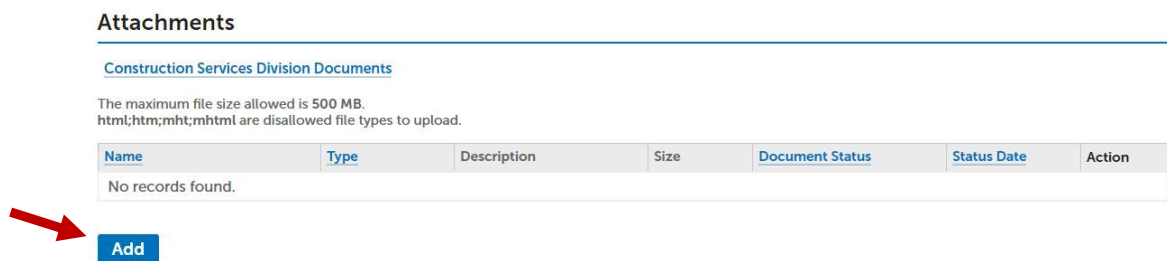
Accela Guide

Upload Termite Certificate

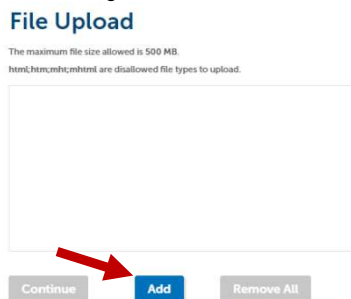
- Click on the Record Info tab and select the Attachments option.



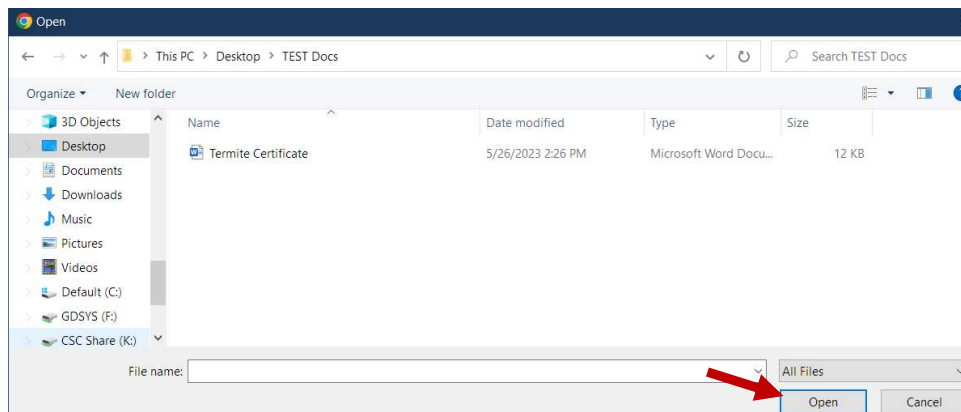
- The screen below will populate. Click on Add.



- Click Add again.



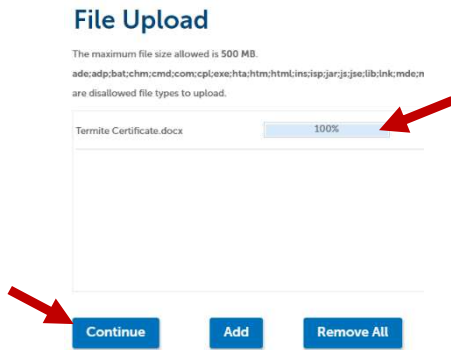
- Locate the document on your PC and click Open.



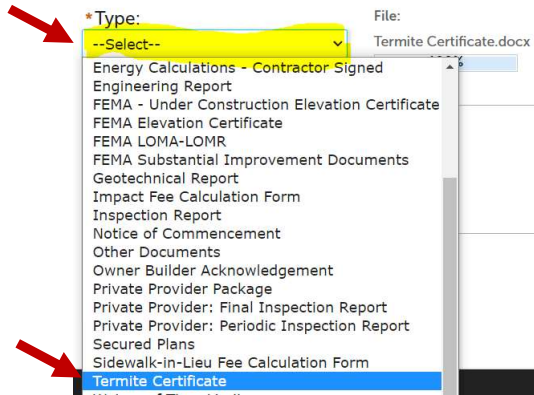
Accela Guide

Upload Termite Certificate

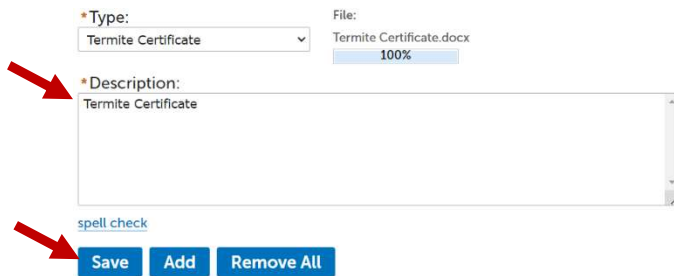
9. When upload percentage is at 100%, click Continue.



10. Select document type by clicking on Type to activate the drop-down menu. Scroll down and click on Termite Certificate.



11. Add a description, then click Save.



12. Upon successful completion of these steps, the document will be available under the Attachments tab.

Attachments

Construction Services Division Documents

The maximum file size allowed is 500 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Description	Size	Document Status	Status Date	Action	
Termite Certificate.docx	Termite Certificate	Termite Certificate	Termite Certificate (test)	11.52 KB	Uploaded	05/26/2023	Actions ▾