



Accela Guide Upload Termite Certificate

Updated 05.26.23

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.

Login

User Name or E-mail:

Password:

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.

BLD-22-0485532

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

*0485532

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.

Record BLD-22-0485532:

Residential Miscellaneous Permit

Record Status: In Process

Expiration Date: 04/10/2022

Work Location

1400 N Boulevard
T 33607

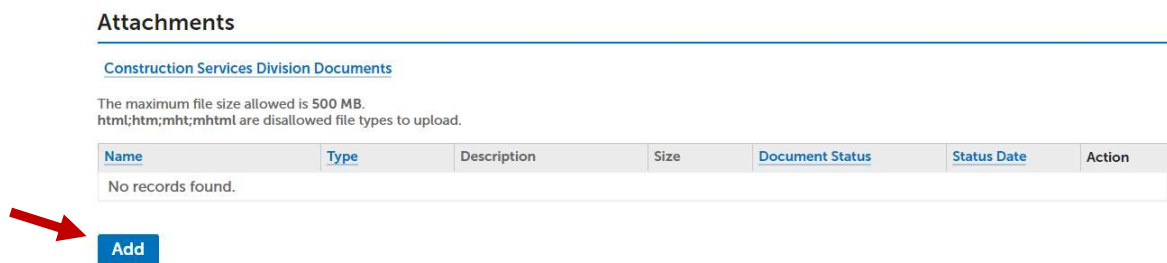
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5. Click on the Record Info tab and select the Attachments option.



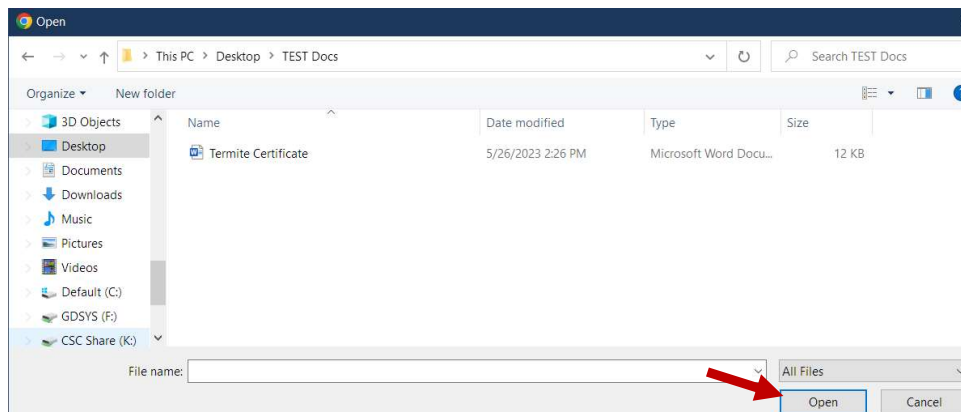
6. The screen below will populate. Click on Add.



7. Click Add again.



8. Locate the document on your PC and click Open.



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

File Upload

The maximum file size allowed is 500 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;n are disallowed file types to upload.

Termite Certificate.docx 100%

Continue Add Remove All

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

*Type: --Select-- File: Termite Certificate.docx

Energy Calculations - Contractor Signed
Engineering Report
FEMA - Under Construction Elevation Certificate
FEMA Elevation Certificate
FEMA LOMA-LOMR
FEMA Substantial Improvement Documents
Geotechnical Report
Impact Fee Calculation Form
Inspection Report
Notice of Commencement
Other Documents
Owner Builder Acknowledgement
Private Provider Package
Private Provider: Final Inspection Report
Private Provider: Periodic Inspection Report
Secured Plans
Sidewalk-in-Lieu Fee Calculation Form
Termite Certificate

11. Add a description, then click Save.

*Type: Termite Certificate File: Termite Certificate.docx 100%

*Description: Termite Certificate

spell check

Save Add Remove All

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 (test)	11.52 KB	Uploaded	05/26/2023	Actions