

Accela Citizen Access (ACA) Portal

To schedule a Preliminary Plan Review (PPR), login to Accela or register for an account. To login or register go to: <u>https://aca.tampagov.net</u>

How to Create an Account in Accela

1. From the home page, click on "Register for an Account" at the top right, or "New Users: Register for an Account" at the bottom right.





- 1. Read and accept the Conditions & Use for Online Services.
- 2. Click on "Continue Registration".

Y	ou will be asked to provide the following information to open an account:	
	Choose a user name and password	
	Personal and Contact Information	
	 License Numbers if you are registering as a licensed professional (optional) 	
P	lease review and accept the terms below to proceed.	
	Conditions & Use For Online Services	1
	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.	ĺ
	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.	,
1	I have read and accepted the above terms	

- 4. Complete the registration form.
- 5. Click on "Add New" to add your contact information.
- 6. Once complete, click on "Continue Registration".

	Search hy Ardraes or Record
Account Registration Step 2: Enter/Confirm Your Account Information Login Information	• indicates a required field.
*User Name: 🕜	
*E-mail Address:	
*Password: O	
*Type Password Again:	
• Enter Security Question:	
*Answer: O	
Contact Information	
Choose how to fill in your contact information.	
Add New	
Continue Registration »	

7. The account registration process is complete. You will receive an email confirming the registration.



Preliminary Plan Review (PPR)

IMPORTANT

Your PPR Application MUST include QUESTIONS for our Plan Reviewers.

A PPR is not a full plan review. The scope of the review is limited to the questions submitted. If no questions are submitted, we can't process the application or schedule the PPR meeting. A complete submission consists of Payment of PPR application fee, PPR Questions, and Building Plans (at least 60% complete, and include the sheets to which the questions refer.)

How to Submit a Preliminary Plan Review Application

- 1. Log into your Accela account
- 2. Go to +NEW tab and select BUILDING PERMIT
- 3. Accept the Conditions & Use For Online Services, then Click on Continue Application.



4. Select a Record Type; Click on Preliminary Plan Review; Click Continue Application





- Next, fill out the project address; enter only the Street No. and Street name (*don't enter W., N., etc, or St., Dr., Ave., etc.*) then click Look Up.
 For example, for 306 E. Jackson St., enter only 306 and Jackson
- 6. The system will search for that address and display the complete address, parcel and owner information, click **Continue Application**.
- 7. Under "Step 1: Application Information", Click Select from <u>Account</u> to find Applicant's name among the registered users. When it populates, Click the button next to the name and <u>Continue Application</u>. If the name is not found, an account is required. You can click ADD NEW, but they will still need to create an account before being able to access the record being created.

Step 1 : Required Information Applicant	Select Contact from Account Select a contact to attach to this application.					
To add a new contact, click the Add Contact link. To edit a contact, Select from Account Adr New Look Up		If the contact has multiple addresses, you can select which to use in the next step. Showing 1-2 of 2 Category Type Name				
	۲	Associated Contact	Individual	Zulema Rodriguez		
	0	Associated Owner		Florida West Coast Public Broadcasting Inc		
	C	ontinue Disca	rd Changes			



8. **"Step 2: Application Information"** Enter information for all required fields marked with an asterisk (*). Then, Click **Continue Application**.

1 Required Information	2 Application Information	3 Review	4 Pay Fees	5 Submission Complete
Step 2 : A	pplication Information		> Application	Detail *indicates a re
ASI				
PRELIMINARY PLAN	REVIEW			
Туре:	Select	~		
*Preliminary Plan Revie	ew Type:Select	~		
GENERAL PROJECT I	NFORMATION			
Construction Type:	OSelect	~		
*Occupancy Type:	OSelect	~		
Occupancy Category:	Select	~		
PROJECT DETAILS				
*New Construction:	⊖ Yes ⊖ No			
*Addition:	⊖ Yes ⊖ No			
*D	○ Yes ○ No			

9. At this point, an automatic System Message will populate indicating the scope of the Reviews, based on your previous inputs. Click **Continue Application**.

System Me	 System Message: Upon successful payment you will be prompted to upload plan and supporting documents for your application. Based on your application the following reviews will be required: 							
 Upon succ application 								
Based on y								
Building	Review							
Electrica	l Review							
Fire Revi	ew							
Mechan	cal Review							
Site Revi								
Site itevi	CVV							
Plassa pot	additional reviews like	Urban Design and Nat	ural Pasourcas may also	be required based on your				
project pla	ns	orban Design and Nac	arat nesources may also	be required based on your				
projectipia								
reliminary Plan Rev	ew							
Required Information	2 Application Information	3 Review	4 Pay Fees	5 Submission Complete				
tep 2 : Ap	plication Information	1	> Document U	ploads				
			and the second se	indicates a required field.				
Continue Applicati	on »			Save and resume later				



10. "Step 3" Review all previous entries and click Continue Application.

The system will prompt you to pay the **Application Fees** due at this time. Click "**Check Out**" to process your online payment.

Once payment is processed, the PPR Record Number is displayed (make a note of it).

Receipt		
Your application and/or payment has been successfully	y processed.	
Print/View Receipt	Print/View Summary	
1400 N Boulevard T 33607		
PPP-22-0000017 Upload Plans and Documents	View Peccipt View Summany	
PPR-22-0000017 Upload Plans and Documents	View Receipt View Summary	
PPR-22-000017 Upload Plans and Documents A notice was added to this record on 02/25/2022.	View Receipt View Summary	
PPR-22-0000017 Upload Plans and Documents A notice was added to this record on 02/25/2022. Condition: SECURED PLANS Total Conditions: 1 (Notice: 1)	View Receipt View Summary Severity: Notice	

11. **Upload Plans and PPR Questions:** *Note: Plans must be at least 60% complete and Questions MUST be uploaded as a separate Word or PDF document.*



- a. **Select** "**Building Plans Contractor Signed**" as the Document Type, and in the Description field, enter Project Name, SF, #of Stories, #of Units, etc.
- b. **Select "Other Documents"** as the Document Type when uploading the PPR questions, and in the description field enter "PPR Questions".
- c. **PPR Questions are required**: Submit specific technical and/or building code questions about the plans. This is not a full plan review, so questions are required.

d. After uploading all documents, Click Upload and Validate

REMINDER:

A PPR Application is considered <u>incomplete</u> if it is missing Payment, Plans, and/or Questions The application will not be processed and a PPR Meeting will not be scheduled if it's incomplete.



c. Once VALIDATED, click **Process Files** to upload the Plans.



Notes:

- 1. **File Processing** could take time to complete. The system is separating the plan sheets and optimizing them for review.
- 2. After uploading Plans, the system will auto-number the pages. You can accept these sheet numbers or change them. Next, add an optional Sheet Title.

Step 3: Version Pla Displayed below are the sheet are correct and match the pla come back later if needed, or Sheets	n Sheets is extracted from files in this r n page. If any title block is mit click Continue when you are	view package. Please review the sheet numbers that automatically populated for each title aing the corresponding sheet number, you will need to manually enter that number. You car lone.	block to ensure they save your work and
Showing a total of 3	sheets		
Title Block	Thumbnail	Sheet number and title	
0.000112 0.000112 0.00010 0.00010 0.0001120 0.0001120 0.001120 0.001120	C	A100	Sheet Number
A100		Sheet title (optional)	Optional: Sheet Title
		Test Plans 1.pdf (Page 1)	
21.100.76	C	A200	
	<u></u>	🔁 Test Plans 1 pdf (Page: 2)	
CIEWO PLANE	C	A300	
		Test Plans 1.pdf (Page 3)	
Continue		Save an	ad resume later

- d. Click "BROWSE" again, to upload the document with your PPR Questions
 - Remember, we can't process the application without questions
 - Our Plan Reviewers are not conducting a full plan review; they are only looking at the portion of the plans that relates to the PPR questions.
 - The more specific the questions are, the more detail the response
- e. Click Continue when all documents have been uploaded
- 12. Click **FINISH** to complete the Preliminary Plan Review Application.

OVERVIEW OF PPR PROCESS:

- 1. Allow up to 3 business days for the PPR application to be reviewed and processed.
- 2. Once the application is accepted, the Plan Reviewers are allowed up to 15 business days to complete the plans review and prepare responses to the PPR Questions.
- 3. Meanwhile, when the application is accepted, the Outlook invitation for the PPR meeting will be sent to all contacts on the PPR record. (The meeting date will coincide with the conclusion of the PPR Review, which is 15 business days out.)