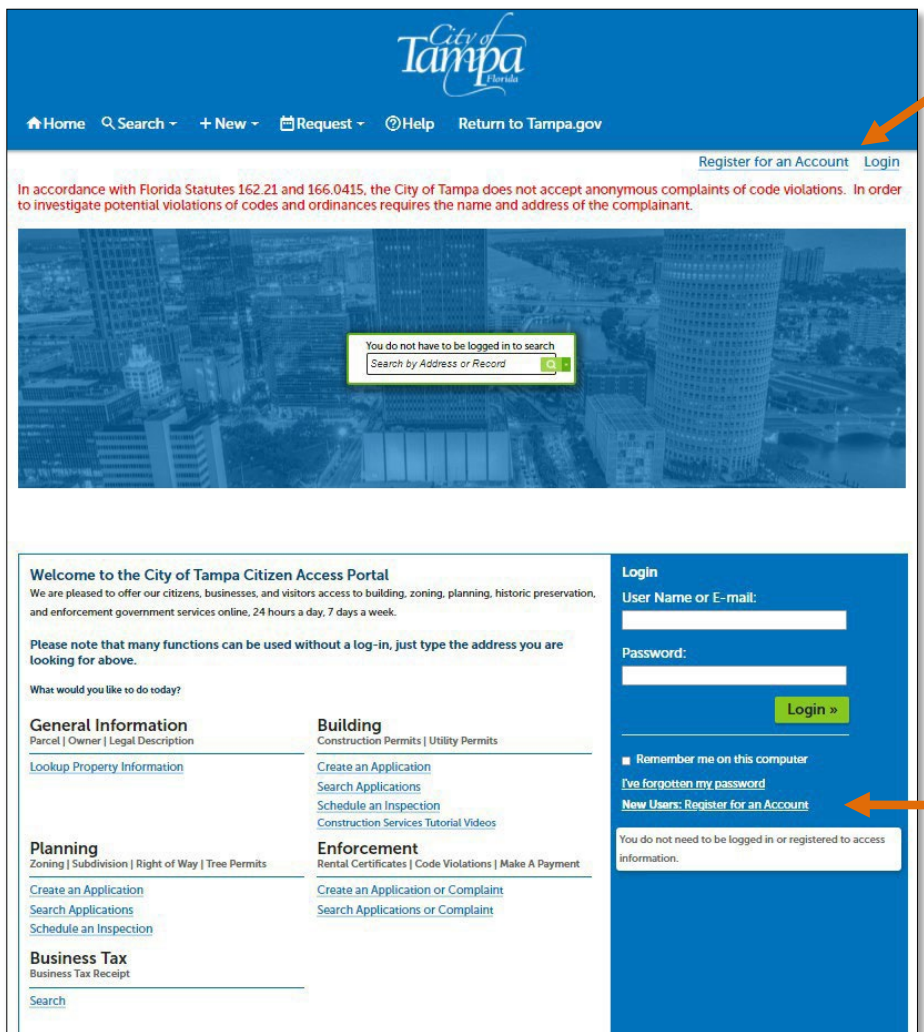


## Accela Citizen Access (ACA) Portal

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

### 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”**.

**Account Registration**

You 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)

Please review and accept the terms below to proceed.

**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 Registration »](#)

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

[Register for an Account](#) [Login](#)

Search by Address or Record

**Account Registration Step 2:  
Enter/Confirm Your Account Information**

\* indicates a required field.

**Login Information**

---

\*User Name:

\*E-mail Address:

\*Password:

\*Type Password Again:

\*Enter Security Question:

\*Answer:

**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)

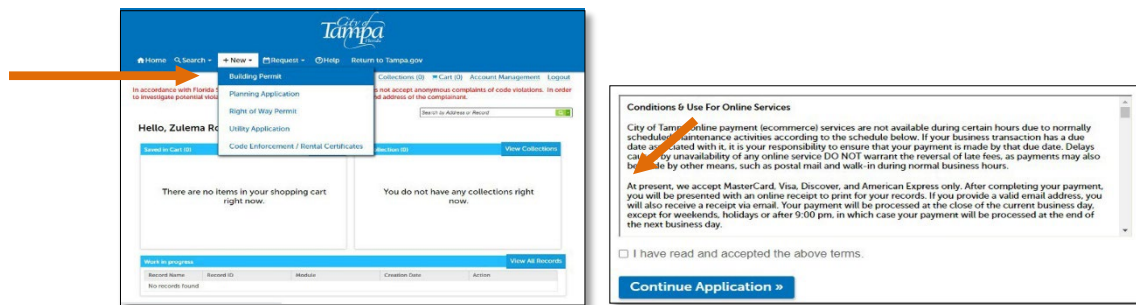
## IMPORTANT

**Your PPR Application MUST include QUESTIONS for our Plan Reviewers.**

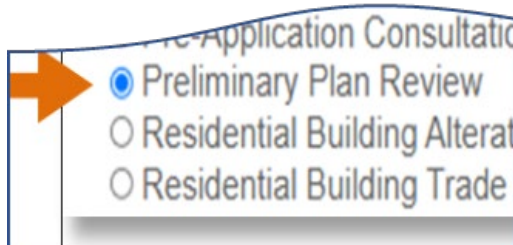
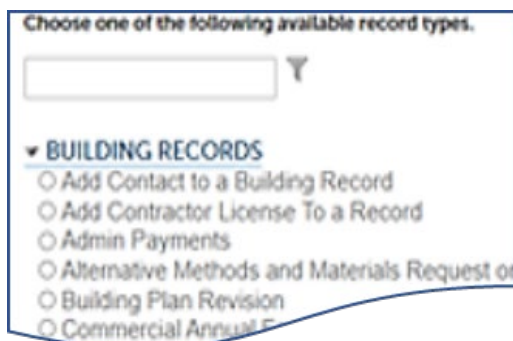
A PPR is not a full plan review. The scope of the review is limited to the questions submitted. If no questions are submitted, we can't process the application or schedule the PPR meeting. A complete submission consists of Payment of PPR application fee, PPR Questions, and Building Plans (at least 60% 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**
- The system will search for that address and display the complete address, parcel and owner information, click **Continue Application**.
- Under "**Step 1: Application Information**", Click **Select from Account** to find Applicant's name among the registered users. When it populates, Click the button next to the name and **Continue Application**. 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

To add a new contact, click the Add Contact link. To edit a contact,

**Select from Account** **Add New** **Look Up**

### Select Contact from Account

Select a contact to attach to this application.  
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Individual	Zulema Rodriguez
<input type="radio"/> Associated Owner		Florida West Coast Public Broadcasting Inc

**Continue** Discard Changes

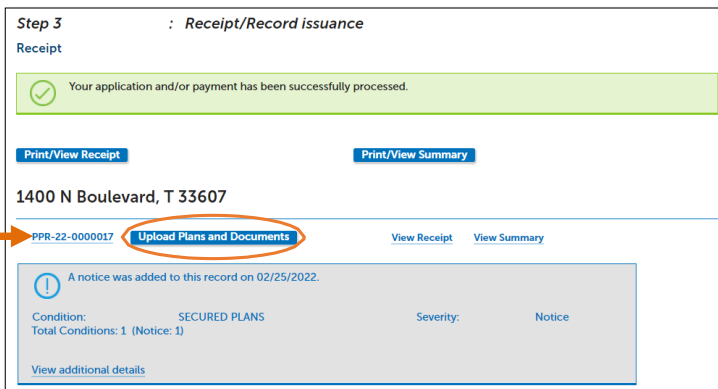
8. **“Step 2: Application Information”** Enter information for all required fields marked with an asterisk (\*). Then, Click **Continue Application**.

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

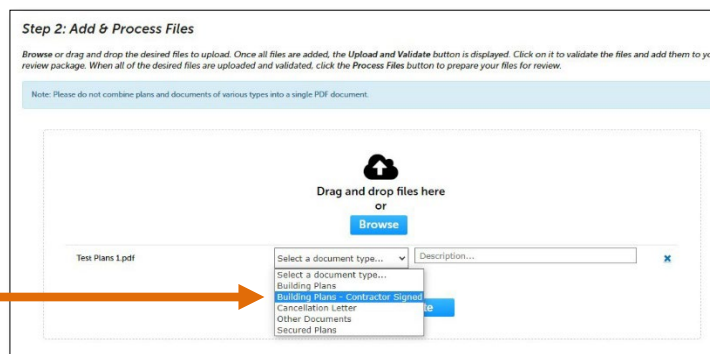
10. **“Step 3”** Review all previous entries and click **Continue Application**.

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).



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.*

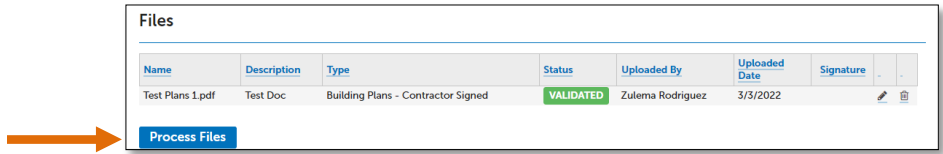


- a. **Select “Building Plans – Contractor Signed”** as the Document Type, and in the Description field, enter **Project Name, SF, #of Stories, #of Units, etc.**
- b. **Select “Other Documents”** as the Document Type when uploading the PPR questions, and in the description field enter **“PPR Questions”**.
- 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:**

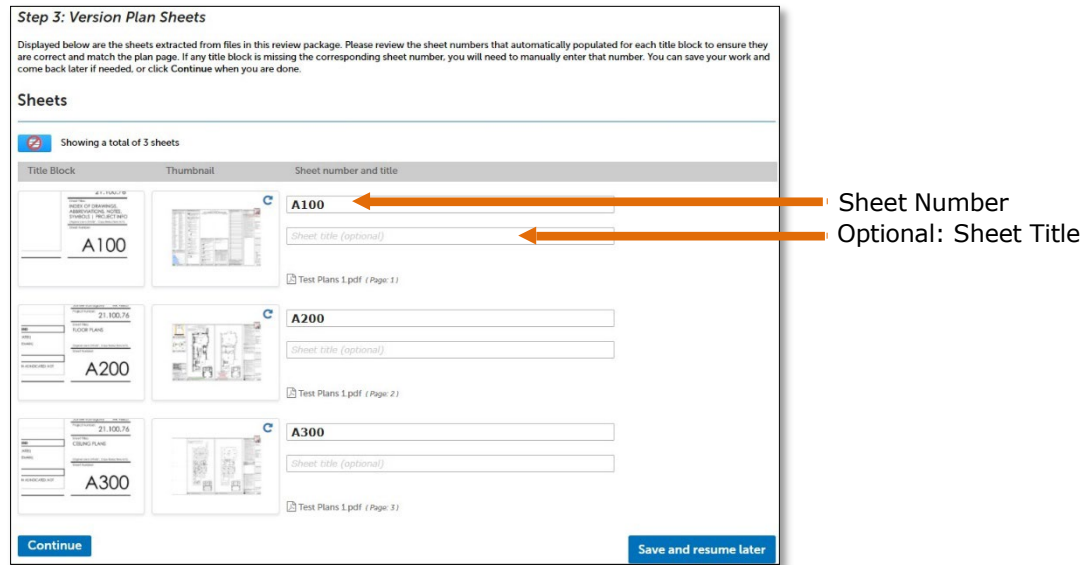
A PPR Application is considered incomplete if it is missing Payment, Plans, and/or Questions. The application will not be processed and a PPR Meeting will not be scheduled if it’s incomplete.

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.



- 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.)