

City of Tampa Code 5-110.9 Mandatory Structural Inspections for Condominium and Cooperative Buildings (Revised by Florida Statute 553.899)

Condominium and Cooperative Association buildings that are three stories or more.

A milestone inspection is required when a building reaches 30 years of age, based on the date the certificate of occupancy for the building was issued, and every 10 years thereafter.

If required, and if the building reached 30 years of age before July 1, 2022, a Milestone Inspection must be performed before December 31, 2024.

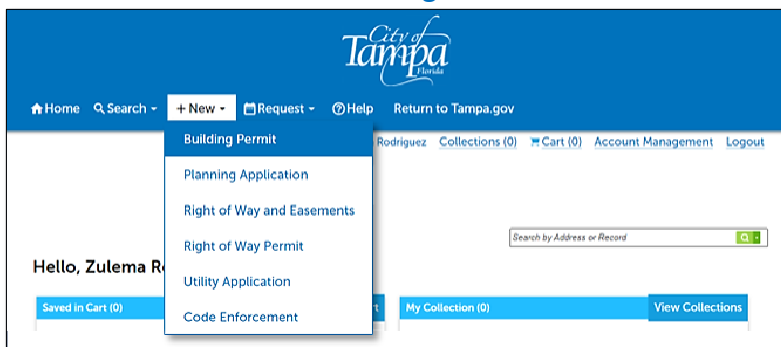
Phase I Inspection must be completed within 180 days after the owner or owners of the building receive the written notice under Section 5-110.9.8.

Phase II Inspection must be submitted to the local enforcement agency within 180 days after submitting a Phase I inspection report, if Phase I reveals “substantial structural deterioration”.

How To Submit a Milestone Inspection Report

PART ONE – THE APPLICATION PROCESS

1. Log into Accela Citizen Access (ACA), or register for an account at: <https://aca-prod.accela.com/TAMPA/Default.aspx>
2. Click on **+New** and select **Building Permit**.



3. After reading **Conditions and Use for Online Services**, please click the appropriate box to indicate acceptance, then click Continue Application.

NOTE: At any time during the application process, you may click “Save and resume later.”

To resume the application,

- Log in
- Click Search/Building Permits
- Select the record
- Click on **Resume Application**

Save and resume later

Records						
<input type="checkbox"/>	Date	Record Number	Record Type	Address	Status	Action
<input checked="" type="checkbox"/>	12/27/2023	24TMP-053810	Condo Recertification	2555 E Hanna Ave T 33610		Resume Application

4. Select the appropriate Record Type.
 - a. Click **Commercial for Condo or Business or Apartment**.
 - b. Select the last item, **Condo Recertification** to create a Milestone Inspection record
 - c. Click Continue Application.

▼ Commercial for Condo or Business or Apartment

- Commercial Annual Facility Permit
- Commercial Annual Facility Renewal
- Commercial Building Alterations (Renovations)
- Commercial Building Trade Permit
- Commercial Burglar Alarm-Alarm Components
- Commercial Demolition Permit
- Commercial Electrical Trade Permit
- Commercial Fire Trade Permit
- Commercial Mechanical Trade Permit
- Commercial Miscellaneous Permit
- Commercial New Construction and Additions
- Commercial Plumbing Trade Permit
- Commercial Roof Trade Permit
- Commercial Site Trade Permit
- Condo Recertification

▶ Residential for Single Family Residence or Duplex

▶ Building Revisions

▶ General

▶ Natural Resources

▶ Utilities

5. **Step 1 Required Information**

- a. For the **ADDRESS**, enter only the **Street Number** and the **Street Name**, then click SEARCH. The Parcel and Owner information will self-populate based on the address entered. Click Continue Application.

Street No.: 2555 *Street Name: Hanna Street Type: --Select-- Direction: --Select--

Unit Type: --Select-- Unit No.: City: State: --Select-- Zip:

Search **Clear**

- b. For the **CUSTOM FIELDS**, enter the First and Last Name of the CONTACT PERSON for the Condo/Co-Op and their email address. **Check spelling** before clicking Continue Application.

Custom Fields

CONDO/CO-OP ASSOC CONTACT INFO

*First Name:

*Last Name:

*Email Address:

Continue Application >

6. **Step 2 Application Information**

- a. The **DETAILED DESCRIPTION**, may be as brief as “[Condo milestone inspection report.](#)”
- b. For the **CUSTOM FIELDS** section, enter **all fields** in the PROJECT DETAILS and GENERAL PROJECT INFORMATION.

The screenshot shows the 'Custom Fields' form with two sections: 'PROJECT DETAILS' and 'GENERAL PROJECT INFORMATION'. In the 'PROJECT DETAILS' section, fields for 'Total Sq Ft', 'Number of Units', 'Building Height (Stories)', 'Number of Buildings', 'Building Height (Feet)', and 'Threshold Building' are visible. In the 'GENERAL PROJECT INFORMATION' section, 'Construction Type' is a dropdown menu, 'Occupancy Type' is a dropdown menu with 'Residential' selected, and 'Year Built' is a text input field. Annotations include a yellow box around 'Occupancy Type' with an arrow pointing to it and a text box saying 'Occupancy Type will default to "Residential"', and another yellow box around the 'Occupancy Category' dropdown with an arrow pointing to it and a text box saying 'Select "R2"'. The 'Occupancy Category' dropdown shows 'R-2 Residential-Perman'.

Click the box under the OWNER/APPLICATION ATTESTATION, then click Continue Application.

The screenshot shows the 'OWNER/APPLICANT ATTESTATION' section. It contains a paragraph of text explaining the requirements for digital signatures and a checkbox that is checked. Below the text are two buttons: 'Continue Application »' and 'Save and resume later'.

c. **Applicant Information**

- Click SELECT FROM ACCOUNT to add yourself as a contact to this application.
- Click ADD NEW to add a non-registered Accela User as the contact to this application.
 - Non-registered users may need to Register to have full access to the record.
- Click LOOK UP to find a registered Accela User and add them as a contact to this application.
- After the contact has been successfully added, click Continue Application.

TIP: To ensure accuracy, search by email address. First names could have variations such as Michael vs Mike.

The screenshot shows the contact management interface. At the top, there is a text box: 'To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.' Below this are three buttons: 'Select from Account', 'Add New', and 'Look Up'. To the right, a notification box shows a green checkmark and the text 'Contact added successfully.' followed by the contact details for Zulema Rodriguez: 'zulema.rodriguez@tampagov.net', 'Home phone:', 'Mobile Phone:', 'Work Phone: 8133075559', and 'Fax:'. Below the details are links for 'Edit' and 'Remove'. At the bottom of the notification box is a button: 'Continue Application »'.

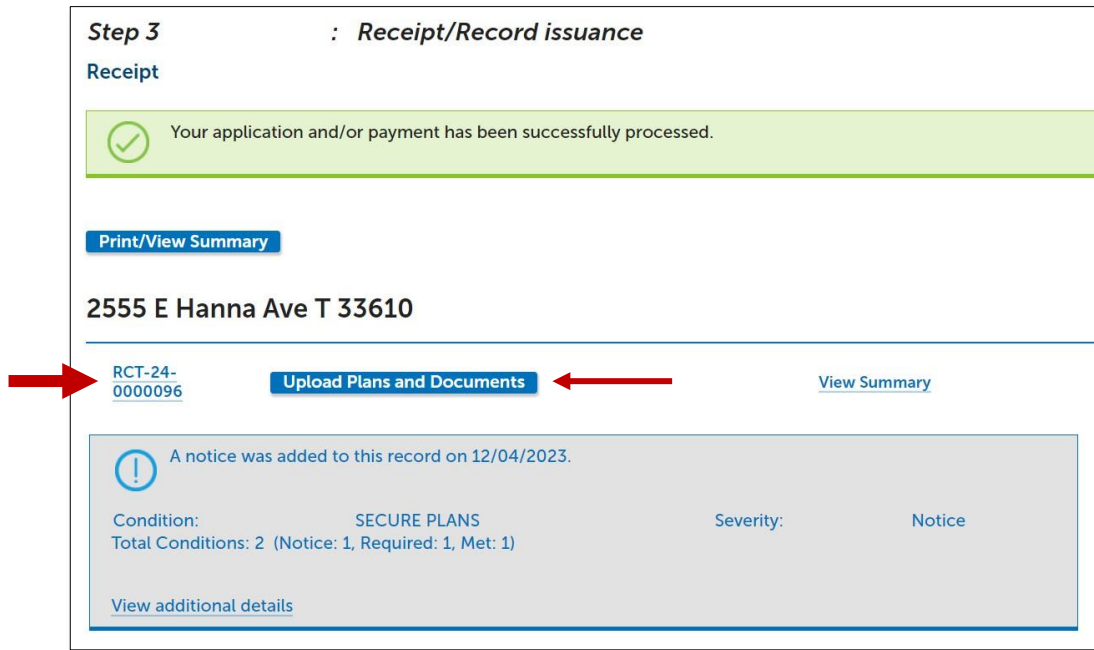
7. **Step 3 Review Application**

Review all information previously entered. Edit as needed, then click Continue Application.

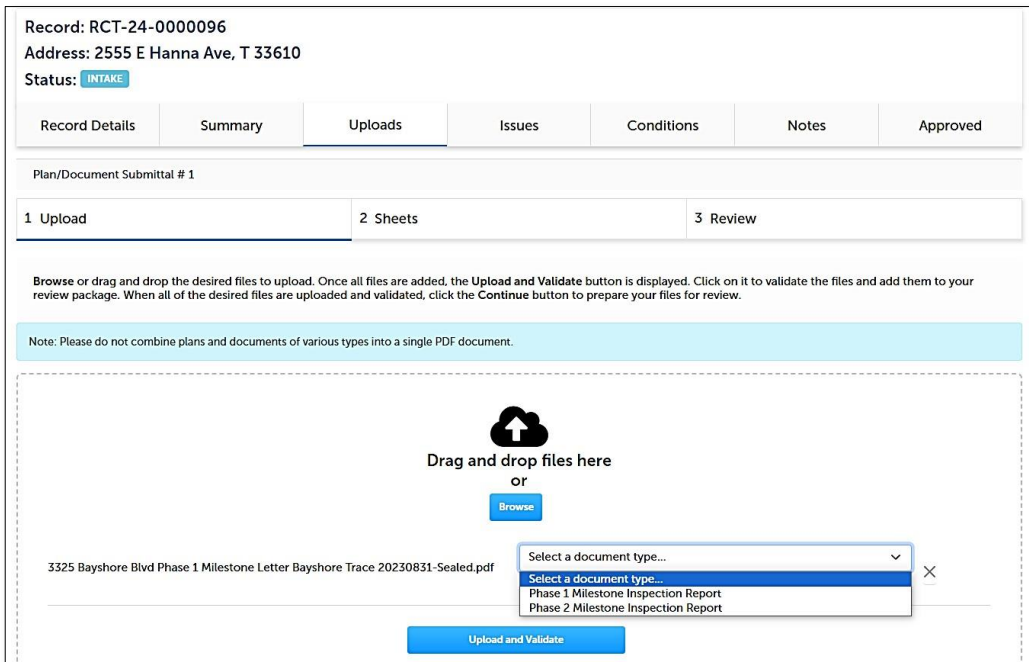
8. **STEP 3 Receipt/Record Issuance – DO NOT EXIT OR CLOSE THIS WINDOW (See line item #9)**
 - a. Payment is not required at this stage.
 - b. The application is nearly complete, and the Record Number has been issued, i.e.: RCT-24-0000096.
 - c. Confirmation will automatically be sent to the email address(es) associated with this record.
 - d. NOTE: The Application Review will not begin until the Milestone Inspection Report is uploaded.

9. **UPLOAD THE MILESTONE INSPECTION REPORT**

- a. Before proceeding make sure the Inspection Report has been Digitally Signed and Sealed.
- b. Click “Upload Plans and Documents” to upload the Milestone Inspection Report.



- c. After the file(s) have been selected for uploading, select the appropriate document type: **Phase I Milestone Inspection Report** or **Phase II Milestone Inspection Report** and enter a brief description, i.e.: “Phase I Inspection Report” or “Phase II Inspection Report”. Next, click **Upload and Validate**. **Reminder: Report must be digitally signed and sealed.**



10. Once VALIDATED, click continue.

Name	Description	Type	Status	Uploaded By	Date	Signature
3325 Bayshore Blvd Phase 1 Milestone Letter Bayshore Trace 20230831-Sealed.pdf	No Substantial Deterioration	Phase 1 Milestone Inspection Report	VALIDATED	Zulema Rodriguez	12/28/2023	

[Continue](#)

11. Review the information you're uploading, enter a description, click SAVE, then click Finish.

Description

Phase I Inspection Report - 3325 Bayshore Blvd

[Save](#)

Files [Edit](#)

These are all the files that will be submitted with this package.

Name	Description	Type	Updated By	Updated Date	Signature
3325 Bayshore Blvd Phase 1 Milestone Letter Bayshore Trace 20230831-Sealed.pdf	Condo Recert - No substantial deterioration	Phase 1 Milestone Inspection Report	Zulema Rodriguez	12/28/2023	

[Finish](#)

12. The system will display a message regarding the successful submission of the application, and automatically send an email to the contact(s) on this record confirming receipt of the review package received under this record.

Success.
Your review package has been submitted.

Record: RCT-24-0000096
Address: 2555 E Hanna Ave, T 33610
Status: [SUBMITTED](#)

Record Details Summary Uploads Issues Conditions Notes Approved

Plan/Document Submittal # 1

Name: Plan/Document Submittal # 1 Description: Phase I Milestone Inspection Report - 3325 Bayshore Blvd	Status: Submitted Date created: 12/27/2023, 3:41:20 PM Date submitted: 12/28/2023, 7:59:18 AM
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Files

Name	Description	Type	Updated By	Updated Date	Pages	Signature
3325 Bayshore Blvd Phase 1 Milestone Letter Bayshore Trace 20230831-Sealed.pdf	No Substantial Deterioration	Phase 1 Milestone Inspection Report	Zulema Rodriguez	12/28/2023	14	

13. The application will be reviewed, and once accepted, an email notification will be sent indicating that the application fee is due. Log in to Accela to make the payment. After the payment is received, the payment receipt will be emailed to the contact(s) on the record and the review package will be routed for electronic review by a Building Plans Examiner.

This concludes the application process.

See [PART TWO - BUILDING REVIEW OF THE MILESTONE INSPECTION REPORT\(S\)](#)

PART TWO – BUILDING REVIEW OF THE MILESTONE INSPECTION REPORT(S)

Phase I Inspection Report

A Building Plans Examiner will review the Condo Recertification package for Phase I.

If the Phase I Milestone Inspection Report shows no substantial structural deterioration and the engineer states in the report that no further inspection is needed, the Building Plans Examiner will:

- Mark the review status “Per Report: No Signs of Substantial Structural Deterioration”.
- Close the Condo Recertification record with a status of “Per Report: No Repair Required”.
- The milestone inspection is complete, and no further action is required.

A new milestone inspection will be required every ten (10) years after the initial milestone inspection.

Phase II Inspection Report

- If the report submitted under Phase I Inspection indicates that the building has substantial structural deterioration, further action is required.
 - An email notification to the contact(s) on record will indicate that, per the Phase I Inspection Report, issues were found and repairs are required.
 - When ready, log into Accela to access the Recertification record.
- First, click on the ISSUES tab to respond to the comments made by the Building Plans Examiner, then, under Status, click on OPEN.

Record: RCT-24-0000096
Address: 2555 E Hanna Ave, T 33610
Status: **NOT APPROVED**

Record Details | Summary | Uploads | **Issues** | Conditions | Notes | Approved

Below you will see a comprehensive list of issues for this project. This list can be filtered to focus on a desired discipline or status. You can click on an open issue to view associated mark-ups and respond before uploading new plans. Please note that all open issues will require a brief response prior to uploading a revised plan set.

Issues Filter

Discipline	Title	Status	Attached To	Created By	Last Updated	Updated By
BUILDING	Deterioration identified - Phase 2 report is needed	OPEN		Zulema Rodriguez	12/28/2023, 9:44:15 AM	Zulema Rodriguez

- In the field marked “Applicant’s Response”, on the pop-up window that appears next, enter your written response to the issue(s) noted by the Building Plans Examiner. Next, click **Save**, then Close window.

OPEN

Deterioration identified - Phase 2 report is needed

Applicant's Response: **Phase 2 milestone inspection was performed. See uploaded Phase 2 milestone inspection report.**

Phase 2 milestone inspection was performed. See uploaded Phase 2 milestone inspection report.

Save **Cancel**

Issues

Discipline	Title	Status
BUILDING	Deterioration identified - Phase 2 report is needed	ANSWERED

PART TWO – BUILDING REVIEW OF THE MILESTONE INSPECTION REPORT(S)

Phase II Inspection Report, continued

- After responding to the issues, click the UPLOADS tab to upload the Phase II Milestone Inspection Report. Click on RESUME to upload the report and follow the same steps used when uploading Phase I report.

Record: RCT-24-0000096
Address: 2555 E Hanna Ave, T 33610
Status: **NOT APPROVED**

Record Details | Summary | **Uploads** | Issues | Conditions | Notes | Approved

Digital files required for application and plan review are submitted within a review package. Below is a list containing submitted and in progress packages for this application. Plan files may only be submitted at the start of a review cycle. For review cycles that are in progress, click the Resume action to upload files and/or submit responses.

Review Packages

Date	Name	Description	Status	Last Updated By	Comments	
12/28/2023	Plan/Document Submittal # 2		New	Zulema Rodriguez		Resume
12/27/2023	Plan/Document Submittal # 1	Phase I Milestone Inspection Report - 3325 Bayshore Blvd	Accepted	Zulema Rodriguez		View

- Select the file(s) for uploading.
- Select document type “Phase 2 Milestone Inspection Report”.
- Enter a description of what’s being uploaded, i.e.: “Phase 2 Milestone Inspection Report”.

Plan/Document Submittal # 2

1 Upload | 2 Sheets | 3 Review

Browse or drag and drop the desired files to upload. Once all files are added, the Upload and Validate button is displayed. Click on it to validate the files and add them to your review package. When all of the desired files are uploaded and validated, click the Continue button to prepare your files for review.

Note: Please do not combine plans and documents of various types into a single PDF document.

Drag and drop files here or [Browse](#)

3325 Bayshore Blvd Phase II Milestone Letter Bayshore Trace 20230831.pdf | Phase 2 Milestone Inspection Report | Phase II Milestone Inspection Report

[Upload and Validate](#)

Phase 2 Milestone Inspection Report
Phase II Milestone Inspection Report

- Click Finish to complete the upload process to the Plan Room.

Issues [Edit](#)

These are all the issues that will be submitted with this package.

Discipline	Title	Status	Attached To	Last Updated	Updated By
BUILDING	Deterioration identified - Phase 2 report is needed	ANSWERED		12/28/2023, 10:34:12 AM	Zulema Rodriguez

[Finish](#)

- The Phase II packet will automatically be routed for electronic review.
- A Building Plans Examiner will then review the second submittal packet and provide comments.

PART TWO – BUILDING REVIEW OF THE MILESTONE INSPECTION REPORT(S)

Phase II Inspection Report, continued

7. If the building was found to have substantial structural deterioration, per the milestone report that was submitted, repairs will be required.
 - a. Logging into this record in Accela will show that “Per Report: Repair Required.”

Records					
Showing 1-3 of 3		Download results		Add to collection	
<input type="checkbox"/>	Date	Record Number	Record Type	Address	Status
<input type="checkbox"/>	12/27/2023	RCT-24-0000096	Condo Recertification	1400 N Bradwood T 33607	Awaiting Client Reply
<input type="checkbox"/>	12/27/2023	RCT-24-0000096	Condo Recertification	2555 E Hanna Ave T 33610	In Process
<input type="checkbox"/>	12/27/2023	RCT-24-0000096	Condo Recertification	2555 E Hanna Ave T 33610	Per Report: Repair Required

- b. Apply for the appropriate building permit **prior** to beginning the required repairs.
8. For assistance in selecting the correct building permit application for the repairs, contact CSDLSP@tampagov.net or call the help team at 813 274-3100, Option 1.

Office hours are Monday – Friday between 8:00 AM and 4:30 PM.

- END OF HOW TO SUBMIT MILESTONE INSPECTION REPORTS -