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GENERAL INFORMATION

 The Comprehensive Permit Summary Report provides the permitting history for a given address within City of Tampa limits.

THE FOLLOWING STEPS WILL GUIDE YOU THROUGH THE PROCESS OF CREATING A COMPREHENSIVE PERMIT SUMMARY BY ADDRESS REPORT.

- 1. Visit the Accela permitting portal at https://aca.tampagov.net.
- 2. Hover over the Search menu and Select Building Permits.



3. Click on the Reports tab (right side of screen) and select the "Comprehensive Permit Summary by Address" report.



- 4. Enter the report parameters and click Submit.
 - a. Start Date / End Date.
 - **b.** Street Number / Street Name (use name only; no directions).

