

GENERAL INFORMATION

- The License Professional History Report provides the permitting summary for a given contractor who has obtained permits within City of Tampa limits.
- If you do not know the license number for a contractor, please visit the [Department of Business & Professional Regulation](#) website. This will allow you to search for the contractor by name or organization.

THE FOLLOWING STEPS WILL GUIDE YOU THROUGH THE PROCESS OF CREATING A LICENSED PROFESSIONAL HISTORY 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. Licensed Professional Number.

