

Accela Guide

Add Contractor License to Record

For Licenses Not Regulated by the Florida DBPR

Updated 09/11/26

GENERAL INFORMATION

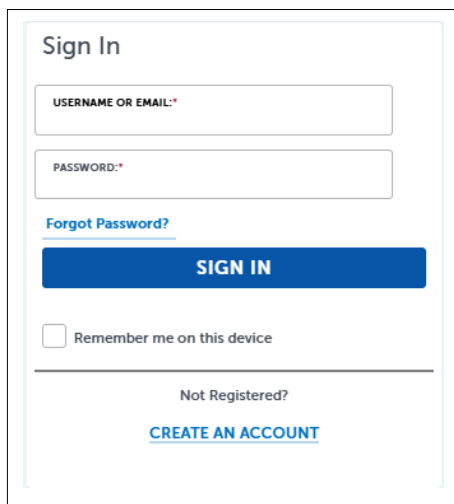
- Only Contacts and Licensed Professionals already assigned to a permit record may add a new contractor license to it.

CONTRACTOR BENEFITS ASSIGNED TO A PERMIT RECORD

- Access to Plan Room.
- Ability to submit and view plans (including draft formats).
- Included in record status automated email notifications.

FOLLOW THESE STEPS TO ADD A CONTRACTOR LICENSE TO A PERMIT RECORD.

1. Visit the [Accela permitting portal](#) and sign into your account.

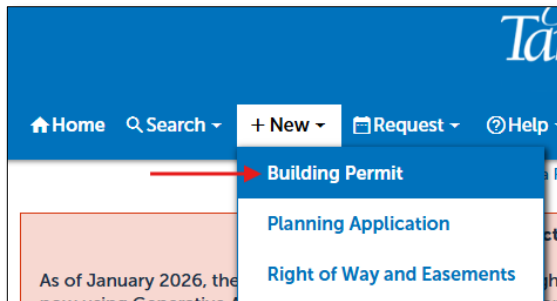


The screenshot shows a 'Sign In' form with the following elements:

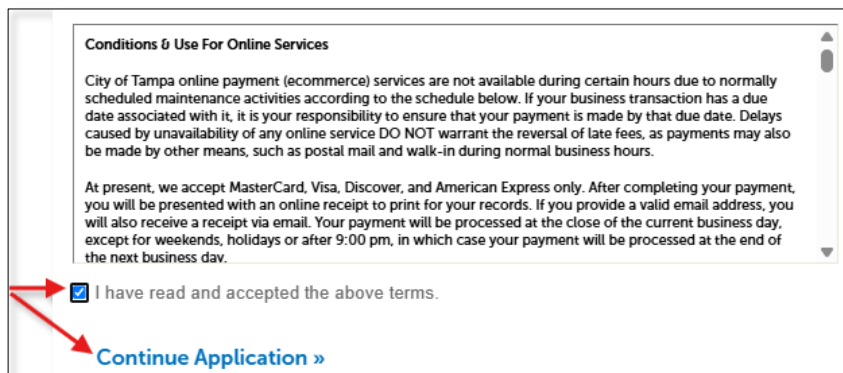
- Sign In** header
- USERNAME OR EMAIL:** text input field
- PASSWORD:** text input field
- [Forgot Password?](#) link
- SIGN IN** button
- ☐ Remember me on this device
-
- Not Registered?
- [CREATE AN ACCOUNT](#) link

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2. Once logged in, click on New and select Building Permit from the drop-down menu.



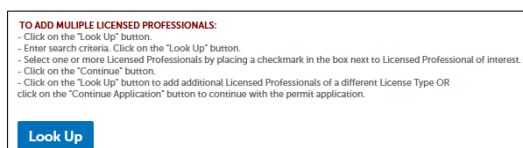
3. Read and accept the Conditions & Use for Online Services and click on **Continue Application**.



4. Click on **General** to expand the menu options and select **Add Contractor License to a Record**, then click **Continue Application** at the bottom of the screen.



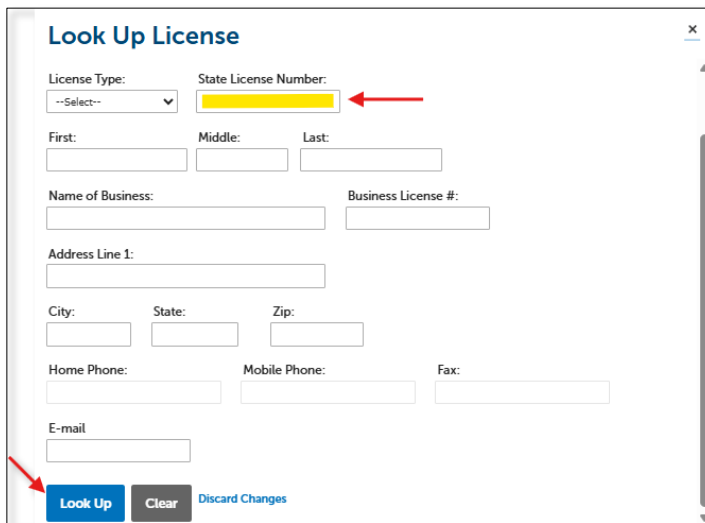
5. On the next screen, click on **Look Up**.



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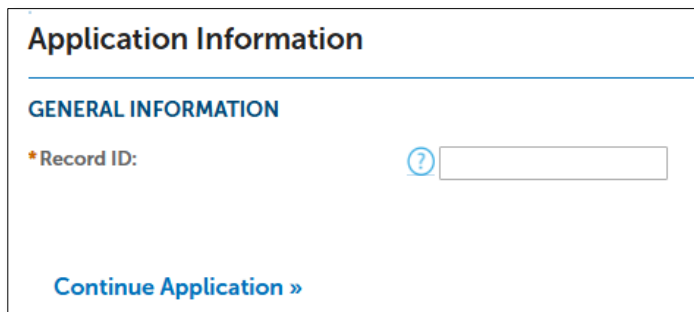
6. On the Look Up License Pop-Up screen, enter only the contractor's license number in the **State License Number** field; then click on **Look Up**.

NOTE: To be found, the contractor's license/insurance must be current and registered with the City.



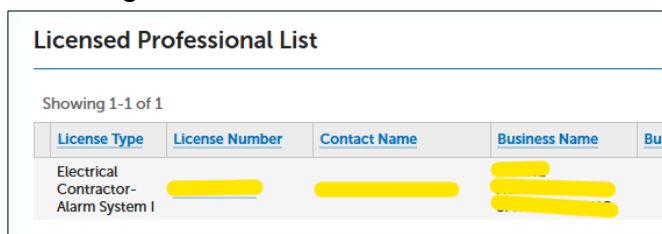
The 'Look Up License' pop-up form contains the following fields: License Type (dropdown menu), State License Number (text field with a red arrow pointing to it), First, Middle, and Last (text fields), Name of Business (text field), Business License # (text field), Address Line 1 (text field), City, State, and Zip (text fields), Home Phone, Mobile Phone, and Fax (text fields), and E-mail (text field). At the bottom, there are three buttons: 'Look Up' (highlighted with a red arrow), 'Clear', and 'Discard Changes'.

7. Enter the permit record number into the ***Record ID** field, then click **Continue Application**.



The 'Application Information' form has a section titled 'GENERAL INFORMATION' with a field for '*Record ID' (with a question mark icon) and a 'Continue Application »' button at the bottom.

8. The message below will confirm that license has been added to permit record.



The 'Licensed Professional List' table shows one entry. The first row is the header: License Type, License Number, Contact Name, Business Name, and Business Address. The second row contains the data: Electrical Contractor-Alarm System I, [redacted], [redacted], [redacted], and [redacted].

License Type	License Number	Contact Name	Business Name	Business Address
Electrical Contractor-Alarm System I	[redacted]	[redacted]	[redacted]	[redacted]

9. **IMPORTANT NOTE:** Please disregard BLDLP number; it is only a tracking ID to document the addition of a license. It is **not** a permit number!