Accela Guide

Search for Permits by Address

Updated 02.24.23

GENERAL PUBLIC RECORDS

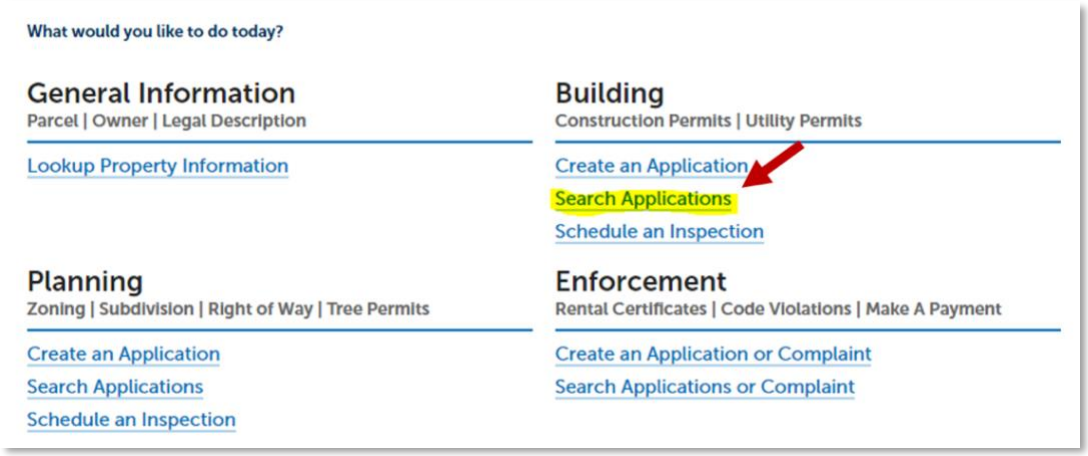
You do **not** need to have an Accela account or be logged in to search for general public records.

PUBLIC RECORD EXEMPTIONS

Records exempted under per F.S. 119.071 are not available to the public. Such files are designated as secure. To view secure files, you must be an authorized contact for the referenced permit and logged into your Accela account.

THE FOLLOWING STEPS WILL GUIDE YOU THROUGH THE PROCESS OF FINDING CONSTRUCTION PERMIT INFORMATION IN THE ACCELA SYSTEM.

1. Visit the Accela permitting portal.
2. On the Home screen, click on Search Applications under the Building menu.



OR

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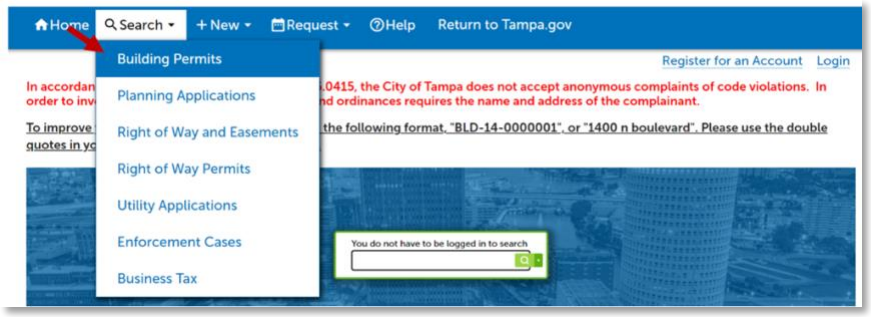
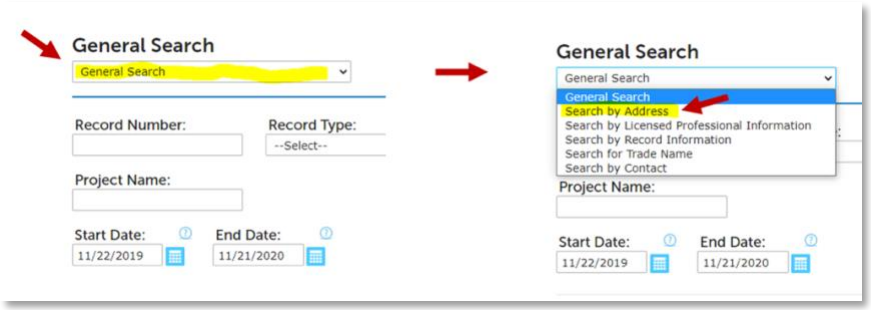
1. Hover over the Search menu and Select Building Permits.

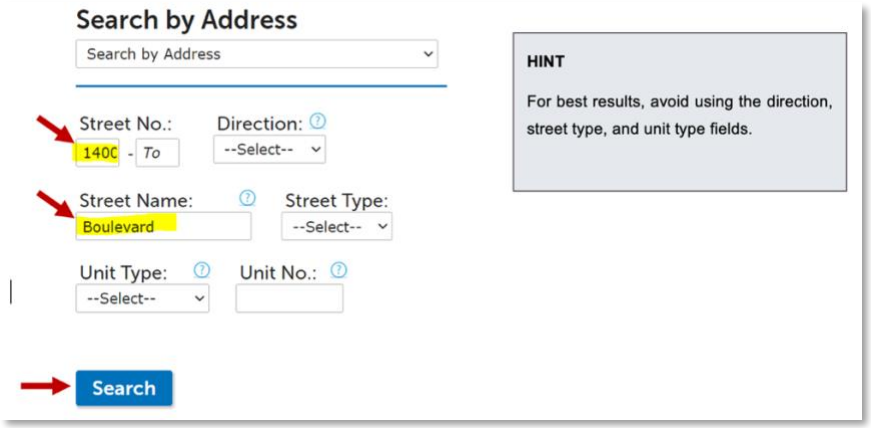


2. Click into the General Search field to expand the drop-down menu and select Search by Address.

    a. You do <u>not</u> need to adjust the Start / End Date fields. Address search results are not restricted by date ranges (see step #3).

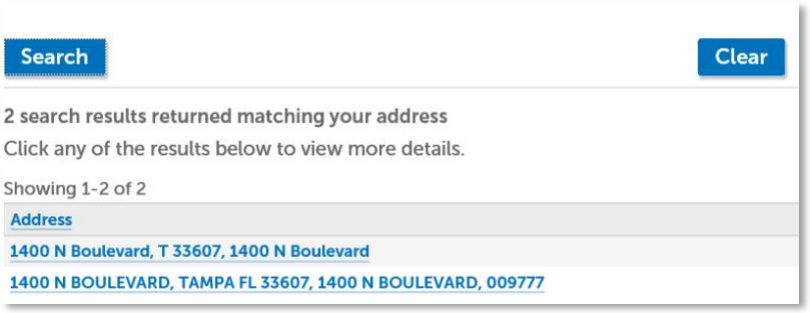
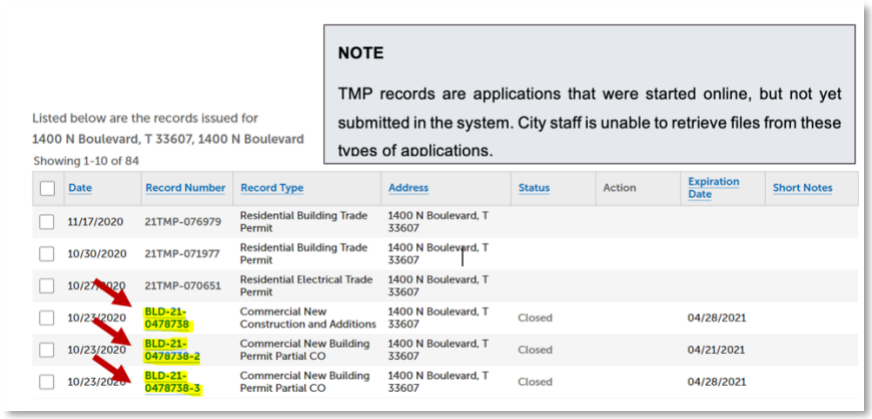


3. For best results, enter only the Street Number and Street Name fields; then click Search.



4. If your search returns multiple results, you will need to select the address that corresponds to

your search by clicking on the blue link.



5. Once your selection has loaded, you will be able to see all available construction permit records. The links will allow you to drill down into further detail.