



Accela Guide Submit for a Field Revision

Updated 11.21.23

GENERAL INFORMATION

- Minor deviations to city-approved plans may be eligible for a field revision in-lieu of a formal plan revision.
- Eligibility is determined and must be approved by a City of Tampa Construction Inspector.
- When you have been approved for a field revision and are ready to submit, please have the following documents available to upload:
 1. A narrative explaining what deviated from the original approved plans, signed by the author.
 2. A one-page detailed plan, clearly indicating where the deviation occurred, and signed by the contractor; if structural, also signed by engineer.
- You must have an Accela account to apply for a Field Revision. To assist you with account registration, please view our guidance document on how to [Create an Account](#).

THE STEPS BELOW WILL GUIDE YOU THROUGH THE PROCESS OF APPLYING FOR A FIELD REVISION

1. Visit the Accela permitting portal at <https://aca.tampagov.net> and log into your account.

A screenshot of the Accela login page. It has a blue background. At the top, it says "Login". Below that, there are two input fields: "User Name or E-mail:" and "Password:". To the right of the password field is a green button that says "Login »".

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

A screenshot of the Accela "New" dropdown menu. The menu is open, showing a list of options. The first option is "Building Permit" in a blue box. Below it is "Planning Application" in a light blue box. There are also icons for "+ New" and "Request" with a question mark.

3. Read and accept the Conditions & Use for Online Services.
4. Click on Continue Application.

A screenshot of the "Conditions & Use For Online Services" form. The form has a white background. At the top, it says "Conditions & Use For Online Services". Below that, there is a paragraph of text explaining the City of Tampa's online payment services. At the bottom, there is a checkbox that is checked and labeled "I have read and accepted the above terms." Below the checkbox is a blue button that says "Continue Application »".

5. Click on the arrow next to the Building Revisions category to expand the menu and select Field Revision.



6. Enter the Parent Permit Number: (BLD-XX-XXXXXXX) related to the Field Revision, then click Continue Application.

A screenshot of the 'Field Revision' form. The form has a title 'Field Revision' and a sub-header 'Please enter parent permit number:'. Below this is a text input field containing the value 'BLD-22-0492634'. At the bottom of the form is a blue button labeled 'Continue Application »'.

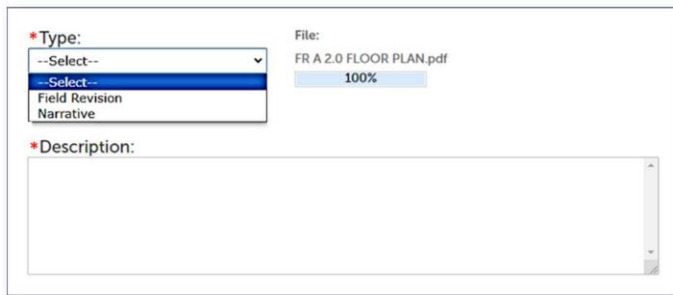
7. Confirm or Edit Contact Information. The address automatically populates based on the Parent Permit Number entered in previous screen. Review the information and click Continue Application.
8. Click Add to gather documents from your computer to upload to the Field Revision Application.
- a. Revision Plans (click Add again for each additional document you want to upload).
 - b. Narrative detailing the proposed revision(s).
 - c. When all documents have been uploaded, click Continue.

Please upload your field revision documents, and/or any other relevant project documents.

A screenshot of the 'Attach Documentation' screen. The screen has a title 'Step 1 : New Field Revision' and a sub-header 'Attach Documentation'. Below this is a section titled 'Attachment' with a red warning message: 'Please upload your field revision documents, and/or any other relevant project documents.' Below the warning is a table with columns 'Name', 'Type', 'Size', 'Document Status', and 'Status Date'. The table is empty, with the text 'No records found.' below it. At the bottom of the screen is a blue button labeled 'Add' and a link 'Continue Application »'.

A screenshot of the 'File Upload' screen. The screen has a title 'File Upload' and a sub-header 'The maximum file size allowed is 100 MB.' Below this is a list of files being uploaded: 'Test Plans.pdf' and 'Narrative for Field Revision.pdf'. Each file has a progress bar showing 100% completion. At the bottom of the screen are three buttons: 'Continue', 'Add', and 'Remove All'.

9. Select the Document Type: Field Revision or Narrative and a brief description of each document.



IMPORTANT REMINDER

- The uploaded **Field Revision**: Must be a one-page detailed plan, clearly indicating where the deviation occurred, and signed by the contractor; if structural, also signed by engineer.
- The uploaded **Narrative**: Must explain what deviated from the original approved plans and be signed by the author.

Name	Type	Size	Document Status	Status Date	Upload Date	Action
FR A 2.0 FLOOR PLAN.pdf	Field Revision	351.23 KB	Uploaded	08/31/2023	08/31/2023	Actions ▾
Narrative for Field Revision.pdf	Narrative	36.73 KB	Uploaded	08/31/2023	08/31/2023	Actions ▾

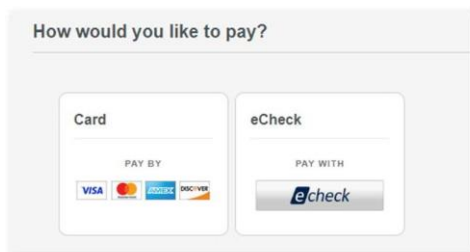
When all required fields have been entered, for each document type, click Save, then Continue Application.

10. On next screen, review all information entered. Scroll to bottom and click Continue Application.

A breakdown of the Application Fees will be displayed (includes Application Fee and Florida Building Surcharge).

11. Click Checkout to go to your cart, which will display the total charges. Click Checkout again to begin the payment process.

12. Click on the icon for the Credit/Debit card you will use: Visa, MC, Amex, or Discover or click on eCheck if paying by check.

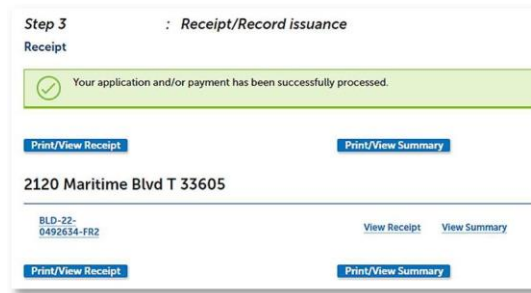


13. Enter all required (*) Billing Information and Payment Details, then click Pay to Submit your payment as entered.

14. After successfully processing your payment, a receipt will be emailed to the contact(s) on the Field Revision record.

a. Your Field Revision Record number is displayed:

- BLD-XX-XXXXXXX-FR1 (Parent Permit Number followed by "-FR1")



The screenshot displays a web interface for a receipt confirmation. At the top, it says "Step 3 : Receipt/Record issuance". Below this, the word "Receipt" is shown. A green banner with a checkmark icon contains the text "Your application and/or payment has been successfully processed." Below the banner, there are two buttons: "Print/View Receipt" and "Print/View Summary". The address "2120 Maritime Blvd T 33605" is displayed. Below the address, the permit number "BLD-22-0492634-FR2" is shown, with links "View Receipt" and "View Summary" next to it. At the bottom, there are two more buttons: "Print/View Receipt" and "Print/View Summary".