

## Upload Owner-Builder Acknowledgement Form

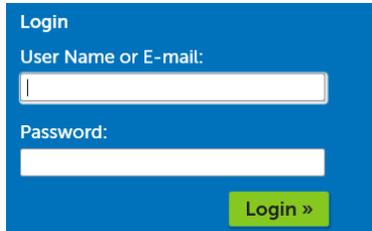
Updated 12.20.22

### GENERAL INFORMATION

- You must be logged into your Accela account to process an [Owner-Builder Acknowledgement Form](#).
- Using this self-service will automatically notify staff that your document is ready for review.

### THE FOLLOWING STEPS WILL GUIDE YOU THROUGH THE PROCESS OF UPLOADING AN OWNER-BUILDER ACKNOWLEDGEMENT FORM.

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



The screenshot shows a blue login form with the following fields and elements:

- Header: Login
- Label: User Name or E-mail:
- Input field for User Name or E-mail
- Label: Password:
- Input field for Password
- Button: Login »

2. Find the permit to which you intend to upload the document with one of the following methods (3 or 4).
3. Type a complete record number (XXX-00-0000000) into the search field. For example, BLD-22-0485532.



The screenshot shows a search input field containing the text "BLD-22-0485532" and a green search button with a magnifying glass icon.

4. Type an asterisk with a partial record number into the search field. For example, \*0485532.



The screenshot shows a search input field containing the text "\*0485532" and a green search button with a magnifying glass icon.

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5. Once you have located the record, click on the corresponding blue link.

<input type="checkbox"/>	Date	Record Number	Record Type	Address	Status
<input type="checkbox"/>	10/14/2021	<a href="#">BLD-22-0485537</a>	Residential Miscellaneous Permit	6221 Bayshore Blvd, T 33611	In Process
<input type="checkbox"/>	10/14/2021	<a href="#">BLD-22-0485536</a>	Residential Miscellaneous Permit	1400 N Boulevard, T 33607	In Process
<input type="checkbox"/>	10/11/2021	<a href="#">BLD-22-0485532</a>	Residential Miscellaneous Permit	1400 N Boulevard, T 33607	In Process

6. Verify that the record number and address is the one for which you intend to upload the document.

Record BLD-22-0485532:   
Residential Miscellaneous Permit  
Record Status: In Process  
Expiration Date: 04/10/2022

**Work Location**

1400 N Boulevard   
T 33607

7. Click on the Record Info tab and select the Attachments option.

Record BLD-22-0485532:  
Residential Miscellaneous Permit  
Record Status: In Process  
Expiration Date: 04/10/2022

 Record Info  Payments  Condi

Record Details  
Processing Status was added to this record on 09/;  
Related Records  
Attachments **SECURED F**

8. The screen below will populate. Click on Add.

**Attachments**

[Construction Services Division Documents](#)

The maximum file size allowed is 500 MB.  
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Description	Size	Document Status	Status Date	Action
No records found.						

 **Add**

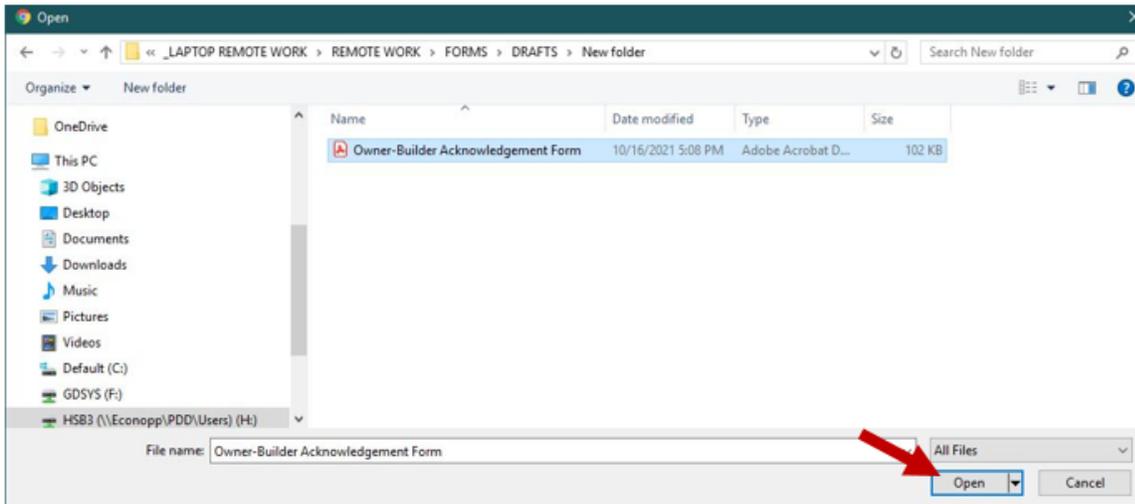
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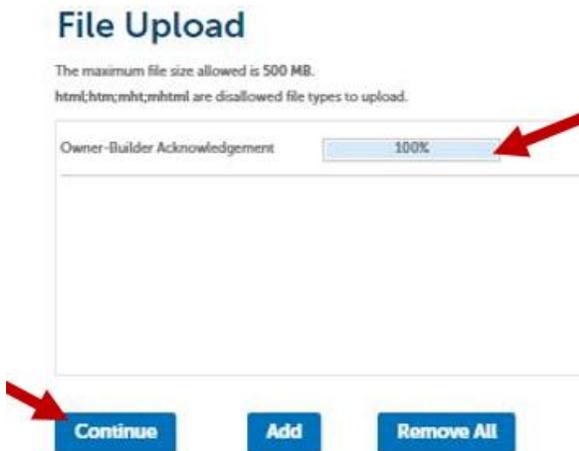
9. Click Add again.



10. Locate the document on your PC and click Open.



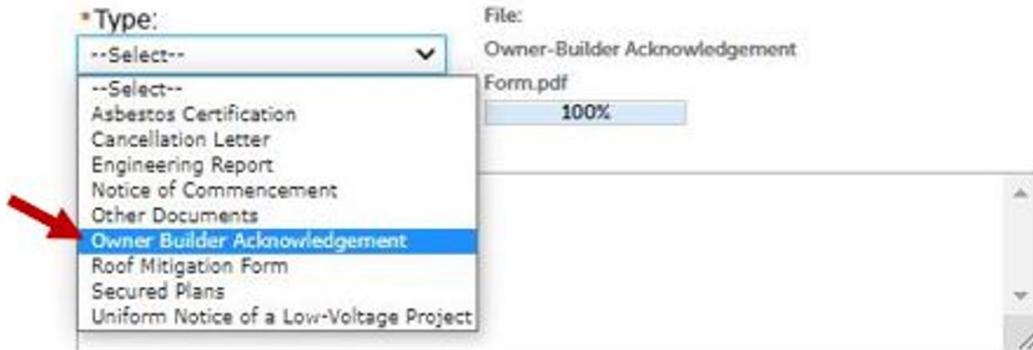
11. When upload percentage is at 100%, click Continue.



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12. Select document type by clicking on Type to activate the drop-down menu. Scroll down and click on Owner Builder Acknowledgement.



The screenshot shows a form with a dropdown menu for document type. The dropdown is open, showing a list of options. A red arrow points to the 'Owner Builder Acknowledgement' option, which is highlighted in blue. To the right of the dropdown, the file name 'Owner-Builder Acknowledgement Form.pdf' is displayed, and a progress bar shows '100%'.

13. Add a description, then click Save.



The screenshot shows a text input field for the description. A red arrow points to the field, which contains the text 'Signed Owner-Builder Acknowledgement Form'. Below the field is a 'spell check' link. Below the spell check link are three buttons: 'Save', 'Add', and 'Remove All'. A red arrow points to the 'Save' button. Below these buttons is a 'Continue Application >' button.

14. Upon successful completion of these steps, the document will be available under the Attachments tab.

**Attachment**

[Construction Services Division Documents](#)

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Name	Type	Size	Document Status	Status Date	Upload Date	Action
<a href="#">Owner-Builder Acknowledgement Form.pdf</a>	Owner Builder Acknowledgement	101.70 KB	Uploaded	10/16/2021	10/16/2021	<a href="#">Actions</a>

15. Staff receives notification that document was uploaded and will review the form within 3-5 business days.