

Accela Guide

Upload Termite Certificate

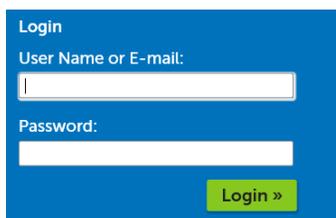
Updated 05.26.23

GENERAL INFORMATION

- A Termite Certificate (when required) must be submitted and approved by the building department before a Certificate of Occupancy can be issued.
- You must be logged into your Accela account to upload the Termite Certificate.
- Using this self-serve process alerts staff that the Termite Certificate has been uploaded to the permit record.
 - Documents are processed in the order received.

THE FOLLOWING STEPS WILL GUIDE YOU THROUGH THE PROCESS OF UPLOADING A NOTICE OF COMMENCEMENT.

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



The image 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
- Submit 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.

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BLD-22-0485532 

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

*0485532 

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	BLD-22-0485537	Residential Miscellaneous Permit	6221 Bayshore Blvd, T 33611	In Process
<input type="checkbox"/>	10/14/2021	BLD-22-0485536	Residential Miscellaneous Permit	1400 N Boulevard, T 33607	In Process
<input type="checkbox"/>	10/11/2021	BLD-22-0485532	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

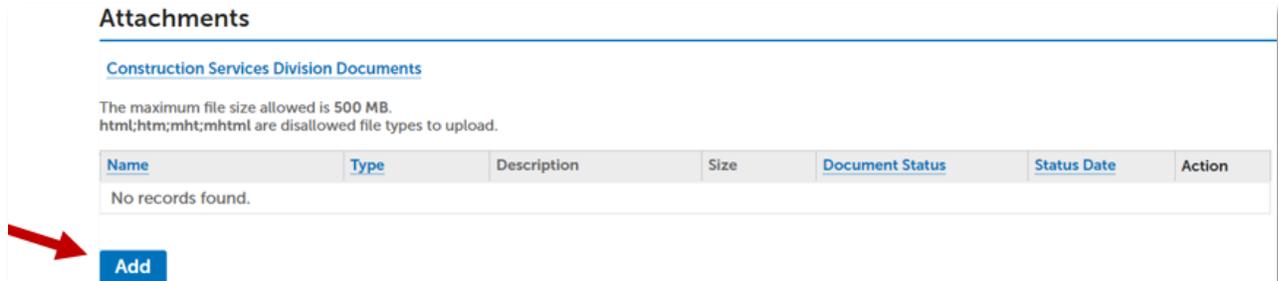
7. Click on the Record Info tab and select the Attachments option.

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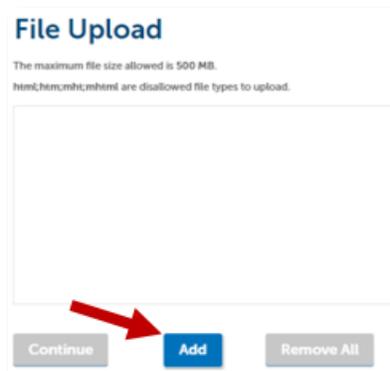
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8. The screen below will populate. Click on Add.



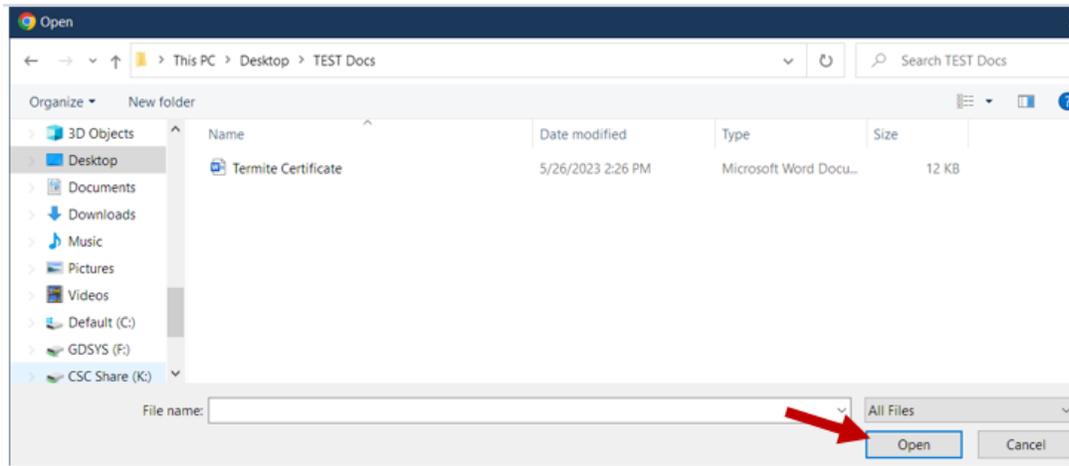
9. Click Add again.



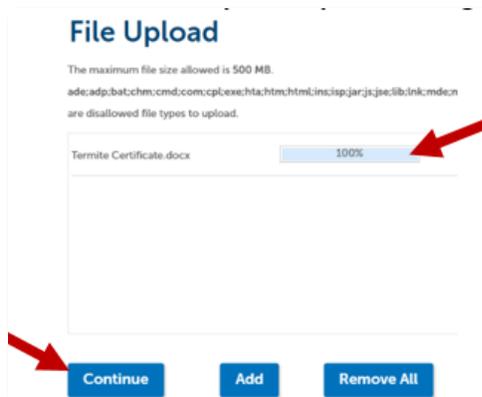
10. Locate the document on your PC and click Open.

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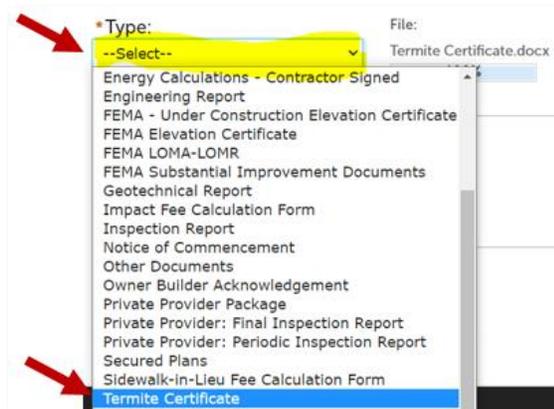
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11. When upload percentage is at 100%, click Continue.



12. Select document type by clicking on Type to activate the drop-down menu. Scroll down and click on Termite Certificate.



13. Add a description, then click Save.

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*Type: Termite Certificate

File: Termite Certificate.docx
100%

*Description:
Termite Certificate

spell check

Save Add Remove All

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

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
Termite Certificate.docx	Termite Certificate	Termite Certificate (test)	11.52 KB	Uploaded	05/26/2023	Actions ▾