Accela Guide

Upload Termite Certificate

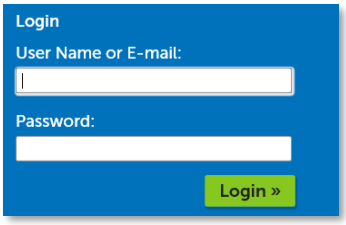
Updated 05.26.23

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.



2. Find the permit to which you intend to upload the document with one of the following methods (3 or 4).

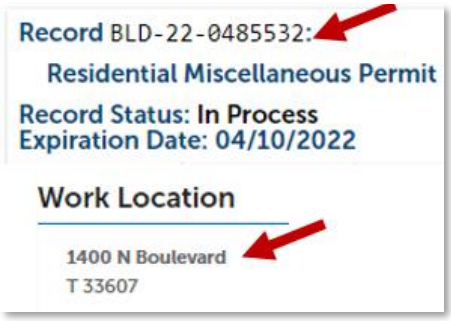
3. Type a complete record number (XXX-00-0000000) into the search field. For example, BLD-22-0485532.

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

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

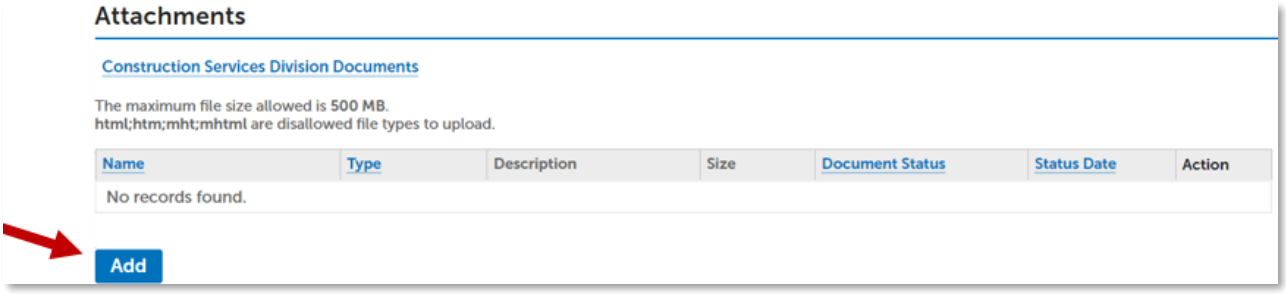
Date	Record Number	Record Type	Address	Status
10/14/2021	BLD-22-0485537	Residential Miscellaneous Permit	6221 Bayshore Blvd, T 33611	In Process
10/14/2021	BLD-22-0485536	Residential Miscellaneous Permit	1400 N Boulevard, T 33607	In Process
10/11/2021	BLD-22-0485532	Residential Miscellaneous Permit	1400 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.

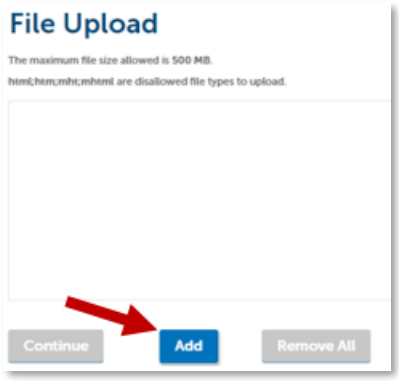


7. Click on the Record Info tab and select the Attachments option.

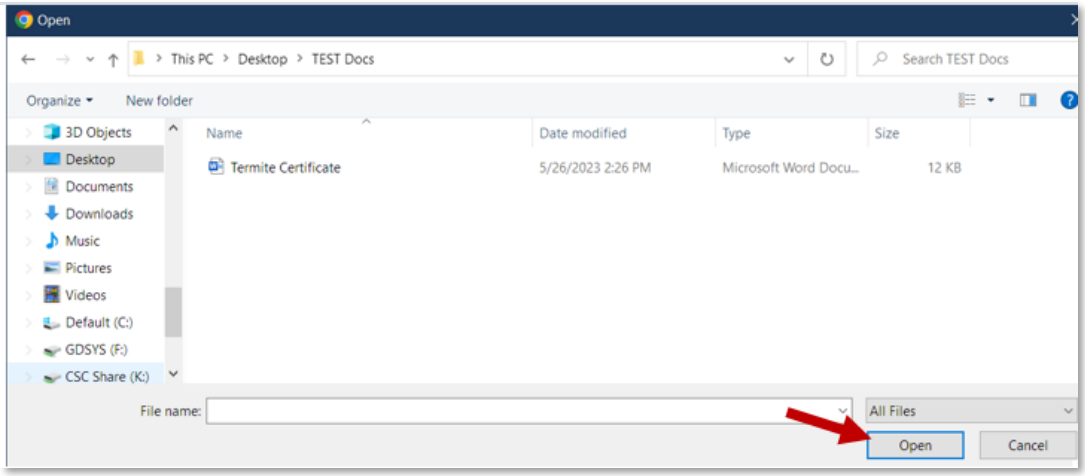
8. The screen below will populate. Click on Add.



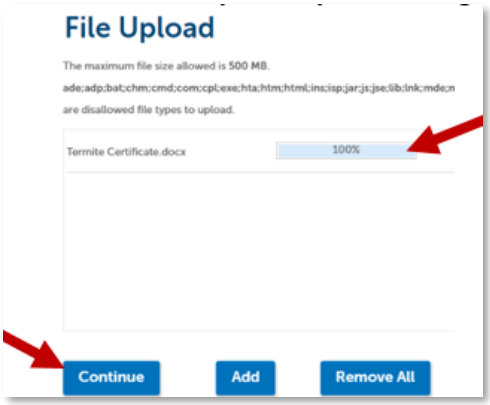
9. Click Add again.



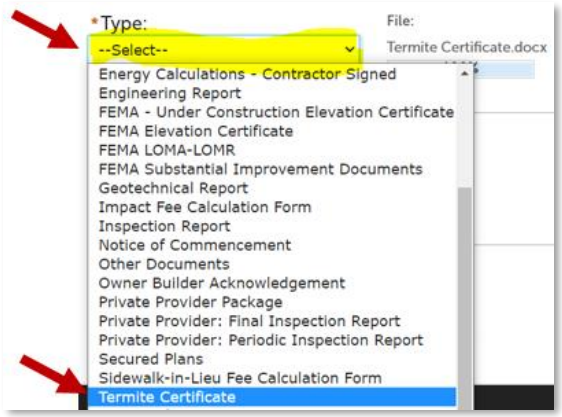
10. Locate the document on your PC and click Open.



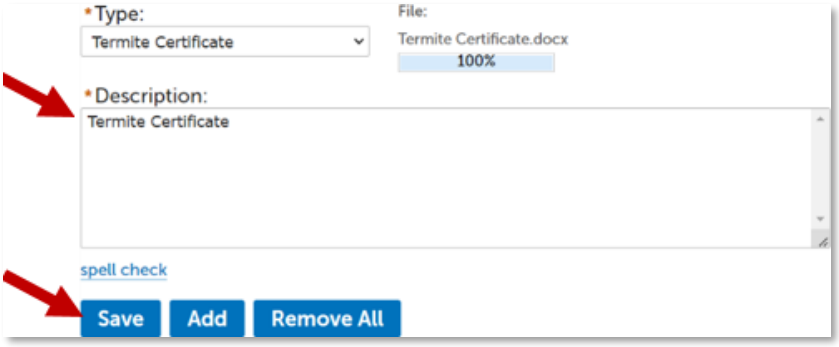
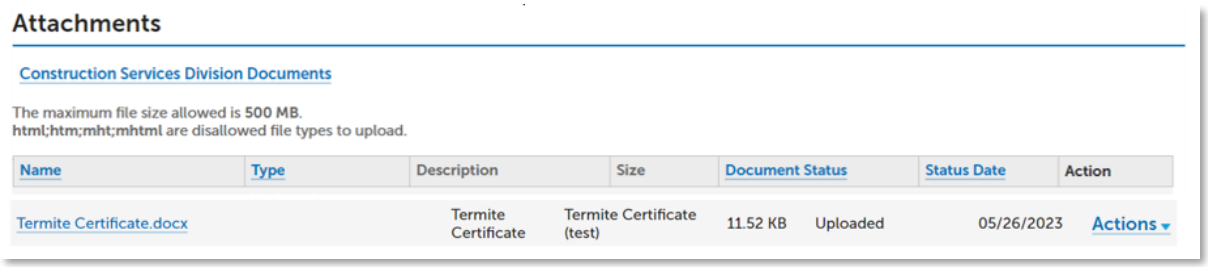
11. When upload percentage is at 100%, click Continue.



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.



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