

Accela Guide

Add Contractor License to Record

For State Certified Licenses Regulated by the Florida DBPR

Updated 09/11/26

GENERAL INFORMATION

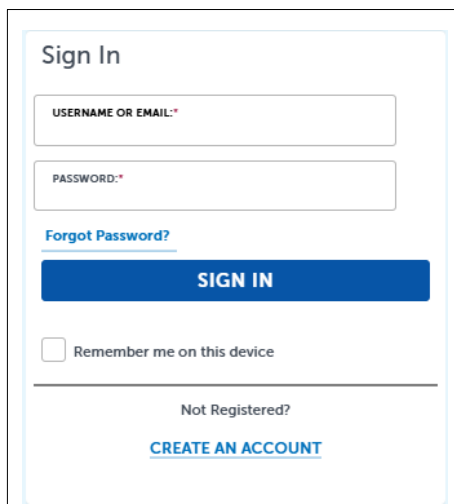
- Only Contacts and Licensed Professionals already assigned to a permit record may add a new contractor license to it.

CONTRACTOR BENEFITS ASSIGNED TO A PERMIT RECORD

- Access to Plan Room.
- Ability to submit and view plans (including draft formats).
- Included in record status automated email notifications.

FOLLOW THESE STEPS TO ADD A CONTRACTOR LICENSE TO A PERMIT RECORD.

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

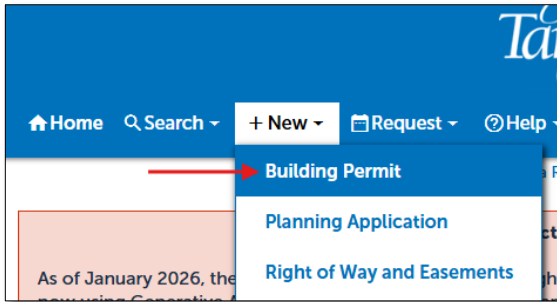


The screenshot shows a 'Sign In' form with the following elements:

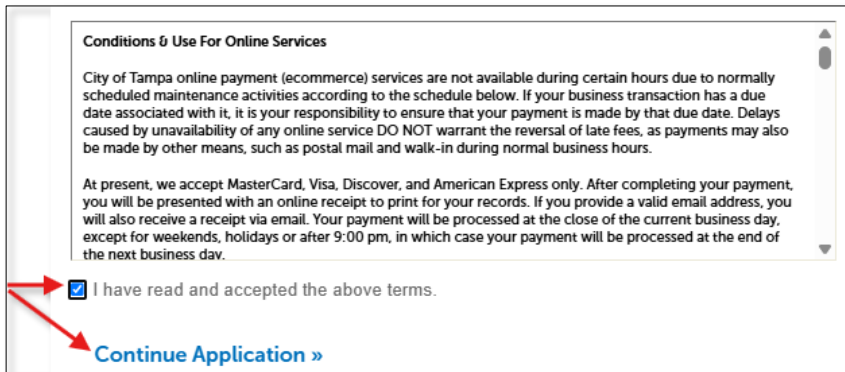
- Sign In** header
- USERNAME OR EMAIL:** text input field
- PASSWORD:** text input field
- [Forgot Password?](#) link
- SIGN IN** button
- ☐ Remember me on this device
-
- Not Registered?
- [CREATE AN ACCOUNT](#) link

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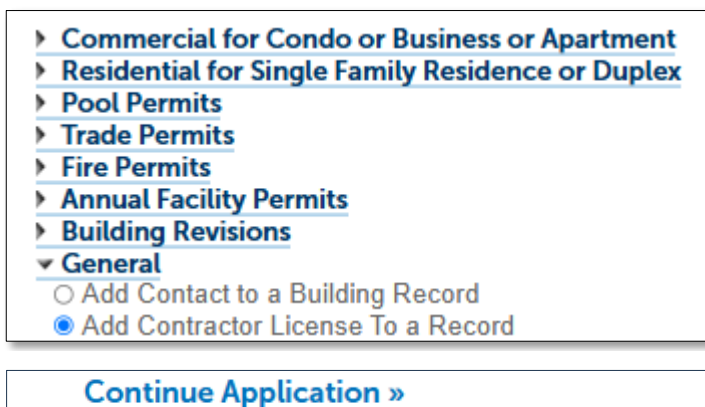
2. Once logged in, click on New and select Building Permit from the drop-down menu.



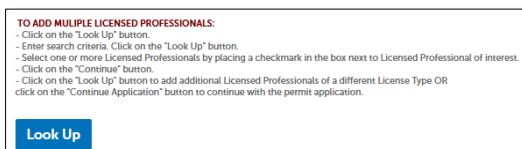
3. Read and accept the Conditions & Use for Online Services and click on **Continue Application**.



4. Click on **General** to expand the menu options and select **Add Contractor License to a Record**, then click **Continue Application** at the bottom of the screen.



5. On the next screen, click on **Look Up**.



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6. On the [Look Up License](#) screen, enter only the contractor's license number in the **Business License #** field, **not** the State License Number field; then click on **Look Up**.

NOTE: To be found, the contractor's license/insurance must be current and registered with the City and with the Florida DBPR.

Look Up License

For License Professional that registered **before** July 1st, 2026 please use [State License Number] Field.
For License Professional that registered **after** July 1st, 2026 please use [Business License #] Field.

License Type:

State License Number:

First: Middle: Last:

Name of Business:

Business License #:

Address Line 1:

City: State: Zip:

Home Phone: Mobile Phone: Fax:

E-mail:

Look Up **Clear** [Discard Changes](#)

7. Enter the permit record number into the ***Record ID** field, then click **Continue Application**.

Application Information

GENERAL INFORMATION

*Record ID:

[Continue Application »](#)

8. The message below will confirm that license has been added to permit record.

Licensed Professional List

Showing 1-1 of 1

License Type	License Number	Contact Name	Business Name	Bus
Electrical Contractor-Alarm System I				

9. **IMPORTANT NOTE:** Please disregard BLDLP number; it is only a tracking ID to document the addition of a license. It is **not** a permit number!