

HOW TO UPLOAD A PRIVATE PROVIDER PERIODIC INSPECTION REPORT

The following steps will guide you through the process of uploading a Private Provider Periodic Inspection Report.

REV 1/4/2021

1. Visit our website at aca.tampagov.net and log into your account.

Login
User Name or E-mail:

Password:

[Login »](#)

2. Find the permit to which you intend to upload the report with one of the following methods (a or b).
 - a. Click on *VIEW ALL RECORDS*.

Work in progress				
Record Name	Record ID	Module	Creation Date	Action
Commercial Electrical Trade Permit	21TMP-028988	Building	10/11/2020 12:00:00 AM	Resume Application

- b. Type in the complete (XXX-00-0000000) or partial record number. You can also search by address.

[Q](#)

HINT

A record number (also referred to as record ID) is the same as the permit number. The terms are used interchangeably.

3. Once you have located the permit, click on the corresponding blue link.

Records

Showing 1-7 of 7 | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Address	Status	Action	Expiration Date	Short Notes
<input type="checkbox"/>	12/22/2020	BLD-21-0474835	Residential New Construction and Additions (1 and 2 Family)	5213 W Neptune Way, T 33609	Issued		06/27/2021	
<input type="checkbox"/>	11/23/2020	BLDLP-21-000001	Add Contractor License To a Record		Complete			
<input type="checkbox"/>	10/26/2020	BLD-21-0474824	Residential Building Alterations (Renovations)	3210 W Dewey St, T 33607	Issued		06/05/2021	
<input type="checkbox"/>	10/11/2020	21TMP-028988	Commercial Electrical Trade Permit	1400 N Boulevard, T 33607		Resume Application		

4. Verify that the permit number and address is the one for which you intend to upload the report.

Record BLD-21-0474835:

Residential New Construction and Additions (1 and 2 Family)

Record Status: Issued

Expiration Date: 06/27/2021

5. Click on the *RECORD INFO* tab and select the *ATTACHMENTS* option.

Record BLD-21-0474835:

Residential New Constru

Record Status: Issued

Expiration Date: 06/27/202

Record Info | **Plan Room**

Record Details

Processing Status

Related Records

Attachments

Inspections

Valuation Calculator

6. 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.						

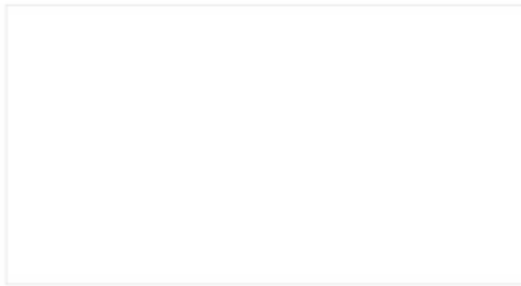


7. Click *ADD* again.

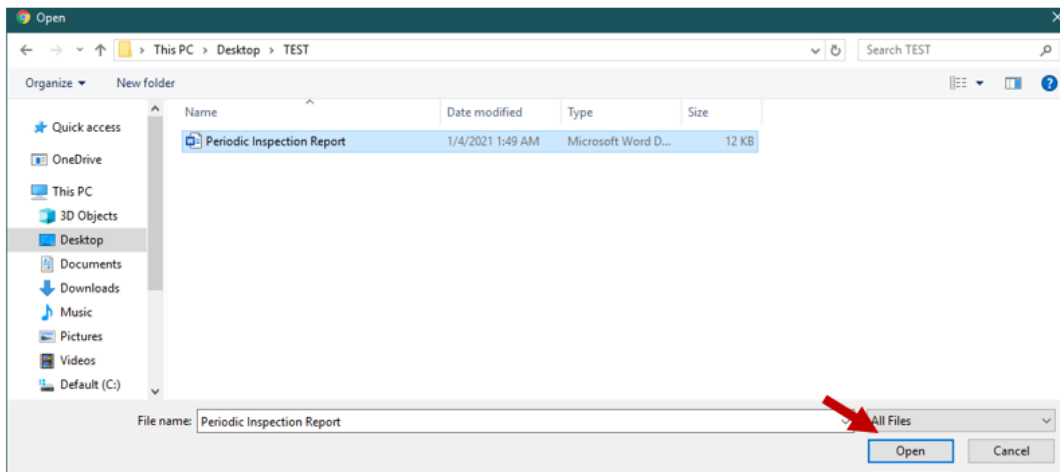
File Upload

The maximum file size allowed is 500 MB.

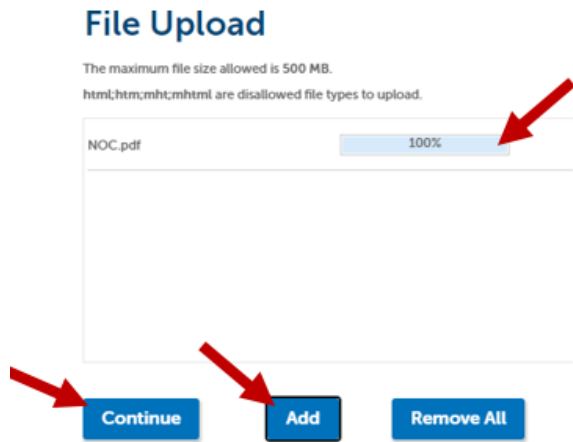
html;htm;mht;mhtml are disallowed file types to upload.



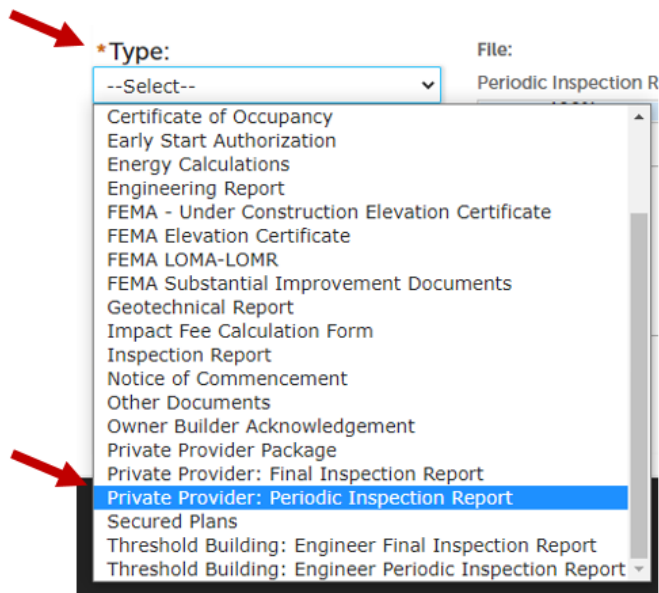
8. Locate the report on your PC and click *OPEN*.



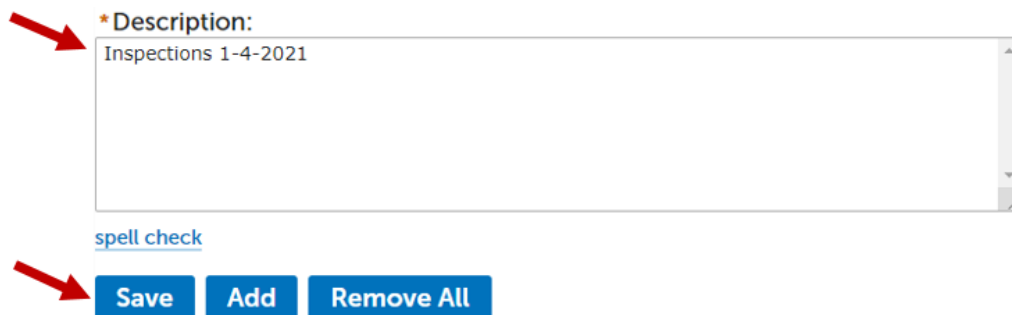
9. Click *ADD*. When upload percentage is at 100%, click *CONTINUE*.



10. Select a document type by clicking on *TYPE* to activate the drop-down menu. Scroll down and click on *PRIVATE PROVIDER: PERIODIC INSPECTION REPORT*.



11. Add a description (please include relevant inspection dates). Then click *SAVE*.



12. Upon successful completion of these steps, the document will be available under the **ATTACHMENTS**.



The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

Attachments

Construction Services Division Documents

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

Name	Type	Description	Size	Document Status	Status Date	Action
TAMPA_002_PermitPlacard_20201023_145058.pdf	Permit		86.40 KB	Uploaded	10/23/2020	Actions ▾
Periodic Inspection Report.docx	Private Provider: Periodic Inspection Report	Inspections 1-4-2021	11.42 KB	Uploaded	01/04/2021	Actions ▾