



Private Provider Scheduling Inspections Checklist

Updated 07.14.2023

IMPORTANT NOTE

For projects located in a Special Flood Hazard Area (SFHA) all required inspections below the Design Flood Elevation (DFE) must be conducted and approved by City of Tampa Inspections staff, up to and including the FEMA Under-Construction Elevation Certificate.

Pre-construction inspection – When silt fence, tree barricades, sanitary facilities and approved plans are installed.

- No work should begin until City of Tampa Inspectors approve.

All required Florida Building Code inspections – through Accela system.

- City of Tampa will perform inspection up to and including the FEMA Under-Construction Elevation Certificate inspection for projects located in a SFHA.

All site, driveway/sidewalk and stormwater drainage/retention “in-progress” inspections – before concealment.

- City of Tampa will perform inspections.

Electrical Power Release inspection – with document indicating that Private Provider has inspected the electrical system and approved the release.

How to Upload in Accela

1. Log into Accela and find permit.
2. Go to Record Info Tab-Attachments; click ADD.
3. Click ADD and choose your document to upload. In the title box, name the file “**Electrical Power Release.**”
4. Click CONTINUE. It will prompt you with a dropdown box; choose “**Other Document**” and click ADD. Follow remaining prompts.

SFHA (FEMA) Properties Only: Under-Construction Elevation Check inspection– once the Under-Construction Elevation Certificate has been uploaded to the Accela system.

How to Upload in Accela

1. Log into Accela and find permit.
2. Go to Record Info Tab-Attachments; click ADD.
3. Click ADD and choose your document to upload. In the title box, name the file “**Under-Construction Elevation Certificate.**”
4. Click CONTINUE. It will prompt you with a dropdown box; choose “**Under-Construction Elevation Certificate**” and click ADD. Follow remaining prompts.

All site and building final inspections – once project is complete, upload the Private Provider Final Inspection Report to the Accela System.

How to Upload in Accela

1. Log into Accela and find permit.
2. Go to Record Info Tab-Attachments; click ADD.
3. Click ADD and choose your document to upload. In the title box, name the file “**Private Provider Final Inspection Report.**”
4. Click CONTINUE. It will prompt you with a dropdown box; choose “**Private Provider Final Inspection Report**” and click ADD. Follow remaining prompts.