



## Process Guide

# Submit a Public Records Request (Permits)

Updated 05.15.23

### **PUBLIC RECORD EXEMPTIONS**

Records exempted under per [F.S. 119.071](#) are not available to the public.

### **GENERAL INFORMATION**

Most records are available for easy and immediate retrieval in Accela. For step-by-step assistance, please reference our [How to Search for Permits Using an Address](#) guide.

In the event you are unable to locate the records you are seeking, please submit your request directly to the City of Tampa Public Records Center. All inquiries are processed in the order received. The initial 30 minutes of research are complimentary; thereafter a charge of 24.34/hour will be incurred (if a charge is anticipated, staff will reach out to you prior to proceeding with fulfilling the request).

### **THE FOLLOWING STEPS WILL GUIDE YOU THROUGH THE PROCESS OF SUBMITTING A PUBLIC RECORDS REQUEST.**

1. Visit the [City of Tampa Public Records Center](#) and click on All Other Requests.

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## Submit a Public Records Request (Permits)

**City of Tampa Public Records Center**

**Main Menu**

- Home
- FAQs
- Submit a Records Request
- My Request Center
- Search by Reference Number

**FAQs**

See All FAQs

Are you looking for building, zoning, planning, historic preservation, or code enforcement?

What fees are charged for public records request?

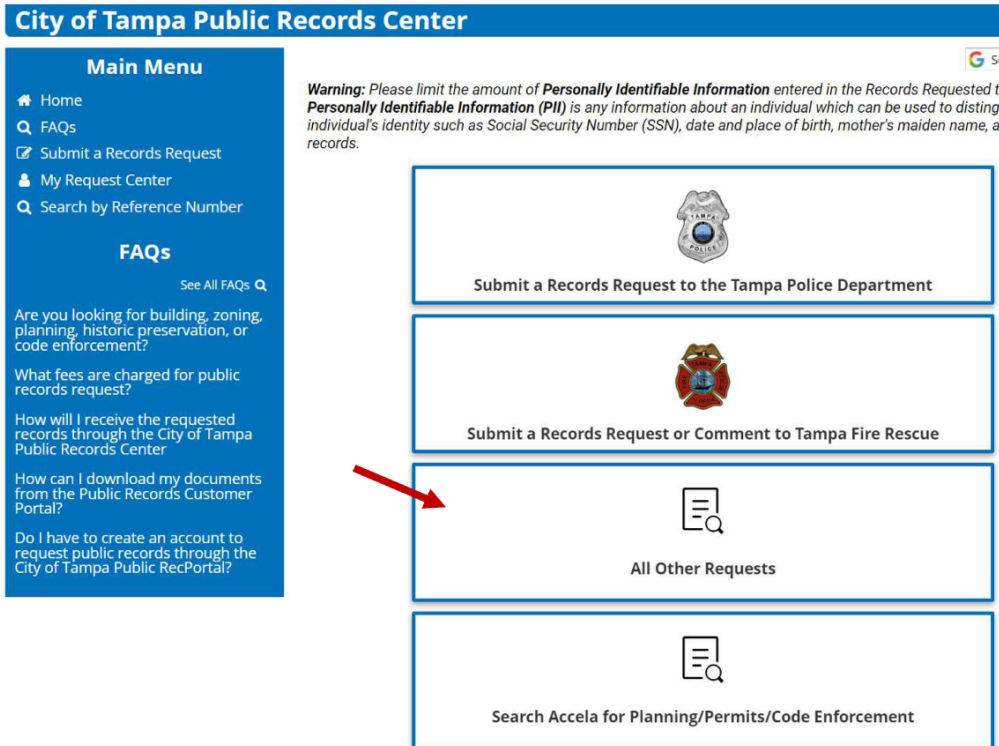
How will I receive the requested records through the City of Tampa Public Records Center?

How can I download my documents from the Public Records Customer Portal?

Do I have to create an account to request public records through the City of Tampa Public RecPortal?

**Warning:** Please limit the amount of **Personally Identifiable Information** entered in the Records Requested to **Personally Identifiable Information (PII)** is any information about an individual which can be used to distinguish individual's identity such as Social Security Number (SSN), date and place of birth, mother's maiden name, and records.

- Submit a Records Request to the Tampa Police Department
- Submit a Records Request or Comment to Tampa Fire Rescue
- All Other Requests
- Search Accela for Planning/Permits/Code Enforcement



2. Create an account, log into your existing account, or submit a request Anonymously.
  - a. Creating an account will allow you to track and monitor your public records requests. All communications from the agency will be sent directly to your email account.
  - b. **Important Note:** By choosing to submit your request anonymously, it will be your responsibility to check the Public Records Portal for all information associated with your request (staff will have no way to contact you.)Be sure to keep track of the Reference Number provided with your submittal.

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## Submit a Public Records Request (Permits)

### Account Login

If you have used this service previously, please log in. If this is your first online request, please create an account and provide as much contact information as possible. By creating an account, you will have the ability to track and monitor your public records requests. All communication from the agency will be sent directly to your email account.

Email Address:\*

Password:\*

Submit

If you don't know or have forgotten your password, click here.

New User? Click below to create a new account.

Create Account

### Anonymous Request

By choosing to submit your request anonymously, it will be your responsibility to check the Public Records Portal for all information associated with your request. Please keep track of the Reference Number provided with your submittal (EX. P002553-093015). To use this option, select "Submit Anonymously" below. To search for a previously submitted request, select "[Search by Reference Number](#)" from the menu on the left. Any payments can be made by cash or money order at the address provided on the invoice.

Submit Anonymously

3. Select Development & Growth Management from the Choose Department drop-down list.
  - a. Provide the property address(s) for the permit(s) you wish to research.
  - b. Describe the information you are requesting (e.g., permit numbers, date ranges).

**Choose Department:\***

Development & Growth Management ▼

**Property Address:**

**Records Requested:\***

4. Add any file attachments that may assist us in our search.
  - a. Enter CAPTCHA code (system will generate a new code each time you submit a request).
  - b. Click on Submit.

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## Submit a Public Records Request (Permits)

### File Attachments:

If you have any documents that may assist in responding to your request, please attach here.

No Files Selected

SELECT FILE or Drop file here

Enter CAPTCHA code:



UHP84

Submit

Cancel

### RETRIEVING YOUR COMPLETED RECORDS REQUEST (CUSTOMERS WITH ACCOUNT)

1. If you have created an account, you will receive an email notification that your request is ready.
  - a. Click on the [City of Tampa Public Records Center](#) link imbedded within the email.
  - b. Log into your account.
  - c. Click on My Request Center.



- d. Click on View My Requests.

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## Submit a Public Records Request (Permits)

### My Public Records Center

Login here to check the status of requests you have submitted or to update your customer account information.

View My Requests

Click above to access requests submitted.

- e. Click on View File(s) or Details.

View File(s)

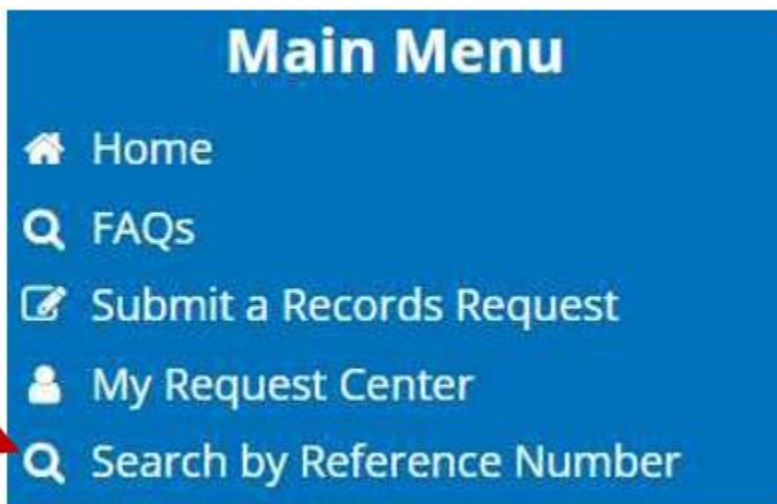
Details

- f. Download available file(s).

	UPLOAD DATE		 DOWNLOAD ALL
Files:	05/12/2023	ComprehensivePermitSummary.pdf	

### RETRIEVING YOUR COMPLETED RECORDS REQUEST (ANONYMOUS CUSTOMERS)

1. Periodically visit the [City of Tampa Public Records Center](#)
  - a. Click on Search by Reference Number.



- b. Enter the Reference Number and click on Search.

# Process Guide

## Submit a Public Records Request (Permits)

### Track by Reference Number

If you have submitted a request anonymously and wish to check the current status of your request, please enter the Reference Number provided when you submitted the request and click "Search."

Enter Reference Number:

Search

Cancel

c. Download available file(s).

	UPLOAD DATE	
Files:	05/12/2023	ComprehensivePermitSummary.pdf

