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.

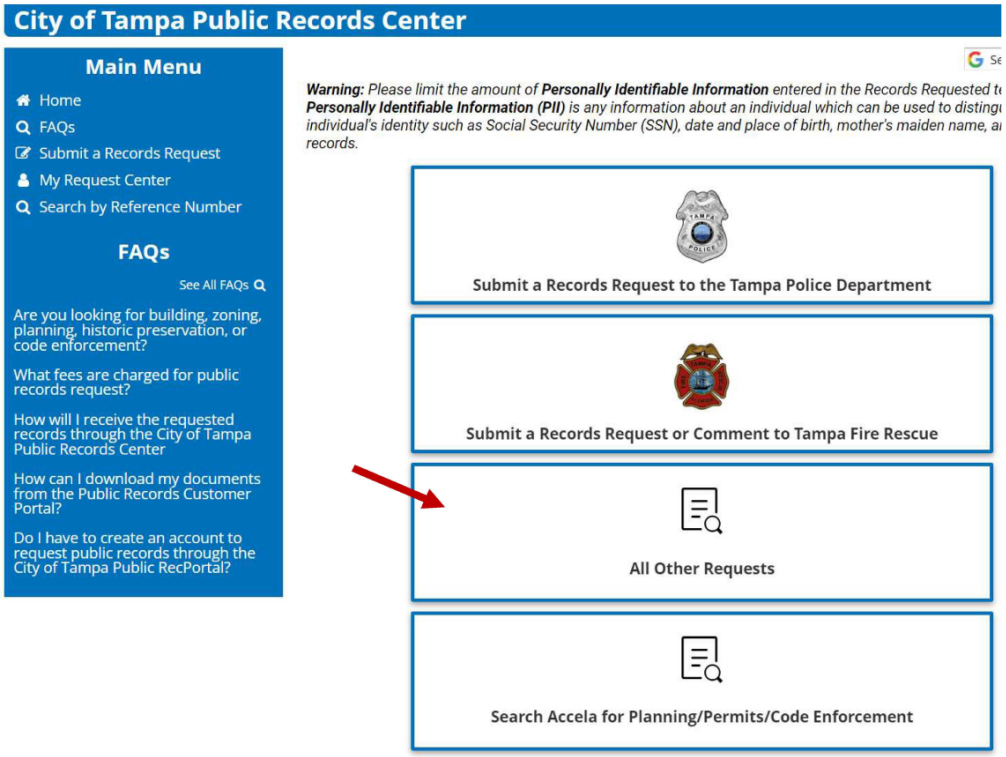
GENERAL INFORMATION

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.

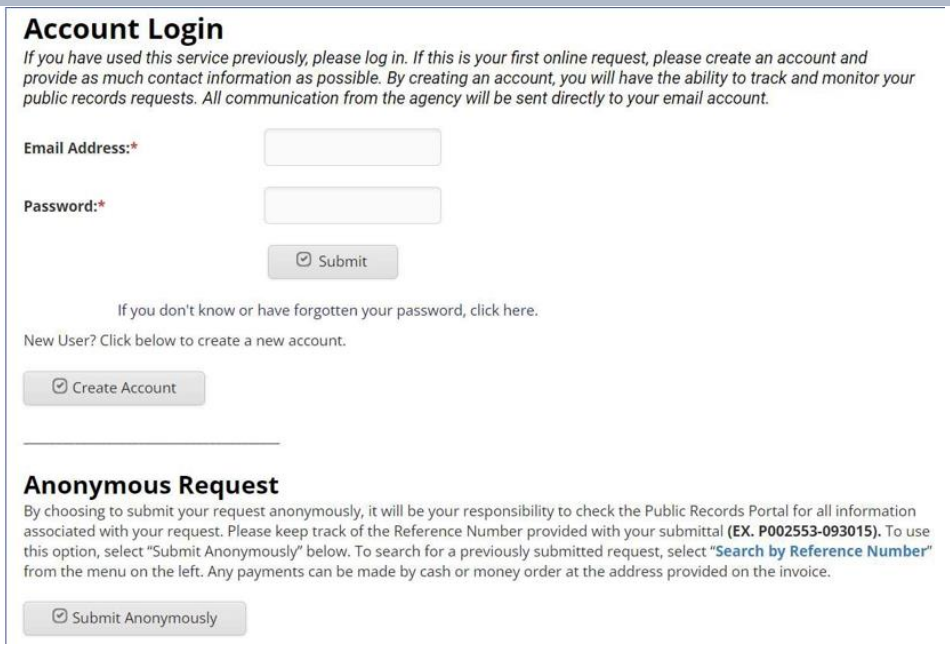
1. Visit the City of Tampa Public Records Center and click on All Other Requests.



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.



3. Select Development & Growth Management from the Choose Department drop-down list.

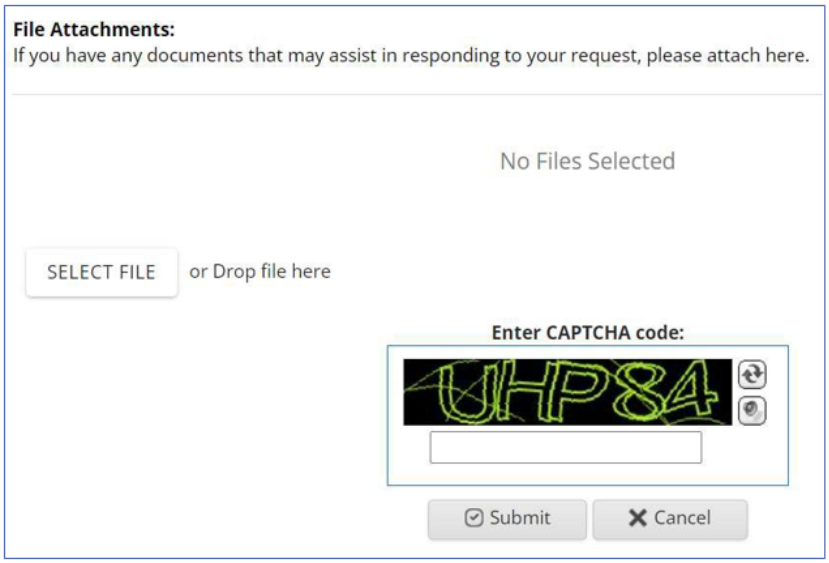
    a. Provide the property address(s) for the permit(s) you wish to research.

    b. Describe the information you are requesting (e.g., permit numbers, date ranges).

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.



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.

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

f. Download available file(s).

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.

c. Download available file(s).