

## Report Guide

### Daily Permit Report

Updated 04.11.24

#### General Information

The Daily Permit Report provides comprehensive permitting history for a given period within City of Tampa limits.

#### THE FOLLOWING STEPS WILL GUIDE YOU THROUGH THE PROCESS OF CREATING A DAILY PERMIT REPORT.

1. Visit the [Accela permitting portal](#).
2. Hover over the Search menu and Select Building Permits.



3. Click on the Reports tab (right side of screen) and select the "Daily Permit Report."




4. Enter the report parameters and click Submit.

a. Beginning date


b. End date

**Please input report parameter(s):**

\*Beginning Date:  
MM/DD/YYYY



\*End Date:  
MM/DD/YYYY



**Submit**