

# Uploading Documents for an Initial Submission

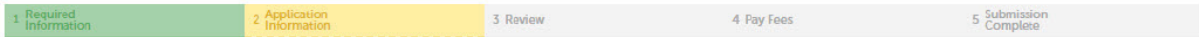
For Building records requiring a plan submission, the Attachments page has been replaced with a document acknowledgement page. Clients will now see the expected disciplines for their project listed in the system message. Plans and supporting documents will now be uploaded after payment has been submitted.

Please review the review list for your project and also acknowledge that plans and all supporting documents will be uploaded after payment. To continue, click on the checkbox for the attachment acknowledgement, and click on "Continue Application".

## Message Bar

**System Message:**  
Upon successful payment you will be prompted to upload plan and supporting documents for your application.  
Based on your application the following reviews will be required:  
-- Building Review  
Please note additional reviews like Urban Design and Natural Resources may also be required based on your project plans.

## Residential Building Alterations (Renovations)



**Step 2: Application Information > Document Uploads**  
[Electronic Plans and Document Submittal Guidelines](#)  
[Construction Services Division Documents](#)

\*Indicates a required field.

### Plans & Documents

**ATTACHMENTS**  
You will be required to upload your plans and supporting documentation upon successful payment.

I acknowledge that I will upload plans, supporting documentation, and attachments after paying for my application. \*

[Continue Application »](#) [Save and resume later](#)

Two red arrows are overlaid on the form. One arrow points to the checkbox, and the other points to the 'Continue Application' button.

## Uploading and Validating Files

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1. Upon successful payment, the Receipt/Record Issuance page will display. Click on “Upload Plans and Documents” to upload your plans and supporting documents.

### Receipt

Your application and/or payment has been successfully processed.

[Print/View Receipt](#)

1400 N Boulevard, T 33607

BLD-19-  
0460088

[Upload Plans and Documents](#)

[View Receipt](#) [View Summary](#)

1. Enter a description of the entire package or upload in the Description text box.

### General

#### Plan/Document Submittal # 1

Description: [?](#)

Enter a description of the plans or documents you are uploading...

[Continue](#)

## File Processing

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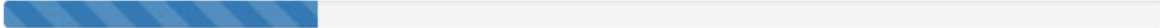
1. The Process files step could take time to complete. The system is separating the plan sheets and optimizing them for review. **NOTE:** It is not necessary to wait for the files to finish processing. You can close the screen and come back to it once the processing is complete. You will receive an email with a link alerting you that the processing step has been completed. **IMPORTANT** – your plans have not been submitted yet. The next step, Sheet Verification, must be completed in order for the submittal to be complete.

### File processing

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Your files are currently being processed into individual sheets and prepared for web access. This process can take several minutes to complete. You can navigate away from this page and return if desired.

We will notify you via *email* when the process is completed and provide a link for you to return and complete the remaining steps to finalize your review package.



**Note:** Your review package is not complete and will not be routed for review until you complete the remaining steps.

Close

2. If you choose to wait for the processing to finish, the screen will close once complete.

# Sheet Verification

1. Click on "Continue" to start the Sheet Verification step.  
**NOTE:** If you opted to receive an email instead of waiting, the link will take you directly to the Sheet Verification page.
2. Review the sheet numbers assigned to each sheet within the plan set and correct any mislabeled sheets by typing directly in the sheet number box. Once complete, click on "Continue".  
**NOTE:** All sheet names must be unique.

SHEET NAME HERE



Page 1 from TEST2Plans.pdf

**TIP: Include a Table of Contents in your file.** Whenever possible, it is important to include a table of contents when exporting/publishing to the PDF (ex. Include "Create bookmarks" setting in AutoCAD or Revit). Include sheet titles within the table of contents when possible. Including a Table of Contents ensures the system will correctly identify all of the sheet names.

Sheets

<input type="text" value="S000"/>	<input type="text" value="S100"/>	<input type="text" value="S101"/>
<small>Page 1 from TEST2Plans.pdf</small>	<small>Page 2 from TEST2Plans.pdf</small>	<small>Page 3 from TEST2Plans.pdf</small>
<input type="text" value="S200"/>	<input type="text" value="S201"/>	
<small>Page 4 from TEST2Plans.pdf</small>	<small>Page 5 from TEST2Plans.pdf</small>	

[Continue](#) [Save and resume later](#)

3. Click Finish to complete the file upload.

**Step 4: Review**

Please review the information below and ensure you have uploaded all of the plans and documents for this review cycle. Click the Edit buttons to make any needed changes or to upload any remaining documents. Once you click Finish, your review cycle will begin and additional documents cannot be uploaded until after the review cycle has been completed.

**Finish** 


**General** Edit


Plan/Document Submittal # 1

TEST

**Files** Edit

These are all the files that will be submitted with this package.

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
TEST2Plans.Pdf		Building Plans	Processed		2/7/2019	

**Finish** 

4. You will receive confirmation the review package has been received in ACA and will also receive an email confirmation. **TIP:** If you do not receive the email confirmation, please check your SPAM folder or contact your email provider and ask them to add [accelanoreply@tampagov.net](mailto:accelanoreply@tampagov.net) to their whitelist.

## Message Bar

**Success.**  
Your review package has been received.