

Leon County Permits Online (Citizens Access - ACA)



Accela Citizens Access - Public User Guide

Instructions for using Leon Counties New Online
Permitting System - Accela Citizen Access.

Leon County Board of County
Commissioners

Development Support &
Environmental Management

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Introduction to Accela Citizens Access

Accela Citizens Access (ACA) is Leon County's new online permitting system. ACA is intended to allow public users such as licensed contractors or their authorized agents, to pull certain permits and schedule inspections online with Leon County. It also allows any citizen to search for and view permit details without needing to set up an online user account.

To use the ACA website to create permits or schedule inspections you need to become a registered user. To do that you will need to do 2 steps:

1. Provide DSEM with a completed User Declaration Form

Print the **User Declaration Form** from the tlcpermits.org website (hover over the blue **Leon County Government** button to find it). Complete the form (list all your Professional License numbers on the form), have it notarized and provide it to DSEMs Licensing Division.



2. Create a Public User Account on the ACA website

The email address you use to set up your public user account is associated to your professional contractor license(s) approved by DSEM. After you provide a valid e-mail

address, a username, password, and contact information, the new account will need to be validated by Leon County DSEMs Licensing Division. You will receive an email when this validation is complete, and your account is ready to use. The details on the registration process are outlined in the **Registering a new Public User Account** section below.

Note that this guild is also available on the tlcpermits.org website under the **Leon County Government** button:

Category	Count
Single Family Residential	380
Multi-Family Residential	102
Manufactured Homes	58

Leon County

See the [New User Registration Video](#), the [Scheduling Inspections Video](#) or review the [Public Users Guide](#).
Complete the [User Declaration Form](#).
Visit Leon County's [Citizen Access Site](#) for Permitting.
Visit [Project Dox](#) or call 850.606.1300

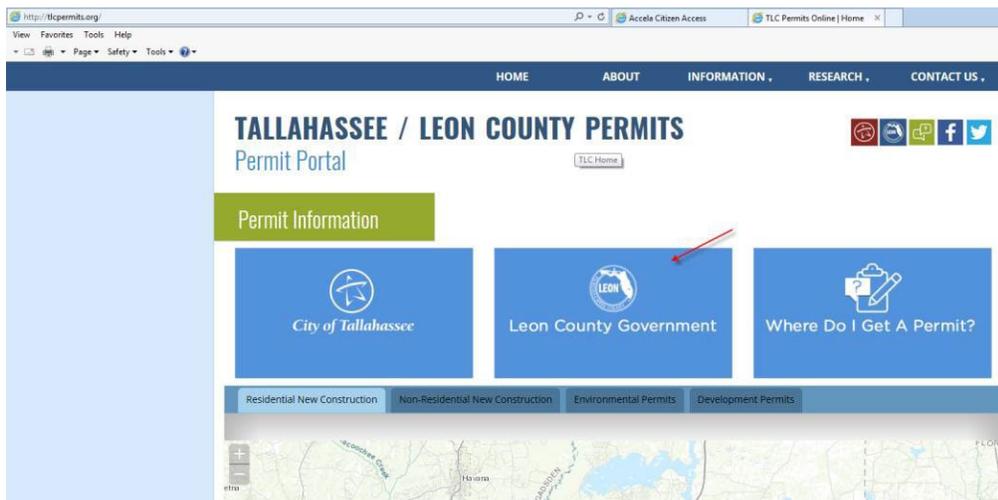
Browser Compatibility

The following browsers (and their version numbers) are suitable for use with Accela Citizens Access:

- Internet Explorer (IE) 11 (32 bit) (you may need to install Silverlight and MS .net framework 4.6)
- Google Chrome 55
- Opera 29
- Safari 10 in Mac OS X 10.10
- Firefox 47
- Microsoft Edge 38

Accessing Accela Citizens Access Main Page

To access Accela Citizens Access main page either go to the tlcpermits.org website and hover over the **Leon County Government** button and click the **Citizens Access Site** link or enter <https://aca3.accela.com/leonco/> in your compatible browser. Either way, you can bookmark the Accela Citizens Access main page for ease of future use.



Leon County

See the [New User Registration Video](#), the [Scheduling Inspections Video](#) or review the [Public Users Guide](#). Complete the [User Declaration Form](#). Visit Leon County's [Citizen Access Site](#) for Permitting. Visit [Project Dox](#) or call 850.606.1300

Registering a New Public User Account

Step 1

Navigate to the Accela Citizens Access main page (see the **Accessing Accela Citizens Access Main Page** section.)

Step 2

Click on **Register for an Account**:

The screenshot shows the 'Leon County Permits Online' website. At the top right, there are links for 'Announcements', 'Accessibility Support', 'Register for an Account', and 'Reports (1)'. A red arrow points to the 'Register for an Account' link. Below the navigation bar is a search box with the text 'Search...'. The main navigation menu includes 'Home', 'Building', 'Development Services', 'Environmental Management', 'Public Works', and 'Code Compliance'. Below this is an 'Advanced Search' section. The login area contains fields for 'User Name or E-mail:' and 'Password:', a 'Login >' button, and a 'Remember me on this computer' checkbox. Below the login area, there are links for 'I've forgotten my password' and 'New Users: Register for an Account'. A 'Please Login' section follows, explaining that many online services require login for security reasons. Below that is a 'New Users' section with a 'Register Now >' button.

Step 3

Select an appropriate license type for a permit type you will be pulling and enter the license number and click **Continue**. Note that the license number must already have been provided to the Licensing Division and be enabled by us to be found.

(After your finished creating your public user account, the licensing department must approve the use of this license on your public user account before you can apply for a permit with it, and you must have valid insurance).

Home Building Development Services Environmental Services Code Compliance Public Works

Advanced Search

Enter License Information

STEP 3 OF 3: YOUR CURRENT LICENSE

Please select the type of professional license you hold. If you have more than one license, select the one you consider primary.

Which License Do You Hold?

- Contractor - Acme
- Contractor - Aluminum Structures
- Contractor - Building
- Contractor - Cook
- Contractor - Electrical
- Contractor - Electrical
- Contractor - Excavation
- Contractor - Fire Alarm
- Contractor - Fire Equipment
- Contractor - Fire Protection
- Contractor - Fire Suppression
- Contractor - Garage Door
- Contractor - Gas
- Contractor - Heater Power
- Contractor - LP Dealer
- Contractor - LP Gas
- Contractor - LP Installer
- Contractor - Mechanical
- Contractor - Mobile Home
- Contractor - Other
- Contractor - Pesticide
- Contractor - Plumbing
- Contractor - Potable Water Systems
- Contractor - Roof
- Contractor - Roof/Columns 1
- Contractor - Residential 2
- Contractor - Roof
- Contractor - Sheet Metal
- Contractor - Sign
- Contractor - Sign
- Contractor - Specialty Trade
- Contractor - To Be Determined
- Contractor - Utility
- Contractor - Vinyl
- Engineer - Civil
- Engineer - Electrical
- Engineer - Environmental
- Engineer - Industrial
- Engineer - Mechanical
- Engineer - Right of Way
- Engineer - Structural
- Engineer - Utility
- Mortgage Company
- Public Works - Communications Facilities
- Public Works - ROW Placement

CONTRACTOR - GAS LICENSE
GAGAGAGAGA

CONTINUE

BACK

- Public Works - Communications Facilities
- Public Works - ROW Placement

CONTRACTOR - GAS LICENSE
GAGAGAGAGA

CONTINUE

BACK

Note: if your license or insurance is expired you can still connect the license to your account, but you will get this message and will have to update your license/insurance with DSEMs licensing division to create any permits using that license.

Notice:
This license (and/or corresponding insurance and/or business license) is expired. Access to some Licensed Professional functionality may not be available until this is resolved.

Step 4

Click **Connect** to associate the license to the public user account:

License Information

To continue registration, connect your license.

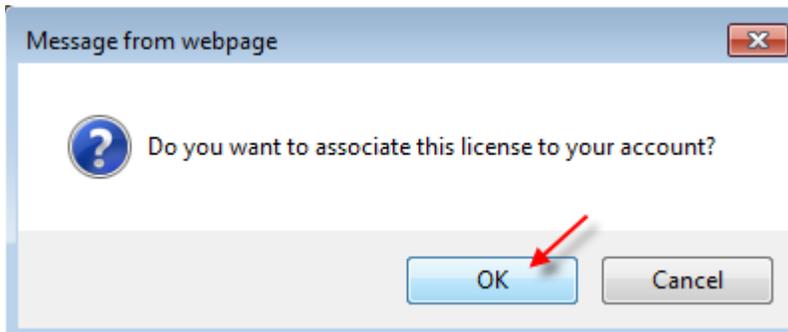
Showing 1-1 of 1

License Number	Type	Name	Action
GAGAGAGAGA	Contractor - Gas		Connect

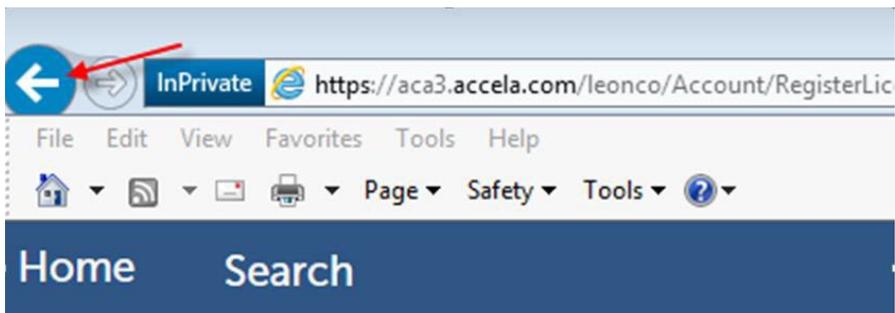
[Search Again »](#)

Step 5

Click **OK** on the confirmation message:



If you're done adding licenses to your account, go to Step 7. But to add another license, click the back button on your browser:



Press **Search Again** and then go back to Step 4

Adding a License:

License Information

To continue registration, connect your license.

Showing 1-1 of 1

License Number	Type	Name	Action
GAGAGAGAGA	Contractor - Gas		Connect

Search Again »

Step 6

Click **Continue Registration**:

Continue Registration »

(I am done adding licenses.)

Step 7

Enter your new account Information (click on the ? for help regarding what is required).

- Create a **User Name** which can be 4 -32 characters long. Letters, numbers, and special characters @ _ - and . are allowed in your User Name.
- Enter a unique and valid **E-mail Address** that will be associated to the License number(s) selected in the steps above.
- Enter and confirm a **Password** of 8–20 characters long.
- Create your own unique **Security Question** and enter an **Answer** of up to 20 characters long.

Login Information

Enter your User Name and Password. You must also enter a unique em

* User Name: ?

* E-mail Address:

* Password: ?

Required

* Type Password Again:

* Enter Security Question: ?

* Answer: ?
 X

Step 8

Under the Contact Information header, Click **Select From...** or **Add New:**

Contact Information

Please select whether you are registering as an individual or as an organization (business) and enter your contact information.

Select from...

Add New

If you chose, **Select from...** you can click the drop-down arrow next to **Type** and choose **Applicant** and click **Continue**. (If you have several licenses on your account you can select the appropriate License from the list):

Select from Professionals

Select a contact to attach to this application.

Showing 1-4 of 4

Category	Type	Name
<input type="radio"/> Associated License	Contractor - Electrical	TEST ELECTRICAL Contractor - Electrical EEEEEEEEEE
<input type="radio"/> Associated License	Contractor - Electrical	TEST ELECTRICAL CONTRACTOR Contractor - Electrical ELCELCELCE
<input checked="" type="radio"/> Associated License	Contractor - Gas	TEST GAS CONTRACTOR Contractor - Gas GAGAGAGAGA
<input type="radio"/> Associated License	Contractor - Plumbing	TEST PLUMBING Contractor - Plumbing PPPPPPPPPP

Continue

Discard Changes

Select from Professionals

TEST GAS CONTRACTOR Contractor - Gas GAGAGAGAGA

*Type:

--Select--

Continue

Discard Changes

Select from Professionals

TEST GAS CONTRACTOR Contractor - Gas GAGAGAGAGA

*Type:

Applicant

Continue

Discard Changes

Then you can enter the contacts name and contact information and press **Continue**. For phone numbers, you enter the area code, but you do not need to enter the () or - symbols:

Contact Information

* First: <input type="text" value="Cathy"/>	* Last: <input type="text" value="Jones"/>	Full Name: <input type="text" value="Cathy Jones"/>
Name of Business: <input type="text" value="TEST GAS CONTRACTOR"/>		
* Address Line 1: <input type="text" value="333 Main St"/>		
Address Line 2: <input type="text"/>		
* City: <input type="text" value="TALLAHASSEE"/>	* State: <input type="text" value="FL"/>	* Zip: <input type="text" value="32111"/>
Main Phone: <input type="text" value="8595591111"/>	Mobile Phone: <input type="text"/>	Fax: <input type="text"/>
E-mail: <input type="text" value="cathycompany@live.com"/> <input type="button" value="X"/>		
<input type="button" value="Continue"/> <input type="button" value="Discard Changes"/>		

If you choose **Add New**, you can click the drop-down arrow next to Type and choose Applicant and click **Continue**:

Select Contact Type

* Type: <input type="text" value="--Select--"/>
<input type="button" value="Continue"/> <input type="button" value="Discard Changes"/>

Select Contact Type

*Type:
Applicant

Continue Discard Changes

Then a blank form will be provided for you to enter contact information.

Enter the contacts Information. For phone numbers, you enter the area code, but you do not need to enter the () or - symbols. Click **Continue** when done.

Contact Information

* First: Cathy X * Last: Jones Full Name: Cathy Lee Jones

Name of Business: Test Gas Company

* Address Line 1: 333 Main St

Address Line 2:

* City: Tallahassee * State: FL * Zip: 32111

Main Phone: 8505591111 Mobile Phone: Fax:

E-mail: cathycompany@live.com

Continue Clear Discard Changes

Step 9

Click **Continue** to have the new contact information added.

The information you entered is not found. Click Continue to create a new account. Click Cancel to change the information.



Once the new contact information has been successfully entered into the Portal you will see the **Contact added successfully** message and the contact information will show under the **Contact Information** header:

Contact Information

Please select whether you are registering as ar

✔ **Contact added successfully.**

Cathy Jones
Test Gas Company
cathycompany@live.com
Main Phone:8505591111
Mobile Phone:
Fax:
[Edit](#) [Remove](#)

Step 10

Enter the words as displayed (letters are not case sensitive) and select **Continue Registration**. For example:



If your Account was created successfully, you will see the following:



Your account has been created successfully.

Step 11

You will not be able to log in and use the site until your account has been activated. Until then, you will see this message if you try log in:



An error has occurred.
The account is not active.

You will receive several emails throughout the registration process. You will receive the following:

1. An email after you create your account.
2. An email confirming your request to associate a Licensed Professional to your account.
3. An email confirming that the licensed professional has been approved for use on your account. Your account is activated and is ready to use at this point. Once you receive that email, you can log in (See the **Logging In** below).

Logging In

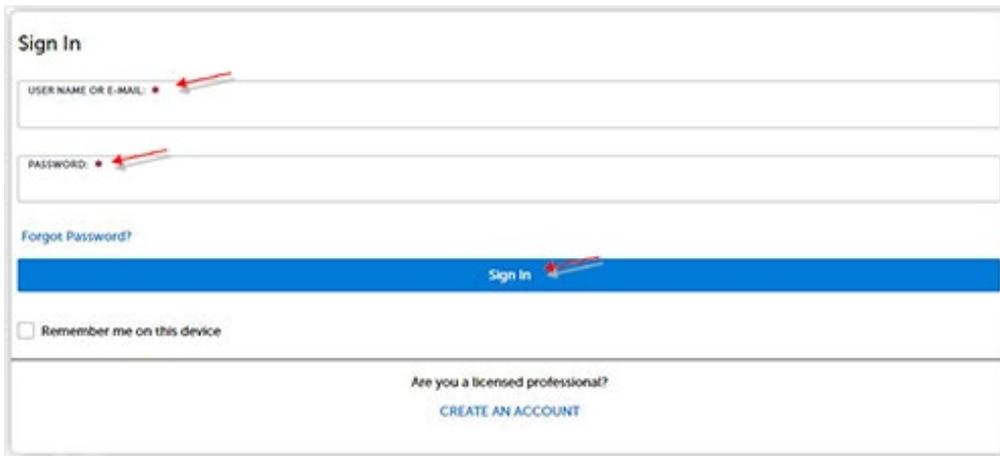
Logging in is required to create a permit, schedule an inspection on the permit, view the payments on permit or to print the permit details.

Step 1

Navigate to the Accela Citizens Access main page (see the **Accessing Accela Citizens Access Main Page** section).

Step 2

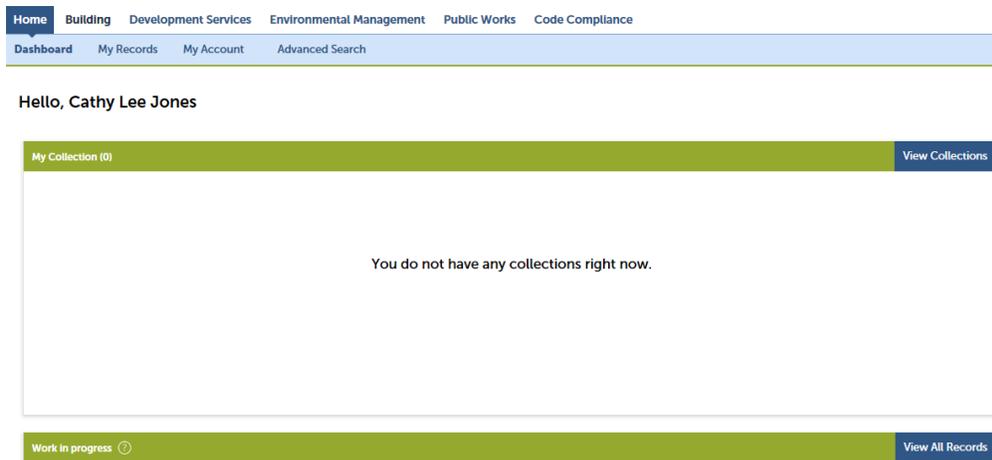
Enter your User Name or E-mail address used to set up the Public User Account. Also enter the Password on the Account. Then press the **Sign In** Button.



The screenshot shows a 'Sign In' form with the following elements:

- Sign In** header
- USER NAME OR E-MAIL:** input field with a red arrow pointing to it.
- PASSWORD:** input field with a red arrow pointing to it.
- [Forgot Password?](#) link
- Sign In** button with a red arrow pointing to it.
- Remember me on this device
- [Are you a licensed professional? CREATE AN ACCOUNT](#) link

You will see your Dashboard page once you log in:



The dashboard screenshot includes:

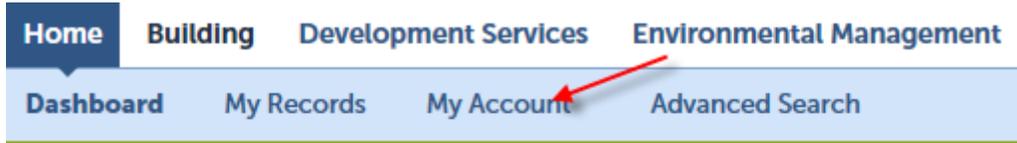
- Navigation tabs: [Home](#), [Building](#), [Development Services](#), [Environmental Management](#), [Public Works](#), [Code Compliance](#)
- Secondary navigation: [Dashboard](#), [My Records](#), [My Account](#), [Advanced Search](#)
- Greeting: Hello, Cathy Lee Jones
- Collection status: My Collection (0) with a [View Collections](#) button
- Message: You do not have any collections right now.
- Footer: [Work in progress](#) and [View All Records](#)

Managing your Account

Changing Password, Email Address and Security Questions/Answer

Step 1

If not already logged into ACA, log in as described under the **Logging In** section and click on **My Account**:

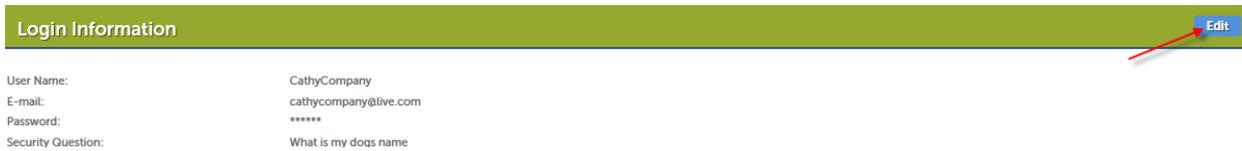


Hello, Cathy Lee Jones

My Collection (0)

Step 2

Click **Edit** on the **Login Information** Title Bar:



Step 3

Make the required changes and click **Save**. Note that to change your password you need to enter your **Old Password** and then enter and confirm your **New Password**. You can also change your email address and your security question and answer:

Login Information

* User Name: ?
CathyCompany

* E-mail Address:
cathycompany@live.com

* Old Password:

* New Password:

* Confirm Password:

* Enter Security Question: ?
What is my dogs name

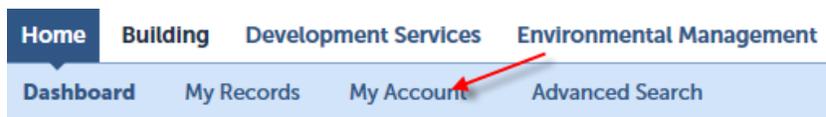
* Answer: ?
Sammy

[Save](#) [Back to Account Management](#)

Editing your Contact Information

Step 1

If not already logged into ACA, log in as described under the **Logging In** section and click on **My Account**:



Hello, Cathy Lee Jones

My Collection (0)

Step 2

In the Contact Information section, click on the drop down next to **Actions**:

Contact Information						
Showing 1-1 of 1 Download results						
Action	First Name	Last Name	Business Name	Contact Type	Status	Full Name
Actions ▾	Cathy	Jones	Test Gas Company	Applicant	Approved	Cathy Lee Jones

Step 3

Select **View**:

Contact Information						
Showing 1-1 of 1 Download results						
Action	First Name	Last Name	Business Name	Contact Type	Status	Full Name
Actions ▾	Cathy	Jones	Test Gas Company	Applicant	Approved	Cathy Lee Jones
View						

Step 4

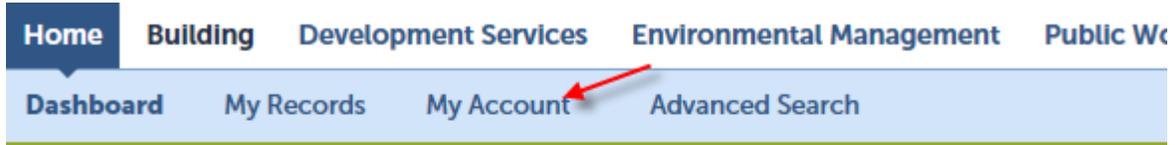
Make required changes to the contact information and press **Save**:

Contact Information		
* First:	* Last:	Full Name:
<input type="text" value="Cathy"/>	<input type="text" value="Jones"/>	<input type="text" value="Cathy Lee Jones"/>
Name of Business:		
<input type="text" value="Test Gas Company"/>		
Address Line 1:		
<input type="text" value="333 Main St"/>		
Address Line 2:		
<input type="text"/>		
City:	State:	Zip:
<input type="text" value="Tallahassee"/>	<input type="text" value="FL"/>	<input type="text" value="32111"/>
Main Phone:	Mobile Phone:	Fax:
<input type="text" value="8505591111"/>	<input type="text"/>	<input type="text"/>
* E-mail:		
<input type="text" value="cathycompany@live.com"/>		
<input type="button" value="Save"/>	Back to Account Management	

Viewing your Contractor License information

Step 1

If not already logged into ACA, log in as described under the **Logging In** section and click on **My Account**:



Hello, Cathy Lee Jones

My Collection (0)

Under **License Information**, click on **Actions** next to the License you want to see the details of:

License Information				
You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) may need to be validated by the agency before you can use it.				
Showing 1-3 of 3 Download results				
State License #	License Type	Expired Date	Status	Action
GAGAGAGAGA	Contractor - Gas	10/25/2019	Approved	Actions ▾
LPGLPGLPGL	Contractor - LP Gas	11/06/2019	Approved	Actions ▾
PPPPPPPPPP	Contractor - Plumbing	01/04/2019	Approved	Actions ▾

and click **View**:

LPGLPGLPGL	Contractor - LP Gas	11/06/2019	Approved	Actions ▾
PPPPPPPPPP	Contractor - Plumbing	01/04/2019	Approved	View

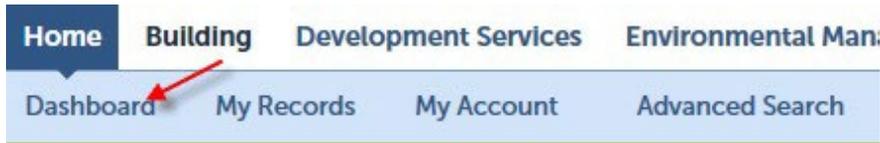
You will see the details for the Licensed Professional:

Contact Name:	License Type: Contractor - LP Gas
Business Name: CATHYS TEST LP GAS COMPANY	State License Number: LPGLPGLPGL
Business Name 2:	Issued:
Business License #:	Expires: 11/06/2019
Address Line 1: 333 Main St	Insured Max:
Address Line 2:	Contractor's License #:
Address Line 3:	Contractor's Business Name:
Status: Approved	City: TALLAHASSEE
Home Phone: 8505591111	State: FL
Mobile Phone:	Zip: 32111
Fax:	Country:

Returning to your Dashboard

Step 1

Click on **Dashboard** to return to your dashboard view (you may have to click **Home** first):



Searching for a Licensed Professional

Whether you're logged in as a registered user, or not, you can search for information about all Licensed Professionals doing business with Leon County.

Step 1

Navigate to the Accela Citizens Access main page (see the **Accessing Accela Citizens Access Main Page** section).

There are 2 ways to search for Licensed Professionals

Advanced Search

Hover over the **Advanced Search** Link under the **Home** link and select **Search for Certified Businesses**



Enter your search criteria. The following will return licensed professionals of type Electrical with a specific license number. You can enter a partial License number also.

Search for Licensee

Enter information below to search for a Licensee in the Agency's database:

- Name
- Business Name
- License Type
- License Number
- City, State

Search for Licensee

License Type: Contractor - Elec
License Number: EEEEEEEEEE
License State:

Business Type: --Select--

First Name:
Middle Initial:
Last Name:

Business Name:

City:
State:

Provider Name:

Press the **Search** Button:



You will see details about the Licensee:

License Information:

Contractor - Electrical EEEEEEEEEE

Licensee Detail

License Type: Contractor - Electrical	Type:
License Number: EEEEEEEEEE	Name:
License State: FL	Title:
Business Type:	Address: TALLAHASSEE FL
Business Name: TEST ELECTRICAL	Phone 1:
Business License Number:	Phone 2:
Business License Expiration Date: 07/20/2022	FAX:
License Issue Date:	E-mail:
License Expiration Date: 03/17/2022	
License Status:	
Insurance Company:	
Insurance Policy:	

Press the browsers back button to do another search.

The following search returns all professionals with 'river' in the name:

License Type:

Business Type:

License Number:

First Name: Middle Initial: Last Name:

Business Name:

3 results found matching Licensee criteria.

Click any of the results below to view more details.

Showing 1-3 of 3 | Download results

License Number	License Type	Business Name	First Name	Middle Initial	Last Name	License Expiration Date	City	State	Business License #	Address	Insurance Expiration Date
CGC1514816	Contractor - Building	RIVER CITY RESTORATION INC.				08/31/2012	MIDDLEBURG	FL		1810 PENZANCE PKWY MIDDLEBURG FL 32068	09/15/2014
EC0000568	Contractor - Electrical	RIVER CITY ELECTRIC INC				08/31/2014	ORANGE PARK	FL		2825 HOLLYBAY ROAD ORANGE PARK FL 32073	12/20/2015
CAC1816726	Contractor - Mechanical	RIVERSIDE HEATING AND AIR, INC.				08/31/2018	MONTICELLO	FL		320 BOBWHITE TRL MONTICELLO FL 32344	07/01/2018

Global Search

The second way to search for a licensed professional is by doing a global search.

Enter at least 3 characters (not case sensitive) of the licensed professionals License number, License Type or Name to search for in the Search box and press the magnifying glass (or just press Enter). In some browsers the magnifying glass will turn green once you have typed in 3 characters. Certain special characters including the wildcard (*) and & and ' and / cannot be used in a global search but dashes and commas are ok.

Since this is a global search, it will also return permits that have data that meets your search criteria. Scroll down past the permits and you will see all Licensed Professionals that have the search criteria anywhere in the License Number, Type or Name fields. Note that you can sort the returned list by clicking on any of the headers.

Here it found Business names with "Plumbing" at the beginning, in the middle and at the end of the name:

Licensed Professionals

Showing 51-60 of 100+ | Download results

License Number	License Type	Licensed Professional Name	Business Name
RF0038494	Contractor - Plumbing		QUALITY PLUMBING INC TALLAHASSEE
CFC041766	Contractor - Plumbing		PROGRESSIVE PLUMBING INC
CFC1429261	Contractor - Plumbing		PRESTO PLUMBING LLC
CFC043003	Contractor - Plumbing		PREFAB PLUMBING INC
CFC052698	Contractor - Plumbing		POPE PLUMBING AND BACKFLOW PREVENTION INC
CFC1427516	Contractor - Plumbing		PONCE PLUMBING INC.
CFC1428266	Contractor - Plumbing		POLAR PLUMBING
CFC052693	Contractor - Plumbing		PLUMBING SYSTEMS, INC.
CFC1427491	Contractor - Plumbing		PLUMBING SERVICE COMPANY
CFC1428629	Contractor - Plumbing		PLUMBING EXPRESS

< Prev 1 2 3 4 5 6 7 8 9 10 ... Next >

It also returned Licensed Professionals with Plumbing in the License Type (even if “Plumbing” is not part of the Name:

Licensed Professionals

Showing 1-10 of 100+ | Download results

License Number	License Type	Licensed Professional Name	Business Name
CFC1425665	Contractor - Plumbing		DISCOUNT PLUMBING, INC.
CFC1425753	Contractor - Plumbing		C & C PLUMBING CONTR INC
CFC1425800	Contractor - Plumbing		DOUG'S DRAINS & MORE, INC.
CFC1425812	Contractor - Plumbing		METTRON CONTRACTING INC
CFC1425856	Contractor - Plumbing		PERITUS SERVICES LLC
CFC1425908	Contractor - Plumbing		GILL PLUMBING COMPANY
CFC1425917	Contractor - Plumbing		FLORIDA DELTA MECHANICAL INC
CFC1425932	Contractor - Plumbing		MEGA PLUMBING OF THE CAROLINAS INC
CFC1425957	Contractor - Plumbing		GEORGE L ROMA
CFC1425996	Contractor - Plumbing		A STEP ABOVE PLUMBING INC

To see and rerun recent global searches click the drop-down arrow next to the search box and select the search to repeat:



Search...

Recent Searches:
Plumbing

Searching for a Property

Whether you're logged in as a registered user, or not, you can search for information about Leon County properties.

Step 1

Navigate to the Accela Citizens Access main page (see the **Accessing Accela Citizens Access Main Page** section).

Advanced Search

Hover over the **Advanced Search** link under the **Home** link and select **Lookup Property Information**:



Step 2

Click the dropdown on the **Look Up by ...** section header and select the type of search to perform:

Lookup Properties by Address





Enter your search criteria and press **Lookup**. The following is a property search by address using just the street number:



Look Up Property Information

Enter information below to look up property information.

- Address
- Parcel information
- Owner
- Record Information

Use the drop-down list to change the search type.

Look Up by Address

Street Number: - To Direction: Street Name: Street Type:

Unit Type: Unit No.:

City: State: Zip:

The above search returns all properties where the address starts with 426. Note that various street names are returned. Click the various links (links are in colored font) to see details:

Showing 31-37 of 37 | Download results

Address	Action
426 Stonehouse Rd, Tallahassee FL	Retrieve Parcel Info
426 Straw Ln, Tallahassee FL	Retrieve Parcel Info
426 Timberlane Rd, Tallahassee FL	Retrieve Parcel Info
426 Victory Garden Dr, Tallahassee FL	Retrieve Parcel Info
426 Vinnedge Ride, Tallahassee FL	Retrieve Parcel Info
426 Williams St, Tallahassee FL	Retrieve Parcel Info
426 Wilson Ave, Tallahassee FL	Retrieve Parcel Info

< Prev 1 2 3 4 Next >

Lookup Properties by Parcel Information

The following is a property search by Parcel Number. Note that the parcel numbers are a total of 13 characters long and some are separated into 2 sections with either 1 to 3 spaces separating the sections (these spaces are needed to make the parcel number 13 characters long).

Look Up by Parcel Information Look Up by Parcel Information ▾

Parcel Number: Parcel numbers must be 13 characters long so in this case 3 spaces are required
140350 0008

Lot: Block: Subdivision:

Look Up Clear

Parcel Number: 120927 P0330 X 2 spaces needed to make parcel number 13 characters

Parcel Number: 142560 A50690 1 space needed to make parcel number 13 characters

Click on the various links to see more information:

Showing 1-1 of 1 | Download results

Parcel Number	Lot	Block	Subdivision	Action
140350 0008			KILLEARN LAKES UNIT 1	Retrieve Address & Owner Info

Associated Addresses of Parcel 140350 0008

Showing 1-1 of 1 | Download results

Address
7110 Beech Ridge Trl, Tallahassee FL

Associated Owners of Parcel 140350 0008

Showing 1-1 of 1 | Download results

Name	Address
KILLEARN LAKES HOMEOWNERS	7110 BEECH RIDGE TRL TALLAHASSEE FL 32312

Lookup Properties by Owner

To do a property search using owner's information, select Look Up by Owner in the Look Up header:



Enter the owner's name and click Look Up:

See the drop-down menu to change the search type.

Look Up by Owner

Owner Name: ?

Address Line:

City: State: Zip:

Then click on the colored links to get more information. Note that this search found properties where Jeffery is anywhere within the Name field:

Showing 31-40 of 74 | Download results

Name	Address	Action
IRWIN JEFFERY W	3609 LITTLE FOX LN TALLAHASSEE FL 32312	Retrieve Parcel & Address Info
JEFFERY DOROTHY	516 DUPONT DR TALLAHASSEE FL 32305	Retrieve Parcel & Address Info
JEFFERY EUGENE	3181 NOTRE DAME ST TALLAHASSEE FL 32305	Retrieve Parcel & Address Info
JEFFERY PAMELA R	3991 HYDRANGEA CT TALLAHASSEE FL 32305	Retrieve Parcel & Address Info
JEFFERY VIVIAN DENISE	123 BURNS RD MIDWAY FL 32343	Retrieve Parcel & Address Info
JOHNSON JEFFERY	2431 MANZANITA CT TALLAHASSEE FL 32303	Retrieve Parcel & Address Info
JOHNSON JEFFERY RHETT	7816 MACLEAN RD TALLAHASSEE FL 32312	Retrieve Parcel & Address Info
KING JEFFERY P	6469 CAVALCADE TRL TALLAHASSEE FL 32309	Retrieve Parcel & Address Info
KNILL JEFFERY L	2018 CHATSWORTH WAY TALLAHASSEE FL 32309	Retrieve Parcel & Address Info
KOERNER JEFFERY F	3705 MUNDON WAY TALLAHASSEE FL 32309	Retrieve Parcel & Address Info

< Prev 1 2 3 4 5 6 7 8 Next >

Lookup Properties by Permit Information

You can look up properties based on permit numbers or application/project names. Change the drop down in the Look Up header to **Look Up by Record Information**:



Enter your search criteria and click **Look Up** or just press enter. The following will return all properties that have scott anywhere in the Application/Project name where the application start date is between 12/05/2015 and 12/04/2017:

Look Up by Record Information

Record Number:

Tab:

Record Type:

Application/Project Name:

Create Start Date:

Create End Date:

You can sort the results by clicking on any of the column headers and you can scroll through results using the Prev, Next or page number buttons. Click the permit number to see details of the property.

Showing 1-10 of 18 | [Download results](#)

Date	Record Number	Record Type	Project Name
06/02/2017	LB1700950	Residential Alteration-Repair	SCOTT LEWIS REMODELING
03/14/2017	LB1700447	Residential Alteration-Repair	SCOTT TOMASZEWSKI
01/24/2017	LB1700123	Residential Alteration-Repair	SCOTT, ARTHUR
01/19/2017	LB1700099	Residential Alteration-Repair	SCOTT MARY
01/19/2017	LB1700093	Residential Alteration-Repair	SCOTT, MARK
12/12/2016	LB1602009	Commercial Alteration-Repair	SCOTT KEITH & KATHLEEN
12/12/2016	LPR1601364	Building Conversion Project Standard	SCOTT KEITH & KATHLEEN
10/19/2016	LB1601746	Residential Alteration-Repair	SCOTT DAVID
10/19/2016	LPR1601165	Building Conversion Project Standard	SCOTT DAVID
08/11/2016	LPQ1600504	Building Conversion Project Quick	SCOTT-BURNETT INC

[< Prev](#)
1
2
[Next >](#)

Then click the parcel number link to see more details:

[Home](#)
[Building](#)
[Development Services](#)
[Environmental Management](#)

[Advanced Search](#)

Property Information:
3627 Dexter Dr, Tallahassee FL

Address Detail

3627 Dexter Dr,
 Tallahassee FL
 Status: Enabled

Parcels

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
210115 D0040			PINE TIP HILLS UNIT 2 UN

You can click the colored links to see more details:

Parcel Details

Parcel Information:

Parcel Number:210115 D0040
Lot:
Block:
Subdivision:PINE TIP HILLS UNIT 2 UN
Status:Enabled
Book:
Page:
Parcel Area:
Land Value:70000
Improved Value:208551
Exemption Value:

Legal Description:

PINE TIP HILLS UNIT 2 UNRECORDED 1 1N 1W .74 A LOT 4 BLOCK D OR 1467/1416 1472/1681

Tract:

Addresses

Showing 1-1 of 1

Parcel Number	Address
210115 D0040	3627 Dexter Dr, Tallahassee FL

Owners

Showing 1-1 of 1

Name	Address
DRAPER WILLIAM E	3627 DEXTER DR TALLAHASSEE FL 32312

Global Search

Global Searches on Properties does not return properties directly. Global searches using parcel numbers or addresses will return Permits which can be clicked on to navigate to the Parcel information. Please see the next section, **Searching for a Permit**, for details.

Searching for a Permit

Whether you're logged in as a registered user, or not, you can search for information about permits on Leon County properties.

Step 1

Navigate to the Accela Citizens Access main page (see the **Accessing Accela Citizens Access Main Page** section).

There are several ways to search for a permit while on the ACA website (plus a way to see all your permits without searching - if you're logged in – which is shown next). Note that searching does not return temporary permits.

My Records Search

To see all your records without searching, click the **My Records** Link (you must be logged in). Note that if you added records to collections please see the section - **Working with Collections of Permits** as those records will not show in the **My Records** section.



Building

Showing 1-10 of 18 | Download results | Add to collection

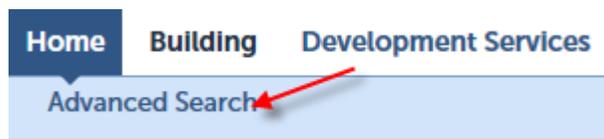
<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Address	Status	Action	Description
<input type="checkbox"/>	11/06/2017	LB1701834	Residential Alteration-Repair		3433 Cedarwood Trl, Tallahassee FL 32312	Issued		house re-pipe
<input type="checkbox"/>	10/18/2017	LB1701721	Residential Alteration-Repair	SMITH PLUMBING COMPANY INC	3442 Woodhill Dr, Tallahassee FL 32303	Issued		house re-pipe
<input type="checkbox"/>	10/16/2017	17TMP-003642	Plumbing Velocity Hall Permit		3442 Wood Hill Dr, Tallahassee FL		Resume Application	Install new water service from meter to home
<input type="checkbox"/>	10/12/2017	LB1701690	Residential Alteration-Repair	STECKLER TOM & SHERYL	10031 Journeys End, Tallahassee FL	Issued		BATH REMODEL
<input type="checkbox"/>	08/25/2017	LB1701447	Residential Alteration-Repair	JEFF NELSEN CONSTRUCTION INC	6964 Grenville Rd, Tallahassee FL 32309	Issued		MASTER BATH RENOVATION
<input type="checkbox"/>	07/26/2017	LB1701251	Residential Alteration-Repair	ROBERTS CONSTRUCTION SERVICES LLC	5586 Pedrick Plantation Cir, Tallahassee FL	Issued		INTERIOR RENOVATION
<input type="checkbox"/>	07/06/2017	LB1701149	Residential New	HOMEOWNERS HELPERS INC	15067 Sunray Rd, TALLAHASSEE FL 32309	Issued		NSFR
<input type="checkbox"/>	06/27/2017	LB1701089	Residential Alteration-Repair	SMITH PLUMBING CO	3338 Barrow Hill Trl, Tallahassee FL	Certificate of Completion		GRINDER PUMP
<input type="checkbox"/>	06/23/2017	LB1701065	Residential New	NLP HOMES LLC	4721 Silent Creek Ln, TALLAHASSEE FL 32303	Certificate of Occupancy		NSFR
<input type="checkbox"/>	06/23/2017	LB1701067	Residential New	MILLENNIUM 2000 CONSTRUCTION	4497 Rivers Landing Dr, TALLAHASSEE FL 32303	Certificate of Occupancy		NSFR

< Prev 1 2 Next >

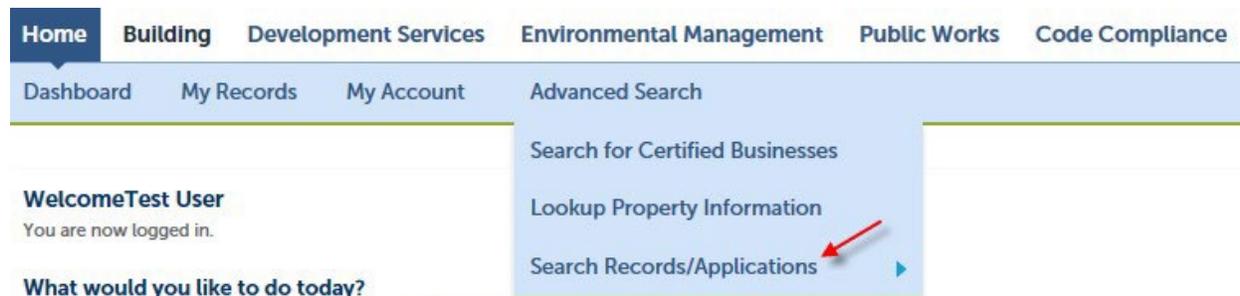
(Note that you can sort the search results by clicking on any of the column headers and you can scroll through results using the Prev, Next or page number buttons).

Advanced Search

Hover over the **Advanced Search** Link under **Home**.



Hover on **Search Records/Applications**:

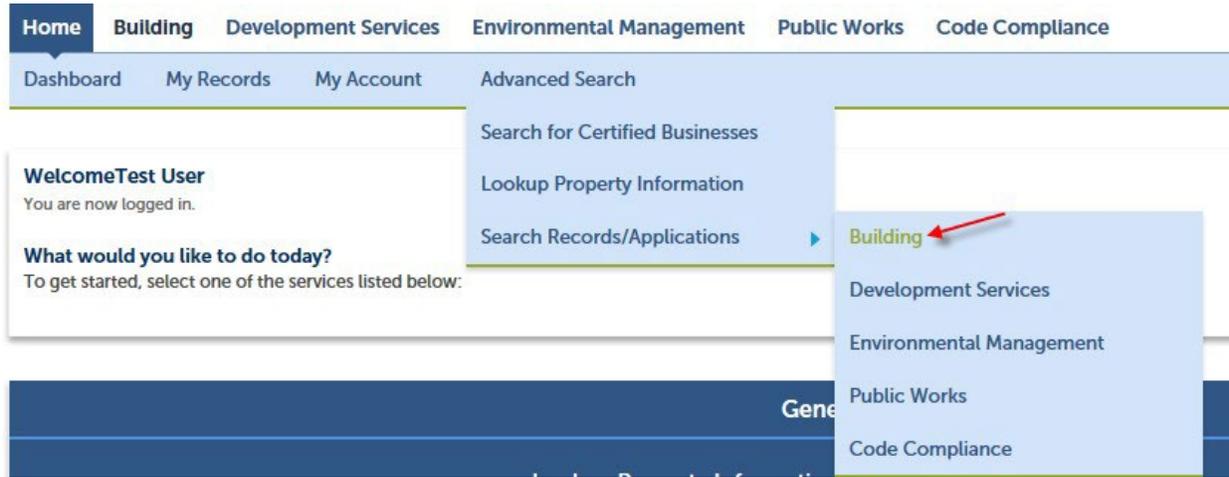


Welcome Test User
You are now logged in.

What would you like to do today?
To get started, select one of the services listed below:

Accela Citizens Access - Public User Guide

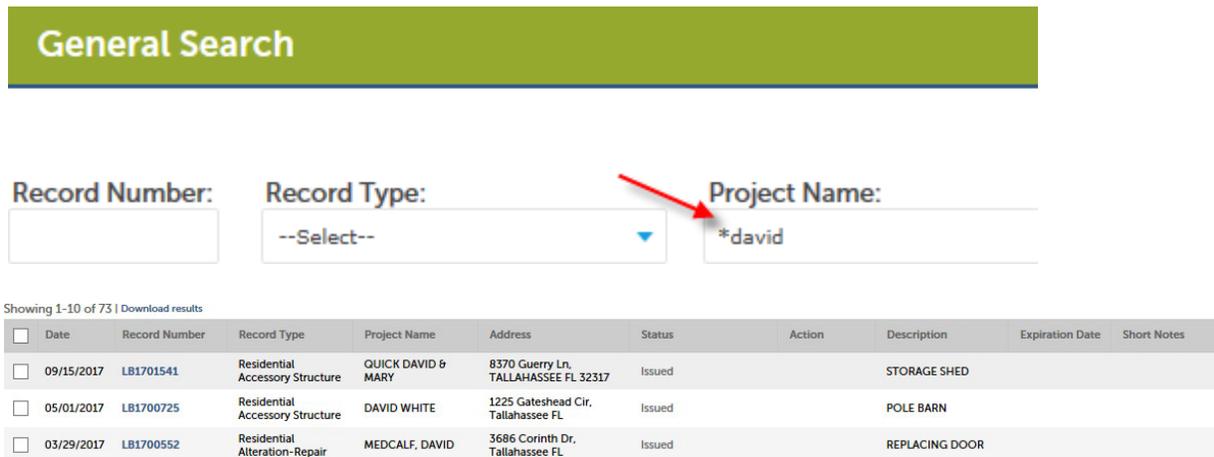
Click on **Building** (or another link depending on the permit you're looking for):



Enter some known search criteria (i.e., record number, date range to search within, licensing information, parcel, or address information) and press **Search** (or just press Enter).

(Note that to clear the entered search criteria and start a new search press the **Clear** button.)

The fields are not case sensitive, and you can enter partial information and the wildcard * to get a list to choose from. For example, to find the permits have david anywhere in the Project name enter an * and david (without spaces between * and david):



Note: if you entered david with no * it will only find projects that start with david, i.e., only the middle permit in the image above would be found.

Note: If you want to ensure you only retrieve records tied to your public user account you must be logged in the then you can check the **Search my records only** checkbox. (To go back to searching for anyone's permits check the **Search All Records** checkbox and uncheck the Search my records only box).

Search my records only

Search All Records

The following is a Permit search by Parcel Number. Note that the parcel numbers are a total of 13 characters long and some are separated into 2 sections with either 1 to 3 spaces separating the sections (these spaces are needed to make the parcel number 13 characters long).

Parcel Number:
140350 0008 **3 spaces needed to make parcel number 13 characters**

Parcel Number:
120927 P8330 **2 spaces needed to make parcel number 13 characters**

Parcel Number:
142560 A50690 **1 space needed to make parcel number 13 characters**

Global Search

Enter at least 3 characters (not case sensitive) of the permit number, address, parcel number or a name (project name, owner name, licensed professional name etc.) to search for in the Search box and press the magnifying glass (or just press Enter). Note that in some browsers if you only enter 1 or 2 characters the magnifying glass will not turn green and therefore you will not be able to do the search. Three characters are required for the magnifying glass to turn green in those browsers. Certain special characters including the wildcard (*) and & and ' and / cannot be used in a global search. Dashes and commas are ok. Also note that if searching for a permit based on a parcel number, you do not need to worry about ensuring that the parcel number has enough spaces embedded in it to make it 13 characters like you have to do with the advanced search feature.



A search box with the text "LT170001" and a green magnifying glass icon on the right. A red arrow points to the text.

The search above results in LT permits from 2017 whose numbering starts with 0001:

Records					
					All Records
Showing 1-6 of 6 Download results					
Date	Record Number	Record Type	Project Name	Address	Status
01/17/2017	LT1700014	Electrical Velocity Hall Permit		510 Sistrunk Cir, Tallahassee, FL	Issued
01/17/2017	LT1700015	Electrical Velocity Hall Permit		2405 Nugget Ln, Tallahassee, FL	Issued
01/05/2017	LT1700016	Electrical Velocity Hall Permit		7138 Turtle Creek Ln, Tallahassee, FL	Issued
01/04/2017	LT1700011	Electrical Velocity Hall Permit		8532 Polly Ln, Tallahassee, FL	Issued
01/03/2017	LT1700010	Electrical Velocity Hall Permit		3388 Deer Lane Dr, Tallahassee, FL	Issued
12/30/2016	LT1700012	Electrical Velocity Hall Permit		7138 Turtle Creek Ln, Tallahassee, FL	Issued



The search above returned permits of varying types, not just LT permits, from 2017 whose numbers start with 0001:

Records					
					All Records
Showing 1-10 of 27 Download results					
Date	Record Number	Record Type	Project Name	Address	Status
01/04/2017	LT1700011	Electrical Velocity Hall Permit		8532 Polly Ln, Tallahassee, FL	Issued
01/05/2017	LT1700016	Electrical Velocity Hall Permit		7138 Turtle Creek Ln, Tallahassee, FL	Issued
12/30/2016	LT1700012	Electrical Velocity Hall Permit		7138 Turtle Creek Ln, Tallahassee, FL	Issued
01/03/2017	LDR170001	Driveway Permit Type1	Driveway Permit Type1	7134 Turtle Creek Ln, Tallahassee, FL	Pending
02/27/2017	LB1700011	Residential Pool		5444 Paces Mill Rd, Tallahassee, FL	Pending
01/17/2017	LT1700014	Electrical Velocity Hall Permit		510 Sistrunk Cir, Tallahassee, FL	Issued
08/28/2017	LDV1700019	Project Status Determination	Susan's test of set receipts	3589 Rosemont Ridge Rd, Tallahassee, FL	Pending
03/07/2017	LB1700016	Residential Addition		3589 Rosemont Ridge Rd, Tallahassee, FL	Pending
03/02/2017	LB1700013	Residential Addition		3409 Cedarwood Trl, Tallahassee, FL	Pending
03/07/2017	LB1700015	Residential Alteration-Repair		3409 Cedarwood Trl, Tallahassee, FL	Pending



The search above returns permits of varying types with blair in the Address, Project name or in the Owner's name.

Records All Records					
Showing 1-10 of 100+ Download results					
Date	Record Number	Record Type	Project Name	Address	Status
03/24/2017	LB1700032	Quick Turn - Mechanical			Pending
06/09/2015	LAB150020	Environmental As Built	HEVEY DONALD	8007 HAYLEE BLAIR LN, TALLAHASSEE-LEON COUNTY, FL 32311	ISSUED
06/09/2015	LSW1500012	Environmental Stormwater Operating Permit	HEVEY RESIDENCE	8007 HAYLEE BLAIR LN, TALLAHASSEE-LEON COUNTY, FL 32311	Issued
06/09/2015	LPR1500518	Building Conversion Project Standard	HEVEY DONALD	8007 HAYLEE BLAIR LN, TALLAHASSEE-LEON COUNTY, FL 32311	Pending
06/03/2015	LDV1500390	Project Status Determination		3127 HAWKS LANDING DR, TALLAHASSEE-LEON COUNTY, FL 32311	Issued
06/02/2015	LPR1500496	Building Conversion Project Standard	STEVE NEWMAN BUILDERS INC	3127 HAWKS LANDING DR, TALLAHASSEE-LEON COUNTY, FL 32311	Approved
06/02/2015	LB1500712	Residential Alteration-Repair	BURTON BLAIR & VICKY	3127 HAWKS LANDING DR, TALLAHASSEE-LEON COUNTY, FL 32311	Certificate of Completion
02/19/2015	LEC150154	Building Code Complaint		5768 LUMBERJACK LN, TALLAHASSEE-LEON COUNTY, FL 32311	INVALID
02/17/2015	LMS1500153	Development Services Miscellaneous	Simplifile Document Upload		Complete
10/28/2014	LB1401453	Residential Accessory Structure	HEVEY DONALD & JOY	8007 HAYLEE BLAIR LN, TALLAHASSEE-LEON COUNTY, FL 32311	Certificate of Completion

Click on the permit number to see the owner's information:

Create Application
Search Application

Record LEC150154:
Building Code Complaint
Record Status: INVALID

Record Info
Payments
Custom Component

Work Location

5768 LUMBERJACK LN
TALLAHASSEE-LEON COUNTY FL 32311

Record Details

Project Description:
ROOF CONSTRUCTION W/O PERMIT 02-24-15 INVALID /
SAW NO ROOF CONST. IN PROGRESS, ROOF DOES NOT
APPEAR NEW FROM ROW [CB]

Owner:
BLAIR ALTONIO L
5768 LUMBERJACK LN
TALLAHASSEE FL 32303

[More Details](#)

To see and rerun recent global searches click the drop-down arrow next to the search box and select the search to repeat:



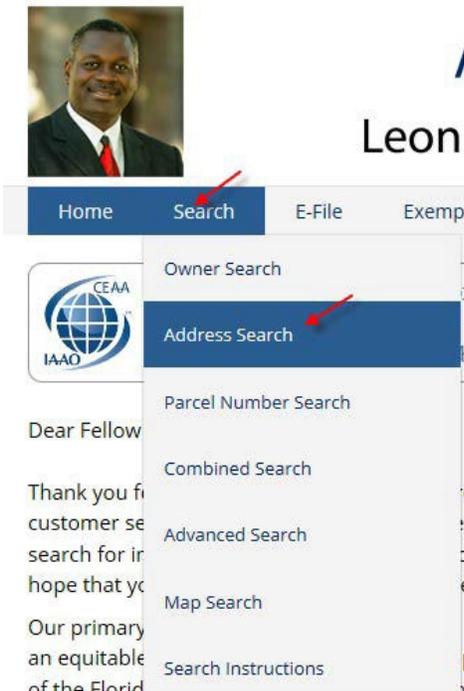
Searching for a Permit while on the Property Appraisers Website

Step 1

You can get a list of permits on an Address or Parcel or for an Owner from the Accela Citizens Access site by doing a search while on the Leon County Property Appraisers website www.leonpa.org

Step 2

On the property appraiser's website, hover over the **Search** link and select your preferred method of searching (Owner, Address, Parcel etc.).



Step 3

The first search you do in a browser session will ask you to agree to a disclaimer. Read the disclaimer and click **Agree**.

The screenshot shows the website header with a profile picture of Akin Akinyemi, R.A., and the title "Leon County Property Appraiser". A navigation menu includes Home, Search, E-File, Exemptions, Downloads, Forms, Address Change, FAQ, and General Info. Below the menu is a "Search Agreement" section with two paragraphs of disclaimer text. The first paragraph is a "Data Disclaimer" and the second is a "Map Disclaimer". At the bottom of the disclaimer, there is a red text prompt: "By clicking the 'Agree' button below, I agree to the 'Search Agreement' and will be directed to the search page." Below this prompt are two buttons: "Disagree" and "Agree". A red arrow points to the "Agree" button.

Step 4

Enter your search criteria and press **Search** or just press Enter. (Make sure you enter information for a County not a City location. County Locations are in Tax District 2).

Examples:

Address Search

For an Address Search you can enter just the street number or just the street name (or partial name) and then select the appropriate address from the list. (It's best to leave off the suffix during an address search.)

The screenshot shows the search results page on the Leon County Property Appraiser website. The search criteria entered are "426" in the "Street #" field. The results table lists 20 properties, each with a checkbox, parcel ID, owner name, location address, property use, tax district, and acreage. A red arrow points to the "Search" button, and another red arrow points to the "426" in the search field. A red arrow also points to the "County Properties are in Tax District 2" warning. The table data is as follows:

Parcel ID	Owner Name	Location Address	Prop Use	Tax Dist	Acreage
110619 D0010	SUBER ADELAIDE M REVOCABLE TR	426 LACY WOODS CT	0100	2	0.62
11062096120000	MITCHEL GAEA E	426 TIMBERLANE RD	1900	2	1.22
1119520000240	STEINER MICHAEL C	426 WINNEDGE RIDE	0100	1	0.48
1119520000540	CARD JOHN PATRICK	426 NORTH RIDE	0100	1	0.52
1122040000240	DAVIS PRESTON C	4265 BREWSTER RD STE A	0800	1	0.55
1122040000240	DAVIS PRESTON C	4265 BREWSTER RD	0800	1	0.55
1122040000240	DAVIS PRESTON C	4265 BREWSTER RD STE B	0800	1	0.55
1122040000320	SMITH R BRYAN	4268 BREWSTER RD STE A	0800	1	0.631
1122040000320	SMITH R BRYAN	4268 BREWSTER RD	0800	1	0.631
1122040000320	SMITH R BRYAN	4268 BREWSTER RD STE B	0800	1	0.631
112303 B0061	KUHN SANDRA G	4262 BENCHMARK TRCE	0100	1	0.13
113039 B0010	EDGEWOOD VILLAS PARTNERS LTD	426 E 7TH AVE	0800	1	1.71
113039 C0130	MUNGAN MURAT	426 E 6TH AVE	0100	1	0.32
113050 D0130	WINTER PETER H	426 INGLESIDE AVE	0100	1	0.28
1130570000260	HYDE JENNIFER KATHLEEN	426 E 9TH AVE	0100	1	0.2
1130690120070	HANWAY REID	426 WILLIAMS ST	0100	1	0.18
113090 A0040	LEITMAN MELANIE ROSE	426 WILSON AVE	0100	1	0.25
113168 A0220	GIBLIN MARTIN G	426 BELMONT RD STE 1	0800	1	0.24
113168 A0220	GIBLIN MARTIN G	426 BELMONT RD	0800	1	0.24
113168 A0220	GIBLIN MARTIN G	426 BELMONT RD STE 2	0800	1	0.24



Akin Akinyemi, R.A.

Leon County Property Appraiser

Home Search E-File Exemptions Downloads Forms Address Change FAQ General Info About

Search by Property Address

Street # Unit # Direction Street Name Suffix Post Dir

Options Sort by: Parcel ID Ascending Results/page: 20

Search

Data Current as of 11/14/2017

County Properties are in Tax District 2

Parcel ID	Owner Name	Location Address	Prop Use	Tax Dist	Acres
<input type="checkbox"/> 1106204020000	SHIPMAN W F JR	880 TIMBERLANE RD	0100	2	19.47
<input type="checkbox"/> 1106204040000	COMCAST CABLEVISION OF INDIAN...	600 TIMBERLANE RD	1700	2	17.25
<input type="checkbox"/> 1106206120000	MITCHEL GAEA E	426 TIMBERLANE RD	1900	2	1.22
<input type="checkbox"/> 1106206130000	CHERUKARA ALEX T	410 TIMBERLANE RD	0100	2	5.04
<input type="checkbox"/> 1106206140000	KUERSTEINER KURT	416 TIMBERLANE RD	0100	2	1.27
<input type="checkbox"/> 110710 A0050	ST ANDREWS ANGLICAN	0 TIMBERLANE RD	7000	2	0.86
<input type="checkbox"/> 110710 C0011	BISHOP ELIZABETH	601 TIMBERLANE RD	0100	2	1.3
<input type="checkbox"/> 110710 D0011	THOMPSON BRENT MATTHEW	745 TIMBERLANE RD	0100	2	0.86
<input type="checkbox"/> 110710 D0150	SCOTT JEFFERY	0 TIMBERLANE RD	0000	2	1.57
<input type="checkbox"/> 110710 D0150	SCOTT JEFFERY	923 TIMBERLANE RD	0000	2	1.57
<input type="checkbox"/> 110710 D0160	TWITCHELL KEVIN B	3568 TIMBERLANE SCHOOL RD	0100	2	1.2
<input type="checkbox"/> 110710 D0170	OWENS MARILYN J	0 TIMBERLANE SCHOOL RD	0000	2	1.27
<input type="checkbox"/> 110710 D0180	SCHWARTZ ROBERT A	3560 TIMBERLANE SCHOOL RD	0100	2	2.71
<input type="checkbox"/> 110710 E0010	STUBBS RONALD D & MARTHA H LO...	909 TIMBERLANE RD	0100	2	1.88
<input type="checkbox"/> 110710 E0020	WILSON RICHARD L JR	0 TIMBERLANE RD	0000	2	1.98
<input type="checkbox"/> 110710 E0030	JOHNSON RICHARD R	901 TIMBERLANE RD	0100	2	1.68
<input type="checkbox"/> 110710 F0010	TIMBERLANE CH OF CHRIST	3569 TIMBERLANE SCHOOL RD	7100	1	4.77
<input type="checkbox"/> 1107200010000	FAITH CEMETERIES INC	700 TIMBERLANE RD	7600	2	26.28
<input type="checkbox"/> 1107200020000	GAY LAMAER L	633 TIMBERLANE RD	0100	2	1.42
<input type="checkbox"/> 1107200030000	WRIGHT BRYAN D	721 TIMBERLANE RD	0100	2	0.86

Selection Manager
 Select page all
 Deselect page all
 Deselect all

Search Manager
 View List - Map

Reports
 Mailing List
 Property Data Export

Go

Printable Version

Results Page: [1] 2 3 4 5 6 7 8 9 ... 22 Next >>

Or you can enter both the street number and name and press **Search** to directly find the property without getting a list.



Akin Akinyemi, R.A.

Leon County Property Appraiser

Home Search E-File Exemptions Downloads Forms Address Change FAQ General Info

Search by Property Address

Street # Unit # Direction Street Name Suffix Post Dir

Options Sort by: Parcel ID Ascending Results/page: 20

Search

Data Current as of 11/14/2017

Instructions

For best results leave off the street suffix.

Export to Excel

To export search results into a CSV format that can be used with Excel please follow these steps:

- Perform a desired search.
- Select the records that are to be exported either one by one or by using the options in the **Selection Manager**.
- Select the **Mailing List** or **Property Data** report and hit **GO**
- Click Open when prompted.

Parcel Search (please read parcel number Instructions):



Akin Akinyemi, R.A. Leon County Property Appraiser

Home **Search** E-File Exemptions Downloads Forms Address Change FAQ General Info

Search by Parcel Parcel ID * Enter all or part of the number

Options Sort by: Results/page:

Data Current as of 11/09/2017

Instructions
Type the parcel id into the search box above. All parcel id's are 13 characters long, including any embedded spaces.
1234567890987 - 13 total characters, no spaces
110250 ZZ0110 - 13 total characters, one space between 0 and Z
110250 V0310 - 13 total characters, two spaces between 0 and V
Use the * to find a group of parcels.

Type	Returns
1234567890987	1234567890987
123	All parcels that begin with 123
*987	All parcels that end with 987



Akin Akinyemi, R.A. Leon County Property Appraiser

Home **Search** E-File Exemptions Downloads Forms Address Change FAQ Ge

Search by Owner Owner Name * x Type in: LastName FirstName

Options Sort by: Results/page:

Data Current as

Results [Click rows to view property details](#) Displaying 1 - 20 of 367

<input type="checkbox"/>	Parcel ID ▲	Owner Name	Location Address	Prop Use	Tax Dist	Acreage
<input type="checkbox"/>	110203 A0060	MITCHELL SUSAN	4000 DUTCHESS CT	0100	1	0.16
<input type="checkbox"/>	110250 AB0110	MITCHELL KIMBERLY REID	2705 LIFFORD CT	0100	1	0.77
<input type="checkbox"/>	110250 AU0140	MITCHELL BILLIE V	4134 TRALEE RD	0100	1	0.57
<input type="checkbox"/>	110250 AU0140	MITCHELL THEO W	4134 TRALEE RD	0100	1	0.57
<input type="checkbox"/>	110250 AX0080	MITCHELL KRISTEN	4608 INISHEER DR	0100	1	0.58
<input type="checkbox"/>	110250 DB0170	MITCHELL TRAVIS X	3498 GIVERNY CT	0100	1	0.5
<input type="checkbox"/>	110250 DB0170	MITCHELL HERVONICA L	3498 GIVERNY CT	0100	1	0.5
<input type="checkbox"/>	110250 DQ0030	MITCHELL D RAY	3398 GARDENVIEW WAY	0100	1	0.46
<input type="checkbox"/>	110250 DQ0030	MITCHELL BRENDA G	3398 GARDENVIEW WAY	0100	1	0.46
<input type="checkbox"/>	110343 B0070	MITCHELL FRANCIS	3561 TUBBERCURRY CT	0100	1	0.15
<input type="checkbox"/>	110528 B0290	MITCHELL KIMBERLY R	3876 W MILLERS BRIDGE RD	0100	1	0.71
<input type="checkbox"/>	110528 B0290	MITCHELL PAUL R	3876 W MILLERS BRIDGE RD	0100	1	0.71
<input type="checkbox"/>	1106206120000	MITCHEL GAEA E	426 TIMBERLANE RD	1900	2	1.22
<input type="checkbox"/>	110710 H0020	MITCHELL EDWARD M JR	0 CLOVERDALE DR	0000	2	2.05
<input type="checkbox"/>	1107202120000	MITCHELL EDWARD M JR	3401 N MERIDIAN RD	1700	2	6.14
<input type="checkbox"/>	1107202130000	MITCHELL EDDIE	3401 N MERIDIAN RD	1100	2	0.459
<input type="checkbox"/>	1107202380000	MITCHELL LORRAINE	414 EL DESTINADO	0100	2	0.69
<input type="checkbox"/>	1108910000250	MITCHELL JOSEPH D	1452 DENHOLM DR	0100	1	0.15
<input type="checkbox"/>	1108910000250	MITCHELL SYLVIA A	1452 DENHOLM DR	0100	1	0.15
<input type="checkbox"/>	1109200210000	MITCHELL THOMAS L SR	2980 RAYMOND DIEHL RD	0100	1	0.978

Owner Search (please read the Instructions):

Akin Akinyemi, R.A.
Leon County Property Appraiser

Home Search E-File Exemptions Downloads Forms Address Change FAQ General Info

Search by Owner
Owner Name * mitchel
Type in: LastName FirstName

Options Sort by: Parcel ID Ascending Results/page: 20 Search

* required Data Current as of 11/20/2017

Instructions
Type in the full name (LastName FirstName without commas - e.g. Smith John) or part of the full name into the search box above. Use the * as a wild card to match any string of characters, for example:

Type	Returns
Grant	Grant
B*ow	Brown, Barrow, Below, etc.
B*o*ski	Bojarski, Bronowski, Bukowski, etc.

For any of the searches, if you entered partial search criteria you will get a list of search results to choose from. Click on the appropriate search result (first making sure it is in Tax District 2).

Akin Akinyemi, R.A.
Leon County Property Appraiser

Home Search E-File Exemptions Downloads Forms Address Change FAQ Ge

Search by Owner
Owner Name * MITCHEL
Type in: LastName FirstName

Options Sort by: Parcel ID Ascending Results/page: 20

* required Data Current as

Results Click rows to view property details Displaying 1 - 20 of 367

Parcel ID	Owner Name	Location Address	Prop Use	Tax Dist	Acreage
110203 A0060	MITCHELL SUSAN	4000 DUTCHESS CT	0100	1	0.16
110250 AB0110	MITCHELL KIMBERLY REID	2705 LIFFORD CT	0100	1	0.77
110250 AU0140	MITCHELL BILLIE V	4134 TRALEE RD	0100	1	0.57
110250 AU0140	MITCHELL THEO W	4134 TRALEE RD	0100	1	0.57
110250 AX0080	MITCHELL KRISTEN	4608 INISHEER DR	0100	1	0.58
110250 DB0170	MITCHELL TRAVIS X	3498 GIVERNY CT	0100	1	0.5
110250 DB0170	MITCHELL HERVONICA L	3498 GIVERNY CT	0100	1	0.5
110250 DQ0030	MITCHELL D RAY	3398 GARDENVIEW WAY	0100	1	0.46
110250 DQ0030	MITCHELL BRENDA G	3398 GARDENVIEW WAY	0100	1	0.46
110343 B0070	MITCHELL FRANCIS	3561 TUBBERCERRY CT	0100	1	0.15
110528 B0290	MITCHELL KIMBERLY R	3876 W MILLERS BRIDGE RD	0100	1	0.71
110528 B0290	MITCHELL PAUL R	3876 W MILLERS BRIDGE RD	0100	1	0.71
1106206120000	MITCHEL GAEA E	426 TIMBERLANE RD	1900	2	1.22
110710 H0020	MITCHELL EDWARD M JR	0 CLOVERDALE DR	0000	2	2.05
1107202120000	MITCHELL EDWARD M JR	3401 N MERIDIAN RD	1700	2	6.14
1107202130000	MITCHELL EDDIE	3401 N MERIDIAN RD	1100	2	0.459
1107202380000	MITCHELL LORRAINE	414 EL DESTINADO	0100	2	0.69
1108910000250	MITCHELL JOSEPH D	1452 DENHOLM DR	0100	1	0.15
1108910000250	MITCHELL SYLVIA A	1452 DENHOLM DR	0100	1	0.15
1109200210000	MITCHELL THOMAS L SR	2980 RAYMOND DIEHL RD	0100	1	0.978

Step 5

Scroll down to the **County Links** section and click on **Permits Online (City/County)**:

Location: 426 TIMBERLANE RD Acctage: 1.220
 Subdivision: NOT IN SUBDIVISION
 Property Use: 1900 - PROFESSIONAL SERVICE & MEDICAL
 Bldg Count: 1

Location (Street) Addresses are provided by City Growth Management 850-891-7001 (option 3), and County DSEM 850-606-1300.

Sales Information				
Sale Date	Sale Price	Book/Page	Instrument Type	Improved / Vacant
01/01/1978	\$27,300	0903/0953	Warranty Deed	Improved

Certified Value Detail						
Tax Year	Land Value	Improvement Value	Total Market Value	SOH Differential	Classified Use	Homestead
2017	\$47,580	\$105,471	\$153,051	\$0	\$0	2017 - No

Certified Taxable Values						
Tax Year	Taxing Authority	Rate	Market	Assessed	Exempt	Taxable
2017	Leon County	8.31440	\$153,051	\$153,051	\$0	\$153,051
	Leon County - Emergency Medical Service	0.50000	\$153,051	\$153,051	\$0	\$153,051
	School - State Law	4.32500	\$153,051	\$153,051	\$0	\$153,051
	School - Local Board	2.24800	\$153,051	\$153,051	\$0	\$153,051
	NW FL Water Management	0.03530	\$153,051	\$153,051	\$0	\$153,051

Building Summary							
Tax Year	Card	Bldgs	Building Use	Building Type	Yr Built	Base SqFt	Auxiliary SqFt
2017	1	1	Commercial	173 - Vet Clinic	1972	2,592	244
Total:		1				2,592	244

Quick Links

<p>County Links</p> <ul style="list-style-type: none"> Leon County Tax Collector Permits Online (City / County) Property Info Sheet 	<p>County Map Links</p> <ul style="list-style-type: none"> Land Information (New) (Contains FEMA, Zoning, Fire Hydrant, etc.) Flood Zone (FEMA) Zoning Map Fire Hydrant Map More TLGIS Maps 	<p>Other Map Links</p> <ul style="list-style-type: none"> Google Map Bing Old Map
---	--	---

You will be transferred to the Accela Citizens Access website where you will see all the permits on the selected location:

Records					
					All Records
Showing 1-7 of 7 Download results					
Date	Record Number	Record Type	Project Name	Address	Status
11/21/2017	17TMP-004090	Gas Velocity Hall Permit		426 Timberlane Rd, Tallahassee, FL	
09/21/2017	LT1702542	Electrical Velocity Hall Permit		426 Timberlane Rd, Tallahassee, FL	Issued
09/03/2015	LMS1500821	Development Services Miscellaneous	Simplifile Document Upload		Complete
09/03/2015	LB1501295	Residential Alteration-Repair	MITCHEL GAEA	426 TIMBERLANE RD, TALLAHASSEE, FL 32311	Pending
09/03/2015	LPQ1500535	Building Conversion Project Quick	MITCHEL GAEA	426 TIMBERLANE RD, TALLAHASSEE, FL 32311	Approved
09/03/2015	LB1501291	Commercial Alteration-Repair	MITCHEL GAEA	426 TIMBERLANE RD, TALLAHASSEE, FL 32311	Issued
02/16/2011	LT1100282	Mechanical Velocity Hall Permit		426 TIMBERLANE RD, TALLAHASSEE, FL 32311	Finald

Selecting a Permit from a list

From a displayed list of permits, select the desired permit by clicking on the Record Number.

Search Results

Your search for 'LT17030' returned the following results.

Explore by Category: Records(50)

Records						All R
Showing 1-10 of 50 Download results						
Date	Record Number	Record Type	Project Name	Address	Status	
11/16/2017	LT1703043	Vinyl Siding Velocity Hall Permit		6683 Kingman Trl, Tallahassee, FL	Issued	
11/16/2017	LT1703046	Vinyl Siding Velocity Hall Permit		8172 Wenonga Ct, Tallahassee, FL	Issued	
11/16/2017	LT1703049	Mechanical Velocity Hall Permit		7922 Reynolds Dr, Tallahassee, FL	Issued	
11/16/2017	LT1703042	Reroof Velocity Hall Permit		4219 Camden Rd, Tallahassee, FL	Issued	

Sorting, Filtering and Scrolling through a List of Search Results

Step 1

If you entered valid search criteria, you will either see the permit in question or a list of permits that meet your search criteria.

While looking at a list of permits you can sort the list in varying ways by clicking on the column header of the field you wish to sort by. Each time you click the column header it will sort the list in alternating ascending and descending order.

Search Results

Your search for 'LT17030' returned the following results.

Explore by Category: Records(50)

Records						All Records
Showing 1-10 of 50 Download results						
Date	Record Number	Record Type	Project Name	Address	Status	
11/16/2017	LT1703043	Vinyl Siding Velocity Hall Permit		6683 Kingman Trl, Tallahassee, FL	Issued	
11/16/2017	LT1703046	Vinyl Siding Velocity Hall Permit		8172 Wenonga Ct, Tallahassee, FL	Issued	
11/16/2017	LT1703049	Mechanical Velocity Hall Permit		7922 Reynolds Dr, Tallahassee, FL	Issued	
11/16/2017	LT1703042	Reroof Velocity Hall Permit		4219 Camden Rd, Tallahassee, FL	Issued	

You can see how many results are in the list and page through the list using the page numbers or Prev/Next buttons. You can further filter the permits listed from your search by clicking the drop-down arrow on the Records header and choosing which of those permits you only want to see (i.e., Building, Dev Services, and Environmental etc.).

The following global search shows all types of permits on Timberlane:

The screenshot shows the Timberlane search interface. At the top right, there is a search bar with the text 'timberlane' and a red arrow pointing to it. Below the search bar is a navigation menu with links for Home, Building, Development Services, Environmental Management, Public Works, and Code Compliance. Underneath the navigation menu is an 'Advanced Search' button. The main content area is titled 'Search Results' and indicates that the search for 'timberlane' returned 100+ results. Below this, there is a green header for 'Records' with a dropdown menu currently set to 'All Records'. A red arrow points to this dropdown menu. Below the header, there is a table with columns for Date, Record Number, Record Type, Project Name, Address, and Status. The table lists several records, including environmental and building permits.

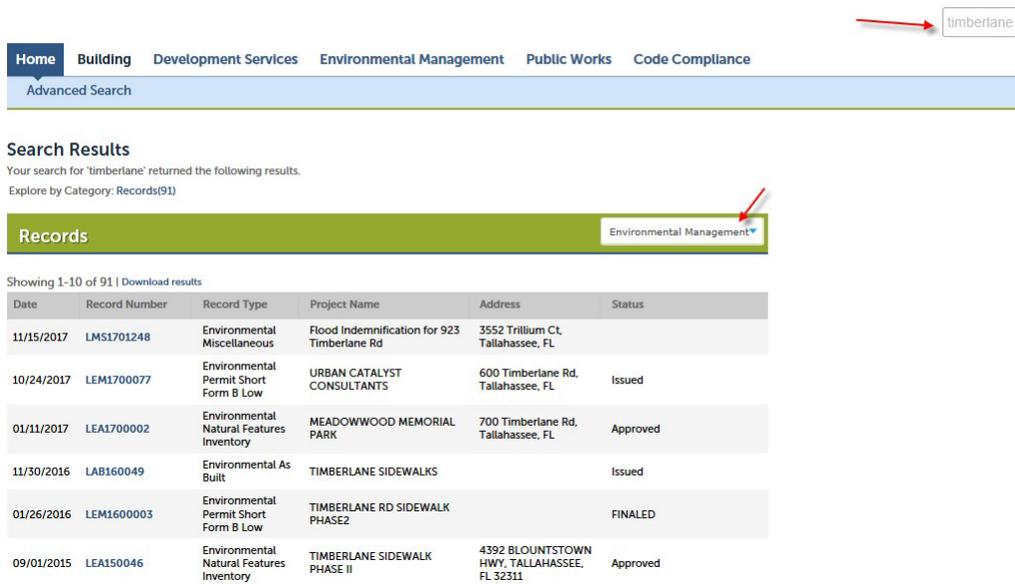
Date	Record Number	Record Type	Project Name	Address	Status
11/15/2017	LMS1701248	Environmental Miscellaneous	Flood Indemnification for 923 Timberlane Rd	3552 Trillium Ct, Tallahassee, FL	
10/24/2017	LEM1700077	Environmental Permit Short Form B Low	URBAN CATALYST CONSULTANTS	600 Timberlane Rd, Tallahassee, FL	Issued
10/17/2017	LMS1701090	Building Miscellaneous	NOC for 700 Timberlane Rd	700 Timberlane Rd, Tallahassee, FL	Applied
10/09/2017	LEC171052	Environmental Code Complaint	ENVIRONMENTAL	212 Timberlane Rd, Tallahassee, FL	CLOSED
09/26/2017	LMS1700994	Building Miscellaneous	Recorded Notice of Commencement	249 Timberlane Rd, Tallahassee, FL	Applied
09/21/2017	LT1702542	Electrical Velocity Hall Permit		426 Timberlane Rd, Tallahassee, FL	Issued
09/18/2017	LT1702499	Reroof Velocity Hall Permit		249 Timberlane Rd, Tallahassee, FL	Issued

If you change **All Records** to **Building** it shows only building permits on Timberlane:

The screenshot shows the Timberlane search interface with the filter dropdown set to 'Building'. A red arrow points to the dropdown menu. Above the main content area, there is a callout box showing a list of categories: All Records, Building (highlighted), Code Compliance, Development Services, Environmental Management, and Public Works. Below this, the search results table is updated to show only building-related records.

Date	Record Number	Record Type	Project Name	Address	Status
12/01/2017	LMS1701310	Building Miscellaneous	Recorded Notice of Commencement	3560 Timberlane School Rd, Tallahassee, FL	Applied
11/30/2017	LT1703144	Mechanical Velocity Hall Permit		3560 Timberlane School Rd, Tallahassee, FL	Issued
11/21/2017	17TMP-004090	Gas Velocity Hall Permit		426 Timberlane Rd, Tallahassee, FL	
10/17/2017	LMS1701090	Building Miscellaneous	NOC for 700 Timberlane Rd	700 Timberlane Rd, Tallahassee, FL	Applied
09/26/2017	LMS1700994	Building Miscellaneous	Recorded Notice of Commencement	249 Timberlane Rd, Tallahassee, FL	Applied

The following shows only environmental permits on Timberlane:



Home Building Development Services Environmental Management Public Works Code Compliance

Advanced Search

Search Results
Your search for 'timberlane' returned the following results.
Explore by Category: Records(91)

Records Environmental Management

Showing 1-10 of 91 | Download results

Date	Record Number	Record Type	Project Name	Address	Status
11/15/2017	LMS1701248	Environmental Miscellaneous	Flood Indemnification for 923 Timberlane Rd	3552 Trillium Ct, Tallahassee, FL	
10/24/2017	LEM1700077	Environmental Permit Short Form B Low	URBAN CATALYST CONSULTANTS	600 Timberlane Rd, Tallahassee, FL	Issued
01/11/2017	LEA1700002	Environmental Natural Features Inventory	MEADOWWOOD MEMORIAL PARK	700 Timberlane Rd, Tallahassee, FL	Approved
11/30/2016	LAB160049	Environmental As Built	TIMBERLANE SIDEWALKS		Issued
01/26/2016	LEM1600003	Environmental Permit Short Form B Low	TIMBERLANE RD SIDEWALK PHASE2		FINALED
09/01/2015	LEA150046	Environmental Natural Features Inventory	TIMBERLANE SIDEWALK PHASE II	4392 BLOUNTSTOWN HWY, TALLAHASSEE, FL 32311	Approved

Note: If you want to ensure you only retrieve records tied to your public user account you must be logged in the then you can check the **Search my records only** checkbox. (To go back to searching for anyone's permits check the **Search All Records** checkbox).

- Search my records only
- Search All Records

Viewing the Details of a Permit

Step 1

Search for and select the permit as described in previous sections.

Step 2

Navigate through the informational sections as desired.

If you logged in, you would see the **Record Info** drop-down arrow and the **Payments** drop-down arrow. (If you did not log in you will see only the **Record Info** drop-down arrow):

Record LB1701834:

Residential Alteratic

Record Status: Issued

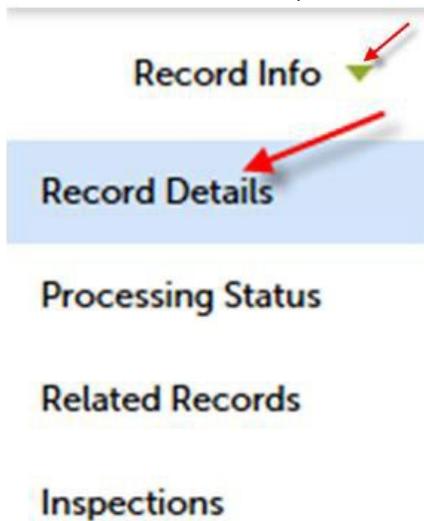


Viewing the Records Info Section

Record Details

Under **Record Info** you can see work location, applicant, owner, licensed professional and project description as well more details.

To see the record details, click on the **Record Info** drop-down arrow and select **Record Details**:



To see more information, click on the arrow next to **More Details**:

Record LB1701834:

Residential Alteration-Repair

Record Status: Issued

Record Info ▾

Payments ▾

Work Location

3433 Cedarwood Trl
Tallahassee FL 32312

Record Details

Applicant:

SMITH PLUMBING COMPANY INC
4817 CORLETT STREET
TALLAHASSEE, FL, 32303
Home Phone:8506817473
Mobile Phone:8502515789
Fax:8502244449
SMITHPLUMBINGCO@COMCAST.NET

Licensed Professional:

SMITH PLUMBING COMPANY INC
4817 CORLETT STREET
TALLAHASSEE, FL, 32303
Main Phone:8506817473
Mobile Phone:8502515789
Fax:8502244449
Contractor - Plumbing CFC1426005

Project Description:

house re-pipe

Owner:

PIERSON LAURENCE E
3433 CEDARWOOD TRL
TALLAHASSEE FL 32312

▶ More Details

Print/View Permit

Expand the informational section headings by clicking the plus sign next to the section heading:

▾ More Details

- ▣ Additional Information
- ▣ Application Information
- ▣ Parcel Information

Print/View Permit

▼ More Details

☐ Additional Information

Job Value(\$):
\$5,450.00

☐ Application Information

GENERAL INFORMATION

Canopy Road:	No
Model Home:	No
Improvement Type:	Plumbing Only
Class Type:	Single Family Detached
Sewer System Type:	N/A
Driveway Permit Required:	No
Public Owned:	No
Expiration Date:	05/05/2018

BUILDING PLANS INFORMATION

Valuation of Work Performed:	5450
Required Sprinklers:	No
Sprinklers Provided:	No

PLUMBING FEES

Plumbing Issuance:	Yes
Water Piping/Treatment Equipment:	1

☐ Parcel Information

Parcel Number:
140350 T0070
Legal Description:
KILLEARN LAKES 1 LOT 7 BLOCK T OR 1177/2095
Improved Value:
79016

Subdivision:
KILLEARN LAKES 1
Land Value:
38000

Print/View Permit

Processing Status

Under the **Record Info** heading, clicking the **Processing Status** will show each step in the process of

Record LB1701834:

Residential A

Record Status: Issued

- Record Info
- Record Details
- Processing Status
- Related Records
- Inspections

permit issuance.

A green checkmark indicates that the step is complete. An hourglass is displayed next to the step which is currently in progress. A step with no green checkmark or hourglass indicates this step is not required.

Record LB1701834:

Residential Alteration-Repair

Record Status: Issued

Record Info ▾	Payments ▾
---------------	------------

Processing Status

- ✔ ▶ Application Submittal
- ✔ ▶ Zoning Setback Review
- ✔ ▶ Completeness Check
- Septic Sewer
- ✔ ▶ Building Plans Review
- ✔ ▶ Addressing Review
- ✔ ▶ Contractor License Review
- ✔ ▶ Quality Check
- ✔ ▶ Fiscal
- ✔ ▶ Permit Issuance
- 🕒 ▶ Inspections
- Certificate of Completion
- Closed

Details regarding a step can be seen by clicking the arrow next to the step:

Processing Status

- ✔ ▶ Application Submittal
- ✔ ▶ Zoning Setback Review
- ✔ ▾ Completeness Check

Due on **11/08/2017**, assigned to **Jud Allen**
Marked as **Routed for Review** on **11/06/2017** by **Harley Colvin**

Septic Sewer

Related Records

Clicking **Related Records** under **Record Info** will show any related permits. And clicking the **View** link next to related records will open the related permit for you to view.

Record LB1701834:

Residential Alteration-Repair

Record Status: Issued

Record Info ▾

Related Records

[View Entire Tree »](#)

Record Number	Record Type	Project Name	Date	View
LB1701834	Residential Alteration-Repair		11/06/2017	View
LMS1701173	Building Miscellaneous	Recorded Notice of Commencement	11/06/2017	View

Record LB1701834:

Residential Alterati

Record Status: Issued

Record Info ▾

Payments ▾

Record Details

Processing Status

Related Records

Record LMS1701173:

Building Miscellaneous

Record Status: Applied

Record Info ▾

Work Location

3433 Cedarwood Trl
Tallahassee FL

Record Details

Applicant:

Smith Plumbing Company Inc
TALLAHASSEE, FL

Project Description:

LB1701834 House Re-Pipe

Owner:

PIERSON LAURENCE E
3433 CEDARWOOD TRL
TALLAHASSEE FL 32312

▶ [More Details](#)

Inspections

Clicking **Inspections** under **Record Info** will show completed and upcoming inspections. To view the completed inspection details, click on **View Details** next to the inspection of interest.

Record LB1701834:

Residential

Record Status: Issued

Record Info ▾

Record Details

Processing Status

Related Records

Inspections

Inspections

Upcoming (15)

Schedule or Request an Inspection

Click the link above to schedule or request one.

400: Building Sewer
TBD Pending
unassigned

Actions ▾

401: Plumbing Rough-In Slab
TBD Pending
unassigned

Actions ▾

402: Plumbing Rough-In
TBD Pending
unassigned

Actions ▾

499: Other Plumbing
TBD Pending
unassigned

Actions ▾

412: Pool Pressure Test
TBD Pending
unassigned

Actions ▾

< Prev **1** 2 3 Next >

Completed (1)

Approved - 1

Approved 505: Notice of Commencement
Result by: Katrina Huffmaster on 11/07/2017 at 12:00 AM

View Details

Completed Inspection Status History

While viewing an inspection, click on **View Status History** to see the history of its status changes:

Status	Details
<p>Approved 11/7/2017 12:00 AM Desired Date: TBD</p> <p><i>Last updated</i> Katrina Huffmaster 11/7/2017 9:32 AM</p> <p>View Status History</p>	<p>Record LB1701834 Residential Alteration-Repair</p> <p>Contact Harley Colvin</p>

Status History

Showing 1-2 of 2

Status	Status Date/Time	Inspector	Update Time	Updated By	Result Comments
Approved	11/7/2017 12:00 AM	Katrina Huffmaster	11/7/2017 9:32 AM	Katrina Huffmaster	
Pending	TBD	Katrina Huffmaster	11/6/2017 3:15 PM	Harley Colvin	

Completed Inspection Result Comments

While viewing an inspection, click on **View Result Comments** to see inspection result comments:

905: Plumbing Final (12212467, Required)
3433 Cedarwood Trl
Tallahassee FL 32312 [Print](#)

Status	Details	
Partial Approval 11/16/2017 12:00 AM Desired Date: TBD <i>Last updated</i> John Morgan 11/16/2017 4:46 PM View Status History View Result Comments	Record LB1701834 Residential Alteration-Repair	Contact 8506817473 STACIE SMITH 2515789

Result Comments

Showing 1-1 of 1

John Morgan (11/16/2017 4:46 PM)
drip in hallway restroom

Related Inspections

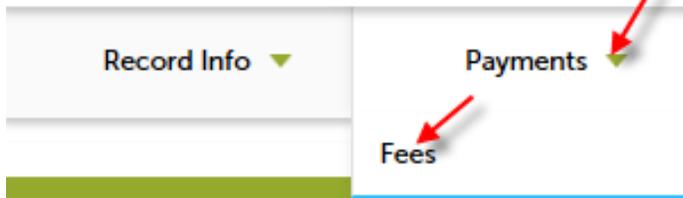
Viewing the Payments Section

For logged in registered users to see the payments on the permit, click on the **Payments** drop-down arrow and select **Fees**:

Record LB1701834:

Residential Alterati

Record Status: Issued



You will see the dates, amounts and Invoice number of all paid fees:

Record LB1701834:

Residential Alteration-Repair

Record Status: Issued

Record Info Payments

Fees

Paid:

Date	Invoice Number	Amount
11/06/2017	173821	\$3.60
11/06/2017	173821	\$0.40
11/06/2017	173821	\$5.00
11/06/2017	173821	\$91.38
11/06/2017	173821	\$8.51

Total paid fees: \$108.89

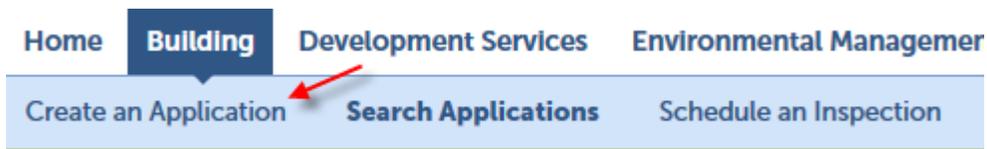
Applying for a Permit

Step 1

To apply for a permit, you must have an active public user account and be logged into ACA, log in as described under the **Logging In** section and click on **Building**:

Step 2

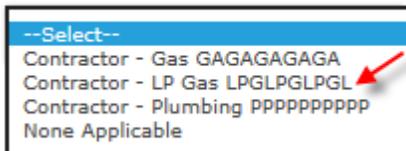
Click on **Create an Application**.



Step 3

Choose a Licensed Professional that is associated to the public user account and who is of a type allowed to pull the permit type being applied for. The License must have been activated with the Licensing Division for it to be selected.

* Licenses:



Then click **Continue Application**:

* Licenses:



CATHYS TEST LP GAS COMPANY
333 Main St
TALLAHASSEE, FL 32111

Home Phone:8505591111
Mobile Phone:
Fax:
Contractor - LP Gas
LPGLPGLPGL



Step 4

If only one License Type is associated to your user account, you will not see the **Select a Record Type** screen but will go directly to Step 6.

If the licenses on your account allow you to pull permits of different types, you will get a list of the

Permit Types you can pull. Select the appropriate permit (record) types of radio button and press **Continue Application**.

Select a Record Type

Choose one of the following available record types. For assistance

Gas Velocity Hall Permit

Plumbing Velocity Hall Permit

Step 5

You will now be taken to the first step in the application process -the **Location** step. Do a search for a parcel number (or partial number) or address (or partial address). If your search returned more than one result, you would get a list of locations to choose from.

For example, searching with Tim Tam in the street name gives a list of addresses on Tim Tam.

Address

* Street No.: Direction:

* Street Name: Street Type:

Unit Type: Unit No.:

City: State: Zip:

Address Search Result List

Addresses

Showing 1-10 of 51

Address	City	State	Zip
<input type="radio"/> 6600 Tim Tam Trl, Tallahassee Leon FL	Tallahassee	FL	
<input type="radio"/> 6601 Tim Tam Trl, Tallahassee Leon FL	Tallahassee	FL	
<input type="radio"/> 6604 Tim Tam Trl, Tallahassee Leon FL	Tallahassee	FL	
<input type="radio"/> 6607 Tim Tam Trl, Tallahassee Leon FL	Tallahassee	FL	
<input type="radio"/> 6608 Tim Tam Trl, Tallahassee Leon FL	Tallahassee	FL	
<input type="radio"/> 6612 Tim Tam Trl, Tallahassee Leon FL	Tallahassee	FL	
<input type="radio"/> 6616 Tim Tam Trl, Tallahassee Leon FL	Tallahassee	FL	
<input type="radio"/> 6619 Tim Tam Trl, Tallahassee Leon FL	Tallahassee	FL	
<input type="radio"/> 6620 Tim Tam Trl, Tallahassee Leon FL	Tallahassee	FL	
<input type="radio"/> 6623 Tim Tam Trl, Tallahassee Leon FL	Tallahassee	FL	

< Prev **1** 2 3 4 5 6 Next >

Select Cancel

Select the appropriate addresses radio button and scroll down to the bottom of the screen:

Address Search Result List

Addresses

Showing 1-10 of 51

Address	City	State	Zip
<input type="radio"/> 6600 Tim Tam Trl, Tallahassee Leon FL	Tallahassee	FL	
<input type="radio"/> 6601 Tim Tam Trl, Tallahassee Leon FL	Tallahassee	FL	
<input checked="" type="radio"/> 6604 Tim Tam Trl, Tallahassee Leon FL	Tallahassee	FL	
<input type="radio"/> 6607 Tim Tam Trl, Tallahassee Leon FL	Tallahassee	FL	
<input type="radio"/> 6608 Tim Tam Trl, Tallahassee Leon FL	Tallahassee	FL	
<input type="radio"/> 6612 Tim Tam Trl, Tallahassee Leon FL	Tallahassee	FL	
<input type="radio"/> 6616 Tim Tam Trl, Tallahassee Leon FL	Tallahassee	FL	
<input type="radio"/> 6619 Tim Tam Trl, Tallahassee Leon FL	Tallahassee	FL	
<input type="radio"/> 6620 Tim Tam Trl, Tallahassee Leon FL	Tallahassee	FL	
<input type="radio"/> 6623 Tim Tam Trl, Tallahassee Leon FL	Tallahassee	FL	

< Prev **1** 2 3 4 5 6 Next >

Associated Parcels

Showing 1-1 of 1

Then press the **Select** Button:

Address Search Result List

<input type="radio"/>	6612 Tim Tam Trl, Tallahassee Leon FL	Tallahassee	FL
<input type="radio"/>	6616 Tim Tam Trl, Tallahassee Leon FL	Tallahassee	FL
<input type="radio"/>	6619 Tim Tam Trl, Tallahassee Leon FL	Tallahassee	FL
<input type="radio"/>	6620 Tim Tam Trl, Tallahassee Leon FL	Tallahassee	FL
<input type="radio"/>	6623 Tim Tam Trl, Tallahassee Leon FL	Tallahassee	FL

< Prev **1** 2 3 4 5 6 Next >

Associated Parcels

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
<input checked="" type="radio"/> 142560 AL0220			KILLEARN ACRES UNIT 8

Associated Owners

Showing 1-1 of 1

Name	Address
<input checked="" type="radio"/> GRIEP JOSHUA	6604 TIM TAM TRL TALLAHASSEE FL 32309

Select **Cancel**

Note that the parcel numbers are a total of 13 characters long and some are separated into 2 sections with either 1 to 3 spaces separating the sections (these spaces are needed to make the parcel number 13 characters long).

Parcel

* Parcel Number:

Lot: Block: Subdivision:

Book: Page:

Tract: Legal Description:

Parcel Area:

Land Value: Improved Value: Exemption Value:

Search **Clear**

The Parcel, Address and Owner sections will be automatically populated when you search by Parcel or Address.

Parcel

*** Parcel Number:**
142560 ZZ0220

Lot:
Block:
Subdivision: --Select--

Book:
Page:

Tract: ? **Legal Description:**
KILLEARN ACRES UNIT 8 LOT 22
BLOCK ZZ OR 1833/1436

Parcel Area:

Land Value: 36000
Improved Value: 122957
Exemption Value:

Search **Clear**

Address

* Street No.: Direction: * Street Name: Street Type:

Unit Type: Unit No.:

City: State: Zip:

Owner

Owner Name: ?

Address Line 1:

Address Line 2:

City: State: Zip:

Step 6

Scroll down to the bottom and either save the permit to resume it later by clicking **Save and resume later** or **Continue Application**.

Licensed Professional

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

CATHYS TEST LP GAS COMPANY
 License Type: Contractor - LP Gas
 License Number: LPGLPGLPGL
 Address: TALLAHASSEE 32111
[Edit](#) [Remove](#)

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

If you clicked **Continue Application**, proceed to Step 8.

Note: If you clicked **Save and resume later**, your application will be given a temporary permit number.

 **Your partial application (17TMP-004016) has been successfully saved.**
 To resume the application(s), go to the Records section and click the Resume Application link.

The temporary permit will be stored in the **My Records** section on the Home page, for you to resume later. See **Resuming a Saved Permit**.

Note: You will be given the option to Save and resume later each subsequent step (up until the **Pay Fees Step**).

Step 7

After completing the **Location** step and clicking **Continue Application** you will be on the **Apply** step.

Note that you can go back to the **Location** step by clicking on the location step heading.

Gas Velocity Hall Permit

1 Locations [←](#) 2 Apply 3 Review 4 Pay Fees 5 Record Issuance

Enter a description for the application and complete the fee section and press **Continue Application** (or **Save and resume later**). Note that the data required to be entered will have an * and that not all permit types have the same data entry requirements.

Detail Information

* Detailed Description:
My test gas permit

Custom Fields

GENERAL INFORMATION

* Improvement Type: Gas

Class Type: Single Family Detached

* Valuation of Work Performed: (\$) 1000

GAS FEES

* Gas Issuance: Each

* Gas Piping (Num of Outlets): 1 Enter 1

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

Step 8

If you clicked **Continue Application** above, you will then be on the **Review** step.

Note that you can return to the **Location** step or the **Apply** step by clicking their headings.



Note that clicking **Edit** next to a section will bring you back to a previous step to make changes. If taken back to the **Location** step you can use the clear buttons on location sections and then enter a new Parcel number to search for. Then when you click Continue Registration you will be brought right back to the **Review** step.

After reviewing your application click **Continue Application** (or **Save and resume later**):

Detail Information Edit

Detailed Description: my test gas permit

Custom Fields

GENERAL INFORMATION Edit

Improvement Type: Gas
Class Type: Single Family Detached
Valuation of Work Performed: 1000

GAS FEES Edit

Gas Issuance: Yes
Gas Piping (Num of Outlets): 1

Save and resume later **Continue Application >**

Step 9

If you clicked on **Continue Application** in the **Review** step you will now be on the **Pay Fees** step.

Note that you can go back to **Locations**, **Apply** or **Review** step by clicking on the step headings. Note, also, that on this screen there is no **Save and resume later** option, so you must go back to a previous step if you decide to save the application for later completion.

Gas Velocity Hall Permit



Step 10

After verifying the fees, Click **Continue Application**:

Gas Velocity Hall Permit



Step 4: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
State Revenue Surcharge	1	\$3.60
State Surcharge Retainage	1	\$0.40
Gas Base Fee	1	\$73.10

TOTAL FEES: \$77.10

Note: This does not include additional inspection fees which may be assessed later.



Enter your Credit Card information (fields with a red * are required) and the click **Auto-fill** to auto

populate the Credit Card Holder information:

Payment Options

Amount to be charged: \$77.10

Pay with Credit Card

Credit Card Information:

* Card Type:

* Card Number:

* Security Code:



* Name on Card:

* Exp. Date:

Credit Card Holder Information:

Auto-fill with

Cathy Jones

Country:

* Street Address:

* City:

* State:

* Zip:

* Phone:

E-mail:

Payment Options

Amount to be charged: \$77.10

Pay with Credit Card

Credit Card Information:

* Card Type: * Card Number: * Security Code: [?](#)

* Name on Card: * Exp. Date:

Credit Card Holder Information:

Auto-fill with

Country:

* Street Address:

* City:

* State:

* Zip:

* Phone:

E-mail:

Step 11

After all fields with a red * are completed and Click **Submit Payment**

Payment Options

Amount to be charged: \$77.10

Pay with Credit Card

Credit Card Information:

* Card Type:

Visa

* Card Number:

1234567891234567

* Security Code: 

123

* Name on Card:

Cathy Jones

* Exp. Date:

01

2019

Credit Card Holder Information:

Auto-fill with

Cathy Jones

Country:

United States

* Street Address:

333 Main St

* City:

Tallahassee

* State:

FL

* Zip:

32111

* Phone:

8505591111

E-mail:

cathycompany@live.com

Submit Payment »

Step 12

You will see the permit number given to this permit. You can click **View Record Details** to see the permit details.

The record will show up in your **My Records** section of ACA.

Home **Building** Development Services Environmental Management Public Works

Create an Application Search Applications Schedule an Inspection

Electrical Velocity Hall Permit

1 Location 2 Apply 3 Review

Step 5: Record Issuance

Your application has been successfully submitted. Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is LT1607008.

You will need this number to check the status of your application or to schedule/check results of inspections. Ple

A licensed professional is now authorized to proceed with work at the designated location.

Your record type requires a follow-up inspection once work is completed. You may schedule the inspection now Schedule Inspections, check status, or make other updates.

View Record Details » (You must post the record in the work area.)

Resuming a Saved Permit

Step 1

If not already logged into ACA, log in as described in the **Logging In** section.

Step 2

Click on **My Records** or search for your permit as described in **Searching for a Permit**.

Step 3

To resume a saved permit, click on **Resume Application** next to the appropriate record:

Building

Showing 1-4 of 4 | Download results | Add to collection

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Address	Status	Action	Description
<input type="checkbox"/>	11/15/2017	17TMP-004016	Gas Velocity Hall Permit		6707 Tim Tam Trl, Tallahassee FL		Resume Application	My test gas permi
<input type="checkbox"/>	11/08/2017	17TMP-003948	Gas Velocity Hall Permit		7138 Turtle Creek Ln, Tallahassee FL		Resume Application	My LP Gas permit
<input type="checkbox"/>	10/26/2017	17TMP-003781	Gas Velocity Hall Permit		6616 Tim Tam Trl, Tallahassee FL		Resume Application	test gas
<input type="checkbox"/>	01/19/2017	17TMP-000172	Plumbing Velocity Hall Permit		6567 Man O War Trl, Tallahassee FL		Resume Application	TEST ISSUES

Printing Permit Details

Step 1

If not already logged into ACA, log in as described in the **Logging In** section. (You must be logged into ACA to print the permit summary).

Step 2

Click on **My Records** or search for your permit as described in **Searching for a Permit**.

Step 3

Click on the Record Number to View or Print:

Building

Showing 1-10 of 18 | Download results | Add to collection

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Address	Status	Action	Description	Expiration Date	Short Notes
<input type="checkbox"/>	11/06/2017	LB1701834	Residential Alteration-Repair		3433 Cedarwood Trl, Tallahassee FL 32312	Issued		house re-pipe		
<input type="checkbox"/>	10/18/2017	LB1701721	Residential Alteration-Repair	SMITH PLUMBING COMPANY INC	3442 Woodhill Dr, Tallahassee FL 32303	Issued		house re-pipe		
<input type="checkbox"/>	10/16/2017	17TMP-003642	Plumbing Velocity Hall Permit		3442 Wood Hill Dr, Tallahassee FL		Resume Application	Install new water service from meter to home		
<input type="checkbox"/>	10/12/2017	LB1701690	Residential Alteration-Repair	STECKLER TOM & SHERYL	10031 Journeys End, Tallahassee FL	Issued		BATH REMODEL		
<input type="checkbox"/>	08/25/2017	LB1701447	Residential Alteration-Repair	JEFF NELSEN CONSTRUCTION INC	6964 Grenville Rd, Tallahassee FL 32309	Issued		MASTER BATH RENOVATION		
<input type="checkbox"/>	07/26/2017	LB1701251	Residential Alteration-Repair	ROBERTS CONSTRUCTION SERVICES LLC	5686 Pedrick Plantation Cir, Tallahassee FL	Issued		INTERIOR RENOVATION		
<input type="checkbox"/>	07/06/2017	LB1701149	Residential New	HOMEOWNERS HELPERS INC	15067 Sunray Rd, TALLAHASSEE FL 32309	Issued		NSFR		
<input type="checkbox"/>	06/27/2017	LB1701089	Residential Alteration-Repair	SMITH PLUMBING CO	3338 Barrow Hill Trl, Tallahassee FL	Certificate of Completion		GRINDER PUMP		
<input type="checkbox"/>	06/23/2017	LB1701065	Residential New	NLP HOMES LLC	4721 Silent Creek Ln, TALLAHASSEE FL 32303	Certificate of Occupancy		NSFR		
<input type="checkbox"/>	06/23/2017	LB1701067	Residential New	MILLENNIUM 2000 CONSTRUCTION	4497 Rivers Landing Dr, TALLAHASSEE FL 32303	Certificate of Occupancy		NSFR		

< Prev 1 2 Next >

Step 4

Click on **Print/View Permit**:

Record LB1701721:

Residential Alteration-Repair

Record Status: Issued

Record Info ▼

Payments ▼

Work Location

3442 Woodhill Dr
Tallahassee FL 32303

Record Details

Applicant:

SMITH PLUMBING COMPANY INC
4817 CORLETT STREET
TALLAHASSEE, FL, 32303
Home Phone:8506817473
Mobile Phone:8502515789
Fax:8502244449
SMITHPLUMBINGCO@COMCAST.NET

Licensed Professional:

SMITH PLUMBING COMPANY INC
4817 CORLETT STREET
TALLAHASSEE, FL, 32303
Main Phone:8506817473
Mobile Phone:8502515789
Fax:8502244449
Contractor - Plumbing CFC1426005

Project Description:

house re-pipe

Owner:

MENTILLO MICHAEL P
2124 ORLEANS DR
TALLAHASSEE FL 32308

▶ **More Details**

Print/View Permit



Inspections

Scheduling Inspections

Step 1

You must be an active registered public user in Aca to schedule Inspections. If not already logged into ACA, log in as described in the **Logging In** section.

Step 2

Click on **My Records** or search for your permit as described in **Searching for a Permit**.



Step 3

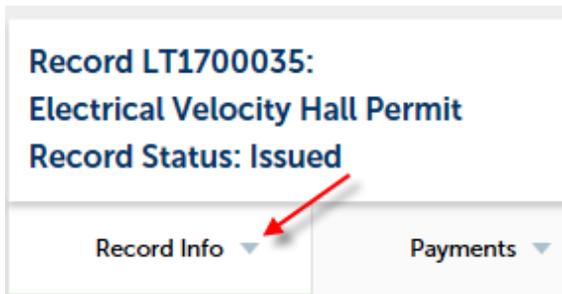
Click on the appropriate permit number:

Showing 1-6 of 6 | Download results | Add to collection

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Address	Status	Action	Description
<input type="checkbox"/>	07/31/2017	LT1700035	Electrical Velocity Hall Permit		6623 Tim Tam Trl, Tallahassee FL	Issued		test new site
<input type="checkbox"/>	06/06/2017	LT1700031	Electrical Velocity Hall Permit		6616 Tim Tam Trl, Tallahassee FL	Issued		testing 9.1.0
<input type="checkbox"/>	06/02/2017	LT1700029	Mechanical Velocity Hall Permit		6601 Tim Tam Trl, Tallahassee FL	Issued		testing mechanical
<input type="checkbox"/>	06/02/2017	LT1700030	Plumbing Velocity Hall Permit		6601 Tim Tam Trl, Tallahassee FL	Issued		new sink
<input type="checkbox"/>	05/26/2017	LT1700028	Electrical Velocity Hall Permit		6601 Tim Tam Trl, Tallahassee FL	Issued		testing
<input type="checkbox"/>	05/22/2017	LT1700027	Electrical Velocity Hall Permit		6600 Tim Tam Trl, Tallahassee FL	Issued		test electrical permit

Step 4

Click on the drop down next to **Record Info**:



Step 5

Click on **Inspections**:

Record LT1700035:
Electrical Velocity H
Record Status: Issu

Record Info ▼

Record Details

Processing Status

Related Records

Inspections 

Step 6

Click on **Schedule or Request an Inspection**:

Record LT1700035:
Electrical Velocity Hall Permit
Record Status: Issued

Record Info ▼ Payments ▼

Inspections

Upcoming (41)

[Schedule or Request an Inspection](#) 

Click the link above to schedule or request one.

901: Electrical Final TBD Pending <i>unassigned</i>	Actions ▼
535: Talquin Interconnct Pwr Source TBD Pending <i>unassigned</i>	Actions ▼
534: City Interconnect Pwr Source TBD Pending <i>unassigned</i>	Actions ▼
533: City New C/I Com Mtr Set W/CTS TBD Pending <i>unassigned</i>	Actions ▼

Step 7

Select an Inspection Type:

Schedule/Request an Inspection

Available Inspection Types (8)

Show optional inspections

- 200: Electric Rough-In (optional)
- 203: Service Changeout (optional)
- 204: Pool Electric Bonding (optional)
- 205: Underground Electric (optional)
- 299: Other Electric (optional)
- 500: Temporary Power (optional)
- 501: Electrical Release (optional)
- 901: Electrical Final (required)

Continue Cancel

Step 8

Click **Continue**:

Schedule/Request an Inspection

Available Inspection Types (8)

Show optional inspections

- 200: Electric Rough-In (optional)
- 203: Service Changeout (optional)
- 204: Pool Electric Bonding (optional)
- 205: Underground Electric (optional)
- 299: Other Electric (optional)
- 500: Temporary Power (optional)
- 501: Electrical Release (optional)
- 901: Electrical Final (required)

Continue Cancel

Step 9

Select a date (valid dates are blue):

Inspection type: 200: Electric Rough-In

To continue, select an appointment date and time range by clicking a link on the calendar below:

Nov 2017							Dec 2017							Jan 2018										
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa				
			1	2	3	4						1	2				1	2	3	4	5	6		
5	6	7	8	9	10	11											7	8	9	10	11	12	13	
12	13	14	15	16	17	18	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
26	27	28	29	30			24	25	26	27	28	29	30											
							31																	

« Prev Next »

Continue Cancel

Step 10

Select a timeframe (i.e., Morning or Afternoon) and click **Continue**. Note that your date and time preference does not imply a commitment for DSEM inspectors.

Morning

Afternoon

Continue Cancel

Step 11

Verify the information and click **Continue**:

Schedule/Request an Inspection

Inspection type: 200: Electric Rough-In

Location and Contact

Verify whether the location and contact person for the selected inspection are correct.

Location
6623 Tim Tam Trl
Tallahassee FL

Contact
Mike Jones
5593333

Continue Back Cancel

Step 12

If desired, click the link to add additional comments and then enter any comments to the Inspector and click **Finish**:

Schedule/Request an Inspection

Confirm Your Preferred Selection (DSEM Inspectors strive to meet the preferred date and time preference, not a commitment)

Please confirm the details below and click the Finish button to schedule the inspection.

200: Electric Rough-In
11/22/2017 Afternoon
6623 Tim Tam Trl
Tallahassee FL
Mike Jones 5593333

[Click here to add additional comments for the Inspector](#)

Optional Comments or Instructions for your Inspector:

Meet you at the front gate

(Please include an alternate phone number if different from the contact information provided in your application.)

Finish

[Back](#)

[Cancel](#)

Re-Scheduling Inspections

Step 1

Perform steps 1 thru 5 under the **Scheduling Inspections** above, finding the inspection you would like to reschedule by using the page numbers or Prev/Next buttons.

Step 2

Click on the **Actions** drop down arrow.

Inspections

Upcoming (41)

[Schedule or Request an Inspection](#)

Click the link above to schedule or request one.

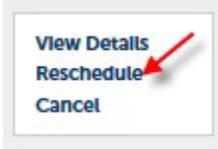
200: Electric Rough-In
08/07/2017 Scheduled
Park Walker

[Actions](#) ▾

< Prev 1 2 3 4 5 6 7 8

Step 3

Select **Reschedule**:



Step 4

Select the new date/timeframe (see Step 9 of **Scheduling Inspections** above)

Cancelling an Inspection

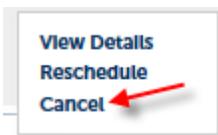
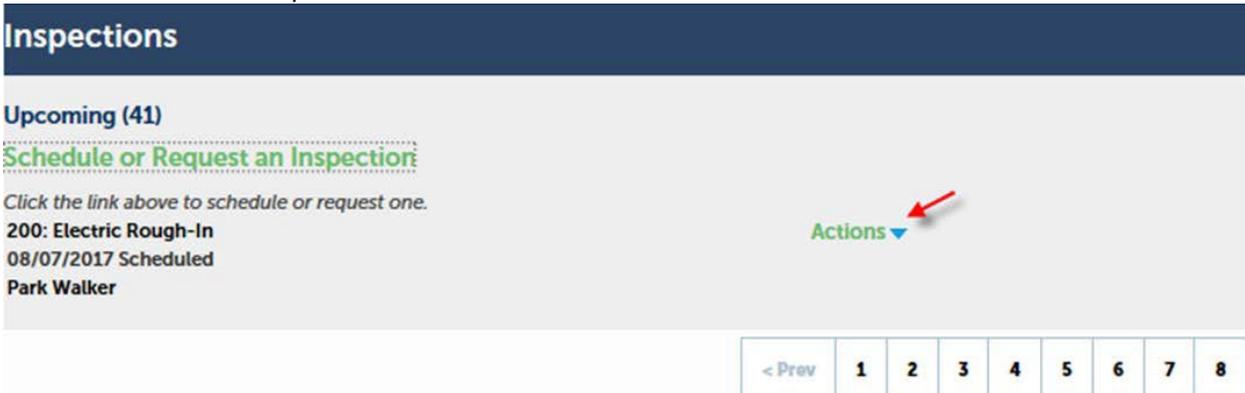
Note that you can't cancel an inspection on the day for which it is scheduled. Please cancel it at least one day ahead of time.

Step 1

Perform steps 1 thru 5 under the **Scheduling Inspections** above, finding the inspection you would like to cancel by using the page numbers or Prev/Next buttons.

Step 2

Click on the **Actions** drop down arrow and click **Cancel**:



Step 3

Then click **Cancel Inspection**:

Cancel Inspection



Confirm Your Preferred Selection (DSEM Inspectors strive to meet the preferred date and time as a preference, not a commitment)

Please confirm the details below and click the Cancel Inspection button to Cancel the inspection.

200: Electric Rough-In
08/07/2017
6623 Tim Tam Trl
Tallahassee FL

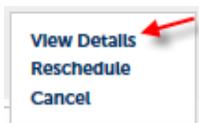
Cancel Inspection

Close

Viewing Inspection Details

Step 1

Perform steps 1 thru 5 under the **Scheduling Inspections** above, finding the inspection you would like to view the details of by using the page numbers



Step 2

Click on the **Actions** drop down arrow and click **View Details**:

Inspections

Upcoming (41)

[Schedule or Request an Inspection](#)

Click the link above to schedule or request one.

200: Electric Rough-In
08/07/2017 Scheduled
Park Walker

Actions ▾

< Prev 1 2 3 4 5 6 7 8

Note that the **View Status History** and the **View Result Comments** links are the same as described under

Viewing the Details of a Permit above.

200: Electric Rough-In (12394772, Optional)
6623 Tim Tam Trl
Tallahassee FL

[Reschedule](#) [Cancel Inspection](#) [Print](#)

Status	Details
<p>Scheduled 08/07/2017 Estimated Arrival Time: TBD Desired Date: TBD</p> <p><i>Last updated</i> Accela Administrator 8/7/2017 10:15 PM</p> <p>View Status History</p> <p>View Result Comments</p>	<p>Record LT1700035 Electrical Velocity Hall Permit</p> <p>Contact Accela Administrator</p>

Related Inspections

Showing 0-0 of 0

ID	Inspection Name	Relationship	Status
No records found.			

Working with Collections of Permits

You can group permits together using Collections. This is an organizational tool to make finding your permits easier.

Creating a Collection of Permits

Step 1

If not already logged into ACA, log in as described in the **Logging In** section.

Step 2

From your Dashboard click on **My Records** or search for your permit as described in **Searching for a Permit**.



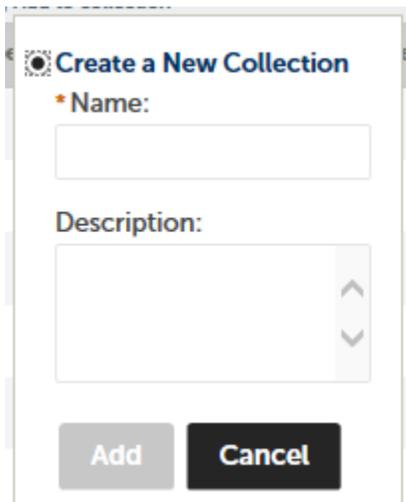
Step 3

Select the permits to add to a collection and click **Add to Collection**:

Showing 1-6 of 6 | Download results | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Address	Status	Action	Description	Exp
<input type="checkbox"/>	07/31/2017	LT1700035	Electrical Velocity Hall Permit		6623 Tim Tam Trl, Tallahassee FL	Issued		test new site	
<input type="checkbox"/>	06/06/2017	LT1700031	Electrical Velocity Hall Permit		6616 Tim Tam Trl, Tallahassee FL	Issued		testing 9.1.0	
<input checked="" type="checkbox"/>	06/02/2017	LT1700029	Mechanical Velocity Hall Permit		6601 Tim Tam Trl, Tallahassee FL	Issued		testing mechanical	
<input type="checkbox"/>	06/02/2017	LT1700030	Plumbing Velocity Hall Permit		6601 Tim Tam Trl, Tallahassee FL	Issued		new sink	
<input checked="" type="checkbox"/>	05/26/2017	LT1700028	Electrical Velocity Hall Permit		6601 Tim Tam Trl, Tallahassee FL	Issued		testing	
<input type="checkbox"/>	05/22/2017	LT1700027	Electrical Velocity Hall Permit		6600 Tim Tam Trl, Tallahassee FL	Issued		test electrical permit	

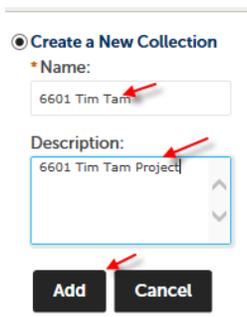
You will see the following:



Step 4

You can either create a new collection to add the record to or add it to an existing collection.

To create a new collection, give the new collection a Name and Description and click **Add**:



To add the record to an existing collection, select the collection name from the drop-down list:

Add to Existing Collection

Create a New Collection

*Name:

Description:

Add **Cancel**

And click **Add**:

Add to Existing Collection

Create a New Collection

*Name:

Description:

Add **Cancel**

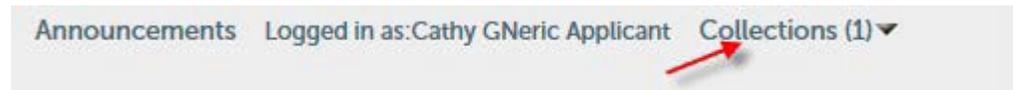
Viewing Collections

Step 1

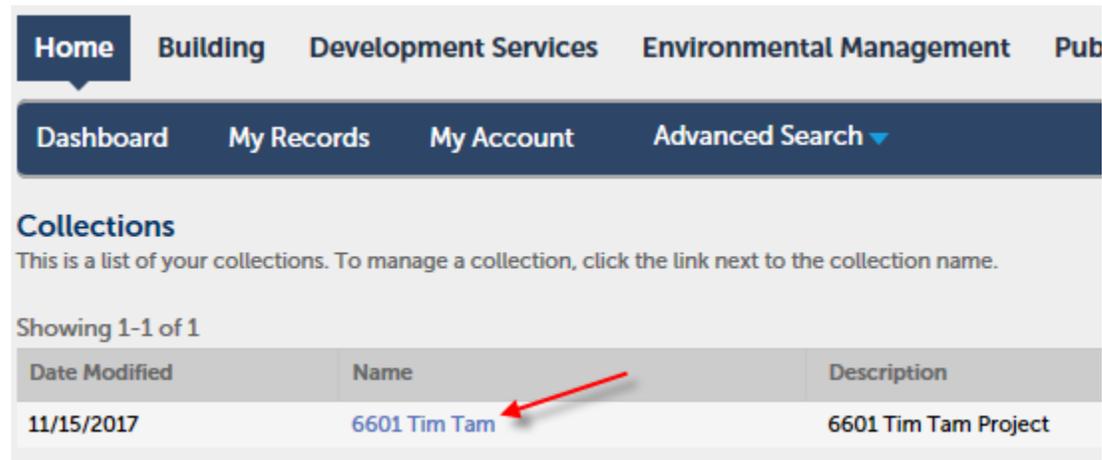
If not already logged into ACA, log in as described in the **Logging In** section.

Step 2

Either click on the word **Collections**:



and then choose the collection name that you want to view:



Home Building Development Services Environmental Management Pub

Dashboard My Records My Account Advanced Search ▾

Collections

This is a list of your collections. To manage a collection, click the link next to the collection name.

Showing 1-1 of 1

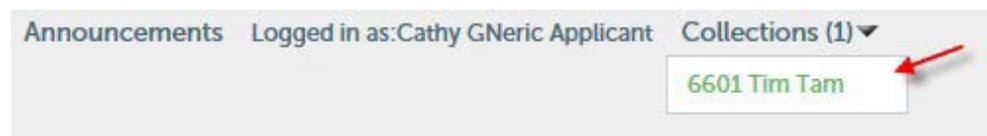
Date Modified	Name	Description
11/15/2017	6601 Tim Tam	6601 Tim Tam Project

or

Click the drop-down arrow next to **Collections**:



and select the collection to view:



Renaming/Deleting Collections

Step 1

If not already logged into ACA, log in as described in the **Logging In** section. Then view the collection as described in the **Viewing Collections** section above.

Step 2

You can rename or delete collections by clicking on **Rename Collection** or **Delete Collection**:

Home Building Development Services Environmental Management Public Works Code Compliance

Dashboard My Records My Account Advanced Search

6601 Tim Tam
6601 Tim Tam Project
Total Records: 2 (2 Building)
Inspections Summary: 61 (5 Scheduled, 0 Rescheduled, 1 Approved, 1 Denied, 54 Pending, 0 Cancelled)
Fees Summary: \$1,743.36 Paid, \$0.00 Due

Rename Collection Delete Collection

Building
Move to... | Copy to... | Remove
Showing 1-2 of 2 | Download results

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Address	Status	Action	Description	Expiration Date	Short Notes
<input type="checkbox"/>	06/02/2017	LT1700029	Mechanical Velocity Hall Permit	6601 Tim Tam Trl Tallahassee FL		Issued				
<input type="checkbox"/>	05/26/2017	LT1700028	Electrical Velocity Hall Permit	6601 Tim Tam Trl Tallahassee FL		Issued				

To rename, give the collection a new name and press **Change**:

Rename Collection

*Name:

The Hamiltons House

Description:

6601 Tim Tam Project

Change

Cancel

Home Building Development Services Environmental Management Public Works Code Compliance

Dashboard My Records My Account Advanced Search

The Hamiltons House ←

6601 Tim Tam Project
 Total Records: 2 (2 Building)
 Inspections Summary: 61 (5 Scheduled, 0 Rescheduled, 1 Approved, 1 Denied, 54 Pending, 0 Cancelled)
 Fees Summary: \$1,743.36 Paid, \$0.00 Due

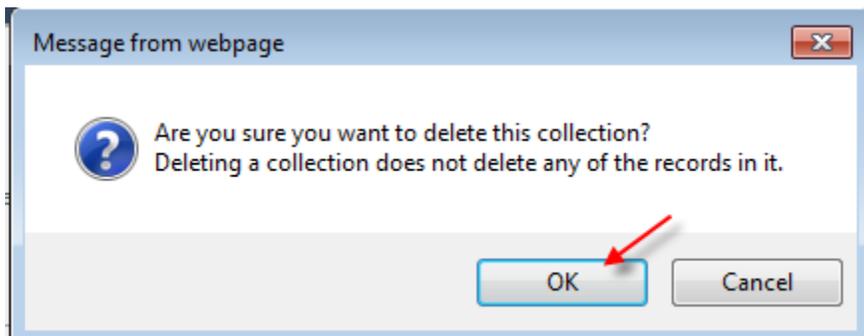
Rename Collection Delete Collection

Building

Move to... | Copy to... | Remove
 Showing 1-2 of 2 | Download results

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Address	Status	Action	Description	Expiration Date	Short Notes
<input type="checkbox"/>	06/02/2017	LT1700029	Mechanical Velocity Hall Permit		6601 Tim Tam Trl, Tallahassee FL	Issued				
<input type="checkbox"/>	05/26/2017	LT1700028	Electrical Velocity Hall Permit		6601 Tim Tam Trl, Tallahassee FL	Issued				

When deleting a collection, you will be given an opportunity to cancel or continue (press OK) with the deletion. Note that the permits themselves are not deleted, just the container (collection) is deleted.



Moving or Copying Permits within Collections

Step 1

If not already logged into ACA, log in as described in the **Logging In** section. Then view the collection as described in the **Viewing Collections** section above.

Step 2

You can move or copy a permit from one collection to another (creating a new collection in the process if desired).

Check the permit(s) to move or copy and click **Move to...** or **Copy to...**

The Hamiltons House

6601 Tim Tam Project

Total Records: 3 (3 Building)

Inspections Summary: 102 (7 Scheduled, 0 Rescheduled, 1 Approved, 1 Denied, 93 Pending, 0 Cancelled)

Fees Summary: \$1,825.68 Paid, \$0.00 Due

Building

[Move to...](#) | [Copy to...](#) | [Remove](#)

Showing 1-3 of 3 | [Download results](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Address	Status	Action	Description
<input checked="" type="checkbox"/>	07/31/2017	LT1700035	Electrical Velocity Hall Permit		6623 Tim Tam Trl, Tallahassee FL	Issued		
<input type="checkbox"/>	06/02/2017	LT1700029	Mechanical Velocity Hall Permit		6601 Tim Tam Trl, Tallahassee FL	Issued		
<input type="checkbox"/>	05/26/2017	LT1700028	Electrical Velocity Hall Permit		6601 Tim Tam Trl, Tallahassee FL	Issued		

Step 3

Select an existing collection or create a new collection name to move or copy the permits to and click **Add**:

Add to Existing Collection
--Select--

Create a New Collection
* Name:
The Smiths Project

Description:
6623 Tim Tam project

Add **Cancel**

Removing Permits from a Collection

Step 1

If not already logged into ACA, log in as described in the **Logging In** section. Then view the collection as described in the **Viewing Collections** section above.

Step 2

To remove a permit from a collection just check the permit that you want to remove from the collection and click **Remove**:

The Hamiltons House
6601 Tim Tam Project
Total Records: 2 (2 Building)
Inspections Summary: 61 (5 Scheduled, 0 Rescheduled, 1 Approved, 1 Denied, 54 Pending, 0
Fees Summary: \$1,743.36 Paid, \$0.00 Due

Building
[Move to...](#) | [Copy to...](#) | [Remove](#)
Showing 1-2 of 2 | [Download results](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Address	Status	Act
<input type="checkbox"/>	06/02/2017	LT1700029	Mechanical Velocity Hall Permit		6601 Tim Tam Trl, Tallahassee FL	Issued	
<input checked="" type="checkbox"/>	05/26/2017	LT1700028	Electrical Velocity Hall Permit		6601 Tim Tam Trl, Tallahassee FL	Issued	

Logging Out

Step 1

Click on **Logout**:

Leon County Permits Online

Announcements Logged in as: Cathy Lee Jones Collections (0) Reports (1) Account Management **Logout**

Resetting your Password

You can reset your password from the ACA main page.

Step 1

Navigate to the ACA main page as described in **Accessing Accela Citizens Access Main Page**.

Step 2

Click on **I've forgotten my password**:

Home Building Development Services Environmental Management Public Works Code Compliance

Advanced Search

User Name or E-mail: Password:

Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

Step 3

You will see the following screen:

Home Building Development Services Environmental Management Public Works Code Compliance

Advanced Search

Reset Password
Forget your password? A new password will be sent to you via e-mail after your e-mail address and security answer have been verified.

*E-mail Address:

*Security Answer?

Enter the **E-mail Address** associated with the Public User Account and press tab or click on the Security Answer box and your Security Answer:

Home **Building** **Development Services** **Environmental Management**

Advanced Search

Reset Password

Forget your password? A new password will be sent to you via e-mail after your e-mail address is verified.

* E-mail Address:

The security question you answered when you first registered is displayed below. Please provide your answer.

Security Question:

What is my dogs name

* Security Answer?

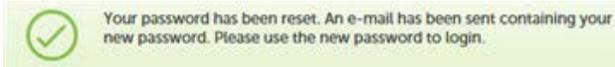
Send New Password »

Step 4

Click **Send New Password**:



You will see this message:



An email will be sent to the email address associated with the account. It will contain a new password which you can change once you log in (see the **Managing your Account** section).