



Department of Development Support & Environmental Management

435 North Macomb Street, 2nd Floor
Tallahassee, Florida 32301
(850) 606-1300

Accela Citizens Access User Account Verification for Licensed Contractors

Policies and Procedures:

- This form is used to verify a licensed contractor’s new registration for an ACA public user account.
- The license holder/qualifier will need to sign below with his/her signature notarized.
- Email completed form to DSEM_Licensing@leoncountyfl.gov

I _____ (Contractor/License Holder) acknowledge creation of a new public user account for Leon County’s Accela Citizens Access permit portal. This account will be used for the purposes of applying for and obtaining building permits from the Department of Development Support and Environmental Management. I understand that the dissemination of my user account information to other individuals such as authorized agents or company employees is done so at my own risk.

| | | |
|------------------------------------|--------------------|---------------|
| _____ | _____ | _____ |
| Business Name as Listed on License | License Number | Email Address |
| _____ | _____ | |
| Print Name as Listed on License | Mailing Address | |
| _____ | _____ | |
| Signature of License Holder | City, State, & Zip | |

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ___ physical presence or ___ online notarization, this ___ day of _____, 20 ____, by _____ who is personally known to me ___ or has produced _____ as identification.

Notary Public Signature

(SEAL)

Notary Public Printed Name