

Change of Contractor & Adding Subcontractors

- In the record Select ‘Professional’

BR-ALT-25-0099

Interior Remodel: Demo walls a...

STATUS

> Documents Received

07/07/2025 by Accela Admini...

LOCATION

> 3260 BAYOU SOUND

Longboat Key, FL 34228

CONTACT

> Chelsea Steele

WORKFLOW

> 19 tota

● 11 cc

Summary

Record

Status

Activities (...)

Workflow

Inspections (...)

Fee (...)

Payment

Contacts (...)

Professionals (...)

Communications (...)

Menu

Reports

Help

C

File Date: 06/19/2025

Application Status: Documents Received

Assigned To:

Description of Work: Interior Remodel: Demo walls and soffit per plans. Reframe walls and ceilings per plans. Remove all appliances, cabinets, countertops, and fixtur showers in both bathrooms per plans. New appliances, cabinets, countertops, and fixtures in kitchen per plans. New cabinets, countertops, fixtur mechanical per plans.

Application Detail: Detail

Application Name:

Application Type: Residential Alteration

Documents:	File Name	Document Group	Category	Description	Type
	41410 Cert NOC.pdf	B_ALT	Other		application/pd
	41410 Transmittal Form...	B_ALT	Other		application/pd
	41410 Application.pdf	B_ALT	Other		application/pd
	41410 Transmittal Form...	B_ALT	Other		application/pd
	41410 Cert NOC.pdf	B_ALT	Other		application/pd
	41410 Application.pdf	B_ALT	Other		application/pd
	41410 Survey.pdf	B_ALT	Site Plan		application/pd
	41410 added cabinets f...	B_ALT	Plans		application/pd
	41410 Survey-approved...	EPLANREVIEW	Reviewed Copy		application/pd
	41410 added cabinets f...	EPLANREVIEW	Reviewed Copy		application/pd
	41410 West For PermitC...	B_ALT	Plans		application/pd
	41410 West For PermitC...	EPLANREVIEW	Reviewed Copy		application/pd

- Select Lookup

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WORKFLOW

> 19 total Task

● 11 completed ○ 1 active

Summary

Record

Status

Activities (0)

Workflow

Inspections (3)

Fee (4)

Payment

Contacts (1)

Professionals (4)

Menu

New

Look Up

Delete

Help

<input type="checkbox"/>	License #	License Type	Primary	Business Name	First Name	Last Name	Address	City
<input type="checkbox"/>	CBC1253981	Certified Building Con...	Yes	GRAYHAWK REMODELING LLC	Todd	Shely	6008 Cortez Rd West, S...	Bradenton
<input type="checkbox"/>	CFC1427279	Certified Plumbing Con...	No	TRUE PLUMBING SERVICE INC	Michael	Faulconer	15323 Broad Brush Dr	Sun City ...
<input type="checkbox"/>	CGC1518760	Certified General Cont...	No	GRAYHAWK SYSTEMS, LLC	Todd	Shely	6008 CORTEZ ROAD WEST ...	BRADENTON
<input type="checkbox"/>	ER13016268	Registered Electrical ...	No	SPOT ON ELECTRIC, LLC	Kenneth	Burnett	885 Tallevast Rd	Sarasota

- Enter the information to search for the approved registered contractor
- Select Submit

Note: Do the same process if adding more than one contractor

The screenshot shows the Accela Civic Platform interface for project BR-ALT-25-0099. The top navigation bar includes the Accela logo and the project name. The main header displays the project status (Documents Received), location (3260 BAYOU SOUND, Longboat Key, FL 34228), contact (Chelsea Steele), and workflow (19 total Task, 11 completed). The left sidebar contains a navigation menu with options: Summary, Record, Status, Activities (0), Workflow, Inspections (3), Fee (4), Payment, and Contacts (1). The 'Submit' button is highlighted in a red box in the top right area of the form.

Once the contractor or subcontractor is added - make sure to select the main contractor (License # - blue link) and make them 'Primary'

The screenshot shows the Accela Civic Platform interface for project BR-ALT-25-0099. The top navigation bar includes the Accela logo and the project name. The main header displays the project status (Documents Received), location (3260 BAYOU SOUND, Longboat Key, FL 34228), contact (Chelsea Steele), and workflow (19 total Task, 11 completed, 1 active). The left sidebar contains a navigation menu with options: Summary, Record, Status, Activities (0), Workflow, Inspections (3), Fee (4), Payment, and Contacts (1). The 'Primary' dropdown menu is set to 'Yes' in the top right area of the form.

- Once you add the new contractor(s) – select the checkboxes of the old contractor that must be removed
- Select Delete

BR-ALT-25-0099 Interior Remodel: Demo walls a...

STATUS: Documents Received 07/07/2025 by Accela Admini...

LOCATION: 3260 BAYOU SOUND Longboat Key, FL 34228

CONTACT: Chelsea Steele

WORKFLOW: 19 total Task 11 completed 1 active

License #	License Type	Primary	Business Name	First Name	Last Name	Address	City
<input checked="" type="checkbox"/> CBC1253981	Certified Building Con...	Yes	GRAYHAWK REMODELING LLC	Todd	Shely	6008 Cortez Rd West, S...	Bradenton
<input type="checkbox"/> CFC1427279	Certified Plumbing Con...	No	TRUE PLUMBING SERVICE INC	Michael	Faulconer	15323 Broad Brush Dr	Sun City ...
<input type="checkbox"/> CGC1518760	Certified General Cont...	No	GRAYHAWK SYSTEMS, LLC	Todd	Shely	6008 CORTEZ ROAD WEST ...	BRADENTON
<input type="checkbox"/> ER13016268	Registered Electrical ...	No	SPOT ON ELECTRIC, LLC	Kenneth	Burnett	885 Tallevast Rd	Sarasota

Note:

- For a Change of Contractor – upload the change of contractor form under ‘Documents’ and select ‘Other’ as document type.
- Under Stipulations Add required comments – These comments will show up on the Permit Card.

Examples of Recommended Comment Templates:

03-24-2025 Homeowner Association requested the removal of Wrightway Emergency Services dba of Reynolds Ventures Inc as the contractor and change to Paradise Improvements approved by building official Patti Fige. See the letters in the file.

03-24-2025 Paradise Improvements provided an application to take over Permit PB24-1883 approved by Building Official Patti Fige

- Select Documents
- Select New

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Menu New Look Up Manage Documents Help Refresh

Record Attachments People Attachments

Showing 1-10 of 17

Document Status	File Name	Actions	Entity Type	Category	Description	Virtual Folders	Modified By	Modified Date	Uploads
<input type="checkbox"/> Review Complete	41410 Cert NOC.pdf	Actions	Record	Other	Review Cycle 1	EPR ACCOUNT	07/07/...	06/03/25	
<input type="checkbox"/> Review Complete	41410 Transmittal Form.pdf	Actions	Record	Other	Review Cycle 1	EPR ACCOUNT	07/07/...	06/20/25	
<input type="checkbox"/> Review Complete	41410 Application.pdf	Actions	Record	Other	Review Cycle 1	EPR ACCOUNT	07/07/...	06/03/25	
<input type="checkbox"/> Review Complete	41410 Transmittal Form.pdf	Actions	Record	Other	Review Cycle 1	EPR ACCOUNT	07/07/...	07/07/25	
<input type="checkbox"/> Review Complete	41410 Cert NOC.pdf	Actions	Record	Other	Review Cycle 1	EPR ACCOUNT	07/07/...	07/07/25	
<input type="checkbox"/> Review Complete	41410 Application.pdf	Actions	Record	Other	Review Cycle 1	EPR ACCOUNT	07/07/...	07/07/25	
<input type="checkbox"/> Original	41410 Survey.pdf	Actions	Record	Site Plan	Review Cycle 1	EPR ACCOUNT	07/07/...	06/03/25	
<input type="checkbox"/> Original	41410 added cabinets for outside k...	Actions	Record	Plans	Review Cycle 1	EPR ACCOUNT	07/07/...	06/09/25	
<input type="checkbox"/> Approved	41410 Survey-approved.pdf	Actions	Record	Reviewed Copy	Review Cycle 1	EPR ACCOUNT	07/07/...	07/07/25	
<input type="checkbox"/> Approved	41410 added cabinets for outside k...	Actions	Record	Reviewed Copy	Review Cycle 1	EPR ACCOUNT	07/07/...	07/07/25	

- Select Custom Lists
- Select Add
- Select Building
- Add comments under ‘Stipulation’ (Text Area)
- Select Save

08/11/2025

Longboat Key, FL 34228

Custom Fields ▲

Custom Lists (2)

Documents (0)

Comments (0)

Conditions (0)

Conditions of Approval (0)

Related Records

Save

Add

Delete

CSV Export

Help

Table Subgroup

STIPULATION COMMENTS ▼

Filter table... 🔍 ▼

☐ Review

Stipulation(Text Area)

check spelling

☐ Building ▼

- Select Add
- Select Document Type 'Other'
- Select Save

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Documents

Menu Save Add Delete Cancel Help

Source: ACCELA Document Group/Category: B_ALT --Select-- ACA Permissions: Change Follow Document Type Security

Description: check spelling

Department: Current Department Administrator

Form Name: Document Form

Apply Definitions to Selected

File Name	Document Group/Category	Department	Description	ACA Permissions
File Name	Document Group/Category	Department	Description	ACA Permissions

Note: To Add Subcontractors – Use steps above to add the subcontractors and set the primary contractor

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