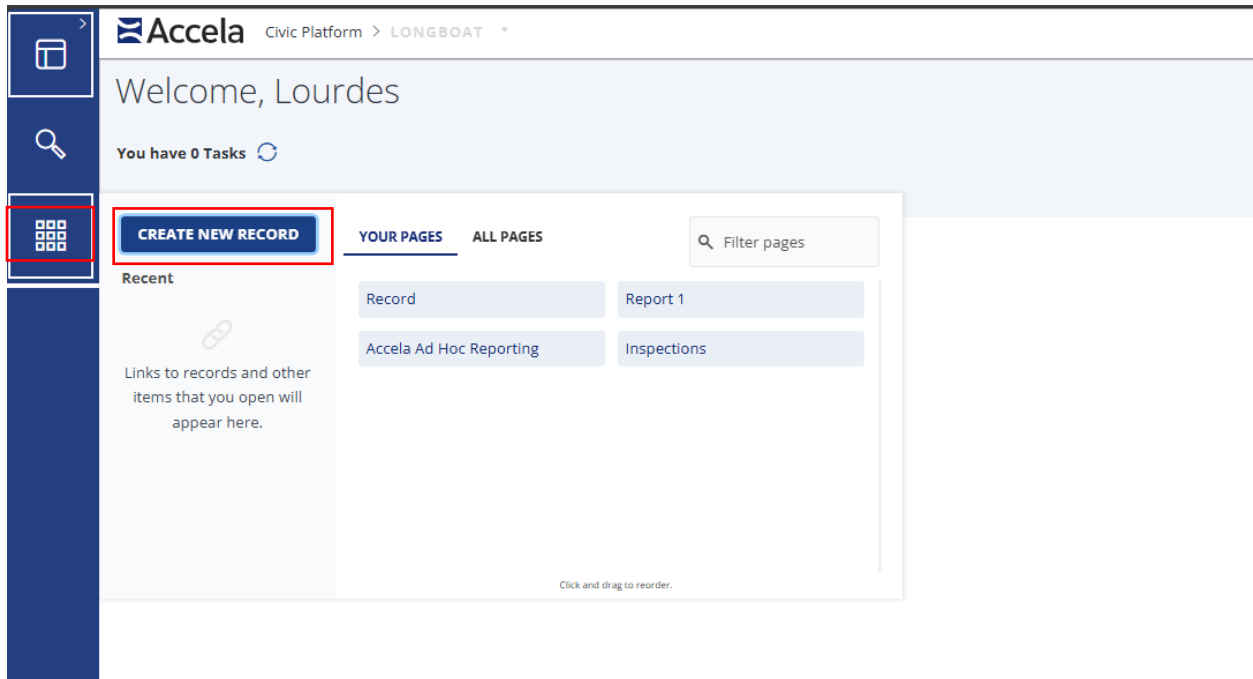
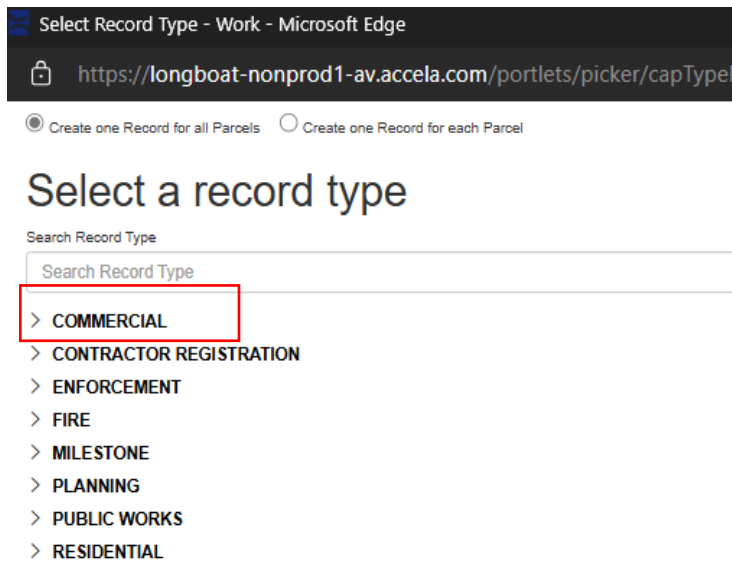


## Creating a Record in Accela Civic Platform (Staff Portal)

1. Use the App Launcher (also called the “waffle” or “Rubik’s Cube”)
2. Select Create New Record



3. Select the Module



4. Select the record to create
5. Select Create Record

Select Record Type - Work - Microsoft Edge  
https://longboat-nonprod1-av.accela.com/portlets/picker/capTyp

☒ Create one Record for all Parcels ☐ Create one Record for each Parcel

## Select a record type

Search Record Type

Search Record Type

▼ **COMMERCIAL**

- Commercial Accessory Structure
- Commercial Addition
- Commercial Alteration
- Commercial Concrete Repair
- Commercial Deck**
- Commercial Demo
- Commercial Dock Seawall Lift
- Commercial Dune Walkover
- Commercial Electrical Alt Reno
- Commercial Electrical Charging Station
- Commercial Electrical New
- Commercial Electrical Service Change
- Commercial Electrical Sign
- Commercial Electrical Solar
- Commercial Elevator
- Commercial Garage Door
- Commercial Gate
- Commercial Generator
- Commercial Handrail
- Commercial Lanai
- Commercial Mechanical AC Changeout

Cancel Help **Create Record**

6. Fill in all necessary fields
7. Enter Address – Select Search

Submit Save without Submit Validate Reset Cancel Help

Record Detail (This section is required)

Type Building/CommercialDeck/RA Opened Date 04/21/2025

Detailed Description

check spelling

Form Name: Single Entry New Record Form - Building

Address (This section is not required)

Search Clear GIS

Street # Street Name St Type --Select-- Suffix --Select-- Unit Type --Select-- Unit # Primary Yes

City State Zip Code

Form Name: Single Entry Address Form

Parcel (This section is not required)

Search Clear GIS

Parcel # Block Lot Primary --Select--

Township Section Range Subdivision

Legal Description

check spelling

Form Name: Single Entry Parcel Form

Owner (This section is not required)

Search Clear GIS

Name Primary Yes

Address Line 1 City State Zip

Phone E-mail

8. If the street number or name is only added Pop-up window will appear with multiple addresses

9. Select Address from Pop-up Window

10. Click Select

The screenshot shows a web browser window with two tabs. The background tab is titled 'New Record By Single - Work - Microsoft Edge' and displays a form for creating a new record. The form has sections for 'Record Detail', 'Address', 'Parcel', and 'Owner'. The 'Address' section is active, showing fields for 'Street #', 'Street Name', 'City', 'State', and 'Zip Code'. The 'Address List' pop-up window is overlaid on the form. It has a title bar 'Address List - Work - Microsoft Edge' and a URL. The pop-up contains a table with columns: 'Street #', 'Direction', 'Street Name', 'Street Type', 'Unit #', 'City', 'Zip Code', and 'Zoning'. The table lists 10 addresses, with the 5th address, '501 BAYPORT WAY, Longboat Key, FL 34228', selected. The pop-up also has a 'Menu' dropdown, 'Select', 'Search', and 'New' buttons, and a 'Page 1 of 3' indicator.

Street #	Direction	Street Name	Street Type	Unit #	City	Zip Code	Zoning
<input type="checkbox"/>		501 RECLINATA	DR		Longboat Key	34228	
<input type="checkbox"/>		501 JUAN ANASCO	DR		Longboat Key	34228	
<input type="checkbox"/>		501 DE NARVAEZ	DR		Longboat Key	34228	
<input type="checkbox"/>		501 SUTTON	PL		Longboat Key	34228	
<input type="checkbox"/>		501 NORTON	ST		Longboat Key	34228	
<input type="checkbox"/>		501 GENERAL HARRIS	ST		Longboat Key	34228	
<input checked="" type="checkbox"/>		501 BAYPORT	WAY		Longboat Key	34228	
<input type="checkbox"/>		501 BAY ISLES	RD		Longboat Key	34228	
<input type="checkbox"/>		501 HARBOR GATE	WAY		Longboat Key	34228	
<input type="checkbox"/>		501 HARBOR POINT	RD		Longboat Key	34228	

11. Select All for Parcel & Owner

12. Click Select

The screenshot shows a web browser window with a single tab titled 'Related APOSE Section - Work - Microsoft Edge'. The URL is 'https://longboat-nonprod1-av.accela.com/portlets/address/refAddressListBySingleForMultiple.do?m...'. The form has a 'Select' button and a 'Cancel' button. Below the buttons, there are radio buttons for 'Group By Parcel' (selected) and 'Group By Owner'. There is a checked checkbox for 'Select All'. The form displays a table with columns 'Parcel #' and 'Address'. The first row shows '0002142001' and '501 BAYPORT WAY, Longboat Key, FL 34228'. Below this, there is a section for 'Owner' with columns 'Name' and 'Address'. The first row shows 'OLINIK ANDREW MARK (E LIFE EST)' and 'NOVI, MI 48374'.

Parcel #	Address
<input checked="" type="checkbox"/>	0002142001 501 BAYPORT WAY, Longboat Key, FL 34228

Owner	
Name	Address
<input checked="" type="checkbox"/>	OLINIK ANDREW MARK (E LIFE EST) NOVI, MI 48374

Note;Address/Parcel/Owner are connected to our GIS and will populate when searching and adding address

**Record Detail** \* (This section is required.)

Type  Opened Date

Detailed Description

Form Name: Single Entry New Record Form - Building

**Address** (This section is not required.)

1 record(s) deleted successfully.

<input type="checkbox"/>	Primary	Street #	Dir	Street Name	Type	Address Type	City	State	Zip
<input type="checkbox"/>	<input checked="" type="radio"/>	501		BAY ISLES	RD		Long...	FL	34228

**Parcel** (This section is not required.)

1 record(s) deleted successfully.

<input type="checkbox"/>	Parcel #	Subdivision	Block	Lot
<input type="checkbox"/>	0006130001		A	

**Owner** (This section is not required.)

2 record(s) deleted successfully.

<input type="checkbox"/>	Name	Primary	Address Line 1	Mail City	Mail State	Mail Zip Code	E-mail	Phone
<input type="checkbox"/>	TOWN OF LONGBOAT KEY	<input type="radio"/>		LONGBOAT KEY	FL	3422...		

13. If applicable, part of your application process Enter and Search for the Licensed Contractor  
Note;This.section.is.not.required.but.if.you.start.completing.the.section.all.fields.with.red.asterisks.are.required;

**Professionals** (This section is not required.)

License Type \*  License # \*  Primary

Business Name

First Name  Middle Name  Last Name

Address Line 1  City  State  ZIP Code

Mobile Phone  Business Phone  E-mail

Form Name: Professional New

**Applicant** (This section is not required.)

Type \*  Primary

Organization Name

First Name  Middle Name  Last Name

Business Phone  Mobile Phone  Preferred Channel

E-mail

#### 14. Enter the Applicants' Information

Note: This section is not required but if you start completing the section all fields with red asterisks are required;

#### 15. Select New under "Applicant Address" to add address

#### 16. Fill all Custom Fields or Custom Lists Required

Form Name: Professional New

**Applicant** (This section is not required)

Search Look Up Staff As Contact

Type \* Applicant Primary Yes

Organization Name

First Name Middle Name Last Name

Business Phone Mobile Phone Preferred Channel

E-mail

Form Name: Single Entry Applicant Form

**Applicant Address**

New Look Up Deactivate Remove

Contact Address ID Address Type Address Line 1 City State Zip Primary Recipient Status Start Date End Date

0 record(s) found.

**Custom Fields**

**GENERAL INFORMATION**

Who is Applying For This Permit

Market Value

Area Under Roof

Square Ft

Number of Stories

Occupancy Classification

Private Provider Used

Code Edition

Design or Occupant Load

Cost of Construction

FEMA 50% Calculation

Work Area

Square Ft

Date Built

Flood or Storm Damage

Private Provider Used for

Construction Type

Days Valid

Days

**Custom Lists**

**FERTILIZER REGISTRATION** + Add - Delete

Employee Name(Text) DEP Cert Number(Text) DEP Expiration DACS File Number(Text) DACS Issued DACS Expiration Vehicle Tag(Text)

#### 17. If required, Select Add under documents to add attachment(s)

**Documents** (This section is not required)

Add Look Up Delete

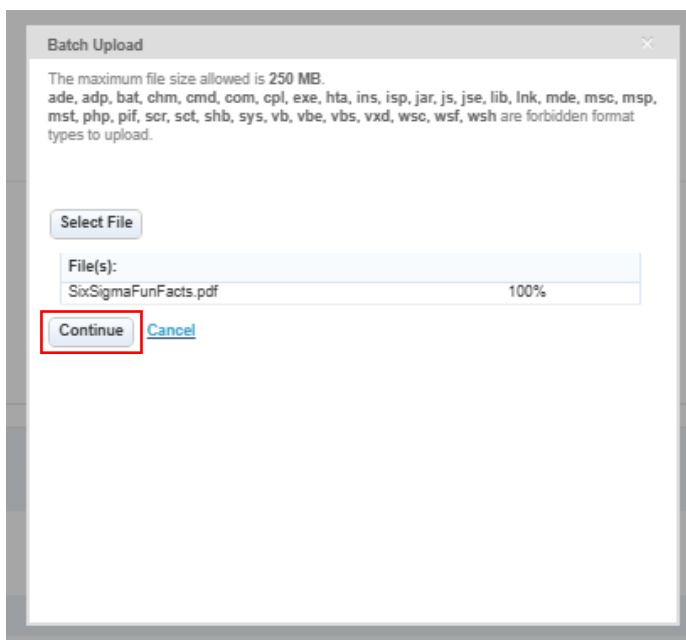
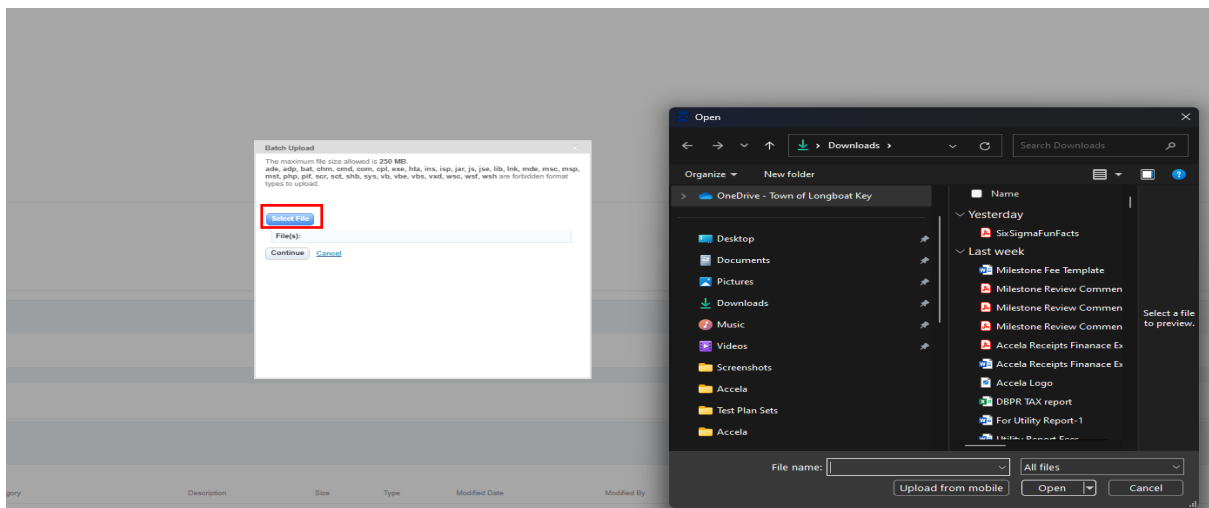
Source ACCELA

File Name Document Name Document Group Category Description Sex Type Modified Date Modified By Source User E-mail Department Virtual Folders

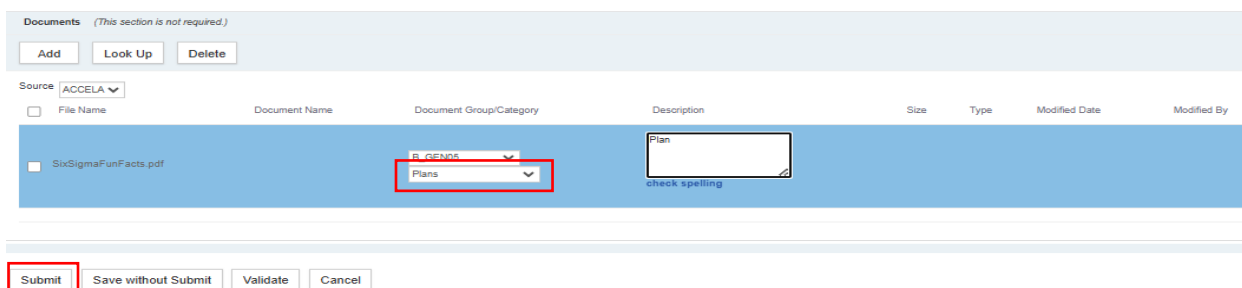
0 record(s) found.

Submit Save without Submit Validate Cancel

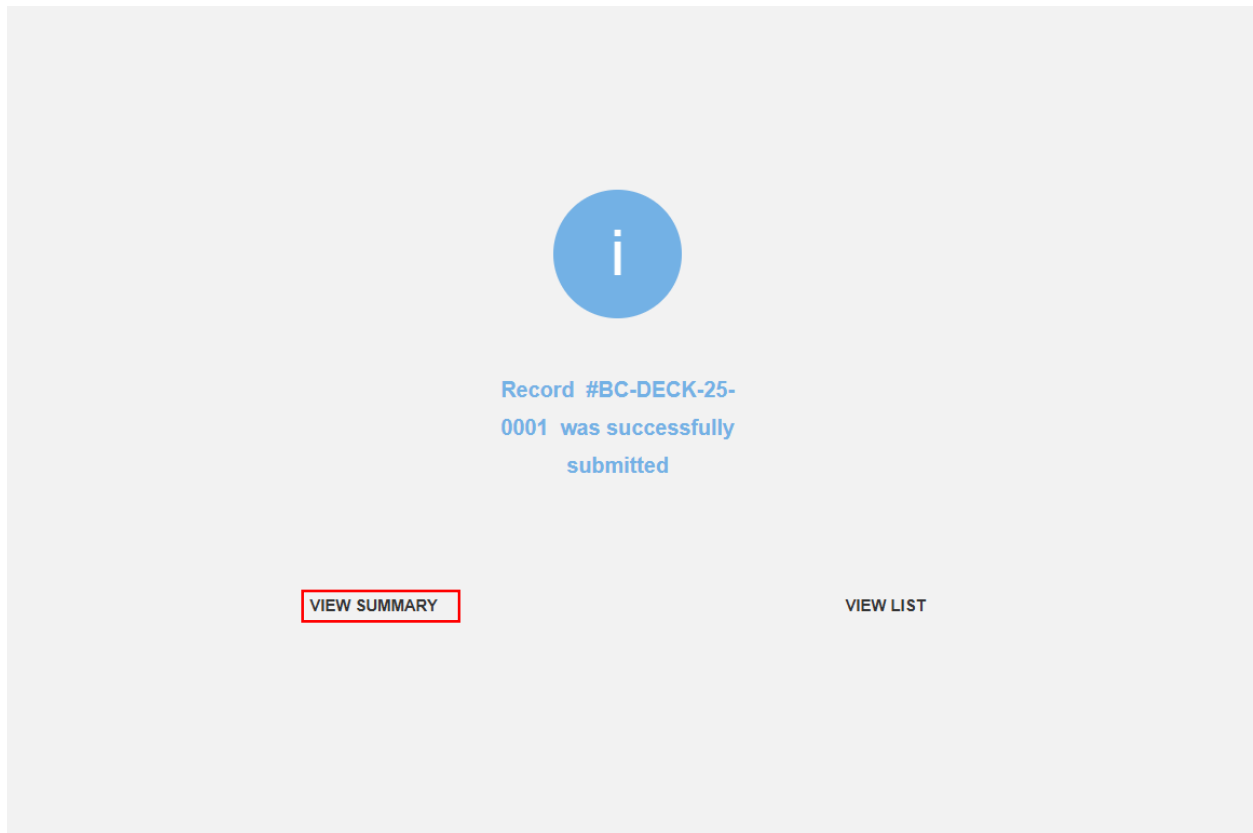
18. When you click on 'Add' from the 'Attachments' screen, a 'File Upload' box will appear. Click 'Add' to select your document from your files. Once upload shows 100 percent, click 'Add' again to continue adding additional documents. Once you have completed uploading all documents, click on 'Continue' to return to the 'Attachment' screen.



19. If the document needs to go to ePlan for review
20. Select the appropriate File Category under Document Group/Category from the dropdown menu (repeat for all documents).
21. Select Submit for application submittal



## 22. Select View Summary to start the application workflow



Accela Civic Platform > LONGBOAT

BC-DECK-25-0001

Test

STATUS  
> New  
04/21/2025 by Lourdes Alcox

LOCATION  
> 501 BAY ISLES RD  
Longboat Key, FL 34228

CONTACT  
> None Provided

WORKFLOW  
> 19 total Task  
● 0 completed ○ 1 active

Summary

Record

Status

Activities (0)

Workflow

Inspections (6)

Fee (4)

Payment

Contacts (0)

Professionals (0)

Communications (0)

Renewal Info

Address (1)

Parcel (1)

Owner (1)

Menu

Reports

Help

File Date: 04/21/2025

Application Status: New

Assigned To:

Description of Work: Test

Application Detail: Detail

Application Name:

Application Type: Commercial Deck

Documents:	File Name	Document Group	Category	Description	Type	Document Status	Document Status Date
	SixSigmaFunFacts.pdf	B_GEN05	Plans	Plan	application/pdf	Uploaded	04/21/2025

Show all

Address: 501 BAY ISLES RD, Longboat Key, FL 34228

Owner Name: TOWN OF LONGBOAT KEY

Owner Address: LONGBOAT KEY, FL 34228-3142

Parcel No: 0006130001

Contact Info:	Name	Organization Name	Contact Type	Contact Primary Address	Status
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Licensed Professionals Info:	Primary	License Number	License Type	Name	Business Name	Business License #
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Job Value: \$0.00

Total Fee Assessed: \$1,858.44

Total Fee Invoiced: \$1,858.44

Balance: \$190.00

Custom Fields: GENERAL INFORMATION

Who Is Applying For This Permit	Cost of Construction 2000	Market Value
FEMA 50% Calculation	Area Under Roof	Work Area
Number of Stories	Date Built	Occupancy Classification
Flood or Storm Damage	Private Provider Used	Private Provider Used for
No	No	