

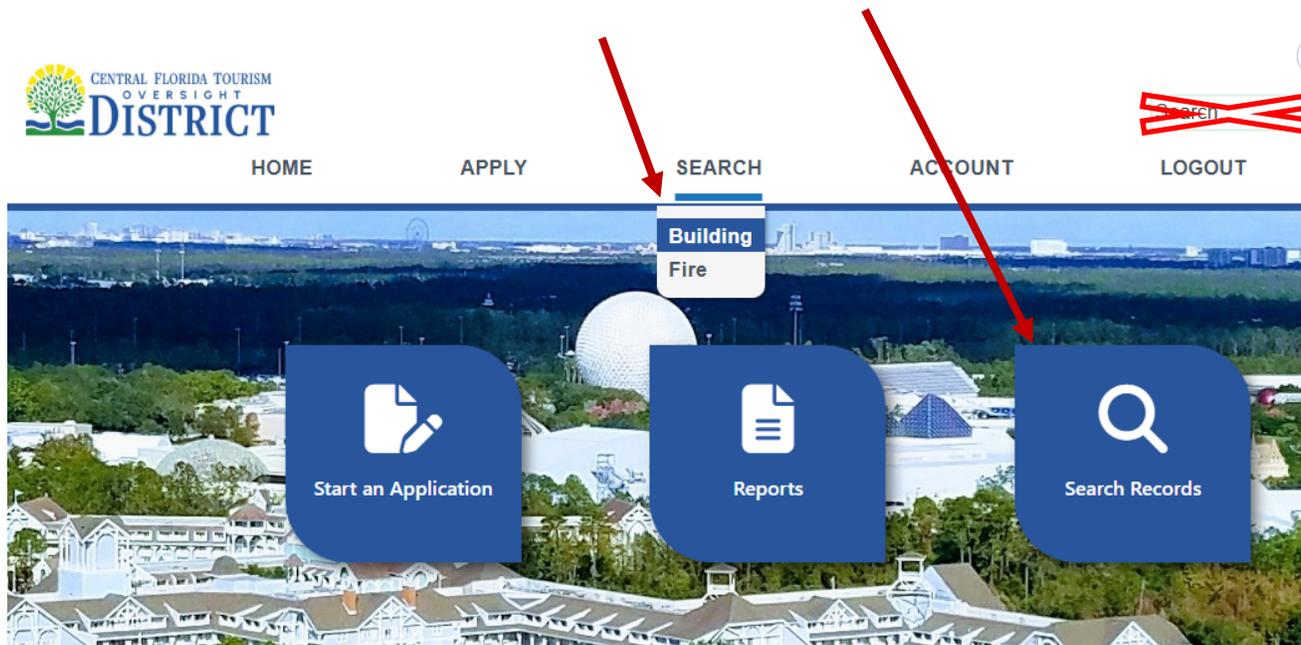
ELEVATOR INSPECTION REPORT STEP-BY-STEP FORM UPLOAD INSTRUCTIONS IN ACCELA CITIZEN ACCESS

Following is the process to report elevator / escalator / moving conveyance corrections to violations found within the Central Florida Tourism Oversight District (the District) Building & Safety Department. This process enables property owners and representatives to upload the completed “Elevator Inspection Report” directly to the elevator activity number, which in turn, *will auto-schedule a reinspection for the elevator inspectors*. A couple of requirements must be met to ensure success in this process:

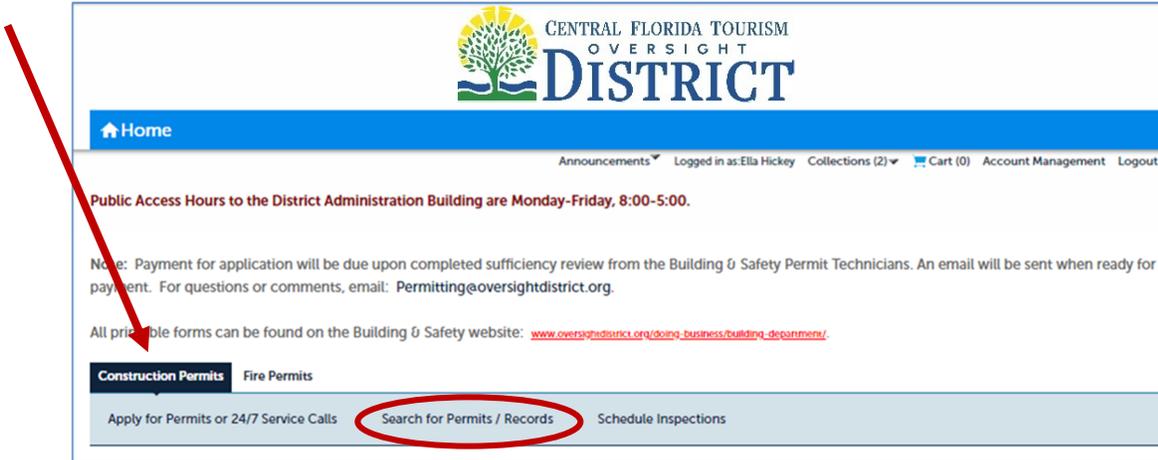
- The submitter must be an authorized user of the Accele Citizen Access (ACA) online permitting system and attached to the specific unit for access: <https://ca.rcid.org/CitizenAccess/>. Instructions on how to obtain a user login can be found on the “Accele Citizen Access Online Permitting System User Guide” found on the department website: <https://www.oversightdistrict.org/doing-business/building-department/>. Please direct any additional registration questions to Permitting@oversightdistrict.org.
- The “Elevator Inspection Report” must be signed by the appropriate parties, flattened and saved as a pdf document ready for upload. *Note: it is highly recommended to include the violation activity number in the file name for ease of locating for upload.*

Step-By-Step Guide to Upload a completed “Elevator Inspection Report”:

- 1) Log into ACA, select either the “Search - Building” tab or the “Search Records - Building” button from the Home screen. *Note: Do not use the general Search field on the upper righthand side of the screen.*



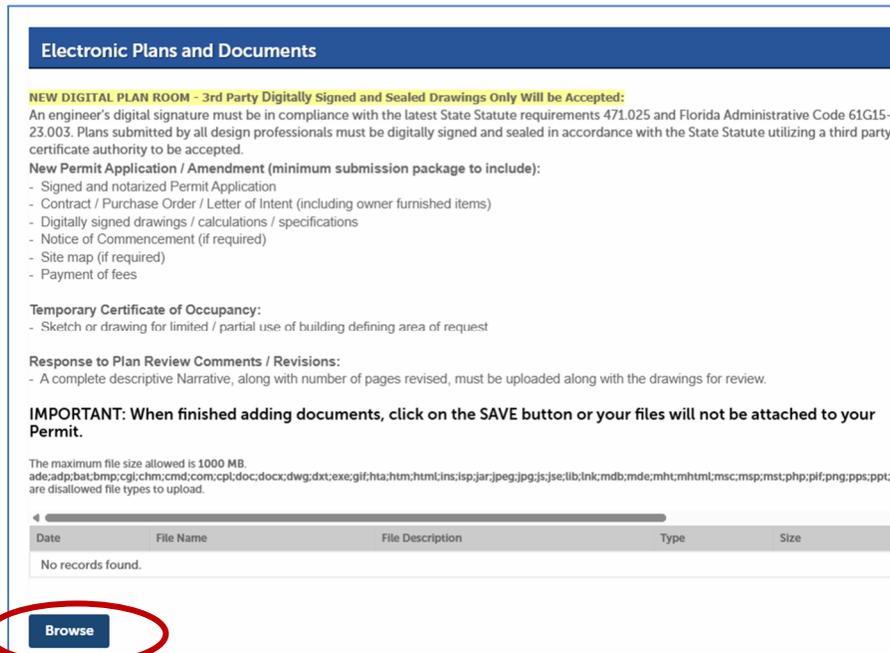
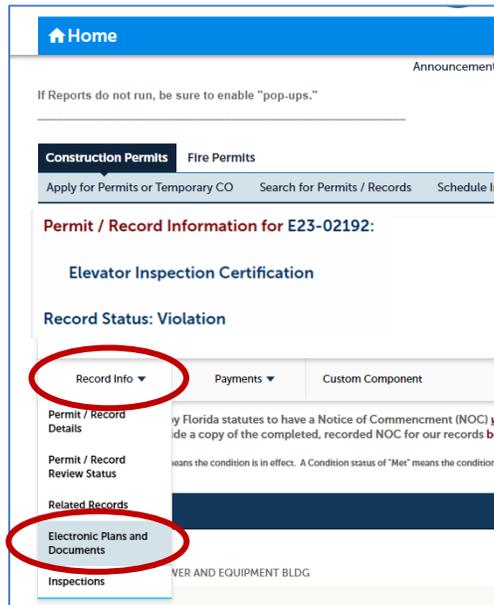
Note: The inspection Activity number will be needed to submit the document and auto schedule the reinspecton.



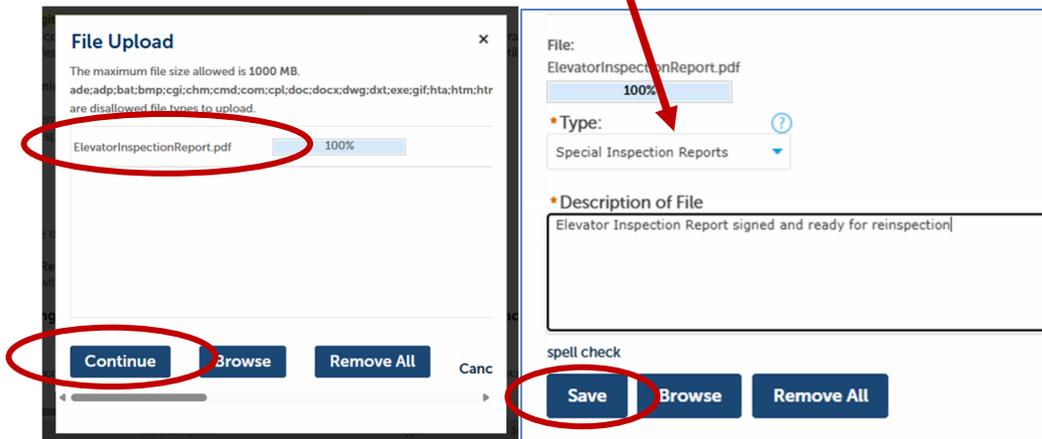
- 2) Scroll to the bottom of the page and **enter the violation number exactly as it is show on the violation report** (e.g. E20-00000) in the “Permit #” field and select “Search”:

The 'General Search' form contains several input fields: 'Permit #' (with 'E20-00000' entered), 'Record Type' (dropdown), 'Record Status' (dropdown), 'Project Name' (text), 'Start Date' (calendar), 'End Date' (calendar), 'State License Number' (text), 'Name of Business' (text), 'Street No.' (From/To), 'Fraction', 'Street Name' (with help icon), and 'Unique ID'. The 'Search' button is circled in red.

3) The activity record will open. Next select “Record Info – Electronic Plans and Documents” and “Browse”:



4) After selecting “Browse”, locate the previously signed and saved “Elevator Inspection Report” document on your computer/network and “Open” it to ACA. *Note: It is critical to save the document type as Special Inspection Reports from the dropdown when uploading the document.* Then click “Save”:



Be sure to click on “Save” to complete the upload process. Once saved it will appear in the document list under the “Browse” section:

Date	File Name	File Description	Type	Size
01/26/2026	ElevatorInspectionReport.pdf	Elevator Inspection Report signed and rea... read more	Special Inspection Reports	7.42 KB

- The reinspection will auto-schedule for the District elevator inspection team. To confirm the inspection has been scheduled successfully and to monitor results, navigate back to the “Record Info” tab, select “Inspections”:



The auto-generated reinspection will be scheduled for the next business day. *Note the inspection team may adjust the 1825 Reinspection due to scheduling conflicts. Be sure to confirm the date and time with the inspector.*

