



Department of Development Support & Environmental Management

Building Plans Review & Inspection Division

Phone: (850) 606-1300

Fax: (850) 606-1301

Accela Citizens Access User Declaration

Leon County Department of Development Support & Environmental Management (DSEM) requires that the licensee/qualifier read the following legal declarations. The licensee/qualifier will need to sign below, have his/her signature notarized, and return the declaration to the Licensing Board Administrator at 435 North Macomb Street, 2nd Floor, Tallahassee, Florida 32301. Accela Citizens Access is an optional internet service provided by Accela, Inc. and Leon County.

I understand the use of this service is at my discretion. This internet service is provided without additional convenience fees or merchant account fees charged by Accela or Leon County to me. The permit fees associated with the issuance of an Accela Citizens Access permit are the same as would be assessed if I obtained the permit directly from DSEM.

General Conditions:

Accela Citizens Access permits do not require any discretionary approvals or plan review by Leon County. If, subsequent to the issuance of a Accela Citizens Access permit, the Building Official determines that plans or other reviews are required for the work undertaken, the Building Official may **revoke the permit or suspend the permit** until such time as proper reviews and approvals are obtained. As the applicant I understand that I will be given written notice of any such revocation or suspension and such notice shall be in the form of electronic mail to the electronic mail address provided below.

I understand that the issuance of an Accela Citizens Access permit shall not serve to legalize any other non-permitted construction, construction not properly identified within the permit application, improper occupancies, additional dwelling units, or unauthorized land uses not otherwise legally established. I further understand that all Accela Citizens Access permits are subject to review and approval by the DSEM.

All work authorized by an Accela Citizens Access permit must comply with all applicable state and local statutes, ordinances, rules, regulations, and codes. All work authorized by an Accela Citizens Access permit is subject to inspection. Required inspections can be requested online or by calling the Leon County interactive voice inspections line at (850) 891-1800. Access to the subject property must be provided for inspection purposes.

Permits shall automatically EXPIRE and become null and void if work is not commenced within 180 days following the date of issuance or if work is suspended or an inspection is not approved within 180 days from the date of issuance.

By applying for an Accela Citizens Access permit, I affirm that at the time of making application and until final inspection of the work that I have and will maintain a certificate of worker's compensation insurance or worker's compensation exemption, a certificate of general liability insurance, a current State of Florida License as required by Florida Law and the provisions of Chapter 489 of Florida Statute, and any and all other applicable regulations.

I certify that I have read the information and conditions of receiving a permit using the Accela Citizens Access system. I agree to comply with all applicable state and local statutes, ordinances, rules, regulations, and codes relating to construction, and authorize representatives of Leon County to enter upon the property for inspection purposes when requested.

Print Name as Listed on License

License Number

Email Address

Print Licensee/Qualifier's Name

Mailing Address

Signature of Licensee/Qualifier

City, State & Zip

The foregoing instrument was acknowledged before me on this _____ day of _____, 20____ by _____ who is personally known to me or has produced _____ as identification and who did not take an oath.

Notary Public Signature

My Commission Expires

(Notary Public Seal)