

ELEVATOR INCIDENT FORM UPLOAD IN ACA

Following is the process to report elevator / escalator / moving conveyance incidents within the Central Florida Tourism Oversight District (the District) Building & Safety Department. This process enables property owners and representatives to upload the completed Elevator Incident Report directly to the elevator unit, which in turn, *will auto-schedule an inspection for the elevator inspectors*. A couple of requirements must be met to ensure success in this new process:

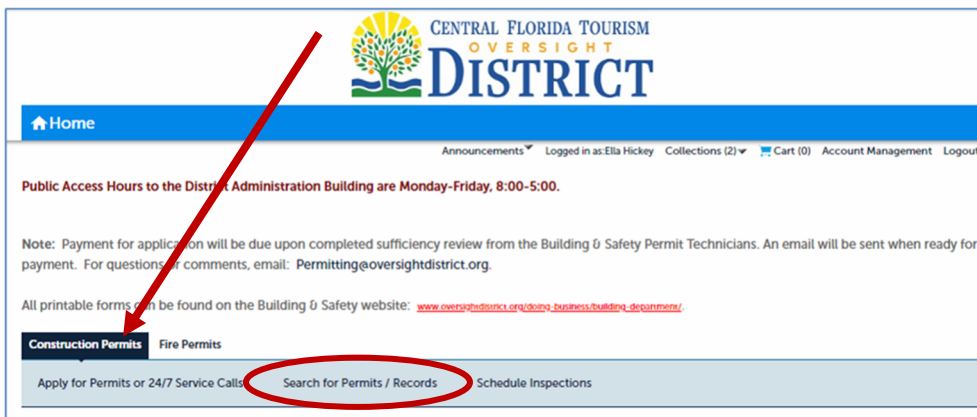
- 1) The submitter must be an authorized user of the Accela Citizen Access (ACA) online permitting system and attached to the specific unit for access: <https://ca.rcid.org/CitizenAccess/>. For access, please send an email to the main permitting office at: Permits@oversightdistrict.org.
- 2) A copy of the latest Elevator Incident Form must be filled in completely, signed, flattened and saved as a pdf document ready for upload.

Following is the step by step guide to upload the incident form:

- 1) Download the Elevator Accident Form found on the District website, complete in full, sign, flatten and save as a pdf: <https://www.oversightdistrict.org/doing-business/building-department/>



- 2) Log into ACA, Select Construction Permits (1st) - Search for Permits / Records (2nd). The District unit number will be needed to submit the document and auto schedule the inspection (E90XXXX):



3) Scroll to the bottom of the page and type in the unit number in the Permit Number field and select Search:

Search for Permits / Records

Please enter appropriate search criteria below and click on "Search"

In the results found, you may click on an underlined column heading to change the sorting of that column. Also, clicking on underlined text, such as a Permit #, Address or Contractor's license number will take you to that record.

Tip: Entering only the first few letters of what you are looking for may be helpful at times.

General Search
General Search ▾

Search for an existing Permit using criteria below.

Select to search my records only.

Permit #: E90XXXXX	Record Type: --Select-- ▾	Record Status: ⓘ --Select-- ▾	
Project Name: <input type="text"/>			
Start Date: ⓘ 01/01/2001 <input type="text"/>	End Date: ⓘ 05/27/2021 <input type="text"/>		
State License Number: <input type="text"/>	Name of Business: <input type="text"/>		
Street No.: From - To	Fraction <input type="text"/>	Street Name: ⓘ <input type="text"/>	Unique ID <input type="text"/>

Search
Clear

4) The unit record will open. Next select Record Info – Electronic Plans and Documents:

Home
Announcements

If Reports do not run, be sure to enable "pop-ups."

Construction Permits
Fire Permits

[Apply for Permits or Temporary CO](#)
[Search for Permits / Records](#)
[Schedule Ins](#)

Permit / Record Information for E900TEST:

Elevator Certificate

Record Status: Active

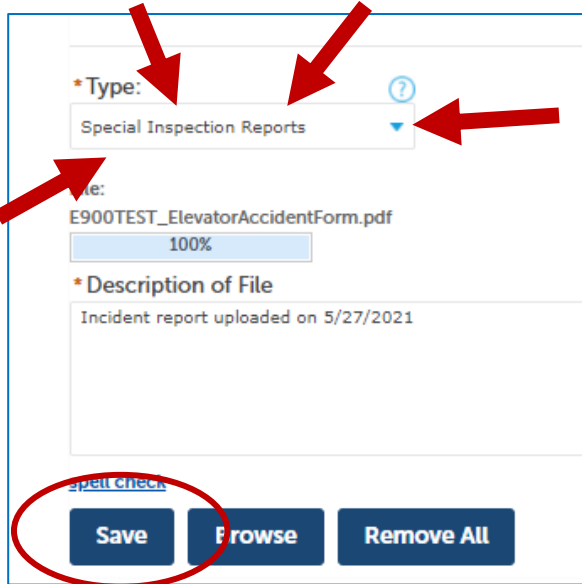
Record Info ▾	Payments ▾	Custom Component
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Permit / Record Details: by Florida statutes to have a Notice of Commencement (NOC) w/ide a copy of the completed, recorded NOC for our records bef
 Permit / Record Review Status: means the condition is in effect. A Condition status of "Met" means the condition is

Electronic Plans and Documents
VER AND EQUIPMENT BLDG

Inspections

- 5) Select Browse. You will need to find the completed saved Elevator Incident Report file on your computer/network and Open it to ACA. **It is critical to save the document type as Special Inspection Reports from the dropdown when uploading the document.** Then click Save:

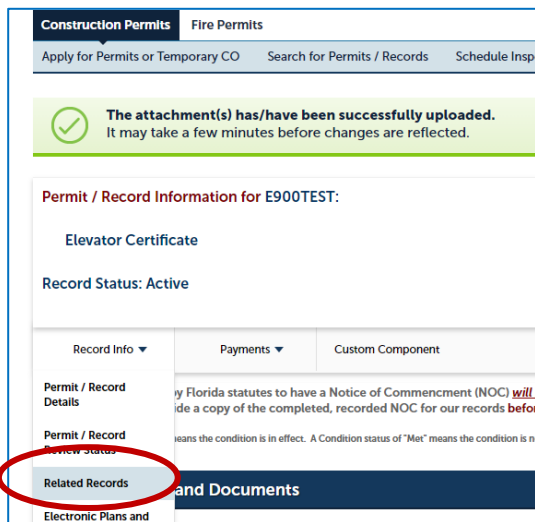


Once upload is saved, it will appear in the document list under the Browse section:

The maximum file size allowed is 1000 MB.
html;htm;mhtml;zip;doc;docx;ppt;pptx;pps;xls;xlsx;mdb;tiff;jpg;jpeg;bmp;gif;png;psd;bat;cgi;com;exe;jar;vb;wsf;dwg;dxt;txt; are disallowed file types to upload.

Date	File Name	File Description	Type	Size
05/27/2021	E900TEST_ElevatorAccidentForm.pdf	Incident report uploaded on 5/27/2021	Special Inspection Reports	89.05 KB

- 7) To confirm the inspection has been scheduled successfully and to monitor results, navigate back to the Record Info tab, select Related Records and select the last Elevator Incident Inspection on the list. Click on View to the right of the list:



Related Records

[View Entire Tree >](#)

Permit No	Record Type	Project Name	Date	View
E900TEST	Elevator Certificate	E900TEST - BELL SOUTH CELL TOWER	10/28/2008	
E21-00542	Elevator Inspection Certification	E900TEST - BELL SOUTH CELL TOWER	02/24/2021	View
E21-01471	Elevator Incident Inspection	E900TEST - BELL SOUTH CELL TOWER	05/27/2021	View

8) Go to the newly created Activity, Record Info – Inspections. The 2010 Incident Investigation inspection will be visible as scheduled:

Construction Permits | Fire Permits

[Apply for Permits or Temporary CO](#) | [Search for Permits / Re](#)

Permit / Record Information for E21-01471:

Elevator Incident Inspection

Record Status: Pending

Record Info ▼ | Payments ▼ | Custom Con

NOTE: Permits required by Florida statutes to have a Notice of Co
avoid delays, please provide a copy of the completed, recorded N

A Condition status of "Applied" means the condition is in effect. A Condition status c

Inspections

Pending / Possible Inspections (1)

Schedule or Request an Inspection

Click the link above to schedule or request one.

05/29/2021 at TBD Scheduled 2010 Incident Investigation (1254299)

Inspector: JS

From this point forward, all inspections will take place on the newly created Activity number and can be tracked 24/7. Any follow up document for this incident only, will be uploaded directly to this newly created Activity.