



Access Portal Instructions

Make Revisions to an Existing Record

With a Pinellas County Access Portal Account

You must search for the record by record number or address.

STEP 1: Log in to your account

Pinellas County Access Portal

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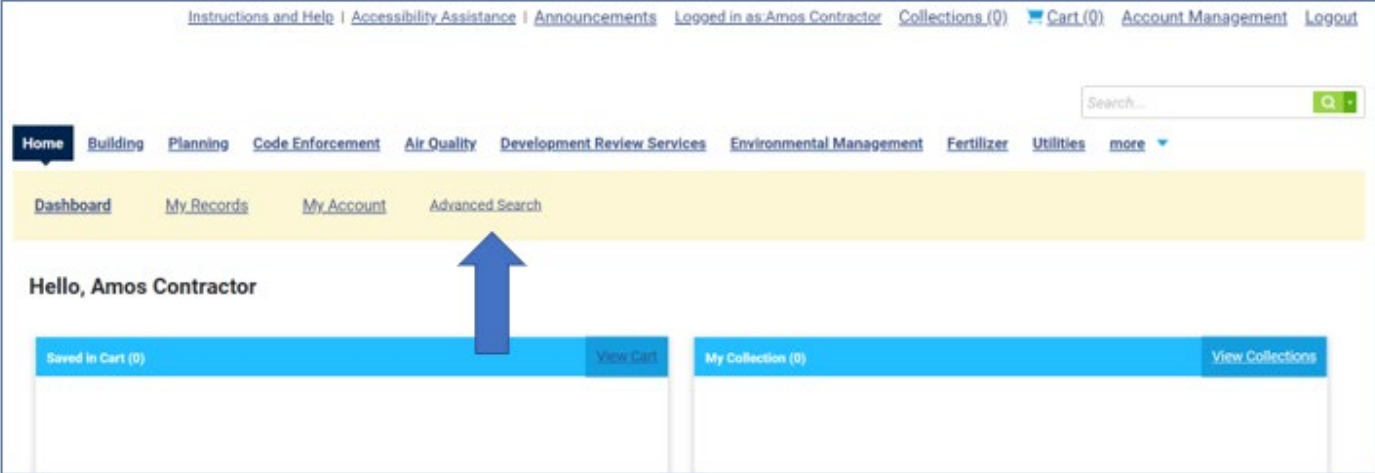
[Advanced Search](#)

Welcome to the Pinellas County Access Portal
We are pleased to offer to our citizens, businesses, and visitors online access to permitting, scheduling inspections, paying fees, entering complaints and other services, 24 hours a day, 7 days a week.
To use all services in this portal, create a user account. Unregistered participants can view information, get questions answered and have limited services. We trust this will provide you with a new, higher level of service that makes living in Pinellas County a more enjoyable experience.

To get started, select one of the services listed below:

LOGIN FORM
User Name or E-mail:
Password:
[Login »](#)

STEP 2: Hover over **Advanced Search**, and a dropdown menu will appear. Click **Search Record/ Applications** and select the applicable module.



STEP 3: Scroll to the **General Search** section

You must search for the record by record number or address.

- **By Record #** - Enter Full Number (2906) OR Partial Number followed by the percent sign (e.g. 29%). Existing permits should include the prefix **PER-H (e.g. PER-H-2906)**.
- **Address** – Less is more. Street # and Street Name or Partial Street Name followed by the percent sign (%). It is not necessary to include City, State and Zip.

General Search

Record Number:	<input type="text"/>	Record Type:	<input type="text" value="--Select--"/>
Project Name:	<input type="text"/>		
Start Date:	<input type="text" value="10/17/2018"/>	End Date:	<input type="text" value="10/16/2020"/>
License Type:	<input type="text" value="--Select--"/>	License Number:	<input type="text"/>
First:	<input type="text"/>	Last:	<input type="text"/>
Name of Business:			
<input type="text"/>			
Street No.:	<input type="text" value="From"/> - <input type="text" value="To"/>	Direction:	<input type="text" value="--Select--"/>
Street Name:		<input type="text"/>	
			Street Type:
			<input type="text" value="--Select--"/>