



Village of Key Biscayne
88 West McIntyre Street • Key Biscayne, FL 33149
Email: btr@keybiscayne.fl.gov

BUILDING, ZONING and PLANNING

Business Tax Receipt (BTR)
Accela Citizen Access (ACA) User Guide

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I. Accessing ACA

Our Land Management Citizen Access can be accessed at

<https://aca-prod.accela.com/keybiscayne>

As we continue to use this new system, we will be making minor updates to make it easier to find and use information.

II. Searching your BTR on ACA

- a. You do not need to create a user account to Search on ACA
- b. From the Home Page, under **Business Tax** click on → **Search Applications**.

The screenshot shows the top navigation bar with tabs for Home, Building, Code Enforcement, and Business Tax. Below the navigation is an "Advanced Search" dropdown menu. The main content area is divided into two columns. The left column contains a welcome message, contact information for the Building, Zoning & Planning Department, a partnership statement with Accela, Inc., and a section titled "What would you like to do today?" with links for General Information, Building, Code Enforcement, and Business Tax. The right column is a green login panel with fields for "User Name or E-mail:" and "Password:", a "Remember me on this computer" checkbox, and a "Login »" button. Below the login panel, there are links for "I've forgotten my password" and "New Users: Register for an Account (you do not need to register for an account to search for information)".



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- c. Enter name of the Business in the **Project Name** field and hit enter.
- d. **Do not search** by Record Number.
- e. The Lxxx record in the BTR mailed to you is from the old system and does not match the Lxxx record in the new system.

Search...

Home Building Code Enforcement **Business Tax**

Search Applications

Search for Records
Enter information below to search for records.
• Site Address
• Contractor License Information
• Parcel Number
• Record Information
• Contact Information
Select the search type from the drop-down list.

General Search General Search

X Record Number: Record Type:

Project Name:

Start Date: End Date:

License Type: State License Number:

First: Last: Name of Business:

Business License #:

Street No.: - Direction:

Street Name: Street Type:

Unit Type: Unit No.: Parcel No.:

City: State: Zip:

Country:

▸ Search Additional Criteria

Search **Clear**

• Enter name of the business under **Project Name**



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- d. Scroll down and click on a record starting with **Lxxx** and hit enter
- e. Records starting with CU do not generate renewal fees.

Record Number: Record Type:

Project Name:

Start Date: End Date:

License Type: State License Number:

First: Last: Name of Business:

Business License #:

Street No.: - Direction:

Street Name: Street Type:

Unit Type: Unit No.: Parcel No.:

City: State: Zip:

Country:

▶ Search Additional Criteria

3 Record results matching your search results

Click any of the results below to view more details.

Showing 1-3 of 3

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status
<input type="checkbox"/>	09/18/2020	CU20-00509	Certificate of Business Use		CRAIG HARDIE'S PAINTING INC.		
<input type="checkbox"/>	09/18/2020	CU20-00510	Certificate of Business Use		CRAIG HARDIE'S PAINTING INC.		
<input type="checkbox"/>	09/18/2020	L2000926	All Other Businesses		CRAIG HARDIE'S PAINTING INC.		

A fee is due for records beginning with Lxxx.



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iii. Paying online and printing a receipt.

- a. Ignore Error Message
- b. Click on **Payments** and then click on **Fees**

Home Building Code Enforcement **Business Tax**

Search Applications

Ignore error message

An error has occurred.
Cannot find the EDMS data source. Please contact your agency administrator.

Record L2000926:
All Other Businesses

Record Info ▾	Payments ▾	Custom Component
Work Location	Fees	
432 RIDGEWOOD RD KEY BISCAIYNE FL 33149	Trust Account Information	

Record Details

Project Description: CRAIG HARDIE'S PAINTING INC.	Owner: TOMMASA GONZALEZ TR 202 EDGEWOOD LN PALATINE IL 60067
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▶ More Details



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d. click on **Pay Fees** and on next screen click on **Continue Application**

Home Building Code Enforcement **Business Tax**

Search Applications

An error has occurred.
Cannot find the EDMS data source. Please contact your agency administrator.

Record L2000613:
Vending Machines - Vending Machines w/ Receipt has been obtained

Record Info ▾ Payments ▾ Custom Component

Fees

Outstanding:

Date	Invoice Number	Amount	
09/15/2020	153268	\$412.53	Pay Fees

Total outstanding fees: \$412.53

Ignore error message

Search...

Home Building Code Enforcement **Business Tax**

Search Applications

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Business Tax Administrative Fee	412.53	\$412.53

TOTAL FEES: \$412.53
Note: This does not include additional inspection fees which may be assessed later.

Continue Application >

"To provide a safe, quality environment for all islanders through responsible government."



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e. Enter Payment information and click on Submit Payment

f. Follow the instructions on next Screen and Print Receipt.

Search...

Home Building Code Enforcement **Business Tax**

Search Applications

Please select a payment method and then fill in all required information.
The available payment methods are:

- Credit Card
- Bank Account
- Trust Account

Use the dropdown menu to change the payment type.

* Indicates a required field.

Payment Options

Amount to be charged: \$412.53

Pay with Credit Card
 Pay with Bank Account

Credit Card Information:

* Card Type: * Card Number: * Security Code: ⓘ

* Name on Card: * Exp. Date: *

Credit Card Holder Information:

Country:

* Street Address:

* City: * State: * Zip:

* Phone:

E-mail:

Submit Payment »

IMPORTANT provide an email address