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[How to Search for Information in Accela Citizen Access](#)

Search...

Create a Username and Password, if this is the first time using the Citizen Access Portal.

2

Welcome to the new City of Tampa Planning & Development and Neighborhood Enhancement Citizen Portal

We are pleased to offer our citizens, businesses, and visitors access to building, planning, historic preservation, and enforcement government services online 24 hours a day, 7 days a week.

Login using Username and Password

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We are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

NOTIFICATION:

If you have a current MyTampaGov Express Permit account you'll need to create a new account for the New Building online system. Please select the Registration for an Account link.

[Lookup Property Information »](#)

Login

User Name or E-mail:

Password:

[Login »](#)

Remember me on this computer

[I've forgotten my password](#)

[New Users: Register for an Account](#)

Supported Browsers:

- ◆ Microsoft Internet Explorer 8, 9, 10
- ◆ Firefox 23
- ◆ Safari 6
- ◆ Google Chrome 31
- ◆ Opera 18

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**Compatibility view can be used for Internet Explorer users. For more information on compatibility review, please see this article, [Compatibility Article](#).

[How to Search for Information in Accela Citizen Access](#)

Search...



Welcome

You are now logged in.

Cart (0)

Your cart is empty.

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This page allows the searching for existing records, create new records, and view account details.

Building Permit

Planning Application

Utility Application

Enforcement Complaint

Collections (0) | Cart (0) | Account Management | Logout

[How to Search for Information](#)

[Access](#)

Welcome

You are now logged in.

Cart (0)

Your cart is empty.

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Select "+New" > "Utility Application"

Online Application

Welcome to the new City of Tampa Planning & Development and Neighborhood Enhancement Citizen Portal. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

Conditions & Use For Online Services

City of Tampa online payment (ecommerce) services are not available during certain hours due to normally scheduled maintenance activities according to the schedule below. If your business transaction has a due date associated with it, it is your responsibility to ensure that your payment is made by that due date. Delays caused by unavailability of any online service DO NOT warrant the reversal of late fees, as payments may also be made by other means, such as postal mail and walk-in during normal business

I have read and accepted the above terms.

[Continue Application »](#)

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Read and Accept the Conditions & Use For Online Services. Check the box, if the terms are accepted.

Select a Record Type

Notice: Please check the Plat, Survey, Title Policy and all other documentation relating to your property prior to design and construction. The City of Tampa and its staff **DO NOT** review for compliance with individual private deed restrictions and covenants during permit review. The issuance of a building permit by the City of Tampa signifies that the project is in compliance with the zoning codes of the City of Tampa and City of Tampa and Florida building code. The issuance of a building permit **DOES NOT** insure compliance with private deed restrictions or covenants.

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

Residential ▼

- Select a Category--
- Commercial
- Contractor
- Flood Verification
- Pre-App Consult
- Preliminary Plan Review
- Residential**
- Trees

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Select the record type that corresponds to your project or property. For Utility Applications, select either Commercial or Residential.

Select a Record Type

Notice: Please check the Plat, Survey, Title Policy and all other documentation relating to your property prior to design and construction. The City of Tampa and its staff **DO NOT** review for compliance with individual private deed restrictions and covenants during permit review. The issuance of a building permit by the City of Tampa signifies that the project is in compliance with the zoning codes of the City of Tampa and City of Tampa and Florida building code. The issuance of a building permit **DOES NOT** insure compliance with private deed restrictions or covenants.

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

- Residential Building Alterations (Renovations)
- Residential Building Trade Permit
- Residential Demolition Permit
- Residential Electrical Trade Permit
- Residential Mechanical Trade Permit
- Residential Miscellaneous Permit
- Residential New Construction and Additions
- Residential Plumbing Trade Permit
- Residential Roof Trade Permit
- Residential Site Trade Permit
- Residential Temp Certificate of Occupancy
- Residential Utility Application

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Select the "Residential or Commercial Utility Application" to begin an Application.

[Continue Application »](#)

Residential Utility Application



Step 1: Contact Information > Property Information

* indicates a required field.

Address

Please enter criteria for address search then press the "Search" button. Select address from the search results. [Click here](#) to determine if your address is in the City or the County.

If you are having trouble locating the address or parcel, please call our Land Development office at 813-274-3100, option 2.

Use map to select work location: 

Street No.:	Street Name: *	Street Type:	Direction:
<input type="text"/>	<input type="text"/>	--Select-- ▼	--Select-- ▼
Unit Type:	Unit No.:		
--Select-- ▼	<input type="text"/>		
City:	State:	Zip:	
<input type="text"/>	--Select-- ▼	<input type="text"/>	

<input type="button" value="Search"/>	<input type="button" value="Clear"/>
---------------------------------------	--------------------------------------

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Enter the Street Number and Street Name for your property, and hit Search. If you are having trouble finding the property, call 813-274-3100.

Parcel

If address is not found, please enter parcel number then press the "Search" button. Select parcel from the search results.

Use map to select work location: 

Parcel Number: *

FOLIO:

PIN:

Parcel Area:

Land Value:

Improved Value:

Exemption Value:

Legal Description Line 1:

Legal Description Line 2:

Legal Description Line 3:

Legal Description Line 4:

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The Parcel information will automatically populate when your address is selected. Verify the information in the parcel fields.

Search

Clear

Owner

Owner Name: 

Address:

Address Line 2:

City:

State:

Zip:

Country:

Search

Clear

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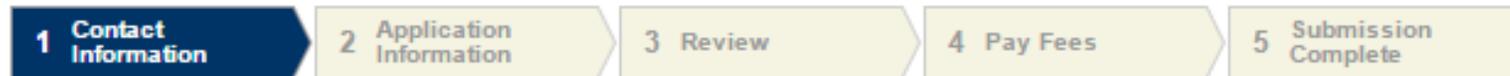
The Owner information will automatically populate when your parcel is selected. Verify the information in the Owner fields.

Continue Application »

Save and resume later:



Residential Utility Application



Step 1: Contact Information > Contact Information

* indicates a required field.

Licensed Professional

To find a Licensed Professional, enter the search criteria and click the [Look Up](#) button.

[Look Up](#)

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If the Licensed Professionals for the project are known at the time of applying, look them up here and add them to the Utility Application.

Applicant

To add a new contact, click the [Add Contact](#) link. To edit a contact, click the link next to a contact name.

[Select from Account](#)

[Add New](#)

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Add a new contact for the Applicant, or select a contact from the Account that is creating the application.

Authorized Agent

To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

Select from Account

Add New

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If an Authorized Agent is going to be acting on the property owner's behalf, enter their contact information, or select them from the Account Contacts. Note: an Authorized agent letter is required for **ALL** Authorized Agents.

Utility Account

Please provide the name that will be on the Utility Account. This person will receive the monthly City of Tampa utility bill and will be financially responsible for all charges posted to this account, once the utility service has been installed.

Select from Account

Add New

Continue Application »

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Enter the contact information for Utility Account to be Set Up under. Note that the last 4 digits of a SSN or Federal ID number are required.

Save and resume later: 

Residential Utility Application



Step 2: Application Information > Application Detail

* indicates a required field.

Description of Work

Detailed Description: *

[spell check](#)

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Provide a very Detailed Description to help City Staff during the application review process.

Fill out the Application Information with the details of the project being applied for.

Utility Info

GENERAL INFORMATION

* Date Service Wanted:

* Property Use Code: Residential ▼

* Occupancy Status: --Select-- ▼

Number of persons, on average, that will occupy structure at time that utility service is started?: Persons

* Is There Related Building Permit?: --Select-- ▼

Related Record Alt ID:

Project Details

PROJECT DETAILS

* New Construction:

Yes No

New Construction Sq Ft:

* Addition:

Yes No

Addition Sq Ft:

* Usable Space Sq Ft:

* Number of Units:

Water Service

WATER SERVICES REQUESTED:

New domestic meter:

New irrigation meter:

Relocate meter:

Water main installation:

City water service not requested:

**** Current meter size:

**** Other current water source info:

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If your project involved the addition or removal of plumbing fixtures, you must select "New Domestic Meter", whether or not you already have water service. If you do not have City Water service, and do not want City Water service, Select "City Water Service Not Requested".

Select any other water services that you are requesting.

If you are unsure about which services to select, Contact:

For Residential: 813-274-3156

For Commercial: 813-274-5913 or 813-274-7094

Wastewater Service

WASTEWATER SERVICES REQUESTED:

Connect to Existing or New Lateral:

Install Lateral:

Reactivate Service:

Line extension:

City wastewater service not requested:

**** How will wastewater service be provided?:

--Select-- ▼

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Select the wastewater services that are requested as part of this application. If you are unsure about which services to select, Contact:

For Residential or Commercial:

813-274-8070

General Info

GENERAL WATER INFORMATION

Any previous domestic water meters?:

--Select-- ▼

Domestic water meter size requested:

3/4 inch ▼

Any previous irrigation meters?:

--Select-- ▼

Irrigation meter size requested:

--Select-- ▼

[Continue Application »](#)

Save and resume later:



Residential Utility Application



Step 2: Application Information > Documents

* indicates a required field.

Attachments

To Download Required Utility Forms: Right click on the link below, and select:

- * Open in New Tab -or-
- * Open in New Window

<http://www.tampagov.net/water/programs/establishing-water-service>

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If you have an incompatible browser, or do not have Microsoft Silverlight installed, you may not be able to upload documents to your record, and you will get a page similar to this page.

The maximum file size allowed is 500 MB.
html;htm;mht;mhtml are disallowed file types to upload.

<u>Name</u>	<u>Type</u>	Size	<u>Document Status</u>	<u>Status Date</u>	<u>Upload Date</u>	Action
-------------	-------------	------	------------------------	--------------------	--------------------	--------

No records found.

To upload files, you will need to install Silverlight. Click the image below to start Silverlight download.



[Continue Application »](#)

Save and resume later:

Residential Utility Application



Step 2: Application Information > Documents

* indicates a required field.

Attachments

To Download Required Utility Forms: Right click on the link below, and select:

- * Open in New Tab -or-
- * Open in New Window

<http://www.tampagov.net/water/programs/establishing-water-service>

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This is a working document upload page. If you have any issues with document uploads, contact us at 813-274-3100 or AccelaFeedback@tampagov.net

The maximum file size allowed is 500 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Document Status	Status Date	Upload Date	Action
------	------	------	-----------------	-------------	-------------	--------

No records found.

Add

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Click the "Add" button, upload the required utility documents for your project, providing a document type and description for each document.

Continue Application »

Save and resume later:

Residential Utility Application



Step 3: Review

[Continue Application »](#)

Save and resume later: 

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Residential Utility Application

Address

[Edit](#)

Parcel

[Edit](#)

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Review all information that was previously entered for accuracy and any typos.

Owner

[Edit](#)

Licensed Professional

[Edit](#)

Applicant

[Edit](#)

Authorized Agent

[Edit](#)

[Redacted]

Utility Account

[Edit](#)

[Redacted]

Description of Work

[Edit](#)

[Redacted]

Utility Info

GENERAL INFORMATION

[Edit](#)

Date Service Wanted:

[Redacted]

Property Use Code:

Occupancy Status:

Number of persons, on average, that will occupy structure at 1 time that utility service is started?:

Is There Related Building Permit?:

[Redacted]

Related Record Alt ID:

Project Details

PROJECT DETAILS

[Edit](#)

New Construction:

New Construction Sq Ft:

Addition:

Addition Sq Ft:

Usable Space Sq Ft:

Number of Units:

[Redacted]

Water Service

WATER SERVICES REQUESTED:

[Edit](#)

New domestic meter:

New irrigation meter:

Relocate meter:

Water main installation:

City water service not requested:

**** How will water service be provided?:

**** Current meter size:

**** Other current water source info:

Wastewater Service

WASTEWATER SERVICES REQUESTED:

[Edit](#)

Connect to Existing or New Lateral:

Install Lateral:

Reactivate Service:

Line extension:

City wastewater service not requested:

**** How will wastewater service be provided?:

General Info

GENERAL WATER INFORMATION

[Edit](#)

Any previous domestic water meters?:

Domestic water meter size requested:

Any previous irrigation meters?:

Irrigation meter size requested:

Attachments

[Edit](#)

A permit applicant may initiate a plan revision only after a permit has been issued. To initiate a plan revision, please upload the revised plans and utilize the "Plan Revision" document type.

The maximum file size allowed is 500 MB.

html;htm;mht;mhtml are disallowed file types to upload.

<u>Name</u>	<u>Type</u>	<u>Size</u>	<u>Document Status</u>	<u>Status Date</u>	<u>Upload Date</u>	Action
-------------	-------------	-------------	------------------------	--------------------	--------------------	--------

No records found.

[Continue Application »](#)

Save and resume later:



Residential Utility Application



Step 4: Pay Fees

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
Sewer Application Fee-Res/Duplex	1	\$50.00
Water Application Fee (Meter Size <= 1")	1	\$50.00

TOTAL FEES

Note: This does not include additional fees which may be assessed later.

\$100.00

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[Check Out »](#)

[Continue Shopping »](#)

Accela will automatically apply any application fees that may be applicable to your project.

Note they may differ from the fee amounts shown.

YOU MUST PAY APPLICATION FEES PRIOR TO SUBMITTING AN APPLICATION