

Where to find the Accela Citizen Access Portal (ACA)?

<https://aca.tampagov.net>

If this is your first time using Accela, you will need to [create an account](#).

Definition:

Temporary Use Authorization (TUA) – This certificate type is used for Stock, Setup and Training (Inspection/Fire Sup. approval for # of occupants allowed). Client needs to submit description of where the stock and set-up is to be performed, if training is requested, client / staff needs to include on the description number of people, training times and duration.

Create a Temporary Use Authorization (TUA) record:

1. Sign in to your Accela account.
2. Go to +New – Building Application.



3. Accept: **Conditions & Use for Online Services**

Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

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 hours.

At present, we accept MasterCard, Visa, Discover, and American Express only. After completing your payment, you will be presented with an online receipt to print for your records. If you provide a valid email address, you will also receive a receipt via email. Your payment will be processed at the close of the current business day, except for weekends, holidays or after 9:00 pm, in which case your payment will be processed at the end of the next business day.

I have read and accepted the above terms.

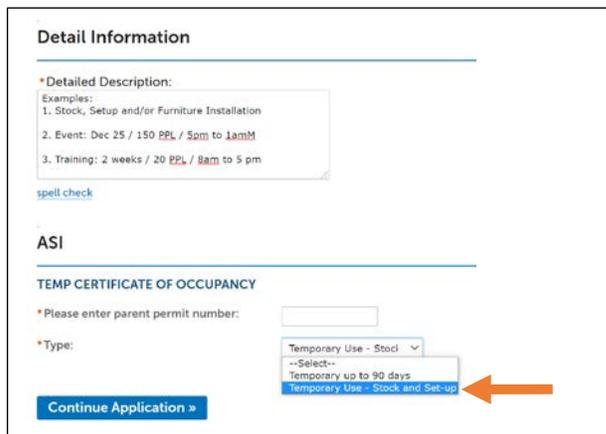
[Continue Registration »](#)



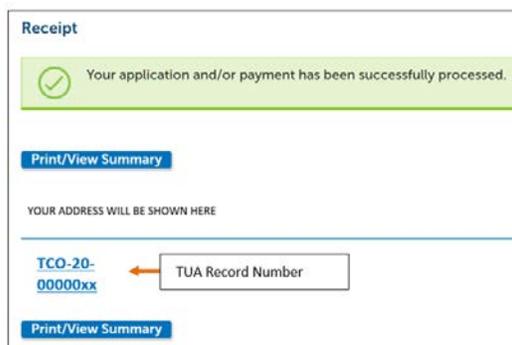
- Under the BUILDING RECORDS drop down list select: Commercial Temporary Certificate of Occupancy.



- Detail Information. Enter reason for requesting a TUA.
- ASI – Enter Parent Record number.
- Type: Select – Temporary Use – Stock and Set Up



- Review application screen. Continue Application.
- Fee Payment. Pay fees due and Continue Application process.
- Receipt / Record issuance.



Notes:

- Application will be reviewed and accepted by the Construction Services Inspector Supervisor.
- Once the application is accepted, a Fire and a Building inspection will be automatically schedule.