

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](#).

Create a Temporary Certificate of Occupancy (TCO) record:

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



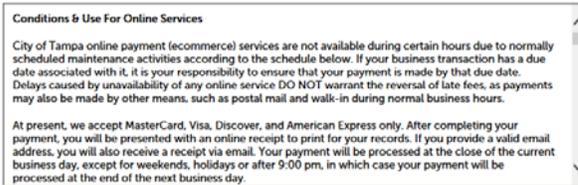
3. Accept: **Conditions & Use for Online Services**

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.



I have read and accepted the above terms.



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



5. Detail Information. Enter reason for requesting a TCO and specific location the TCO will cover.
6. ASI – Enter Parent Record number.
7. Type: Select - Temporary up to 90 days

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

Notes:

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