

## ZONING DEPARTMENT

Prior to submittal of an application, it is recommended that the applicant schedule a complimentary conference with a staff member from the Land Development Coordination Division. You are encouraged to submit your application at least 14 business days prior to the event so that proper review can be completed and your permit issued. These are requirements for private properties only. For City owned properties, please consult with the Office of Special Events (OSE) at (813) 274-8019.

Below are instructions for submitting a permit application in [Accela](#) for:

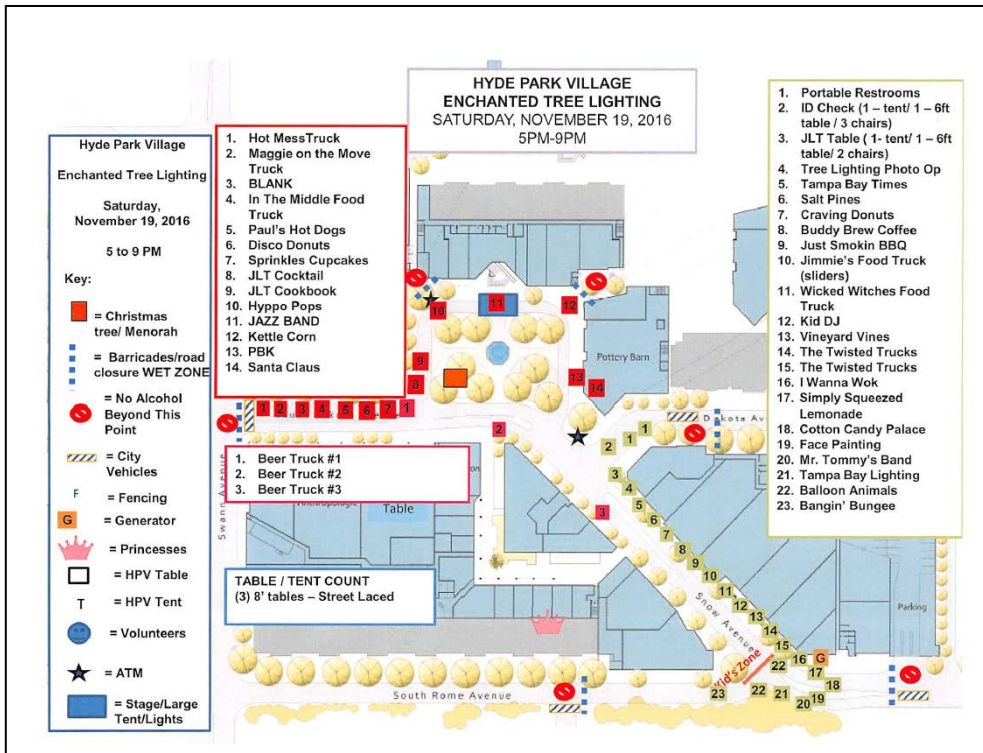
### AB Special Use 1 – Temp (private) property = Alcohol and Beverage Temporary (ABT)

The screenshot shows the City of Tampa Accela portal. At the top, there is a navigation bar with 'Home', 'Search', '+ New', 'Request', 'Help', and 'Return to Tampa'. A dropdown menu is open under '+ New', showing options: 'Building Permit', 'Planning Application' (highlighted in blue), 'Utility Application', and 'Code Enforcement / Rental Certificates'. Below this, there is a section titled 'Select a Record Type' with a notice about checking Plat, Survey, Title Policy, etc. A dropdown menu is open, showing a list of record types under 'PLANNING APPLICATIONS'. A red arrow points to 'AB Special Use 1 - Temp (Private) Property' in the list.

### Temporary Special Event

The screenshot shows a list of record types in the Accela portal. A red arrow points to 'Temp Special Event' in the list. Below the list is a link for 'ADD A CONTACT' and a blue button labeled 'Continue Application »'.

Temporary Special Event Site Plan – Sample 1



Special Event Site Plan – Sample 2

