

# Guide to Starting an Online Permit Application

This document is intended to offer general guidance for initiating an online permit application.

Use this guide when applying for an online permit application.

## How-To Steps for Starting an Online Permit Application

1. Visit the City of Tampa's online permitting portal at [aca.tampagov.net](http://aca.tampagov.net).
2. Click on *Create an Application*.

Welcome to the City of Tampa Citizen Access Portal  
We are pleased to offer our citizens, businesses, and visitors access to building, zoning, planning, historic preservation, and enforcement government services online, 24 hours a day, 7 days a week.

Please note that many functions can be used without a log-in, just type the address you are looking for above.

What would you like to do today?

<b>General Information</b> Parcel   Owner   Legal Description <a href="#">Lookup Property Information</a>	<b>Building</b> Construction Permits   Utility Permits <a href="#">Create an Application</a> <a href="#">Search Applications</a> <a href="#">Schedule an Inspection</a> <a href="#">Construction Services Tutorial Videos</a>
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3. If you haven't already, create an account. If you have an account, log in.

Login  
User Name or E-mail:  
  
Password:  
  
  
 Remember me on this computer  
[I've forgotten my password](#)  
[New Users. Register for an Account](#)

4. Agree to the Conditions for Online Services and click *Continue 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 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.

5. Click on the triangle next to Building Records to expand the available application options.

Choose one of the following available record types.

BUILDING RECORDS

6. Make your application selection and continue following the system prompts.