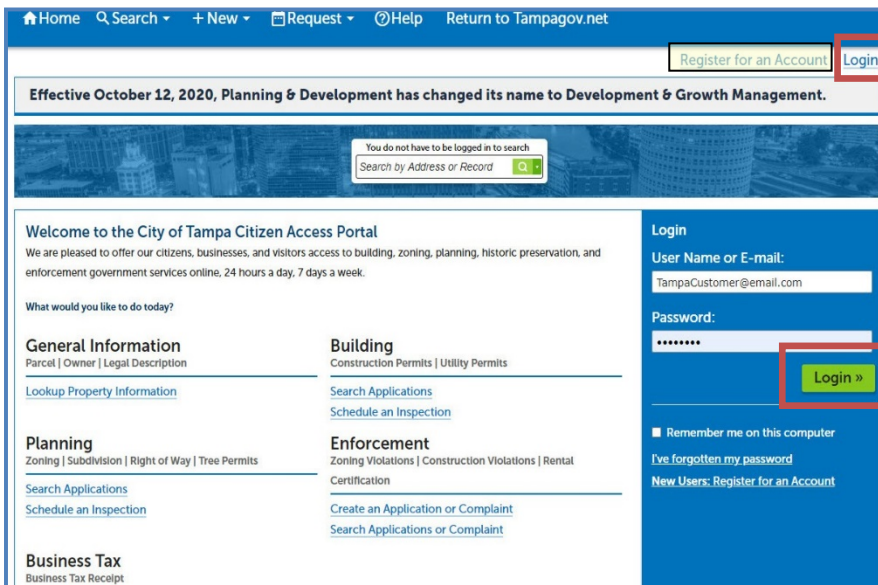


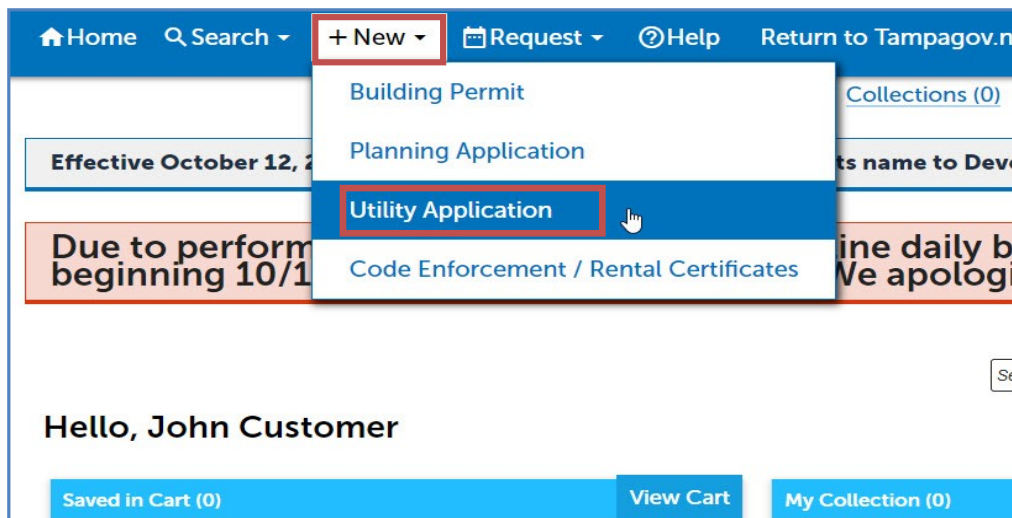
IMPORTANT: An account is required to create a new utility application. You can register for an account by clicking on **Register for an Account** at the top right corner of the web page, filling out the required login and contact information and clicking on **Continue Registration**.

Steps to Get to Application within Accela

1. Go to <https://aca.tampagov.net/>.
2. Enter the email address and password used when registering account.
3. Click on **Login**.
 - Not registered previously? Click **New Users: Register for an Account**.



4. Once you are logged into Accela Citizen Access, click the **+ New** menu button in the banner, and select **Utility Application**.



5. Read through the disclaimer and put a check in the box to accept the terms. Click on the **Continue Application** button to continue the permit application process.

Conditions & Use For Online Services

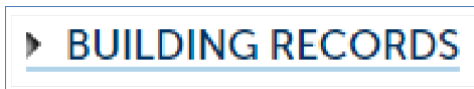
City of Tampa online payment (ecommerce) services are not available during certain hours due to normally scheduled maintenance activities according to the schedule below. If your business transaction has a due date associated with it, it is your responsibility to ensure that your payment is made by that 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 Application »

5a. Select **Building Records** to expand the list.



5b. Select **Residential Utility Application**.

Logged in as: John Customer Collections (0) Cart (0) Reports (8) Account Management Logout

Effective July 13, 2020, City inspection protocols will temporarily change due to COVID-19. Please see our FAQ's for details at [Planning and Development FAQs](#).

Subscribe to our newsletter for Accela Citizen Access updates and planned downtime notifications.
 For help or to access our instructional documentation, please click on the Help link above. Please contact us at 813-274-3100, option 1 or CSDHelp@tampagov.net for additional help.

Search by Address or Record

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.

- ▼ BUILDING RECORDS
 - Add Contact to a Building Record
 - Add Contractor License To a Record
 - Building Plan Revision
 - Commercial Site Trade Permit
 - Commercial Temp Certificate of Occupancy
 - Commercial Utility Application
 - Flood Verification
 - Preliminary Plan Review
 - Residential Building Alterations (Renovations)
 - Residential Building Trade Permit
 - Residential Site Trade Permit
 - Residential Utility Application
 - Tree Removal and Pruning Permit

Continue Application »

6. Click **Continue Application**.

Steps to Complete Application



Step 1: Contact & Property

PROPERTY INFORMATION

1. Complete the location information by searching on Address, **OR** Parcel **OR** Owner (APO).
 - a. Entering the **LEAST** amount of information will return the best results.
 - b. Choose one section to search on and enter the required information and choose **Search**. To search for an address, enter *only* the street number and street name.
 - c. The other sections will automatically populate with the APO information on file with the City of Tampa and Hillsborough County.

NOTE: If multiple addresses or parcels are found, select the appropriate location to continue.

2. The Associated parcels and owners will automatically populate.

Address

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

To search for an address, enter the street number and street name and click on Search. If you are having trouble locating the address c Development office at 813-274-3100, option 2.

Street No.: *Street Name: Street Type: Direction:

Unit Type: Unit No.:

City: State: Zip:

Parcel

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

*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:

Owner

Owner Name:

Address:

Address Line 2:

City: State: Zip:

Country:

- To continue the application process, click the **Continue Application** button. Alternatively, if you would like to complete the application at a later time, click on the **Save and resume later** button.

Owner

Owner Name:

Address:

Address Line 2:

City: State: Zip:

Country:

CONTACT INFORMATION

- Add Contact information – can be completed three (3) ways; **Select from Account, Add New, Look Up.**

Logged in as: John Customer Collections (0) Cart (0) Reports (8) Account Management Logout

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Subscribe to our newsletter for Accela Citizen Access updates and planned downtime notifications.
For help or to access our instructional documentation, please click on the Help link above. Please contact us at 813-274-3100, option 1 or CSDhelp@tampagov.net for additional help.

Search by Address or Record

1 Contact Information	2 Application Information	3 Review	4 Pay Fees	5 Submission Complete
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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.

Applicant

An Applicant is required.

Authorized Agent

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

1a. Add New - manually fill in the contact information.

Contact Information

*First: Middle: *Last:

Name of Business:

*Address Line 1:

Address Line 2:

*City: *State: *Zip:

*Work Phone: Mobile Phone: Home Phone:

Extension: Fax:

*E-mail:

Continue
Clear
Discard Changes

1b. Select from Account - automatically populating it with the current user or the associated property owner.

Select Contact from Account

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

	Category	Type	Name
<input checked="" type="radio"/>	Associated Contact	Individual	John Q Customer
<input type="radio"/>	Associated Owner		Taggart Properties Ltd

Continue
Discard Changes

If applicable, licensed professionals, contractors, etc. can be added. Click **Look Up**.

NOTE: You cannot edit the Licensed Professional information. If you are unable to locate your professional, please click *“Save and resume later”*.

Licensed Professional

To find a Licensed Professional, enter the search criteria and click the Look Up button.

Look Up

1c. Look Up – search for an existing contact.

Look Up License

License Type:

--Select--

Aluminum Structure

Aluminum/Concrete

Asbestos Abatement Contractor

Boiler Installation

Building Contractor

Burglar Alarm

Business

Carpentry

Cell Tower Specialty Contractor

City of Tampa

Class A Air Conditioning Contractor

Class B Air Conditioning Contractor

Class C Air Conditioning Contractor

Commercial Pool/Spa

Concrete

Contractor-Asbestos Abatement

Contractor-LP Gas

Contractor-Mobile Home Installation

Contractor-Natural Gas

State License Number:

Business License #:

Home Phone:

Mobile Phone:

Fax:

E-mail:

Look Up

Clear

[Discard Changes](#)

The popup window will appear with a professional information. Select **Continue** to return the Contact Page.

2. Add **Applicant** information. Click **Continue** to add information to the Utility Account section.

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.

A Utility Account is required.

Select from Account
Add New

Continue Application »
Save and resume later

a. **Select from Account** - automatically populating it with the current user or the associated property owner.

Select Contact from Account

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

	Category	Type	Name
<input checked="" type="radio"/>	Associated Contact	Individual	John Q Customer
<input type="radio"/>	Associated Owner		Taggart Properties Ltd

Continue
Discard Changes

b. **Add New** - Fill all the fields to add a new Utility Account Name.

Contact Information

*First: Middle: *Last:

Name of Business:

*Address Line 1:

*City: *State: *Zip:

Home Phone: Work Phone: * Mobile Phone:

Fax:

E-mail:

Driver License Nbr:

Driver License Nbr:

Driver License State:

Federal Employee ID Nbr:

*Do you already have a Utility Acct?:

Social Security (Last 4 numbers):

Continue
Discard Changes

NOTE: A SSN (last 4) or Fed ID are required

c. Click **Continue** to add the name to the Utility Account section.

3. Click **Continue Application** to continue the process.

Step 2: Application Info

1. **Description of Work: Detailed Description** allows you to provide a description of work to be done.
2. **Utility Info:** Information about application.
3. **Project Details:** Construction and Sizing information.


Description of Work

*Detailed Description:

[spell check](#)

Utility Info

GENERAL INFORMATION

*Date Service Wanted: 

*Occupancy Status:

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

*Is There Related Building Permit?:

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:

4. Complete the Water, Wastewater and Solid Waste Service fields as appropriate for the application.

WATER SERVICES REQUESTED:
 Please indicate which services are being requested from the City. If service is already provided to the parcel, please indicate which services will continue to be utilized post-construction.

Is City Water Service Being Requested?:

Domestic Water Service: *
 Irrigation Water Service: *
 Relocation of Existing Meter(s) or Public Water Facilities.: *
 Installation of a Water Main: *
 Fire Protection Service: *

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?:

Solid Waste Services

SOLID WASTE SERVICES REQUESTED
 Solid Waste Service:
 City Solid Waste service not requested:

Sample:

Description of Work

* Detailed Description:
 Expansion of a bathroom to include a second sink

[spell check](#)

Utility Info

GENERAL INFORMATION

* Date Service Wanted:

* Occupancy Status:

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

* Is There Related Building Permit?:

Related Record Alt ID:

Project Details

PROJECT DETAILS

* New Construction: Yes No

New Construction Sq Ft:

* Addition: Yes No

Required
 Addition Sq Ft: *

* Usable Space Sq Ft:

* Number of Units:

Water Service

WATER SERVICES REQUESTED:
 Is City Water Service Being Requested?:

Domestic Water Service:
 Irrigation Water Service:
 Relocation of Existing Meter(s) or Public Water Facilities.:
 Installation of a Water Main:
 Fire Protection Service:

Wastewater Service

WASTEWATER SERVICES REQUESTED:
 Connect to Existing or New Lateral:
 Install Lateral:
 Reactivate Service:
 Line extension:
 City wastewater service not requested:

Solid Waste Services

SOLID WASTE SERVICES REQUESTED
 Solid Waste Service:
 City Solid Waste service not requested:

If Wastewater (City sewer) services are requested select 'Connect to Existing or New Lateral'. If City Wastewater services are not required, indicate how wastewater service will be provided at the property

5. **Attachments: Upload a survey, site plan and/or Plumbing Plans**

*If you do not have access to these documents, please email watercommitment@tampagov.net and request a Water Meter Placement Diagram. Applications will not be accepted and/or reviewed until the City of Tampa has received some form of Site Plan/Meter Diagram.

Attachments

Please upload a survey, site plan, and/or plumbing plans.

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>

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.						

*Type: [Remove](#)

File:

plumbing plans.jpg

100%

*Description:

Plumbing plans

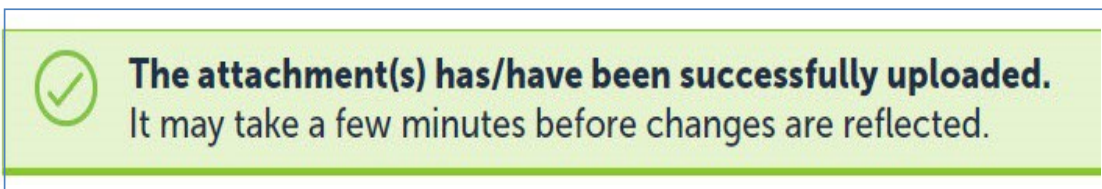
[spell check](#)

Save
Add
Remove All

Continue Application »
Save and resume later

Click the Add button. A File Selector window will appear. Open the file to attach to the application.

If successful, a green banner indicating a successful upload will appear.



6. Click the ***Continue Application*** button to continue the process.

Step 3: Review

Step 3: Review

1. You will be prompted to review the quantities and contact information. Please review and if any changes are needed, click the Edit button for the specific section that needs changed.

*REMINDER: Changes may be made by the Water Department’s Development Services team once the application has been submitted. Make sure to fill in ALL required fields to the best of your ability, and use filler (ie. 9999) for any required info that you don’t have on-hand.

2. Click the **Continue Application** button to select the payment options.

Step 4: Pay Fees

1. Review the calculated fees. Click the **Check Out** button to make payment.

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.

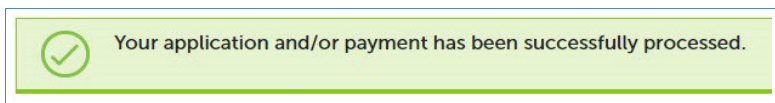
Application Fees

Fees	Qty.	Amount
Sewer Application Fee-Res/Duplex	1	\$50.00
Water Application Fee (meter size <= 1")	1	\$50.00

TOTAL FEES: \$100.00
Note: This does not include additional fees which may be assessed later.

[Check Out »](#) [Continue Shopping »](#)

2. You will be redirected to a payment processing page. Enter your information and Credit Card number.
3. After your payment is accepted. A green banner will appear as Successfully Processed.



4. Your Utility Application Number will appear below the address.

1001 N Tampa St, T 33602

UTL-21-0000003

[View Receipt](#)

[View Summary](#)

[Print/View Receipt](#)

[Print/View Summary](#)