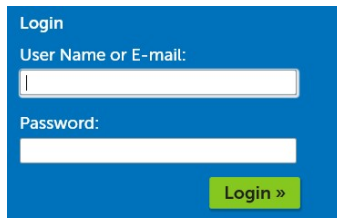


GENERAL INFORMATION

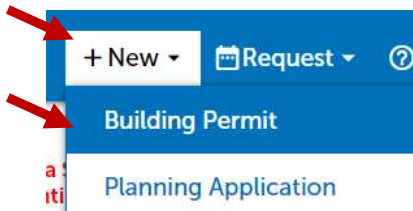
You must have an Accela account to apply for a Temporary Certificate of Occupancy (TCO). To assist you with account registration, please view our guidance document on how to [Create an Account](#).

THE FOLLOWING STEPS WILL GUIDE YOU THROUGH THE PROCESS OF APPLYING FOR A TCO.

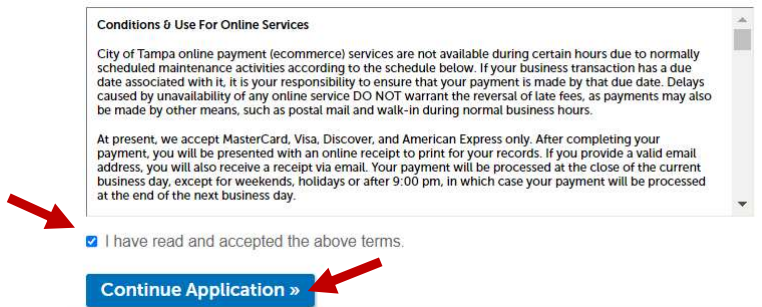
1. Visit the Accela permitting portal at <https://aca.tampagov.net> and log into your account.




2. Once logged in, click on New and select Building Permit from the drop-down menu.



3. Read and accept the Conditions & Use for Online Services.
4. Click on Continue Application.



5. Click on the  next to the General category to expand the menu and select Temporary Certificate of Occupancy.

- ▼ General
 - Add Contact to a Building Record
 - Add Contractor License To a Record
 - Alternative Methods and Materials Request or Code Interpretation
 - Flood Verification
 - Pre-Application Consultation
 - Preliminary Plan Review
 - Temporary Certificate of Occupancy

6. Click on Continue Application (at bottom of screen).



Accela Guide

Apply for a Temporary Certificate of Occupancy

7. Enter a detailed description (reason for TCO request and specific location it will cover, if applicable).

* Detailed Description:

8. Enter permit number (**must be parent record**). For example, if you have multiple townhouse unit permits, this may have a parent record and child records in a format such as: BLD-20-1234567 (parent); BLD-20-1234567-1 (child); BLD-20-1234567-2 (child); BLD-20-1234567-3 (child); etc.

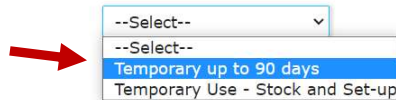
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TEMP CERTIFICATE OF OCCUPANCY

* Please enter parent permit number:

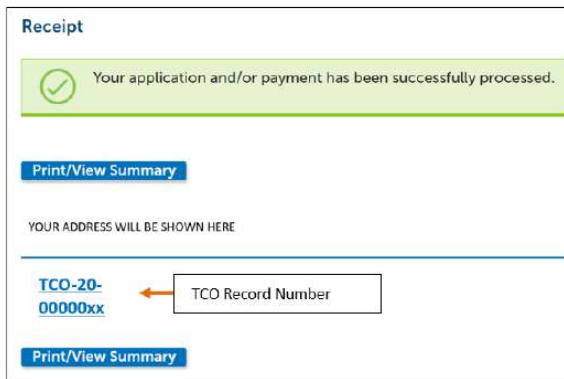
9. Select "Temporary up to 90 days" from the drop-down menu, then click Continue Application.

* Type:



[Continue Application »](#)

10. Review application screen, then Continue Application.
11. Pay fees due, then Continue Application.
12. A receipt and the TCO record will be generated.



13. The TCO application will be reviewed for approval by the Construction Services Inspection Supervisor.
14. Once the application is accepted, a Fire and Building inspection will be auto generated/scheduled for the next business day.