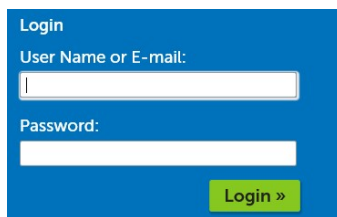


GENERAL INFORMATION

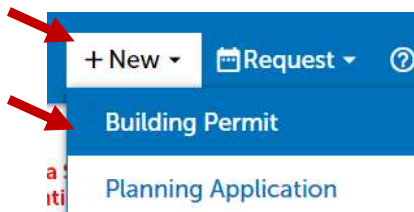
- A Temporary Use Authorization (TUA) is used for Stock and Set-up.
 - Descriptions need to include where the stock and set-up is to be performed and if training will be held for future staff (if so, include number of people, training times and duration).
- You must have an Accela account to apply for a TUA. To assist you with account registration, please view our guidance document on how to [Create an Account](#).

THE STEPS BELOW WILL GUIDE YOU THROUGH THE PROCESS OF APPLYING FOR A TUA

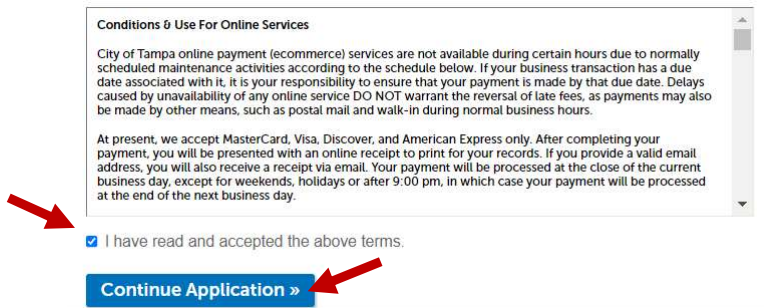
1. Visit the Accela permitting portal at <https://aca.tampagov.net> and log into your account.



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

Accela Guide

Apply for a Temporary Use Authorization (TUA)

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

[Continue Application »](#)

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

*Detailed Description:

Test

- 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.

ASI

TEMP CERTIFICATE OF OCCUPANCY

*Please enter parent permit number:

- Select “Temporary Use – Stock and Set-Up” from the drop-down menu, then click Continue Application.


*Type:

--Select--
--Select--
Temporary up to 90 days
Temporary Use - Stock and Set-up

[Continue Application »](#)

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

Receipt

 Your application and/or payment has been successfully processed.

[Print/View Summary](#)

YOUR ADDRESS WILL BE SHOWN HERE

TCO-20-00000xx ←

[Print/View Summary](#)

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