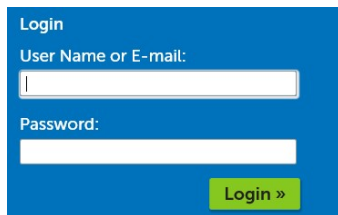


## GENERAL INFORMATION

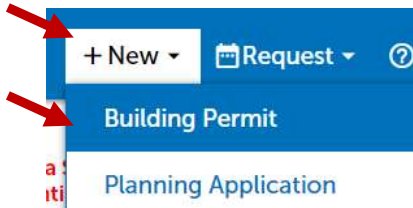
You must have an Accela account to request a Pre-Application Consultation. To assist you with account registration, please view our guidance document on how to [Create an Account](#).

## THE FOLLOWING STEPS WILL GUIDE YOU THROUGH THE PROCESS OF APPLYING FOR A PRE-APPLICATION CONSULTATION.

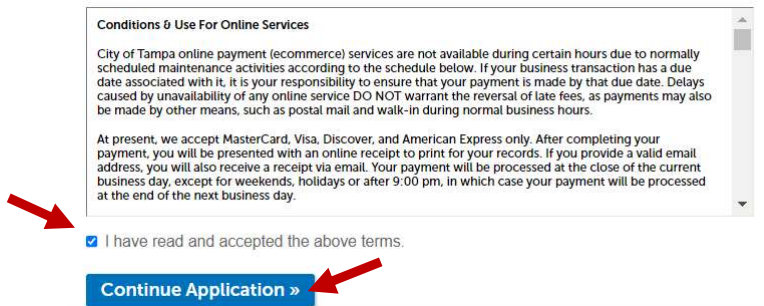
1. Visit the Accela permitting portal at <https://aca.tampagov.net> and log into your account.



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 Pre-Application Consultation.



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



# Accela Guide

## Request a Pre-Application Consultation

- Enter the proposed project address (street number and street name only), then click Search.
  - For example, for 306 E Jackson St., enter only “306” and “Jackson.”

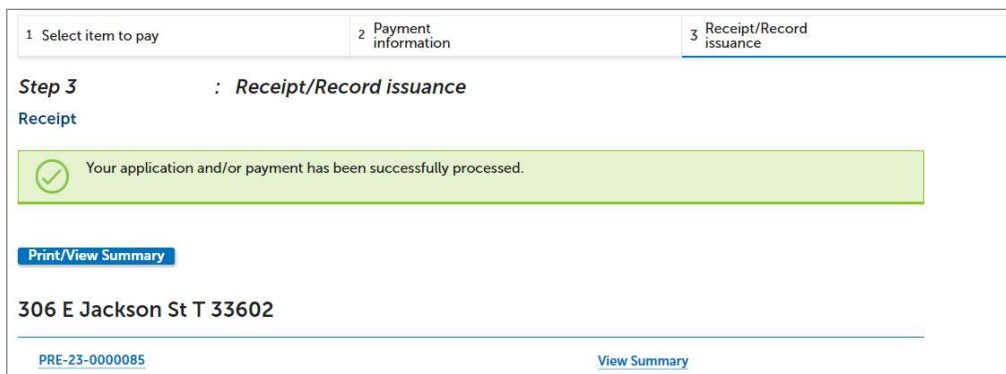


The screenshot shows a web form for entering address information. The 'Street No.' field contains '306' and the '\*Street Name:' field contains 'Jackson'. The 'Street Type' and 'Direction' fields are dropdown menus with '--Select--' selected. Below these are fields for 'Unit Type', 'Unit No.', 'City', 'State', and 'Zip'. At the bottom are 'Search' and 'Clear' buttons. A yellow highlight is drawn around the 'Street No.' and '\*Street Name:' fields.

- Once property information has populated, click on Continue Application (bottom left of screen).

[Continue Application »](#)

- Add Applicant, then click on Continue Application.
- Complete required fields, then click on Continue Application.
- Add any documentations (e.g., questions, plans) that would assist City of Tampa staff in reviewing your request.
- Confirm application information, then click on Continue Application.
- Upon successful submission, you will receive a green confirmation message.
  - Please note, there is no charge for a pre-application consultation.



The screenshot shows a confirmation screen with three steps: '1 Select item to pay', '2 Payment information', and '3 Receipt/Record issuance'. The current step is 'Step 3 : Receipt/Record issuance'. A green message box with a checkmark icon says 'Your application and/or payment has been successfully processed.' Below this is a 'Print/View Summary' button. The address '306 E Jackson St T 33602' is displayed. At the bottom, there is a reference number 'PRE-23-000085' and a 'View Summary' link.

- A plans reviewer will contact you regarding the pre-application consultation once the questions and/or documents have been evaluated.