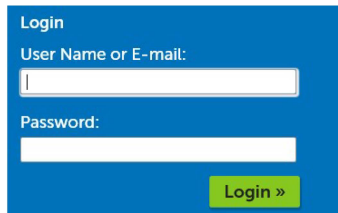


## GENERAL INFORMATION

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](#).

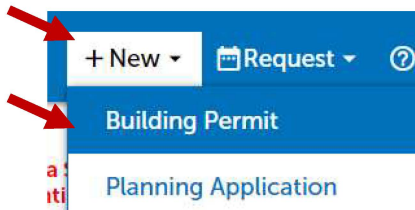
## THE FOLLOWING STEPS WILL GUIDE YOU THROUGH THE PROCESS OF APPLYING FOR A PRE-APPLICATION CONSULTATION.

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

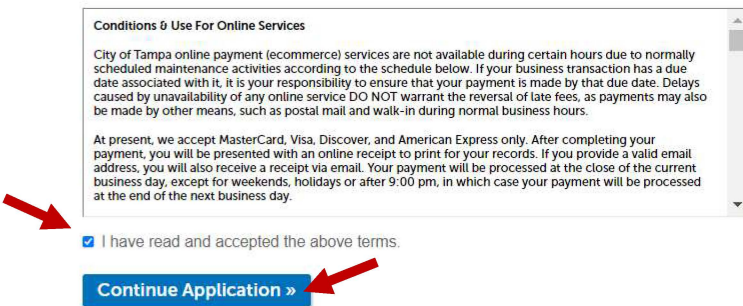


Login form with fields for User Name or E-mail and Password, and a Login button.

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.



Screenshot of the 'Conditions & Use for Online Services' form. It includes a checkbox for 'I have read and accepted the above terms' and a 'Continue Application' button.

5. Click on the  next to the General category to expand the menu and select Pre-Application Consultation.



Screenshot of the Accela 'General' menu with 'Pre-Application Consultation' selected.

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



Continue Application button.

# 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 requesting a pre-application consultation. A yellow rectangular box highlights the 'Street No.' and '\*Street Name' fields. The 'Street No.' field contains the text '306' and the '\*Street Name' field contains the text 'Jackson'. Other fields include 'Street Type' (a dropdown menu showing '--Select--'), 'Direction' (a dropdown menu showing '--Select--'), 'Unit Type' (a dropdown menu showing '--Select--'), 'Unit No.' (a text field), 'City' (a text field), 'State' (a dropdown menu showing '--Select--'), and 'Zip' (a text field). At the bottom of the form are two buttons: 'Search' (in blue) and 'Clear' (in grey).

- 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 the 'Receipt/Record issuance' step of the application process. At the top, there are three tabs: '1 Select item to pay', '2 Payment information', and '3 Receipt/Record issuance' (which is active). Below the tabs, it says 'Step 3 : Receipt/Record issuance' and 'Receipt'. A green banner with a checkmark icon contains the text: 'Your application and/or payment has been successfully processed.' Below this banner is a blue button labeled 'Print/View Summary'. Underneath the button, the address '306 E Jackson St T 33602' is displayed. At the bottom left, the reference number 'PRE-23-0000085' is shown, and at the bottom right, there is a blue link labeled 'View Summary'.

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