

What is FAST PASS VIRTUAL?

Virtual FAST PASS is the electronic version of the Construction Services Division's FAST PASS Same Day Plan Review. This service allows for electronic same day plan review of eligible projects which are submitted electronically and do not require review or participation from other City divisions, departments, or outside agencies (i.e. Historic Preservation, Natural Resources, FEMA, FDOT). This service requires an appointment to allow staff sufficient review time.

Residential* projects:

**One and Two Family Dwellings*

- Interior alterations
- Screen enclosures
- Pools
- Perimeter walls
- Generators
- Foundation stabilizations
- Driveways

Commercial projects:

- Perimeter walls
- Installation or replacement of antennae on an existing tower



MAKE AN APPOINTMENT TODAY!

Virtual appointments are held weekly, on Thursdays, between 8am-10am and must be scheduled no later than 1 business day prior to appointment request time.

Schedule appointments online via [Q-Up](#) or by calling (813) 274-3100, menu option 1.



Construction Services Division
City Center
2555 E Hanna Ave
Tampa, Florida 33610
(813) 274-3100, Option 1



FAST PASS PROGRAM

*Virtual Same Day
Plan Review*



Common Questions

How will the virtual review occur?

The virtual appointment is scheduled through Q-Up, a program that facilitates video and voice meetings, as well as screen sharing. The plan review will take place during that meeting. For more information about Q-Up, please visit tampa.gov/construction-services/qup-tampa.

Are plans required to be prepared by a professional?

Contractors may draw and sign nonstructural plans that do not affect wind mitigation. Otherwise, an architect or engineer must design, digitally sign and seal the plans.

Which documents are required for submittal?

Plans and documents vary by qualified project type. Please see our guides online at tampagov.net/FastPass

Can a property owner use this service?

Yes, as long as they meet requirements for an owner permit, in accordance with Florida State Statute 489.103.

Can I submit my application prior to requesting a virtual appointment?

An appointment can be requested prior to application submittal.

Please Note: Applications submitted without a confirmed appointment will not qualify for virtual same day review.

Prepare for Your Appointment

Verify the site address is within City of Tampa limits and whether it is within a Historic district, special zoning district or within a special flood hazard area. If you are not sure, please call (813) 274-3100, menu option 1 for additional information.

- To conduct a successful review, all guide items must be submitted.
- Your attendance is required for the virtual same day plan review. Have your device ready to join the meeting indicated in the confirmation email. You may use a computer, laptop or mobile device with internet connection.
- Log in to your email and locate the meeting invitation. The meeting will begin at the exact appointment time and will end when the allotted time has been reached. This is a virtual meeting room shared by others and the next appointment will immediately begin, automatically ending the previous one.

Typical Documentation

For most projects the following standard electronic documentation is required:

- Site Plans
- Structural Plans
- Floor Plan

Appointment Tips



1. To maximize the appointment time, the application must be completed online the day prior to the appointment (no sooner than 48 hours prior to appointment time). All required documents and plans should be uploaded to that application. Visit our website, aca.tampagov.net, to complete the electronic application and submit required documents.
2. Be ready to submit payment by logging into your Accela account at aca.tampagov.net, during your virtual appointment. All major credit cards are accepted.
3. Be prepared to answer review questions about the project, plans and supporting documents.
4. Permits can only be issued to licensed contractor, authorized agent, or qualified owner-builder (per State Statute 489.103).

For more information or assistance navigating our website, call (813) 274-3100 menu option 1 or visit tampagov.net/FastPass