



## Development and Growth Management Development Coordination Division

### INSTRUCTIONS FOR APPLICATION – Alcoholic Beverage Sales

#### State Application Signoff

Please be aware that these instructions are provided as a guide to assist you in submitting your application online in the City's Accela Citizen Access system.

Prior to applying for the DBPR State Application Signoff, please review the [Alcohol Beverage Sales Locations Map](#) to confirm that the requested property has obtained the necessary approvals for Alcoholic Beverage Sales.

Application guidelines are derived from Chapter 27 Zoning and City Policy.

#### **PLEASE READ INSTRUCTIONS THOROUGHLY**

It is recommended that you contact a representative of Development and Growth Management (DGM) at [TampaZoning@tampagov.net](mailto:TampaZoning@tampagov.net) or (813) 274-3100, option 2, prior to submitting your application to ensure that you receive the correct guidance for your needs.

#### Submittal of an Electronic Application

- The application must be submitted online through the City's Accela Citizen Access (ACA) system at [aca.tampagov.net](http://aca.tampagov.net).
- All information in Accela marked with an asterisk must be completed via the online form.
- At a minimum, Sections 1, 2, 4, 5 of the State application must be uploaded into the record.
- If the property is a restaurant or must report the 51/49 percent ratio as a City Council condition, a R-Zoning affidavit must be signed prior to the issuance of the State application.

#### Fees

- Application (record) fees will be assessed through the Accela system when the application is accepted by staff.
- If this application follows the initial approval of an AB1 or AB2, the AB Signoff fee will be waived.
- Fees are determined by City Council by resolution.
- Fees are payable online via MasterCard, VISA, American Express or Discover or through e-check.
- Personal checks and cash are not accepted.



# City of Tampa

Jane Castor, Mayor

## Development and Growth Management

### Development Coordination

2555 E Hanna Ave  
Tampa, Florida 33610

Office (813) 274-3100 x 2

Name of Business Establishment: \_\_\_\_\_

Email of Business Establishment: \_\_\_\_\_

Mailing Address of Business Establishment: \_\_\_\_\_

I hereby acknowledge that I have been informed of the "R-Zoning requirements" that the combined gross sales of the business are not less than fifty-one (51) percent attributable to the sale of food during each calendar year. "R-Zoning" means any alcoholic beverage approval for a "R" zoning, "R" special use permit, or "alcoholic beverage sales special restaurant" or "alcoholic beverage sales restaurant" special use requirements, as defined in section 27-43 Definitions and subject to 27-132 Regulations governing special uses.

I understand that a signed and dated report reflecting food and alcoholic beverage sales for the annual period (January 1 to December 31) shall be submitted to the City of Tampa by the thirty-first (31st) day of January of the following year, as required by [Section 27-319](#). The form shall be supplied by the City via its online presence. Additionally, a legible copy of the most current commercial insurance audit for the subject establishment shall be provided.

Please note that any correspondence from the City notifying the undersigned that the required submittal is a courtesy and not required to be provided to the undersigned.

Failure to comply with the "R" zoning requirements shall result in the City issuing a "notice of non-compliance and late fee" to the business and property owner by certificate of mail and an administrative fee from said business, per Section 27-319. Non-compliance with any part of Section 27-319 shall be deemed a violation and subject to [Section 27-318](#).

State of Florida, County of _____	
Sworn or affirmed and subscribed to me by means of physical presence or online notarization, this _____ day of _____, 202_, by	
_____	_____
Printed Name	Signature
_____	_____
Signature of Notary	Stamp of Notary
Personally known or produced identification _____	