



# Accela Guide Starting an Online Permit Application

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## GENERAL INFORMATION

Use this guide when applying for an online permit application.

## HOW-TO STEPS

1. Visit the City of Tampa's online permitting portal at [aca.tampagov.net](http://aca.tampagov.net).
2. Click on Create an Application.

3. If you haven't already, create an account. If you have an account, log in.

4. Agree to the Conditions for Online Services and click Continue Application.

5. Click on the triangle next to the group title you wish to expand in order to view the available application options.

- ▶ [Commercial for Condo or Business or Apartment](#)
- ▶ [Residential for Single Family Residence or Duplex](#)
- ▶ [Revisions](#)
- ▶ [General](#)
- ▶ [Natural Resources](#)

6. Make your application selection and continue following the system prompts.