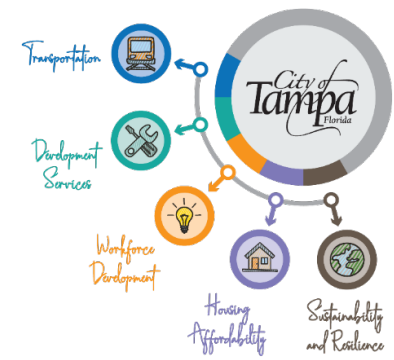
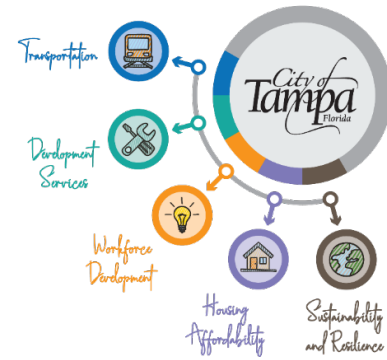


Mayor Jane Castor
**Transforming Tampa's
Tomorrow**



Application Process for Submitting ROW City Department Work Start Notice (CWS) Permit



Create an account in the City of Tampa Citizen Access Portal using the following URL
<https://aca-prod.accela.com/TAMPA/Default.aspx>

Welcome to the City of Tampa Citizen Access Portal

We are pleased to offer our citizens, businesses, and visitors access to building, zoning, planning, historic preservation, and enforcement government services online, 24 hours a day, 7 days a week.

Please note that many functions can be used without a log-in, just type the address you are looking for above.

What would you like to do today?

General Information

Parcel | Owner | Legal Description

[Lookup Property Information](#)

Planning

Zoning | Subdivision | Easement | Tree Permits

[Create an Application](#)
[Search Applications](#)
[Schedule an Inspection](#)

Business Tax

Search Business Tax Receipts (Paid|Unpaid) | Make a Payment

[Search Records](#) | [Make a Payment](#)

Building

Construction Permits | Utility Permits

[Create an Application](#)
[Search Applications](#)
[Schedule an Inspection](#)
[Construction Services Tutorial Videos](#)

Enforcement

Code Violations | Make A Payment

[Create a Complaint](#)
[Search for a Complaint](#)

Right Of Way

Road and Sidewalk Closures | Construction/Maintenance Activity

[Create an Application](#)
[Search Applications](#)

Sign In

@tampagov.net

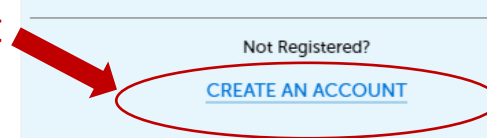
[Forgot Password?](#)

Sign In

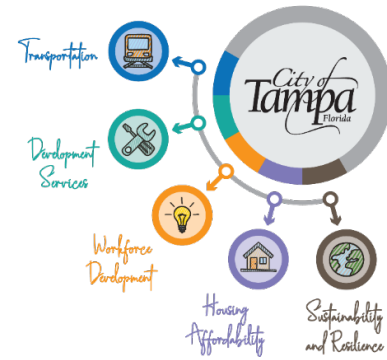
☐ Remember me on this device

Not Registered?
[CREATE AN ACCOUNT](#)

Select



After you create your account, Sign into the portal.



Welcome to the City of Tampa Citizen Access Portal

We are pleased to offer our citizens, businesses, and visitors access to building, zoning, planning, historic preservation, and enforcement government services online, 24 hours a day, 7 days a week.

Please note that many functions can be used without a log-in, just type the address you are looking for above.

What would you like to do today?

General Information

Parcel | Owner | Legal Description

[Lookup Property Information](#)

Planning

Zoning | Subdivision | Easement | Tree Permits

[Create an Application](#)

[Search Applications](#)

[Schedule an Inspection](#)

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Search Business Tax Receipts (Paid|Unpaid) | Make a Payment

[Search Records](#) | [Make a Payment](#)

Building

Construction Permits | Utility Permits

[Create an Application](#)

[Search Applications](#)

[Schedule an Inspection](#)

[Construction Services Tutorial Videos](#)

Enforcement

Code Violations | Make A Payment

[Create a Complaint](#)

[Search for a Complaint](#)

Right Of Way

Road and Sidewalk Closures | Construction/Maintenance Activity

[Create an Application](#)

[Search Applications](#)

Sign In

USER NAME OR E-MAIL: *

@tampagov.net

PASSWORD: *

[Forgot Password?](#)

Sign In

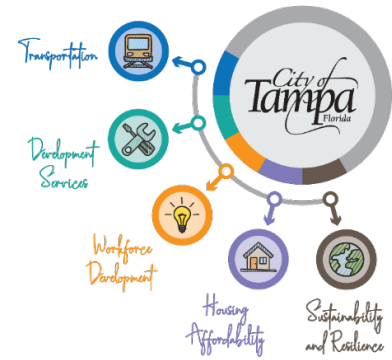
☐

Remember me on this device

Not Registered?

[CREATE AN ACCOUNT](#)

Now that you're logged in, begin creating the application.



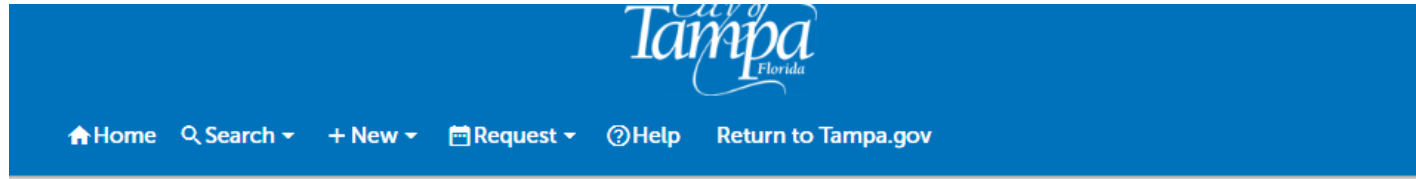
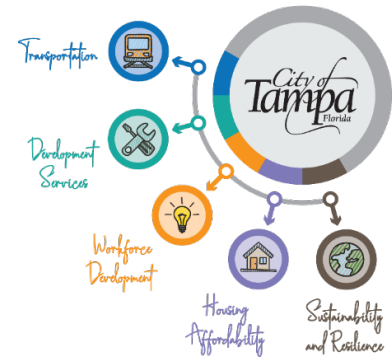
Select +New

The screenshot shows the City of Tampa user interface. At the top, there is a blue navigation bar with the City of Tampa logo and a search bar. Below the navigation bar, there is a red banner with the text: "Please be aware that Development and Growth Management has moved to its new location. We are now located at City Center: 2555 E Hanna Ave, Tampa, FL 33610". Below the banner, there is a search bar with the text "Search by Address or Record". Below the search bar, there is a greeting "Hello, Amelia O Hughes". Below the greeting, there are two main sections: "Saved in Cart (0)" and "My Collection (0)". Both sections have a "View" button. Below these sections, there is a "Work In progress" section with a "View All Records" button. Below the "Work In progress" section, there is a table with columns: Record Name, Record ID, Module, Creation Date, and Action. The table shows "No records found".

Then choose Right of Way Permit from the resulting dropdown

The screenshot shows the dropdown menu for the "+ New" button. The menu items are: Building Permit, Planning Application, Right of Way and Easements, Right of Way Permit (highlighted in yellow), Utility Application, and Code Enforcement / Rental Certificates.

Application Creation



Logged in as: Amelia O Hughes Collections (0) Cart (0) Account Management Logout

WARNING: THIS IS A NON-PRODUCTION SYSTEM. Click here to access [City of Tampa Production ACA](#)

Search by Address or Record

Online Application

Welcome to Agency's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

WARNING: THIS IS A NON-PRODUCTION SYSTEM. Click here to access [City of Tampa Production ACA](#)

General Disclaimer

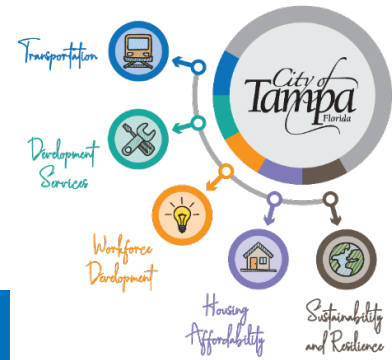
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

All trademarks and service marks contained in or displayed on this website are the property of their respective owners. Any commercial use of the materials stored on this Web site is strictly prohibited.

☒ I have read and accepted the above terms.

[Continue Application »](#)

← **Select**





[Home](#) [Search](#) [+ New](#) [Request](#) [Help](#) [Return to Tampa.gov](#)

Logged in as: Amelia O Hughes [Collections \(0\)](#) [Cart \(0\)](#) [Account Management](#) [Logout](#)

WARNING: THIS IS A NON-PRODUCTION SYSTEM. Click here to access [City of Tampa Production ACA](#)

Search by Address or Record



Select a Record Type

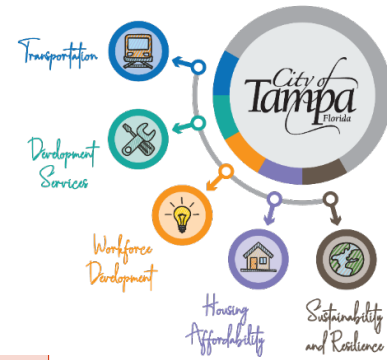
Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

Search

- ▶ **Right of Way Permitting**
- ▶ [Add A Contact](#)

[Continue Application »](#)

ROW City Department Work Start Notice



Then choose ROW City Department
Work Start Notice from the resulting
dropdown

Search by Address or Record



Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.



Search

▼ Right of Way Permitting

- ☐ ROW Annual Pass Thru Provider Registration
- ☐ ROW Annual Telecommunications Provider Registration
- ☐ ROW Annual Utility Work Start Notice
- ☒ ROW City Department Work Start Notice
- ☐ ROW Communications Provider Permit
- ☐ ROW Permit Standard
- ☐ ROW Shared Mobility Operator
- ☐ ROW Shared Mobility Permit

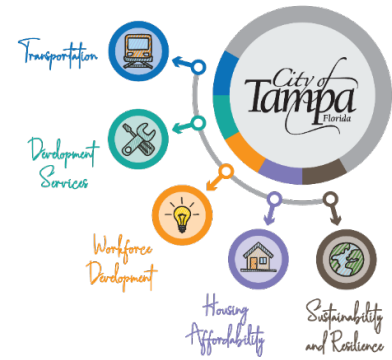
► Sidewalk Cafe

► Add A Contact

Continue Application »

Select

ROW City Department Work Start Notice



ROW City Department Work Start Notice

1 Application Information 2 Review 3 Pay Fees 4 Submission Complete

Step 1 : Application Information > Application Information * indicates a required field.

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New

Contact List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
No records found.						

Licensed Professional

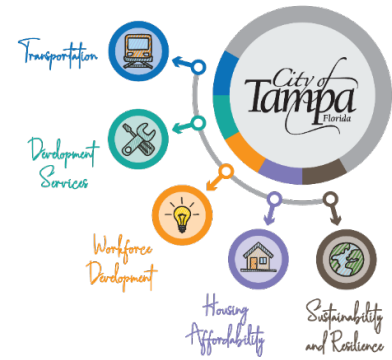
To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

Look Up

Continue Application » Select Save and resume later

- A minimum of two different Contacts must be included in the application
- One of the Contacts should be the City of Tampa Technician assigned to the project
- Each Contact must be a registered Accela user

ROW City Department Work Start Notice



To add a new contact, click the Add Contact link. To edit a contact, click the Edit link.

Select from Account

Add New

Look Up

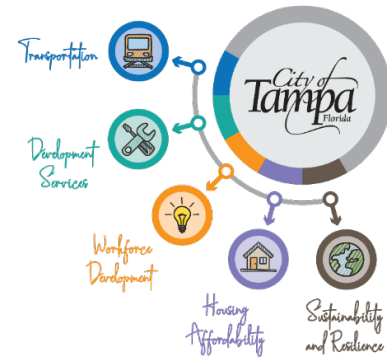
Select from Account
Information will auto populate with the person's information that is logged into Accela

Add New
Must fill in all the information listed

Look Up
Allows searching for a currently registered user in Accela. For filling in the dialog box, all information does not have to be filled in. Vague is better. Can search by name, address, email, or phone

Select Contact Type

A screenshot of a dropdown menu titled "Select Contact Type". The menu is open, showing a list of options: "--Select--", "Abatement Contractor", "Applicant", "Architect", "Attorney", "Authorized Agent", "Business Permit Contact", "City Department", "Complainant", "Contract", and "Self-report". The "Contract" option is highlighted in yellow.A screenshot of a dialog box titled "Select Contact from Account". It shows the name "Amelia O Hughes" and a dropdown menu for "Type" with options: "--Select--", "Abatement Contractor", "Applicant", "Architect", "Attorney", "Authorized Agent", and "Business Permit Contact". The "Applicant" option is highlighted in yellow. There is a "Continue" button at the bottom.A screenshot of the "Contact Information" form. It contains fields for First, Middle, and Last names (pre-filled with "Amelia", "O", and "Hughes"), Name of Business, Address Line 1 and 2 (pre-filled with "3802 E 26th Ave"), City, State (pre-filled with "FL"), and Zip (pre-filled with "33605"). There are also fields for Work Phone, Mobile Phone, Home Phone, Fax, and E-mail (pre-filled with "AccelaInfoReply@tampagov.net"). At the bottom are "Continue" and "Discard Changes" buttons.A screenshot of the "Contact Information" form. It contains fields for First, Middle, and Last names, Name of Business, Country (pre-filled with "United States"), Address Line 1, City, State (pre-filled with "FL"), Zip, Home Phone, Work Phone, Mobile Phone, Fax, and E-mail. At the bottom are "Continue", "Clear", and "Discard Changes" buttons.A screenshot of the "Look Up Contact" form. It contains fields for First, Middle, and Last names, Name of Business, Country (pre-filled with "United States"), Address Line 1, City, State, Zip, Home Phone, Work Phone, Mobile Phone, Fax, and E-mail. At the bottom are "Continue", "Clear", and "Discard Changes" buttons.



ROW City Department Work Start Notice

Step 1 : Application Information

Description of Work to be Performed

*Detailed Description:

Repair Manhole and Install new service lateral.
Wastewater Project C1234

[spell check](#)

- Enter detailed description of proposed work in the right of way associated with the application.
- Include name of City Department and City Department Job Number in the description

From Dropdown, select if work is being done by a City Department or Contractor then follow resulting prompts (**SEE FOLLOWING PAGE FOR DETAILS**).

Enter City Project Manager Information.

City Department Information

CITY DEPARTMENT

Is work being performed by a City Department or Contractor?:

--Select--

City Project Manager:

Phone Number:

Email:

City Department Information

CITY DEPARTMENT

Is work being performed by a City Department or Contractor?:

--Select--

City Project Manager:

--Select--

Phone Number:

City Department

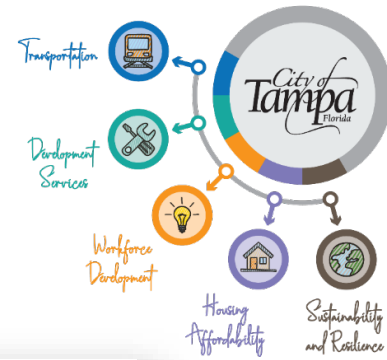
Email:

Contractor

[Continue Application »](#)

Select

ROW City Department Work Start Notice



City Department Information

CITY DEPARTMENT

Is work being performed by a City Department or Contractor?:

City Department:

Required
City Dept Job Nbr:

[Continue Application »](#) **Select**

WORK BEING DONE BY A CITY DEPARTMENT?

- Select the applicable city department from the drop down.
- Enter the City Department Job Number.
- Continue Application.

Arts and Cultural Affairs
Contract Admin
Economic Development
Logistics & Asset Mgmt
Parks & Rec
Solid Waste
Stormwater
Technology & Innovation
Transportation
Wastewater
Water

City Department Information

CITY DEPARTMENT

Is work being performed by a City Department or Contractor?:

***City Project Manager:**

***Phone Number:**

***Email:**

[Continue Application »](#) **Select**

WORK BEING DONE BY A CONTRACTOR?

- Enter Project Manager of the applicable city department's contact.
- Continue Application.

ROW City Department Work Start Notice



1 Application Information

2 Review

3 Pay Fees

4 Submission Complete

Step 1 : Application Information

> Work Activity

You must add a row to the Table below, for each road segment where work will be performed. Click "Add Row" for each road segment to be worked in/on and fill in ALL specific information in that Row. If "Yes" to Digging/Excavation, then you MUST complete the Width/Length/Depth fields below.

* indicates a required field.

Type of Work by Location

CITY ROW WORK

Showing 0-0 of 0

Work Performed On	Nearest Intersecting Street	Other Nearest Intersecting Street	Requested Start Date	Req Start Time	AM\PM	Requested End Date	Requested End Time	End AM\PM	Description of Work	Work Type Category	Full Road Closure?	Street Lane Closure?	Sidewalk Closure?	Dig
No records found.														

[Add a Row](#)
[Edit Selected](#)
[Delete Selected](#)

Attachment

At a minimum, applicants MUST upload Construction/Work Location Plan and MOT Plan/Index. Additional documents may be required upon review of the application.

The maximum file size allowed is 150 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;se;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

[Add](#)

[Continue Application »](#)

[Save and resume later](#)

Add a Row, (or multiple rows) then select **SUBMIT** after completing City ROW Work entries.

Select

Add Attachment(s) Then Select "Continue Application"

CITY ROW WORK

Work Performed On:

Nearest Intersecting Street:

Other Nearest Intersecting Street:

Requested Start Date:

Req Start Time:

AM\PM:

Requested End Date:

Requested End Time:

End AM\PM:

Description of Work:

*Work Type Category:

*Full Road Closure?:

Street Lane Closure?:

Sidewalk Closure?:

Digging?:

MOT Setup:

FDOT MOT Index:

City Dept Job Nbr:

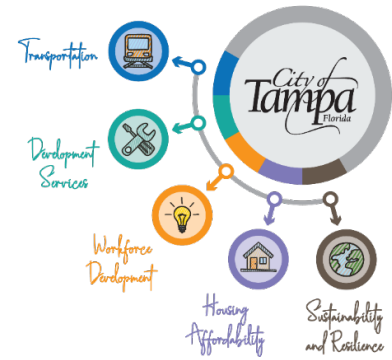
Work Crew Name:

Submit

Cancel

SEE INSTRUCTIONS FOR ENTERING CITY ROW WORK AND ADDING ATTACHMENTS ON FOLLOWING PAGES.

ROW City Department Work Start Notice



Enter City ROW Work for each involved road segment (street block) separately.

MOT Setup:

Daily ▼

--Select--

Continuous

Daily

Nightly

Select MOT setup from the dropdown list.

CITY ROW WORK

Work Performed On: E Hanna Ave

Nearest Intersecting Street: N 19th St

Other Nearest Intersecting Street: N 20th St

Requested Start Date: 12/08/2025

Req Start Time: 9:00 ▼

AM\PM: AM ▼

Requested End Date: 12/11/2025

Requested End Time: 4:00 ▼

End AM\PM: PM ▼

Description of Work: Sewer Repair

*Work Type Category: General Maintenance ▼

*Full Road Closure?: ☐ Yes ☒ No

Street Lane Closure?: ☒ Yes ☐ No

Sidewalk Closure?: ☒ Yes ☐ No

Digging?: ☒ Yes ☐ No

MOT Setup: Daily ▼

FDOT MOT Index: Index 603

City Dept Job Nbr: C1234

Work Crew Name:

Submit

In the **FDOT MOT Index** box, write either the FDOT Index Number for proposed work, or write in **CUSTOM MOT** when no FDOT index is applicable

***Work Type Category:**

General Maintenance ▼

--Select--

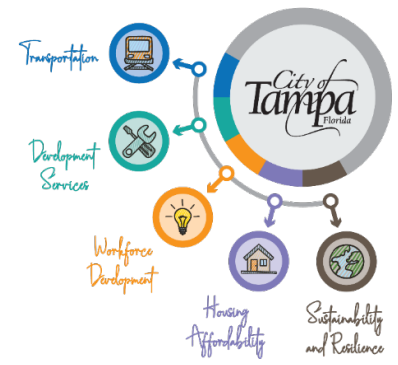
Customer Service Install

Emergency Repair

General Maintenance/Repair

Select the Work Type Category from the dropdown list.

ROW City Department Work Start Notice



In file upload dialog box select Add to upload a document into the record.

File Upload

The maximum file size allowed is 150 MB.
 ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml are disallowed file types to upload.

Continue **Add** Remove All

Continue to select **Add** to upload more documents and select continue to proceed.

File Upload

The maximum file size allowed is 150 MB.
 ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml are disallowed file types to upload.

generalconstructionoperations 41.pdf 100%

Continue **Add** Remove All

Attachment

At a minimum, applicants **MUST** upload Construction/Work Location Plan and MOT Plan/Index. Additional documents may be required upon review of the application.

The maximum file size allowed is 500 MB.
 ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

*Type:
 Maintenance of Traffic (MOT) Plan

File:
 MOT Plan W. Douglas St. 100%

*Description:
 Custom MOT Plan

spell check

Save **Add** Remove All

Continue Application »

Save and resume later

When adding documents, it's important to

- Correctly identify the document type. (SELECT FROM DROPDOWN).
- Enter the description of the document.
- Select Save to complete document upload.

When finished adding documents, select "Continue Application".

ROW City Department Work Start Notice

ROW City Department Work Start Notice

1 Application Information

2 Review

3 Pay Fees

4 Submission Complete

Step 2

:

Review

Continue Application »

Save and resume later

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

ROW City Department Work Start Notice

Applicant

Amelia O Hughes

3802 E 26th Ave

Tampa, FL 33605

United States

Work Phone:

8136802767

E-mail:

amelia.hughes@tampagov.net

Contact List

Showing 1-1 of 1

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
patrick cates	City of Tampa, Florida	Contact	8132743104		patrick.cates@tampagov.net	Edit

Licensed Professional

Description of Work to be Performed

Detailed Description:

Repair Manhole and Install new service lateral, Wastewater Project C1234

City Department Information

CITY DEPARTMENT

Is work being performed by a City Department or Contractor?:

City Department

City Department:

Wastewater

City Dept Job Nbr:

C1234

Type of Work by Location

CITY ROW WORK

Work Performed On	Nearest Intersecting Street	Other Nearest Intersecting Street	Requested Start Date	Req Start Time	AM/PM	Requested End Date	Requested End Time	End AM/PM	Description of Work	Work Type Category	Full Road Closure?	Street Lane Closure?
E Hanna Ave	W 19th St	N 20th St	12/08/2025	9:00	AM	12/11/2025	4:00	PM	sewer repair	General Maintenance/Repair	No	Yes

Attachment

The maximum file size allowed is 150 MB

ads:ads:bat:chm:cmd:com:cp:exe:hta:htm:html:inc:ip:jar:jis:lib:lnk:mde:mht:mhtml:mac:mpg:mat:php:pdf:scract:shb:sys:vb:vbcs:vsd:wac:wet:web:are:downloaded file types to upload.

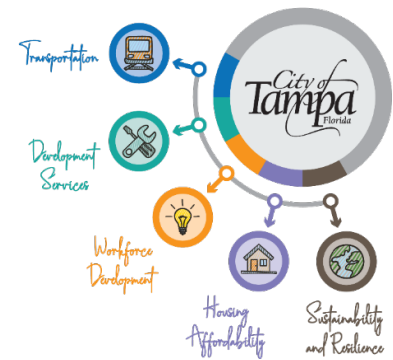
Name	Type	Size	Latest Update	Action
egeneralconstructionoperations 41.pdf	Maintenance of Traffic (MOT) Plan	350.53 KB	12/04/2025	Actions -

Continue Application »

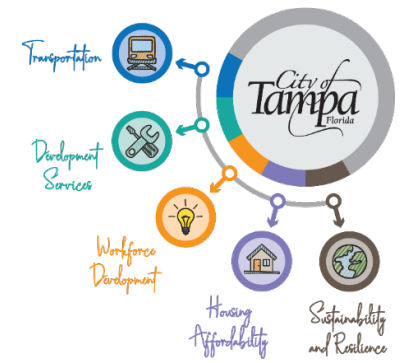
Save and resume later

Permit Summary Page is generated to allow an opportunity to review and make edits before finalizing the application.

If all items are correct select Continue Application.



ROW City Department Work Start Notice



If you are applying for one of the following scopes of work,
please use the permit category **GENERAL MISCELLANEOUS** until further notice:

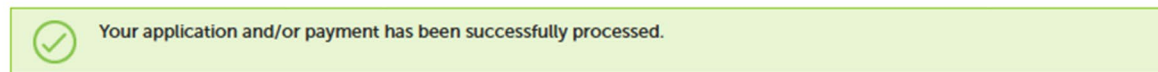
- Drywall
- Foundation Stabilization
- Skylights
- Stucco/Exterior Plaster/Siding
- Generator (with gas piping or tank)
- Grease Trap / Interceptor
- LP Gas Tank Set Piping (without generator)
- Solar Heat Recovery System
- Solar Water Heater
- Water Heater Conversion

Search by Address or Record

1 Select item to pay	2 Payment information	3 Receipt/Record issuance
----------------------	-----------------------	---------------------------

Step 3 : *Receipt/Record issuance*

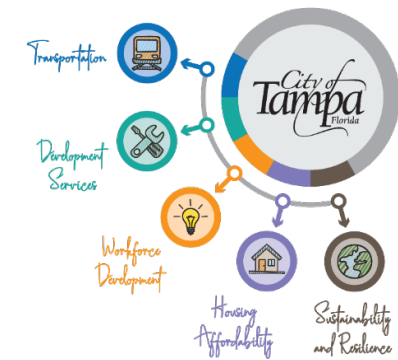
Receipt



No Address

[CWS-26-0000196](#)

After permit summary page is confirmed the permit application is processed and CWS permit number is created. Please include this record number on all correspondence pertaining to the project.



After the ROW CWS Application is Received by Right of Way Permitting Section

1. Sufficiency review is performed.

Construction and MOT plans for proposed work must be uploaded with the application. If all required documents have not been uploaded, the application status will be “awaiting client reply”. The application will not be accepted until all required documents are provided.

2. ROW Work / Custom List is Evaluated and Revised.

An incomplete or incorrect custom list may result in the permit application being placed in the status of “not accepted”, which will close the record. A new application will then be required. When completing the online application, ensure ROW Work is entered per block to help prevent “not accepted” applications.

3. Application will be routed for review by MOT and other reviewers when MOT or proposed construction warrants.

4. Application is approved by reviewer(s).

If any reviewer disapproves, the applicant must upload a response to the disapproval comments for follow-up review and approval.

5. After all reviews are approved, the ROW Permit Conditions Document is uploaded into the record, and the application status is placed on “awaiting client reply” for the applicant to upload the 48-hour work start notice

8. CWS ROW Permit Placard is issued after the 48-hour work start notice is uploaded and the proposed work dates are approved.

Depending on the work location, publishing of lane closure notifications may be required prior to permit issuance.

No work is to be done in the right of way until the CWS ROW Permit Placard has been issued.

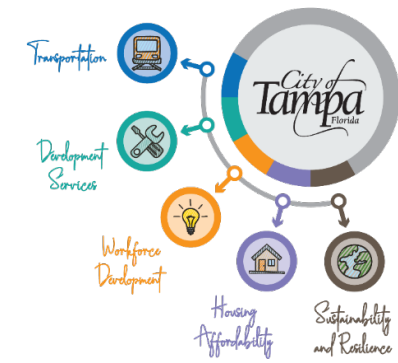
9. A Pre-construction Inspection may be performed.

10. Applicant must upload the Notice of Completion when all work is complete

11. Final Inspection is done.

All restoration must be done in accordance with the City of Tampa restoration requirements. Contractor will be contacted if the inspection is disapproved.

Restoration standards can be found within the following: <https://www.tampa.gov/document/city-tampa-pavement-restoration-standard-26101>



Right-of-Way Permitting Contact Information

Webpage

<https://www.tampa.gov/tss-transportation/programs-and-services/right-way-permits>

Permitting Intake

For Right-of-Way Permitting Review, Issuance, and General Questions

[306 East Jackson Street, 4th Floor East Wing](#)

RightofWayPermitting@tampagov.net

Tampa, Florida 33602

Office: (813) 274-3104

Permitting Inspections

[3802 East 26th Avenue](#)

rowinspectors@tampagov.net

Tampa, Florida 33605

Office: (813) 274-3104