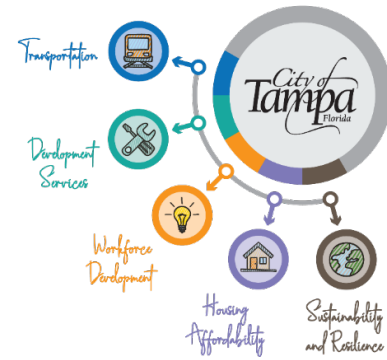


Application Process for Submitting a Sidewalk Café Permit



Log into Accela, select +New to create Sidewalk Café application

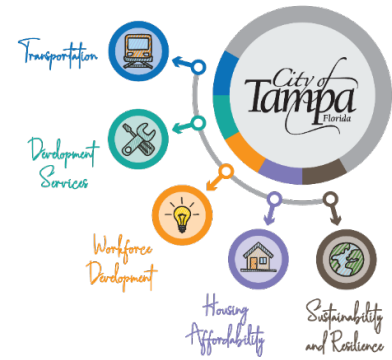
Select +New


The screenshot shows the City of Tampa Accela portal. The top navigation bar is blue with the City of Tampa logo and links for Home, Search, + New, Request, Help, and Return to Tampa.gov. The + New button is circled in red. Below the navigation bar, there is a search bar and a greeting 'Hello,'. The main content area is divided into two columns: 'Saved in Cart (0)' and 'My Collection (0)'. Both columns show a message that there are no items or collections. At the bottom, there is a 'Work In progress' section with a table header and a message 'No records found'.

Select Right of Way Permit from the dropdown

The screenshot shows the '+ New' dropdown menu. The menu items are: Building Permit, Planning Application, Right of Way and Easements, Right of Way Permit (highlighted in yellow and circled in red), Utility Application, and Code Enforcement / Rental Certificates. A red arrow points from the text 'Select Right of Way Permit from the dropdown' to the 'Right of Way Permit' option.

Sidewalk Café Application





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

[Collections \(0\)](#) [Cart \(0\)](#) [Account Management](#) [Logout](#)

Logged in as:

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.

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.

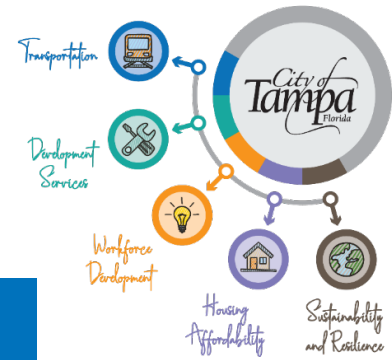
All trademarks and service marks contained in or displayed on this website are the property of their respective owners. Any commercial use of the materials stored on this Web site is strictly prohibited.

☒ I have read and accepted the above terms.

[Continue Application »](#)

← **Select**

Sidewalk Café Application



Logged in as:

[Collections \(0\)](#)

[Cart \(0\)](#)

[Account Management](#)

[Logout](#)

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

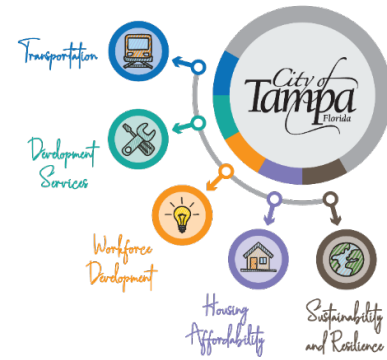
- ▶ [Right of Way Permitting](#)
- ▶ [Sidewalk Cafe](#)
- ▶ [Add A Contact](#)



Select

Continue Application »

Sidewalk Café Application



Select Sidewalk Café Application from the dropdown

Search by Address or Record

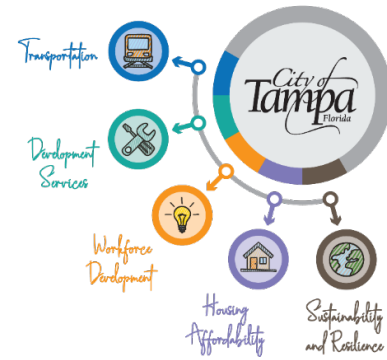
Select a Record Type

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

- ▶ [Right of Way Permitting](#)
- ▼ [Sidewalk Cafe](#)
 - [Sidewalk Cafe Application](#)
- ▶ [Add A Contact](#)

← **Select**

Sidewalk Café Application



Search by Address or Record

Sidewalk Cafe Application

1 Required Information	2 Business Information	3 Review	4 Pay Fees	5 Submission Complete
------------------------	------------------------	----------	------------	-----------------------

Step 1 : Required Information

> Property Information

* indicates a required field.

Address

Must add the address of the proposed Sidewalk Cafe

Street No.:	Street Name:	Direction:	Street Type:
<input type="text"/>	<input type="text"/>	--Select--	--Select--
Unit Type:	Unit No.:		
--Select--	<input type="text"/>		
City:	State:	Zip:	
<input type="text"/>	--Select--	<input type="text"/>	

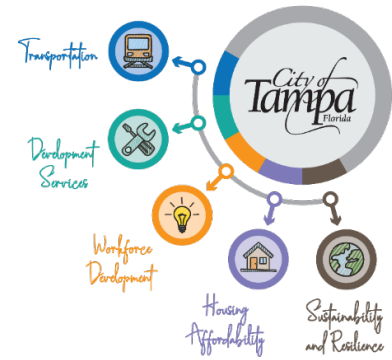
Add street number and name – DO NOT include direction, street type or unit

Select

Search

Clear

Sidewalk Café Application



Address Search Result List

	Address	City	State	Zip
<input type="radio"/>	306 E Jackson St FS T 33602	T		33602
<input type="radio"/>	306 E Jackson St PM03 T 33602	T		33602
<input checked="" type="radio"/>	306 E Jackson St T 33602	T		33602

If multiple addresses appear, select the appropriate address for the proposed Sidewalk Cafe

Associated Parcels

Showing 1-1 of 1

	Parcel Number	Lot	Block	Subdivision
<input checked="" type="radio"/>	1829244ZI000076000010A		4ZI	

Associated Owners

Showing 1-1 of 1

	Name	Address
<input checked="" type="radio"/>	City Of Tampa	Attn Real Estate Division 306 E Jackson St Tampa FL 33602-5223

Select

Select

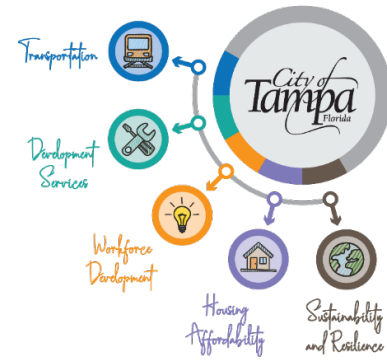
Cancel

Scroll to the bottom of the page and select Continue Application

Continue Application »

Save and resume later

Sidewalk Café Application



Select →

Sidewalk Cafe Application

Search by Address or Record

1 Required Information 2 Business Information 3 Review 4 Pay Fees 5 Submission Complete

Step 1 : Required Information > **Contact 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** **Look Up**

Emergency

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** **Look Up**

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** **Look Up**

Showing 0-0 of 0

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

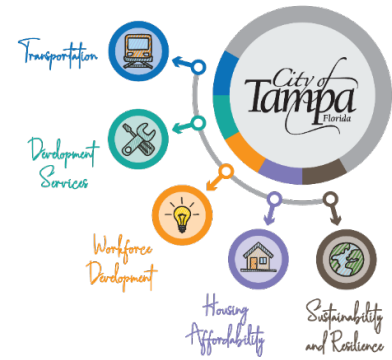
Continue Application » **Save and resume later**

The application must include both an Applicant and an Emergency contact, and they must be two separate individuals

To add Contact Information, click on one of the three options. (SEE FOLLOWING PAGE FOR DETAILS)

Select →

Sidewalk Café Application



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, like creating a new account

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 from Account

Amelia O Hughes

* Type: --Select--

Continue

Abatement Contractor
Applicant
Architect
Attorney
Authorized Agent
Business Permit Contact
City Department
Complainant
Contract
Defendant

Contact Information

* First: Amelia Middle: O Last: Hughes

* Name of Business:

* Address Line 1: 3302 E 26th Ave Address Line 2:

* City: Tampa * State: FL * Zip: 33605

* Work Phone: 8136802767 Mobile Phone: Home Phone:

* E-mail: AccelaNoReply@tampagov.net Fax:

Continue Discard Changes

Select Contact Type

* Type: --Select--

Abatement Contractor
Applicant
Architect
Attorney
Authorized Agent
Business Permit Contact
City Department
Complainant
Contract
Defendant

Contact Information

* First: Middle: Last:

Name of Business:

Country: United States

* Address Line 1:

* City:

* State: --Select--

* Zip:

Home Phone: * Work Phone: Mobile Phone:

Fax:

E-mail:

Continue Clear Discard Changes

Look Up Contact

First: Middle: Last:

Name of Business:

Country: --Select--

Address Line 1:

City:

State:

Zip:

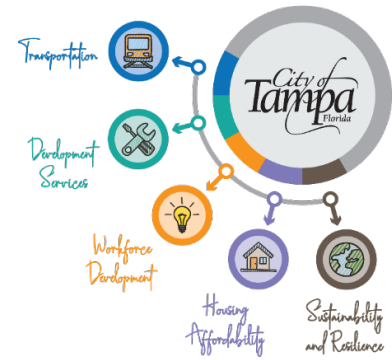
Home Phone: Work Phone: Mobile Phone:

Fax:

E-mail:

Continue Clear Discard Changes

Sidewalk Café Application



Search by Address or Record



Sidewalk Cafe Application

1 Required Information	2 Business Information	3 Review	4 Pay Fees	5 Submission Complete
------------------------	------------------------	----------	------------	-----------------------

Step 2 : Business Information

> Application Data

* indicates a required field.

Application Data

GENERAL

*Total Number of Outdoor Tables:

*Total Number of Outdoor Chairs:

*Site Plans Attached?:

☐ Yes ☐ No

*You are attesting that Chairs and Tables will be removed daily when the restaurant is closed.:

☐

*You are attesting that Chairs and Tables will be removed during inclement weather, special events and parades.:

☐

Must select and attest that you acknowledge and agree to remove all tables and chairs daily, as well as during inclement weather, special events, and parades.

SERVING ALCOHOL

*Will you be Serving Alcohol?:

☐ Yes ☐ No

Must indicate if alcohol will be served or not. If Yes, must provide the approved ordinance or record #.

Approved Alcohol Ordinance or Record #:

*Sidewalk Cafe Location:

--Select--

Use the dropdown arrow and select the location of proposed Sidewalk Café location

--Select--

Channelside

Davis Island

Downtown

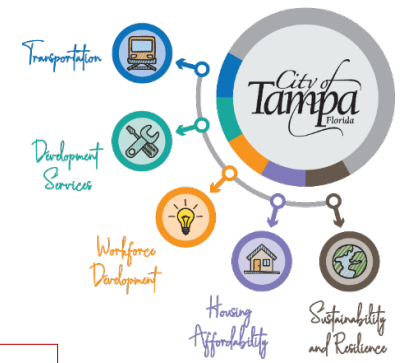
Hyde Park

Other

Tampa Heights

Ybor City

Sidewalk Café Application



Certificate of Insurance

Proof of Insurance Attached?:

☒ Yes ☐ No

Insurance Expiration Date:

01/01/2026

Current Certificate of Insurance is required with City of Tampa listed as Certificate Holder and Additional Insured – if serving alcohol a Liquor Liability rider is required (1,000,000 Per Occurrence / 2,000,000 Aggregate)

Street Cafe

NOTE: You must apply for a right of way ROW standard permit to install a street café. Please be aware, an extra fee for the metered parking space(s) will be administered during the ROW permit process.

*Do you propose to have or do you have a Street Cafe?:

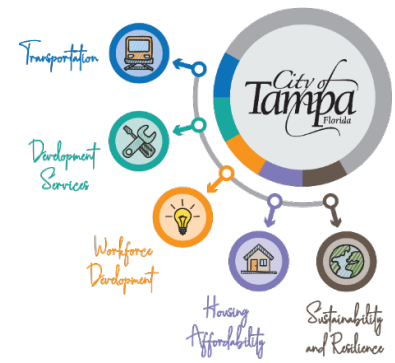
☒ Yes ☐ No

Indicate if you propose to have or if you have a Street Café – please note that a separate Right of Way Standard Permit is required to install a street café and is not included in this application.

[Continue Application »](#)

[Save and resume later](#)

Sidewalk Café Application



Search by Address or Record

Sidewalk Cafe Application

1 Required Information	2 Business Information	3 Review	4 Pay Fees	5 Submission Complete
------------------------	------------------------	----------	------------	-----------------------

Step 2 : Business Information > Hours of Operation

* indicates a required field.

Additional Information

OPERATING SCHEDULE

Please enter times in the Operating Schedule table in military time format.
For example, 09:30, 14:00, 15:30, 00:00 (Midnight)

Showing 0-0 of 0

	Day	Start Time	End Time
No records found.			

Add a Row Edit Selected Delete Selected

Continue Application »

OPERATING SCHEDULE

Please enter times in the Operating Schedule table in military time format.
For example, 09:30, 14:00, 15:30, 00:00 (Midnight)

Day:

--Select--

--Select--

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Daily

Start Time:

End Time:

Cancel

Select Add a Row to create the Operating Schedule. If operating on multiple days, add another row.

Once Operating Schedule is created select Continue Application.

Sidewalk Café Application



Search by Address or Record



Sidewalk Cafe Application

1 Required Information	2 Business Information	3 Review	4 Pay Fees	5 Submission Complete
--	--	--------------------------	----------------------------	---------------------------------------

Step 2 : Business Information

> Documents

* indicates a required field.

Attachment

Please upload the following required documents:

1. Site Plan
2. Certificate of Insurance
3. Hold Harmless Agreement
4. Paid City of Tampa Business Tax Receipt

Each of these documents are required to be uploaded into the record for application acceptance and record processing.

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;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

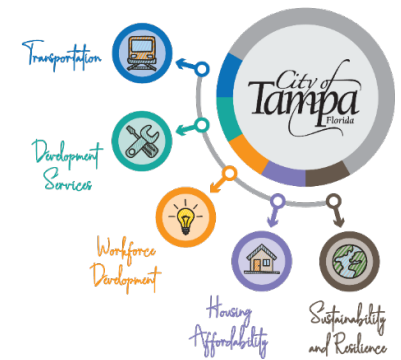
See next page for instructions to Add documents

Continue Application »

Select Continue Application once all required documents have been uploaded

Save and resume later

Sidewalk Café Application



Select Add to upload a document into the record

A screenshot of a "File Upload" dialog box. It has a title bar with a close button. The main area contains text: "The maximum file size allowed is 150 MB." and a list of disallowed file types: ".ade;.adp;.bat;.chm;.cmd;.com;.cpl;.exe;.hta;.htm;.html;.ins;.isp;.jar;.js;.jse;.lib;.lnk;.mde;.mht;.mhtml". Below this is a large empty rectangular area for file selection. At the bottom, there are three buttons: "Continue", "Add", and "Remove All". A red arrow points from the "Add" button to the text box on the left.

Select Add to upload multiple documents and select Continue to proceed with application

A screenshot of the "File Upload" dialog box, similar to the one above. It shows a file named "Tampa SAMPLE COI.pdf" with a progress bar at 100%. At the bottom, the "Continue" button is highlighted with a red arrow pointing from the text box on the left.

Select the Type of Document from the drop down and add the Description

A screenshot of a form for adding a document. It has a "*Type:" dropdown menu with a list of options: "--Select--", "Certificate of Insurance", "City of Tampa Business Tax Receipt", "Hold Harmless Agreement", "Other", and "Site Plan". Below this is a "File:" section showing "Site Plan.docx" with a 100% progress bar. Then there is a "*Description:" text area with "Site Plan" entered. At the bottom, there are buttons for "Save", "Add", "Remove All", and "Continue Application »". A red arrow points from the text box above to the "Type" dropdown, and another points to the "Description" text area. A "spell check" link is visible below the description area. To the right of the form is a "Remove" link. At the bottom right is a "Save and resume later" button.

Once all documents have been uploaded select Save and then select Continue Application

Sidewalk Café Application

Review the record summary for any errors or missing information and edit as needed.



Search by Address or Record

Go

Sidewalk Cafe Application

1 Required Information

2 Business Information

3 Review

4 Pay Fees

5 Submission Complete

Step 3

:

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

Sidewalk Cafe Application

Edit

Address

306 E Jackson St, T, 33602

Edit

Parcel

Parcel Number: 1829244ZIO00076000010A
Legal Description: Tampa General Map Of 1853
Parcel Area: 1.02
Land Value: 5997600
Improved Value: 246613
Exemption Value: 0
PIN: A-24-29-18-4Z1-000076-000010
FOLIO: 193571.0000
Legal Description Line 1: Tampa General Map Of 1853
Legal Description Line 2: Lots 1 2 3 And 4 Block 76

Edit

Owner

City Of Tampa
Attrn Real Estate Division
306 E Jackson St
Tampa FL 33602-5223

Edit

Applicant

John Smith
306 E Jackson St, 4E
Tampa, FL, 33602
United States
Home Phone: 8132743104
Work Phone: 8132743104
E-mail: johndoe@gmail.com

Edit

Emergency

Jane Doe
1400 N. Blvd.
Tampa, FL, 33607
United States
Home Phone: 8132573104
Work Phone: 8132743104
E-mail: test@gmail.com

Edit

Contact List

Edit

Showing 1-1 of 1

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
Amelia Hughes		Contact	8132743104		joe.smith@gmail.com	Edit

Application Data

Edit

GENERAL

Total Number of Outdoor Tables: 2
Total Number of Outdoor Chairs: 4
Site Plans Attached?: Yes
You are attesting that Chairs and Tables will be removed daily when the restaurant is closed.: Yes
You are attesting that Chairs and Tables will be removed during inclement weather, special events and parades.: Yes

Edit

SERVING ALCOHOL

Will you be Serving Alcohol?: No
Approved Alcohol Ordinance or Record #: Downtown
Sidewalk Cafe Location:

Edit

Certificate of Insurance

Proof of Insurance Attached?: Yes
Insurance Expiration Date: 05/07/2026

Edit

Street Cafe

Do you propose to have or do you have a Street Cafe?: No

Edit

Additional Information

Edit

OPERATING SCHEDULE

Edit

Day	Start Time	End Time
Monday	09:00	12:00

Attachment

Edit

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

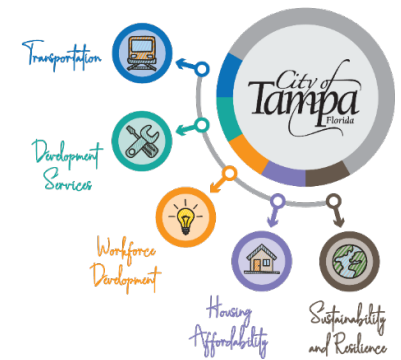
Name	Type	Size	Latest Update	Action
Site Plan.docx	Site Plan	13.11 KB	05/15/2025	Actions

Continue Application »

Save and resume later

Once you have verified all items are correct, select Continue Application

Sidewalk Café Application



Sidewalk Cafe Application

Search by Address or Record

1 Required Information	2 Business Information	3 Review	4 Pay Fees	5 Submission Complete
------------------------	------------------------	----------	------------	-----------------------

Step 4 : Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
ROW Sidewalk Cafe Permit Fee	1	\$300.00

TOTAL FEES: \$300.00

Note: This does not include additional fees which may be assessed later.

[Check Out »](#)

[Continue Shopping »](#)

Select Check Out to pay fees. (Fees must be paid prior to application submittal.)

Cart

Search by Address or Record

1 Select item to pay	2 Payment Information	3 Receipt/Record Issuance
----------------------	-----------------------	---------------------------

Step 1 : Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

306 E Jackson St T 33602

1 Application(s) | \$300.00

Sidewalk Cafe Application
25TMP-028266

Total due: \$300.00

Total amount to be paid: \$300.00

Application fees (where applicable) are non-refundable. Application fees do not include additional fees that may be assessed upon staff review of applications for City services.

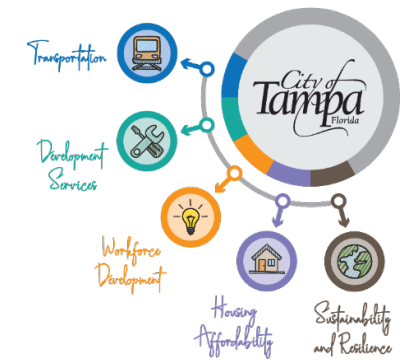
If paying with eCheck, please ensure to include driver's license and state for personal checks and tax ID for corporate checks.

[Checkout »](#)

[Edit Cart »](#)

[Continue »](#)

Sidewalk Café Application



How would you like to pay?

Card
PAY BY
VISA, Mastercard, Amex, Discover

eCheck
PAY WITH
echeck

[Cancel Order](#)

Billing Information

* Required field

First Name *

Last Name *

Address Line 1 *

Address Line 2

City *

Country/Region *

State/Province *

Zip/Postal Code *

Phone Number *

Email *

Your Order

Total amount **\$300.00**

Card selected. [Change payment method](#)


Payment Details

Card Type *

☒ VISA Visa ☐ Mastercard Mastercard
☐ Amex Amex ☐ Discover Discover

Card Number *

Expiration Month * Expiration Year *

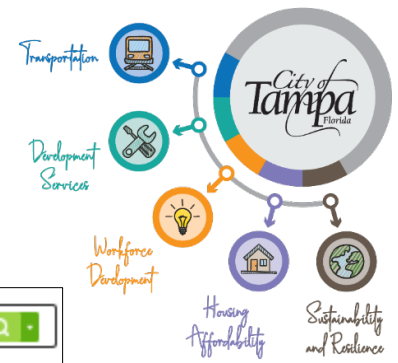
CVN * 

This code is a three or four digit number printed on the back or front of credit cards.

Select your Payment Type, complete the Billing Information and Payment Details.

Click on Pay to process the payment.

Sidewalk Café Application



Search by Address or Record

Q

1 Select item to pay

2 Payment information

3 Receipt/Record issuance

Step 3

: Receipt/Record issuance

Receipt

✓

Your application and/or payment has been successfully processed.

Print/View Receipt

306 E Jackson St T 33602

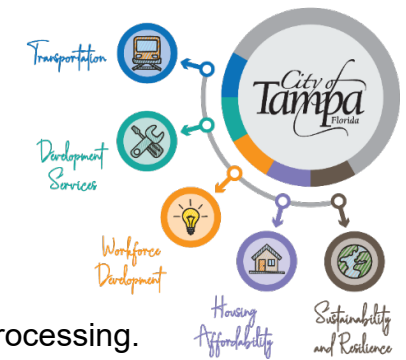
SWC-26-0000003

View Receipt

Print/View Receipt

Sidewalk Café record number is created, please include this record number on all correspondence.

Sidewalk Café Application

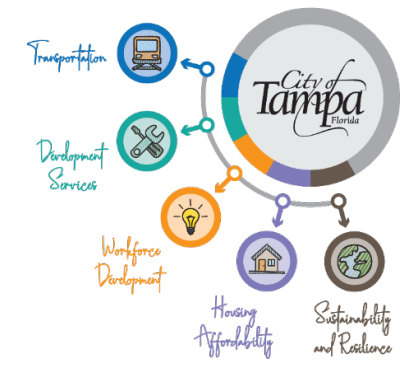


Review Process

1. Sufficiency Review (*Three Business Days*) - All required documents must be uploaded before the application can be accepted for processing.
 - Site Plan – accurately scaled and clearly showing all items within the right of way
 - Certificate of Insurance (COI) – with City of Tampa listed as Certificate Holder and Additional Insured
 - City of Tampa Paid Business Tax Receipt
 - Hold Harmless Agreement – notarized

Note: Applications will not be accepted until all required documents are received.
2. Application Acceptance - Once all required documentation has been submitted and verified, the application is officially accepted for processing.
3. Routing for Departmental Review (*Ten Business Days*) - The application is routed to the appropriate City departments for review and comments.
4. Review Outcome
 - a. If all departments approve, the application proceeds to permit issuance.
 - b. If any department disapproves, the applicant must upload revised documents addressing the disapproval comments.
 - c. Revised application is resubmitted for follow up review.
5. Permit Issuance – Upon approval:
 - a. The official approval letter and site plan will be emailed to all contacts listed on the application.
 - b. A copy of these documents will also be uploaded to the “Documents” section of the application record.

Important: Tables and chairs may not be placed in the public right of way until the approval letter has been issued.
6. Permit Expiration and Renewal
 - a. All Sidewalk Café permits expire June 30th of each year.
 - b. A renewal reminder will be emailed to all listed contacts prior to expiration.
 - c. It is the applicant’s responsibility to ensure all contact information remains current in the record.



Permitting Contact Information

Webpage

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

Permitting Intake

Application Review, Issuance, and General Questions

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

sidewalkcafepermits@tampagov.net

Tampa, Florida 33602

Office: (813) 274-3104