*City of* **Tampa** *Florida*

IMPORTANT: An account is required to create a new utility application. You can register for an account by clicking on **Register for an Account** at the top right corner of the web page, filling out the required login and contact information and clicking on **Continue Registration**.

Steps to Get to Application within Accela

1. Go to https://aca.tampagov.net/.
2. Enter the email address and password used when registering account.
3. Click on *Login*.

   a. Not registered previously? Click **New Users: Register for an Account**
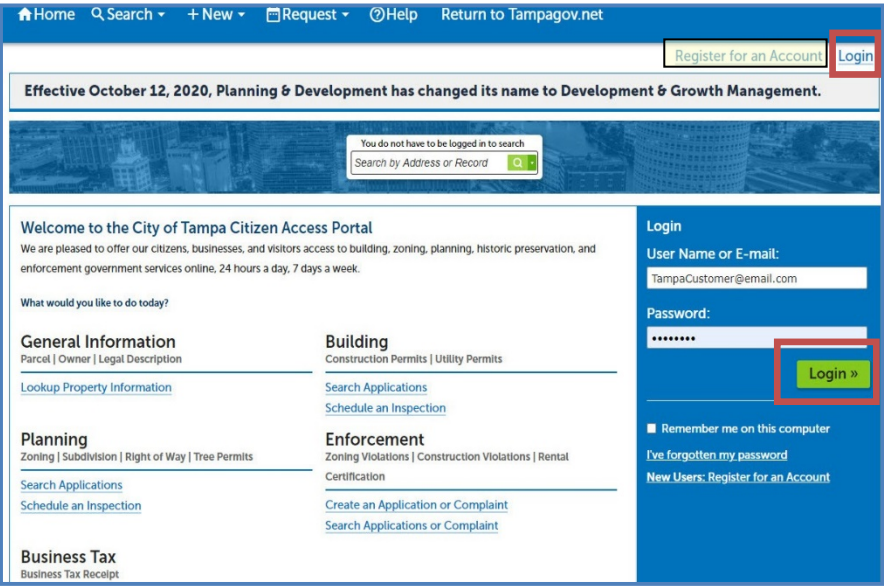
4. Once you are logged into Accela Citizen Access, click the *+ New* menu button in the banner, and select *Utility Application.*
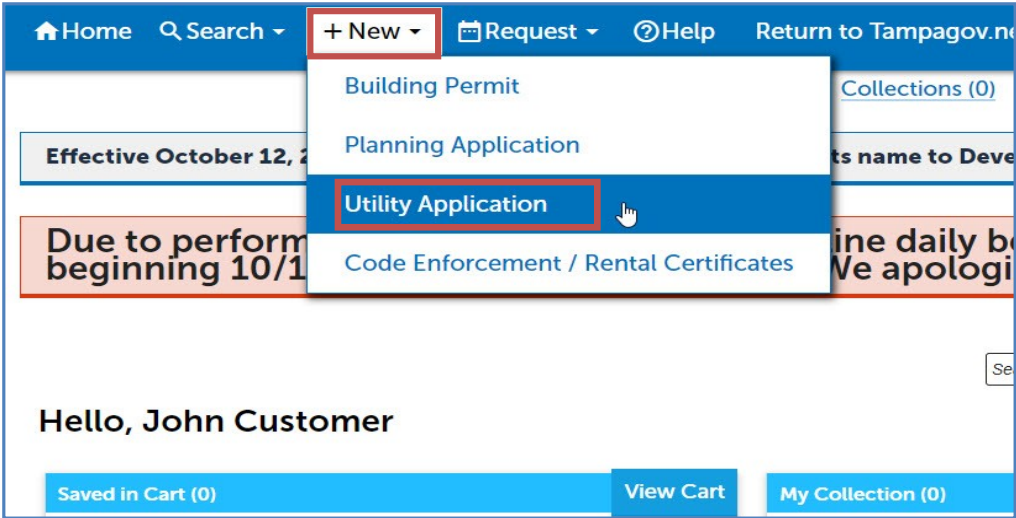
5. Read through the disclaimer and put a check in the box to accept the terms. Click on the *Continue Application* button to continue the permit application process.

5a. Select *Building Records* to expand the list.

5b. Select *Commercial Utility Application.*

6. Click *Continue Application.*

Steps to Complete Application

Step 1: Contact & Property → Step 2: Application Info → Step 3: Review → Step 4: Pay Fees
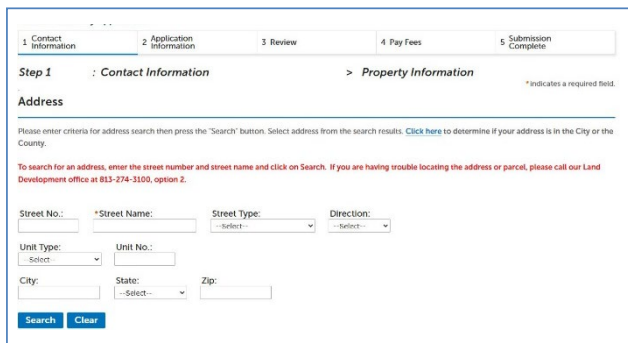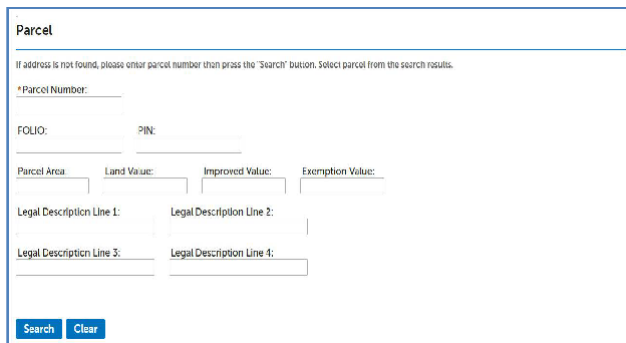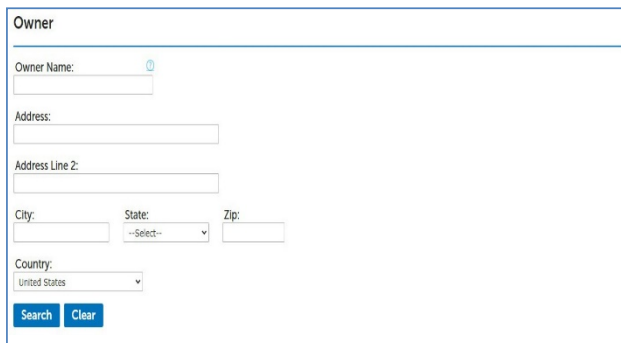
Step 1: Contact & Property

PROPERTY INFORMATION

1. Complete the location information by searching on Address, **OR** Parcel **OR** Owner (APO).
   a. Entering the **LEAST** amount of information will return the best results.
   b. Choose one section to search on and enter the required information and choose *Search*. To search for an address, enter *only* the street number and street name.
   c. The other sections will automatically populate with the APO information on file with the City of Tampa and Hillsborough County.

NOTE: If multiple addresses or parcels are found, select the appropriate location to continue.

2. The Associated parcels and owners will automatically populate.

Address

Please enter criteria for address search then press the "Search" button. Select address from the search results. Click here to determine if County.

To search for an address, enter the street number and street name and click on Search. If you are having trouble locating the address o Development office at 813-274-3100, option 2.

Street No.: | *Street Name: | Street Type: | Direction:
111 | Tampa | St | S

Unit Type: | Unit No.:
--Select-- |

City: | State: | Zip:
T | | 33602

[Search] [Clear]

Parcel

If address is not found, please enter parcel number then press the "Search" button. Select parcel from the search results.

*Parcel Number:
1829244ZM000093000060A

FOLIO: | PIN:
193750.0000 | A-24-29-18-4ZM-000093-000

Parcel Area: | Land Value: | Improved Value: | Exemption Value:
1.48 | 4331539 | 38149 | 0

Legal Description Line 1: | Legal Description Line 2:
Hendry And Knights Map Of The Garris | W 8.8 Ft Of Lot 6 All Of Lots 7 And 8 F

Legal Description Line 3: | Legal Description Line 4:
Lots 9 10 And 18 Lying Wly Of Wly R/w | Tampa St All In Block 93 More Particula

[Search] [Clear]

Owner

Owner Name: ⑦
Msvef-Fg Wfc Property Owner Lp

Address:
100 S Ashley Dr Ste 110

Address Line 2:

City: | State: | Zip:
Tampa | FL | 33602

Country:
--Select--

[Search] [Clear]

3. To continue the application process, click the **Continue Application** button. Alternatively, if you would like to complete the application at a later time, click on the **Save and resume later** button.

CONTACT INFORMATION

1. Add Contact information – can be completed three (3) ways; **Select from Account**, **Add New, Look Up**.

1a. Add New - manually fill in the contact information.

1b. *Select from Account* - automatically populating it with the current user or the associated property owner.

If applicable, licensed professionals, contractors, etc. can be added. Click **Look Up**.
NOTE: You cannot edit the Licensed Professional information. If you are unable to locate your professional, please click *"Save and resume later"*.

1c. Look Up – search for an existing contact.

The popup window will appear with a professional information. Select **Continue** to return the Contact Page.

2. Add *Applicant* information. Click *Continue* to add information to the Utility Account section.

3.

    a. *Select from Account* - automatically populating it with the current user or the associated property owner.

    b. *Add New* - Fill all the fields to add a new Utility Account Name

NOTE: A SSN (last 4) or Fed ID are required

    c. Click *Continue* to add the name to the Utility Account section.

4. Click *Continue Application* to continue the process.

Step 2: Application Info

1. **Description of Work: Detailed Description** allows you to provide a description of work to be done.
2. **Utility Info:** Information about application.
3. **Project Details**: Construction and Sizing information.

*Detailed Description:

spell check

Utility Information

UTILITY INFO

* Date Service Wanted:

* Occupancy Status: --Select--

Number of persons, on average, that will occupy structure at time that utility service is started?:

* Is There a Related Building Permit?: --Select--

Related Building Permit ID:

* Is this project associated with the creation of a new parcel/folio? : --Select--

What is the final number of proposed lots?:

Do you have an internal company project ID / project number?:

Project Details

PROJECT DETAILS

* New Construction: ○ Yes ○ No

New Construction Sq Ft:

New Construction Type: --Select--

* Addition: ○ Yes ○ No

Addition Sq Ft:

* Remodel Alteration: ○ Yes ○ No

Alteration Remodeling Sq Ft:

* Usable Space Sq Ft:

* Number of Buildings:

* Number of Units:

Design Occupant Load:

Wastewater District:

3. Complete the Water, Wastewater and Solid Waste Service fields as appropriate for the application.

Water Services Requested:

WATER SERVICES REQUESTED:
Please indicate which services are being requested from the City. If service is already provided to the parcel, please indicate which services will continue to be utilized post-construction.
Is City Water Service Being Requested?: --Select--

Domestic Water Service: * ☐
Irrigation Water Service: * ☐
Relocation of Existing Meter(s) or Public Water Facilities.: * ☐
Installation of a Water Main: * ☐
Fire Protection Service: * ☐

Wastewater Services Requested

WASTEWATER SERVICES REQUESTED:
Connect to Existing or New Lateral: * ☐
Install lateral: * ☐
Reactivate Service: * ☐
Line extension: * ☐
City wastewater service not requested: * ☐

**** How will wastewater service be provided?: --Select--

General Info

GENERAL WATER INFORMATION
Domestic water meter size requested: --Select--
Current water source:
Construction water source: --Select--
Construction water details:

Solid Waste Services

SOLID WASTE SERVICES REQUESTED
Solid Waste cart: ☐
Solid Waste Recycling cart: ☐
Front-end loader dumpster: ☐
Front-end loader recycling dumpster: ☐
Compactor: ☐
Vertipack dumpster: ☐
Roll-off container: ☐
Garbage bags (C2S): ☐
City Solid Waste service not requested: ☐

Continue Application »   **Save and resume later**

Sample:

Detail Information

*Detailed Description: Build 5 units on parcel

Utility Information

UTILITY INFO
*Date Service Wanted: 01/04/2021
*Occupancy Status: Vacant
Number of persons...: 0
*Is There a Related Building Permit?: No
Related Building Permit ID:
*Is this project associated with the creation of a new parcel/folio?: No
What is the final number of proposed lots?:
Do you have an internal company project ID / project number?: TP1001

Project Details

PROJECT DETAILS
*New Construction: ● Yes ○ No
New Construction Sq Ft: 6000
New Construction Type: Complete Project
*Addition: ○ Yes ● No
Addition Sq Ft: 0
*Remodel Alteration: ○ Yes ● No
Alteration Remodeling Sq Ft: 0
*Usable Space Sq Ft: 5000
*Number of Buildings: 1
*Number of Units: 5
Design Occupant Load:
Wastewater District:

If Wastewater (City sewer) services are requested select 'Connect to Existing or New Lateral'. If City Wastewater services are not required, indicate how wastewater service will be provided at the property

Water Services Requested:

WATER SERVICES REQUESTED:
Is City Water Service Being Requested?: Yes
Domestic Water Service: ☑
Irrigation Water Service: ☑
Relocation of Existing Meter(s) or Public Water Facilities.: ☑
Installation of a Water Main: ☑
Fire Protection Service: ☑

Wastewater Services Requested
Connect to Existing or New Lateral: ☑
Install lateral: ☐
Reactivate Service: ☐
Line extension: ☐
City wastewater service not requested: ☐

General Info

GENERAL WATER INFORMATION
Domestic water meter size requested: * 12 inch
Current water source: na
Construction water source: Portable Hydrant Meter
Construction water details: details

Solid Waste Services

SOLID WASTE SERVICES REQUESTED
Solid Waste cart: ☐
Solid Waste Recycling cart: ☐
Front-end loader dumpster: ☑
Front-end loader recycling dumpster: ☑
Compactor: ☐
Vertipack dumpster: ☐
Roll-off container: ☐
Garbage bags (C2S): ☐
City Solid Waste service not requested: ☐

Domestic Meter Sizing: Service information and Fixture Counts. If applicable, enter the information for the water service for the City of Tampa to meet the demand.

> **Fixture Counts:** are construction counts of all water consumption devices, this ensures a change in the number of devices will still meet the demand based on meter sizing.

Sample (assuming new construction on clear land):

DOMESTIC SERVICE INFORMATION

How many domestic water meters are requested to service the project?:	1
Will booster pump(s) be used for the domestic system?: *	Yes
What is the peak pumping capacity in GPM?: *	2000
Will booster pump(s) service all water fixtures?: *	No
Any process water / special water use?: *	Yes
What is the process water / special water use peak demand in GPM?: *	800
Will an irrigation system be connected to the domestic meter?: *	Yes
What is the irrigation peak demand in GPM?: *	1000

PRE-CONSTRUCTION FIXTURES
Are there existing water fixtures on site?: *   No

POST-CONSTRUCTION FIXTURES

Bathtub:	
Drinking Fountain:	10
Kitchen Sink (each set of faucets):	5
Other sink (each set of faucets):	5
Laundry Tray - 1/2 Inch Connection:	
Laundry Tray - 3/4 Inch Connection:	
Urinal Wall Flush Valve:	5
Shower:	2
Toilet - Flush Valve:	25
Toilet - Tank Type:	
Restroom Hand Sink:	15
Dishwasher - 1/2 Inch Connection:	
Dishwasher - 3/4 Inch Connection:	
Washing Machine - 1/2 Inch Connection:	
Washing Machine - 3/4 Inch Connection:	
Washing Machine - 1 Inch Connection:	
Hose Connection - 1/2 Inch Outlet:	5
Hose Connection - 3/4 Inch Outlet:	
Hose Connection - 1 Inch Outlet:	
Hose Connection - 1 1/2 Inch Outlet:	
Hose Connection - 2 Inch Outlet:	2
Hose Connection - 2 1/2 Inch Outlet:	
Hose (50ft Wash-down - 1/2 Inch Outlet):	
Hose (50ft Wash-down - 5/8 Inch Outlet):	
Hose (50ft Wash-down - 3/4 Inch Outlet):	

Irrigation Meter Sizing: If Irrigation Service is requested, enter the information for the water service for the City of Tampa to meet the demand.

Sample:

IRRIGATION SERVICE INFORMATION

* Are you requesting a separate meter for irrigation purposes?: **Yes**

What is the irrigation peak demand in GPM?: * **1000**

Fire Line Sizing: If Fire Services are requested, enter the information for the water service for the City of Tampa to meet the demand for Fire Protection Services.

Sample:

FIRE PROTECTION SERVICE INFO

Will the project have a private fire suppression system?:	Yes
How many independent fire line connections to the City's system are proposed?: *	1
Will the fire protection system utilize additives?: *	No
Are water storage systems proposed that will be connected to or filled by the City's system?: *	Yes
Elevated Storage Tank:	☑
Above-Ground Covered Reservoir:	☐
Above-Ground Storage Tank:	☐
Other:	☐
Is an alternative water system proposed?: *	Yes
Are PUBLIC Fire Hydrant Assemblies proposed?: *	No
Will fire booster pumps be utilized?: *	Yes
What is 150% of the fire booster pumps rated capacity in GPM?: *	
What is the Total Sprinkler / Standpipe / Hose Demand in GPM?: *	1000
What is the total PRIVATE fire hydrant demand in GPM (Min. 1,000 GPM per FHA)?: *	1000

CIAC demand: For areas within the City of Tampa Water Service Area, development activity in certain areas necessitate improvements to water transmission to provide adequate pressure.

This section has an <u>Existing/Previous</u> and <u>Proposed</u> use section. Please enter all the necessary information for accurate calculations.

1. Select from the <u>Existing/Previous Categories</u> list the current type(s) of use and click ***Continue Application***.
2. Select from the <u>Existing/Previous Sub-Categories</u> and fill in the appropriate details (numeric).
   NOTE: Enter 0's (zeros) for subcategories that do not apply.
3. Click ***Continue Application*** to proceed to the next section.

CIAC demand (cont.): For areas within the City of Tampa Water Service Area, development activity in certain areas necessitate improvements to water transmission to provide adequate pressure.

This section has an <u>Existing/Previous</u> and <u>Proposed</u> use section. Please enter all the necessary information for accurate calculations.

1. Select from the <u>Proposed Categories</u> list the types of use and click *Continue Application*.
2. Select from the <u>Proposed Sub-Categories</u> and fill in the appropriate details (numeric).
   NOTE: Enter 0's (zeros) for subcategories that do not apply.
3. Click *Continue Application* to proceed to the next section.

4.   Attachments: Upload a survey, site plan and/or Plumbing Plans

*If you do not have access to these documents, please email watercommitment@tampagov.net and request a Water Meter Placement Diagram. Applications will not be accepted and/or reviewed until the City of Tampa has received some form of Site Plan/Meter Diagram.
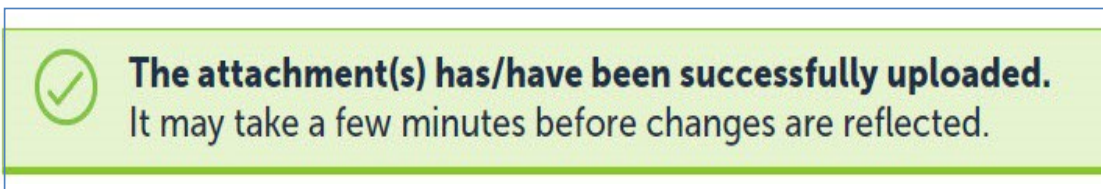
1. Click the Add button. A File Selector window will appear. Open the file to attach to the application.

    If successful, a green banner indicating a successful upload will appear.

2. Click the **Continue Application** button to continue the process.

Step 3: Review

Step 3: Review

1. Commercial applications contain a lot of information related to the construction. You will be prompted to review the quantities and contact information. Please review and if any changes are needed, click the *Edit* button for the specific section that needs changed.

   *REMINDER: Changes may be made by the Water Department's Development Services team once the application has been submitted. Make sure to fill in ALL required fields to the best of your ability, and use filler (ie. 9999) for any required info that you don't have on-hand.

2. Click the *Continue Application* button to select the payment options.

Step 4: Pay Fees

1. Review the calculated fees. Click the *Check Out* button to make payment.

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.
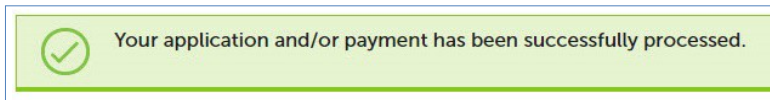
Application Fees

Fees	Qty.	Amount
Sewer Application Fee-Commercial	1	$250.00
Water Application Fee (meter size > 1")	1	$70.00

TOTAL FEES: $320.00
Note: This does not include additional fees which may be assessed later.

Check Out »   **Continue Shopping »**

2. You will be redirected to a payment processing page. Enter your information and Credit Card number.

3. After your payment is accepted. A green banner will appear as Successfully Processed.

Your application and/or payment has been successfully processed.

4. Your Utility Application Number will appear below the address.

1001 N Tampa St, T 33602

UTL-21-0000003   View Receipt   View Summary

Print/View Receipt   **Print/View Summary**