

Accela Guide

Apply for a Temporary Use Authorization (TUA)

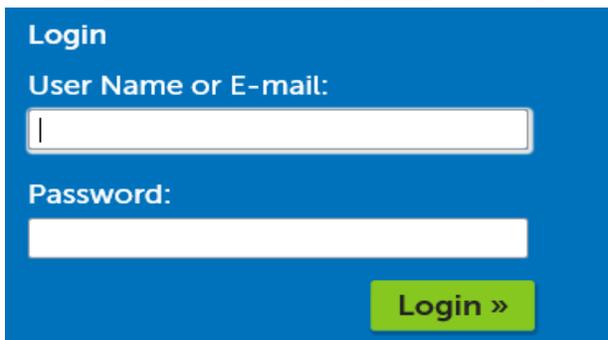
Updated 11.21.23

GENERAL INFORMATION

- A Temporary Use Authorization (TUA) is used for Stock and Set-up.
 - Descriptions need to include where the stock and set-up is to be performed and if training will be held for future staff (if so, include number of people, training times and duration).
- You must have an Accela account to apply for a TUA. To assist you with account registration, please view our guidance document on how to [Create an Account](#).

THE STEPS BELOW WILL GUIDE YOU THROUGH THE PROCESS OF APPLYING FOR A TUA

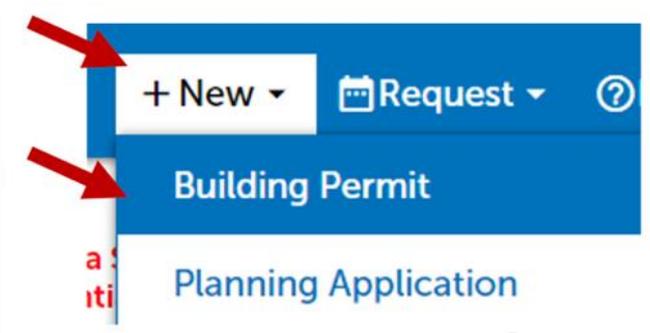
1. Visit the [Accela permitting portal](#) and log into your account.



The screenshot shows a blue login form with the following fields and elements:

- Login** (header)
- User Name or E-mail:** (label) with an input field below it.
- Password:** (label) with an input field below it.
- Login >>** (button)

2. Once logged in, click on New and select Building Permit from the drop-down menu.



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3. Read and accept the Conditions & Use for Online Services.
4. Click on Continue Application.

Conditions & Use For Online Services

City of Tampa online payment (ecommerce) services are not available during certain hours due to normally scheduled maintenance activities according to the schedule below. If your business transaction has a due date associated with it, it is your responsibility to ensure that your payment is made by that due date. Delays caused by unavailability of any online service DO NOT warrant the reversal of late fees, as payments may also be made by other means, such as postal mail and walk-in during normal business hours.

At present, we accept MasterCard, Visa, Discover, and American Express only. After completing your payment, you will be presented with an online receipt to print for your records. If you provide a valid email address, you will also receive a receipt via email. Your payment will be processed at the close of the current business day, except for weekends, holidays or after 9:00 pm, in which case your payment will be processed at the end of the next business day.

I have read and accepted the above terms.

[Continue Application »](#)

5. Click on the  next to the General category to expand the menu and select Temporary Certificate of Occupancy.

▼ General

- Add Contact to a Building Record
- Add Contractor License To a Record
- Alternative Methods and Materials Request or Code Interpretation
- Flood Verification
- Pre-Application Consultation
- Preliminary Plan Review
- Temporary Certificate of Occupancy

6. Click on Continue Application (at bottom of screen).

[Continue Application »](#)

7. Enter a detailed description (reason for TUA request and specific location it will cover, if applicable).

* Detailed Description:

Test

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8. Enter permit number (must be parent record). For example, if you have multiple townhouse unit permits, this may have a parent record and child records in a format such as: BLD-20-1234567 (parent); BLD-20-1234567-1 (child); BLD-20-1234567-2 (child); BLD-20-1234567-3 (child); etc.

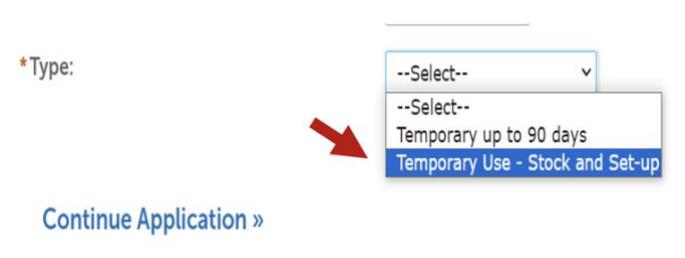


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TEMP CERTIFICATE OF OCCUPANCY

* Please enter parent permit number:

9. Select “Temporary Use – Stock and Set-Up” from the drop-down menu, then click Continue Application.

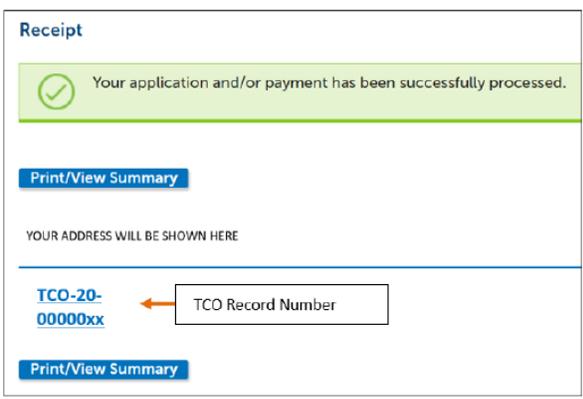


*Type:

- Select--
- Temporary up to 90 days
- Temporary Use - Stock and Set-up**

[Continue Application »](#)

10. Review application screen, then Continue Application.
11. Pay fees due, then Continue Application.
12. A receipt and the TCO record will be generated.



Receipt

 Your application and/or payment has been successfully processed.

[Print/View Summary](#)

YOUR ADDRESS WILL BE SHOWN HERE

[TCO-20-00000xx](#) ←

[Print/View Summary](#)

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13. The TCO application will be reviewed for approval by the Construction Services Inspection Supervisor.
14. Once the application is accepted, a Fire and Building inspection will be auto generated/scheduled for the next business day.