Accela Guide

Request a Pre-Application Consultation

Updated 11.21.23

GENERAL INFORMATION

You must have an Accela account to request a Pre-Application Consultation. To assist you with account registration, please view our guidance document on how to [Create an Account](#).

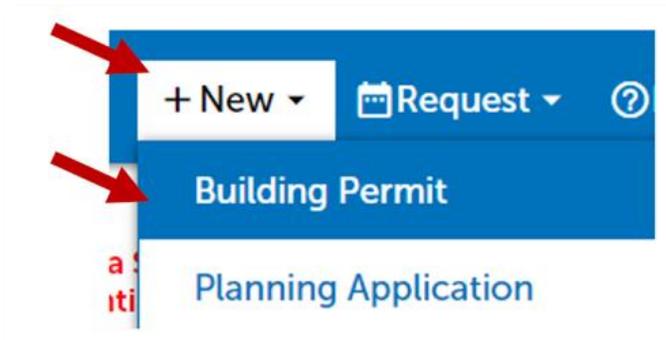**THE FOLLOWING STEPS WILL GUIDE YOU THROUGH THE PROCESS OF APPLYING FOR A PRE-APPLICATION CONSULTATION.**

1. Visit the [Accela permitting portal](#) and log into your account.
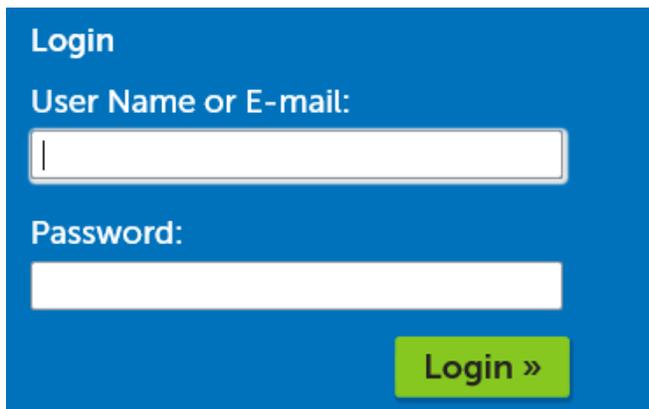
2. Once logged in, click on New and select Building Permit from the drop-down menu.

3. Read and accept the Conditions & Use for Online Services.

4. Click on Continue Application.

5. Click on the ⌐ next to the General category to expand the menu and select Pre-Application Consultation.
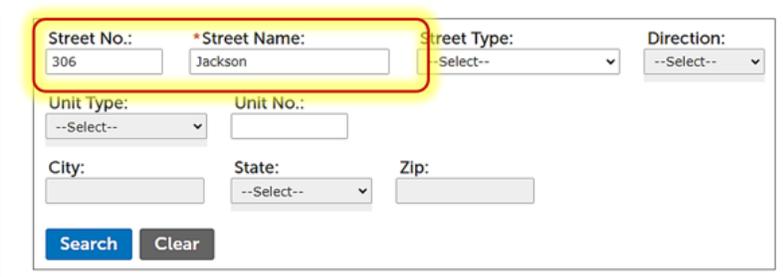

6. Click on Continue Application (at bottom of screen).

7. Enter the proposed project address (street number and street name only), then click Search.

   • For example, for 306 E Jackson St., enter only "306" and "Jackson."

8. Once property information has populated, click on Continue Application (bottom left of screen).

Continue Application »

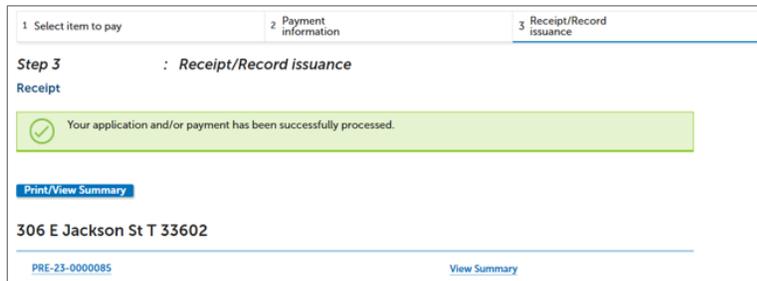9. Add Applicant, then click on Continue Application.

10. Complete required fields, then click on Continue Application.

11. Add any documentations (e.g., questions, plans) that would assist City of Tampa staff in reviewing your request.

12. Confirm application information, then click on Continue Application.

13. Upon successful submission, you will receive a green confirmation message.

   • Please note, there is no charge for a pre-application consultation.

14. A plans reviewer will contact you regarding the pre-application consultation once the questions and/or documents have been evaluated.