

## Accela Guide

### Request a Pre-Application Consultation

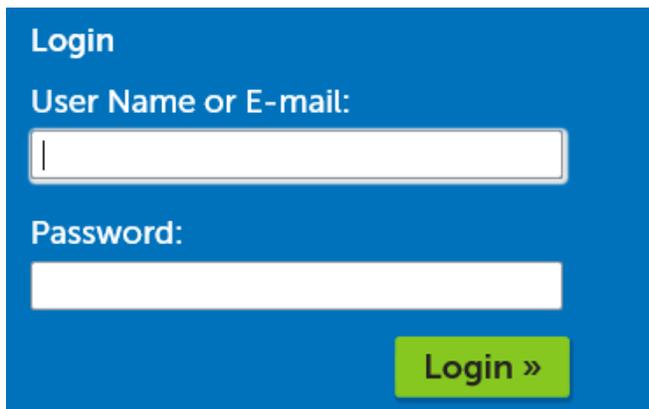
Updated 11.21.23

#### 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.

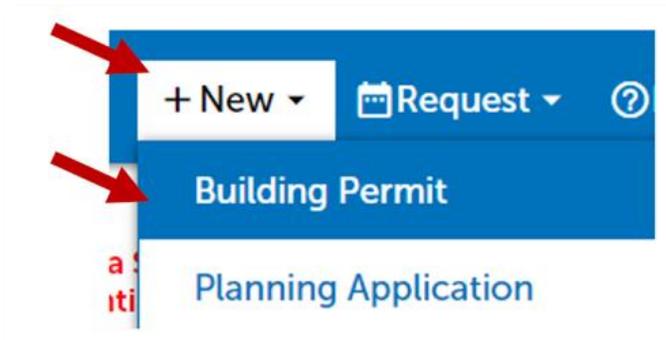
1. Visit the [Accela permitting portal](#) and log into your account.



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

- Login** (Section Header)
- User Name or E-mail:** (Label) followed by a white text input field.
- Password:** (Label) followed by a white password input field.
- Login »** (Green button)

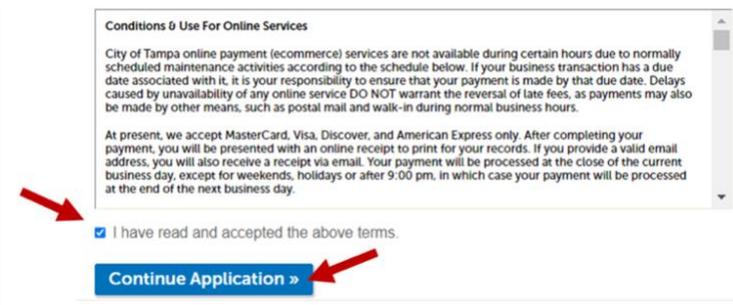
2. Once logged in, click on New and select Building Permit from the drop-down menu.



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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 Pre-Application Consultation.



▼ General

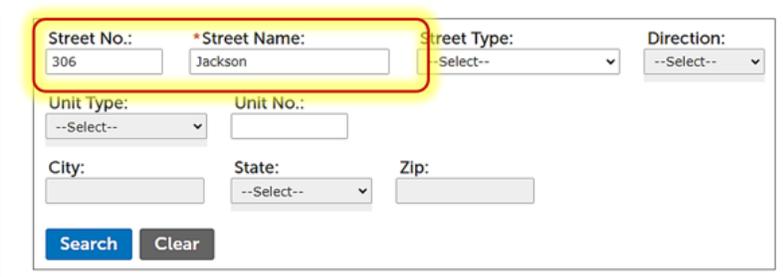
- Add Contact to a Building Record
- Add Contractor License To a Record
- Alternative Methods and Materials Request or Code Interpretation
- Flood Verification
- Pre-Application Consultation

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



[Continue Application »](#)

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.”



Street No.:  \*Street Name:

Street Type:  Direction:

Unit Type:  Unit No.:

City:  State:  Zip:

[Search](#) [Clear](#)

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

A rectangular button with a white background and a blue border. The text "Continue Application »" is written in a blue, sans-serif font.

9. Add Applicant, then click on Continue Application.

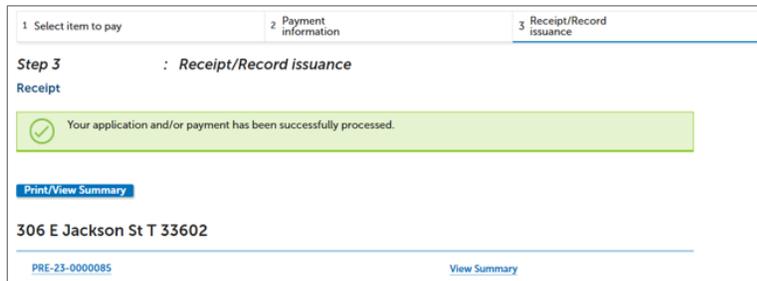
10. Complete required fields, then click on Continue Application.

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.

A screenshot of a web application interface showing a successful submission confirmation. At the top, there are three tabs: "1 Select item to pay", "2 Payment information", and "3 Receipt/Record issuance", with the third tab being active. Below the tabs, it says "Step 3 : Receipt/Record issuance". Underneath, the word "Receipt" is displayed. A green box with a checkmark icon contains the text "Your application and/or payment has been successfully processed." Below this box is a blue button labeled "Print/View Summary". At the bottom of the screen, the address "306 E Jackson St T 33602" is shown, along with a reference number "PRE-23-0000085" and a "View Summary" link.

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