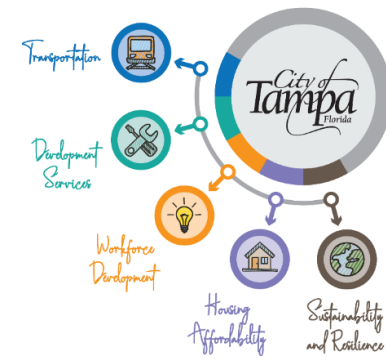
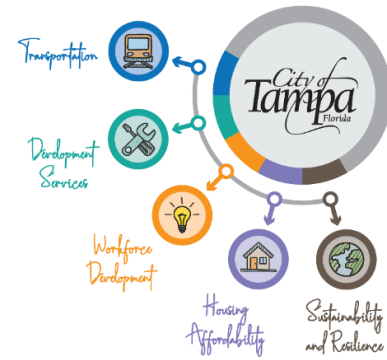




Application Process for Submitting Standard Right of Way Permit



Create an account in the City of Tampa Citizen Access Portal using the following URL
<https://aca-prod.accela.com/TAMPA/Default.aspx>

Welcome to the City of Tampa Citizen Access Portal

We are pleased to offer our citizens, businesses, and visitors access to building, zoning, planning, historic preservation, and enforcement government services online, 24 hours a day, 7 days a week.

Please note that many functions can be used without a log-in, just type the address you are looking for above.

What would you like to do today?

General Information

Parcel | Owner | Legal Description

[Lookup Property Information](#)

Planning

Zoning | Subdivision | Easement | Tree Permits

[Create an Application](#)
[Search Applications](#)
[Schedule an Inspection](#)

Business Tax

Search Business Tax Receipts (Paid|Unpaid) | Make a Payment

[Search Records](#) | [Make a Payment](#)

Building

Construction Permits | Utility Permits

[Create an Application](#)
[Search Applications](#)
[Schedule an Inspection](#)
[Construction Services Tutorial Videos](#)

Enforcement

Code Violations | Make A Payment

[Create a Complaint](#)
[Search for a Complaint](#)

Right Of Way

Road and Sidewalk Closures | Construction/Maintenance Activity

[Create an Application](#)
[Search Applications](#)

Sign In

@tampagov.net

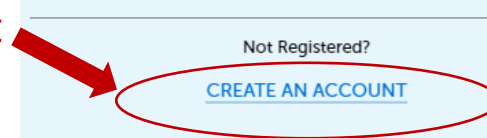
[Forgot Password?](#)

Sign In

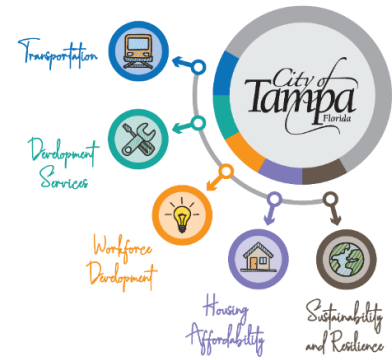
☐ Remember me on this device

Not Registered?
[CREATE AN ACCOUNT](#)

Select



After you create your account, Sign into the portal.



Welcome to the City of Tampa Citizen Access Portal

We are pleased to offer our citizens, businesses, and visitors access to building, zoning, planning, historic preservation, and enforcement government services online, 24 hours a day, 7 days a week.

Please note that many functions can be used without a log-in, just type the address you are looking for above.

What would you like to do today?

General Information

Parcel | Owner | Legal Description

[Lookup Property Information](#)

Planning

Zoning | Subdivision | Easement | Tree Permits

[Create an Application](#)

[Search Applications](#)

[Schedule an Inspection](#)

Business Tax

Search Business Tax Receipts (Paid|Unpaid) | Make a Payment

[Search Records](#) | [Make a Payment](#)

Building

Construction Permits | Utility Permits

[Create an Application](#)

[Search Applications](#)

[Schedule an Inspection](#)

[Construction Services Tutorial Videos](#)

Enforcement

Code Violations | Make A Payment

[Create a Complaint](#)

[Search for a Complaint](#)

Right Of Way

Road and Sidewalk Closures | Construction/Maintenance Activity

[Create an Application](#)

[Search Applications](#)

Sign In

USER NAME OR E-MAIL: *

@tampagov.net

PASSWORD: *

[Forgot Password?](#)

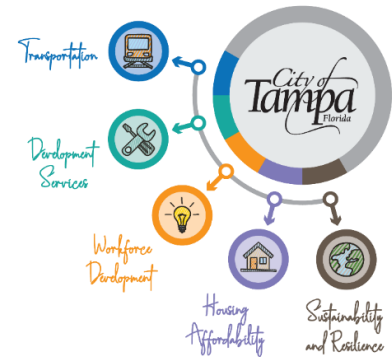
Sign In

☐ Remember me on this device

Not Registered?

[CREATE AN ACCOUNT](#)

Now that you're logged in, begin creating the application.



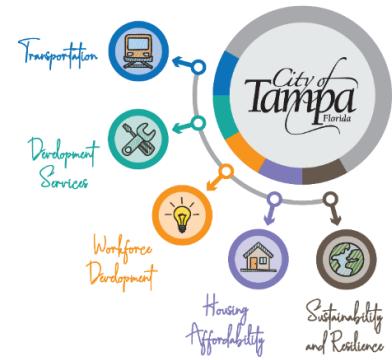
Select +New

The screenshot shows the City of Tampa user interface. At the top, the navigation bar includes 'Home', 'Search', '+ New' (circled in red), 'Request', 'Help', and 'Return to Tampa.gov'. Below the navigation bar, a message states: 'Please be aware that Development and Growth Management has moved to its new location. We are now located at City Center: 2555 E Hanna Ave, Tampa, FL 33610'. A search bar is present with the text 'Search by Address or Record'. The main content area shows 'Hello, Amelia O Hughes' and two sections: 'Saved in Cart (0)' and 'My Collection (0)'. Both sections indicate no items are present. At the bottom, there is a 'Work In progress' section with a 'View All Records' button and a table with columns: Record Name, Record ID, Module, Creation Date, and Action. The table currently shows 'No records found'.

Then choose Right of Way Permit from the resulting dropdown

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

Application Creation





Home Search + New Request Help Return to Tampa.gov

Logged in as: Amelia O Hughes Collections (0) Cart (0) Account Management Logout

WARNING: THIS IS A NON-PRODUCTION SYSTEM. Click here to access [City of Tampa Production ACA](#)

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.

WARNING: THIS IS A NON-PRODUCTION SYSTEM. Click here to access [City of Tampa Production ACA](#)

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.

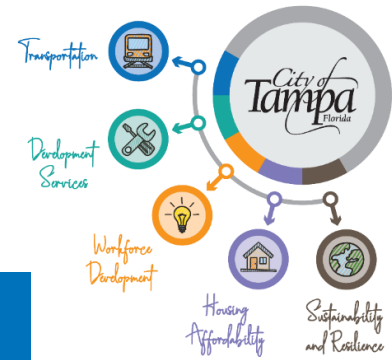
All trademarks and service marks contained in or displayed on this website are the property of their respective owners. Any commercial use of the materials stored on this Web site is strictly prohibited.

☒ I have read and accepted the above terms.

[Continue Application »](#)

Select

Application Creation





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

Logged in as: Amelia O Hughes [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.



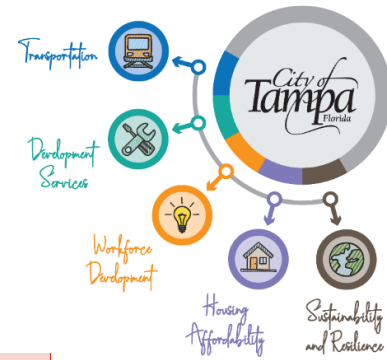
- ▶ Right of Way Permitting
- ▶ Sidewalk Cafe
- ▶ Add A Contact

Select

Search

Continue Application »

ROW Permit Standard



Then choose ROW Permit Standard
from the resulting 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.



Search

▼ Right of Way Permitting

- ☐ ROW Annual Pass Thru Provider Registration
- ☐ ROW Annual Telecommunications Provider Registration
- ☐ ROW Annual Utility Work Start Notice
- ☐ ROW City Department Work Start Notice
- ☐ ROW Communications Provider Permit
- ☒ ROW Permit Standard
- ☐ ROW Shared Mobility Operator
- ☐ ROW Shared Mobility Permit

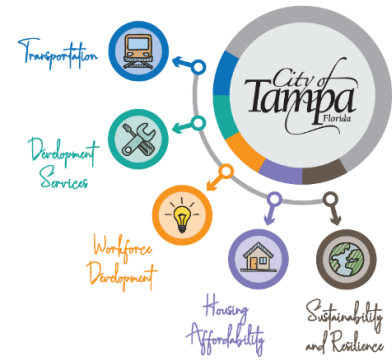
► Sidewalk Cafe

► Add A Contact

Continue Application »

Select

ROW Permit Standard



ROW Permit Standard

1 Required Information 2 Review 3 Pay Fees 4 Submission Complete

Step 1 : Required Information > **Address & Contacts** * indicates a required field.

Address

Street No.: Street Name: Direction: Street Type:

Unit Type: Unit No.:

City: State: Zip:

Search **Clear**

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**

Additional Contacts

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.						

Licensed Professional

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

Look Up

Continue Application » **Save and resume later**

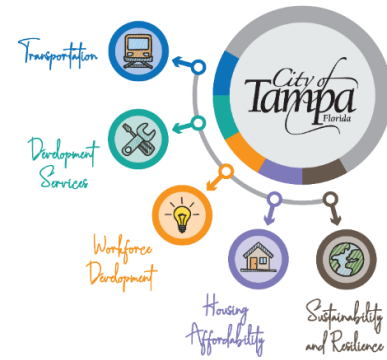
Applicant should add nearest address to the proposed work; but it is not required.

When adding address, only add street number and name – DO NOT include direction or street type or unit no

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

A minimum of two contacts must be included in the application

Select



ROW Permit Standard

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 Type

*Type: --Select--
--Select--
--Select--
Applicant Contractor
Applicant
Architect
Attorney
Authorized Agent
Business Permit Contact
City Department
Complainant
Contractor
Defendant

Select Contact from Account

Amelia O Hughes

*Type: --Select--
--Select--
--Select--
Applicant Contractor
Applicant
Architect
Attorney
Authorized Agent
Business Permit Contact
City Department
Complainant
Contractor
Defendant

Continue

Contact Information

*First: Amelia Middle: O Last: Hughes

*Name of Business:

*Address Line 1: 3802 E 26th Ave Address Line 2:

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

*Work Phone: 8136802767 Mobile Phone: Home Phone:

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

Continue Discard Changes

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:

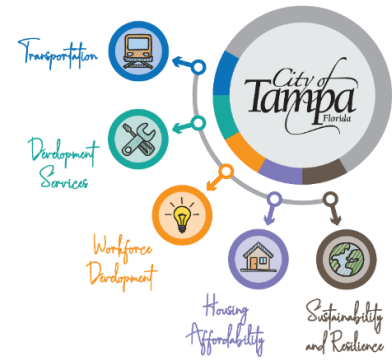
Home Phone: Work Phone: Mobile Phone:

Fax:

E-mail:

Continue Clear Discard Changes

ROW Permit Standard



ROW Permit Standard

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

Step 1 : Required Information

> Description of Work

* indicates a required field.

Detail Information

*Detailed Description:

[spell check](#)

Application Details

GENERAL INFORMATION

*Are you a Communications Company as defined by FL State Statute?: ☐ Yes ☒ No

*Are you a Pass-thru Provider as defined by FL State Statute?: ☐ Yes ☒ No

*Is this project associated with a Utilities Service Application (UTL)?: ☐ Yes ☒ No

*Is this project associated with an existing Building record?: ☐ Yes ☒ No

[Continue Application »](#)

Select

Save and resume later

Additional information is required if

- the permittee is a communications company
- Permit is related to a building permit
- Permit is related to a Utility application

Application Details

GENERAL INFORMATION

*Are you a Communications Company as defined by FL State Statute?: ☒ Yes ☐ No

*Please enter the Communication Provider record ID for the associated record.:

*Are you a Pass-thru Provider as defined by FL State Statute?: ☒ Yes ☐ No

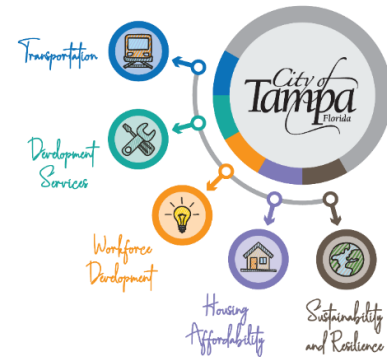
*Please enter the Pass Thru Provider record ID for the associated record.:

*Is this project associated with a Utilities Service Application (UTL)?: ☒ Yes ☐ No

*Please enter the Utility ID for the associated application.:

*Is this project associated with an existing Building record?: ☒ Yes ☐ No

*Please enter the Building record ID for the associated record.:



ROW Permit Standard

WORK ACTIVITY DETAIL

*Type of Work:
--Select--

Quantity of Work Type:
[]

*Does this permit involve any digging/excavating?:
☐ Yes ☐ No

*Work performed on (Street Name):
[]

Nearest Intersecting Street (Name):
[]

And Other Nearest Intersecting Street (Street Name):
[]

*Street(s) or Lane Closure(s) Required?:
☐ Yes ☐ No

Sidewalk Closure?:
☐ Yes ☐ No

Continuous or Daily MOT Setup?:
--Select--

*Requested Start Date:
MM/DD/YYYY []

*Requested Start Time:
--Select--

*Start AM/PM:
--Select--

*Requested End Date:
MM/DD/YYYY []

*Requested End Time:
--Select--

*End AM/PM:
--Select--

Excavation Widest Width:
[]

Excavation Longest Length:
[]

Excavation Deepest Depth:
[]

Widest Width Unit of Measurement:
feet

Longest Length Unit of Measurement:
feet

Deepest Depth Unit of Measurement:
feet

Distance from Curb/Edge of Pavement:
[]

Distance Unit of Measurement:
feet

Submit

Add a Row, (or multiple rows) then select submit after completing the work activity detail(s).
(SEE EXAMPLES ON FOLLOWING PAGE)

ROW Permit Standard

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

Step 1 : Required Information

> Work Activity

You must add a row to the Table below, for each road segment where work will be performed. Click "Add Row" for each road segment to be Worked in/on and fill in All specific information in that Row. If "Yes" to Digging/Excavation, then you MUST complete the Width/Length/Depth Fields below.

* indicates a required field.

Work Location and Schedule

WORK ACTIVITY DETAIL

Showing 0-0 of 0

Type of Work	Quantity of Work Type	Does this permit involve any digging/excavating?	Work performed on (Street Name)	Nearest Intersecting Street (Name)	And Other Nearest Intersecting Street (Street Name)	Street(s) or Lane Closure(s) Required?	Sidewalk Closure?	Continuous or Daily MOT Setup?	Requested Start Date	Requested Start Time	Start AM/PM	Requested End Date
--------------	-----------------------	--	---------------------------------	------------------------------------	---	--	-------------------	--------------------------------	----------------------	----------------------	-------------	--------------------

No records found.

Add a Row Edit Selected Delete Selected

Add 2 Rows
Add 3 Rows
Add 4 Rows
Add 5 Rows

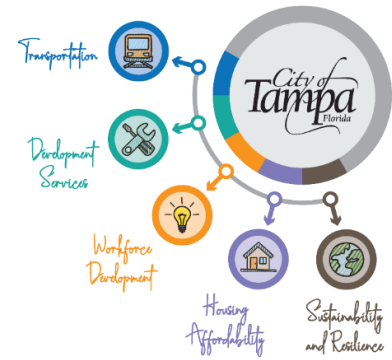
Continue Application »

Select

When finished with adding the work activities, select "Continue Application"

Save and resume later

ROW Permit Standard – Work Activity Detail



WORK ACTIVITY DETAIL

*Type of Work:

Quantity of Work Type:

*Does this permit involve digging/excavating?:

--Select--
Banner
Bench New
Bench Renewal
Commercial Driveway Apron
House Moving City to City
House Moving City to County
Lane Closure Fee for All NonCollectors and Arterials
Lane Closure Fee for Collectors and Arterials Only
Maintenance in City ROW with No Excavation or Lane Closures
No Roadway Crossings with Open Trench greater than 10 Feet
No Roadway Crossings with Open Trench less than 10 Feet
NonMotorized Vehicles 1st Permit
NonMotorized Vehicles Additional Permit
Open Trench Roadway Encroachment or crossing
Permanent Structures in ROW per Installation from 1 to 3 installations
Permanent Structures in ROW per Installation from 4 or more installations
Queueing Lines per Location
Residential Driveway Apron
Sidewalk Closure for Maintenance or Repair or Safety Issue

*Requested End Date:

*Requested End Time:

*End AM/PM:

Work Activity Choices are included in dropdown list

WORK ACTIVITY DETAIL

*Type of Work:

Quantity of Work Type:

*Does this permit involve any digging/excavating?: ☒ Yes ☐ No

*Work performed on (Street Name):

Nearest Intersecting Street (Name):

And Other Nearest Intersecting Street (Street Name):

*Street(s) or Lane Closure(s) Required?: ☒ Yes ☐ No

Sidewalk Closure?: ☒ Yes ☐ No

Continuous or Daily MOT Setup?:

*Requested Start Date:

*Requested Start Time:

*Start AM/PM:

*Requested End Date:

*Requested End Time:

*End AM/PM:

Excavation Widest Width:

Excavation Longest Length:

Excavation Deepest Depth:

Widest Width Unit of Measurement:

Longest Length Unit of Measurement:

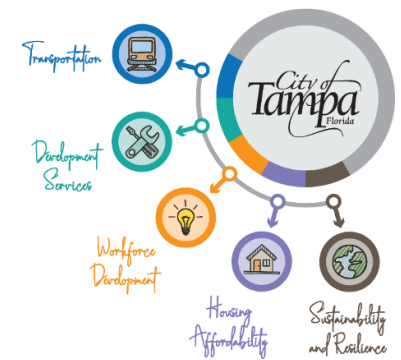
Deepest Depth Unit of Measurement:

Distance from Curb/Edge of Pavement:

Distance Unit of Measurement:

All asterisked items must be addressed

ROW Permit Standard



Proof of Insurance

INSURANCE

* Proof of Insurance Attached?:

☒ Yes ☐ No

* Insurance Expiration Date:

11/29/2024

Government/Gov't Agency You Represent:

Project Manager's Name:

Project Manager's Contact Phone:

Project Manager's Email:

Make sure insurance certificate is valid through your estimated work completion date, at a minimum, and preferably, 1 year from the application date

Permit Documents

The following documents may be required to be submitted with your application:

Proof of Insurance
Signed and Sealed Construction Plan
Maintenance of Traffic (MOT) Plan

The maximum file size allowed is 150 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;w

Name	Type	Size	Latest Update	Action
No records found.				

Add

Continue Application »

To upload documents into the record, select Add. After selecting ADD, the file upload box appears. (See following Page for resulting File Upload dialog box detail)

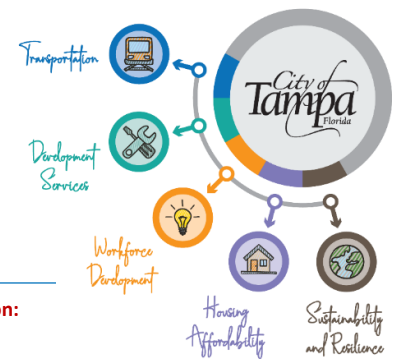
Select

When finished with adding documents, select "Continue Application"

Save and re

ROW Permit Standard

All asterisked items must be addressed



In file upload dialog box select Add to upload a document into the record

The 'File Upload' dialog box displays a file size limit of 150 MB and a list of disallowed file types. At the bottom, the 'Add' button is highlighted with a red arrow pointing to it from the instruction box.

Continue to select ADD to upload more documents and select continue to proceed

The 'File Upload' dialog box shows a file named 'Tampa SAMPLE COI.pdf' with a 100% upload progress bar. The 'Continue' button is highlighted with a red arrow pointing to it from the instruction box.

Permit Documents

The following documents may be required to be submitted with your application:

Proof of Insurance
Signed and Sealed Construction Plan
Maintenance of Traffic (MOT) Plan

The maximum file size allowed is 150 MB.
 ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;mnc;mnp;mst;php;pif;scr
 disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

*Type:
 Certificate of Insurance

File:
 Tampa SAMPLE COI.pdf
 100%

*Description:
 Insurance document

spell check

*Type:
 Other Documents

File:
 Tampa SAMPLE COI.pdf
 100%

*Description:
 product cut sheets

spell check

Save Add Remove All

Continue Application »

When adding documents, it's important to

- correctly identify the document type. (SELECT FROM DROPDOWN)
- Enter the description of the document.

Select

When finished with adding documents, select "Continue Application"

ROW Permit Standard – Summary Page



Permit Summary Page is generated to allow you opportunity to review and make any edits before finalizing the application.

ROW Permit Standard

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

Step 2 : 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

ROW Permit Standard

Address

412 E Madison St, T, 33602

Applicant

Amelia O Hughes
306 E Jackson St
Tampa, FL, 33602
United States

Work Phone:

8132747912

E-mail:

amelia.hughes@__tampagov.net

Additional Contacts

Showing 1-1 of 1

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
a h		Contact	8132747912		amelia.hughes@tampagov.net	Edit

Licensed Professional

Licensed Professional

[Edit](#)

Detail Information

[Edit](#)

Detailed Description:

test

Application Details

[Edit](#)

GENERAL INFORMATION

Are you a Communications Company as defined by FL State Statute?: No

Are you a Pass-thru Provider as defined by FL No State Statute?:

Is this project associated with a Utilities Service Application (UTL)?:

Is this project associated with an existing Building record?:

Work Location and Schedule

[Edit](#)

WORK ACTIVITY DETAIL

Type of Work	Quantity of Work Type	Does this permit involve any digging/excavating?	Work performed on (Street Name)	Nearest Intersecting Street (Name)	And Other Nearest Intersecting Street (Street Name)	Street(s) or Lane Closure(s) Required?	Sidewalk Closure?	Continuous or Daily NOT Setup?	Requested Start Date	Requested Start Time	Start AM/PM	R
Lane Closure Fee for Collectors and Arterials Only		Yes	E Madison St	N Marion St	N Florida Ave	Yes		Daily	06/24/2024	9:00	AM	0
No Roadway Crossings with Open Trench greater than 10 Feet	1	Yes	E Madison St	N Marion St	N Florida Ave	Yes	Yes	Daily	06/24/2024	9:00	AM	0

Proof of Insurance

[Edit](#)

INSURANCE

Proof of Insurance Attached?: Yes

Insurance Expiration Date: 11/29/2024

Government/Gov't Agency You Represent:

Project Manager's Name:

Project Manager's Contact Phone:

Project Manager's Email:

Permit Documents

[Edit](#)

The maximum file size allowed is 150 MB.
adoc,adp,bat,bin,cad,cpl,css,doc,docx,htm,html,ins,isp,jar,jsp,lib,lnk,mde,mht,mhtml,msc,mspmst,php,pif,scr,scx,shb,sys,vb,vbe,vbs,vml,wsc,wsf,wsn are disallowed file types to upload.

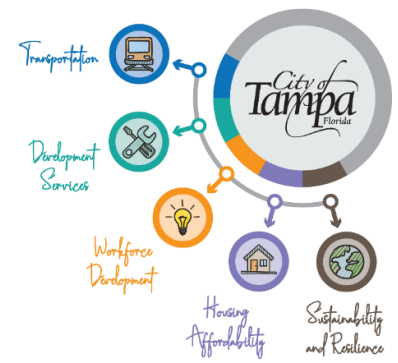
Name	Type	Size	Latest Update	Action
Tampa SAMPLE COL.pdf	Certificate of Insurance	833.98 KB	05/24/2024	Actions

If all items are correct select continue application

[Continue Application »](#)

[Save and resume later](#)

ROW Permit Standard – Permit Number





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

Logged in as: amelia.hughes@tampagov.ne... [Collections \(0\)](#) [Cart \(0\)](#) [Account Management](#) [Logout](#)

WARNING: THIS IS A NON-PRODUCTION SYSTEM. [Click here to access City of Tampa Production ACA](#)

Search by Address or Record



1 Select item to pay

2 Payment
information

3 Receipt/Record
issuance

Step 3 : *Receipt/Record issuance*
Receipt



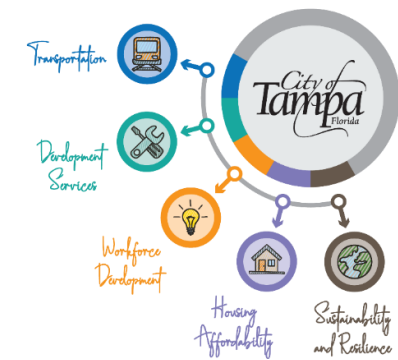
Your application and/or payment has been successfully processed.

412 E Madison St T 33602

ROW-24-
0000009



After permit summary page is confirmed the permit application is processed and ROW permit number is created. Please include this record number on all correspondence.



After ROW Application is Received by Right-of-Way Permitting Section

1. Sufficiency review (Plans, Certificate of Insurance & MOT Plan)

If all required documents have not been uploaded, the application status will be “awaiting client reply”. Application will not be accepted until all required documents are uploaded.

2. Custom List Evaluated and Revised

3. Fees applied and Invoiced

4. Application Accepted upon receipt of Payment

5. Application Routed for review

6. Application approved by reviewer(s)

If any reviewer disapproves, applicant must upload response to disapproval comments for follow up review and approval.

7. After all reviews are approved the ROW Permit Conditions Documents is Uploaded into record and application status placed on “awaiting client reply” for applicant to upload 48-hour work start notice

8. ROW Permit Placard is issued after work 48-hour work start notice is uploaded and ROW permitting agrees with work dates

Depending on the work location, ROW permitting team may need to issue a traffic advisory prior to issuing the permit

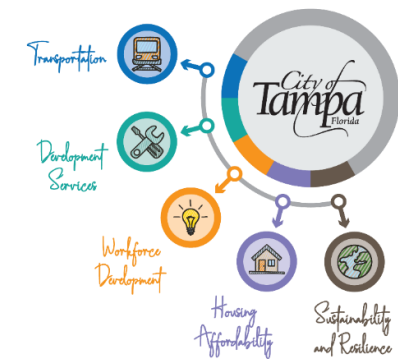
No work is to be done in the right of way until the ROW Permit Placard is issued.

9. Pre-construction Inspection may be performed

10. Upload Notice of Completion when all work is complete

11. Final Inspection is done

All restoration must be done in accordance with City of Tampa restoration requirements. Contractor will be contacted if inspection is disapproved. Restoration standards can be found in the following: <https://www.tampa.gov/document/city-tampa-pavement-restoration-standard-26101>



Right-of-Way Permitting Contact Information

Webpage

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

Permitting Intake

For Right-of-Way Permitting Review, Issuance, and General Questions

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

RightofWayPermitting@tampagov.net

Tampa, Florida 33602

Office: (813) 274-3104

Permitting Inspections

[3802 East 26th Avenue](#)

rowinspectors@tampagov.net

Tampa, Florida 33605

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