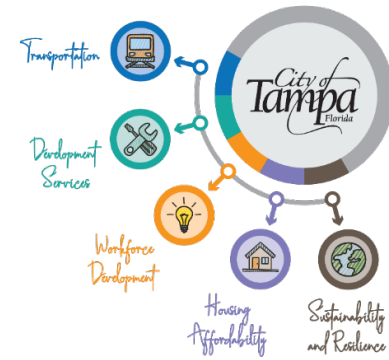


# Application Process for Submitting Standard Right of Way Permit



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?

<b>General Information</b> Parcel   Owner   Legal Description	<b>Building</b> Construction Permits   Utility Permits
<a href="#">Lookup Property Information</a>	<a href="#">Create an Application</a>
	<a href="#">Search Applications</a>
	<a href="#">Schedule an Inspection</a>
	<a href="#">Construction Services Tutorial Videos</a>
<b>Planning</b> Zoning   Subdivision   Easement   Tree Permits	<b>Enforcement</b> Code Violations   Make A Payment
<a href="#">Create an Application</a>	<a href="#">Create a Complaint</a>
<a href="#">Search Applications</a>	<a href="#">Search for a Complaint</a>
<a href="#">Schedule an Inspection</a>	
<b>Business Tax</b> Search Business Tax Receipts (Paid Unpaid)   Make a Payment	<b>Right Of Way</b> Road and Sidewalk Closures   Construction/Maintenance Activity
<a href="#">Search Records</a>   <a href="#">Make a Payment</a>	<a href="#">Create an Application</a>
	<a href="#">Search Applications</a>

### Sign In

USER NAME OR E-MAIL: \*  
|@tampagov.net

PASSWORD: \*  
\*\*\*\*\*

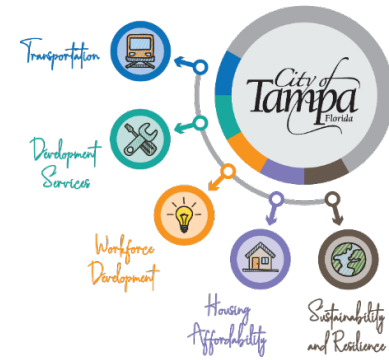
[Forgot Password?](#)

**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?

<b>General Information</b> Parcel   Owner   Legal Description <hr/> <a href="#">Lookup Property Information</a>	<b>Building</b> Construction Permits   Utility Permits <hr/> <a href="#">Create an Application</a> <a href="#">Search Applications</a> <a href="#">Schedule an Inspection</a> <a href="#">Construction Services Tutorial Videos</a>
<b>Planning</b> Zoning   Subdivision   Easement   Tree Permits <hr/> <a href="#">Create an Application</a> <a href="#">Search Applications</a> <a href="#">Schedule an Inspection</a>	<b>Enforcement</b> Code Violations   Make A Payment <hr/> <a href="#">Create a Complaint</a> <a href="#">Search for a Complaint</a>
<b>Business Tax</b> Search Business Tax Receipts (Paid Unpaid)   Make a Payment <hr/> <a href="#">Search Records</a>   <a href="#">Make a Payment</a>	<b>Right Of Way</b> Road and Sidewalk Closures   Construction/Maintenance Activity <hr/> <a href="#">Create an Application</a> <a href="#">Search Applications</a>

### Sign In

USER NAME OR E-MAIL: \*  
@tampagov.net

PASSWORD: \*  
\*\*\*\*\*

[Forgot Password?](#)

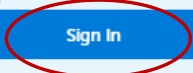
**Sign In**

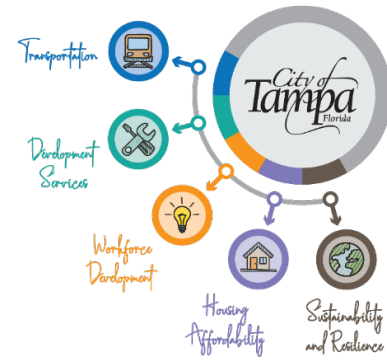
Remember me on this device

---

Not Registered?  
[CREATE AN ACCOUNT](#)

Select





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

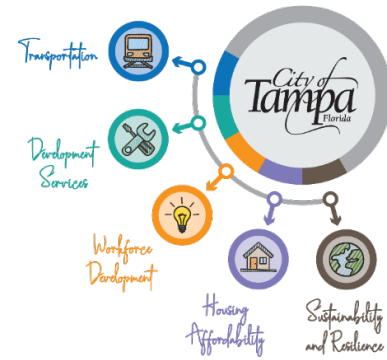
Select +New

The screenshot shows the top navigation bar of the City of Tampa website. The '+ New' button is circled in red, and a red arrow points to it from the text 'Select +New'. Below the navigation bar, there is a message about the move of Development and Growth Management. The main content area shows a greeting for Amelia O Hughes and two empty boxes for 'Saved in Cart (0)' and 'My Collection (0)'. At the bottom, there is a 'Work In progress' section with a table that currently has no records.

Then choose Right of Way Permit from the resulting dropdown

The screenshot shows the dropdown menu that appears when the '+ New' button is clicked. 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 above to the 'Right of Way Permit' option.

## Application Creation



City of Tampa Florida

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**

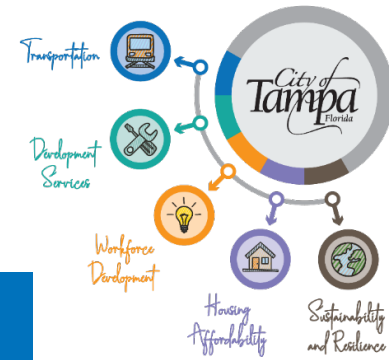
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. 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](#)

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

### Select a Record Type

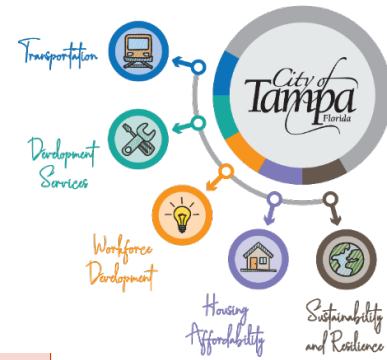
Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

▼

- ▶ [Right of Way Permitting](#)
- ▶ [Sidewalk Cafe](#)
- ▶ [Add A Contact](#)

Select

## ROW Permit Standard



Then choose ROW Permit Standard  
from the resulting dropdown

Select a Record Type

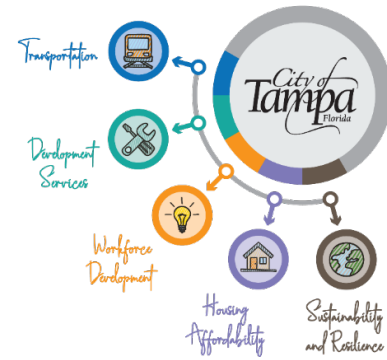
Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

▼ Right of Way Permitting

- 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

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:

**Applicant**

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

**Additional Contacts**

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

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.

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

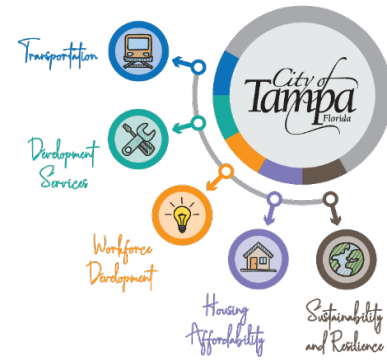
To add Contact Information, Click on one of the three options. (SEE FOLLOWING PAGE FOR DETAILS)

A minimum of two contacts must be included in the application



Select

Select



## ROW Permit Standard

To add a new contact, click the Add Contact link. To edit a contact, click the Edit link.

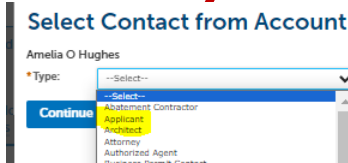
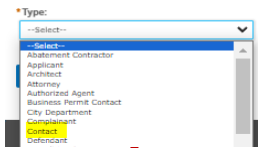
**Select from Account**   **Add New**   **Look Up**

**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



**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@Tampagov.net   Fax:

[Continue](#)   [Discard Changes](#)

**Contact Information**

\*First:   Middle:   \*Last:

Name of Business:

Country: United States

\*Address Line 1:

\*City:

\*State:   \*Zip:

Home Phone:   \*Work Phone:   Mobile Phone:

Fax:

E-mail:

[Continue](#)   [Clear](#)   [Discard Changes](#)

**Look Up Contact**

First:   Middle:   Last:

Name of Business:

Country:   \*Address Line 1:

City:

State:

Zip:

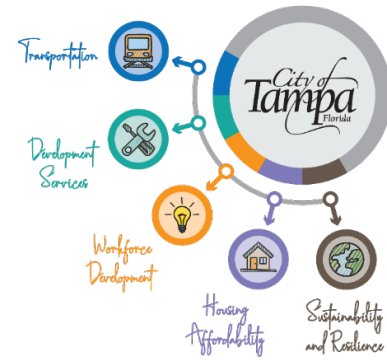
Home Phone:   Work Phone:   Mobile Phone:

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:

Test

[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](#)

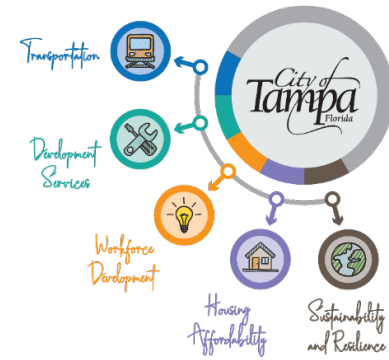
Additional information is required if

- a. the permittee is a communications company
- b. Permit is related to a building permit
- c. 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:

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:

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

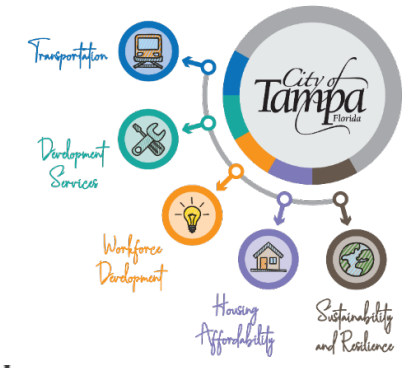
- Add 2 Rows
- Add 3 Rows
- Add 4 Rows
- Add 5 Rows

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:

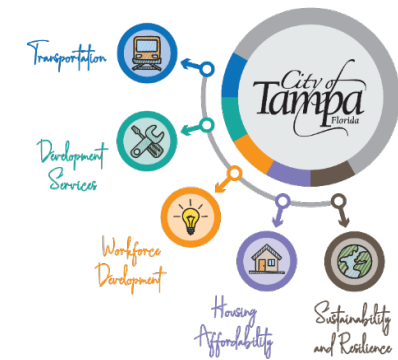
Longest Length Unit of Measurement:

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:

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  
 disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

**Add**  
[Continue Application »](#)

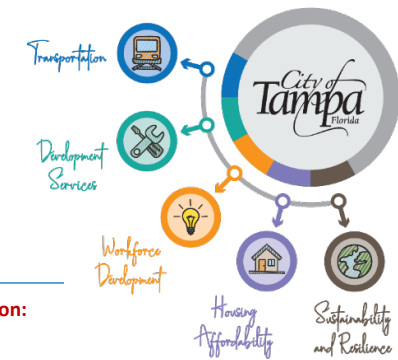
To upload documents into the record, select Add. After selecting ADD, the file upload box appears. (See following Page for resulting File Upload dialog box detail)

**Select**  
 When finished with adding documents, select "Continue Application"

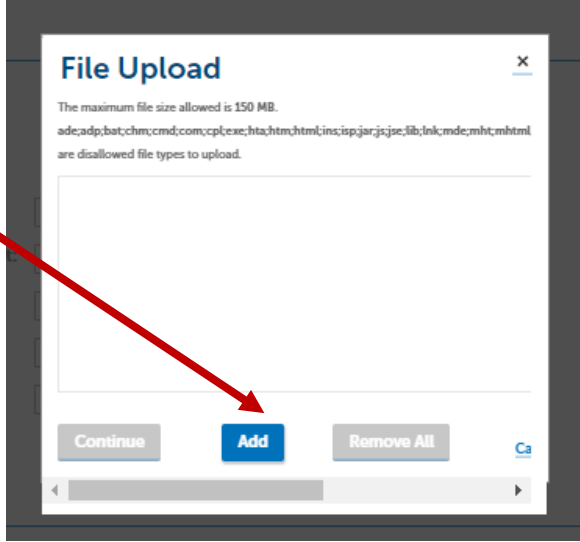
**Save and re**

## ROW Permit Standard

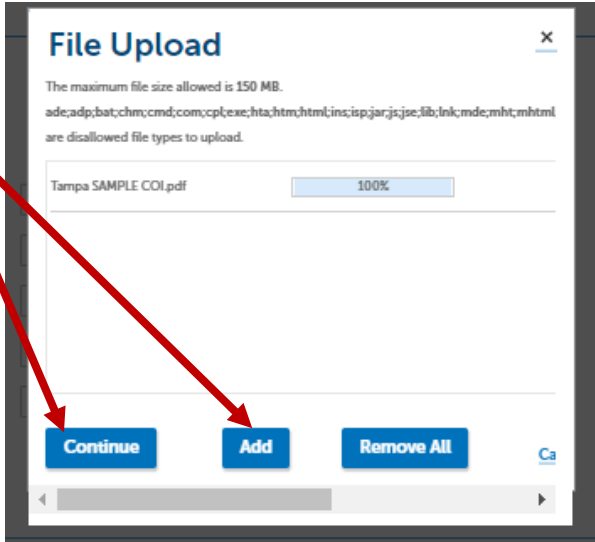
All asterisked items must be addressed



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



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



### 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. 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

\*Type: Other Documents

File: Tampa SAMPLE COI.pdf  
100%

\*Description: product cut sheets

When adding documents, it's important to

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

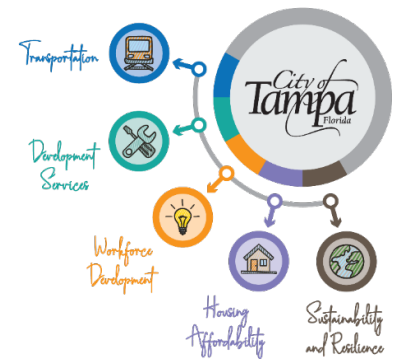
Select

Save Add Remove All

When finished with adding documents, select "Continue Application"

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.

Search by Address or Record

### 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

Edit

412 E Madison St, T, 33602

### Applicant

Edit

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

Work Phone:

8132747912

E-mail:

amelia.hughes@\_\_tampagov.net

### Additional Contacts

Edit

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

Edit

### Licensed Professional

Edit

### Detail Information

Edit

Detailed Description:

test

### Application Details

GENERAL INFORMATION

Edit

Are you a Communications Company as defined by FL State Statute?:

No

Are you a Pass-thru Provider as defined by FLNO State Statute?:

No

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

No

Is this project associated with an existing Building record?:

No

### Work Location and Schedule

WORK ACTIVITY DETAIL

Edit

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	E
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

INSURANCE

Edit

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. [filetypes](#) are: .bat, .chm, .cmd, .com, .cpk, .exe, .hta, .htm, .html, .ins, .ipr, .jar, .jse, .lib, .lnk, .mde, .mht, .mhtml, .msc, .msp, .mst, .php, .pif, .scr, .sct, .shb, .sys, .vb, .vbe, .vbs, .vxd, .wsc, .wsf, .wsh are disallowed file types to upload.

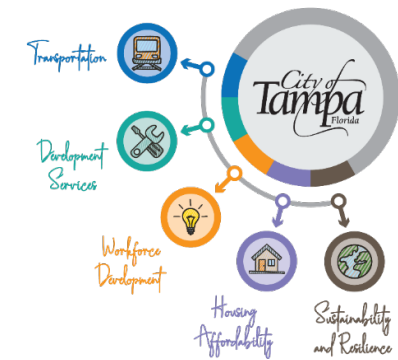
Name	Type	Size	Latest Update	Action
Tampa SAMPLE COL.pdf	Certificate of Insurance	833.98 KB	05/24/2024	Actions

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

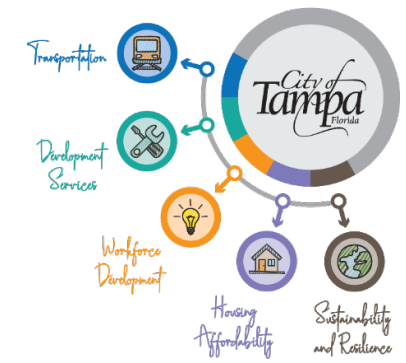
 Your application and/or payment has been successfully processed.

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

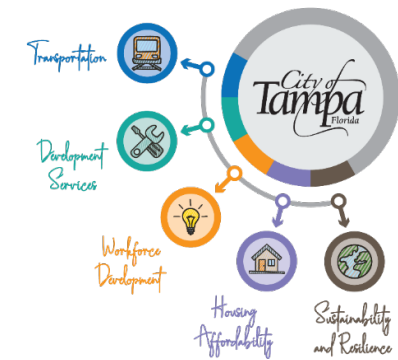
No work is to be done in the right of way until the ROW Permit Placard is issued.

### 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](mailto:RightofWayPermitting@tampagov.net)

Tampa, Florida 33602

Office: (813) 274-3104

## Permitting Inspections

[3802 East 26th Avenue](#)

[rowinspectors@tampagov.net](mailto:rowinspectors@tampagov.net)

Tampa, Florida 33605

Office: (813) 274-3104