

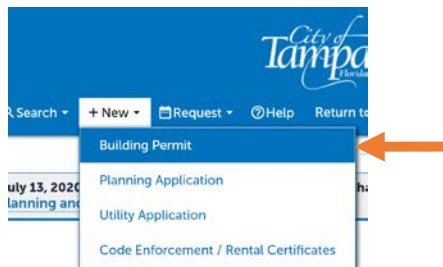
Where to find the Accela Citizen Access Portal (ACA)?

<https://aca.tampagov.net>

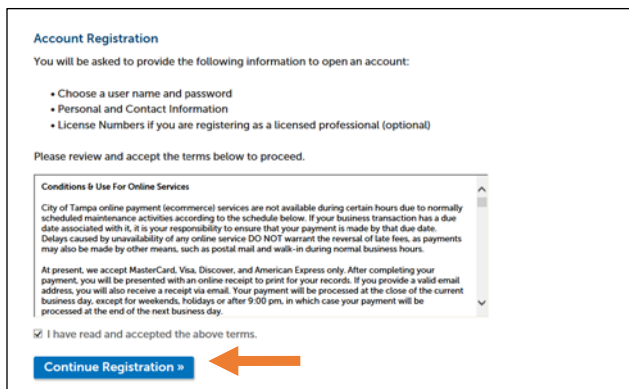
If this is your first time using Accela, you will need to [create an account](#).

Create a Pre-Application Consultation record:

1. Sign in to your Accela account.
2. Go to +New – Building Application.



3. Accept: **Conditions & Use for Online Services**



The screenshot shows the 'Account Registration' page. It lists the information required to open an account: 'Choose a user name and password', 'Personal and Contact Information', and 'License Numbers if you are registering as a licensed professional (optional)'. Below this, it says 'Please review and accept the terms below to proceed.' and shows a scrollable 'Conditions & Use for Online Services' section. At the bottom, there is a checkbox labeled 'I have read and accepted the above terms.' which is checked, and a 'Continue Registration »' button. An orange arrow points to the 'Continue Registration »' button.

4. Under the BUILDING RECORDS drop down list select: Pre-Application Consultation.



The screenshot shows a dropdown menu titled 'BUILDING RECORDS'. It contains a list of options: 'Add Contact to a Building Record', 'Add Contractor License To a Record', 'Building Plan Revision', 'Commercial Annual Facility Permit', 'Commercial Building Alterations (Renovations)', 'Commercial Building Trade Permit', 'Commercial Burglar Alarm/Alarm Components', 'Commercial Demolition Permit', 'Commercial Electrical Trade Permit', 'Commercial Fire Trade Permit', 'Commercial Mechanical Trade Permit', 'Commercial Miscellaneous Permit', 'Commercial New Construction and Additions', 'Commercial Plumbing Trade Permit', 'Commercial Roof Trade Permit', 'Commercial Site Trade Permit', 'Commercial Temp Certificate of Occupancy', 'Commercial Utility Application', 'Flood Verification', and 'Pre-Application Consultation'. An orange arrow points to the 'Pre-Application Consultation' option.

5. Search for proposed project address. **Note:** only included Street No. & Street Name OR Parcel No.
6. When the property information auto populates, click on Continue Application.
7. Add Applicant – Search for your account information to add yourself to the application record. Continue Application.
8. Application Information – Please fill out required information (*). Continue Application.
9. Attachment(s) – Please upload any documents (questions, plans, etc.) that would assist COT staff in reviewing your request. Continue Application
10. Review application information, before creating the record. Continue Application.
11. Receipt / Record issuance.

Receipt



Your application and/or payment has been successfully processed.

[Print/View Summary](#)

YOUR ADDRESS WILL BE SHOWN HERE

PRE-20-0000069



Pre-Application Record Number

[Print/View Summary](#)