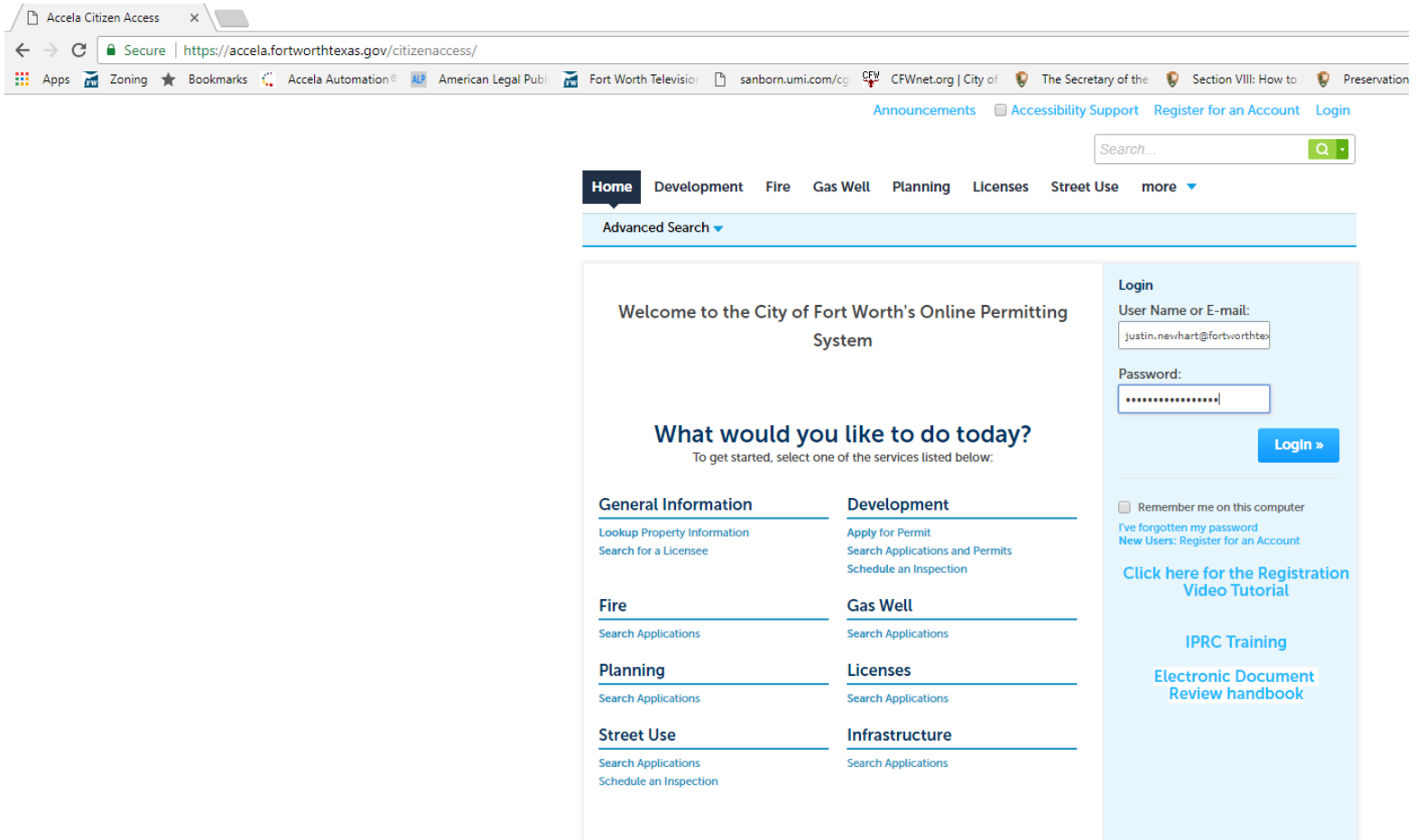


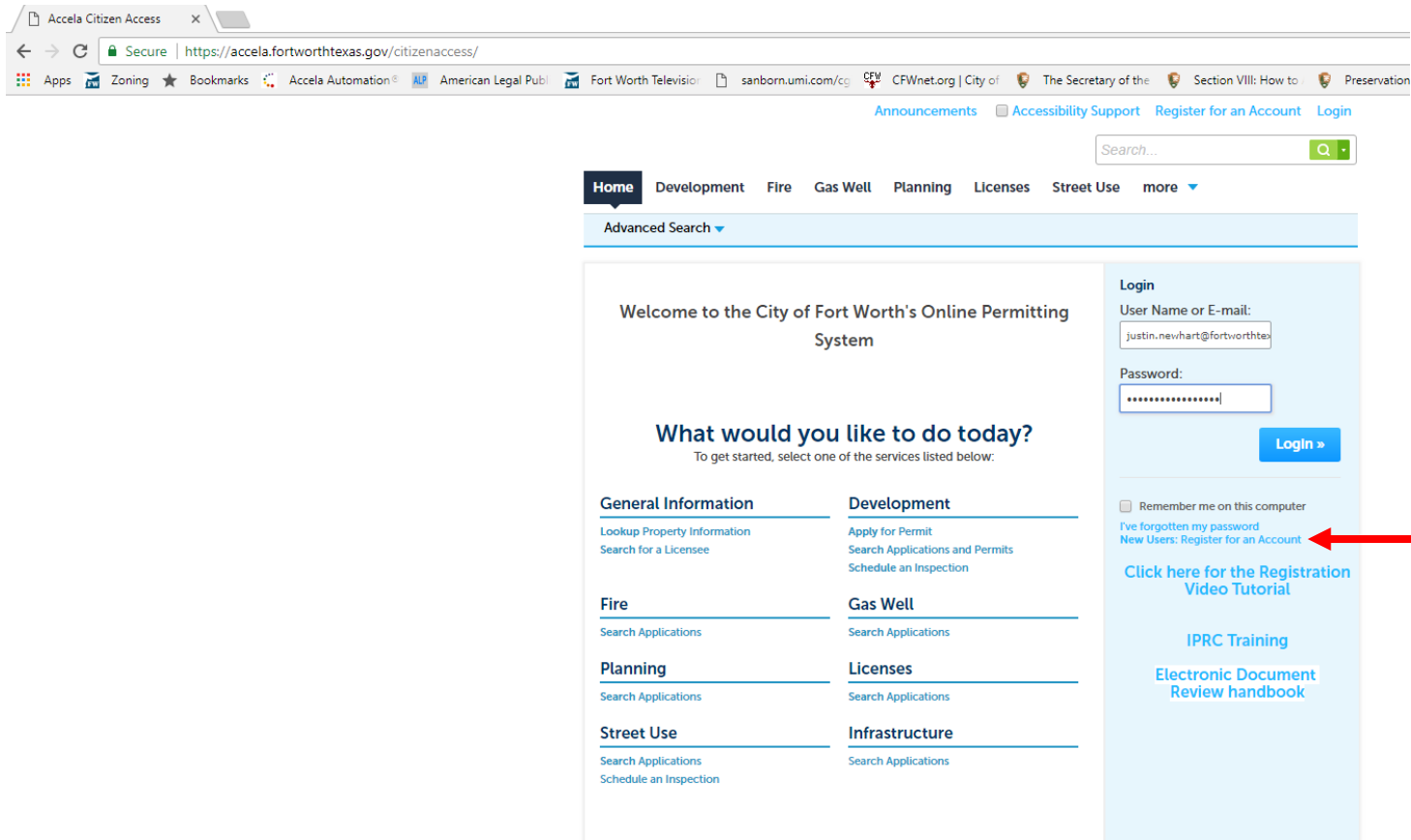
How to Apply for a Certificate of Appropriateness Online

STEP 1: Go to accela.fortworthtexas.gov/citizenaccess



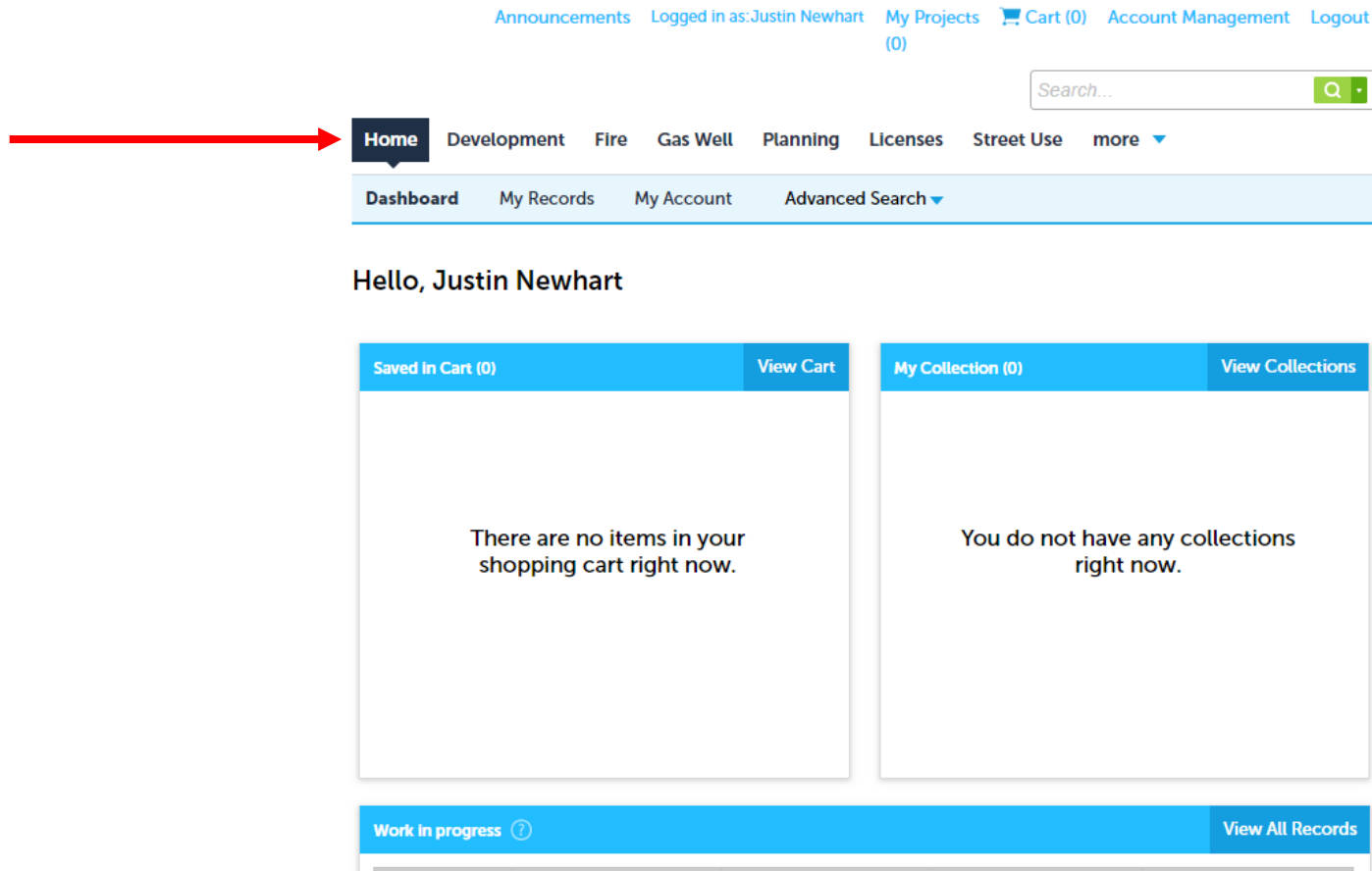
The screenshot shows a web browser window with the URL <https://accela.fortworthtexas.gov/citizenaccess/>. The browser's address bar shows the page is secure. The website's navigation menu includes: Home, Development, Fire, Gas Well, Planning, Licenses, Street Use, and more. A search bar is located in the top right corner. The main content area features a welcome message: "Welcome to the City of Fort Worth's Online Permitting System". Below this, it asks "What would you like to do today?" and provides a list of services categorized by department: General Information, Development, Fire, Gas Well, Planning, Licenses, Street Use, and Infrastructure. Each category includes a "Search Applications" link and a "Schedule an Inspection" link. On the right side, there is a "Login" section with fields for "User Name or E-mail" (containing "justin.newhart@fortworthtexas.gov") and "Password" (masked with dots). A "Login »" button is present. Below the login fields, there are links for "Remember me on this computer", "I've forgotten my password", and "New Users: Register for an Account". At the bottom of the right sidebar, there are links for "Click here for the Registration Video Tutorial", "IPRC Training", and "Electronic Document Review handbook".

STEP 2: Register for an account if you don't already have one



The screenshot shows a web browser window with the URL <https://accela.fortworthtexas.gov/citizenaccess/>. The page features a navigation menu with links for Home, Development, Fire, Gas Well, Planning, Licenses, Street Use, and more. A search bar is located at the top right. The main content area is titled "Welcome to the City of Fort Worth's Online Permitting System" and asks "What would you like to do today?". Below this, there are several service categories with search options: General Information, Development, Fire, Gas Well, Planning, Licenses, Street Use, and Infrastructure. On the right side, there is a "Login" section with fields for "User Name or E-mail:" (containing "justin.nevhart@fortworthtexas.gov") and "Password:". A "Login >" button is present. Below the login fields, there is a checkbox for "Remember me on this computer" and a link for "New Users: Register for an Account" which is highlighted with a red arrow. At the bottom of the right sidebar, there are links for "Click here for the Registration Video Tutorial", "IPRC Training", and "Electronic Document Review handbook".

STEP 3: Once you're logged in, click the Home tab at the top of the screen to create a new permit



Announcements Logged in as: Justin Newhart My Projects Cart (0) Account Management Logout

Search...

Home Development Fire Gas Well Planning Licenses Street Use more ▾

Dashboard My Records My Account Advanced Search ▾

Hello, Justin Newhart

Saved in Cart (0) View Cart

There are no items in your shopping cart right now.

My Collection (0) View Collections

You do not have any collections right now.

Work in progress ⓘ View All Records

STEP 4: Click “Create an Application” under Planning

Logged in as: Justin Newhart Accessibility Support [My Projects](#) [Cart \(0\)](#) [Account Management](#) [Logout](#)
[Announcements](#) (0)

Search...

Home Development Fire Gas Well Planning Licenses Street Use more ▾

Dashboard My Records My Account Advanced Search ▾

Welcome Justin Newhart
You are now logged in.

Platting, Zoning, and Urban Forestry applications may be obtained by going to the Planning Section.

What would you like to do today?
To get started, select one of the services listed below:

General Information Lookup Property Information Search for a Licensee	Development Apply for Permit Search Applications and Permits Schedule an Inspection
Fire Search Applications	Gas Well Search Applications
Planning Create an Application Search Applications	Licenses Create an Application Search Applications
Street Use Create an Application Search Applications Schedule an Inspection	Infrastructure Create an Application Search Applications

Cart (0)
Your cart is empty.



STEP 5: Select HCLC

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

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.

- (CP) Concept plan – This plan is required for those projects in excess of 640 acres within the city limits or pending annexation areas. It shows the initial proposal for the development of a large tract as well as proposed major land uses and access/circulation.
- (PP) Preliminary plat – required when five (5) or more lots are proposed, the development is to be final platted in phases or there are new street dedications or other public conveyances (school sites, park sites, etc.)
- (FP) Final plat – may include all or any portion of the area in an approved preliminary plat.
- (FS) Final short plat/re-plat – a final plat that does not require a preliminary plat, where four (4) or fewer lots are proposed and there will be no dedication or construction of public or private streets required for access. May also be previously platted land.

- Concept Plan
- Final Plat
- Final Short Plat
- HCLC
- Preliminary Plat
- Unified Residential Development
- Urban Forestry
- Zoning Change
- Zoning Change Site Plan



STEP 6: Enter your property address and click Search.

[Announcements](#) [Logged in as: Justin Newhart](#) [My Projects \(0\)](#) [Cart \(0\)](#) [Account Management](#) [Logout](#)

Search...

[Home](#) [Development](#) [Fire](#) [Gas Well](#) **Planning** [Licenses](#) [Street Use](#) [more](#) ▼

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

HCLC

1 Step 1	2 Step 2	3 Step 3	4 Review	5 Record Issuance
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Step 1: Step 1 > Page 1 * indicates a required field.

Address

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

STEP 7: Select your address. This will populate several fields.

Create an Application Search Applications

Address Search Result List x

Addresses

Showing 1-4 of 4

Address	City	State	Zip
<input checked="" type="radio"/> 200 TEXAS ST, Fort Worth Tarrant TX 76102, 200 TEXAS ST	Fort Worth	TX	76102
<input type="radio"/> 200 TEXAS ST, Fort Worth TX, 200 TEXAS ST	Fort Worth	TX	
<input type="radio"/> 200 TEXAS ST, MUNICIPAL OFFICE BLDG, FORT WORTH TARRANT TEXAS 76102	FORT WORTH	TEXAS	76102
<input type="radio"/> 200 TEXAS WAY, Fort Worth Tarrant TX 76106, 200 TEXAS WAY	Fort Worth	TX	76106

Associated Parcels

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
<input checked="" type="radio"/> 101763	SEC 1		FORT WORTH MUNICIPAL OFC BLDG

Associated Owners

Showing 1-1 of 1

Name	Address
<input checked="" type="radio"/> FORT WORTH, CITY OF	1000 THROCKMORTON ST FORT WORTH, TX 76102

STEP 8: Add an Applicant and Agent. If there is no Agent, put yourself as the contact under Agent to proceed to the next page.

Address Line 3:

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 li

Justin Newhart
City of Fort Worth
justin.newhart@fortworthtexas.gov
Home phone:817-392-8037
Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)

Agent

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

✔ **Contact added successfully.**

Justin Newhart
City of Fort Worth
justin.newhart@fortworthtexas.gov
Home phone:817-392-8037
Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)

[Continue Application »](#)

STEP 9: Add Detail Information and select nature of work.

Please note – all fields must be filled out to proceed to next step.

[Announcements](#) |
 [Logged in as: Justin Newhart](#) |
 [My Projects \(0\)](#) |
 [Cart \(0\)](#) |
 [Account Management](#) |
 [Logout](#)

[Home](#) |
 [Development](#) |
 [Fire](#) |
 [Gas Well](#) |
 Planning |
 [Licenses](#) |
 [Street Use](#) |
 [more ▾](#)

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

HCLC

1 Step 1	2 Step 2	3 Step 3	4 Review	5 Record Issuance
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Step 2: Step 2 > Page 1 * indicates a required field.

Detail Information

Application Name:

General Description:

Detailed Description:

Custom Fields

PROPOSED WORK

Proposed Work:

STEP 10: Add photos and elevations (drawings)

Please note – Not all projects require drawings, depending on the nature of the work. If you do not have drawings, upload additional photos and assign as an “Elevation” under type. You must have a photo and an elevation uploaded to proceed to the next step.

Create an Application
Search Applications

HCLC

1 Step 1
2 Step 2
3 Step 3
4 Review
5 Record Issuance

Step 3 : Step 3 > Page 1 * indicates a required field.

Attachment

Photo and Elevation document types are required.

The maximum file size allowed is 1024 MB.
html,htm,mht,mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Document Status	Action
No records found.						

* Type: Remove

Elevation

File:

TEMPO01.pdf

100%

* Description:

Elevation drawing

* Type: Remove

Photos

File:

Nearing completion.jpg

100%

* Description:

Photo of front facade

STEP 11: Review and submit

[Announcements](#) |
 [Logged in as: Justin Newhart](#) |
 [My Projects](#) |
 [Cart \(0\)](#) |
 [Account Management](#) |
 [Logout](#)

[Home](#) |
 [Development](#) |
 [Fire](#) |
 [Gas Well](#) |
 Planning |
 [Licenses](#) |
 [Street Use](#) |
 [more](#) ▾

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

HCLC

1 Step 1	2 Step 2	3 Step 3	4 Review	5 Record Issuance
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Step 4 : Review

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

HCLC

Address

200 TEXAS ST

Parcel

Parcel Number: 101763
Legal Description: FORT WORTH MUNICIPAL OFC BLDG Lot 1

Owner

FORT WORTH, CITY OF
1000 THROCKMORTON ST
FORT WORTH, TX 76102

Applicant

Justin Newhart City of Fort Worth 200 Texas St. Fort Worth, TX, 76102	Home Phone: 817-392-8037 E-mail: justin.newhart@fortworthtexas.gov
--	---

Agent

Thank you

