How to Apply for a Permanent Encroachment Record Online

Getting Started:

To begin your Permanent Encroachment Record Online, you will need to make sure you have the following:

1. Completed Initiation Form
2. Set of exhibits which include:
   - Site Plan
   - Project Exhibits
   - Metes & Bounds
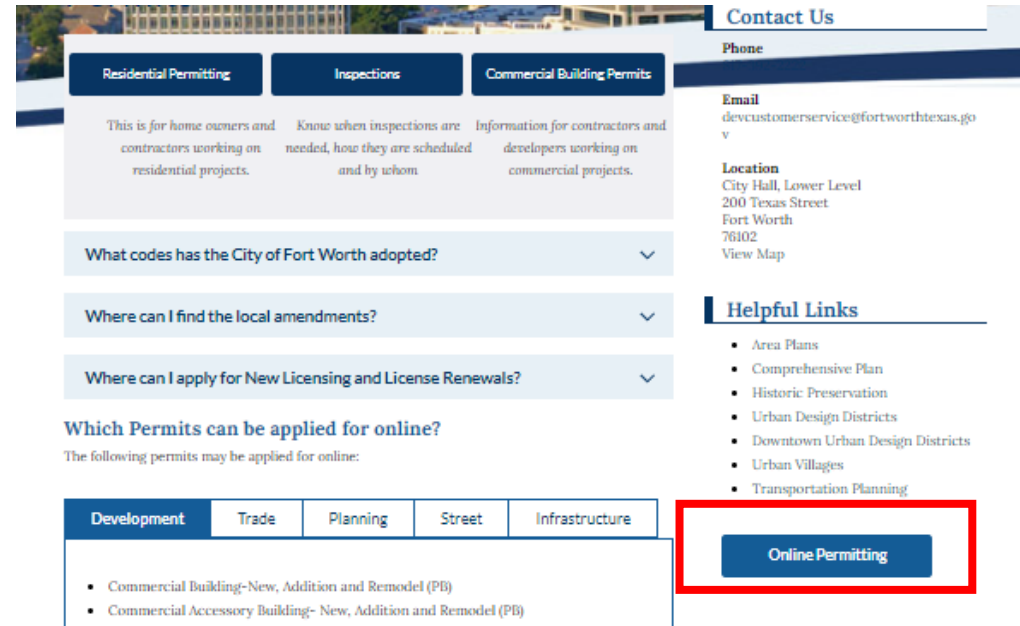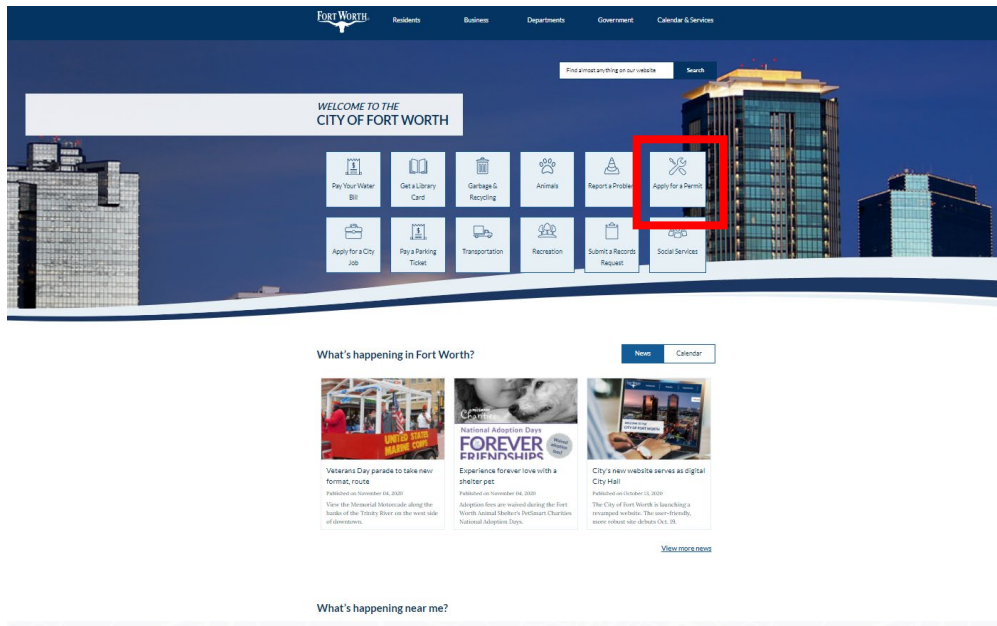3. Payment method for the $1,012.50 initiation fee

The initiation form and examples of exhibits can be found at:
https://www.fortworthtexas.gov/departments/development-services/contract-management-office

Step 1: Navigating to Accela Citizen Access

Online applications are submitted using an internet-based software called Accela Citizen Access or "ACA".

This software is located at https://aca-prod.accela.com/CFW/Default.aspx

You can also find it by visiting the City's main webpage at www.fortworthtexas.gov > Click on "Apply for Permit" > Click on "Online Permitting"

Step 2: Create an Account

Before you can submit applications online via ACA, you will need to register for an account. You will do so by clicking on the

"New Users: Register for an Account" tab on the home page.

There is also a helpful video to help navigate you through the registration process if you need it.
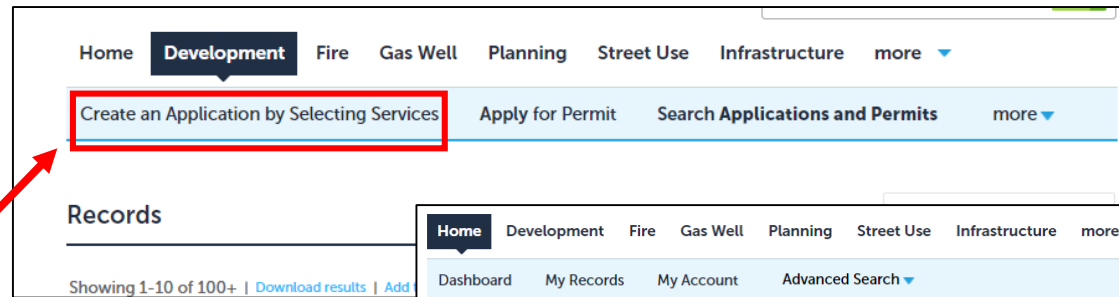
Step 3: Find your application location

Once you are logged in, you will need to locate the correct application type

For permanent encroachments you will click on the **Development** button then you can select "Create an Application by Selecting Services"

or

Scroll down to the Development module and select "Create and Application by Selecting Services"
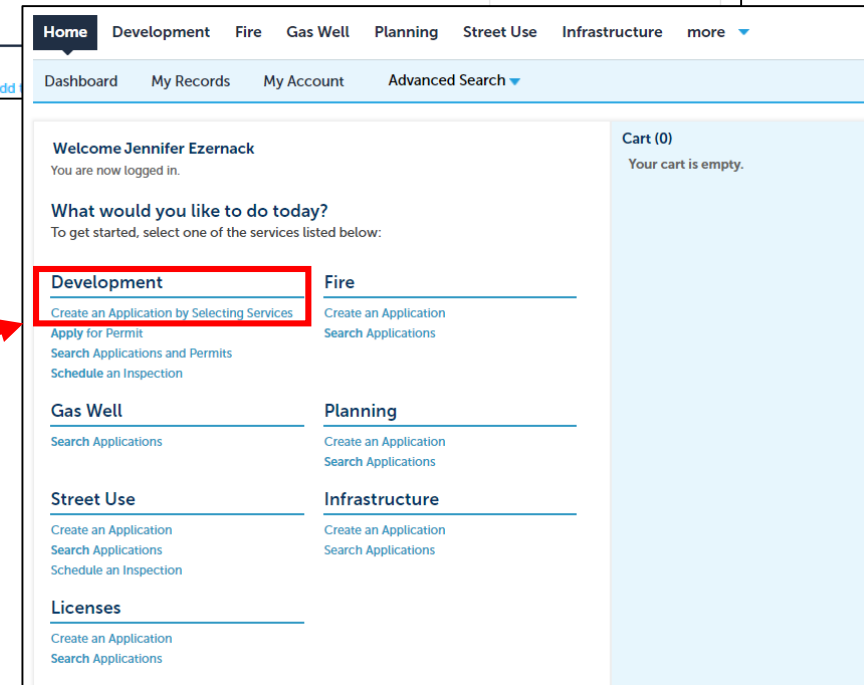
Step 4: Read and Acknowledge the disclaimer

Read the Online Application disclaimer.

Once you have read the disclaimer, acknowledge it by checking the box and clicking

Note: You will be prompted to acknowledge this on every application you submit via ACA

Online Application

Welcome to the City of Fort Worth'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.

General Disclaimer
(Updated 5/7/15)
While the City of Fort Worth (City) attempts to keep its Web information accurate and timely, the City 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 City as a result of updates and corrections.

☑ I have read and accepted the above terms.

Continue Application »

Step 5: Select a License

Most City of Fort Worth applications require a licensed professional to submit.

Permanent Encroachments do not require a licensed professional.

If you are <u>not</u> a licensed professional, simply select "None Applicable" from the Licenses drop down menu

If you <u>are</u> a licensed professional, simply select your license from the Licenses drop down menu

Click
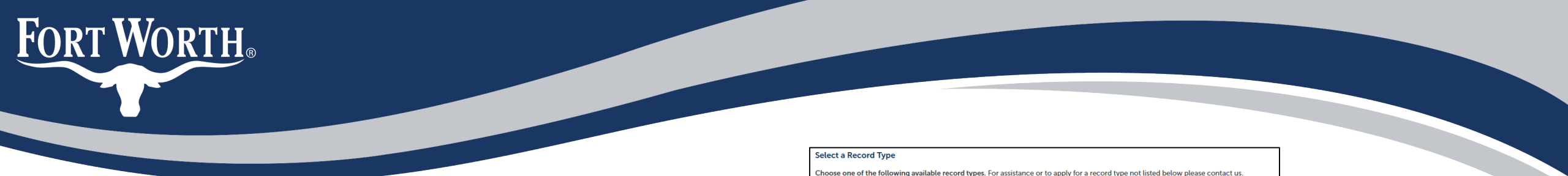
Step 6: Find your application

ACA is the home of several City application records. To locate the Permanent Encroachment application click on the arrow next to Encroachments then select your encroachment type then click **Continue Application »**

- **Easement Encroachment** = Projects encroaching into City easements such as Water, Sewer, Drainage and Utility. *(Contact the Development Coordination Office if the easement is a franchise utility or private easement)*

- **ROW or Right-Of-Way Encroachment** = Projects encroaching over or in to a projected public Right of Way such as sidewalks, alleys, streets and other means of egress

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.

If you plan on taking advantage of the City of Fort Worth's 3rd party plan review and inspection program please consult with your 3rd party provider prior to applying. Only approved 3rd party companies can apply for permits using 3rd party plan review services. If you are using City of Fort Worth plan review services and 3rd party inspection, please have the name of your inspection company ready and enter it at the appropriate time during the application process.

Additions - Add new square footage to an existing structure. This could be conditioned space or could include patio covers or attached garages.

Accessory Structure - These are incidental to the use of the principal building or structures on the site; examples include fences, decks, storage buildings, retaining walls, carports, shade structures, etc.

Standalone Permits - These are mechanical, electrical, or plumbing permits that are not associated with an addition or new building construction.

Umbrella Permits - These are mechanical, electrical, or plumbing permits that are associated with an addition of new building construction.

Homestead Definition - You own the property and have a government issued ID that shows you reside at that address. When applying under this definition, please enter "Homestead" in the CFW# box when entering your License Professional Information.
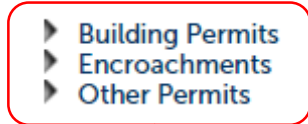
Commercial Submittal Requirements

Residential Submittal Requirements

Other Submittal Requirements

Search

- Building Permits
- Encroachments
- Other Permits

- Building Permits
- Encroachments
- Other Permits

- Building Permits
- Encroachments
  - ○ Easement Encroachment
  - ● ROW Encroachment
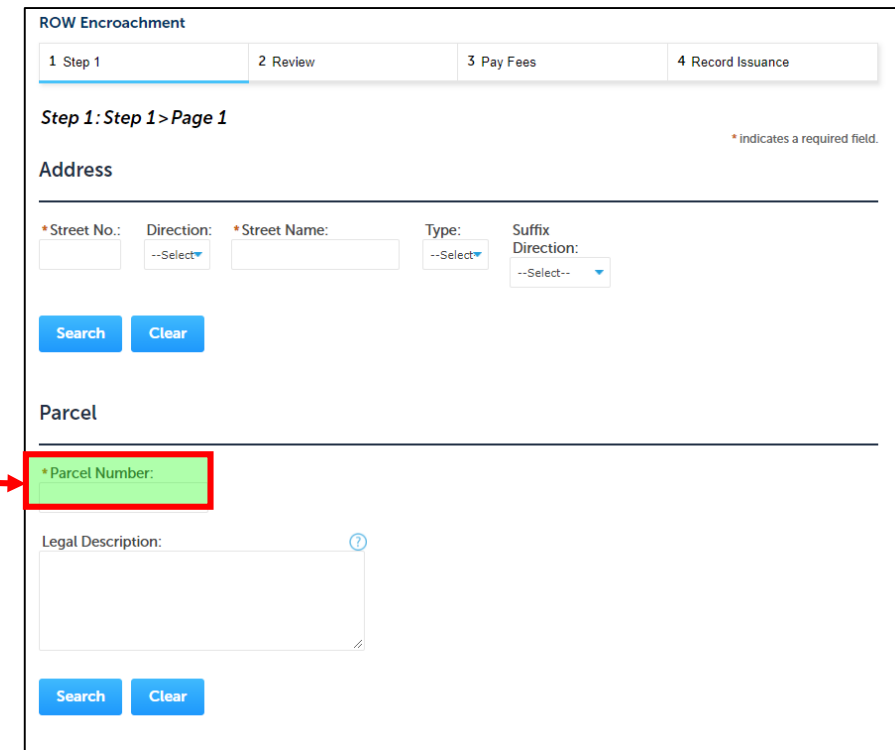 - ○ Temporary Street Encroachments
- Other Permits

Step 7: Filling out the application – Adding the Address

You will begin the application process by inputting the address. Fill out the Street No. and Street Name fields then click on the [Search] button.

NOTE: You do not have to fill out anything in the **Parcel** portion. When you enter the address into the Address fields above, the Parcel information will automatically populate.

If you enter the Street No. and Street Name and receive an error message after clicking the [Search] button, contact the Development Coordination Office.

If you do not have an exact address, contact the Development Coordination Office.
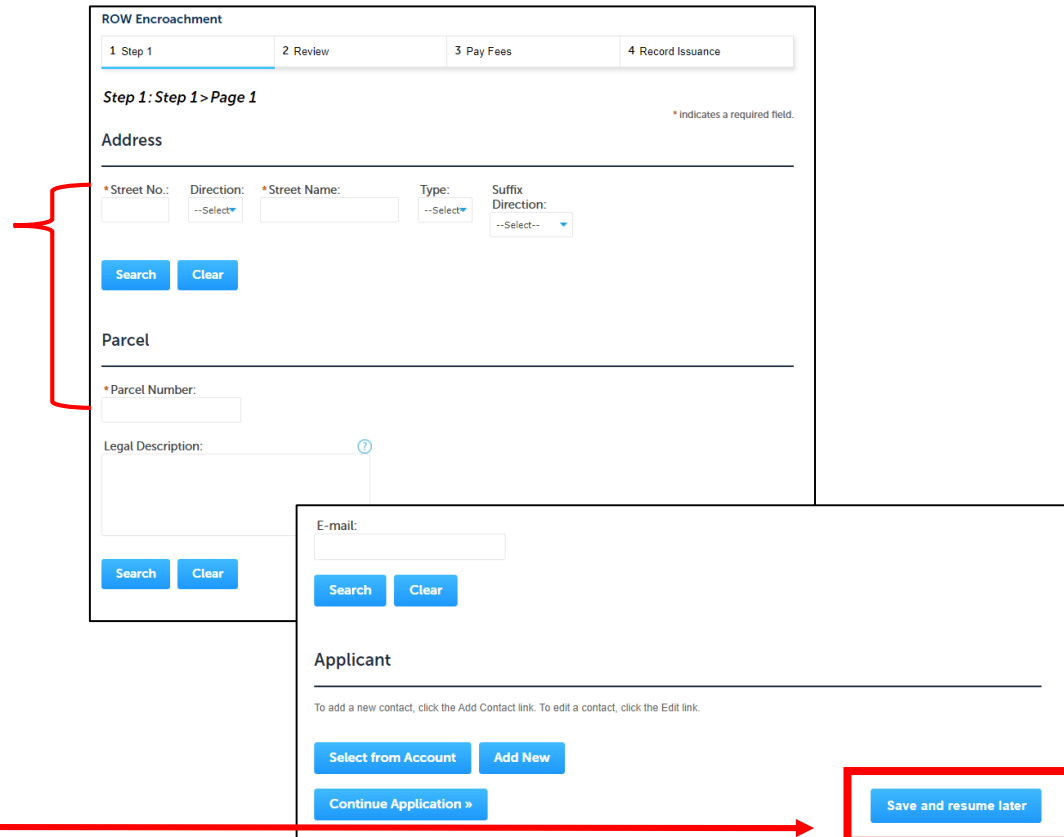
Step 7: Filling out the application – Cont'd

- As with any standard online form, you will need to complete all fields marked with a ✱.

- Fill out all "non-required" application fields to the best of your ability.

Remember, the more information we have, the better!

- Once you have completed the application,

click **Continue Application »**

You can also select to save the application if you need to pause and return.

Step 8: Adding Your Attachments

Once in the Attachments section, click on the [Add] button.

Click the [Add] button again.

Locate your documents and double click the file(s) you wish to upload

Once all of your files have been added, click the [Continue] button

You will be asked to put a description in the text box for each file uploaded. Once you've provided the description(s), click [Continue Application »]

Attachment

If your permit has not yet been issued: If you are going to upload corrections please use the "Resubmit" link that will appear next to the document that needs corrections once the current round of reviews is complete.

If your permit has already been issued: Please use the ADD button, and the document type of "Plan Revision" so that our plan review staff will know you have submitted a revision.

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.						

[Add]

[Continue Application »]   [Save and resume later]
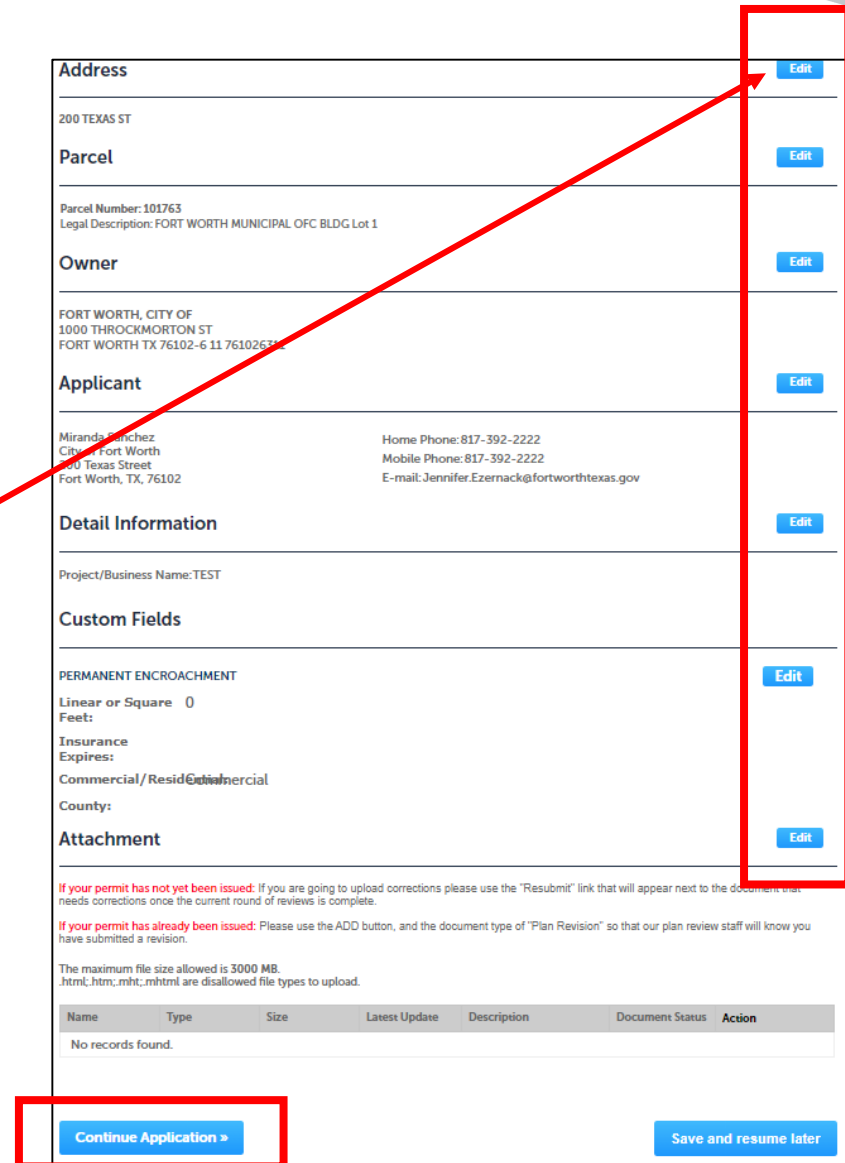
File:
Plan_with_color_for_zoning (2).pdf
100%
*Description:
This is my description.

Step 9: Review the Application

- Once you have filled out all required fields and selected the Continue Application button, you will be prompted to review your information again. This page will allow you to make any last minute edits to the application before submittal.

- To make edits, click on the **Edit** button next to the area where changes are needed. Follow step 7 again to make the changes and submit.

- To accept the application and no edits are needed, click on the **Continue Application »** button.

Step 10: Pay your fees

- Once you have submitted the application, you will be prompted to pay the initiation fee of **$1,012.50**.

- NOTE: If this project is requiring City Council approval, please contact the Development Coordination Office so they can assess additional fees required per ordinance.

- On the Pay Fees screen, click the [Check Out »] button

- Click the [Check Out »] button again

ROW Encroachment

1 Step 1	2 Review	3 Pay Fees	4 Record Issuance

Step 3: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Agreement Fee	1	$500.00

TOTAL FEES: $500.00
Note: This does not include additional inspection fees which may be assessed later.

[Check Out »]

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

200 TEXAS ST
1 Application(s) | $500.00
- ROW Encroachment   Total due: $500.00
  20TMP-098266

Total amount to be paid: $500.00
Note: This does not include additional inspection fees which may be assessed later.

[Checkout »] [Edit Cart »] [Continue Shopping »]

Step 9: Pay your fees cont'd

- Enter your payment information

  Payments are accepted via Credit/Debit Card or by Bank Draft/ACH

- Once payment information has been provided, click the **Authorize »** button

NOTE: *Some financial institutions have an* **ACH block** *preventing online bank transactions. If you have this block, you may need to provide your bank with additional information that's provided on this page*

Step 10: Receiving your record number

Once you've successfully authorized your payment, you will be given a record number in the following format:

<p align="center" style="color:red">PN##-#####</p>

To better serve you, contact the Development Coordination Office and provide this number so they can review your documents and provide further instruction.

Questions?

You can contact the Development Coordination office by sending an e-Mail to: DEVCFA_Projects@fortworthtexas.gov

You can also contact:

Wendy.Beardslee@fortworthtexas.gov| (817) 392-7645

Thank you