How to Apply for a Certificate of Appropriateness Online
STEP 1: Go to accela.fortworthtexas.gov/citizenaccess
STEP 2: Register for an account if you don’t already have one
STEP 3: Once you’re logged in, click the Home tab at the top of the screen to create a new permit.
STEP 4: Click “Create an Application” under Planning
STEP 5: Select HCLC
STEP 6: Enter your property address and click Search.

Address

<table>
<thead>
<tr>
<th>Street No.</th>
<th>Direction</th>
<th>Street Name</th>
<th>Street Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>200</td>
<td>--Select--</td>
<td>Texas</td>
<td>ST</td>
</tr>
</tbody>
</table>

*Search*  *Clear*
STEP 7: Select your address. This will populate several fields.
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.
STEP 9: Add Detail Information and select nature of work.

Please note – all fields must be filled out to proceed to next step.
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.
**STEP 11:** Review and submit

![Screen shot of the Fort Worth Planning and Development website showing Step 4: Review with options to continue or save and resume later.](image_url)
Thank you