

Commercial – Occupancy Existing Ordinance (C.O.) Permits

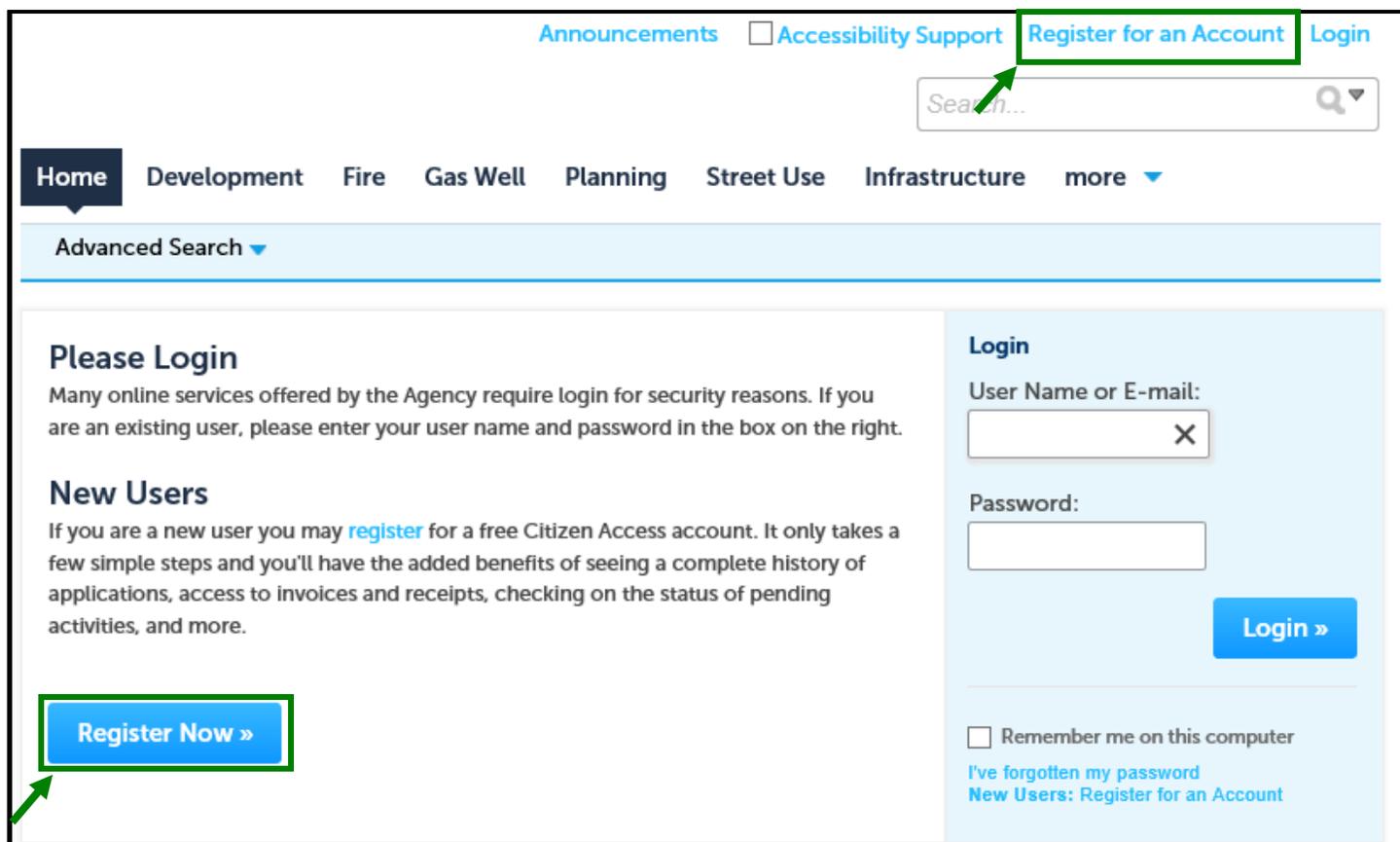
Standard Operation Procedure for Customer

9/13/2020

Last Updated by: Sonnie M. LaForce

Welcome to the city of Fort Worth’s Accela Citizen Access website. In this PDF tutorial, you will learn how to apply for Occupancy Existing Ordinance (C.O.) Permits.

In order to apply for a permit, you must first have an Accela Citizen Access account. If you have not created one, please click on the “Register for an Account” link in the upper rand hand corner. For more information on how to create an account, click on the Registration Video Tutorial located on the right side of the webpage.



The screenshot displays the top navigation bar of the Accela Citizen Access website. It includes links for "Announcements", "Accessibility Support", "Register for an Account", and "Login". A search bar is located to the right of these links. Below the navigation bar is a horizontal menu with "Home" (highlighted), "Development", "Fire", "Gas Well", "Planning", "Street Use", "Infrastructure", and "more".

The main content area is divided into two columns. The left column contains a "Please Login" section with instructions for existing users and a "New Users" section with instructions for new users. A "Register Now »" button is highlighted with a green box and an arrow. The right column contains a "Login" form with fields for "User Name or E-mail" and "Password", a "Login »" button, and a "Remember me on this computer" checkbox. Below the form are links for "I've forgotten my password" and "New Users: Register for an Account".

Once you have created an account and have logged in, you will be ready to start. You will find yourself on the Citizen Access Home page.

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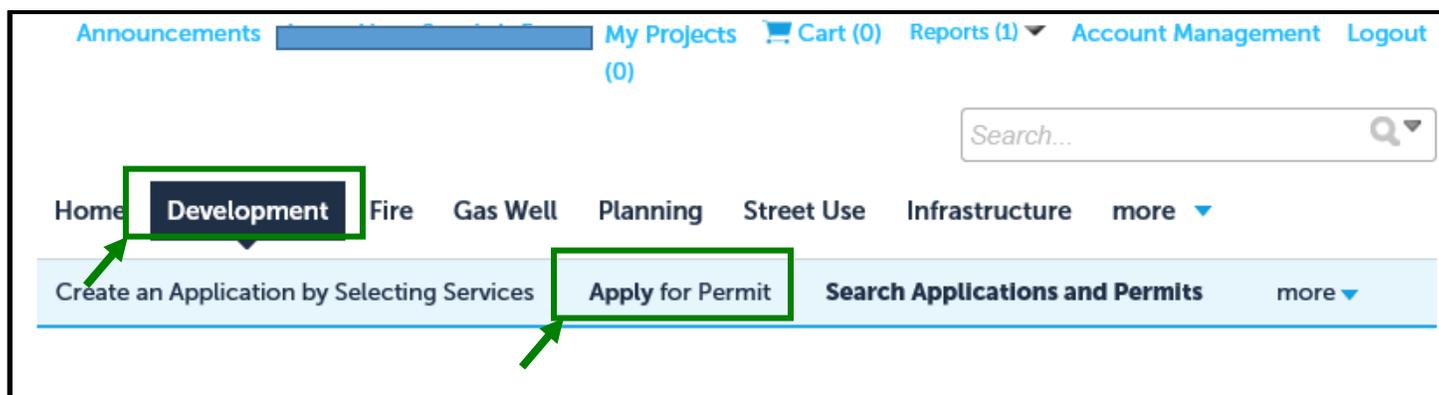
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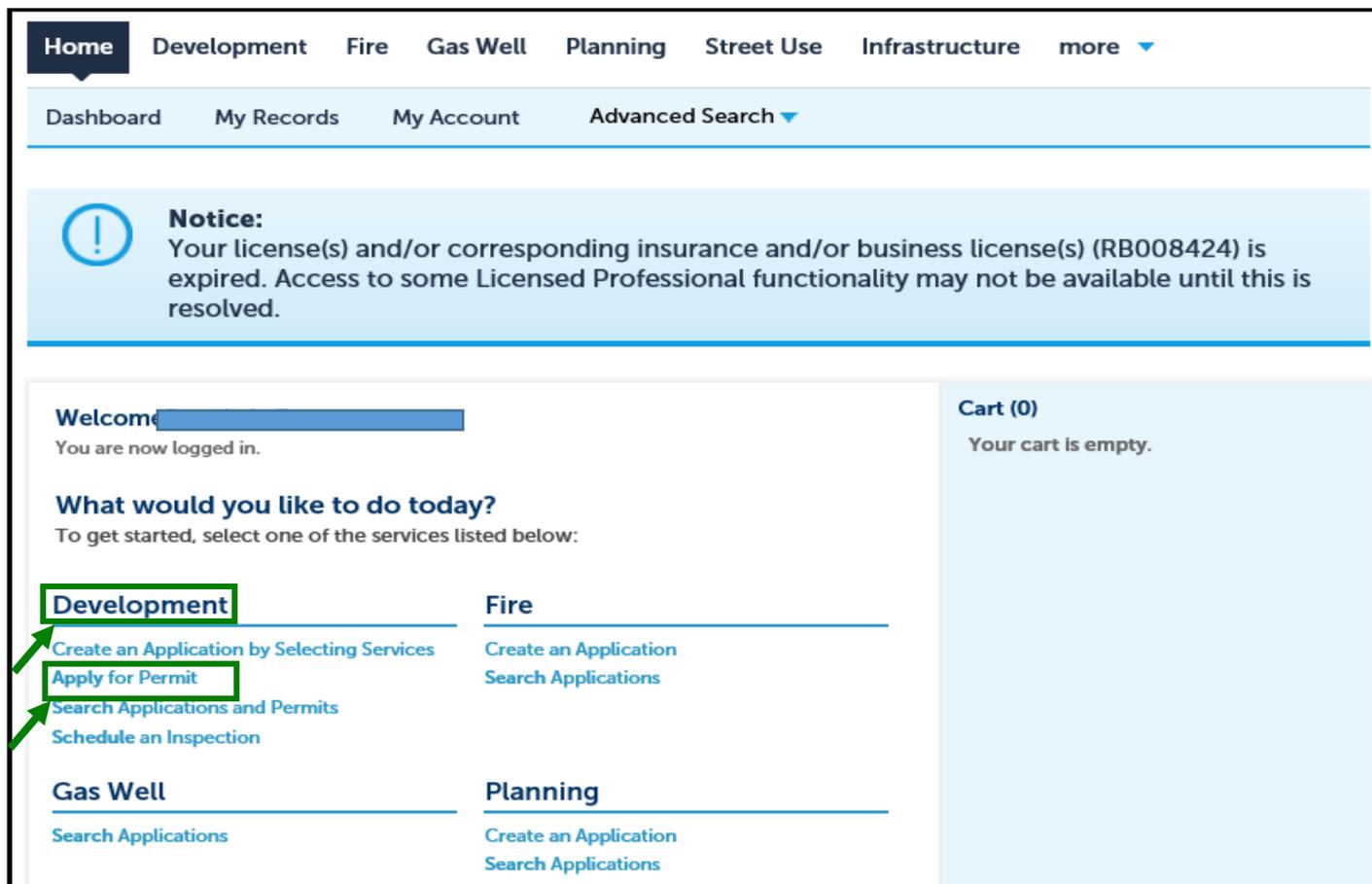
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There are two places you can choose to go to when applying for a permit

1. Click the development tab at the top of the screen and then click “Apply for a Permit” just below the Development tab



2. OR you may simply click on “Apply for a Permit” under the Development section



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You will then see the general disclaimer and should read through this to ensure you are aware of the website terms and conditions. Once you have read through the terms and conditions, please check the “I have read and accepted the above terms” box. Then click “Continue Application.”

Announcements My Projects Cart (0) Reports (1) Account Management Logout (0)

Search...

Home **Development** Fire Gas Well Planning Street Use Infrastructure more

Create an Application by Selecting Services **Apply for Permit** Search Applications and Permits more

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 »

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Please choose your license type here. Select a license for this record from the list below. *The available permit record type(s) is determined by the type of the license associated with your account.*

The screenshot shows a web application interface with a navigation bar at the top containing links for Announcements, My Projects (0), Cart (0), Reports (1), Account Management, and Logout. Below the navigation bar is a search bar and a secondary navigation menu with categories: Home, Development (highlighted), Fire, Gas Well, Planning, Street Use, Infrastructure, and more. A light blue banner below the navigation menu contains the text: 'Create an Application by Selecting Services', 'Apply for Permit', 'Search Applications and Permits', and 'more'. The main content area features a 'Select a License' form, which is enclosed in a green rectangular border. The form includes the following elements: a title 'Select a License', a descriptive paragraph: 'Select a license for this record from the list below. The available permit record type(s) is determined by the type of the license associated with your account.', a label 'Licenses:' with a question mark icon, a dropdown menu currently showing '--Select--', and a blue button labeled 'Continue Application »'. A green arrow points to the right side of the green border.

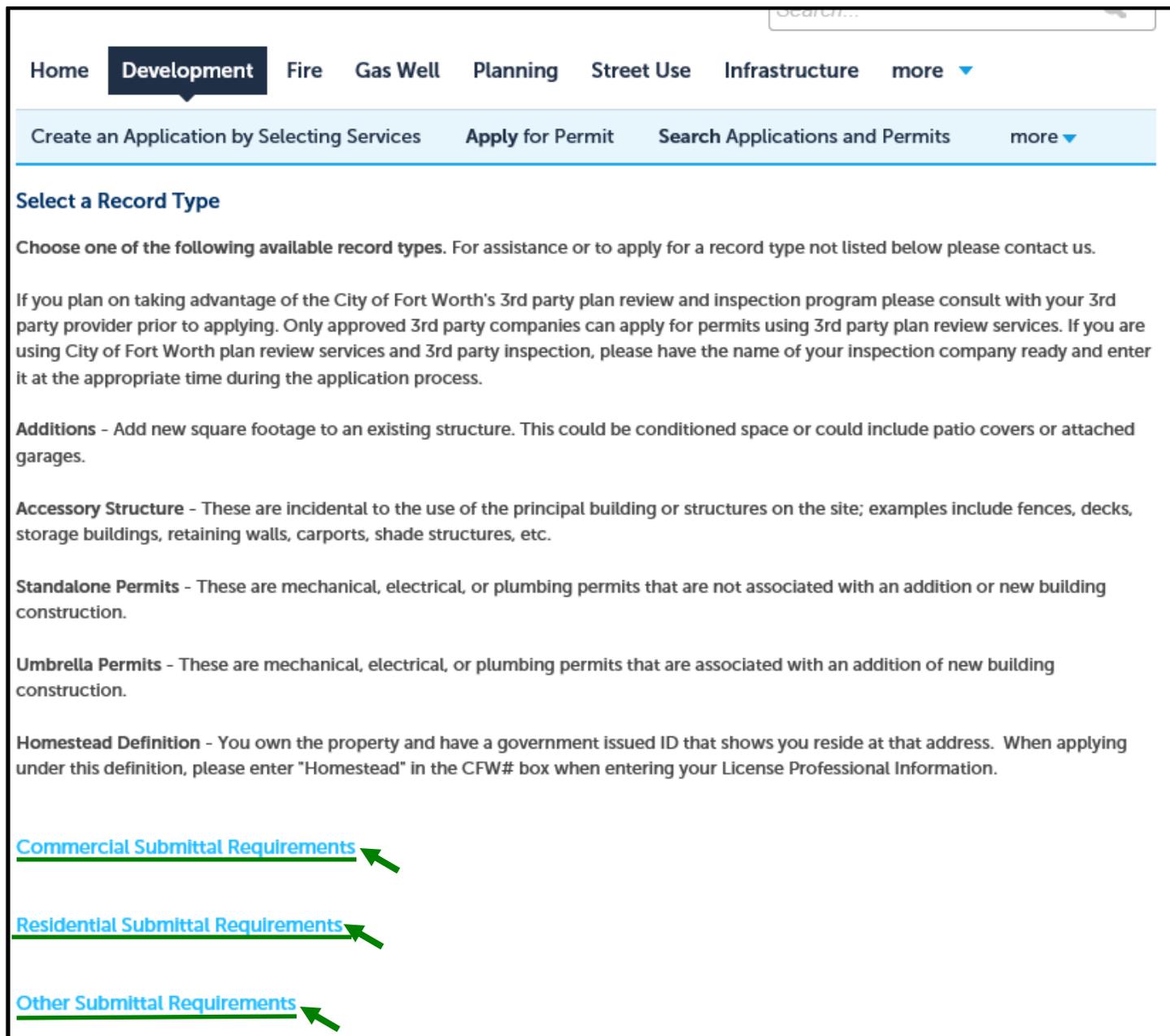
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You will be taken to the “Select a Record Type” page. This page explains the different record types for you. It may be a positive experience to stop and read through the informative section here. You will also find links for the submittal requirements for commercial and residential building permits. To ensure that your permits are processed in a timely manner, please review the submittal requirements to make sure you have the required informatin to apply. You may save your work and come back to the permit at a later time.



Home **Development** Fire Gas Well Planning Street Use Infrastructure more ▾

Create an Application by Selecting Services **Apply for Permit** Search Applications and Permits more ▾

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](#) →

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If you are unsure what category your permit would fall under, you can use the search option or go to fortworthtexas.gov/developmentservices for more info.

[Commercial Submittal Requirements](#)

[Residential Submittal Requirements](#)

[Other Submittal Requirements](#)

- ▶ Building Permits
- ▶ Electrical
- ▶ Encroachments
- ▶ Mechanical
- ▶ Plumbing
- ▶ Signs
- ▶ Other Permits

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Once you have read and understand the different record types, click on the small triangle next to the permit category to select the permit type you wish to apply for from the options shown.



- ▼ **Building Permits**
 - Commercial Addition Accessory Structure
 - Commercial Addition Building Permit
 - Commercial Moving Permit
 - Commercial New Accessory Structure
 - Commercial New Building Permit
 - Commercial Razing Permit
 - Commercial Remodel Accessory Structure
 - Commercial Remodel Building Permit
 - Floodplain Development
 - Occupancy Change of Use
 - Occupancy Existing Ordinance**
 - Residential Accessory Addition Permit
 - Residential Accessory New Permit
 - Residential Accessory Remodel Permit
 - Residential Addition Permit
 - Residential Moving Permit
 - Residential New Building Permit
 - Residential Razing Permit
 - Residential Remodel Construction Permit
 - Residential Remodel Reroof Permit
- ▶ **Encroachments**
- ▶ **Mechanical**
- ▶ **Other Permits**

Once you have selected your permit type, click “Continue Application” to proceed to enter the address of the permit.

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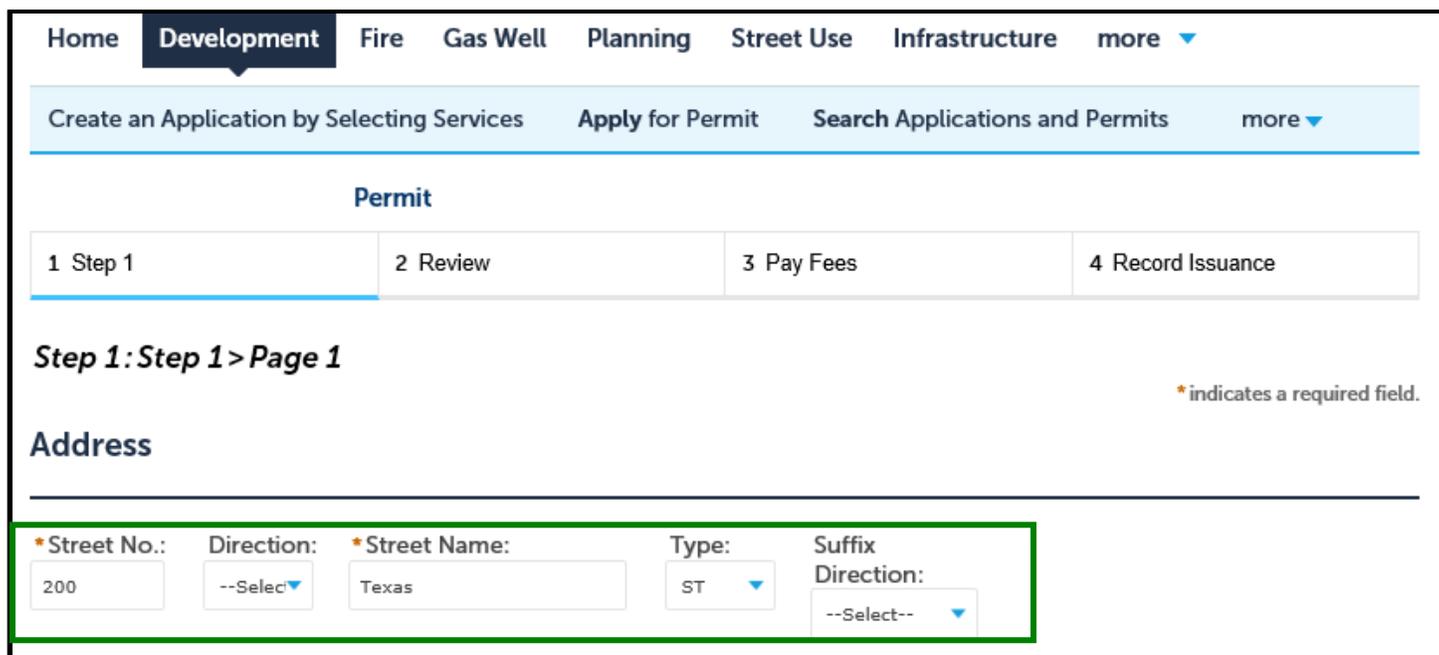
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Next you will see the address section:

Here you will enter the address of your permit. If you do not have an address or you are currently platting or replatting a property you will need to contact Development Support Services by calling 817-392-2222 or email devcustomerservice@fortworthtexas.gov to discuss early plan review options before applying. Be sure to click on “save and resume later” before closing out of Citizen Access. This will allow you to come back to your incomplete application at a later time.

Enter the street number and street name of the Address then click “Search.” If you see more than one option for the address entered, choose the correct one. You will then will see a list of data showing associated parcel and owner information.



The screenshot shows a web application interface for permit services. At the top, there is a navigation menu with options: Home, Development (highlighted), Fire, Gas Well, Planning, Street Use, Infrastructure, and more. Below this is a secondary menu with options: Create an Application by Selecting Services, Apply for Permit, Search Applications and Permits, and more. The main content area is titled "Permit" and displays a progress bar with four steps: 1 Step 1 (highlighted), 2 Review, 3 Pay Fees, and 4 Record Issuance. Below the progress bar, it says "Step 1: Step 1 > Page 1" and includes a note: "* indicates a required field." The "Address" section is highlighted with a green box and contains the following fields: "* Street No.:" with a text input containing "200"; "Direction:" with a dropdown menu showing "--Select-"; "* Street Name:" with a text input containing "Texas"; "Type:" with a dropdown menu showing "ST"; and "Suffix Direction:" with a dropdown menu showing "--Select--".

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You will choose the options that you know are correct and then click the “select” button at the bottom of the pop up. This will populate the information into your application. Enter any missing information and then click “continue application” to proceed.

Address Search Result List

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	TE XA S	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 76102-6 11 76102-6311

Select
Cancel

Continue Application »

Save and resume later

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Next you will see the Contacts section:

Here you will enter a Licensed Professional, an Applicant, a Site Contact and a Plans Exam Contact if applicable.

For the Licensed Professional, you can choose to Add New or Look Up. To add a new contractor you will need to enter the contractor’s registration number and all other required fields. If using Look Up, you may search for a specific contractor by using that contractor’s name, business, RB number, etc. and click look up again:

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

Applicant

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

[Select from Account](#)

Licensed Professional

To add a new Licensed Professional, click the Add Licensed Professional link. To find a Licensed Professional, enter the search criteria and click the Search button. To edit an existing Licensed Professional, select the Licensed Professional number in the list.

Edit Remove

Site Contact

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

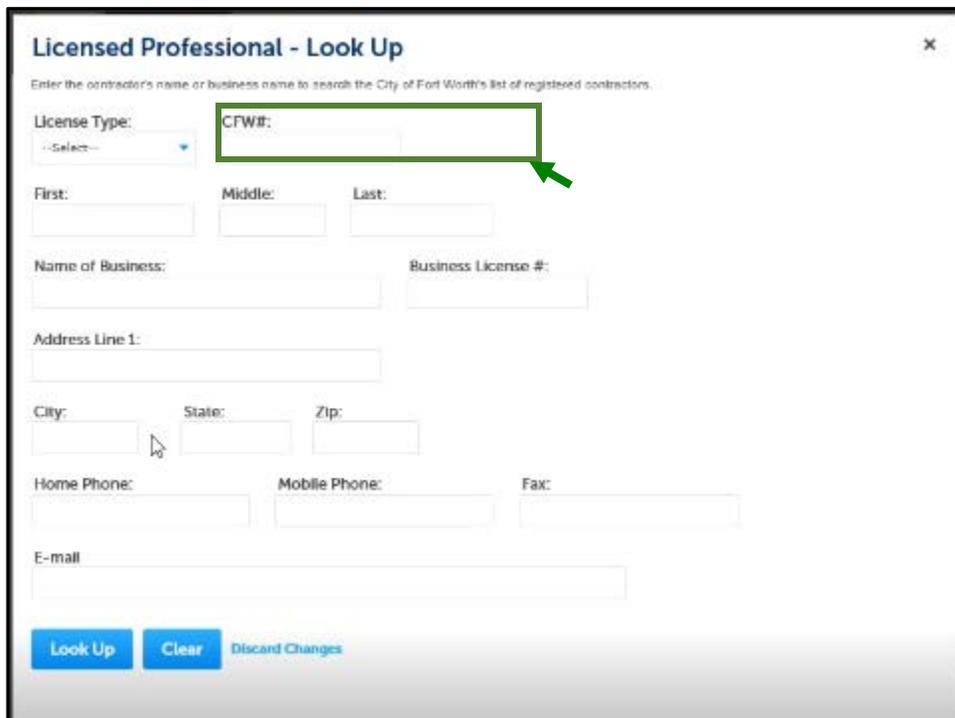
[Select from Account](#) [Add New](#)

A contractor should automatically be added. If there is not a contractor currently assigned to do the work or the job is currently “out to bid, “then enter OTB in the CFW# and then click look up again. The “Out to Bid” registration will automatically be added. Please keep in mind that there is a \$25.00 change of record fee when adding a contractor to the permit at a later time.

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Licensed Professional - Look Up ×

Enter the contractor's name or business name to search the City of Fort Worth's list of registered contractors.

License Type: CFW#:

First: Middle: Last:

Name of Business: Business License #:

Address Line 1:

City: State: Zip:

Home Phone: Mobile Phone: Fax:

E-mail:

For the Applicant, Site Contact, and Plans Exam Contact, you can choose from an associated account or you can add new.

To choose from an associated account, click Select from Account. This will give you options to choose from the associated contact with your login or from the owner associated with the property address. Select the contact, make sure the required information is entered, and click Continue.

If adding a new contact, click Add New and enter the required information. Once that information has been entered, click continue.

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Site Contact

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

[Select from Account](#) [Add New](#)

Plans Exam Contact

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

[Select from Account](#) [Add New](#)

[Continue Application »](#) [Save and resume later](#)

Once all of the contacts have been entered, click continue application to move on.

Detail Information:

First you will enter the detail information for your project.

Enter the project or business name. This can be the name of the contractor doing the work or the name of the business.

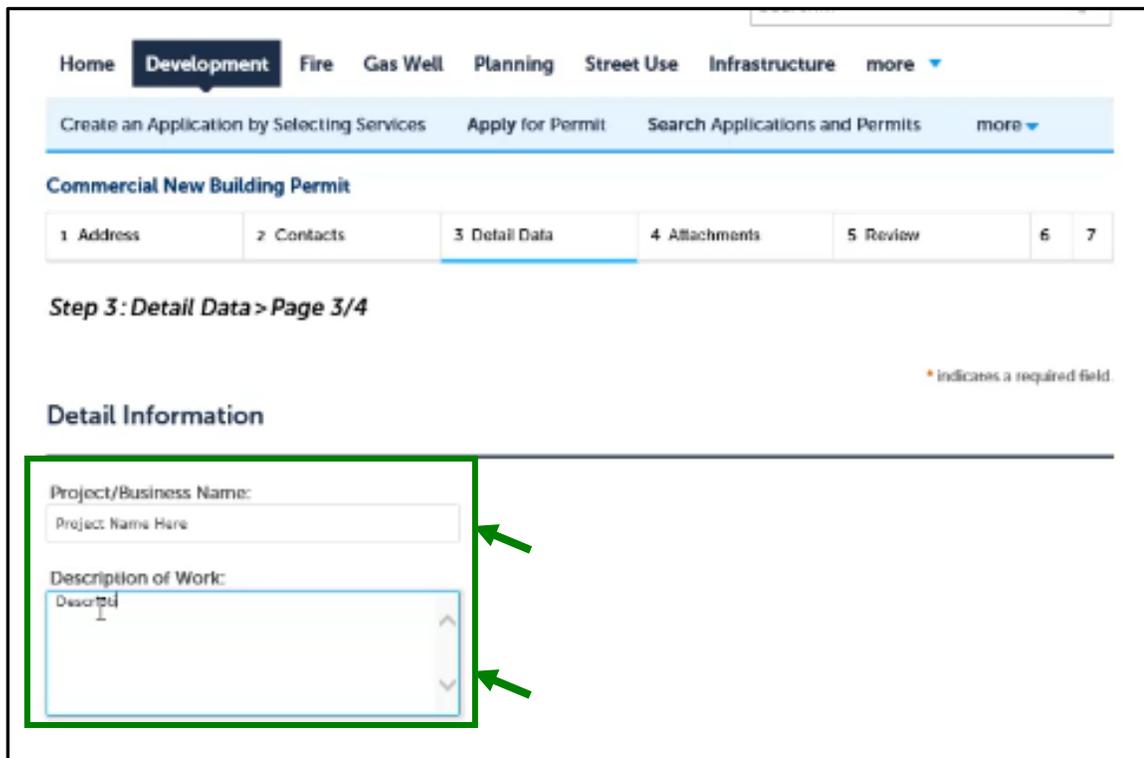
Then you will enter a detailed description of the work you are wishing to permit. Be sure to be as thorough and detailed as possible.

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Commercial New Building Permit

1 Address 2 Contacts 3 **Detail Data** 4 Attachments 5 Review 6 7

Step 3: Detail Data > Page 3/4

* indicates a required field.

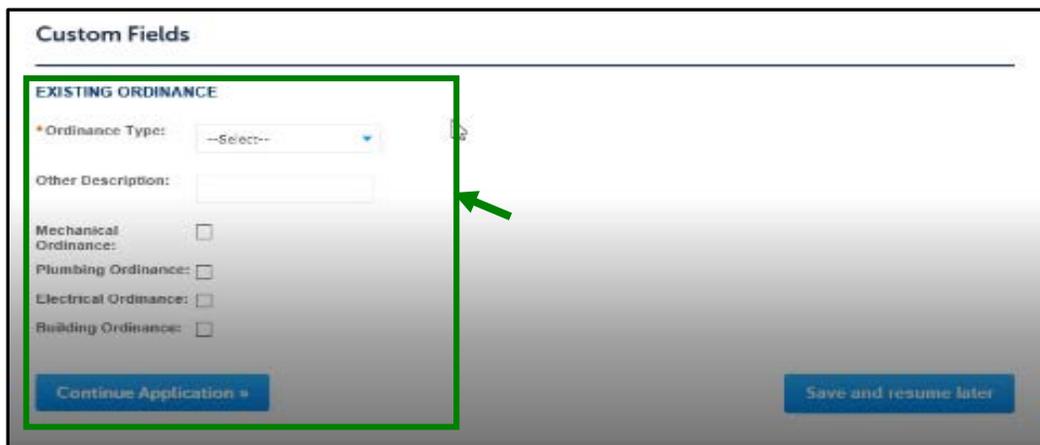
Detail Information

Project/Business Name:
Project Name Here

Description of Work:
Descripti

Custom Fields:

Choose the type of certificate of Occupancy you are needing from the ordinance type drop down. For food trucks choose mobile vendor, for apartment complexes choose multi-family, for land use CO's choose other and type land use in the "other description" box. For sidewalk café's choose sidewalk café and for record changes choose ordinance. Please note that you must speak with the Zoning department first to obtain an approved site plan prior to applying for a land use CO. The approved site plan will need to be uploaded to the permit when applying. If you need an electrical release then make sure to choose the "electrical ordinance" box.



Custom Fields

EXISTING ORDINANCE

* Ordinance Type: --Select--

Other Description:

Mechanical Ordinance:

Plumbing Ordinance:

Electrical Ordinance:

Building Ordinance:

Continue Application + Save and resume later

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Click continue application to move on.

Attachments:

Please upload all of the required documents. Please note all documents must be in .pdf format with the exception of the Energy Code documents.

Click on Add to open the file upload box. Click on Add again to select the record you wish to upload.

Step 1: Step 1 > Page 4 * indicates a required field.

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 3000 MB.
.htm;.html;.mht;.mhtml are disallowed file types to upload.

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

Add

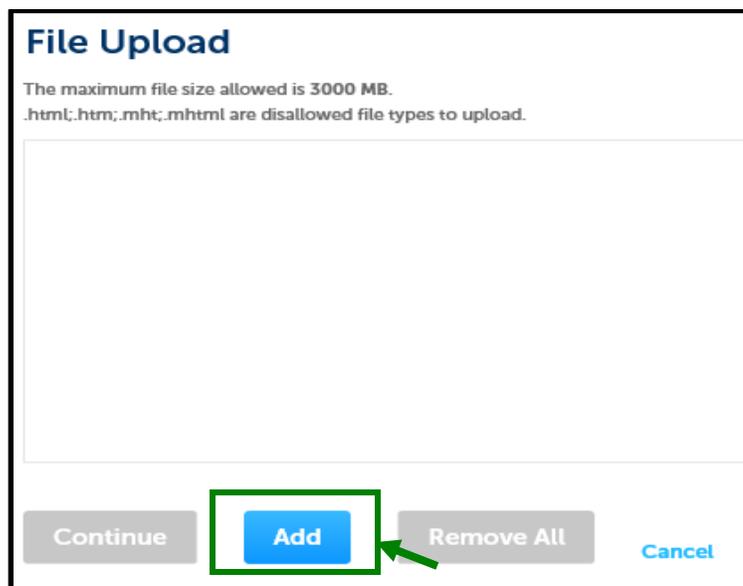
Continue Application »

Save and resume later

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File Upload

The maximum file size allowed is 3000 MB.
.html;.htm;.mht;.mhtml are disallowed file types to upload.

Continue Add Remove All Cancel

Once all attachments have been added, click “continue application” to move on.

Review:

Please review all information to make sure it is accurate. If any edits need to be made, you can click edit next to the section you wish to edit.

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Darron Buchanan City of Fort Worth 200 Texas St 1522 Ft Worth, TX, 76102	Home Phone: 817-392-2222 Mobile Phone: 817-392-2222 E-mail: darron.buchanan@fortworthtexas.gov
Site Contact	
Edit	
Darron Buchanan City of Fort Worth 200 Texas St Ft Worth, TX, 76102 United States	Home Phone: 817-392-2222 E-mail: darron.buchanan@fortworthtexas.gov
Plans Exam Contact	
Edit	
Darron Buchanan City of Fort Worth 200 Texas St Ft Worth, TX, 76102 United States	Home Phone: 817-392-2222 E-mail: darron.buchanan@fortworthtexas.gov
Detail Information	
Edit	
Project/Business Name: Project Name Here Description of Work: Description of Work Here	
Application Specific Information	
Edit	
COMMERCIAL Use: Office Specific Use: Office TDLR Number: TABS123456789	



Once you have reviewed all of the information, click Continue Application to move on to the payment portion.

Pay Fees

There is a \$25 application fee and \$5 technology fee for all existing ordinance applications.

- For record change ordinances there is a \$25 change of record fee.
- For record change ordinances with an electrical release there is an additional \$30 ordinance inspection fee.
- For mobile vendor and land use permits the cost is \$60.
- For multi-family CO's the cost is \$150 for buildings and \$90 for accessory structures.
- For sidewalk café CO's the cost is \$150

Click Check Out to continue.

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Commercial Remodel Building Permit

1 2 3 Detail Data 4 Supporting Documentation 5 Review **6 Pay Fees** 7 Record Issuance

Step 6 : 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
Application Fee	1	\$25.00
Technology Fee	1	\$5.00
Building Permit Remodel (All Others Uses)	40000	\$597.01

TOTAL FEES: \$627.01
 Note: This does not include additional inspection fees which may be assessed later.

Check Out ▾

If paying by credit card, choose the Pay with Credit Card option and enter the required information.
 If paying by check, choose the Pay with Bank Account option and enter the required information.

Please note: that if you have an ACH Block with your financial institution, you will need to provide them with the number 9044048155 in order for your transaction to be processed. Also, when entering your driver's license information, please make sure to enter the state abbreviation of the licensing state, before the license number.

Bank Account Information:

* Processing Method:

* Account Type:

Provide the following:

* Driver's License Number: **Help** ×
 Two letter state plus DL number (e.g. TX1234568)

* Routing Number:

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Once you have entered your information, please lick on the Authorize button to confirm payment. You will receive a receipt and confirmation that your permit has been submitted.

Bank Account Information:

* Processing Method:

* Account Type:

Provide the following:

* Driver's License Number:

* Routing Number: * Check Number: * Account Number:

DATE: 10/30/2013

PAY TO THE ORDER OF: _____ \$ _____

NAME: _____

⑆ 22220509⑆ 1335⑆ 0135058222⑆

Routing Number Check Number Account Number

Account Holder Information:

Auto-fill with

Country:

* Name:

* Street Address:

* City: * State: * Zip:

* Phone:

* E-mail:

Once your permit has been submitted a Development Support Services representative will check for any additional information. If additional information is needed, you will receive an email explaining what that information is. If nothing else is needed the permit will be routed on for review.

If you have any questions or need further assistance, please contact us at 817-392-2222 or at devcsutomerservice@fortworthtexas.gov.