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

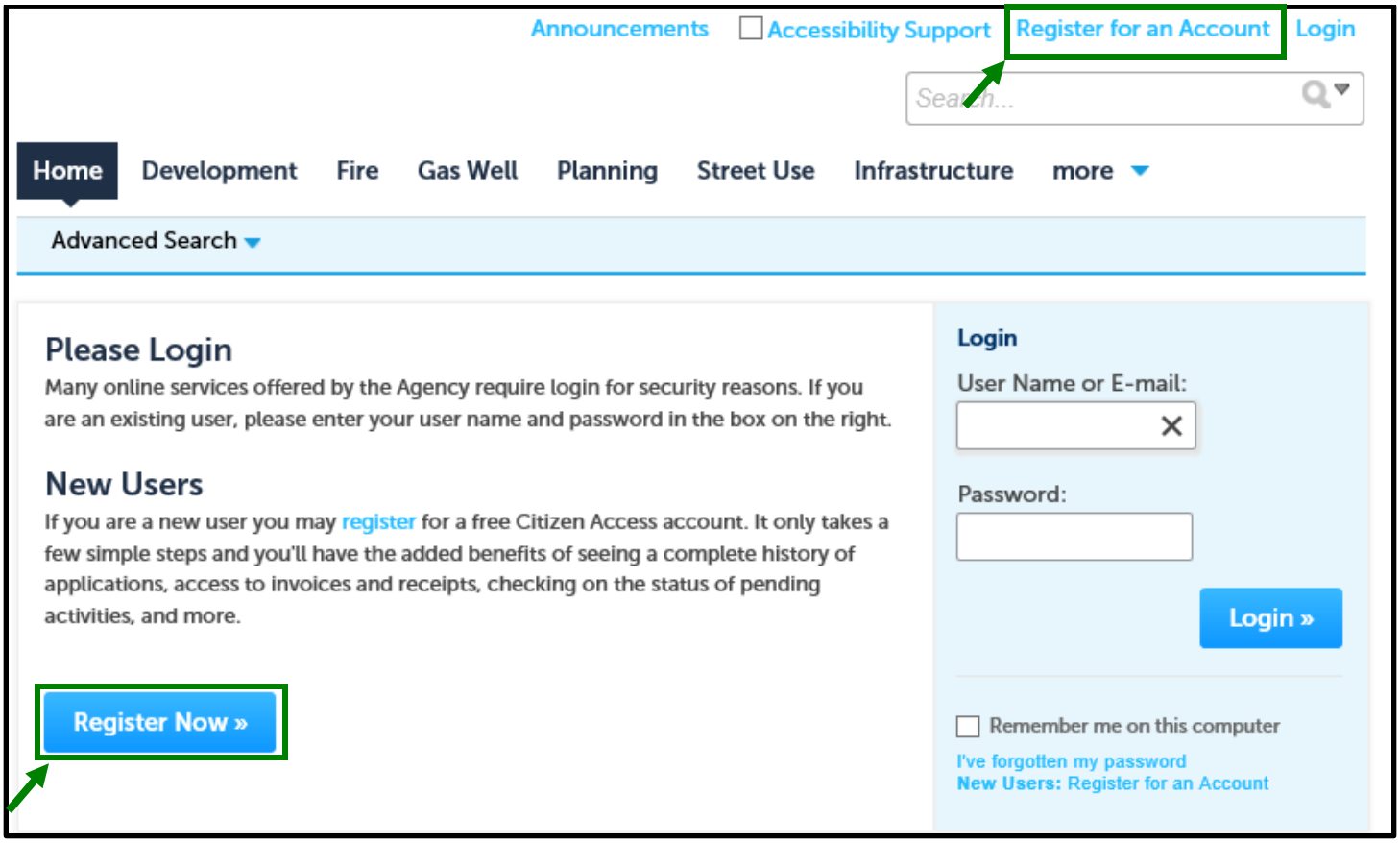
**Standard Operation Procedure for Customer**

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.




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.

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

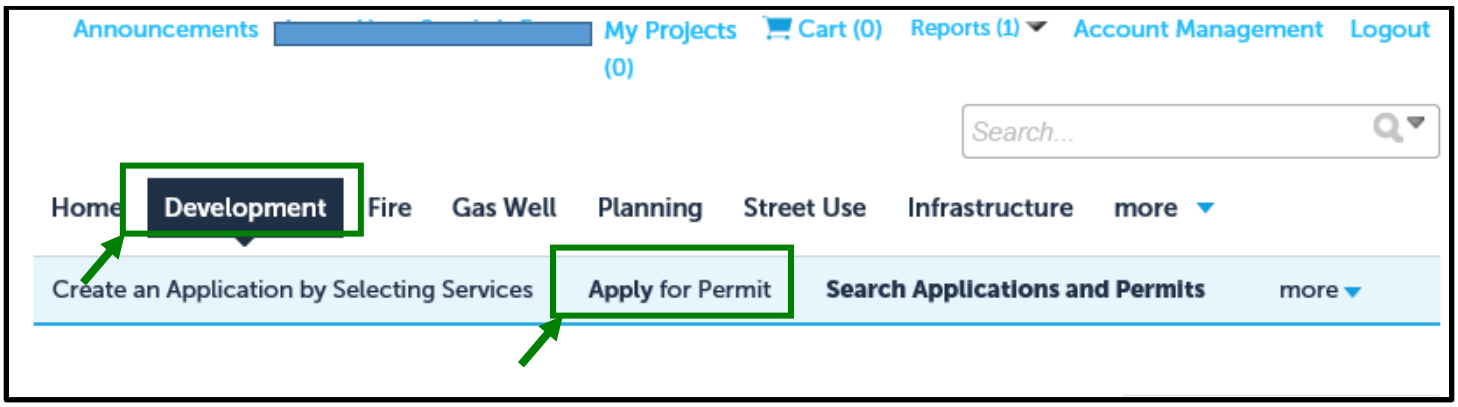
**Standard Operation Procedure for Customer**

9/13/2020

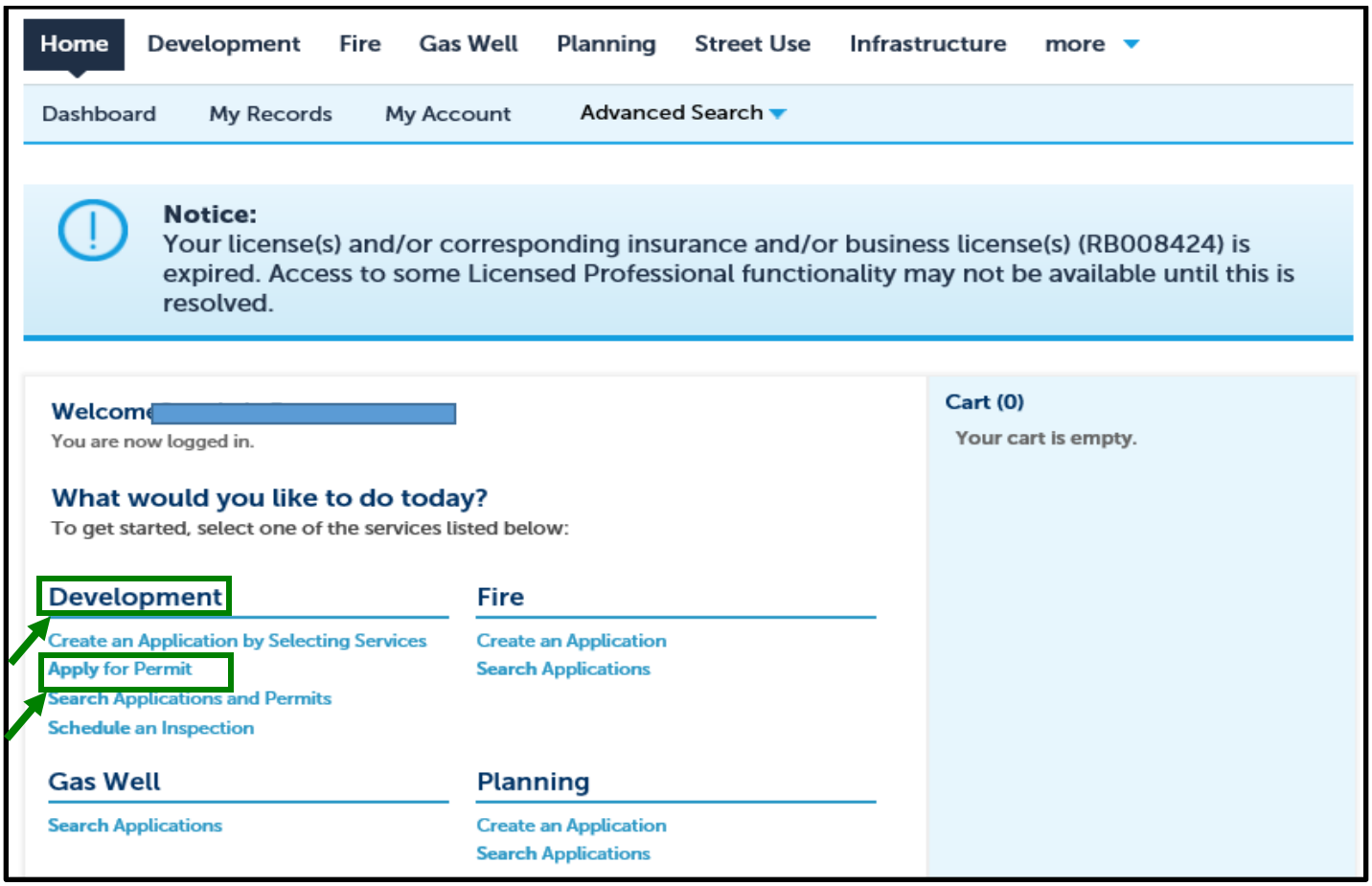
Last Updated by: Sonnie M. LaForce

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

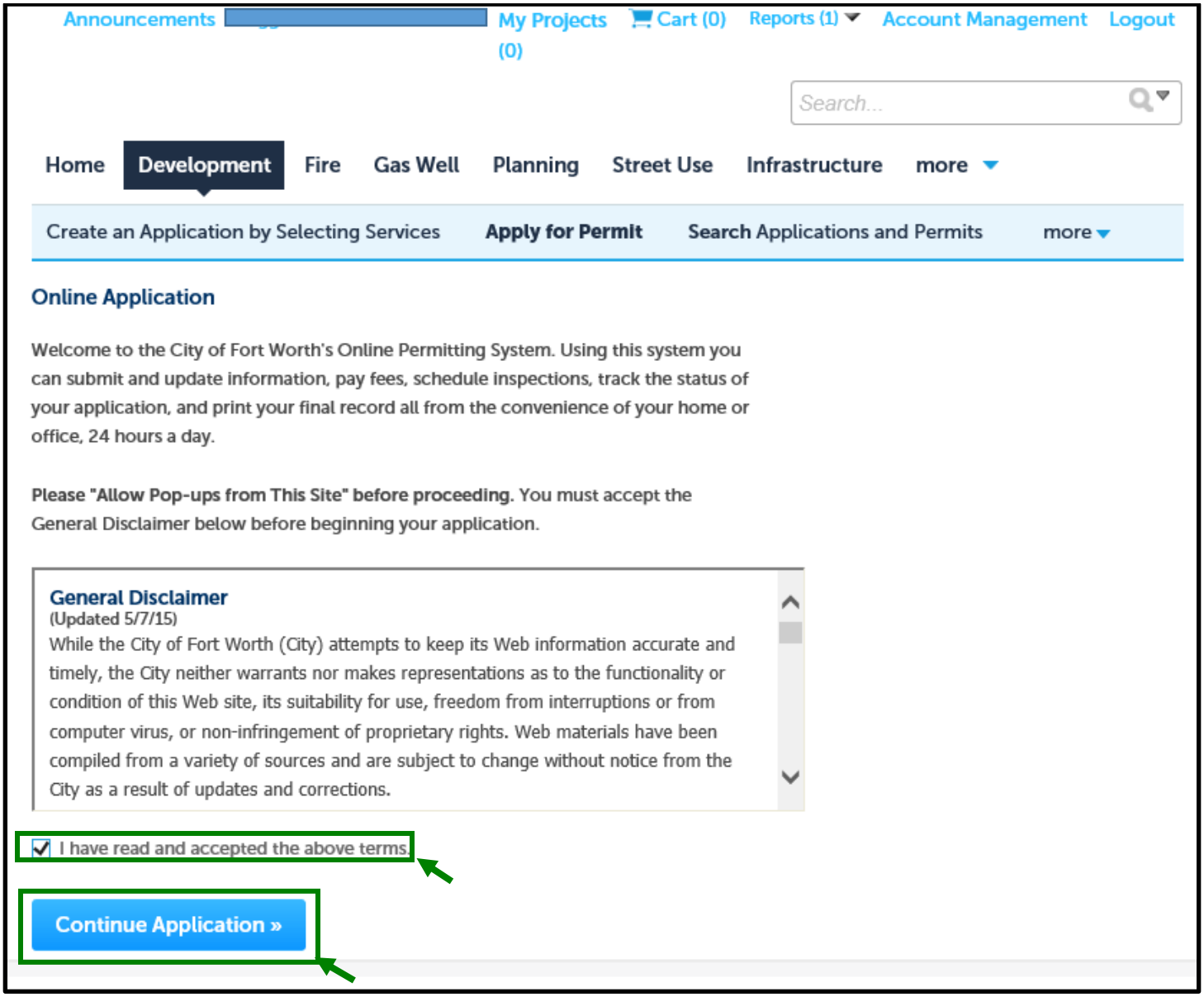
1. Click the development tab at the top of the screen and then click “Apply for a Permit” just below the Development tab




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



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 coniditions, please check the "I have read and accepted the above terms" box. Then click "Continue Application."



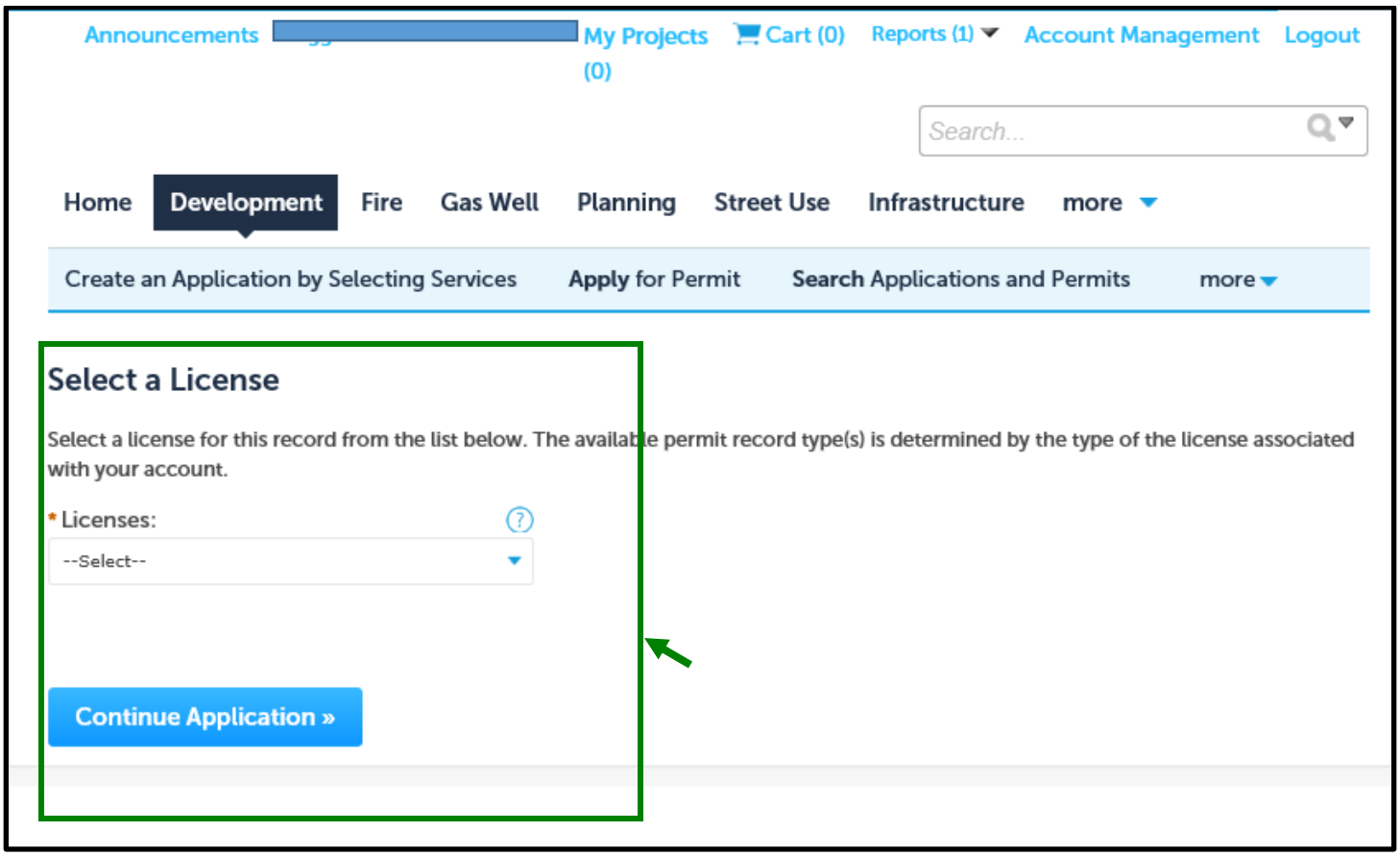
# Commercial – Occupancy Existing Ordinance (C.O.) Permits

**Standard Operation Procedure for Customer**

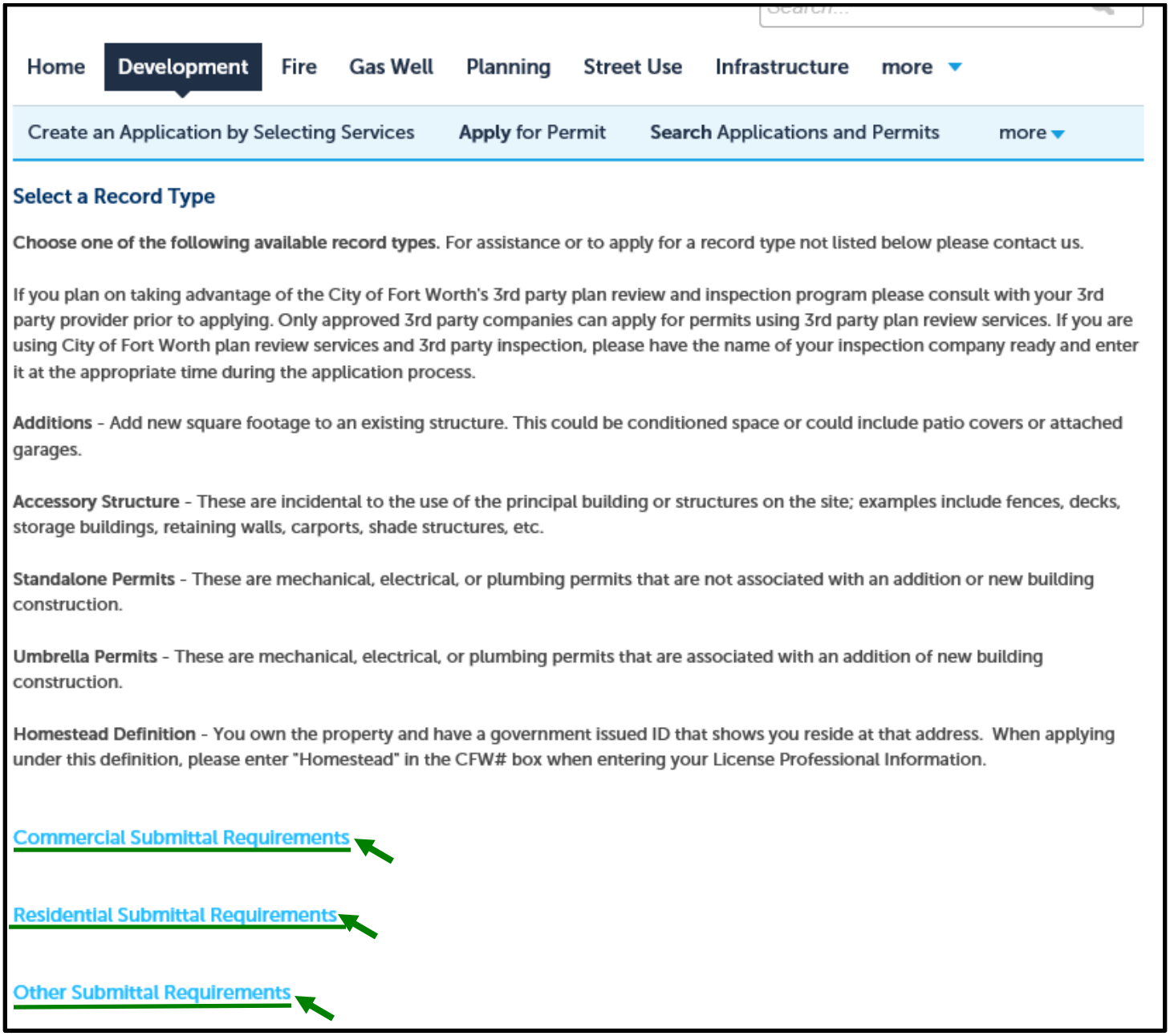
9/13/2020

Last Updated by: Sonnie M. LaForce

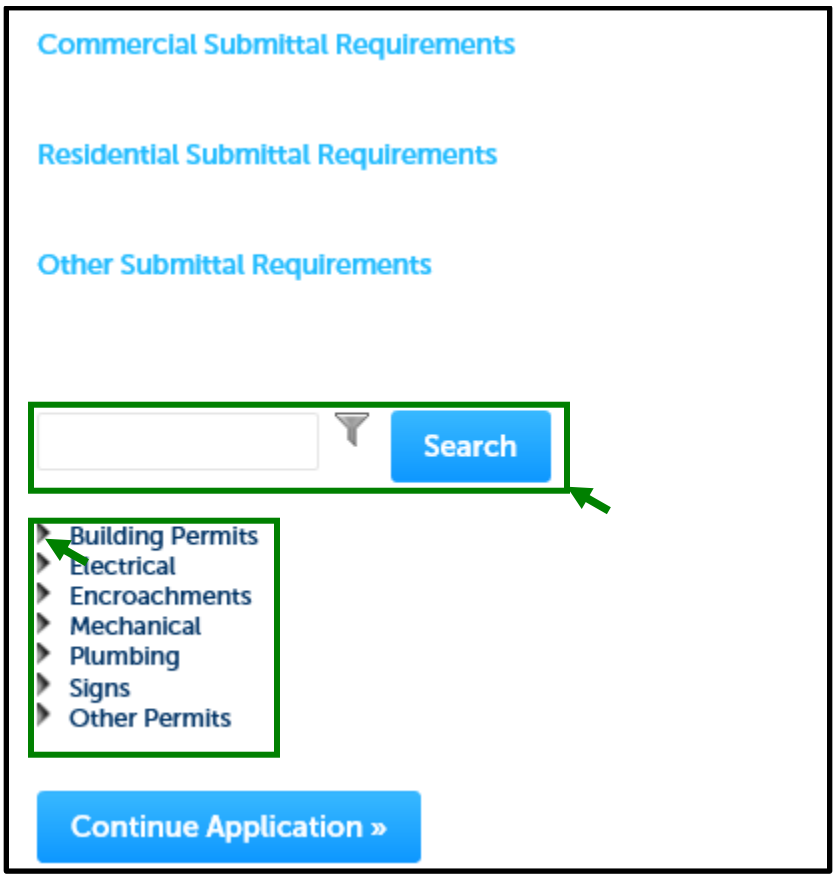
Please choose your license type here. Select a license for this record from the list below. *The available permit record type(s) is determined by the type of the license associated with your account.*



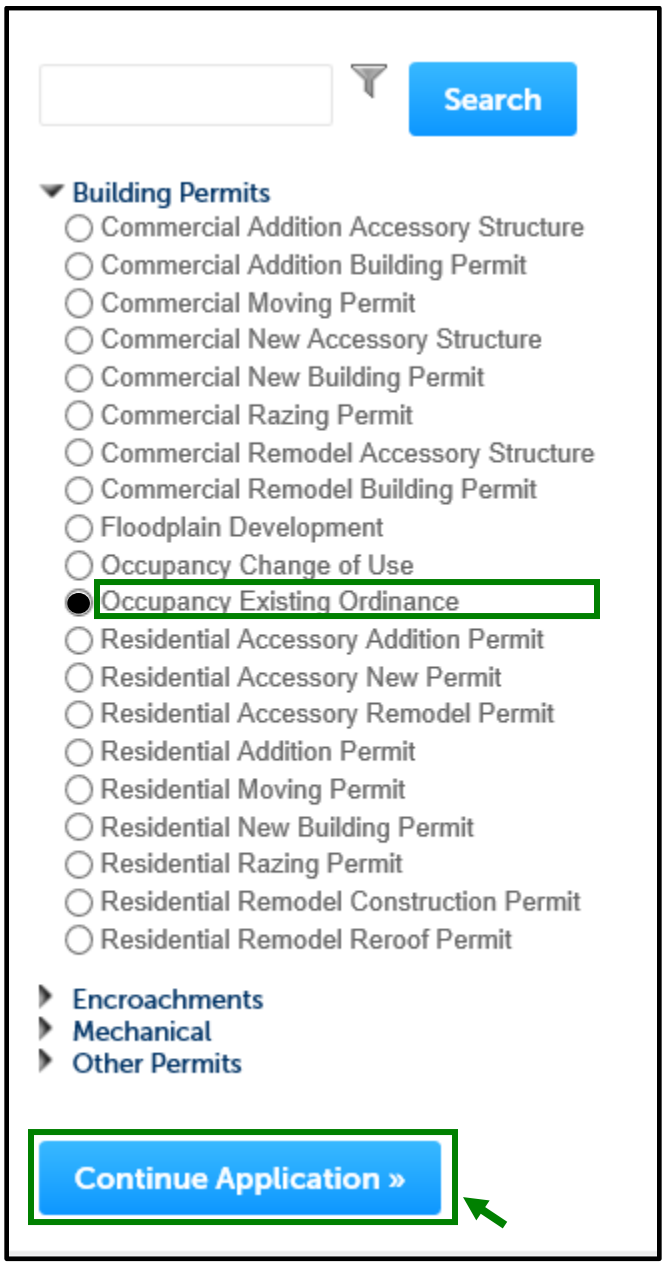
You will be taken to the "Select a Record Type" page. This page explains the different record types for you. It may be a positive experience to stop and read through the informative section here. You will also find links for the submittal requirements for commercial and residential building permits. 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.



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.



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.

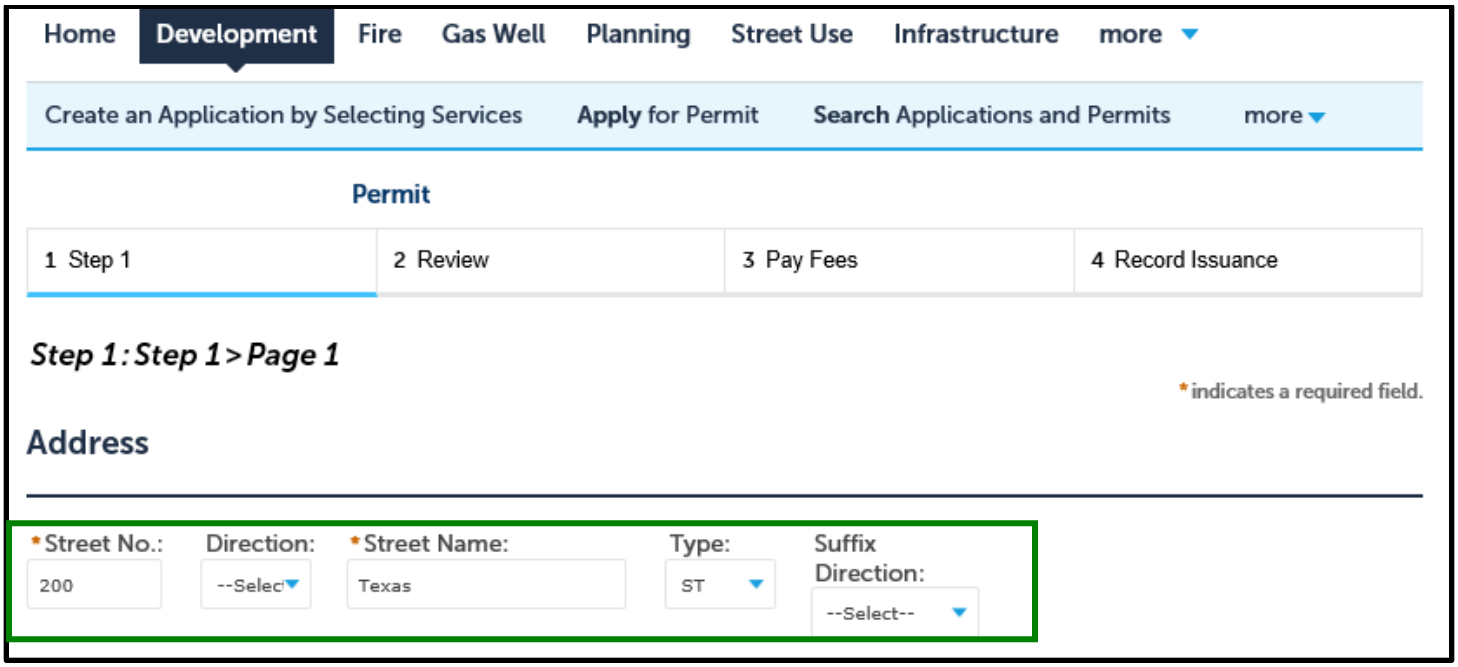



Once you have selected your permit type, click “Continue Application” to proceed to enter the address of the permit.

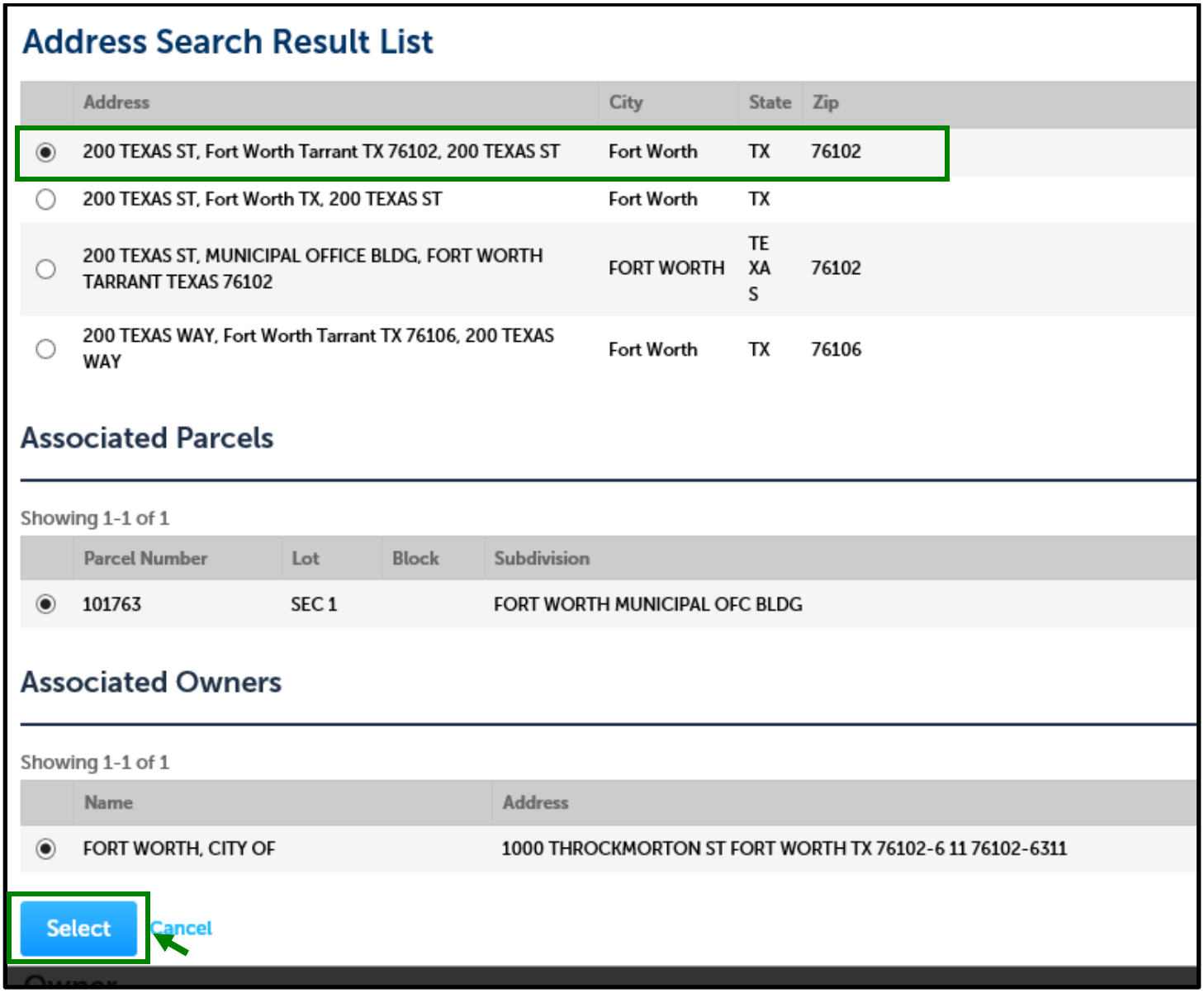
Next you will see the address section:

Here you will enter the address of your permit. If you do not have an address or you are currently platting or re-platting 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.



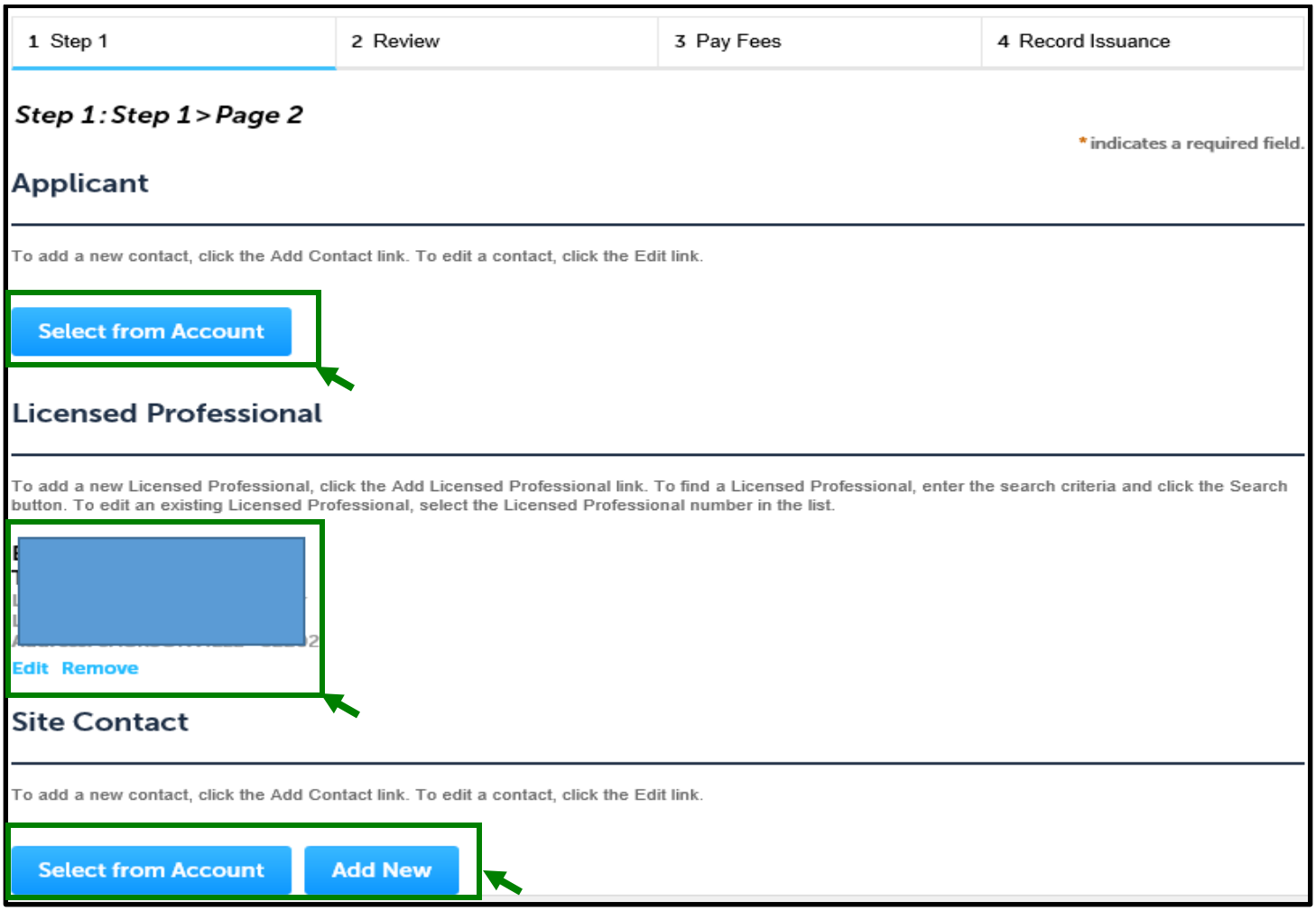
You will choose the options that you know are correct and then click the "select" button at the bottom of the pop up. This will populate the information into your application. Enter any missing information and then click "continue application" to proceed.



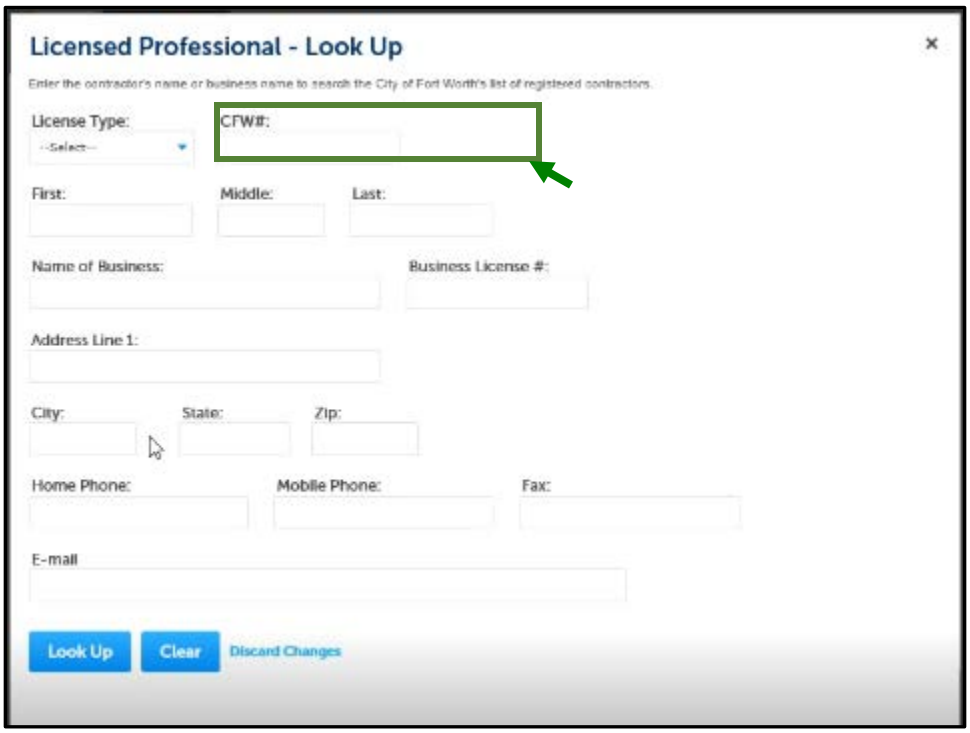
Next you will see the Contacts section:

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:



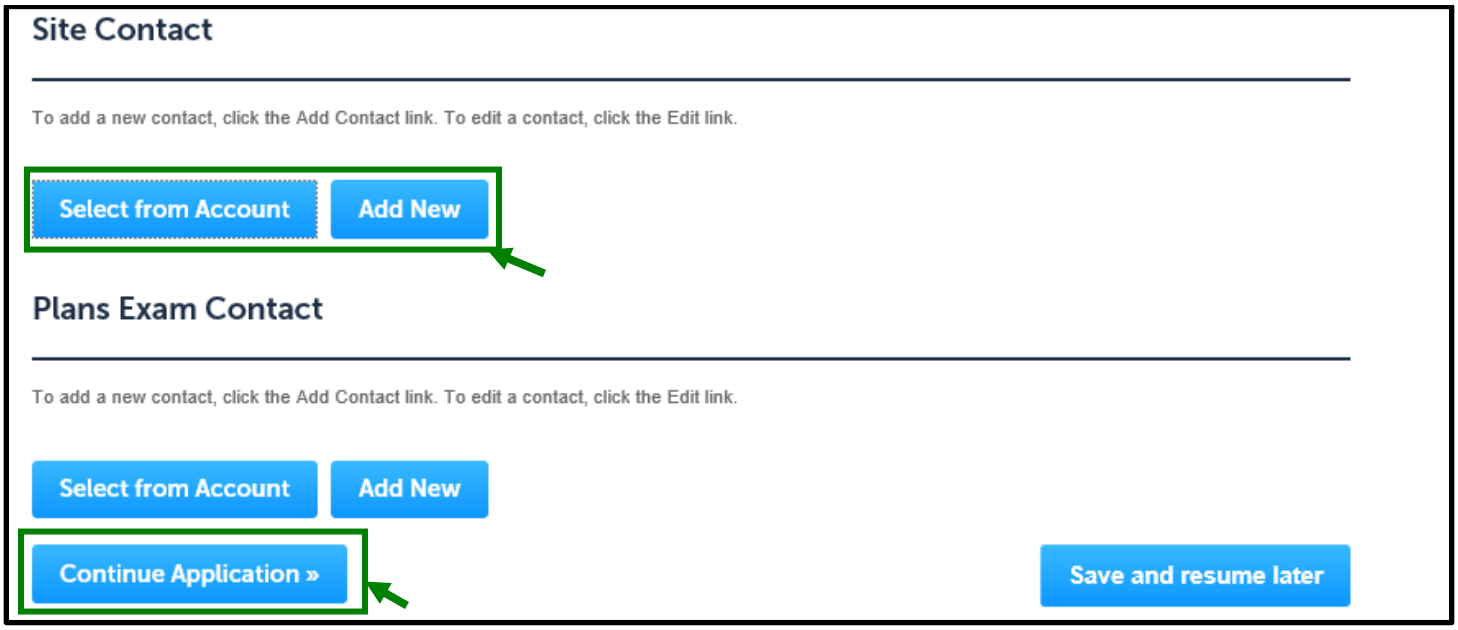

A contractor should automatically be added. If there is not a contractor currently assigned to do the work or the job is currently "out to bid, "then enter OTB in the CFW# and then click look up again. The "Out to Bid" registration will automatically be added. Please keep in mind that there is a $25.00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




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.



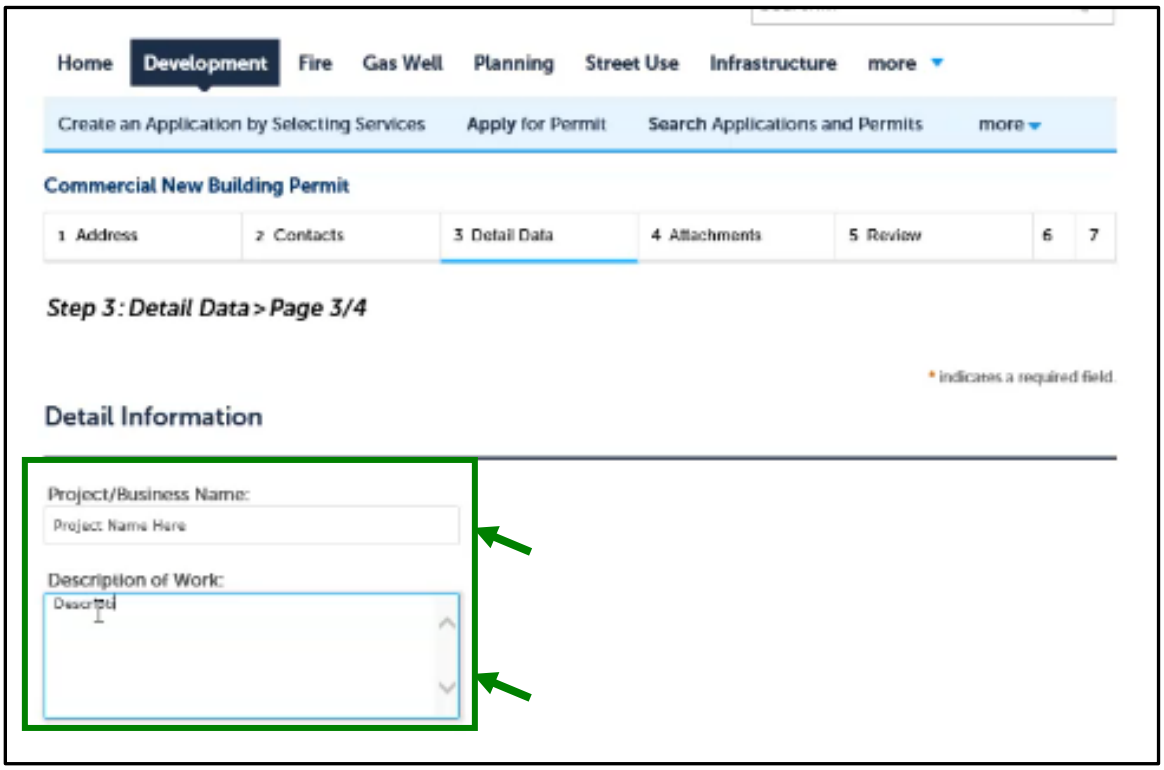

Once all of the contacts have been entered, click continue application to move on.

Detail Information:

First you will enter the detail information for your project.

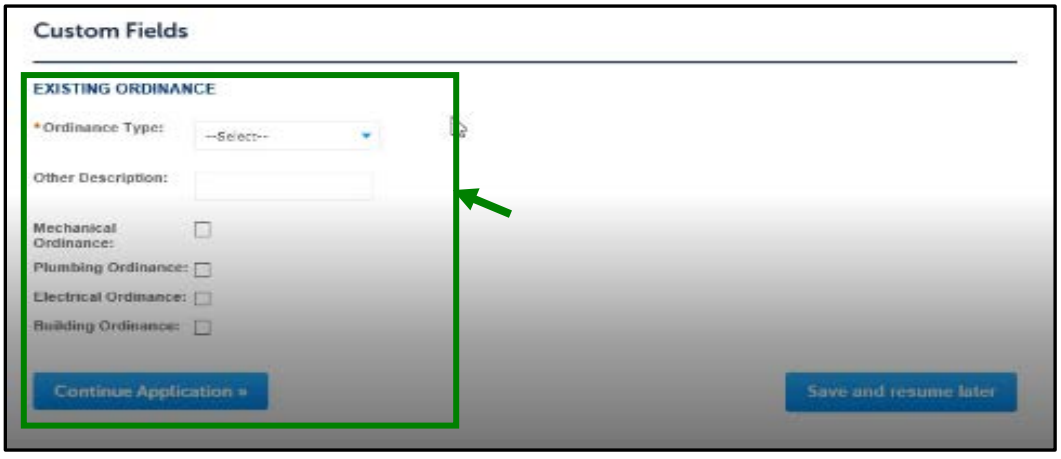
Enter the project or business name. This can be the name of the contractor doing the work or the name of the business.

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.




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.

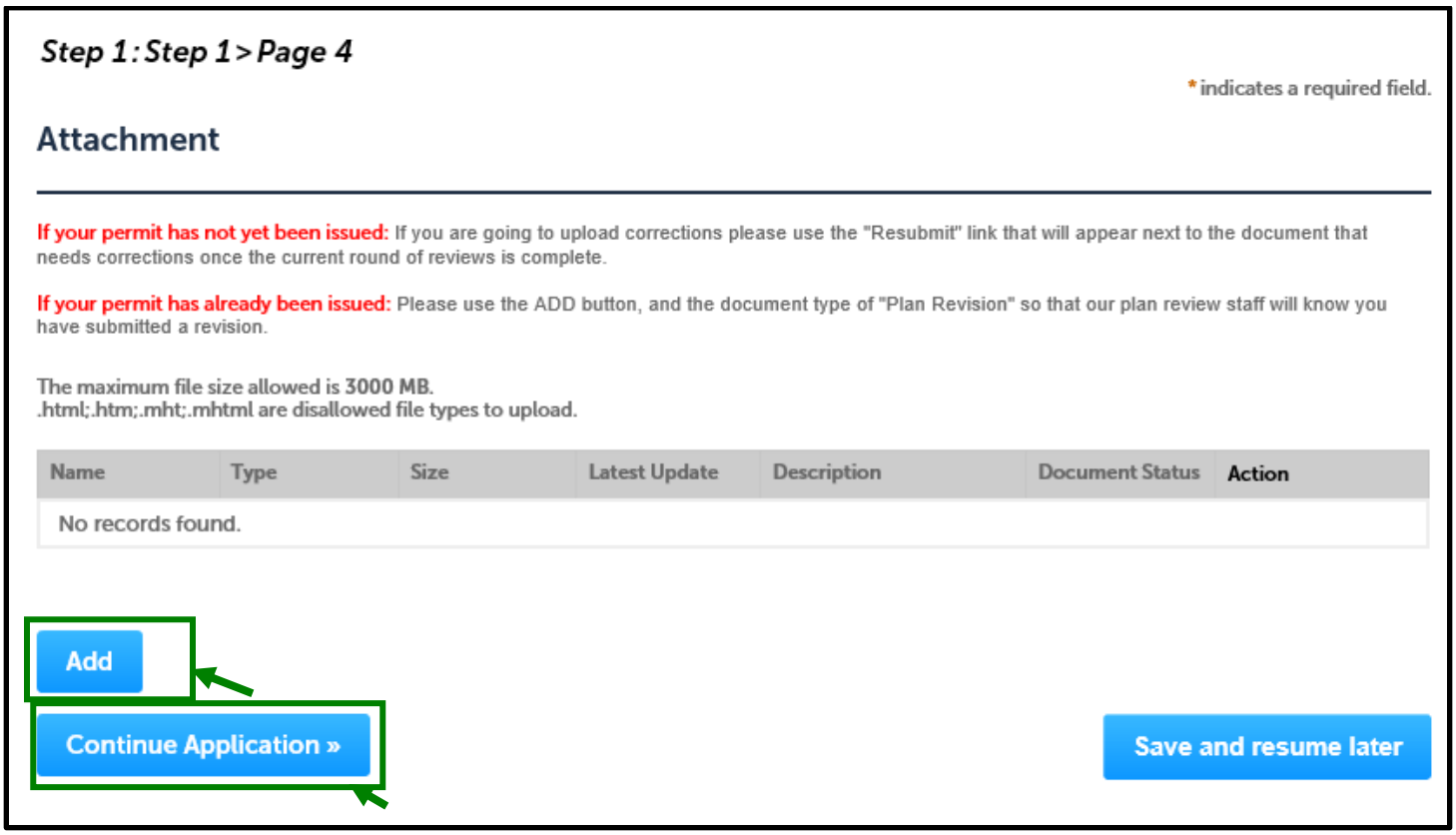


Click continue application to move on.

Attachments:

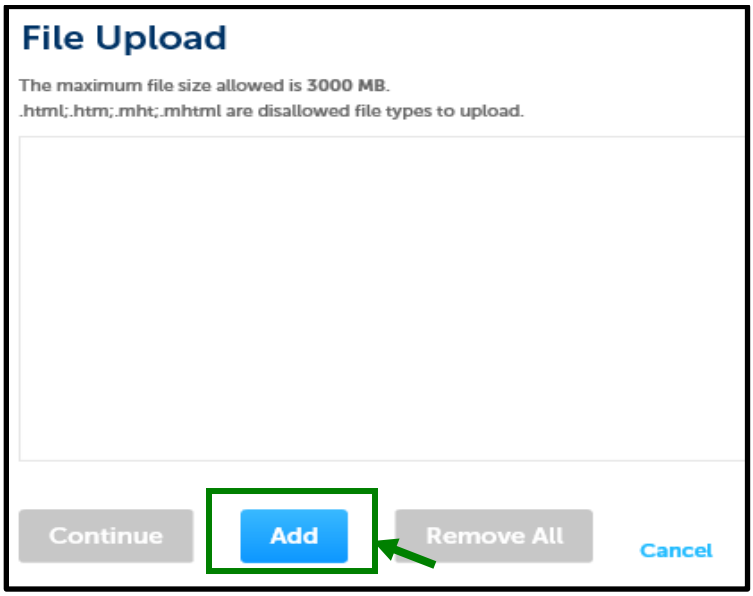
Please upload all of the required documents. Please note all documents must be in .pdf format with the exception of the Energy Code documents.

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



9/13/2020

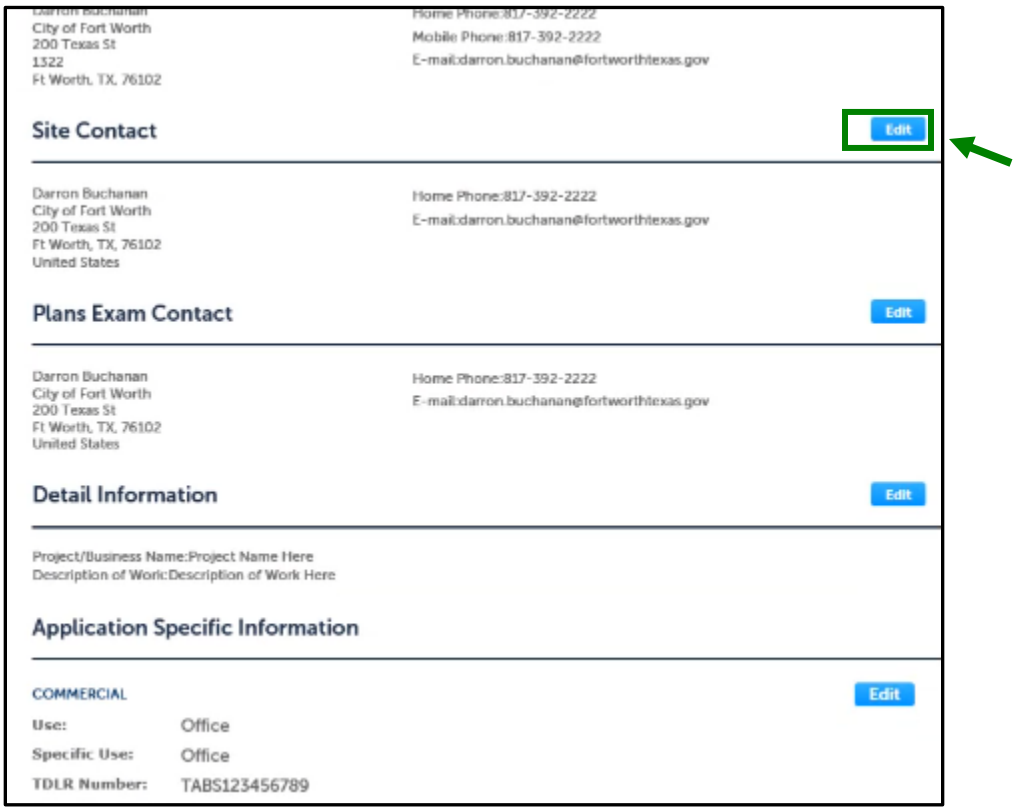
Last Updated by: Sonnie M. LaForce




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.



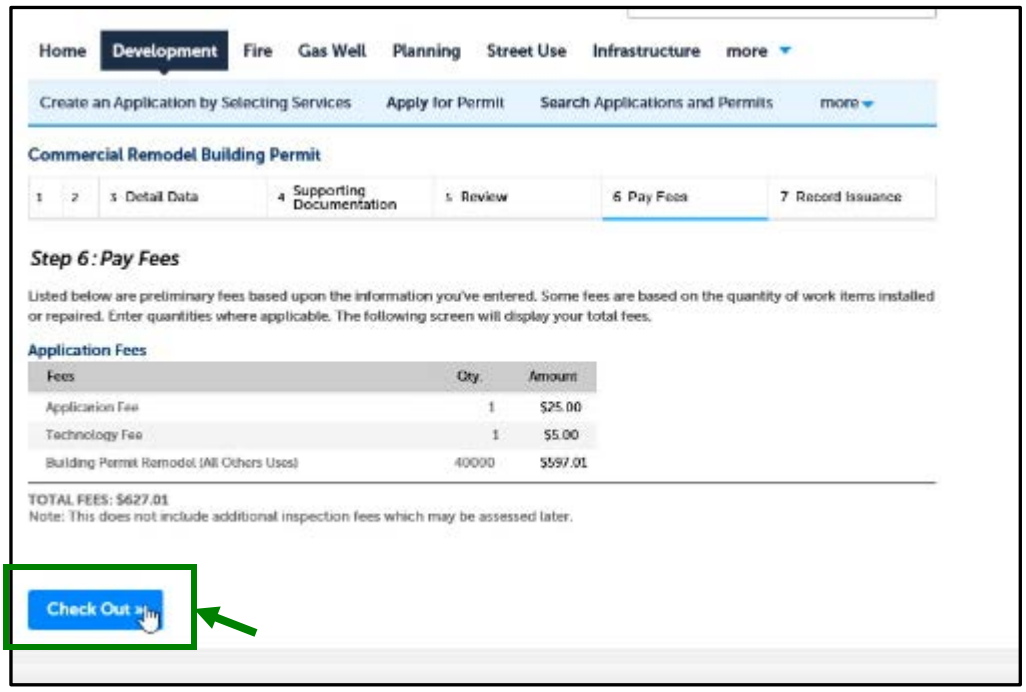

Once you have reviewed all of the information, click Continue Application to move on to the payment portion.

Pay Fees

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

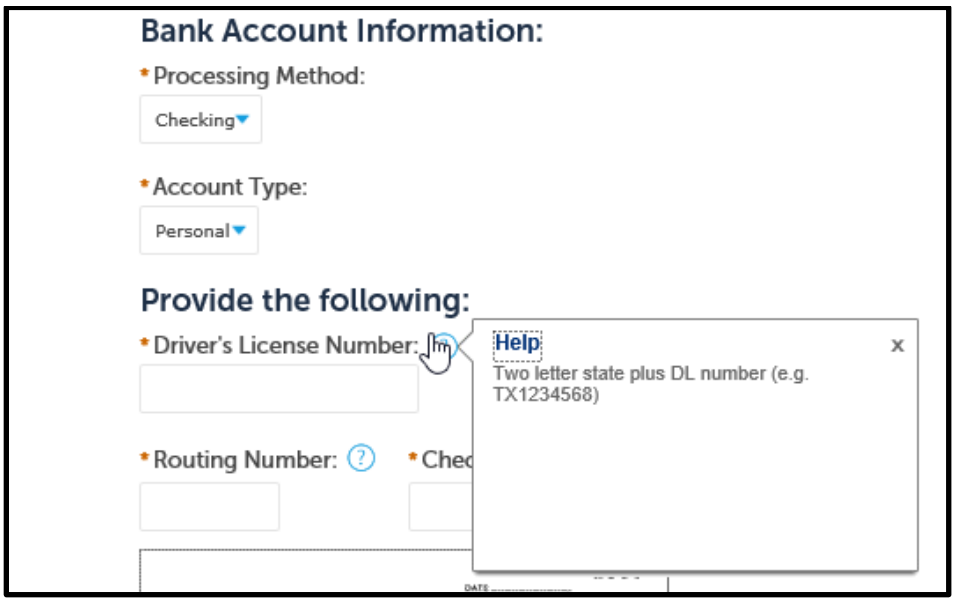
- For record change ordinances there is a $25 change of record fee.
- For record change ordinances with an electrical release there is an additional $30 ordinance inspection fee.
- For mobile vendor and land use permits the cost is $60.
- For multi-family CO's the cost is $150 for buildings and $90 for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

Click Check Out to continue.

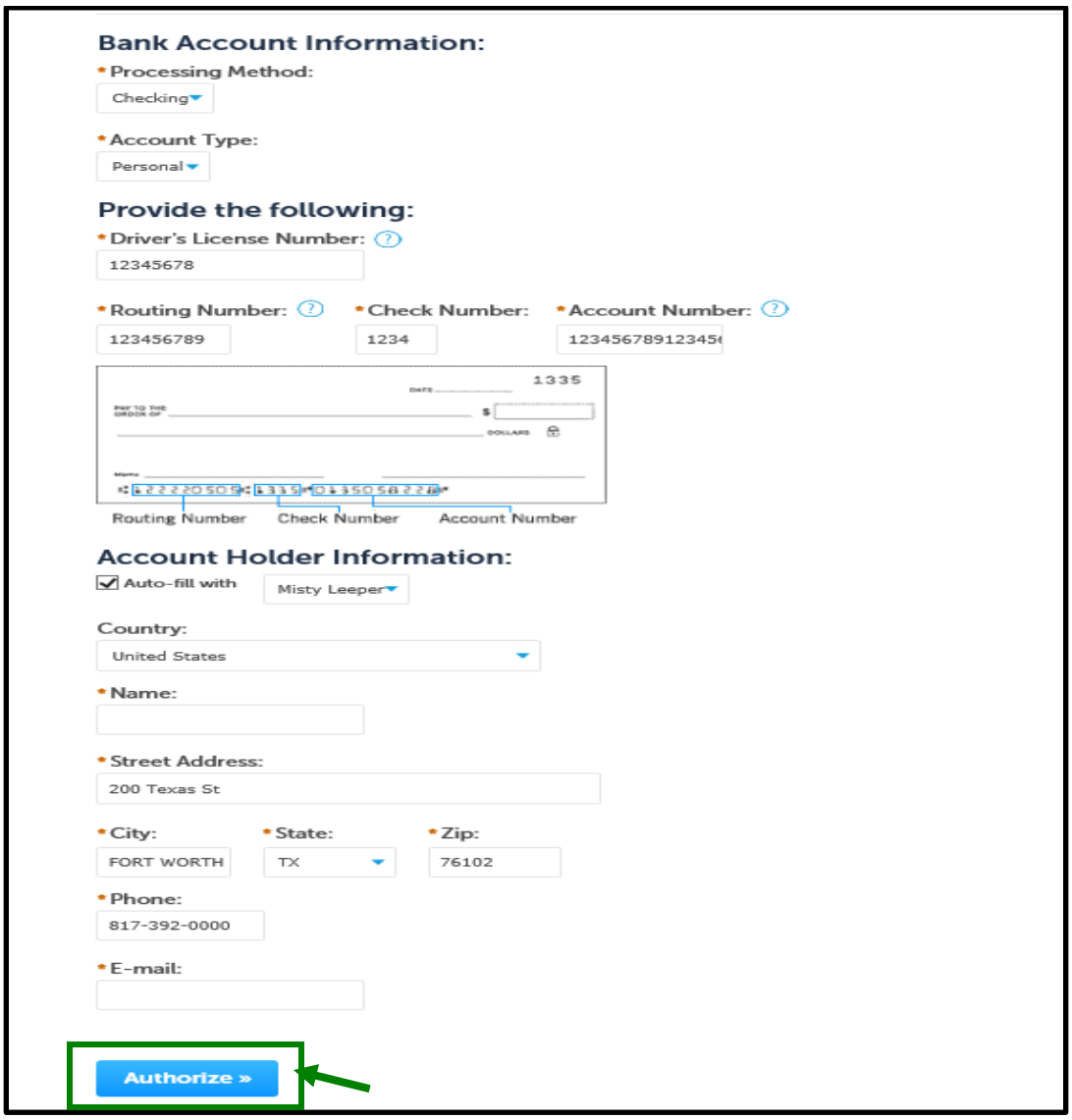



If paying by credit card, choose the Pay with Credit Card option and enter the required information.
If paying by check, choose the Pay with Bank Account option and enter the required information.

**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.



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.




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.