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 a View and Print Plan Review Comments, Approved Plans, Inspection Card, and the Certificate of Occupancy.

You must first be logged into your Accela Citizent Access account. This should be the same account that you used to create the permit.

Once you are logged in, enter the permit number in the upper right hand corner and then hit enter or click on the

magnify glass  $\underbrace{\mathbb{N}}$  to locate the record.

Announcements Logg	ed in as Darron Buchanan	(0) (0)	Account Management Logout
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Cart Total	\$280.00		
/ork in progress 🕐			View All Records
Record Name Record ID	Module	Creation Date	Action
Commercial Remodel Building 20TMP-074417 Permit	Development	9/7/2020	Resume Application
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This will take you to the record detail screen.



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If you wish to print your Inspection Card, click on the "view record" button. This will bring up the Inspection Card in another window and allow you to save to your computer or print.

Record PB20-00308: Residential Remodel C	Construction Perr	nit	Add to cart Add to collection
Record Status: Finaled			
Record Info 🔻	Payments 🔻	Custom Component	I
Permit Address			
Permit Address 200 TEXAS ST Record Details Applicant:		Licensed Professional:	
Permit Address 200 TEXAS ST Record Details Applicant: Darron Buchanan		Licensed Professional: OWNER PERMIT	
Permit Address 200 TEXAS ST Record Details Applicant: Darron Buchanan City of Fort Worth 200 Texas St 1322 Ft Worth, TX, 76102		Licensed Professional: OWNER PERMIT OWNER Contractor DWNER	
Permit Address 200 TEXAS ST Record Details Applicant: Darron Buchanan City of Fort Worth 200 Texas St 1322 Ft Worth, TX, 76102 Home Phone:817-392-222 darron.buchanan@fortword	12 thtmas.gov	Licensed Professional: OWNER PERMIT OWNER Contractor OWNER	
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If you wish to view any comments or condition placed on the permit, then click on View Comments/Conditions.

This will bring up the Comments/Conditions in another window and allow you to save to your computer or print. The contact information is shown for the staff whom placed the comment or condition on the permit



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Record PB20-00308:			Add to cart
Residential Remodel ( Record Status: Finale	Construction Pen	mit	Add to collection
Record Info 🔻	Payments 🔻	Custom Component	
Permit Address			
Permit Address 200 TEXAS ST Record Details			
Permit Address 200 TEXAS ST Record Details		Licensed Professional:	
200 TEXAS ST 200 TEXAS ST Record Details Applicant: Darron Buchanan		Licensed Professional: OWNER PERMIT	
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Application: PB20-00308	Date Submitted: 01/08/2020	
Status: Finaled	Date Issued:	
Address: 200 TEXAS ST		
Parcel: 101763	Zoning: A-5	
Subdivision: FORT WORTH MUNICIPAL OFC BLDG	Lot/Block: SEC 1/	
Description of Work: How To Video		
ADA TDLR:	Energy Code Compliant:	
Applicant:	Owner: FORT WORTH, CITY OF	
200 Texas St1322	1000 THROCKMORTON ST	
Ft Worth, TX 76102	FORT WORTH TX 76102-6, 11 76102-6311	
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	More Details	

If you wish to print a copy of your Approved Plans or your Certificate of Occupancy, click on "record info," then click on "attachments."



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Click on the name of the plans or the Certificate of Occupancy you wish to view and from there you can download, save and print the record to the computer.

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If you have any questions or need further assistance, please contact us at 817-392-2222 or at <u>\_devcsutomerservice@fortworthtexas.gov\_</u>.