

## Viewing and Printing Records Standard Operation Procedure for Customer

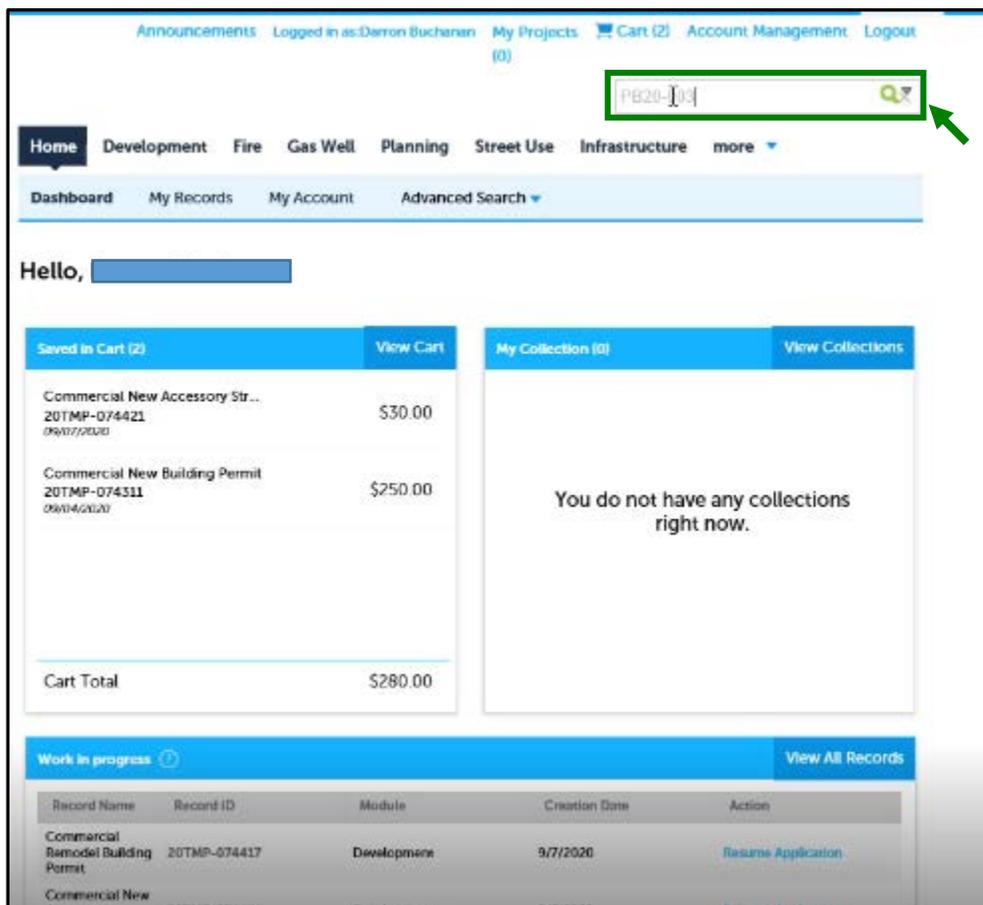
9/13/2020

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

You must first be logged into your Accela Citizen 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  to locate the record.



The screenshot shows the Accela Citizen Access website dashboard. At the top, there are navigation links: Announcements, Logged in as: Darron Buchanan, My Projects (0), Cart (2), Account Management, and Logout. Below this is a search bar containing the text 'PB20-103' and a magnifying glass icon, which is highlighted with a green box and a green arrow. The dashboard includes a navigation menu with Home, Development, Fire, Gas Well, Planning, Street Use, Infrastructure, and more. Below the navigation menu are links for Dashboard, My Records, My Account, and Advanced Search. The main content area shows a greeting 'Hello, [redacted]' and two panels: 'Saved in Cart (2)' and 'My Collection (0)'. The 'Saved in Cart (2)' panel lists two items: 'Commercial New Accessory Str...' (20TMP-074421, \$30.00) and 'Commercial New Building Permit' (20TMP-074511, \$250.00). The 'My Collection (0)' panel shows a message: 'You do not have any collections right now.' At the bottom, there is a 'Work in progress' section with a 'View All Records' button and a table of records.

Record Name	Record ID	Module	Creation Date	Action
Commercial Remodel Building Permit	20TMP-074417	Development	9/7/2020	Resume Application
Commercial New				

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.

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

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

**Record PB20-00308:**  
**Residential Remodel Construction Permit**  
Record Status: **Finald** [Add to cart](#)  
[Add to collection](#)

Record Info ▾ Payments ▾ Custom Component

**Permit Address**

200 TEXAS ST

**Record Details**

<b>Applicant:</b> Darron Buchanan City of Fort Worth 200 Texas St 1322 Ft Worth, TX, 76102 Home Phone:817-392-2222 darron.buchanan@fortworthtexas.gov	<b>Licensed Professional:</b> OWNER PERMIT OWNER Contractor OWNER
<b>Project Description:</b> How To Video How To Video	<b>Owner:</b> FORT WORTH, CITY OF 1000 THROCKMORTON ST FORT WORTH TX 76102-6 11 761026311

**More Details**

[View Record/Inspection Card](#) [View Conditions/Comments](#)

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Permit No. PB20-00308

**FORT WORTH**

Address: 200 TEXAS ST  
Fort Worth TX 76102  
Issue Date

### Inspection Card

Permits, Inspection Sheets, and Approved Plans must be on site for review.

Occupant Load

Project Description: How To Video

OTHER DEPTS			BUILDING			MECHANICAL		
DATE	INSPECTOR		DATE	INSPECTOR		DATE	INSPECTOR	
			Struct			Roof		
			Foundation			Other		
			Finishing			Other		
			Insulation/Energy			Other		
			Other			Other		
			Other			Other		
			Other			Other		
			Final			Final		

ORDINANCE			ELECTRICAL			PLUMBING		
DATE	INSPECTOR		DATE	INSPECTOR		DATE	INSPECTOR	

How To Video  
How To Video

▶ **More Details**

[View Record/Inspection Card](#)    [View Conditions/Comments](#)

If you wish to view any comments or condition placed on the permit, then click on View Comments/Conditions.

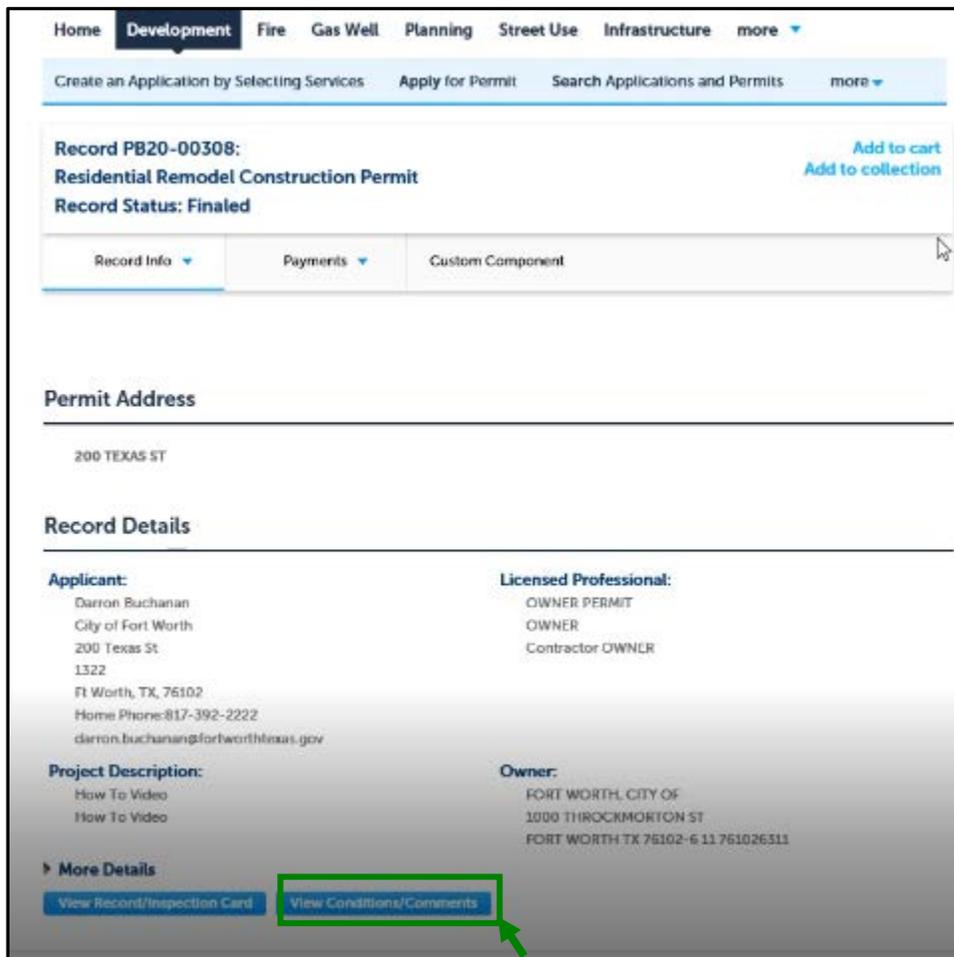
This will bring up the Comments/Conditions in another window and allow you to save to your computer or print. The contact information is shown for the staff whom placed the comment or condition on the permit

# Viewing and Printing Records

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The screenshot displays a web interface for viewing permit records. At the top, there is a navigation menu with options: Home, Development (selected), Fire, Gas Well, Planning, Street Use, Infrastructure, and more. Below the navigation 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 shows the details for Record PB20-00308, titled "Residential Remodel Construction Permit" with a status of "Finaled". There are buttons for "Add to cart" and "Add to collection". Below this is a tabbed interface with "Record Info" selected, "Payments", and "Custom Component". The "Permit Address" section shows "200 TEXAS ST". The "Record Details" section is divided into four columns: "Applicant" (Darron Buchanan, City of Fort Worth, 200 Texas St, 1322, Ft Worth, TX, 76102, Home Phone: 817-392-2222, darron.buchanan@fortworthtxas.gov), "Licensed Professional" (OWNER PERMIT, OWNER, Contractor OWNER), "Project Description" (How To Video, How To Video), and "Owner" (FORT WORTH, CITY OF, 1000 THROCKMORTON ST, FORT WORTH TX 76102-6117, 761026311). At the bottom, there is a "More Details" section with two buttons: "View Record/Inspection Card" and "View Conditions/Comments", which is highlighted with a green box and an arrow.

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The screenshot displays the 'Residential Remodel Construction Permit Plan Review Comments' page. The page includes the following information:

- Application:** PB20-00308
- Status:** Finald
- Date Submitted:** 01/08/2020
- Date Issued:**
- Address:** 200 TEXAS ST
- Parcel:** 101783
- 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:** 200 Texas St1322, Ft Worth, TX 76102, 8173622222
- Owner:** FORT WORTH, CITY OF, 1000 THROCKMORTON ST, FORT WORTH TX 76102-6 11 76102-6311
- Building Classification:**
- Sprinkler Sys Req:**
- Comment:** Signs, Ret Sidewalks require set
- Conditions:**
- Customer Service:**

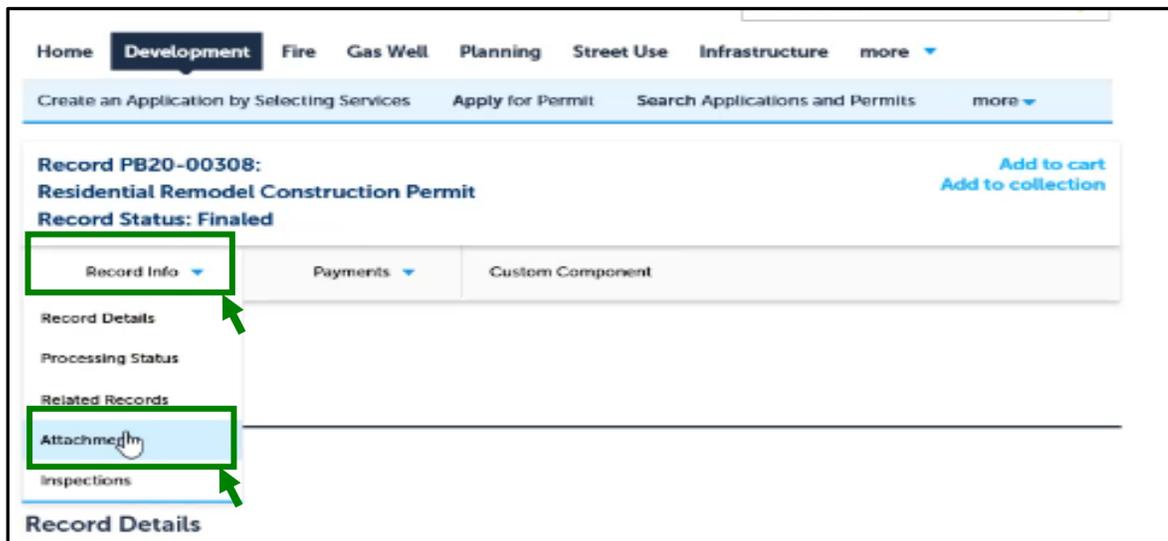
A toolbar is visible at the bottom of the main content area, containing icons for save, print, zoom in, zoom out, and refresh. A green box highlights the save and print icons, with a green arrow pointing to the print icon.

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

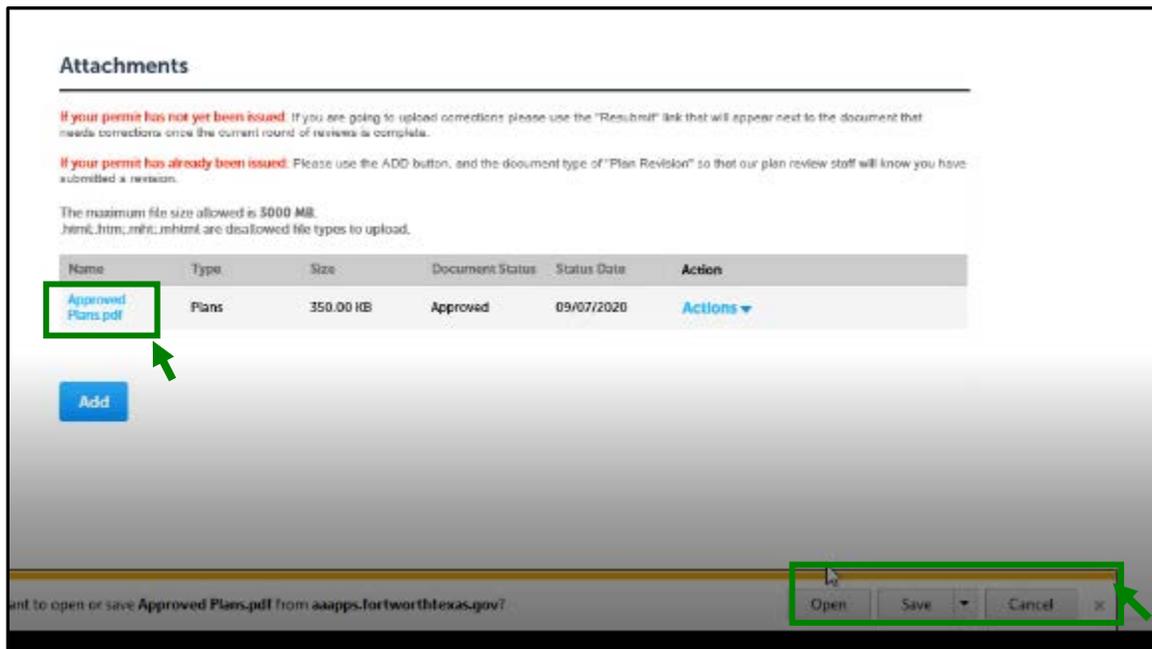
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Click on the name of the plans or the Certificate of Occupancy you wish to view and from there you can download, save and print the record to the computer.



If you have any questions or need further assistance, please contact us at 817-392-2222 or at [devcsutomerservice@fortworthtexas.gov](mailto:devcsutomerservice@fortworthtexas.gov).