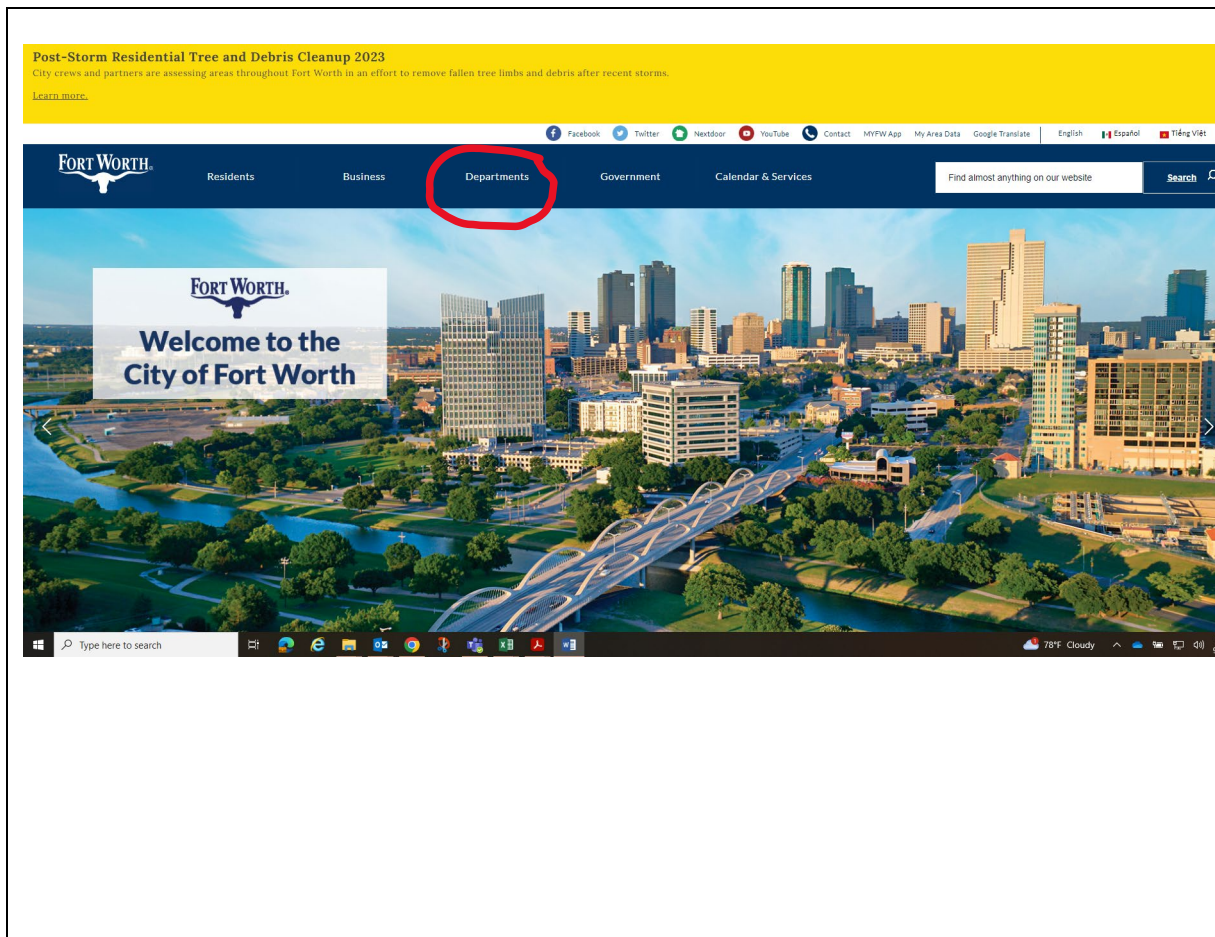


# HOW TO APPLY FOR NEZ ONLINE

This is a step by step guide on how to apply for the NEZ program online. You will need to have your NEZ application completed and all documents ready to upload.

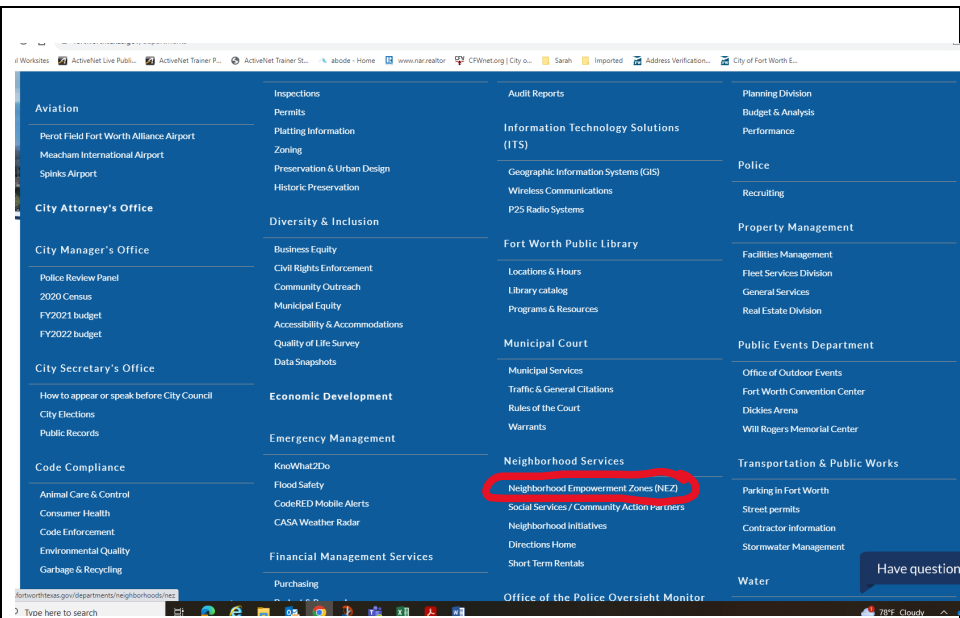
***\*\*Reminder\*\* Please be advised if the project address is zoned as a designated historical property (HC) or is located in the Near Southside, Camp Bowie or Stockyards Urban Design District, approval of your project is required prior to NEZ application submittal. An approved Certificate of Appropriateness and supporting documentation for the project must be attached to the NEZ application.***

If you have any questions please contact our office at 817-392-7540.

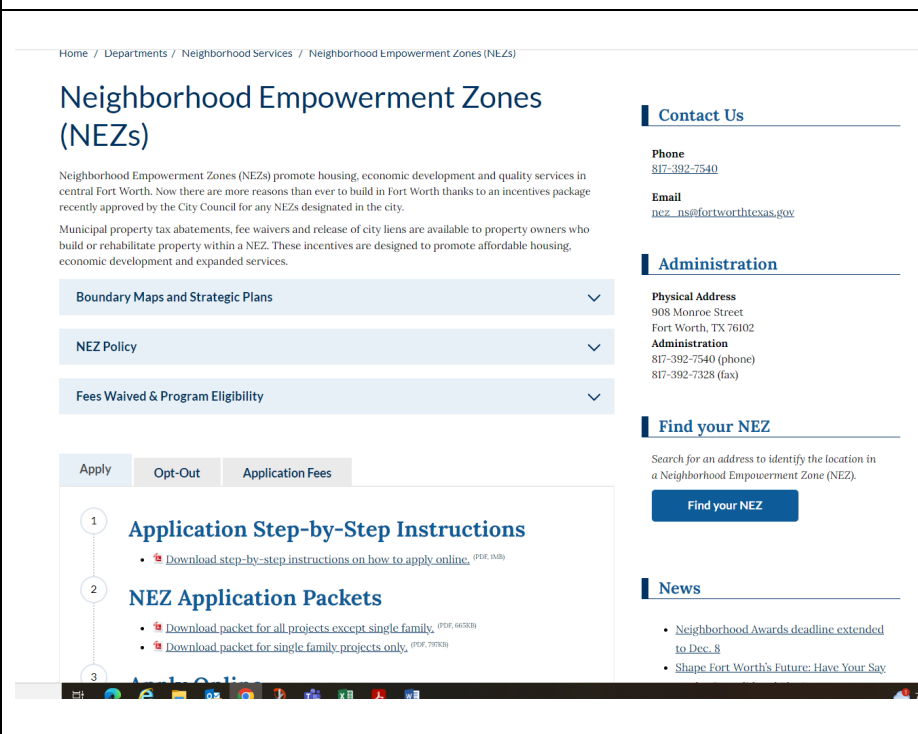


To apply for the NEZ program, you need to go to the City of Fort Worth website at [www.Fortworthtexas.gov](http://www.Fortworthtexas.gov)

1. Click on Departments at the top of the page.



2. Choose Neighborhood Empowerment Zone (NEZ) under the Neighborhood Services Department tab



3. This is the NEZ page. Scroll down a little bit and you will see everything you need to apply.

Apply   Opt-Out   Application Fees

- Application Step-by-Step Instructions**
  - Download step-by-step instructions on how to apply online. (PDF, 149)
- NEZ Application Packets**
  - Download packet for all projects except single family. (PDF, 465kb)
  - Download packet for single family projects only. (PDF, 295kb)
- Apply Online**

**Apply online**
- Waiting Time**
  - Certification processing for Basic NEZ Incentives is approximately 2-3 weeks.
  - If you are also seeking Tax Abatement please add an additional 12-14 weeks for that process.
- Contact Information**

Telephone: 817-392-7540  
 Email: [nez\\_nsf@fortworthtexas.gov](mailto:nez_nsf@fortworthtexas.gov)  
 For more information about NEZ Tax Abatements, call Sarah Odle, 817-392-7316

Search for an address to identify the location in a Neighborhood Empowerment Zone (NEZ).

**News**

- Neighborhood Awards deadline extended to Dec. 8
- Shape Fort Worth's Future: Have Your Say on the Consolidated Plan!
- Fort Worth's plan to enhance neighborhoods and community well-being
- Register now for Feb. 18 Neighborhood Awards Luncheon
- Hey, Horned Frogs! Check out these good-neighbor tips
- Fort Worth tackles housing crisis with a new plan proposal
- What's next for the Butler Place property?
- Discover the historic cemeteries of Fort Worth
- Learn the finer points of home improvement
- Historic Marine neighborhood selected for \$3.8 million improvements

4. Click on the blue **Apply Online** button.

Register for an Account   Login

Search...

Home   Development   Fire   Gas Well   Planning   Street Use   Infrastructure   more ▾

Advanced Search ▾

Welcome to the City of Fort Worth's Online Permitting System!

**What would you like to do today?**  
 To get started, select one of the services listed below:

<b>Development</b> Apply for Permit Search Applications and Permits Schedule an Inspection	<b>Fire</b> Create an Application Search Applications
<b>Gas Well</b> Search Applications	<b>Planning</b> Search Applications
<b>Street Use</b> Search Applications Schedule an Inspection	<b>Infrastructure</b> Search Applications
<b>Licenses</b> Search Applications	<b>Water</b> Search Applications

**Login**  
 User Name or E-mail:  
  
 Password:

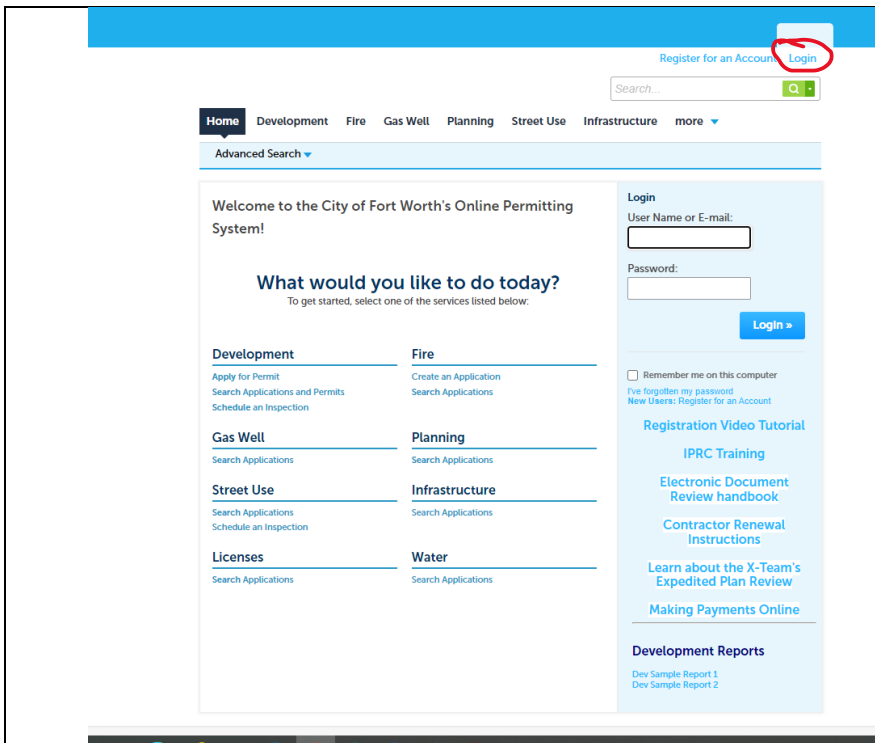
Remember me on this computer  
 I've forgotten my password  
 New Users: Register for an Account

Registration Video Tutorial  
 IPRC Training  
 Electronic Document Review handbook  
 Contractor Renewal Instructions  
 Learn about the X-Team's Expedited Plan Review  
 Making Payments Online

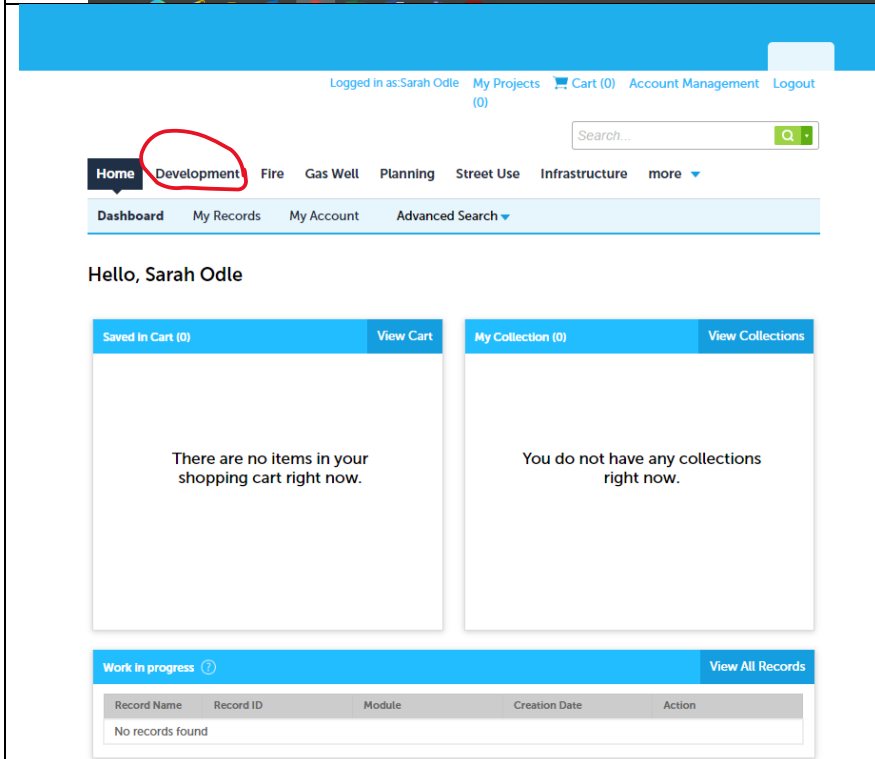
**Development Reports**  
 Dev Sample Report 1  
 Dev Sample Report 2

This is the screen you will see when you hit the button to apply online.

5. Applications for the NEZ program are processed in our permitting system. If you have not registered for an account you will need to do that first. Click on Register for an Account to get started.



6. Now that you have registered, login to start your NEZ application.



7. After you login, you will see this screen. To start your NEZ application, click on the Development tab.

Logged in as: Sarah Odle My Projects Cart (0) Reports (3) Account Management Logout

Search...

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

Create an Application **Apply for Permit** Search Applications and Permits Schedule an Inspection

Records --Select--

Showing 0-0 of 0

Action	Date	Permit Number	Status	Record Type	Project Name	Address
No records found.						

Search for Records

Enter information below to search for records.

- Site Address
- Contractor License Information
- Parcel Number
- Record Information
- Contact Information

Select the search type from the drop-down list.

General Search General Search

Search my records only  
 Search All Records

Permit Number: Permit Type: --Select--

Street No.: Direction: Street Name: Street Type: Suffix Direction: Zip:

Project Name:

8. Click on Apply for Permit. Accept terms and continue.

Search...

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

Create an Application Apply for Permit Search Applications and Permits Schedule an Inspection

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](#)

Search

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

9. In the box select "Other"

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](#)

- ▶ Building Permits
- ▶ Electrical
- ▶ Mechanical
- ▶ Plumbing
- ▶ Signs
- ▼ Other
  - Commercial Grading Permit
  - Complaint
  - Door to Door Permit
  - Drainage Study
  - NEZ Application
  - Storm Water Facility Maintenance Agreement
  - Transportation Impact Fee Credit Application
- ▶ Permanent Encroachments

10. From the dropdown menu under Other click NEZ Application. Then continue application.

Logged in as: Sarah Odle My Projects Cart (0) Reports (3) Account Management Logout

Search...

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

Create an Application Apply for Permit Search Applications and Permits Schedule an Inspection

NEZ Application

1 NEZ Information 2 Review 3 Pay Fees 4 Record Issuance

Step 1: NEZ Information > Location Information

\* indicates a required field.

Project Address

\* Street No.:  Direction: --Select-- \* Street Name:  Type: --Select-- Suffix Direction: --Select--

Owner

If this information is not current, please update.

\* Owner Name:

Address Line 1:

Address Line 2:

11. Enter the address of the project. Do this in a basic format. Ex: 100 Main  
You do not need to click on street, etc. Then click on the search button.

1. Address Information 2. Display 3. Filter/Export 4. Display Information

### Address Search Result List

Addresses

Showing 1-2 of 2

Address	City	State	Zip
<input type="radio"/> 100 MAIN ST, Fort Worth TARRANT TX 76102, 100 MAIN ST	Fort Worth	TX	76102
<input type="radio"/> 100 N MAIN ST, Fort Worth TARRANT TX 76102, 100 MAIN ST	Fort Worth	TX	76102

Select Cancel

12. This box will pop up. Click in the correct address and press select.

### Address Search Result List

Addresses

Showing 1-2 of 2

Address	City	State	Zip
<input checked="" type="radio"/> 100 MAIN ST, Fort Worth TARRANT TX 76102, 100 MAIN ST	Fort Worth	TX	76102
<input type="radio"/> 100 N MAIN ST, Fort Worth TARRANT TX 76102, 100 MAIN ST	Fort Worth	TX	76102

Associated Parcels

Showing 1-3 of 3

Parcel Number	Lot	Block	Subdivision
<input type="radio"/> 867025	2R1	51	FORT WORTH ORIGINAL TOWN
<input type="radio"/> 92054	1	7	FORT WORTH ORIGINAL TOWN
<input type="radio"/> 92097	2	7	FORT WORTH ORIGINAL TOWN

Select Cancel

\* Owner Name:

13. Pick the associated parcel. This information will be on your warranty deed. You may also go to TAD to get this information as well as the property TAD account number.  
Just put the basic street address in and the account will pull up.

<https://www.tad.org/property-search/>

Address Search Result List

Showing 1-2 of 2

Address	City	State	Zip
<input checked="" type="radio"/> 100 MAIN ST, Fort Worth TARRANT TX 76102, 100 MAIN ST	Fort Worth	TX	76102
<input type="radio"/> 100 N MAIN ST, Fort Worth TARRANT TX 76102, 100 MAIN ST	Fort Worth	TX	76102

Associated Parcels

Showing 1-3 of 3

Parcel Number	Lot	Block	Subdivision
<input type="radio"/> 867025	2R1	51	FORT WORTH ORIGINAL TOWN
<input checked="" type="radio"/> 92054	1	7	FORT WORTH ORIGINAL TOWN
<input type="radio"/> 92097	2	7	FORT WORTH ORIGINAL TOWN

Associated Owners

Showing 1-1 of 1

Name	Address
<input checked="" type="radio"/> BRACKETT & ELLIS	100 MAIN ST FORT WORTH, TX 76102

Select Cancel

Address Line 1:

14. Once you have picked the correct parcel it will show the owner. If you recently purchased the property this may not be correct. **If it is not correct, do not try to change it!!**

You will be uploading the warranty deed and adding your information as the applicant so it does not matter.

Please press select to continue.

Address Line 1:  
100 MAIN ST

Address Line 2:

City:  
FORT WORTH,

Zip:  
76102

State:  
TX

Phone:

E-mail:

Search Clear

**Applicant**

Staff may need to communicate with you in regards to your NEZ application. Correspondence is usually made via email. Please make sure you include your email address and telephone number in your contact information.

Select from Account Add New

**Agent**

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

15. Go to the applicant information and choose Select from Account.



Applicant, Site Contact, and Plans Exam Contact - Select from Account

Select a contact to attach to this application.  
If the contact has multiple addresses, you can select which to use in the next step.  
Please select the appropriate contact and verify their contact information.

Showing 1-2 of 2

Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Applicant	Sarah Odle
<input type="radio"/> Associated Owner		BRACKETT & ELLIS

Continue Discard Changes

Address Line 2:

16. You will pick your account here. Click on your name and press continue.

1 NEZ Information 2 Review 3 Pay Fees 4 Record Issuance

Step 1: NEZ Information > Application Specific Info

\* indicates a required field.

Opt-Out

OPT-OUT  
If you do not wish to participate in the Neighborhood Empowerment Zone program please download and complete the NEZ OptOut form. You will be required to attach the completed and signed form and a copy of the owners drivers license. A copy of the Registered Warranty Deed is only required if the owners name listed in TAD Tarrant Appraisal District is different from the current owner of the property.

\* Opt-Out:  Yes  No

PROJECT INFORMATION

New:  \* Zip Code: 76104

Addition:  \* Project Type: Single Family

Remodel:

TAD INFORMATION  
Tarrant Appraisal District Information

\* TAD Account Information: 3265307

\* TAD Improvement Value: 0

APPROVAL AND COMPLIANCE

Apply for a release of City liens?:  Yes  No

TAX ABATEMENT  
Full or partial exemption from City Taxes only on the project improvements.

\* Would you like to apply for a Tax Municipal Property Abatement?:  Yes  No

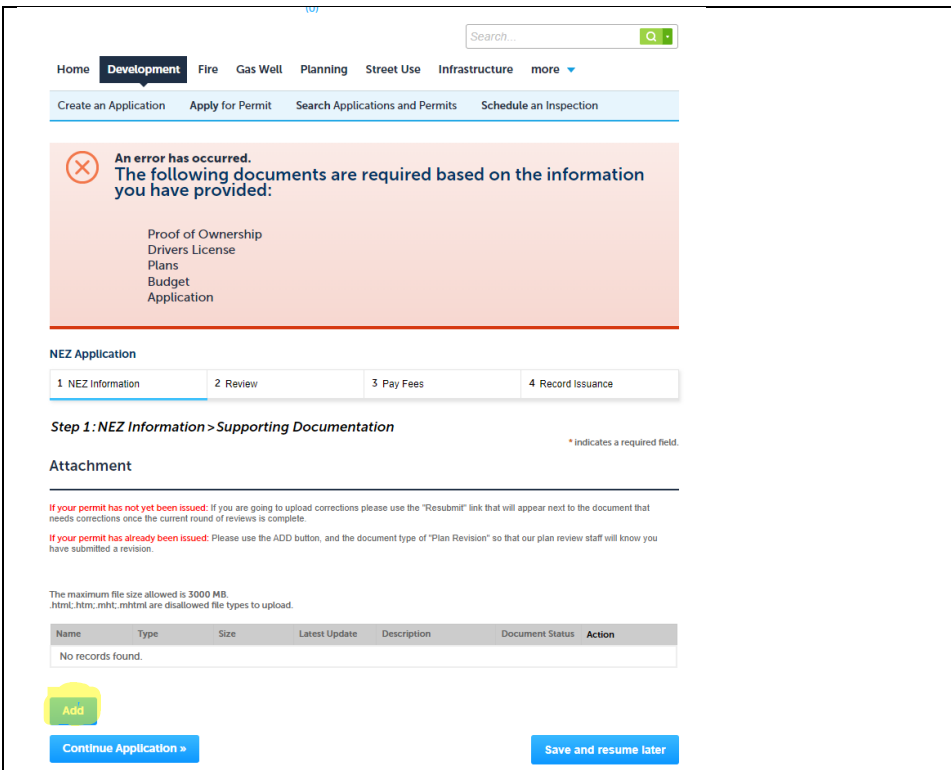
Continue Application » Save and resume later

17. Now you are ready to start filling in the information for your application!

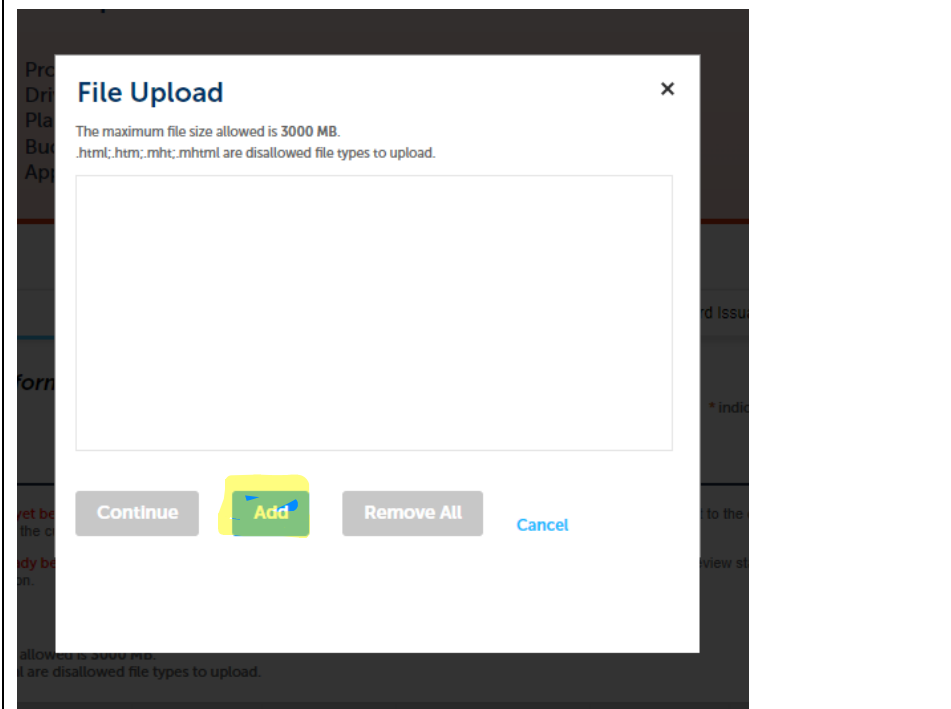
- You are applying for NEZ incentives so choose No for Opt-Out

Continue to choose the correct information for your project. You will also add the TAD Account Number here.

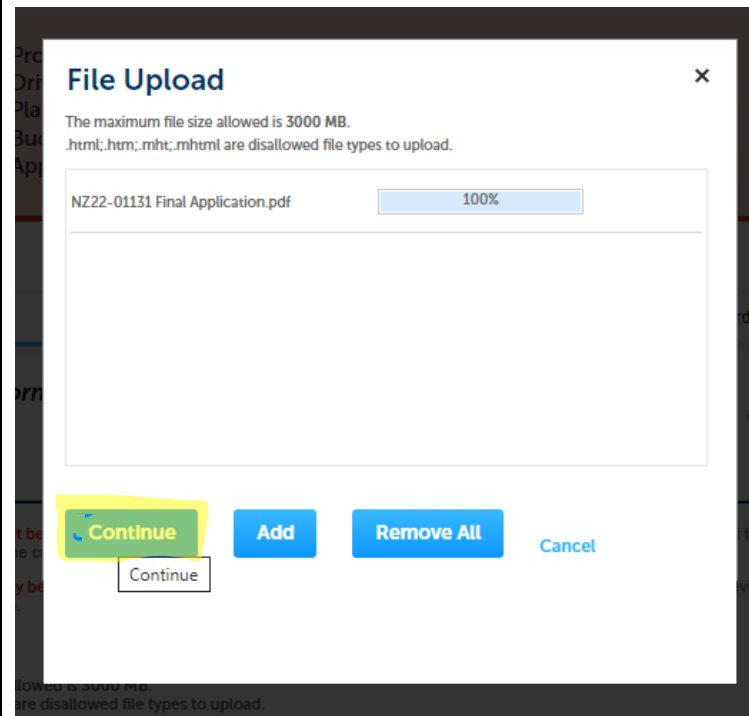
When you complete this information press continue application.



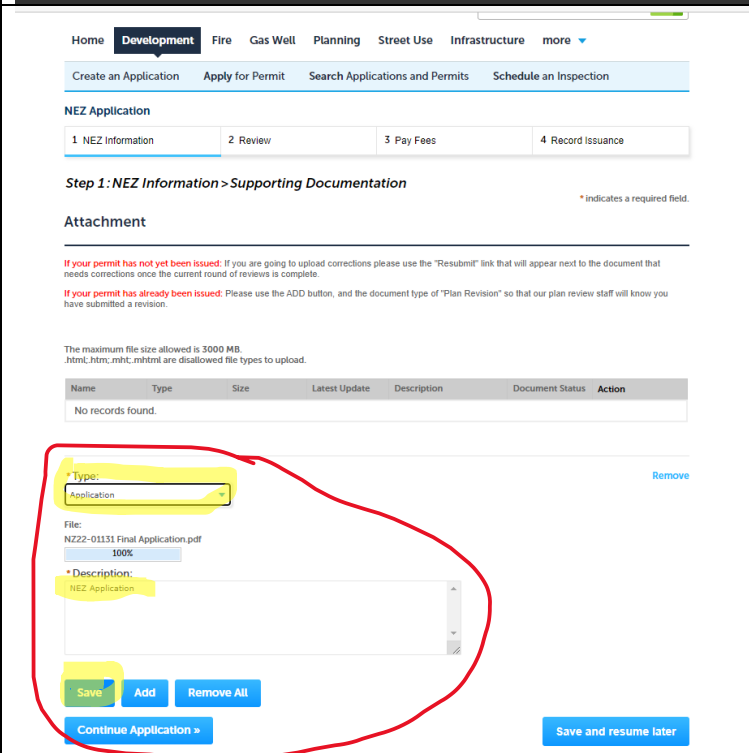
18. Now it is time to upload the documents listed on your NEZ Application Submittal Checklist. Select the Add button to upload your first document.



19. Select Add and upload your Application with the NEZ Submittal Checklist.



20. After your file uploads select continue.



21. Under Type, select the document you attached and type a description in the box. Click Save

Logged in as: Sarah Odle My Projects Cart (0) Reports (3) Account Management Logout

Search...

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

Create an Application Apply for Permit Search Applications and Permits Schedule an Inspection

**The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

NEZ Application

1 NEZ Information 2 Review 3 Pay Fees 4 Record Issuance

**Step 1: NEZ Information > Supporting Documentation** \* 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.  
.html, .htm, .mht, .mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Document Status	Action
NZ22-01131 Final Application.pdf	Application	955.01 KB	08/30/2022	NEZ Application	Uploaded	Actions

Add  
Add  
Continue Application > Save and resume later

22. This screen will pop up and show your saved document.  
Select add and upload your warranty deed or proof of ownership.

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

Create an Application Apply for Permit Search Applications and Permits Schedule an Inspection

NEZ Application

1 NEZ Information 2 Review 3 Pay Fees 4 Record Issuance

**Step 1: NEZ Information > Supporting Documentation** \* 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.  
.html, .htm, .mht, .mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Document Status	Action
NZ22-01131 Final Application.pdf	Application	955.01 KB	08/30/2022	NEZ Application	Uploaded	Actions

\* Type: --Select--  
--Select--  
Application  
Budget  
Drivers License  
Opt-Out Waiver  
Plans  
Proof of Ownership

Save Add Remove All  
Continue Application > Save and resume later

23. Select the type of document, add the description and select save.

Logged in as Sarah Cole My Projects Cart (0) Reports (0) Account Management Logout

Search...

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

Create an Application Apply for Permit Search Applications and Permits Schedule an Inspection

**The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

NEZ Application

1 NEZ Information 2 Review 3 Pay Fees 4 Record Issuance

**Step 1: NEZ Information > Supporting Documentation** \* 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.  
.html, .htm, .mht, .mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Document Status	Action
<a href="#">N222-01131 Final Application.pdf</a>	Application	955.01 KB	08/30/2022	NEZ Application	Uploaded	<a href="#">Actions ▾</a>
<a href="#">N222-01131 Warranty Deed.pdf</a>	Proof of Ownership	310.96 KB	08/30/2022	Warranty Deed	Uploaded	<a href="#">Actions ▾</a>

[Add](#)

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

24. Select add for the next document etc. until you have all documents uploaded.

Logged in as Sarah Cole My Projects Cart (0) Reports (0) Account Management Logout

Search...

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

Create an Application Apply for Permit Search Applications and Permits Schedule an Inspection

**The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

NEZ Application

1 NEZ Information 2 Review 3 Pay Fees 4 Record Issuance

**Step 1: NEZ Information > Supporting Documentation** \* 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.  
.html, .htm, .mht, .mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Document Status	Action
<a href="#">N222-01131 Final Application.pdf</a>	Application	955.01 KB	08/30/2022	NEZ Application	Uploaded	<a href="#">Actions ▾</a>
<a href="#">N222-01131 Warranty Deed.pdf</a>	Proof of Ownership	310.96 KB	08/30/2022	Warranty Deed	Uploaded	<a href="#">Actions ▾</a>
<a href="#">N222-01131 NEZ Plans.pdf</a>	Plans	588.07 KB	08/30/2022	House Plans	Uploaded	<a href="#">Actions ▾</a>
<a href="#">N222-01131 Budget.pdf</a>	Budget	1.27 MB	08/30/2022	Budget	Uploaded	<a href="#">Actions ▾</a>

[Add](#)

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

25. Once you have all documents loaded select continue application. \*If you get a screen directing you to add a copy of your driver's license, please just add another copy of your budget or something but select DL under the drop-down type. A valid drivers license is required if you want to opt out of participating in the NEZ but it is not required for application\*

(0)

Search...

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

Create an Application Apply for Permit Search Applications and Permits Schedule an Inspection

NEZ Application

1 NEZ Information 2 Review 3 Pay Fees 4 Record Issuance

**Step 2: Review**

Continue Application » Save and resume later

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

**Record Type**

NEZ Application

**Project Address** Edit

1220 E DAVIS AVE

**Owner** Edit

MUNOZ, JUAN CARLOS  
1217 E DAVIS AVE  
FORT WORTH, TX 76104

**Applicant** Edit

Sarah Odle  
200 Texas Street  
Fort Worth, TX, 76102

Work Phone: 817-392-7316  
Mobile Phone: [REDACTED]  
E-mail: [REDACTED]

**Agent** Edit

**Opt-Out**

OPT-OUT Edit

26. Time to review your information and continue.

Logged in as: Sarah Odle My Projects Cart (0) Reports (3) Account Management Logout (0)

Search...


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

Create an Application Apply for Permit Search Applications and Permits Schedule an Inspection

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

**Step 3: Receipt/Record issuance**

**Receipt**

 Your application(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.

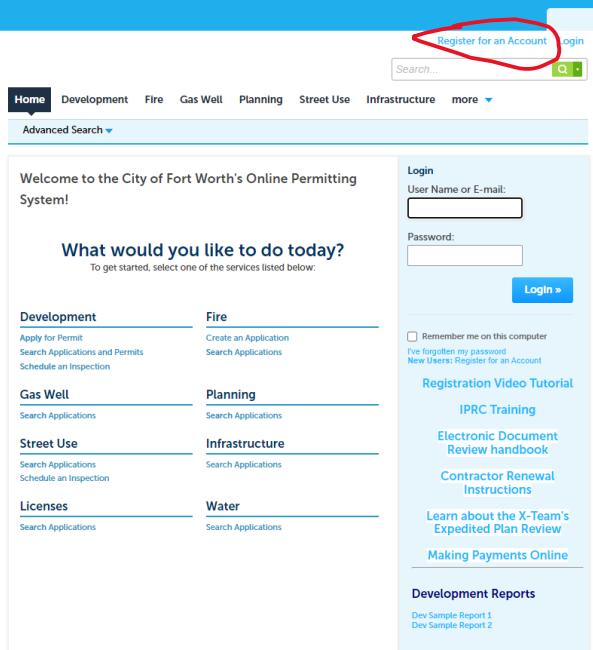
Select View Record Link to Print Permit Print/View Summary

**1220 E DAVIS AVE**

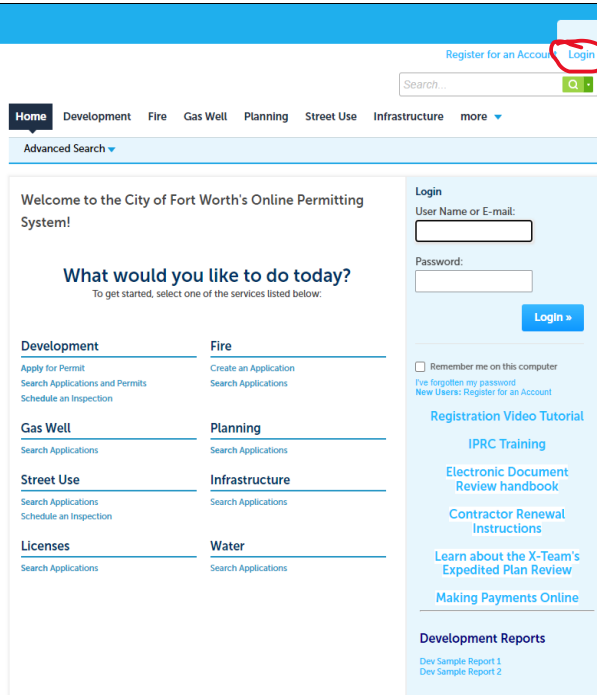
N222-01397 View Record View Summary

Select View Record Link to Print Permit Print/View Summary

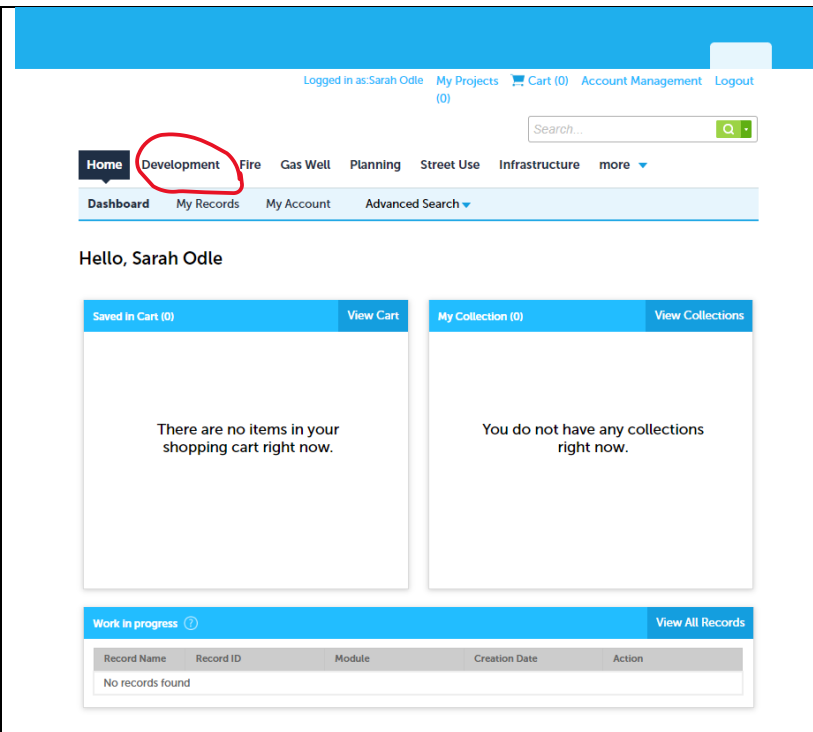
27. Congratulations!! You now have a NEZ number and can print a copy for your records. The application fee is not paid at this time. Our office will inform you to make payment after we conduct an initial review of your application.



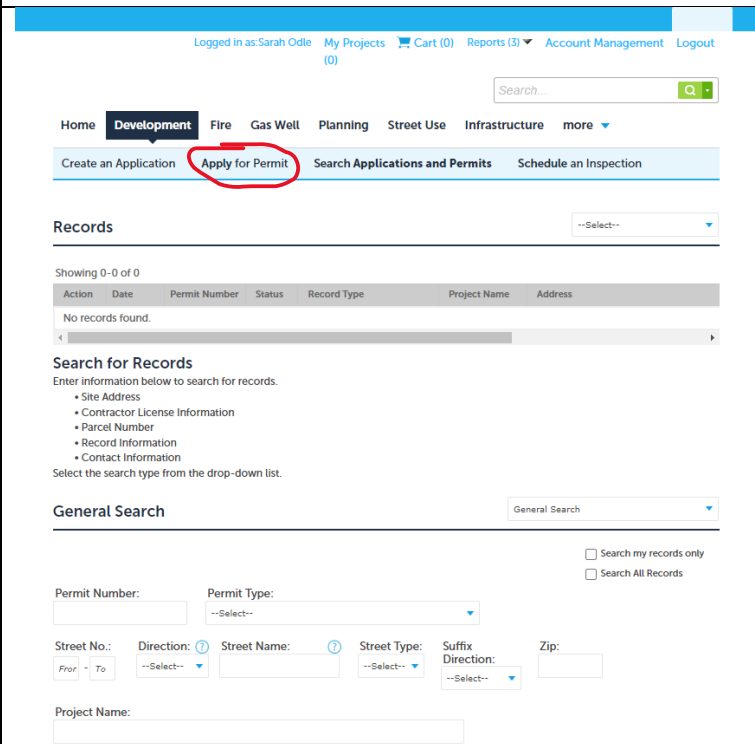
28. Applications for the NEZ program are processed in our permitting system. If you have not registered for an account you will need to do that first. This is the screen you will see when you hit the button to apply online. Click on Register for an Account to get started.



29. Now that you have registered, login to start your NEZ application.



30. After you login, you will see this screen. To start your NEZ application, click on the Development tab.



31. Click on Apply for Permit. Accept terms and continue.



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

Create an Application Apply for Permit Search Applications and Permits Schedule an Inspection

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](#)

Search

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

32. In the box select "Other"

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](#)

Search

- ▶ Building Permits
- ▶ Electrical
- ▶ Mechanical
- ▶ Plumbing
- ▶ Signs
- ▼ **Other**
  - Commercial Grading Permit
  - Compliant
  - Door to Door Permit
  - Drainage Study
  - NEZ Application
  - Storm Water Facility Maintenance Agreement
  - Transportation Impact Fee Credit Application
- ▶ Permanent Encroachments

33. From the dropdown menu under Other click NEZ Application. Then continue application.

Logged in as Sarah Odle My Projects Cart (0) Reports (3) Account Management Logout

Search...

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

Create an Application Apply for Permit Search Applications and Permits Schedule an Inspection

NEZ Application

1 NEZ Information 2 Review 3 Pay Fees 4 Record Issuance

Step 1: NEZ Information > Location Information \* indicates a required field.

Project Address

\*Street No: 100 Direction: --Select-- \*Street Name: main Type: --Select-- Suffix Direction: --Select--

Search Clear

Owner

If this information is not current, please update.

\*Owner Name: ?

Address Line 1:

Address Line 2:

34. Enter the address of the project. Do this in a basic format. Ex: 100 Main  
You do not need to click on street, etc. Then click on the search button.

Address Search Result List

Addresses

Showing 1-2 of 2

Address	City	State	Zip
<input type="radio"/> 100 MAIN ST, Fort Worth TARRANT TX 76102, 100 MAIN ST	Fort Worth	TX	76102
<input type="radio"/> 100 N MAIN ST, Fort Worth TARRANT TX 76102, 100 MAIN ST	Fort Worth	TX	76102

Select Cancel

35. This box will pop up. Click in the correct address and press select.

**Address Search Result List** ✕

Addresses

---

Showing 1-2 of 2

Address	City	State	Zip
<input checked="" type="radio"/> 100 MAIN ST, Fort Worth TARRANT TX 76102, 100 MAIN ST	Fort Worth	TX	76102
<input type="radio"/> 100 N MAIN ST, Fort Worth TARRANT TX 76102, 100 MAIN ST	Fort Worth	TX	76102

**Associated Parcels**

---

Showing 1-3 of 3

Parcel Number	Lot	Block	Subdivision
<input type="radio"/> 867025	2R1	51	FORT WORTH ORIGINAL TOWN
<input type="radio"/> 92054	1	7	FORT WORTH ORIGINAL TOWN
<input type="radio"/> 92097	2	7	FORT WORTH ORIGINAL TOWN

\* Owner Name:

36. Pick the associated parcel. This information will be on your warranty deed. You may also go to TAD to get this information as well as the property TAD account number.  
Just put the basic street address in and the account will pull up.

<https://www.tad.org/property-search/>

**Address Search Result List** ✕

Showing 1-2 of 2

Address	City	State	Zip
<input checked="" type="radio"/> 100 MAIN ST, Fort Worth TARRANT TX 76102, 100 MAIN ST	Fort Worth	TX	76102
<input type="radio"/> 100 N MAIN ST, Fort Worth TARRANT TX 76102, 100 MAIN ST	Fort Worth	TX	76102

**Associated Parcels**

---

Showing 1-3 of 3

Parcel Number	Lot	Block	Subdivision
<input type="radio"/> 867025	2R1	51	FORT WORTH ORIGINAL TOWN
<input checked="" type="radio"/> 92054	1	7	FORT WORTH ORIGINAL TOWN
<input type="radio"/> 92097	2	7	FORT WORTH ORIGINAL TOWN

**Associated Owners**

---

Showing 1-1 of 1

Name	Address
<input checked="" type="radio"/> BRACKETT & ELLIS	100 MAIN ST FORT WORTH, TX 76102

Address Line 1:

37. Once you have picked the correct parcel it will show the owner. If you recently purchased the property this may not be correct. **If it is not correct, do not try to change it!!**

You will be uploading the warranty deed and adding your information as the applicant so it does not matter.

Please press select to continue.

Address Line 1:  
100 MAIN ST

Address Line 2:

City:  
FORT WORTH,

Zip:  
76102

State:  
TX

Phone:

E-mail:

[Search](#) [Clear](#)

### Applicant

Staff may need to communicate with you in regards to your NEZ application. Correspondence is usually made via email. Please make sure you include your email address and telephone number in your contact information.

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

### Agent

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](#)

38. Go to the applicant information and choose Select from Account.

### Applicant, Site Contact, and Plans Exam Contact - Select from Account

Select a contact to attach to this application.  
If the contact has multiple addresses, you can select which to use in the next step.  
Please select the appropriate contact and verify their contact information.

Showing 1-2 of 2

Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Applicant	Sarah Odle
<input type="radio"/> Associated Owner		BRACKETT & ELLIS

[Continue](#) [Discard Changes](#)

39. You will pick your account here. Click on your name and press continue.

1 NEZ Information    2 Review    3 Pay Fees    4 Record Issuance

**Step 1: NEZ Information > Application Specific Info** \* indicates a required field.

**Opt-Out**

**OPT-OUT**  
If you do not wish to participate in the Neighborhood Empowerment Zone program please download and complete the NEZ OptOut form. You will be required to attach the completed and signed form and a copy of the owners drivers license. A copy of the Registered Warranty Deed is only required if the owners name listed in TAD Tarrant Appraisal District is different from the current owner of the property.

\*Opt-Out:  Yes  No

---

**PROJECT INFORMATION**

New:       \*Zip Code:

Addition:       \*Project Type:

Remodel:

---

**TAD INFORMATION**  
Tarrant Appraisal District Information

\*TAD Account Information:

\*TAD Improvement Value:

---

**APPROVAL AND COMPLIANCE**

Apply for a release of City liens?:  Yes  No

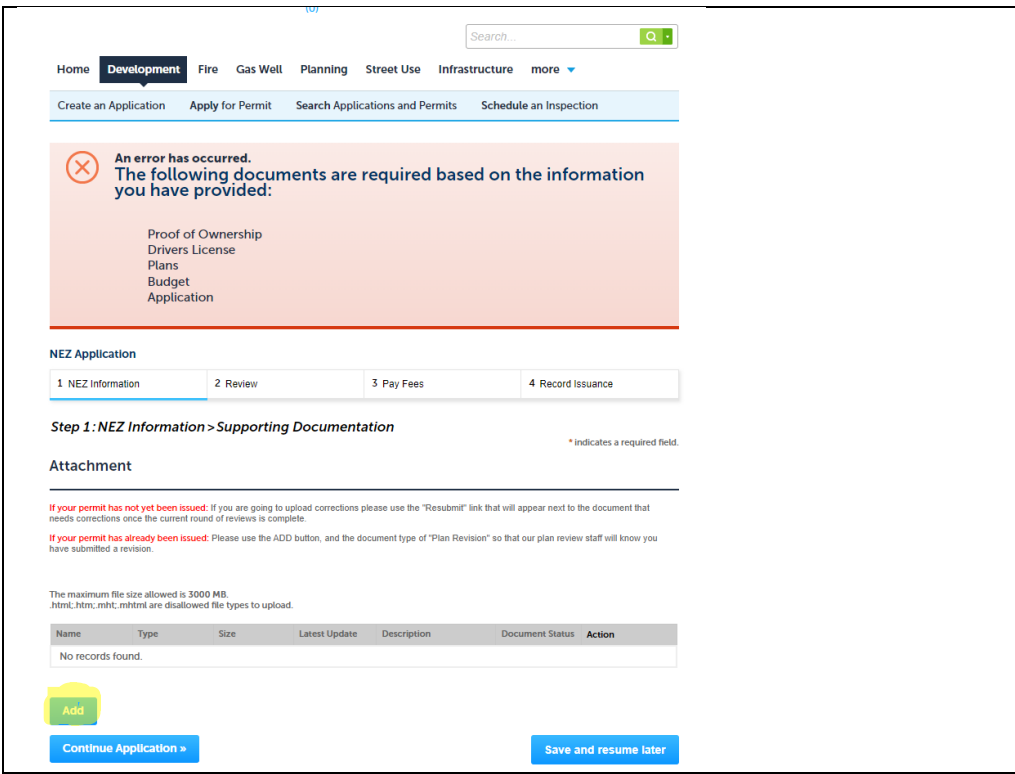
---

**TAX ABATEMENT**  
Full or partial exemption from City Taxes only on the project improvements.

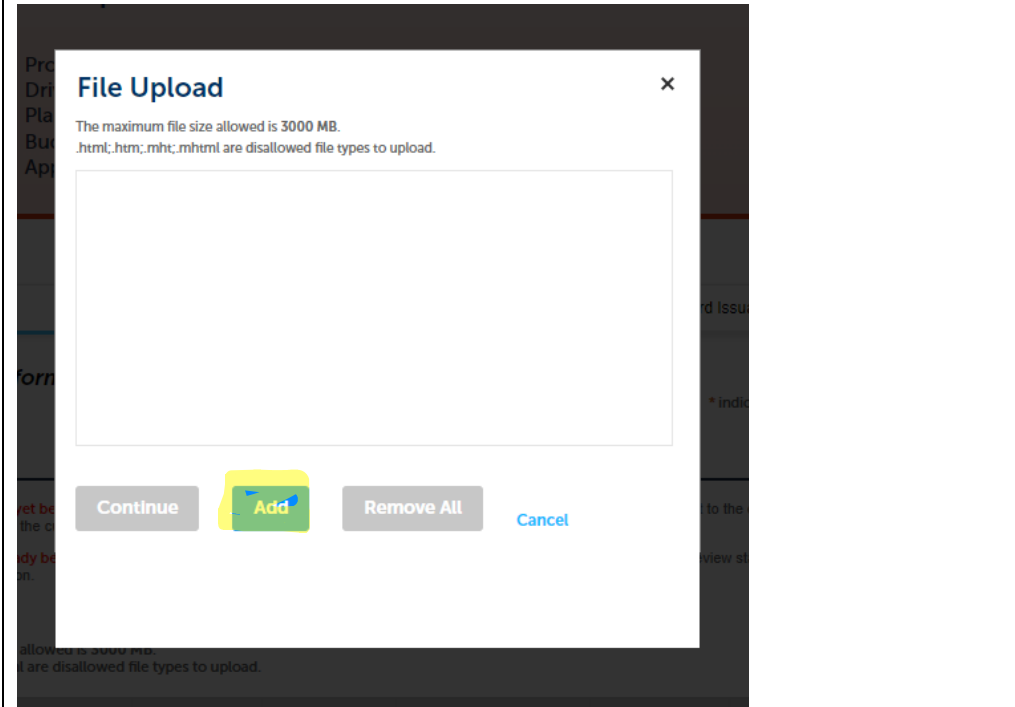
\*Would you like to apply for a Tax Municipal Property Abatement?:  Yes  No

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

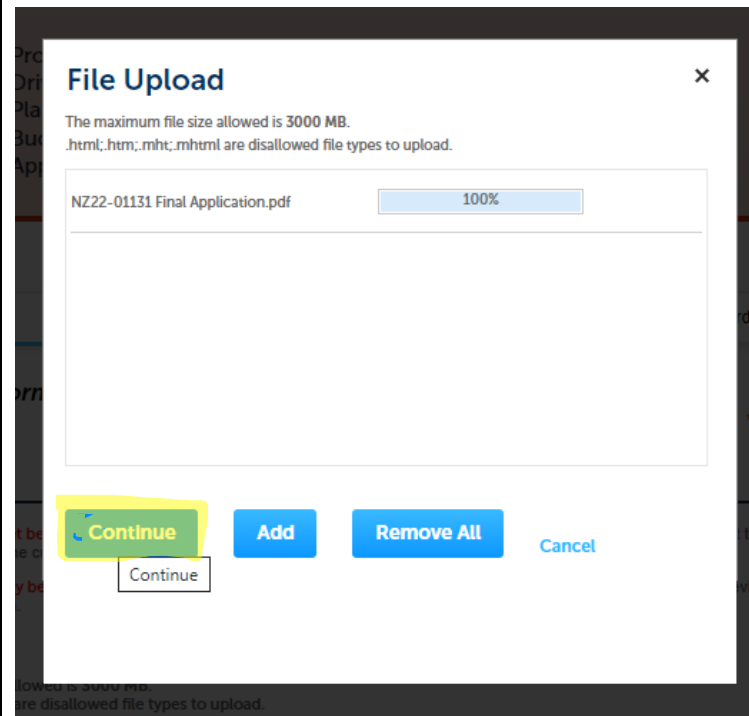
40. Now you are ready to start filling in the information for your application!
- You are applying for NEZ incentives so choose No for Opt-Out
- Continue to choose the correct information for your project. You will also add the TAD Account Number here.
- When you complete this information press continue application.



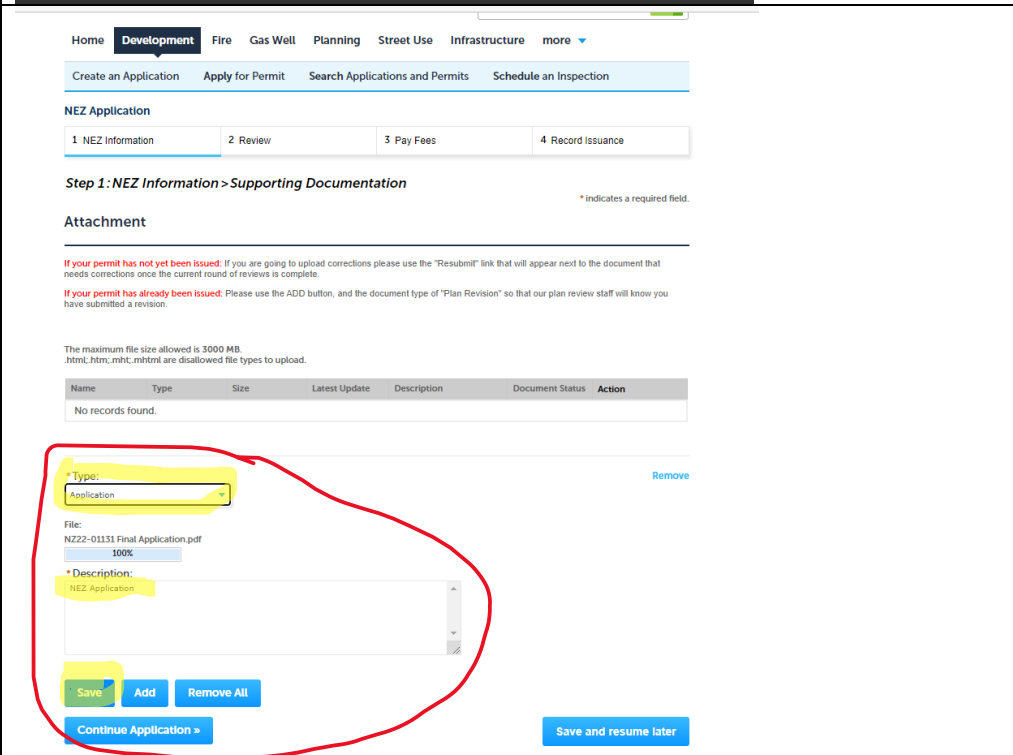
41. Now it is time to upload the documents listed on your NEZ Application Submittal Checklist. Select the Add button to upload your first document.



42. Select Add and upload your Application with the NEZ Submittal Checklist.



43. After your file uploads select continue.



44. Under Type, select the document you attached and type a description in the box. Click Save

Logged in as: Sarah Odle My Projects Cart (0) Reports (3) Account Management Logout

Search...

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

Create an Application Apply for Permit Search Applications and Permits Schedule an Inspection

**The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

NEZ Application

1 NEZ Information 2 Review 3 Pay Fees 4 Record Issuance

Step 1: NEZ Information > Supporting Documentation \* 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.  
.html, .htm, .mht, .mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Document Status	Action
NZ22-01131 Final Application.pdf	Application	955.01 KB	08/30/2022	NEZ Application	Uploaded	Actions

Add

Continue Application >

Save and resume later

45. This screen will pop up and show your saved document.  
Select add and upload your warranty deed or proof of ownership.

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

Create an Application Apply for Permit Search Applications and Permits Schedule an Inspection

NEZ Application

1 NEZ Information 2 Review 3 Pay Fees 4 Record Issuance

Step 1: NEZ Information > Supporting Documentation \* 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.  
.html, .htm, .mht, .mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Document Status	Action
NZ22-01131 Final Application.pdf	Application	955.01 KB	08/30/2022	NEZ Application	Uploaded	Actions

\* Type:

- Select--
- Application
- Budget
- Drivers License
- Opt-Out Waiver
- Plans
- Proof of Ownership

Remove

Save Add Remove All

Continue Application >

Save and resume later

46. Select the type of document, add the description and select save.



Logged in as Sarah Cole | My Projects | Cart (0) | Reports (0) | Account Management | Logout

Search...

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

Create an Application Apply for Permit Search Applications and Permits Schedule an Inspection

**The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

NEZ Application

1 NEZ Information 2 Review 3 Pay Fees 4 Record Issuance

**Step 1: NEZ Information > Supporting Documentation** \* 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.  
.html, .htm, .mht, .mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Document Status	Action
<a href="#">NZ22-01131 Final Application.pdf</a>	Application	955.01 KB	08/30/2022	NEZ Application	Uploaded	<a href="#">Actions ▾</a>
<a href="#">NZ22-01131 Warranty Deed.pdf</a>	Proof of Ownership	310.96 KB	08/30/2022	Warranty Deed	Uploaded	<a href="#">Actions ▾</a>

[Add](#)

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

47. Select add for the next document etc. until you have all documents uploaded.

Search...

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

Create an Application Apply for Permit Search Applications and Permits Schedule an Inspection

**The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

NEZ Application

1 NEZ Information 2 Review 3 Pay Fees 4 Record Issuance

**Step 1: NEZ Information > Supporting Documentation** \* 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.  
.html, .htm, .mht, .mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Document Status	Action
<a href="#">NZ22-01131 Final Application.pdf</a>	Application	955.01 KB	08/30/2022	NEZ Application	Uploaded	<a href="#">Actions ▾</a>
<a href="#">NZ22-01131 Warranty Deed.pdf</a>	Proof of Ownership	310.96 KB	08/30/2022	Warranty Deed	Uploaded	<a href="#">Actions ▾</a>
<a href="#">NZ22-01131 NEZ Plans.pdf</a>	Plans	588.07 KB	08/30/2022	House Plans	Uploaded	<a href="#">Actions ▾</a>
<a href="#">NZ22-01131 Budget.pdf</a>	Budget	1.27 MB	08/30/2022	Budget	Uploaded	<a href="#">Actions ▾</a>

[Add](#)

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

48. Once you have all documents loaded select continue application. \*If you get a screen directing you to add a copy of your driver's license, please just add another copy of your budget or something but select DL under the drop-down type. A valid drivers license is required if you want to opt out of participating in the NEZ but it is not required for application\*

(0)

Search...

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

Create an Application Apply for Permit Search Applications and Permits Schedule an Inspection

NEZ Application

1 NEZ Information 2 Review 3 Pay Fees 4 Record Issuance

**Step 2: Review**

Continue Application » Save and resume later

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

**Record Type**

NEZ Application

**Project Address** Edit

1220 E DAVIS AVE

**Owner** Edit

MUNOZ, JUAN CARLOS  
1217 E DAVIS AVE  
FORT WORTH, TX 76104

**Applicant** Edit

Sarah Odle  
200 Texas Street  
Fort Worth, TX, 76102

Work Phone: 817-392-7316  
Mobile Phone: [REDACTED]  
E-mail: [REDACTED]

**Agent** Edit

**Opt-Out**

OPT-OUT Edit

49. Time to review your information and continue.

Logged in as: Sarah Odle My Projects Cart (0) Reports (3) Account Management Logout (0)

Search...


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

Create an Application Apply for Permit Search Applications and Permits Schedule an Inspection

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

**Step 3: Receipt/Record issuance**

**Receipt**

 Your application(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.

Select View Record Link to Print Permit Print/View Summary

1220 E DAVIS AVE

N222-01397 View Record View Summary

Select View Record Link to Print Permit Print/View Summary

50. Congratulations!! You now have a NEZ number and can print a copy for your records. The application fee is not paid at this time. Our office will inform you to make payment after we conduct an initial review of your application.

