

City of Fort Worth – Accela Citizen Access – Register for an Account

Before you create an account, understand that anyone can search for a permit the City has issued through *Accela Citizen Access* permitting system without having to register for an account. Information is limited to the public. Only the account an application was created under is able to view *ALL documents and information*.

With this in mind, you may choose to create **ONE account for multiple users** or **SEPERATE accounts for individual users** depending if your company has one office or multiple divisions/offices that work for multiple utility companies.

Again, *documents and information* may be viewed ONLY by the account an application was created under. People get sick, take vacations or sometimes leave unexpectedly so decide what is best for your company to avoid unnecessary delays when obtaining permits.

Follow the steps below. Contact Development Services 817-392-2222 with any questions.

Step 1: Go the following link: <https://aca-prod.accela.com/CFW/Default.aspx>

Step 2: Click on **Register for an Account**

The screenshot shows the top navigation bar of the Accela Citizen Access website. The navigation bar is blue and contains the following items: "Register for an Account" (highlighted in yellow), "Reports (1)" with a dropdown arrow, and "Login". Below the navigation bar is a search bar with the placeholder text "Search..." and a green search button with a magnifying glass icon. The main content area is white and contains the following text:

Transportation Impact Fee Increase:
Be advised, the new Transportation Impact Fee increase will go into effect June 1, 2023. The new fee schedule can be found [here](#).

Electronic check payments are currently unavailable. Payments can still be made via credit / debit card.

Building Inspections:
Our volume of inspection requests currently exceeds our capability to perform all inspections on the date requested.

Every effort will be made to make inspections as requested, however, they may be *delayed up to 2 working days*. We appreciate your patience.

At the bottom of the page, there is a horizontal navigation menu with the following items: "Home", "Development", "Fire", "Gas/Water", "Planning", "Street Use", "Infrastructure", and "more" with a dropdown arrow.

Step 3: Fill out the highlighted fields under **Login Information**, then click **Add New**

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

Advanced Search ▾

Login Information

STEP 1 OF 2: ACCOUNT DETAILS

* Required Fields

USER NAME: *
[Redacted]

E-MAIL ADDRESS: *
[Redacted]

MOBILE PHONE: *
[Redacted]

PASSWORD: *
[Redacted]

At least 1 number(s) (1, 2, 3, ...)

TYPE PASSWORD AGAIN: *
[Redacted]

ENTER SECURITY QUESTION: *
Select ▾

ANSWER: *
[Redacted]

I have read, understand, and agree to the [Terms of Service](#)

CONTINUE

Step 4: Select a **Contact Type** from the dropdown list.

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

Advanced Search ▾

Select Contact Type

STEP 2 OF 2: CONTACT DETAILS

CONTACT DETAILS FOR:
[Redacted] × ▾

* Required Fields

Submit

Back

Step 5: Fill in the highlighted details and click **Submit**.

Select Contact Type

STEP 2 OF 2: CONTACT DETAILS

CONTACT DETAILS FOR:
Applicant

*Required Fields

FIRST: *
[Redacted]

LAST: *
[Redacted]

ADDRESS LINE 1: *
[Redacted]

SUITE

CITY: *
[Redacted]

STATE: *
Select

ZIP: *
[Redacted]

COUNTRY: *
Select

NAME OF BUSINESS:
[Redacted]

E-MAIL: *
[Redacted]

HOME PHONE:
[Redacted]

WORK PHONE:
[Redacted]

MOBILE PHONE:
[Redacted]

Submit

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Step 6: The following message will appear when successfully creating your account.

Home Development Fire Gas Well Planning Licenses Street Use more ▾

Advanced Search ▾

 Your account has been created successfully! You may now login using the link at the top right of this window.

Your account has been successfully created.

If you have registered with the City as a licensed professional for obtaining trade or building permits, please log in and click **Account Management** in the upper right corner of the screen. From here you may add your valid City registration by clicking **Add a License**.

Account Information