

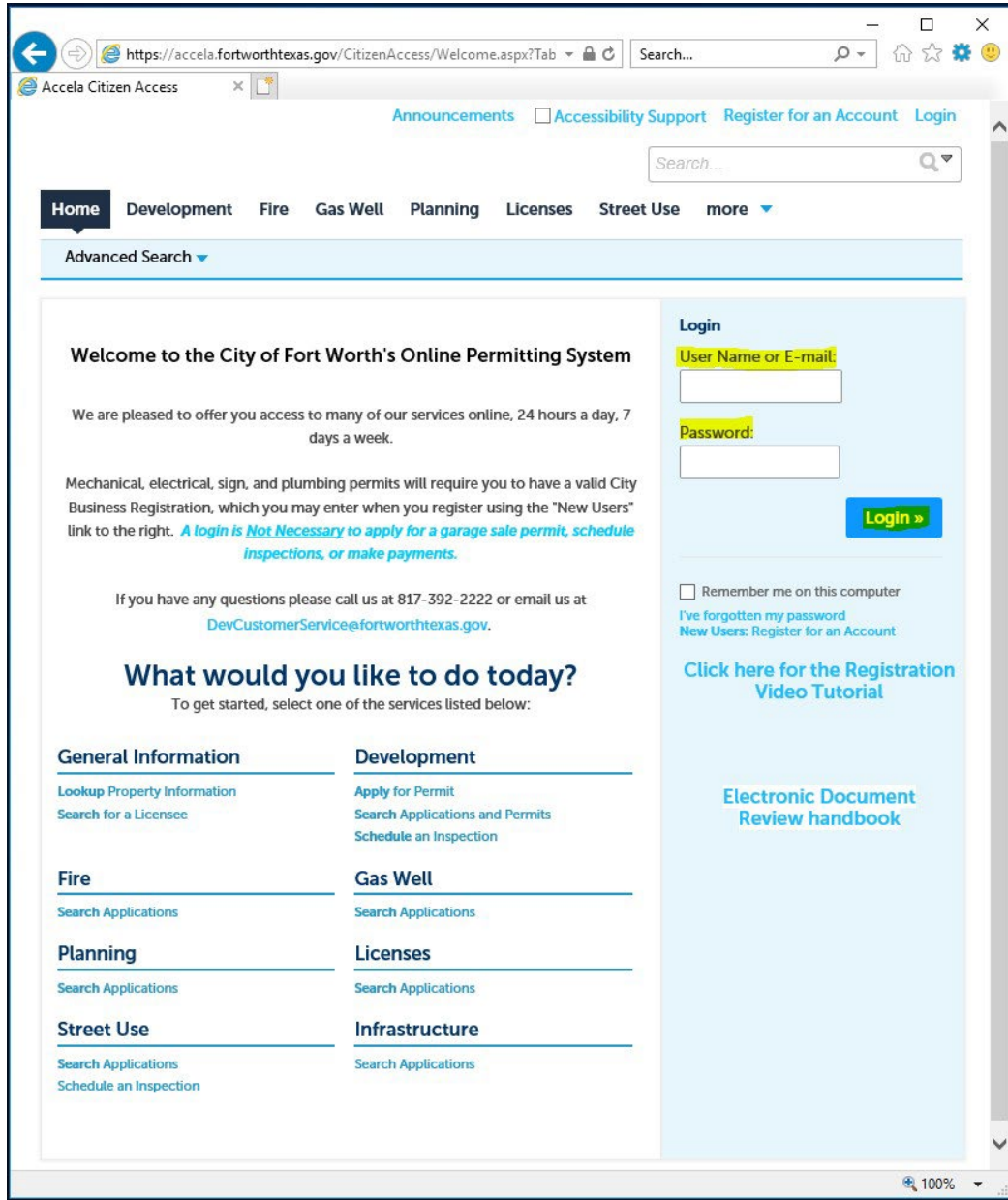
# City of Fort Worth – Accela Citizen Access – Online Permit Submittal Process

In order to *Create an Application* for submitting a permit request through ACA, your company must be registered as a **Parkway/Utility Contractor** who meets the **Commercial & Utility Requirements** called in the *Utility Construction, \$25,000 bond (street and storm drain)* details at: <https://www.fortworthtexas.gov/departments/development-services/permits/contractor-registration>

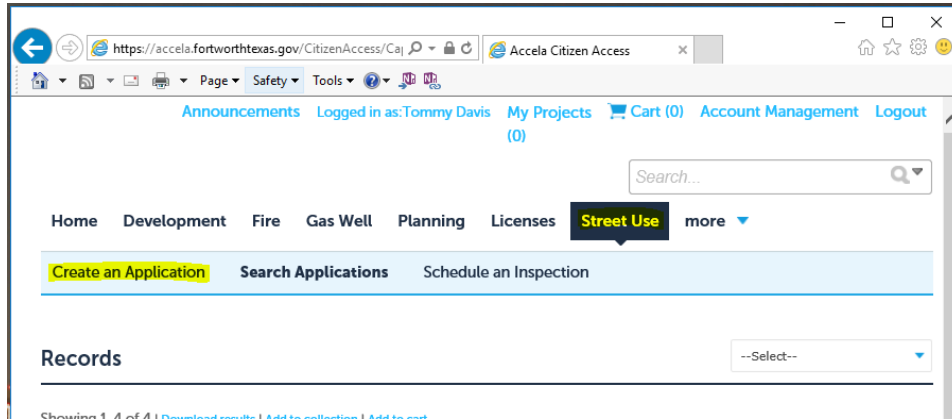
To become registered or renew current registration go to Development Services site <https://fortworth-csrprodcwi.motorolasolutions.com/ServiceRequest.mvc/SRIIntake>

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

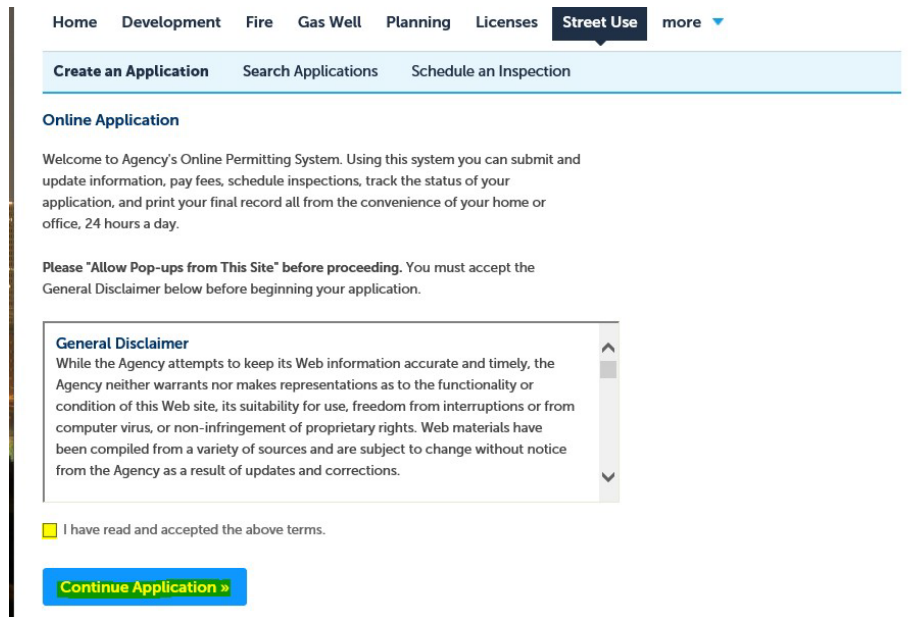
**Step 2:** Login using the **User Name/Password** you created for yourself or your company.



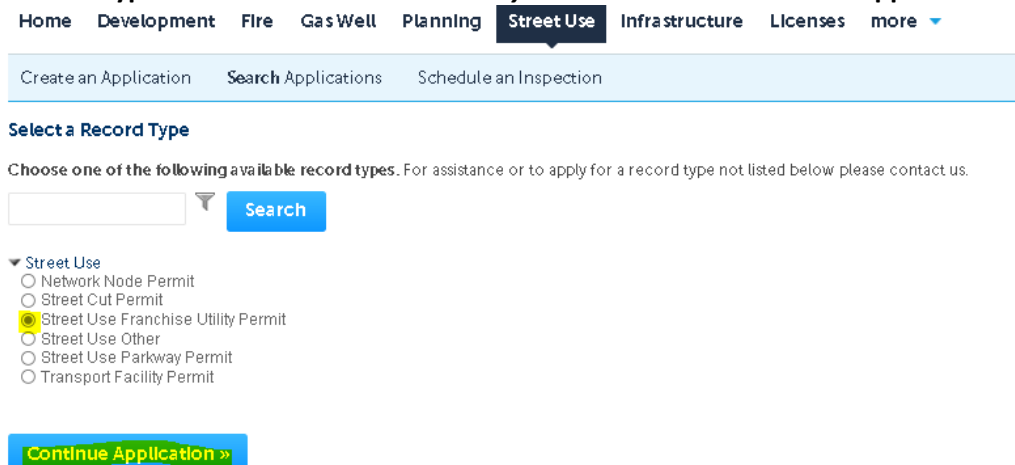
**Step 3:** Click on **Street Use** tab, then select **Create an Application**



**Step 4:** Read through the *General Disclaimer*, **Check** the box and click **Continue Application**



**Step 5:** Select the **Record Type** of *Street Use Franchise Utility Permit* then click **Continue Application**.



**Step 6:** Provide the following information for the highlighted fields below under **Detail Information:**

- 1. Application Name:** Enter your *Company Name – Utility Company*
- 2. General Description:** Short description...not required.
- 3. Detailed Description:**
  - Detailed description of work to take place and proposed method of construction.
  - List the *Name/Number of the Utility Company* representative overseeing the project (required).
  - List any *Project Name/Number* if available (optional).
    - DO NOT call out the Project Locations in this field (see Step 13).

**Detail Information**

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→ **Application Name:**  **Enter:** *Your Company Name for Utility Name* (this information will appear on the Permit Face and show up in the Subject Line of the email sent from Accela with the copy of the approved permit).

General Description:

→ **Detailed Description:**  (This information will appear on the Permit Face ).

**Step 7:** Under the **Licensed Professional** section click **Look Up** (separate window will open). Select *Pkwy – Storm Drain* from the **License Type** drop-down box, then enter your company's *CFW registration number* in the **CFW License (PW#)** then field then click **Look Up**. If you receive an error, contact Development Services 817-392-2222 and confirm your license is up-to-date and reflects the correct **Type**.

**Licensed Professional**

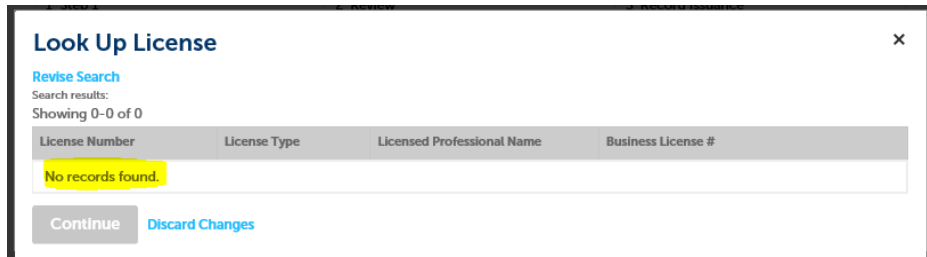
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Please click "Look Up" and either type in the PW# provided by the City of Fort Worth in the License number field or type in the Business Name/Contracting company name and click "Look Up". Once all of the information is correct, click "Save and Close".

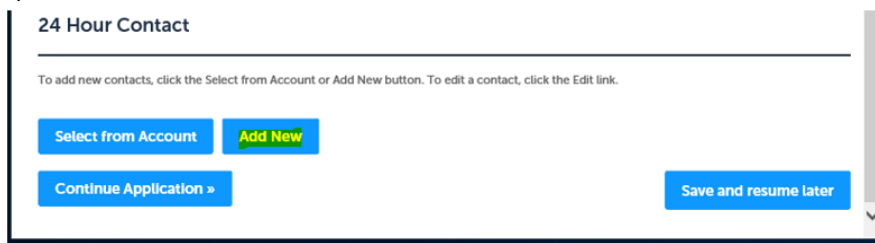


**\*\*NOTE:** If you enter the **Look Up License** correctly and search results come back as **“No Records Found”**, you will have to contact Development Services 817-392-2222 for assistance.

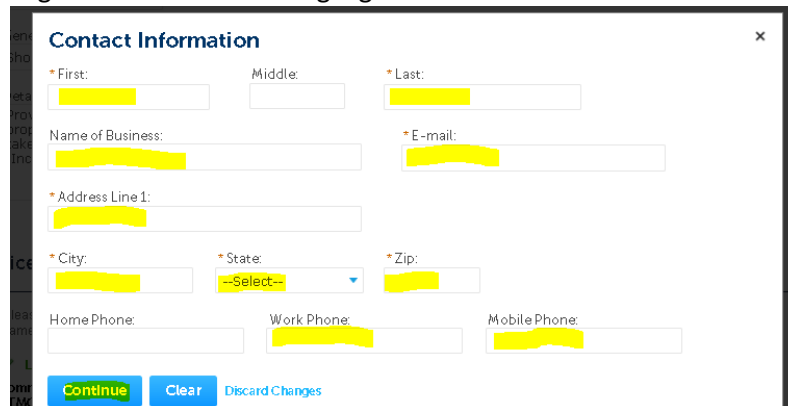
- 1 of 2 things may be happening. Either your **License Type** in Acela needs up-dated to **Pkwy – Storm Drain** from **Commercial** or your **License/Registration** or **Certificate of Insurance** has **expired** and needs renewed.



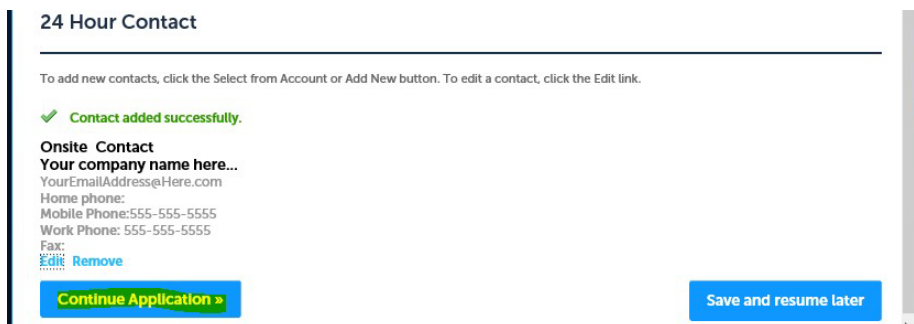
**Step 8:** Provide a **24 Hour Contact** by clicking on **Add New** to enter information, then click **Continue Application** (a new window will open).



**Step 9:** Provide the following information for the highlighted fields under **Contact Information** then click **Continue**



**Step 10:** After **24 Hour Contact** has been added.



**Step 11:** Repeat the same process for Applicant, then review details, **Edit** or **Remove** before clicking **Continue Application**

**\*\*NOTE:** You should now be on **Step 1: Step 1>Page2**

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

Create an Application Search Applications Schedule an Inspection

Street Use Franchise Utility Permit

1 Step 1 2 Review 3 Record Issuance

**Step 1: Step 1>Page 2** \*Indicates a required field.

### Project Information

---

City Project Info

City Project #:

---

FRANCHISE SUBTYPE

Utility:

Type:

---

MISCELLANEOUS INFORMATION

Suite/Unit:

Expiration Date:

\*Commercial/Residential:

---

### Project Locations

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Please enter in the project locations.

ADDR

Showing 0-0 of 0

Block Start	Block End	Dir	Street	Suffix	Alley	Rear UE	Dir-2	From	Suffix-2	Dir-3	To	Suffix-3	MAPSCO	ICNI
No records found.														

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### Documents

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Please upload your application and your site plans as one pdf document.

The maximum file size allowed is 3000MB.  
.html, .htm, .mht, .mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

**Step 12:** Under **Project Information:**

- **DO NOT ENTER** anything in under **City Project Number** field. If proposed work is associated with a relocation on a City Project where existing facilities are in conflict with proposed City facilities, installing *pre-paving crossings* or *new facilities* for a new development currently under construction, list **CPxxxxxx** on the **permit application form** (Additional time required for review by TPW Construction Services).
- Select the **Utility** and **Type** from the drop-down list.
  - Another drop-down box will appear to either choose the best description that fits (example of “gas”).  
Project Information

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**City Project Info**

City Project #:

---

**FRANCHISE SUBTYPE**

Utility:


Type:

**Step 13:** Under **Miscellaneous Information**, select either **Commercial** or **Residential** from the drop-down box.

---

**MISCELLANEOUS INFORMATION**

Suite/Unit:

Expiration Date:  

\* Commercial/Residential:

**Step 14:** Provide the **Project Locations** that encompass where work is taking place by clicking **Add a Row** for adding 1 location at a time OR select from the list to **Add 2** up to **10 rows** at one time (no limit).

**Project Locations**

Please enter in the project locations.

**ADDR**

Showing 0-0 of 0

Block Start	Block End	Dir	Street	Suffix	Alley	Rear UE	Dir-2	From	Suffix-2	Dir-3	To	Suffix-3	MAPSCO	ICNI
No records found.														

Showing 0-0 of 0

Block Start	Block End
No records found.	

- Add 2 Rows
- Add 3 Rows
- Add 4 Rows
- Add 5 Rows
- Add 6 Rows
- Add 7 Rows
- Add 8 Rows
- Add 9 Rows
- Add 10 Rows

OR

**Step 15:** Call out all of the **Project Locations** under **ADDR** by providing the Address Range (calling out the cross streets to encompass where work is taking place) OR if proposed work is all at a single address, list the Block Start, Street and Mapsco.

- If work takes place in an **Alley** or **Rear UE**, be sure to *check* the appropriate box.
- **MAPSCO** page number is required. Must be accurate. Enter only the 2 to 3 numbers and 1 letter that best cover the majority where work is taking place. **DO NOT add any spaces or hyphens** (Maximum of 4 character total).

**ADDRESS RANGE** (reference cross streets)

**SINGLE OR BLOCK RANGE** (referencing a single address or range of addresses on one street)

**\*\*NOTE:** Click, **Actions** and chose **Edit** or **Remove** from the drop-down box if needing to edit/remove a project location

<input type="checkbox"/>	Block Start	Block End	Dir	Street	Suffix	Alley	Rear UE	Dir-2	From	Suffix-2	Dir-3	To	Suffix-3	MAPSCO	ICNI	Actions
<input type="checkbox"/>	200	300	W	10th	ST	No	No							76D	No	Actions

**Step 16: All Documents MUST be in ONE attachment in .PDF format (no exceptions).** Refer to the 6 steps below.

1. Under **Documents**, click **Add** (another window will pop up)

**Documents**

Please upload your application and your site plans as one pdf document.

The maximum file size allowed is **3000 MB**.  
.html;.htm;.mht;.mhtml are disallowed file types to upload.

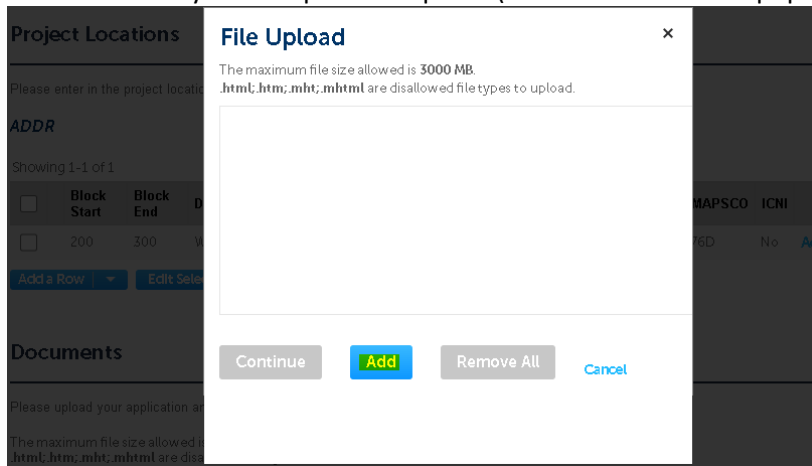
Name	Type	Size	Latest Update	Action
No records found.				

**Add**

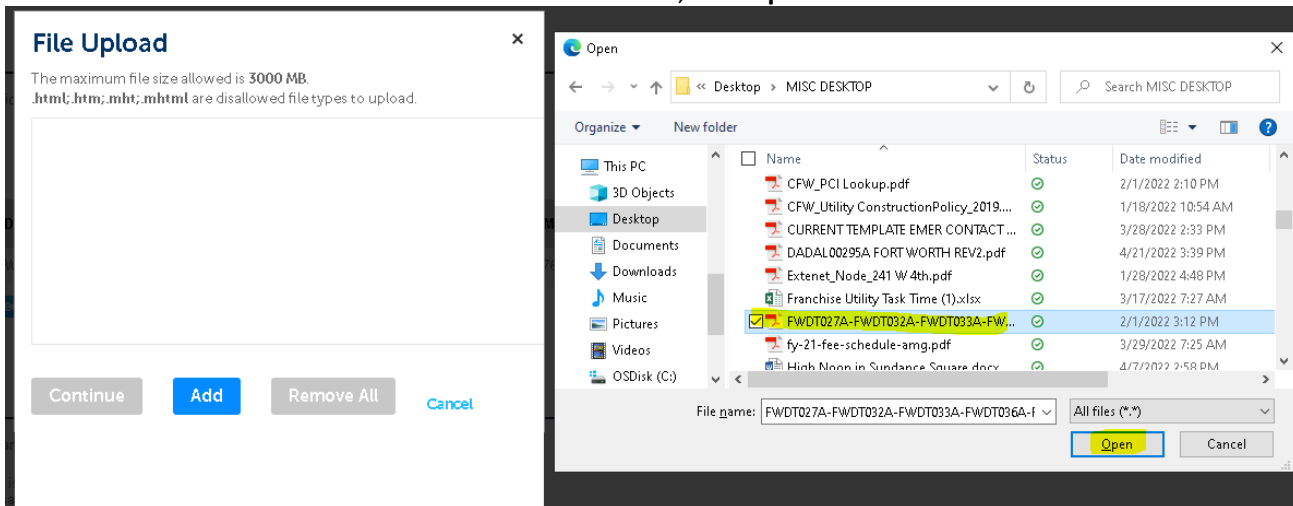
**Continue Application »**

**Save and resume later**

2. Click **Add** to select a file from your computer to upload (another window will pop up)

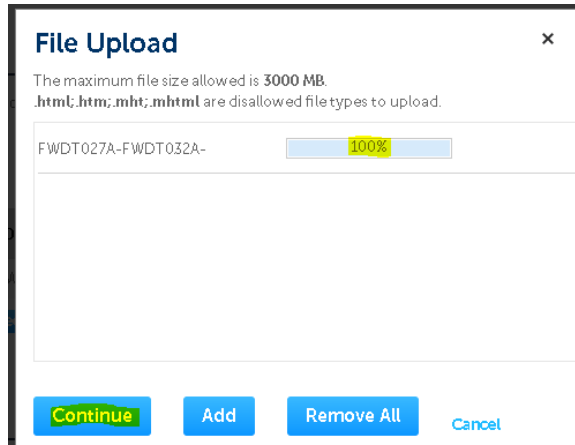


3. Once the document has been located and selected, click **Open**





4. Check the file name to make sure correct, once at **100%**, click **Continue**



5. Select a **Type** that best fits. Provide a brief **Description** of the documents loaded and click **Save**

**Documents**

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Please upload your application and your site plans as one pdf document.

The maximum file size allowed is **3000 MB**.  
**.html, .htm, .mht, .mhtml** are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

---

\*Type: Remove

Application

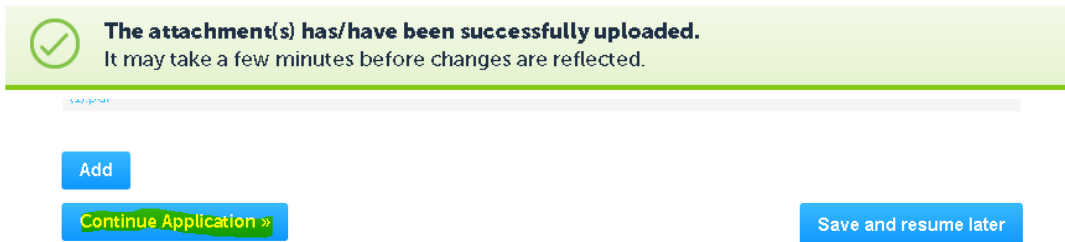
File:  
 FWDT027A-FWDT032A-FWDT033A-  
 FWDT036A-FWDT037A (1).pdf  
 100%

\*Description:  
 Permit submittal for new fiber route.

Save Add Remove All

Continue Application » Save and resume later

6. The following message will appear. Scroll down and click **Continue Application**



**Step 17: Review and Edit** the information (click arrow to expand and view all details), then click **Continue Application**.

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Create an Application Search Applications Schedule an Inspection

Street Use Franchise Utility Permit

1 Step 1 2 Review 3 Receipt Issuance

**Step 2: Review**

[Continue Application](#) [Save and Return to User](#)

Please review all the information below. Click the "edit" link to edit or delete any information and then click the "Save Application" link to save.

**Record Type**

---

**Debit Information** [edit](#)

Application Name: Commercial - Utility  
 General Description: Short description  
 Detailed Description: Provide a more-detailed description of proposed work and method of construction to be placed in public utility  
 Description: Company/Project Number

---

**Licensed Professional** [edit](#)

Tony Deak  
 17402 SHELBOURNE  
 300 W. Hiram Road Dr.  
 Fort Worth, TX 76133  
 Home Phone: 817-335-4506  
 Mobile Phone: 817-335-4506  
 Fax: 817-335-4522  
 TonyDeak@texasenergy.com

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**24 Hour Contact** [edit](#)

Tony Deak  
 Utrac  
 300 W Hiram Road  
 Fort Worth, TX 76133  
 Work Phone: 817-335-4506  
 E-mail: tondedeak@utracforborth.com

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**Applicant** [edit](#)

Tony Deak  
 Utrac  
 300 W Hiram Road  
 Fort Worth, TX 76133  
 Work Phone: 817-335-4506  
 E-mail: tondedeak@utracforborth.com

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**Project Information** [edit](#)

**City Project Info** [edit](#)

City Project #:

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**RUN-USE-SERVICE** [edit](#)

Utility: Utrac  
 Type: Gas  
 Gas: New Service

---

**REGULATORY INFORMATION** [edit](#)

Subst/Unit:  
 Operation:  
 Date:  
 Command or File Path:  
 Project Locations

---

Please enter the project location.

**JCR:** [edit](#)

Block	Block	Pk	Block	Sub	Flow	Pk	Block	Sub	Pk	Block	Sub	PKP	PKP
PK	PK		PK	Sub	PK	PK	PK	Sub	PK	PK	Sub	PKP	PKP
200	200	W	201	ET	No	No						NO	No

---

**Documents** [edit](#)

This area contains files submitted on 10/20/2018.  
 It includes the work order and location of the application.

Name	Type	Date	Last Update	Path
RWD102M	Application	10/20/2018	10/20/2018	JCRForm
RWD102M				
RWD102M				
RWD102M				
RWD102M				

[Continue Application](#) [Save and Return to User](#)

**Step 18:** You are finished...Print a copy of your **Receipt** for your records. The Record number is shown below:

**\*\*NOTE:** Permit Number is **NOT VALID** unless status on the permit face shows **ISSUED**.

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

Create an Application Search Applications 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.

[Print/View Summary](#)

200 W 10th ST

**UT22-** [View Summary](#)

[Print/View Summary](#)

**STEP 19:** After successfully submitting your application, send an e-mail to the contacts below to confirm your requests is ready to be reviewed.

- **Subject Line** must read: ***UTxx-xxxxx Uploaded for Review***  
Jeff Underhill [Jeffery.Underhill@fortworthtexas.gov](mailto:Jeffery.Underhill@fortworthtexas.gov)  
Andy Howland [Andrew.Howland@fortworthtexas.gov](mailto:Andrew.Howland@fortworthtexas.gov)  
Leslie Bagby [Leslie.Bagby@fortworthtexas.gov](mailto:Leslie.Bagby@fortworthtexas.gov)  
Joe Simon [Joe.Simon@fortworthtexas.gov](mailto:Joe.Simon@fortworthtexas.gov)  
Jesse Ortiz [Jesus.Ortiz@fortworthtexas.gov](mailto:Jesus.Ortiz@fortworthtexas.gov)  
Charles Taufan [Charles.Taufan@fortworthtexas.gov](mailto:Charles.Taufan@fortworthtexas.gov)  
Casey Hill [Casey.Hill@fortworthtexas.gov](mailto:Casey.Hill@fortworthtexas.gov)  
Christopher Flores [Christopher.Flores@fortworthtexas.gov](mailto:Christopher.Flores@fortworthtexas.gov)

**Useful links for reference information:**

Franchise Utility Permitting and Information: [Contractors – Welcome to the City of Fort Worth \(fortworthtexas.gov\)](#)

Up-dated TCP Packet now available: [PG 32 \(A-2\) \(fortworthtexas.gov\)](#)

**Mapsc**o page number lookup: [OneAddress | City of Fort Worth, Texas \(fortworthtexas.gov\)](#)