

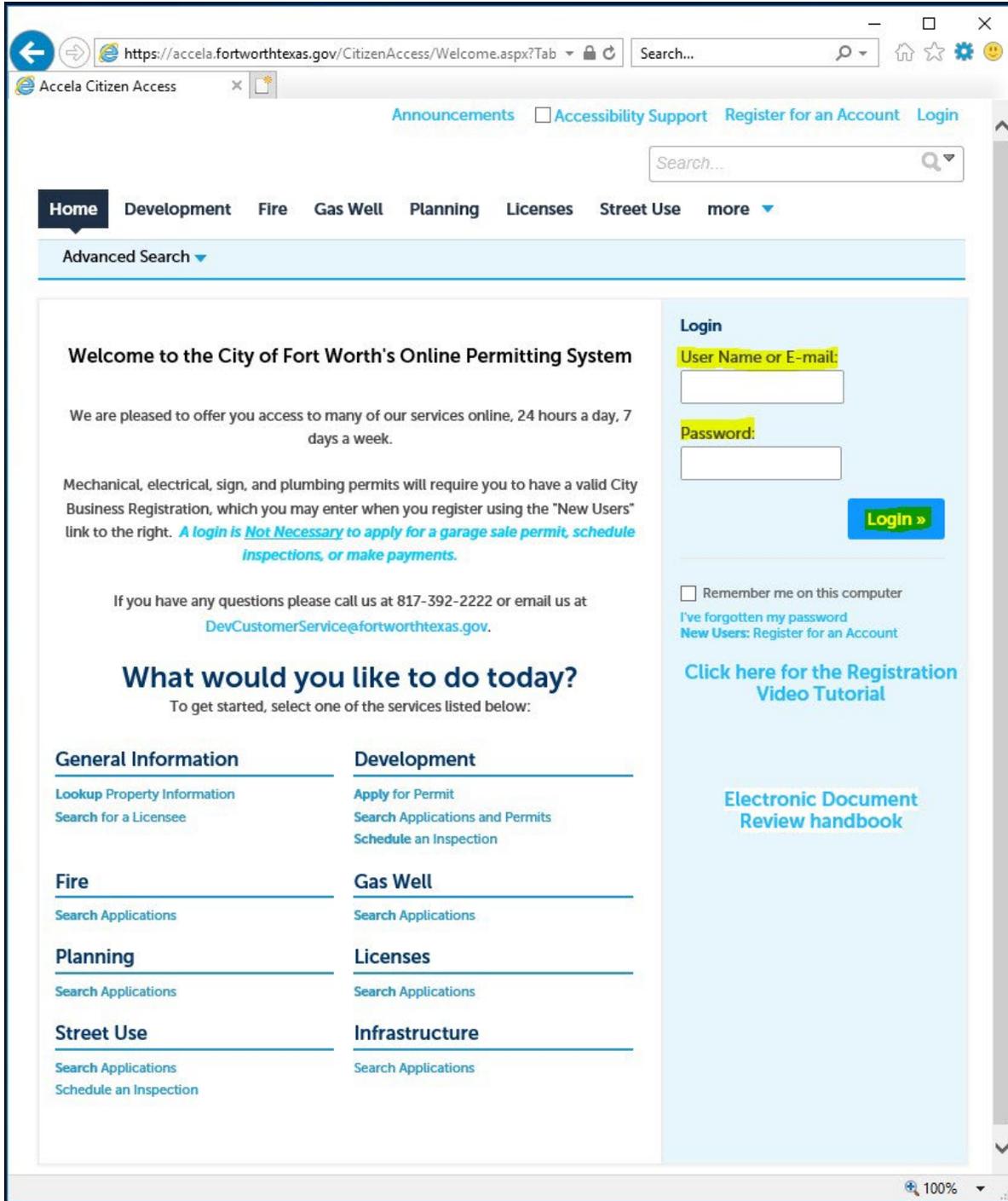
# City of Fort Worth – Accela Citizen Access – Online Network Node Permit Submittals

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-csrprodwi.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**, **Create Application**, read and **Check** box before you **Continue Application**:

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

**Create an Application** Search Applications Schedule an Inspection

### Online Application

Welcome to Agency's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

**General Disclaimer**

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

**Continue Application >**

**Step 4:** Select **Network Node Permit** and **Continue Application**:

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### 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.

▼ Street Use

- Network Node Permit
- Street Cut Permit
- Street Use Franchise Utility Permit
- Street Use Other
- Street Use Parkway Permit
- Transport Facility Permit

**Continue Application >**

**Step 5:** 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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To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

#### Look Up License

License Type: **Pkwy – Storm Drain** CFW License (PW#)

Name of Business:  Business License #:

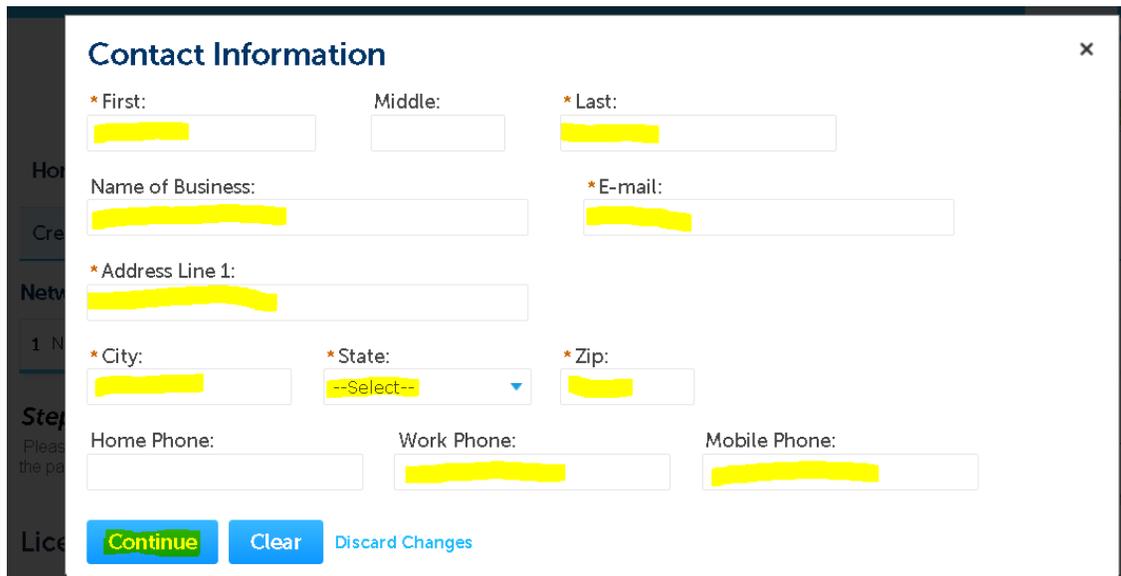
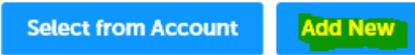
First:  Last:

**Step 6:** Under **Applicant** (information of person submitting this request goes here), click **Add New** (separate window will open). Enter **Contact Information** in highlighted fields, scroll down and click **Continue**.

- **BE SURE** to enter a **Work Phone & Mobile Phone** number. Leave **Home Phone** blank.

### Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.



The screenshot shows a 'Contact Information' form with the following fields and values:

- \* First: [Redacted]
- Middle: [Empty]
- \* Last: [Redacted]
- Name of Business: [Redacted]
- \* E-mail: [Redacted]
- \* Address Line 1: [Redacted]
- \* City: [Redacted]
- \* State: --Select--
- \* Zip: [Redacted]
- Home Phone: [Empty]
- Work Phone: [Redacted]
- Mobile Phone: [Redacted]

Buttons at the bottom: Continue (highlighted), Clear, Discard Changes.

**Step 7:** **Owner** information is **OPTIONAL** (if not found under **Search**, then leave all fields blank).

[Edit](#) [Remove](#)

### Owner

Owner Name: [Redacted] ⓘ

Address Line 1: [Empty]

Address Line 2: [Empty]

Address Line 3: [Empty]

City: [Empty] State: --Select-- Zip: [Empty] Country: United States

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

### Contact List

**Step 8:** Under **Contact List**, click **Add New** (separate window will open). Select **Project Manager** (information of person overseeing the construction goes here) from the **Contact Type** and click **Continue**.

### Contact List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

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

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
No records found.						

### Select Contact Type

\* Type:

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

**Step 9:** Enter the **Contact information** in highlighted fields and click **Continue**.

- **BE SURE** to enter a **Work Phone & Mobile Phone** number. Leave **Home Phone** blank.

### Contact Information

\* First:  Middle:  \* Last:

Name of Business:  \* E-mail:

\* Address Line 1:

\* City:  \* State:  \* Zip:

Home Phone:  Work Phone:  Mobile Phone:

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

**Step 10:** Click on **Continue Application** at the bottom.

**\*\*NOTE:** if having any issues or not ready to proceed, click on **Save and Resume Later**. You will receive a **TMP** number for reference and you can go back later to finish your submittal.

Davis	Atmos	Manager	4508	andrew.nowland@fortworthtexas.gov	<a href="#">Edit</a>	<a href="#">Delete</a>
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[Continue Application »](#) [Save and resume later](#)

**Step 11:** Under **Network Nodes** section:

- Select the **Wireless Carrier** from the drop-down box.
- Enter the number of node sites for this request in the **Node Count** field.
- In the **New or Replacement Pole Count** field, enter the number of nodes that will be either an *existing CFW metal pole/foundation* to be replaced or a *new standalone pole* to be installed.
  - This will trigger the required \$1,000.00 fee for each pole).
- If any of the proposed nodes are within a historic or design district, check mark the appropriate box.
  - This will trigger the department review for either.
- Do nothing under the **MISC** section.
- Scroll down to the **Custom Lists** section.

Create an Application   Search Applications   Schedule an Inspection

**Network Node Permit**

1 Nodes   2 Review   3 Pay Fees   4 Record Issuance

**Step 1: Nodes > Node Information** \* indicates a required field.

**Custom Fields**

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**NETWORK NODES**

\*Wireless Carrier:

\*Node Count:

\*New or Replacement Pole Count:

Historical:

Design District:

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**Misc**

The expiration date will **auto fill**. No user information is necessary. Please select "Commercial" if it is not already selected by default.

Expiration Date:

**Custom Lists**

**Step 12: Custom Lists**

- Click **Add a Row** to enter the node location information (a separate window will open).

**Custom Lists**

**NODE LOCATIONS**

Showing 0-0 of 0

Node Number	X Coordinate	Y Coordinate	Street Number	Direction	Street Name	Suffix	Pole Info	Mapsco	Status	Status Date
No records found.										

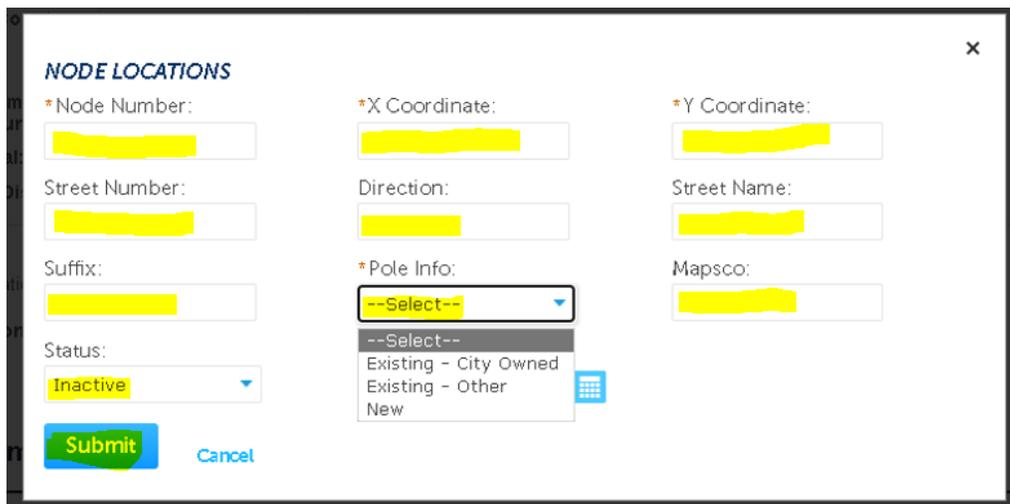
**Add a Row**   **Edit Selected**   **Delete Selected**

**Step 13: Node Locations** section, fill out as indicated below, and then click **Submit**.

- Enter the **Node Number** starting with **1**. If you have more than one site you are applying for, the next will be **2, 3** and so on...
- Enter the **X Y Coordinates** (should be listed on the coversheet of the construction drawings).
- Enter the assigned address in the **Street Number** field. If ACA does not accept this, enter the number in the **Direction** field before the direction, if there is one (Before/After below):



- **Direction** and **Street Name** are self-explanatory.
- **Suffix** field: Enter **Dr , Rd , St** or whatever the applicable suffix is for that street name.
  - Do not put a **period** behind the two letters...will trigger the **Invalid Error**.
- Under Pole Info drop-down box, select either
  - **Existing – City Owned**: IF this is an *existing CFW metal pole* to be replaced (\$1,000.00 fee applies)
  - **Existing – Other**: IF this is an *existing CFW wood pole* or non-CFW wood pole to be replaced (no fee).
  - **New**: IF this is a New Standalone pole (\$1,000.00 fee applies)
- **Mapsc**o number is required. Can look up at [OneAddress | City of Fort Worth, Texas \(fortworthtexas.gov\)](https://www.fortworthtexas.gov/OneAddress)
- **Status**: Select Inactive
- **Status Date**: Leave blank



**Step 14: Review information, edit if necessary, and then click **Continue Application****

**NODE LOCATIONS**

Showing 1-1 of 1

<input type="checkbox"/>	Node Number	X Coordinate	Y Coordinate	Street Number	Direction	Street Name	Suffix	Pole Info	Mapsc	Status	Status Date	Actions
<input type="checkbox"/>	1	32.1234	-97.2345	301 W	10th	St	Existing - Other	76D	Inactive			Actions

**Step 15:** Upload documents by clicking **Add** under the **Attachment** section (a separate window will open).

**\*\*REQUIRED: ALL** required documents (permit application form, CD's w/ plan and profiles, plat, guarantee agreement, TCP's, etc...) must be in **ONE** .PDF attachment.

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

Create an Application Search Applications Schedule an Inspection

**Network Node Permit**

1 Nodes	2 Review	3 Pay Fees	4 Record Issuance
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**Step 1: Nodes > Attachments** \* indicates a required field.

**Attachment**

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

**Step 16:** Click **Add** and **Open** a document from your computer, then click **Continue** after it has reached **100%**

The first screenshot shows the 'File Upload' dialog box. It contains the text: 'The maximum file size allowed is 3000 MB. .html, .htm, .mht, .mhtml are disallowed file types to upload.' Below this is a large empty rectangular area. At the bottom, there are four buttons: 'Continue', 'Add' (highlighted in yellow), 'Remove All', and 'Cancel'.

The second screenshot shows a Windows 'Open' dialog box. The file explorer shows a list of files in the 'Documents' folder. One file, 'CFW - Conta...', is selected and highlighted in blue. The 'Open' button at the bottom right is highlighted in yellow.

The third screenshot shows the 'File Upload' dialog box again. The progress bar for the file 'CFW - Contacts\_Small' is now filled to 100%. The 'Continue' button at the bottom left is highlighted in yellow.

**Step 17:** Select the **Type** that best fits, write brief **Description** for the document uploaded and click **Save**

### Attachment

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  
 Engineered Plans

File:  
 CFW - Contacts\_Small  
 Cell\_11\_29\_2018.pdf  
 100%

\*Description:  
 Permit submittal documents.

Save Add Remove All

Continue Application > Save and resume later

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

[Create an Application](#)
[Search Applications](#)
[Schedule an Inspection](#)

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

### Network Node Permit

1 Nodes	2 Review	3 Pay Fees	4 Record Issuance
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### Step 1: Nodes > Attachments

\* indicates a required field.

### Attachment

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

Name	Type	Size	Latest Update	Action
CFW - Contacts_Small Cell_11_29_2018.pdf	Engineered Plans	69.84 KB	04/25/2022	Actions ▾

Add

Continue Application > Save and resume later

### Attachment

Edit

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

Name	Type	Size	Latest Update	Action
CFW - Contacts_Small Cell_11_29_2018.pdf	Engineered Plans	69.84 KB	04/25/2022	Actions ▾

Continue Application > Save and resume later

## Step 18: Pay Fees by clicking on Check Out

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Create an Application Search Applications Schedule an Inspection

**Network Node Permit**

1 Nodes	2 Review	<b>3 Pay Fees</b>	4 Record Issuance
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**Step 3: Pay Fees**

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

**Application Fees**

Fees	Qty.	Amount
Node Count	1	\$500.00

**TOTAL FEES: \$500.00**  
Note: This does not include additional inspection fees which may be assessed later.

[Check Out »](#)

## Step 19: You must Pay Fees at Checkout in order for CFW review process to start.

Home Development Fire Gas Well Planning Street Use Infrastructure more ▾

Dashboard My Records My Account Advanced Search ▾

**Cart**

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

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

**PAY NOW**

301 W 10th ST  
1 Application(s) | \$500.00  
▶ Network Node Permit  
ZZ1MP-04Z285 Total due: \$500.00

**Total amount to be paid: \$500.00**  
Note: This does not include additional inspection fees which may be assessed later.

[Checkout »](#) [Edit Cart »](#) [Continue Shopping »](#)

## Step 20: Enter payment information in required fields and click Authorize

### Payment Options

For Checks:  
By entering my routing and account number and clicking "Authorize," I authorize my payment in the amount indicated above to be processed as an electronic funds transfer (EFT) or draft drawn from my checking or savings account as identified above and, if necessary, electronic credits to my account to correct erroneous debits. I understand that my payment will be processed within 1 - 2 banking days. If the payment returns unpaid, I authorize you or your service provider to collect the payment by EFT(s) or draft(s) drawn from my account. I understand that this authorization will remain in full force and effect until I notify you that I wish to revoke it by calling 817-392-2222 and allow you reasonable opportunity to act on my notice.

If you have an ACH BLOCK with your financial institution you need to provide this number **9044048155** to your financial institution so that your ACH/Check transaction can be processed.

PLEASE PRINT A COPY OF THIS PAGE FOR YOUR RECORDS. ALTERNATIVELY, CONTACT US AT (817) 392-2222 TO LEARN HOW YOU CAN OBTAIN A COPY.

Amount to be charged: \$500.00

- Pay with Credit Card  
 Pay with Bank Account

### Credit Card Information:

\*Card Type \*: \*Card Number: \*Security Code: ⓘ

--Select-- [Redacted] [Redacted]

\*Name on Card: \*Exp. Date:

[Redacted] 01 2022

### Credit Card Holder Information:

Auto-fill with Tommy Davis

Country:  
United States ▾

\*Street Address:  
[Redacted]

\*City: \*State: \*Zip:

[Redacted] --Select-- [Redacted]

\*Phone:  
[Redacted]

E-mail:  
[Redacted]

[Authorize »](#)

**Step 21:** Once request submitted, email the following contacts below...**Subject Line** must read: **NNxx-xxxxx Uploaded for Review**

- Jeff Underhill [Jeffery.Underhill@fortworthtexas.gov](mailto:Jeffery.Underhill@fortworthtexas.gov)
- Andrew Howland [Andrew.Howland@fortworthtexas.gov](mailto:Andrew.Howland@fortworthtexas.gov)
- Joe Simon [Joe.Simon@fortworthtexas.gov](mailto:Joe.Simon@fortworthtexas.gov)
- Leslie Bagby [Leslie.Bagby@fortworthtexas.gov](mailto:Leslie.Bagby@fortworthtexas.gov)
- Jesse Ortiz [Jesus.Ortiz@fortworthtexas.gov](mailto:Jesus.Ortiz@fortworthtexas.gov)
- Charles Taufa [Charles.Taufa@fortworthtexas.gov](mailto:Charles.Taufa@fortworthtexas.gov)
- Casey Hill [Casey.Hill@fortworthtexas.gov](mailto:Casey.Hill@fortworthtexas.gov)
- Christopher Flores [Christopher.Flores@fortworthtexas.gov](mailto:Christopher.Flores@fortworthtexas.gov)

**\*\*NOTE:** Must provide ALL required documents and information as called out in the City's *Wireless Facility Checklist* in order for the submittal will be considered COMPLETE so we can route documents to all City departments for review and feedback.

**Useful links for reference information:**

CFW Link about Wireless Facilities: [Wireless Facilities and Infrastructure – Welcome to the City of Fort Worth \(fortworthtexas.gov\)](#)

Wireless Facility Checklist: [wireless-facility-checklist.pdf \(fortworthtexas.gov\)](#)

Wireless Facilities and Infrastructure Design Manual: [wireless-facility-design-manual.pdf \(fortworthtexas.gov\)](#) Network Node Map: [Network Node Permit Locations \(arcgis.com\)](#)

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

CFW standard Traffic Control Packet: [PG 32 \(A-2\) \(fortworthtexas.gov\)](#)