City of Fort Worth – Accela Citizen Access – (TF) Transport Facility Permit Submittal Process (Rev: 04/18/19)

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 Request a City Service (motorolasolutions.com)

Step 1: Go the following link: Accela Citizen Access (fortworthtexas.gov)
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:

![Image of Street Use, Create Application]

**Step 4:** Select Transport Facility Permit, click Continue Application

![Image of Select a Record Type]

**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#) 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.

![Image of Look Up License]
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.

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

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Business Name</th>
<th>Contact Type</th>
<th>Work Phone</th>
<th>Fax</th>
<th>E-mail</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No records found.

![Select Contact Type](image)

**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.

**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.
Step 11: Under Custom Fields section:
- Select the Wireless Carrier from the drop-down box.
- Enter 0 (zero) into the Node Count field (so NOT to trigger any Fees).
- Scroll down to the Custom Lists section.

Step 12: Custom Lists
- Click Add a Row to enter the node location information (a separate window will open).

Step 13: Address

Step 14: Review information, edit if necessary, and then click Continue Application
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 and TCP’s) must be in ONE .PDF attachment.
- Include a copy of the **NN Permit** number with your documents.

Step 16: **Click Add and Open** a document from your computer, then **click Continue** after it has reached 100%.
**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 5000 MB.
Java, Jre, and PHP are not allowed file types to upload.
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval:
Site Plan, Engineering Plans, Images, Traffic Control Plans, Guarantee Agreement

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Size</th>
<th>Last Updated</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Type**: 
  - Engineering Plans

- **File**: 
  - CNY - Condominium Small
  - Col1113_09_2011.ppt 
  - 304 KB

- **Description**: 
  - Permit Submittal Documentation

- **Save**  **Add**  **Remove All**  **Continue Application**  **Save and resume later**

- If successfully uploaded, you will receive a **message** stating this.

- **Step 1: Nodes > Attachments**
  
  **Attachment**

  The maximum file size allowed is 5000 MB.
  Java, Jre, and PHP are not allowed file types to upload.
  This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval:
  Site Plan, Engineering Plans, Images, Traffic Control Plans, Guarantee Agreement

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Size</th>
<th>Last Updated</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Step 18:** Review all of the information and edit if necessary or click on **Continue Application** to go to the next section.

**Transport Facility Permit**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
</table>

**Step 2: Review**

[Continue Application]  [Save and resume later]

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

**Record Type**

**Transport Facility Name:**

**Licensed Professional**

**Tommy Davis**

**Energy:**

13TH-COM, ENERGY

300 W. Morningside Dr.

For Work: 7610

Home Phone: 214-356-4500

Mobile Phone: 214-356-4500

Fax: 761-4500

*Tommy Davis@texasenergy.com*

**Applicant**

**Tommy Davis**

Address:

300 W. Morningside

For Work: 7610

Work Phone: 214-356-4500

E-mail: thomas.wolfgang@for.earth@texas.gov

**Owner**

United States

**Contact List**

Showing 1-1 of 1

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Business Name</th>
<th>Contact Type</th>
<th>Work Phone</th>
<th>Email</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tommy</td>
<td>Davis</td>
<td>Project Manager</td>
<td>214-356-4500</td>
<td><a href="mailto:thomas.wolfgang@for.earth">thomas.wolfgang@for.earth</a>@texas.gov</td>
<td>Edit</td>
</tr>
</tbody>
</table>

**Custom Fields:**

**BU_TRANS**

Whereless Carrier

Node Count: 0

**BU_TRANS_ADDR**

<table>
<thead>
<tr>
<th>Book Wkt</th>
<th>Book End</th>
<th>Creation</th>
<th>Street Name</th>
<th>Buffer</th>
<th>Map ans</th>
</tr>
</thead>
<tbody>
<tr>
<td>200</td>
<td>300</td>
<td>W</td>
<td>10 m</td>
<td>ST</td>
<td>76D</td>
</tr>
</tbody>
</table>

**Attachment**

The maximum file size allowed is 5000 MB. Print PDFs are discouraged as they are difficult to upload. You are encouraged to submit the following types of documents: Subject to the required information, you may be required to submit additional documents prior to approval.

**Site Plan:**

Engineered Plans, Image, Traffic Control, FPL, Guarantee Agreement

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Size</th>
<th>Last Updated</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU_W - Constr_Small</td>
<td>BU_W - Constr_Small</td>
<td>63.04 KB</td>
<td>04/15/2022</td>
<td>Actions</td>
</tr>
</tbody>
</table>

[Continue Application]  [Save and resume later]
Step 19: If you receive the following Error Message, you are going to have to upload a random document for Each of Document Types from the drop-down box. Our apologies for the extra steps, but this is an issue unable to be changed by Accela.

Step 20: Click on Edit for the Attachment section and repeat Steps 15 thru 18.

- Enter DOCUMENT NOT FOR REVIEW in the Description field after selecting the Type.

- Will have to add 5 additional documents total. Click Continue Application to review again.
**Step 21:** If successfully submitted, you will receive the following message and the *TF* record number will be noted.

**Step 3:** Receipt/Record issuance

**Receipt**

![Receipt Icon]

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

**Print/View Summary**

**No Address**

**1022-**

**Print/View Summary**

**Step 22:** After submitting your request, send an e-mail with *Subject Line TFxx-xxxxx Uploaded for Review* to both:

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)

**Useful links for reference information:**

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


Network Node Map: [Network Node Permit Locations (arcgis.com)](https://arcgis.com)

Mapsco page number lookup: [OneAddress | City of Fort Worth, Texas (fortworthtexas.gov)](https://fortworthtexas.gov)