Online Submittal Guide

Submittal Requirements

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Introduction

In the City of Fort Worth's ongoing efforts to improve our service and be more accessible to our customers, the Development Services Department created this Online Submittal guide to help customers navigate our online permitting system. This permit system allows citizens and customers to apply for permits, pay most fees, upload documents for review, and receive/answer comments online for most common building permits and zoning/platting functions. Most applications can be completed without ever coming to City Hall.

Each permit application will have specific required submittals. There are seven main types of submittals though not every permit requires every submittal. Below is a table that shows what should be included in each type of submittals.

Information You Will Need:

In order to make an application online you will need the following information available:

- Plan documents as outlined in the section below
- Property Address
- Contact information for the registered contractor associated with the project, or their registration number
- Site Contact Information – The person the building inspectors will contact
- Plans Exam Contact information – The point of contact for the permit. The plans exam contact will receive updates regarding the permit status and have privileges to download the approved permit documents. Members of the applicant's project team will contact this individual for questions regarding the permit.
- Your TDLR number for accessibility review if your project is over $50,000
- Total Job Value – Construction cost
- Square footage of the project
- Estimated Cost – The construction cost excluding mechanical, electrical, and plumbing work

Online Permitting Submittals:

The documents and forms required for submittal will be dependent on the type of permit application. Please visit the City of Fort Worth Development Services permit website for a detailed list of what is required for your permit. All documents files submitted must be in a .pdf format, flattened and

compressed to reduce the file size. Ensure that all the files do not have any form of protection when you submit them, so that staff may mark up plans, create comments, and add or remove sheets as necessary.

Online permitting Submittals	
Document Description:	Included in which submittal type:
Site Plan, Architectural, Mechanical, Electrical, Plumbing, Structural, Civil, Landscape, Utility and Urban Forestry plans. All plans should be combined into a single document (include Page Bookmarks in PDF Version 11) and be less than 256 MB.	Plans (all plans must be combined into a single document to submit)
A legible copy of the legally recorded plat	Plat (Not a survey)
COMcheck, RESNET, IC3, Energy Star, or ASHRAE 90.1 Reports. A separate report is necessary even if included in building plans.	Energy Code Documents
City of Fort Worth Permit Application, Zoning Use Verification Form, Monotony Diagram, and similar City of Fort Worth Forms	Forms
Design professional letters, requested product information, letterhead document for zoning providing detailed information regarding "use", and similar informational documents	Correspondence
Revised plans in response to plan review comments in the same format as originally submitted	Plan corrections (full set)
Revised plans in response to inspection comments or changes after issuance in the same format as originally submitted	Plan Revisions (**only** the sheets that denote the changes)

Submittal Standards:

All digital files shall comply with the following standards. Deviation from the standards could cause delays in the application process:

File format:

1. All digital document files must be MS-Windows (i.e. not Apple OS) compatible. This does not mean that you cannot create the files on a MAC platform and then convert them into a windows format.

2. All digital documents shall be in Portable Document Format (PDF) and compatible with Adobe Acrobat 22 professional. Older versions of Acrobat may be used, but staff will provide corrections in Acrobat 22 format due to security restrictions. PDF's must be a first generation vector based file (direct conversion from AutoCAD, ArchiCAD, MS Word, etc.). Scanned plans (i.e. plans, elevations, sections, details) **will not** be accepted. However, scanned plats, correspondence, energy code documents, and forms will be permitted. All plans submitted **must** be in the smallest size possible, so remember to flatten them as well.

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Security:

Document security must allow City staff to mark up plans, create comments, and add or remove sheets as necessary. Files cannot be "Write protected" or "Read only".

Scale:

Plans must be generated at a defined scale (i.e. ¼"= 1', ½"= 1', etc…)and correct proportions to allow staff to verify dimensions and areas using the Adobe Acrobat measurement tools. Graphic scales may also be included but are not required.

Page Orientation:

All <u>plans</u> must be set to landscape orientation with the top of the page at the top of the monitor. A north arrow should be included on all plans. Other submittal types can be set to either landscape or portrait orientation, depending on the content.

Naming:

The files named should be based on street address, the submittal, and the type of submittal. For initial submittals it would look like this:

> SUB 1 - Complete Set
> SUB 1 - Plat
> SUB 1 - Energy Code Documents
> SUB 1 - Forms

Subsequent resubmittals should follow the same protocol with the next higher submittal number:

> SUB 2 - Complete Set
> SUB 2 - Plat
> SUB 2 - Energy Code Documents
> SUB 2 - Forms

After permit **issuance** Revisions submittals should have a naming format of REV 1, REV 2,…for each subsequent submittal, but **only** submit the sheets that are affected by revision:

> REV 1 - Complete Set
> REV 1 - Plat
> REV 1 - Energy Code Documents

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Bookmarks:

All plan sheets must be contained in a single PDF File. To facilitate references during the plan review and intake process each sheet should be bookmarked with the sheet number and title (see example). Please ensure that the complete pages show prior to bookmarking by selecting. This can be done by selecting this icon ⬚ from the tool bar:
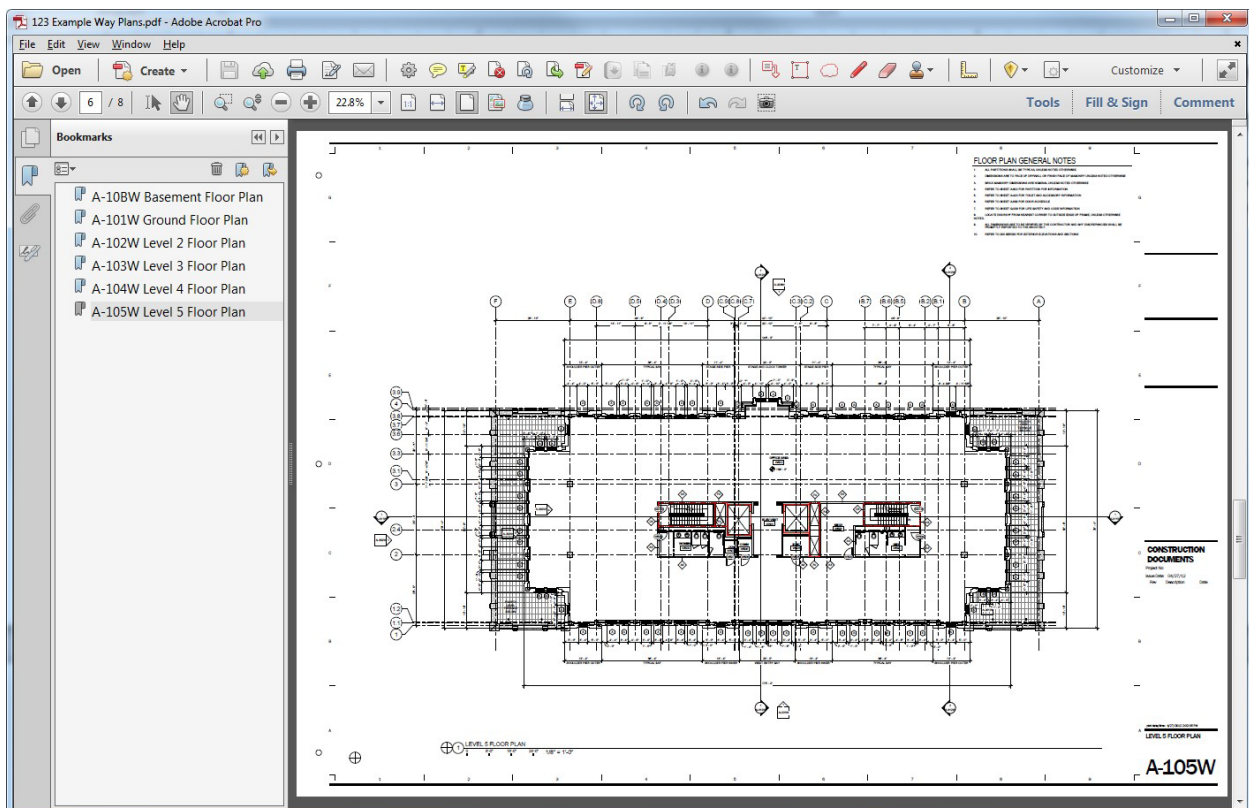

File Size:

All files to be uploaded must be less than 1GB. Files should be reduced to the smallest size possible and flattened to provide quick access to the files. To reduce file sizes within Acrobat 11 Pro, select "Save As Other" then "Optimized PDF…", settings "Mobile" with a "Make compatible with:" Acrobat 10.0 or later. If any of your files are larger, please contact the Development Services Department's IT staff (817.392.2303) for assistance prior to submittal or resubmittal.

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Compatibility:

The process described above under *File Size* must be followed to ensure that the PDF files are as small as possible, and to ensure compatibility with the City's process. To verify that your files are saved in the appropriate compatibility, with the file open in Acrobat 22 select *File*, and then *Properties.*
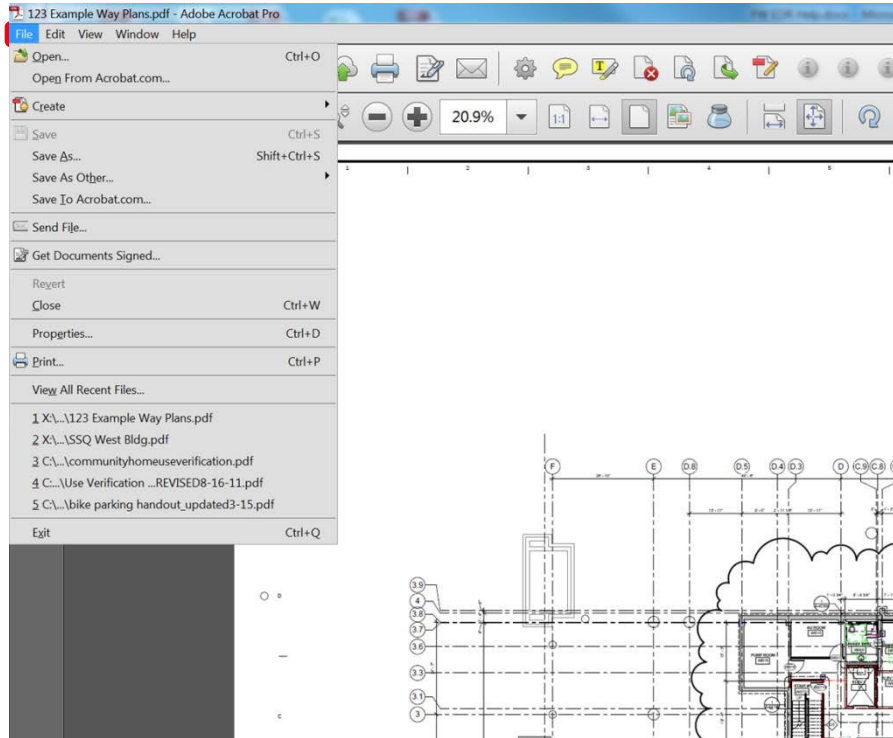
This will open the *Document Properties* window; within this window select the Description tab. In the lower portion of this window, the "Advanced Tab" will display the PDF *Version* in which the file is currently compatible with. Acrobat X is equivalent to Acrobat 10 any version older than 10 will not work.

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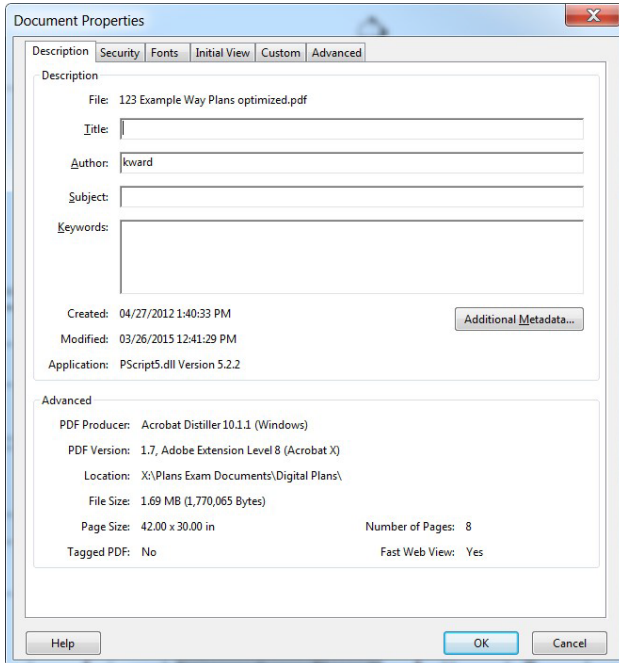
Guide to Forms Found on the City of Fort Worth Website:

The forms needed to complete the Online submittal Process are available on the Development Services permit website at: https://www.fortworthtexas.gov/departments/development-services/permits

Building Permit Applications and Other Forms		
A	Application For Permit	Application and Forms
B	Required Plans and Documents	Commercial Permits Residential Permits
C	Required Zoning forms	Use Verification form Change of Use questionnaire

See how-to Use Accela Videos which are located on the resources webpage:
below title Videos: Employment Opportunities, How-To Apply Online, & More

Plans Review Process:

The outline below represents the typical process for an EDR application. The number of review cycles will vary for each project depending on the corrections requested.

Online Application:

The customer provides all the necessary information and uploads for the required plans, to the City of Fort Worth's online permitting site through Accela Citizen Access (ACA). The same website can also be used to track the progress of the application.

https://aca-prod.accela.com/CFW/Default.aspx

Application Submittal Review:

City of Fort Worth Development Services Support Staff will review the permit information and the submitted documents for completeness. Once uploaded, an email notification will be sent informing customers that their application has been accepted for processing or additional information is required to proceed.

Plan Review:

The permit will be reviewed by multiple departments each with their own Plans Examiner. All reviews take place simultaneously and plan comments will be compiled at the end of each review cycle. A review cycle is completed after all departments have reviewed the submitted document. When each plan review cycle is complete, your plans exam contact will be notified via email that their application is either approved or corrections required. Plan Review comments can be found on both the submitted documents and on the comments report which can be downloaded by clicking the
Print/View Conditions/Comments button in the Permit Record. The report will list each department's comments and the contact information for the Plans Examiner. For questions regarding the Conditions (Holds), contact the plans examiner associated with those particular comments. Customers must resubmit all drawings when responding to plan review conditions (holds) in order to begin a new review cycle.

The progress of the reviews can be tracked anytime on ACA. Reviews that are in process and have not been completed are indicated by an hourglass icon ⏳ , and completed reviews are indicated by a check mark ✔. PLEASE NOTE, the green check does not indicate approval.

Correction Notices, Customer Responses and Resubmittal of Revised Plans:

Revisions **cannot** be submitted **until all departments** have reviewed the previously submitted documents. After all departments have completed their reviews, the online permitting system will send an email to the plans exam contact listed, notifying them that revisions are required. This puts the permit into "Awaiting Client Reply" status, now revisions addressing the deficiencies can be submitted. **Please note that revisions will not be accepted until the permit is in "Awaiting Client Reply" status.**

Applicants must resubmit all drawings through the online permitting system, NOT emailed directly to the Plans Examiners. All drawings must be combined into one file and include any drawings that have been revised to address the review conditions (holds), or revised plans to the original submittal. The file must

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be in pdf. format and named as noted previously in the naming section above. All drawings must be under the "plans" category in order to continue along in the process. Apps to help you combine drawings into pdf. file can be found by performing an internet search.

To upload revision files to the online permitting system, first select the Resubmit link in the Attachments section as shown in the image below. Then upload the files containing the revision.

A partial submittal of individual sheets is <u>not permitted</u> and will delay the Plan Review process. A complete set is required to ensure that both the field drawing set and the City's Record Set remain current and identical throughout the process. Resubmittals, if necessary, must be submitted in the same format and scale as the original submission. (NOTE: All revisions must be clouded and delta'd with an explanation from the professional in a response letter which addresses all holds identified by the plans examiner.)

Mid-plan review scope revisions which are voluntarly made by the applicant or the design team; and do not directly relate to plan review correction must be brought to the attention of the Plan Review staff in a Response Letter detailing the scope of the change to the plans. Mid-plan review scope revisions can require significant process and handling changes which will impact the service delivery timeline.

Issue Permit

When all plan review departments have approved the project the plans exam contact will receive an email notifying them that their permit is Approved. Once all fees have been paid and the contractor information has been provided, the permit will be issued by the Development Support Service team. Please note that revisions submitted to a permit that has been previously issued will remove the "Issued Status" from the permit. As a result, only work based on approved plans should be performed until after the revision has been approved and the permit placed back into Issued status.

The Approved permit documents can be downloaded from the online permitting system. Instructions to download can be found Here for video or Here for pdf.

Field Inspections

After the permit is issued, the contractor must have a complete set of Officially Approved Plans, with the appropriate City of Fort Worth stamps on them, available for the inspector. The official plans must be the most recent Approved Plans submitted to ACA and accepted by the City of Fort Worth.

Definitions:

Plans

Every application will require some sort of plan(s). The more complicated the project, the more involved the required plan submittal will be. All building plans shall be contained within a single PDF file. Each section of the application shall be bookmarked (see Bookmark section for more information) for easy referencing during the Plan Review Process. Please visit the City of Fort Worth Permit website for a detailed list of what's required for your individual permit type(s).

https://www.fortworthtexas.gov/departments/development-services/permits

Plat

A scanned certified copy of the property's legally recorded Plat is required for any new structure or expansion of an existing structure. The scanned copy must be legible and include all portions of the plat.

Energy Code Documents

The Energy Code Report is compared against the provided plans to determine if the proposed construction complies with the adopted International Energy Conservation Code. The City of Fort Worth accepts "Energy Star", "REM/*rate*", and "IC3 Reports" for residential construction. More information for each report is available on the internet by searching for the product name. The most common option for Commercial Buildings is COMcheck, for approval of another program please contact the Assistant Building Official at 817-392-2867.

Forms

The detailed project submittal documents will include the forms that various departments use to gather information not available on the plans. Individual forms are available from the City of Fort Worth's Website at Development Services Recourses webpage.

Correspondence

This submittal type is optional and should be used for letters or other pertinent communications in addition to the plans.

Plan Corrections

Plan Corrections are the resubmission process that happens during the initial review process. Plan Corrections are typically in response to plan review conditions (holds). Plan corrections should only be uploaded after the plans have been reviewed and corrections are required.

Plan Revisions

Plan Revisions are distinct and different from the resubmission process that happens during the initial review process. Plan Revisions are typically for required field changes or modifications during construction. Plan Revisions should only be uploaded after the plans have been reviewed and approved. Plan Revisions should be submitted **only on** the sheets that denote changes have been made.