

How to schedule a Parkway Inspection

Your permit must be in Issued status to be able to enter an inspection request.

Note: Online requests must be scheduled before 6:30am to be on the inspection list for the same day.

Select link to begin: <https://acela.fortworthtexas.gov/citizenaccess/>

The box on the lower left side for **Street Use** will have two selections:

Search Applications

Schedule an Inspection

Click on Schedule an Inspection.

What would you like to do today?

To get started, select one of the services listed below:

General Information Lookup Property Information Search for a Licensee	Development Apply for Permit Search Applications and Permits Schedule an Inspection
Fire Search Applications	Gas Well Search Applications
Planning Search Applications	Licenses Search Applications
Street Use Search Applications Schedule an Inspection	

You may search for the permit with your PK number or by address.

Please note: If you chose search for your permit number by the address and your permit is not in issued status your inspections will not be scheduled.

Once you select **Schedule an Inspection** it will direct you to a page that reads *General Search*.

On this page you will enter the permit number in the box that reads *Record Number*. If you chose to look up by the address place the *street number* and *street name* **only** do not enter a direction or street type.

Make sure to delete the END DATE before you hit search or it will not find your permit.

See screen shots below:

The screenshot shows a 'General Search' form with the following fields and annotations:

- General Search** (header)
- Search All Records** (checkbox)
- Record Number:** (text input)
- Record Type:** (dropdown menu, with a red arrow pointing to it)
- Project Name:** (text input)
- Start Date:** (calendar icon, date: 02/10/2014)
- End Date:** (calendar icon, date: 02/10/2016, with a red arrow pointing to it)
- License Type:** (dropdown menu)
- State License Number:** (text input)
- First:** (text input)
- Last:** (text input)
- Name of Business:** (text input)
- Business License #:** (text input)
- Street No.:** (text input, with a red arrow pointing to it)
- Direction:** (dropdown menu)
- Street Name:** (text input, with a red arrow pointing to it)
- Street Type:** (dropdown menu)
- Country:** (dropdown menu)
- [Search Additional Criteria](#) (link)

Once you've entered the permit number it will take you to the information page on the permit. It will show you the Permit status, applicant, fees and inspections you will need to click the **Inspections** tab to open it up.

Street Use Parkway Permit

Record Status: Issued

The screenshot shows a navigation menu with the following tabs:

- Work Location** (expanded)
- Record Details**
- Fees**
- Inspections** (with a red arrow pointing to it)

When you open the inspection tab you will have all of the inspections available for you to choose from. You will select the inspection needed.

Note: Pre-pour inspections are done by name, for instance if you need a pre-pour for the sidewalk then your desired inspection will be called **Parkway Sidewalk**.

The **Parkway Final** inspection is only after all concrete and work has been completed.

▼ Inspections

Upcoming (11)

Schedule or Request an Inspection

TBD at TBD Pending 750 Parkway Stormwater Tie-In (4656782) Inspector: <i>unassigned</i>	Actions ▼
TBD at TBD Pending 745 Parkway Storm Drain Inlet (4656781) Inspector: <i>unassigned</i>	Actions ▼
TBD at TBD Pending 740 Parkway Special (4656780) Inspector: <i>unassigned</i>	Actions ▼
TBD at TBD Pending 735 Parkway Sidewalk (4656779) Inspector: <i>unassigned</i>	Actions ▼
TBD at TBD Pending 730 Parkway On Street Parking (4656778) Inspector: <i>unassigned</i>	Actions ▼

< Prev 1 2 3 Next >

Phone:4695095556 Fax:2146891066

Schedule/Request an Inspection

Available Inspection Types (11)

Show optional inspections

- 700 Parkway Final (required)
- 705 Parkway ADA Ramp (optional)
- 710 Parkway Alley Paving (optional)
- 715 Parkway Approach (optional)
- 720 Parkway Curb and Gutter (optional)
- 725 Parkway Curb Drain (optional)
- 730 Parkway On Street Parking (optional)
- 735 Parkway Sidewalk (optional)
- 740 Parkway Special (optional)
- 745 Parkway Storm Drain Inlet (optional)

< Prev 1 2 Next >

[Cancel](#)

Once you have selected the type of inspection requested you will be prompted to a calendar so that you may select an available date. All inspections are scheduled on the next business day basis.

Schedule/Request an Inspection X
 Inspection type: 700 Parkway Final

To continue, select an appointment date and time range by clicking a link on the calendar below:

Feb 2016							Mar 2016							Apr 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6		1	2	3	4	5							1	2
7	8	9	10	11	12	13	6	7	8	9	10	11	12	3	4	5	6	7	8	9
14	15	16	17	18	19	20	13	14	15	16	17	18	19	10	11	12	13	14	15	16
21	22	23	24	25	26	27	20	21	22	23	24	25	26	17	18	19	20	21	22	23
28	29						27	28	29	30	31			24	25	26	27	28	29	30

[« Prev](#) [Next »](#)

Continue [Back](#) [Cancel](#)

You will be prompted to select an available times, the only option at this time is for **ALL DAY**; *there is no option for am or pm*. Inspections are scheduled per inspector's location.

You will then be asked to verify the location and contact if this is not correct select change contact and update.

Schedule/Request an Inspection X
 Inspection type: 700 Parkway Final

Location and Contact

Verify whether the location and contact person for the selected inspection are correct.

Location
 [REDACTED]
 Fort Worth TX

Contact
 [REDACTED]
 [REDACTED]

[Change Contact](#) ▼

Continue [Back](#) [Cancel](#)

Once you have confirmed your selection select the FINISH button and your inspection will be scheduled.

To verify an inspection is scheduled

Scroll through the inspection list; your inspection will say scheduled and give you the name of your inspector.

▼ Inspections

Upcoming (12)

[Schedule or Request an Inspection](#)

TBD at TBD Pending 700 Parkway Final (4656772) Inspector: <i>unassigned</i>	Actions ▼
02/11/2016 at TBD Scheduled 700 Parkway Final (4657185) Inspector: Rickey Harding	Actions ▼

< Prev 1 2 3 Next >

Other inspection scheduling options:

Email your inspection to devcustomerservice@fortworthtexas.gov with *Parkway* in the subject line. The cut off time for inspections is 4:30 p.m. to be on the inspection list for the next business day.

Or

Call 817-392-2222 for the Planning & Development Call Center during the hours of 8:00 a.m. and 5:00 p.m. You must have your PK permit number to schedule an inspection.

Or

Call 817-392-6594 for the Planning & Development Parkway section during the hours of 8:00 a.m. and 5:00 p.m. You must have your PK permit number to schedule an inspection.

Please note: Inspections may be scheduled up to 3 business in advance but must be specific when requesting this through email or by phone.