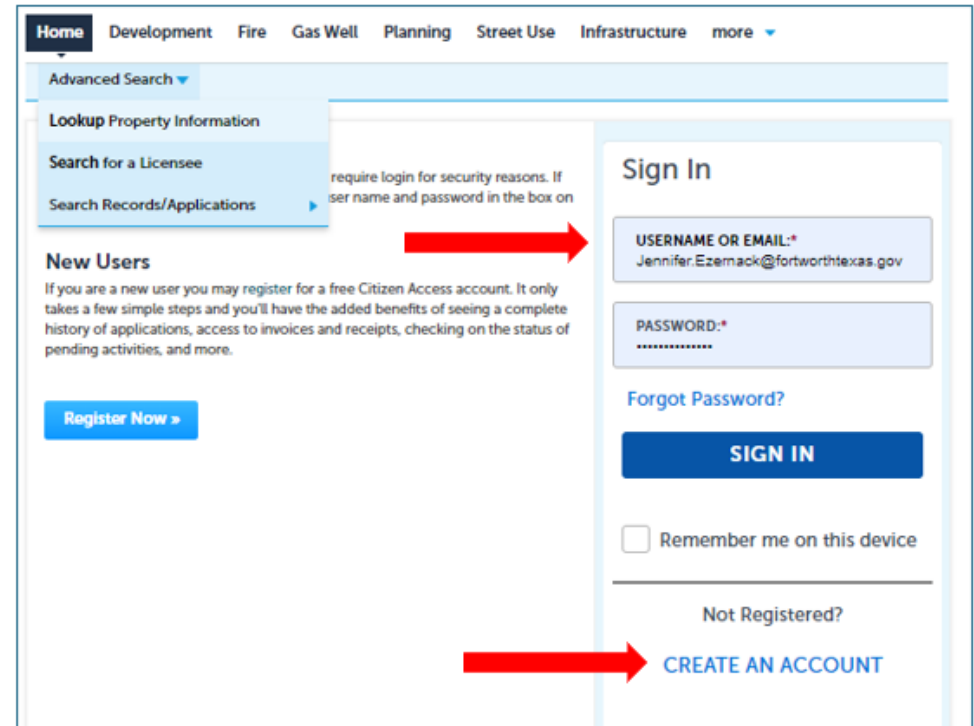


Submitting an Application for a Pre-Development Conference

10/10/2024

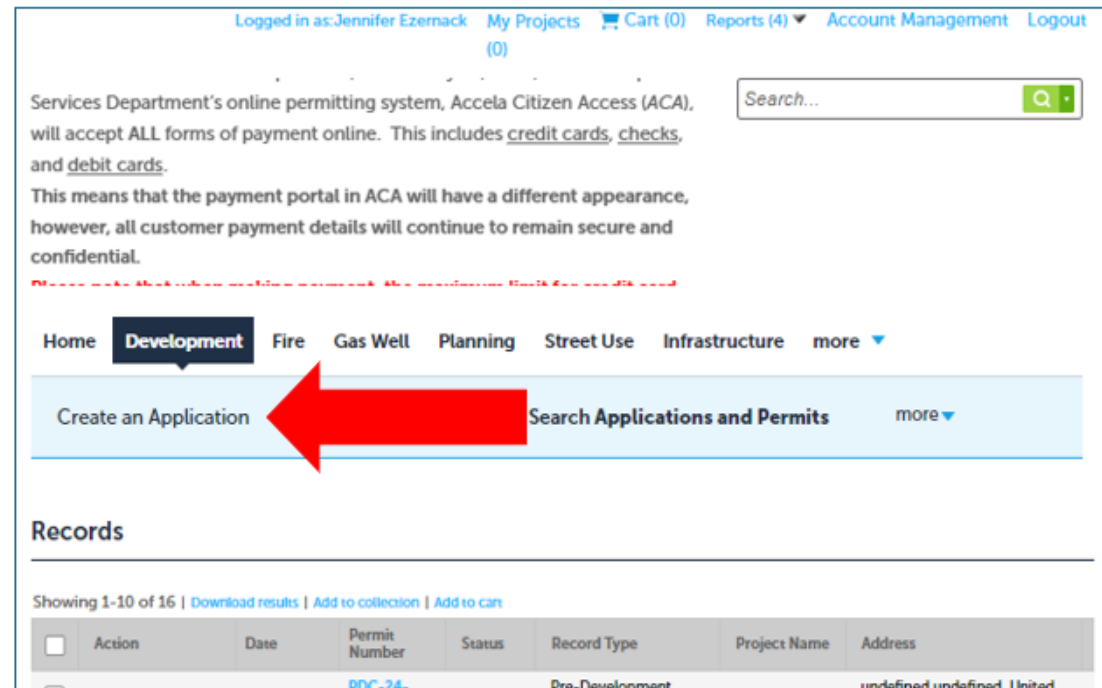
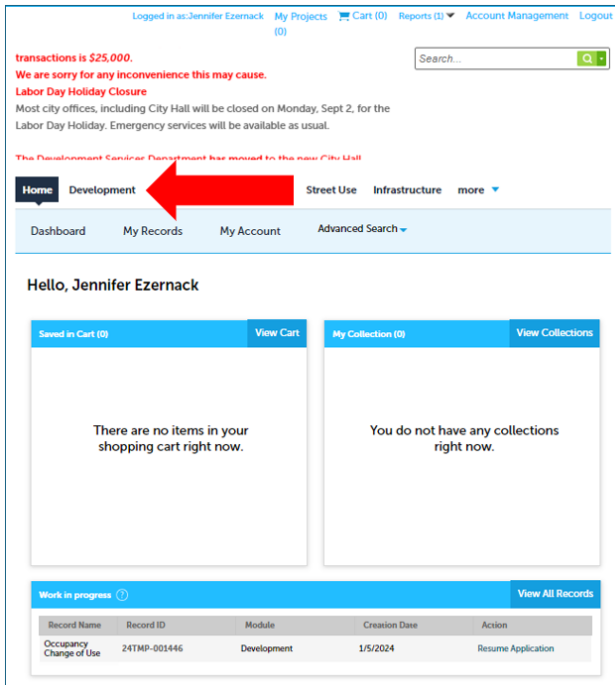
1. Log in to your account:

- Visit the City of Fort Worth's Accela Citizen Access – Permitting portal at <https://aca-prod.accela.com/CFW/Default.aspx>
- Click 'Create an Account' or Log in to your account using your login credentials



2. Locate the Application:

- Click on the 'Development' tab
- Click on 'Create an Application'



3a. Create your application

- Click on 'Create an Application'
- Read and acknowledge the disclaimer
- Click 'Continue Application'

we appreciate your patience.

Search...

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

Create an Application ← Search Applications and Permits more ▾

Online Application

Welcome to the City of Fort Worth'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
(Updated 5/7/15)
While the City of Fort Worth (City) attempts to keep its Web information accurate and timely, the City 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 City as a result of updates and corrections.

I have read and accepted the above terms. ←

[Continue Application »](#) ←

3b. Create your application

- Select 'Pre-Development Conference' from the list of record options
- Click 'Continue Application'

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

Create an Application Apply for Permit Search Applications and Permits more ▾

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.

If you plan on taking advantage of the City of Fort Worth's 3rd party plan review and inspection program please consult with your 3rd party provider prior to applying. Only approved 3rd party companies can apply for permits using 3rd party plan review services. If you are using City of Fort Worth plan review services and 3rd party inspection, please have the name of your inspection company ready and enter it at the appropriate time during the application process.

Additions - Add new square footage to an existing structure. This could be conditioned space or could include patio covers or attached garages.

Accessory Structure - These are incidental to the use of the principal building or structures on the site; examples include fences, decks, storage buildings, retaining walls, carports, shade structures, etc.

Homestead Definition - You own the property and have a government issued ID that shows you reside at that address. When applying under this definition, please enter "Homestead" in the CFW# box when entering your License Professional Information.

Standalone Permits - These are mechanical, electrical, or plumbing permits that are not associated with an addition or new building construction.

Umbrella Permits - These are mechanical, electrical, or plumbing permits that are associated with an addition of new building construction.

[Commercial Submittal Requirements](#)

[Residential Submittal Requirements](#)

Additional Submittal Assistance

VIDEO: How to Apply Using Accela

- ▶ Building Permits
- ▶ Electrical
- ▶ Encroachments
- ▶ Mechanical
- ▶ Plumbing
- ▶ Signs
- ▶ Other
- ▶ Permanent Encroachments
- ▼ Pre-Development Conference
 - Pre-Development Conference ←

[Continue Application »](#) ←

3c. Create your application

- Add your applicant information by clicking ‘Select from Account’ or ‘Add New’.
- Click ‘Continue Application’

The screenshot displays the 'Development' section of a web application. The navigation menu includes 'Home', 'Development', 'Fire', 'Gas Well', 'Planning', 'Street Use', 'Infrastructure', and 'more'. Below the navigation, there are three main options: 'Create an Application', 'Apply for Permit', and 'Search Applications and Permits'. The 'Pre-Development Conference' section shows a progress bar with four steps: '1 Step 1', '2 Review', '3 Pay Fees', and '4 Record Issuance'. The current step is 'Step 1: Step 1 > Page 1'. A note indicates that an asterisk (*) denotes a required field. The 'Applicant' section contains instructions: 'To add a new contact, click the Add Contact link. To edit a contact, click the Edit link.' At the bottom, there are three buttons: 'Select from Account', 'Add New' (highlighted with a red arrow), and 'Save and resume later'. A 'Continue Application >' link is also present.

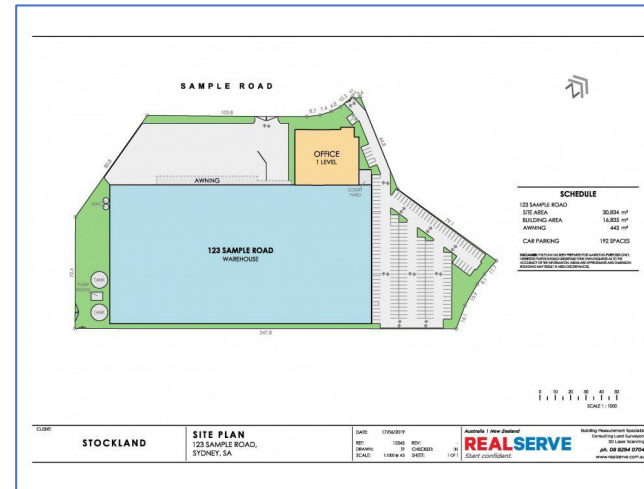
3d. Create your application

- If your project has an address, enter the street number and street name then click 'Search'. **NOTE:** Do not input the parcel or owner data. This will automatically populate.
- If your project does not have an address, do not enter anything, just click 'Continue Application' to advance to the next screen.

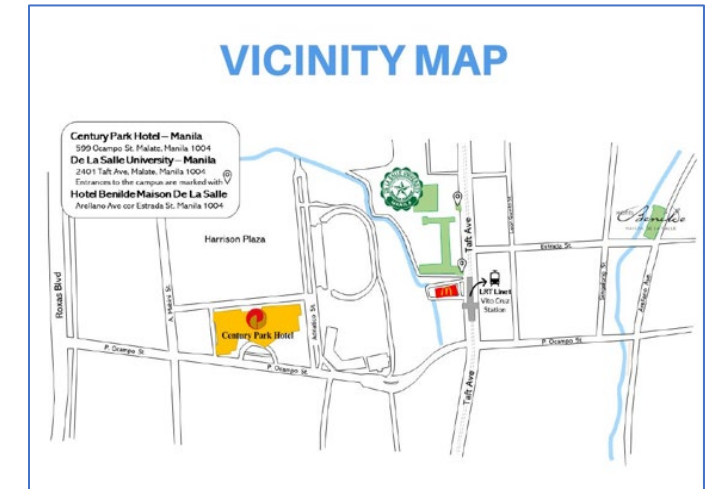
The screenshot shows the 'Development' section of a web portal. At the top, there are navigation tabs: Home, Development (selected), Fire, Gas Well, Planning, Street Use, Infrastructure, and more. Below this is a secondary navigation bar with 'Create an Application', 'Apply for Permit', 'Search Applications and Permits', and more. The main content area is titled 'Pre-Development Conference' and shows a progress bar with four steps: 1 Step 1 (active), 2 Review, 3 Pay Fees, and 4 Record Issuance. Below the progress bar, it says 'Step 1: Step 1 > Page 2' and includes a note '* indicates a required field.' The 'Address' section contains several input fields: '* Street No.' (text input, highlighted with a red box), 'Direction: --Select--' (dropdown menu), '* Street Name:' (text input, highlighted with a red box), 'Type: --Select--' (dropdown menu), and 'Suffix Direction: --Select--' (dropdown menu). At the bottom of the address section, there are two buttons: 'Search' (highlighted with a red box) and 'Clear'.

3e. Create your application

- Enter all of your project details and ensure all required fields are completed.
- Upload the following documents: Site Plan, Vicinity Map and Concept plans (if available). Your site plan needs to show us the size and setbacks of the project. Your vicinity map needs to show us where the project is located, especially if being developed in phases.



Site Plan Example



Vicinity Map Example

3f. Create your application

- Digitally sign the application
- Click ‘Continue Application’

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

Create an Application Apply for Permit Search Applications and Permits more ▾

Pre-Development Conference

1 Step 1 2 Review 3 Pay Fees 4 Record Issuance

Step 1: Step 1 > Page 4

I understand and agree that a pre-development conference is optional and is intended to be an informational meeting designed to help but not substitute for my own due diligence in determining all requirements that may apply to any plat, construction plans, building permits, or any other requirement for the development. I have provided the information requested in this form and understand that this meeting does not constitute a City review for the purposes of approval or permit issuance. Additionally, I understand and agree that no representation made during a pre-development conference can modify the regulations that apply to my project. Furthermore, I agree that this request and everything that occurs during the pre-development conference, including but without limitation any questions asked or answers given, shall not constitute a formal application for purposes of Chapter 212 of the Texas Local Government Code.

* indicates a required field.

Custom Fields

SIGNATURE

*Name: Jennifer Ezernack

*Date: 10/11/2024

Save and resume later Continue Application »

4. Review your application

- Ensure all information is correct on your application
- Click ‘Continue Application’

Step 2: Review

[Save and resume later](#) [Continue Application >](#)

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

Record Type

Pre-Development Conference

Applicant [Edit](#)

Jessie Easom
5700 Waldman Cir N
Fort Worth, TX, 76133

Home Phone: 817-210-8201
Mobile Phone: 817-210-8201
E-mail: Jessie.Easom@fortworth.com

Address [Edit](#)

Parcel [Edit](#)

Owner [Edit](#)

Detail Information [Edit](#)

Project/Business Name: text
Description of Work: text

Custom Fields

PROJECT INFORMATION [Edit](#)

Project Location: text
Proposed Square Feet: 1
Proposed Use: 1
Do you need an extended 1 hour Pre-Development Conference? No
Do you need to establish sewer water/sewery sewer service? No
Are any existing water/sewer services going to be eliminated? No
Is a fire line/generator needed for the proposed development? No
Are you planning to subdivide or combine lots? No
Site Acreage: 1
Construction Type: Detached

Attachment [Edit](#)

If your permit has not yet been issued: If you are going to upload construction plans use the "IslandView" link that will appear next to the document that you're submitting into the current round of review to complete.
If your permit has already been issued: Please use the ACD button, and the document type of "Final Review" so that our plan review staff will know you have submitted a revision.


The maximum file size allowed is 1000 MB
Item Name, type, status, last update, description, document status, action
and document file type to upload

| Name | Type | Size | Last Update | Description | Document Status | Action |
|-------------------|------|------|-------------|-------------|-----------------|--------|
| No records found. | | | | | | |

Custom Fields

SIGNATURE [Edit](#)

Name: Jessie Easom
Date: 10/11/2024

[Save and resume later](#)  [Continue Application >](#)

5. Application Complete

- You have successfully created an application for your Pre-Development Conference
- Retain your record number for future reference
- The Development Coordinator will review your submittal and will reach out to you within 48 hours for your next steps.

The screenshot shows a web interface for the 'Development' section. The navigation bar includes 'Home', 'Development', 'Fire', 'Gas Well', 'Planning', 'Street Use', 'Infrastructure', and 'more'. Below the navigation bar, there are three main sections: 'Create an Application', 'Apply for Permit', and 'Search Applications and Permits'. A progress indicator shows three steps: '1 Select item to pay', '2 Payment information', and '3 Receipt/Record issuance'. The current step is 'Step 3: Receipt/Record issuance'. A green message box with a checkmark states: 'Your application(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.' Below this message are two buttons: 'Select View Record Link to Print Permit' and 'Print/View Summary'. Under the heading 'No Address', there is a table with one row containing the record number 'PDC-24-0347' and two links: 'View Record' and 'View Summary'. A red box highlights the record number and the 'View Record' link. A red arrow points from the 'View Record' link to a larger red box containing the record number 'PDC-24-0347'.

PDC-24-0347