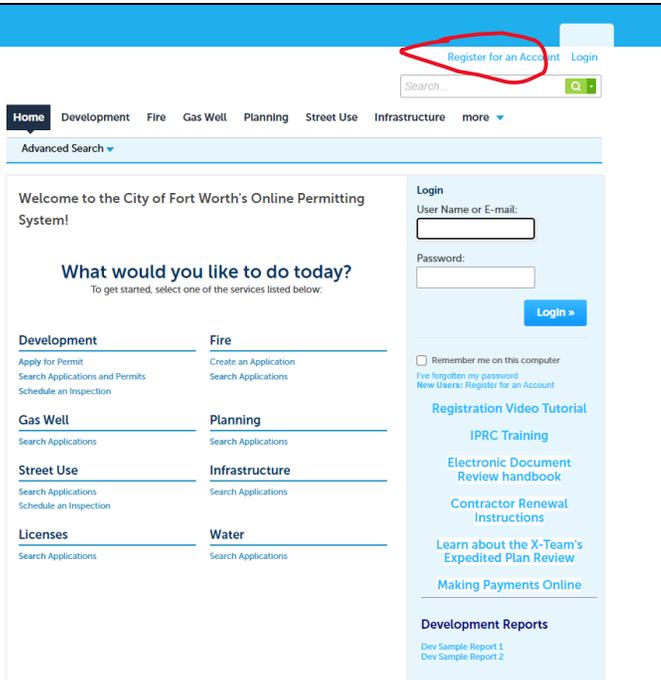


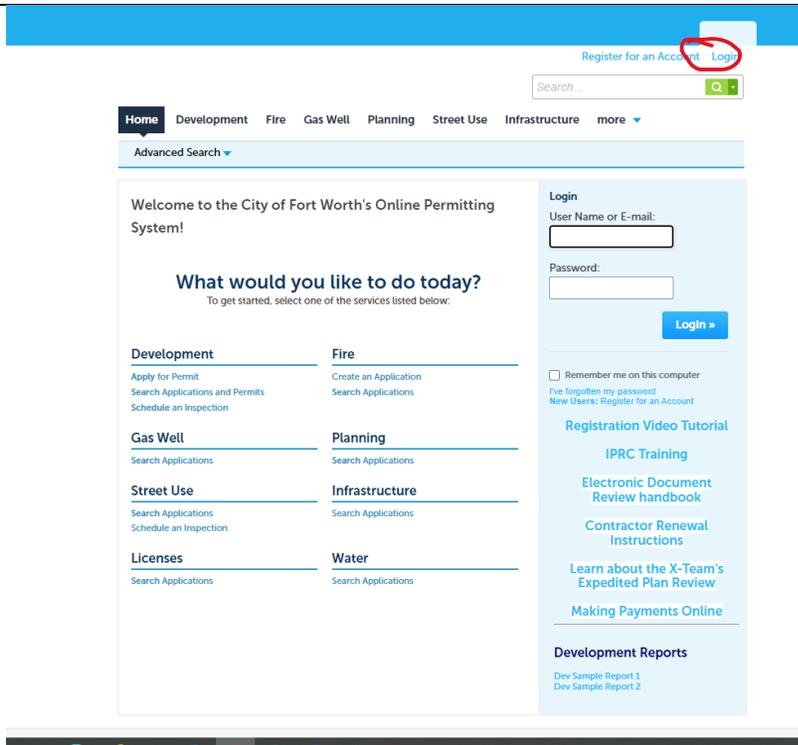
HOW TO OPT-OUT OF NEZ ONLINE

This is a step by step guide on how to opt-out of the NEZ program online. You will need to have your NEZ opt-out application completed and all documents ready to upload.

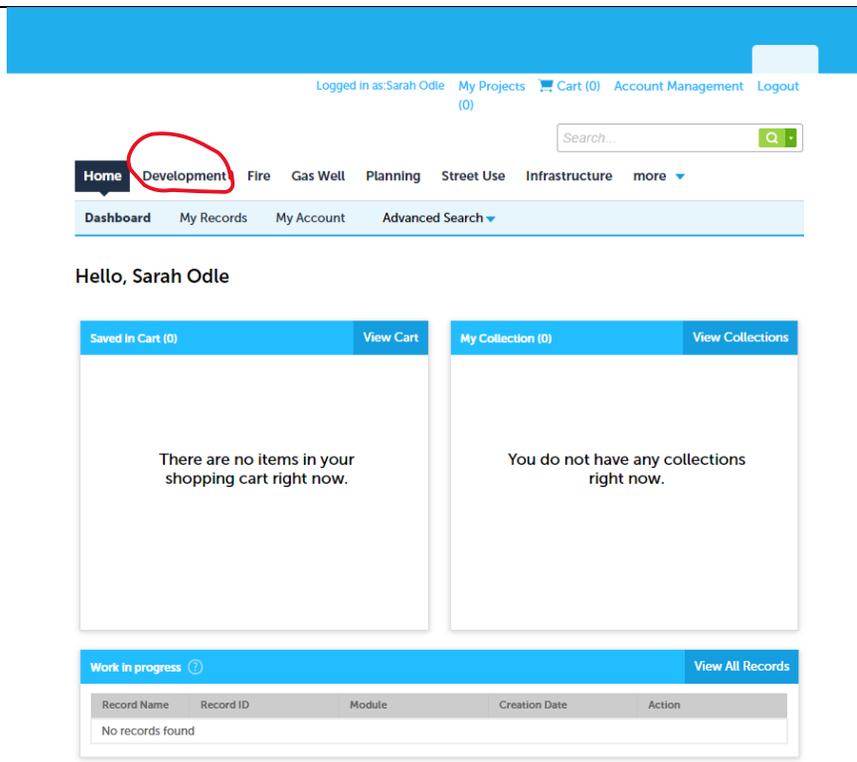
If you have any questions please contact our office at 817-392-7540.



1. Opt-Outs for the NEZ program are processed in our permitting system. If you have not registered for an account you will need to do that first. This is the screen you will see when you hit the button to apply online. Click on Register for an Account to get started.



2. Now that you have registered, login to start your NEZ opt-out.



3. After you login, you will see this screen. To start your NEZ opt-out, click on the Development tab.

Search...

Records

Showing 0-0 of 0

Action	Date	Permit Number	Status	Record Type	Project Name	Address
No records found.						

Search for Records

Enter information below to search for records.

- Site Address
- Contractor License Information
- Parcel Number
- Record Information
- Contact Information

Select the search type from the drop-down list.

General Search

General Search

- Search my records only
- Search All Records

Permit Number: Permit Type:

Street No.: Direction: Street Name: Street Type: Suffix: Direction: Zip:

Project Name:

4. Click on Apply for Permit. Accept terms and continue.

Search...

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.

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.

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.

[Commercial Submittal Requirements](#)

[Residential Submittal Requirements](#)

[Other Submittal Requirements](#)

- ▶ Building Permits
- ▶ Electrical
- ▶ Mechanical
- ▶ Plumbing
- ▶ Signs
- ▶ Other
- ▶ Permanent Encroachments

5. In the box select "Other"

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.

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[Commercial Submittal Requirements](#)

[Residential Submittal Requirements](#)

[Other Submittal Requirements](#)

A search dropdown menu is shown with a search bar and a 'Search' button. The dropdown list includes categories like Building Permits, Electrical, Mechanical, Plumbing, Signs, Other, and Permanent Encroachments. Under the 'Other' category, 'NEZ Application' is selected and highlighted in yellow. Below the dropdown is a 'Continue Application >' button.

6. From the dropdown menu under Other click NEZ Application. Then continue application.

Logged in as: Sarah Odle My Projects Cart (0) Reports (3) Account Management Logout

Search...

Home Development Fire Gas Well Planning Street Use Infrastructure more

Create an Application Apply for Permit Search Applications and Permits Schedule an Inspection

NEZ Application

1 NEZ Information 2 Review 3 Pay Fees 4 Record Issuance

Step 1: NEZ Information > Location Information

* indicates a required field.

Project Address

* Street No.: 100 Direction: --Select* Street Name: main Type: --Select Suffix Direction: --Select

Search Clear

Owner

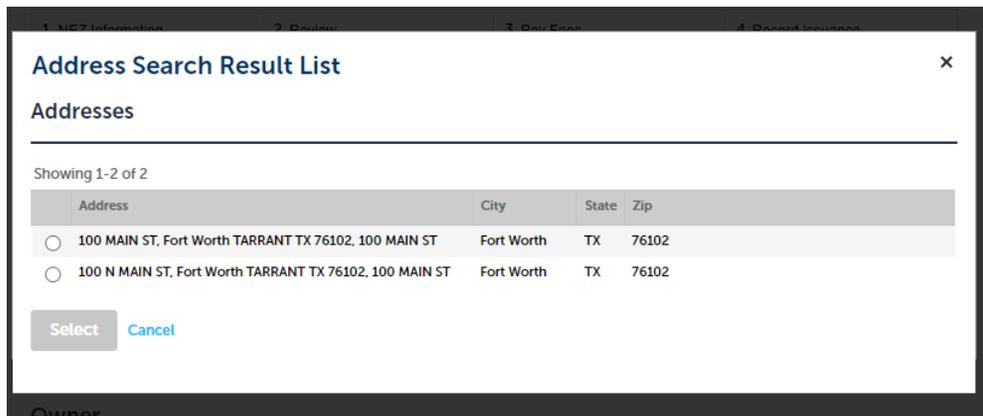
If this information is not current, please update.

* Owner Name: ①

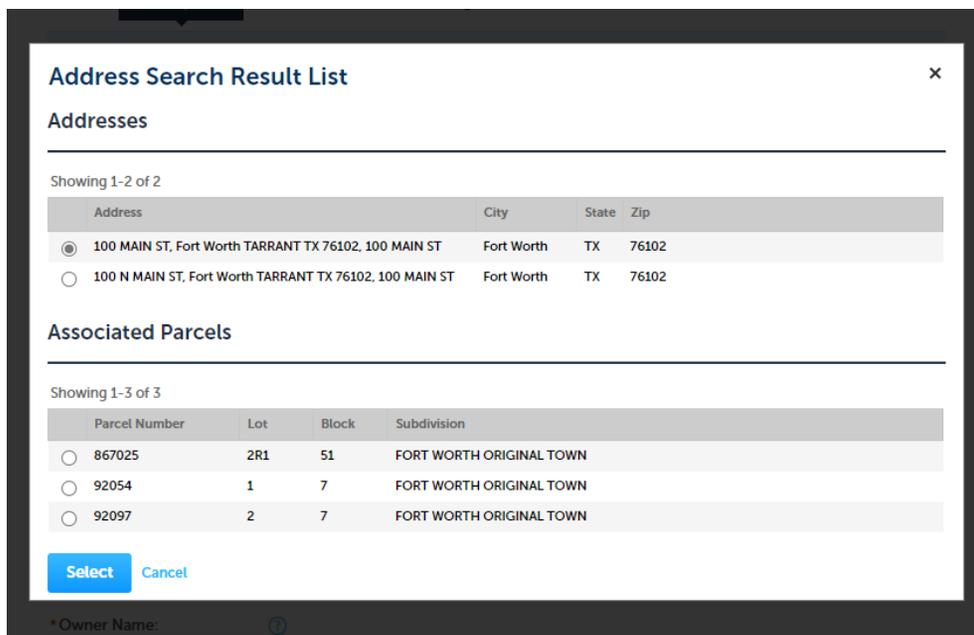
Address Line 1:

Address Line 2:

7. Enter the address of the project. Do this in a basic format. Ex: 100 Main
You do not need to click on street, etc. Then click on the search button.



8. This box will pop up. Click in the correct address and press select.



9. Pick the associated parcel. This information will be on your warranty deed. You may also go to TAD to get this information as well as the property TAD account number.
Just put the basic street address in and the account will pull up.

<https://www.tad.org/property-search/>

Address Search Result List

Showing 1-2 of 2

Address	City	State	Zip
<input checked="" type="radio"/> 100 MAIN ST, Fort Worth TARRANT TX 76102, 100 MAIN ST	Fort Worth	TX	76102
<input type="radio"/> 100 N MAIN ST, Fort Worth TARRANT TX 76102, 100 MAIN ST	Fort Worth	TX	76102

Associated Parcels

Showing 1-3 of 3

Parcel Number	Lot	Block	Subdivision
<input type="radio"/> 867025	2R1	51	FORT WORTH ORIGINAL TOWN
<input checked="" type="radio"/> 92054	1	7	FORT WORTH ORIGINAL TOWN
<input type="radio"/> 92097	2	7	FORT WORTH ORIGINAL TOWN

Associated Owners

Showing 1-1 of 1

Name	Address
<input checked="" type="radio"/> BRACKETT & ELLIS	100 MAIN ST FORT WORTH, TX 76102

Select Cancel

Address Line 1:

10. Once you have picked the correct parcel it will show the owner. If you recently purchased the property this may not be correct. **If it is not correct, do not try to change it!!**

You will be uploading the warranty deed and adding your information as the applicant so it does not matter.

Please press select to continue.

Address Line 1:
100 MAIN ST

Address Line 2:

City:
FORT WORTH,

Zip:
76102

State:
TX

Phone:

E-mail:

Search Clear

Applicant

Staff may need to communicate with you in regards to your NEZ application. Correspondence is usually made via email. Please make sure you include your email address and telephone number in your contact information.

Select from Account Add New

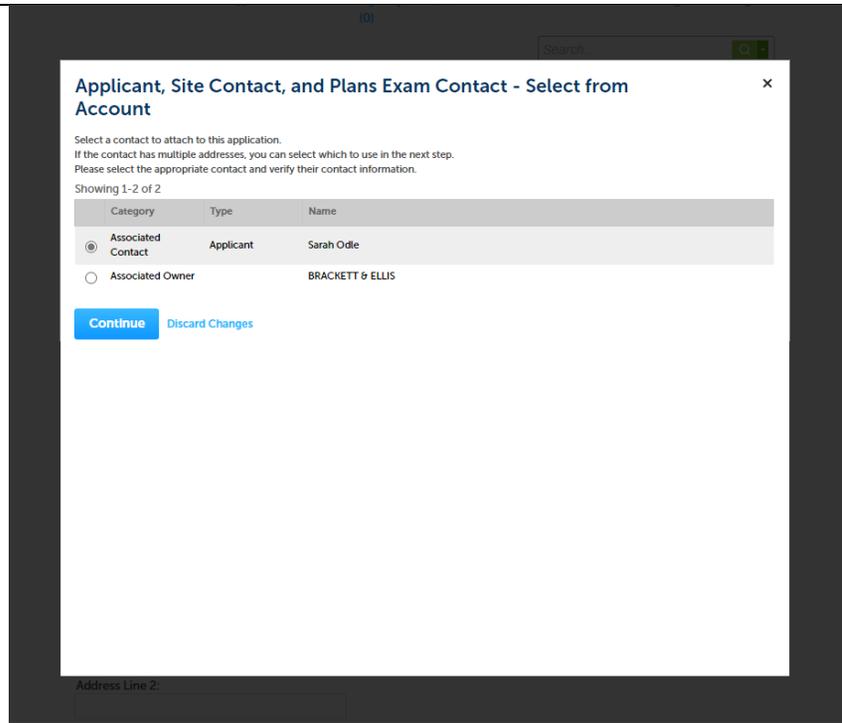
Agent

To add a new contact, click the Add Contact link. To edit a contact, click the Edit link.

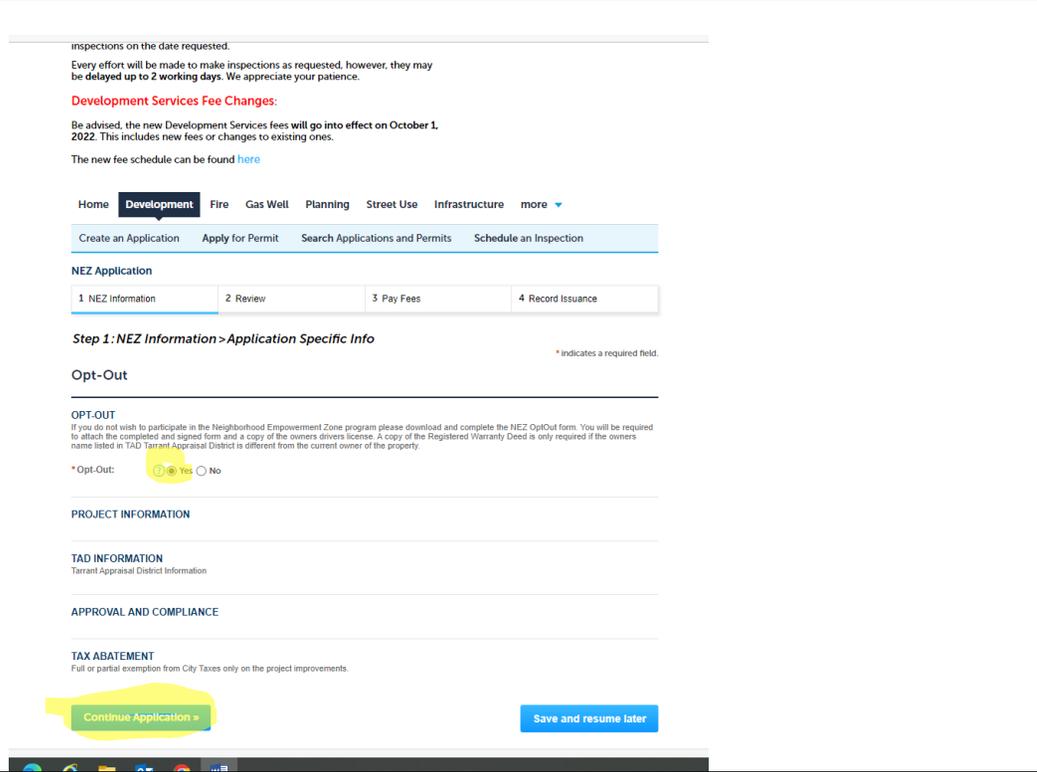
Select from Account Add New

Continue Application > Save and resume later

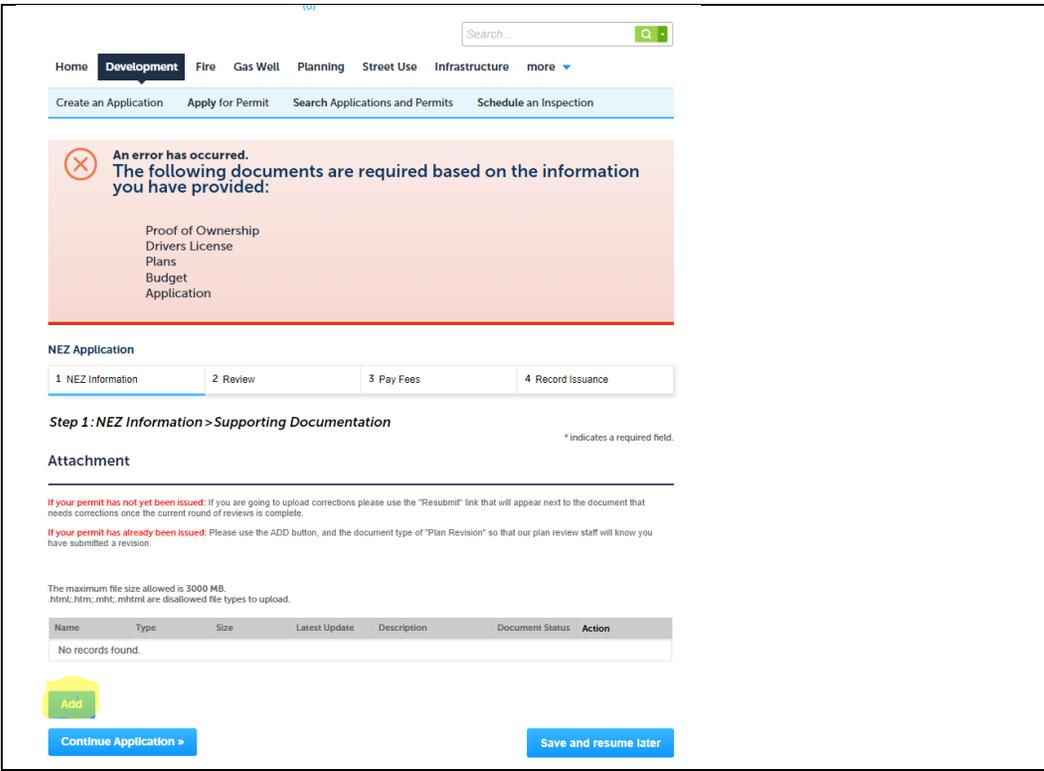
11. Go to the applicant information and choose Select from Account.



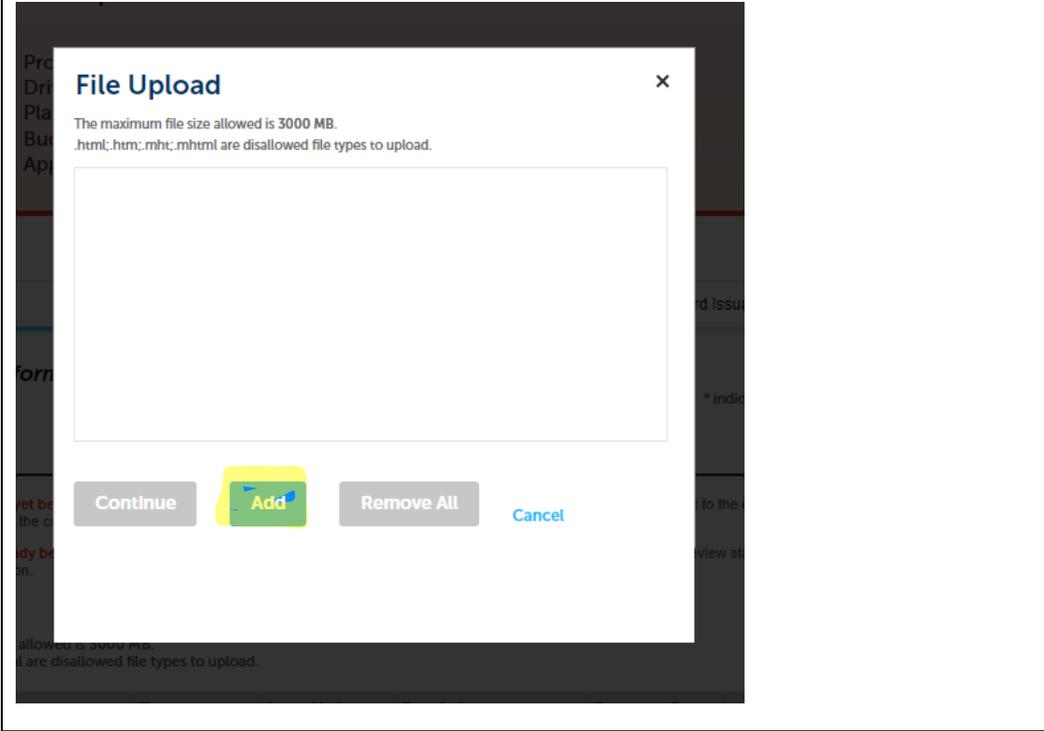
12. You will pick your account here. Click on your name and press continue.



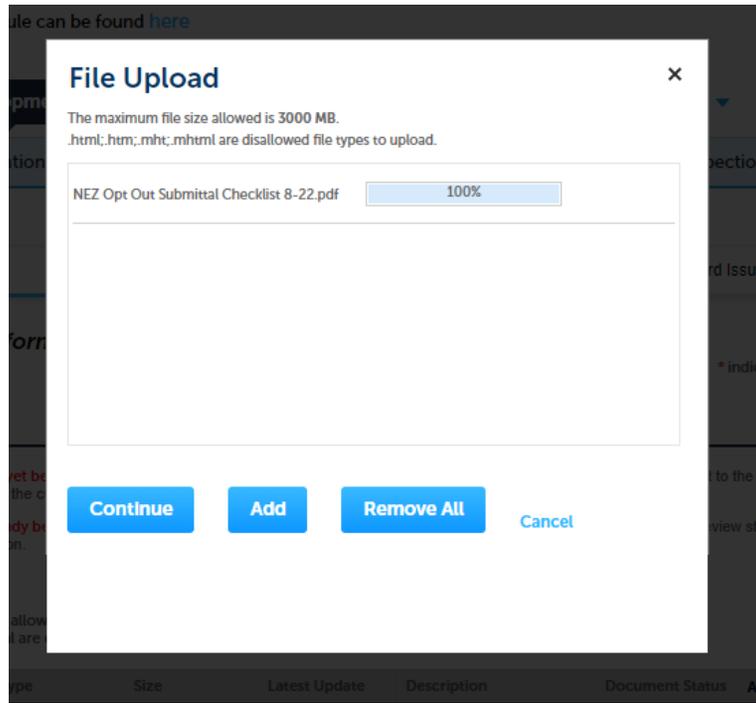
13. Now you are ready to start filling in the information for your Opt-Out application! Under Opt-Out click yes then continue application.



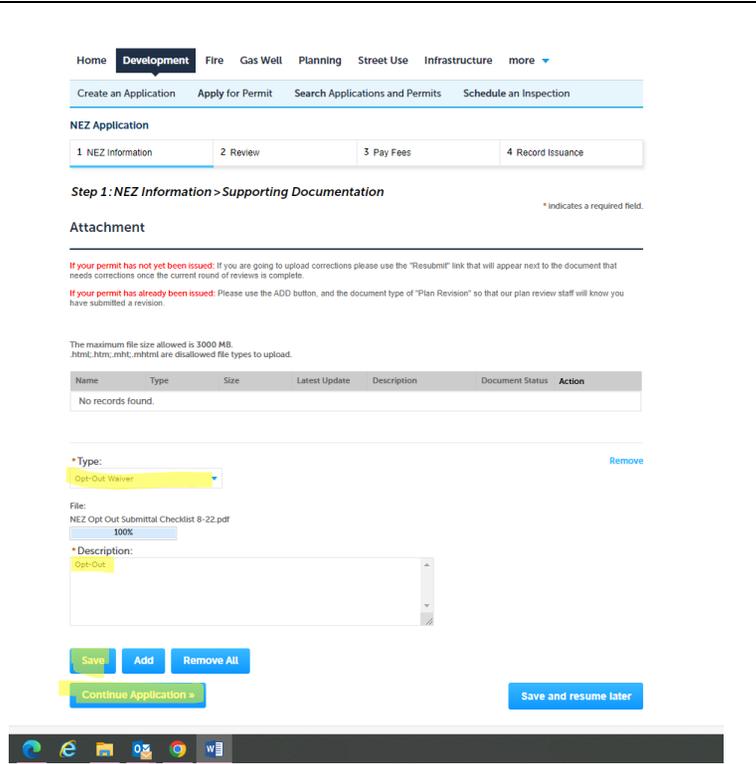
14. Now it is time to upload the documents listed on your NEZ Application Submittal Checklist. Select the Add button to upload your first document.



15. Select Add and upload your Opt-Out Application with the Opt-Out Submittal Checklist.



16. After your file uploads select continue.



17. Under Type, select the document you attached (optand type a description in the box. Click Save and Continue Application.

An error has occurred.
The following documents are required based on the information you have provided:

- Proof of Ownership
- Drivers License
- Plans
- Budget
- Application

NEZ Application

1 NEZ Information 2 Review 3 Pay Fees 4 Record Issuance

Step 1: NEZ Information > Supporting Documentation * indicates a required field.

Attachment

If your permit has not yet been issued: If you are going to upload corrections please use the "Resubmit" link that will appear next to the document that needs corrections once the current round of reviews is complete.

If your permit has already been issued: Please use the ADD button, and the document type of "Plan Revision" so that our plan review staff will know you have submitted a revision.

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

Name	Type	Size	Latest Update	Description	Document Status	Action
NEZ Opt Out Submittal Checklist 8_22.pdf	Opt-Out Waiver	187.49 KB	10/03/2022	Opt-Out	Uploaded	Actions

Add

Continue Application > Save and resume later

18. This screen will pop up and show your saved document. Select add and upload your warranty deed or proof of ownership.

NEZ Application

1 NEZ Information 2 Review 3 Pay Fees 4 Record Issuance

Step 1: NEZ Information > Supporting Documentation * indicates a required field.

Attachment

If your permit has not yet been issued: If you are going to upload corrections please use the "Resubmit" link that will appear next to the document that needs corrections once the current round of reviews is complete.

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

Name	Type	Size	Latest Update	Description	Document Status	Action
NZ22-01131 Final Application.pdf	Application	955.01 KB	08/30/2022	NEZ Application	Uploaded	Actions

* Type: Remove

--Select--

- Select--
- Application
- Budget
- Drivers License
- Opt-Out Waiver
- Plans
- Proof of Ownership

Save Add Remove All

Continue Application > Save and resume later

19. Select the type of document, add the description and select save. Continue to do this until you have all documents uploaded.

per address; the new Development Services fees will go into effect on October 1, 2022. This includes new fees or changes to existing ones.

The new fee schedule can be found [here](#)

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Create an Application Apply for Permit Search Applications and Permits Schedule an Inspection



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

NEZ Application

1 NEZ Information 2 Review 3 Pay Fees 4 Record Issuance

Step 1: NEZ Information > Supporting Documentation

* Indicates a required field.

Attachment

If your permit has not yet been issued: If you are going to upload corrections please use the "Resubmit" link that will appear next to the document that needs corrections once the current round of reviews is complete.

If your permit has already been issued: Please use the ADD button, and the document type of "Plan Revision" so that our plan review staff will know you have submitted a revision.

The maximum file size allowed is 1000 MB.
Html, htm, mht, mhtml are disallowed file-types to upload.

Name	Type	Size	Latest Update	Description	Document Status	Action
NEZ Opt Out Submittal Checklist 8-22.pdf	Opt-Out Waiver	187.49 KB	10/03/2022	Opt-Out	Uploaded	Actions ▾
Drivers License.pdf	Drivers License	253.15 KB	10/03/2022	Drivers license	Uploaded	Actions ▾
Warranty Deed.pdf	Proof of Ownership	253.15 KB	10/03/2022	Warranty Deed	Uploaded	Actions ▾

Add

Continue Application >

Save and resume later

20. Once you have all documents loaded select continue application. *If you get a screen directing you to add an application, plans and budget just upload your opt out form again or it will not let you continue*

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Create an Application Apply for Permit Search Applications and Permits Schedule an Inspection

NEZ Application

1 NEZ Information 2 Review 3 Pay Fees 4 Record Issuance

Step 2: Review

Continue Application >

Save and resume later

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

Record Type

NEZ Application

Project Address

Edit

1500 S MAIN ST

Owner

Edit

MAXOR NATIONAL PHARMACY SERVIC
320 S POLK ST STE 100
AMARILLO, TX 79101

Applicant

Edit

Sarah Odle
200 Texas Street
Fort Worth, TX, 76102

Work Phone: 817-392-7316
Mobile Phone: 817-392-7316
E-mail: sjodle21@yahoo.com

Agent

Edit

Opt-Out

OPT-OUT

Opt-Out: Yes

Edit

PROJECT INFORMATION

Edit

21. Time to review your information and continue.

(0)

Building Inspections:

Our volume of inspection requests currently exceeds our capability to perform all inspections on the date requested.

Every effort will be made to make inspections as requested, however, they may be delayed up to 2 working days. We appreciate your patience.

Development Services Fee Changes:

Be advised, the new Development Services fees will go into effect on October 1, 2022. This includes new fees or changes to existing ones.

The new fee schedule can be found [here](#)

Search...



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Create an Application Apply for Permit Search Applications and Permits Schedule an Inspection

NEZ Application

1 NEZ Information	2 Review	3 Pay Fees	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
Technology Fee	1	\$15.00

TOTAL FEES: \$15.00

Note: This does not include additional inspection fees which may be assessed later.

Check Out >

Check Out »

.loading();p.showLoading(false);

22.The system will ask you to pay the application fee and will then issue you a NEZ number on your opt out. When you apply for your building permit please refer to this opt out number for a permit clerk to finish processing.