# City of Fort Worth – Accela Citizen Access – Online Permit Submittal Process

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 https://fortworth-csrprodcwi.motorolasolutions.com/ServiceRequest.mvc/SRIntake

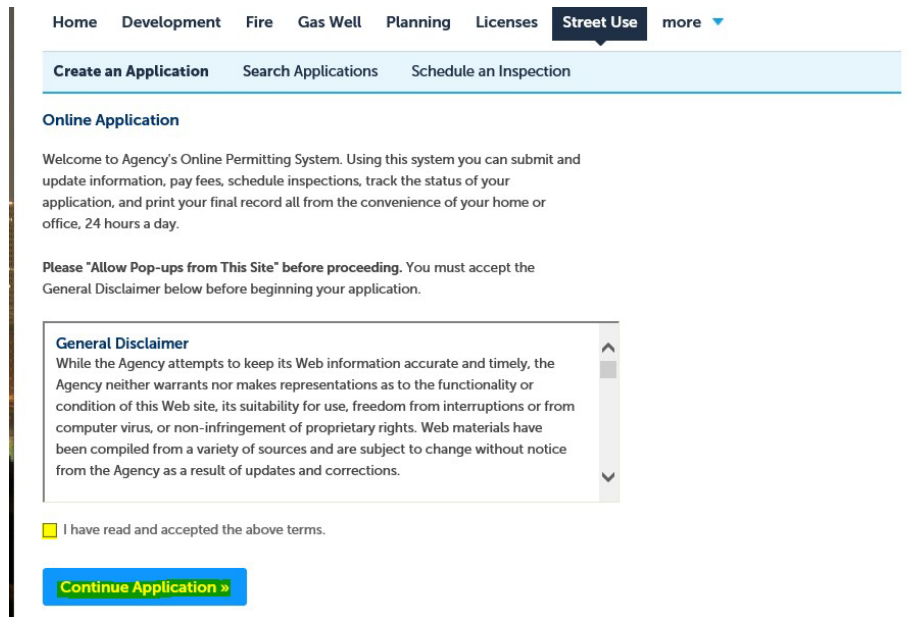**Step 1:** Go the following link: https://aca-prod.accela.com/CFW/Default.aspx

**Step 2:** Login using the **User Name/Password** you created for yourself or your company.
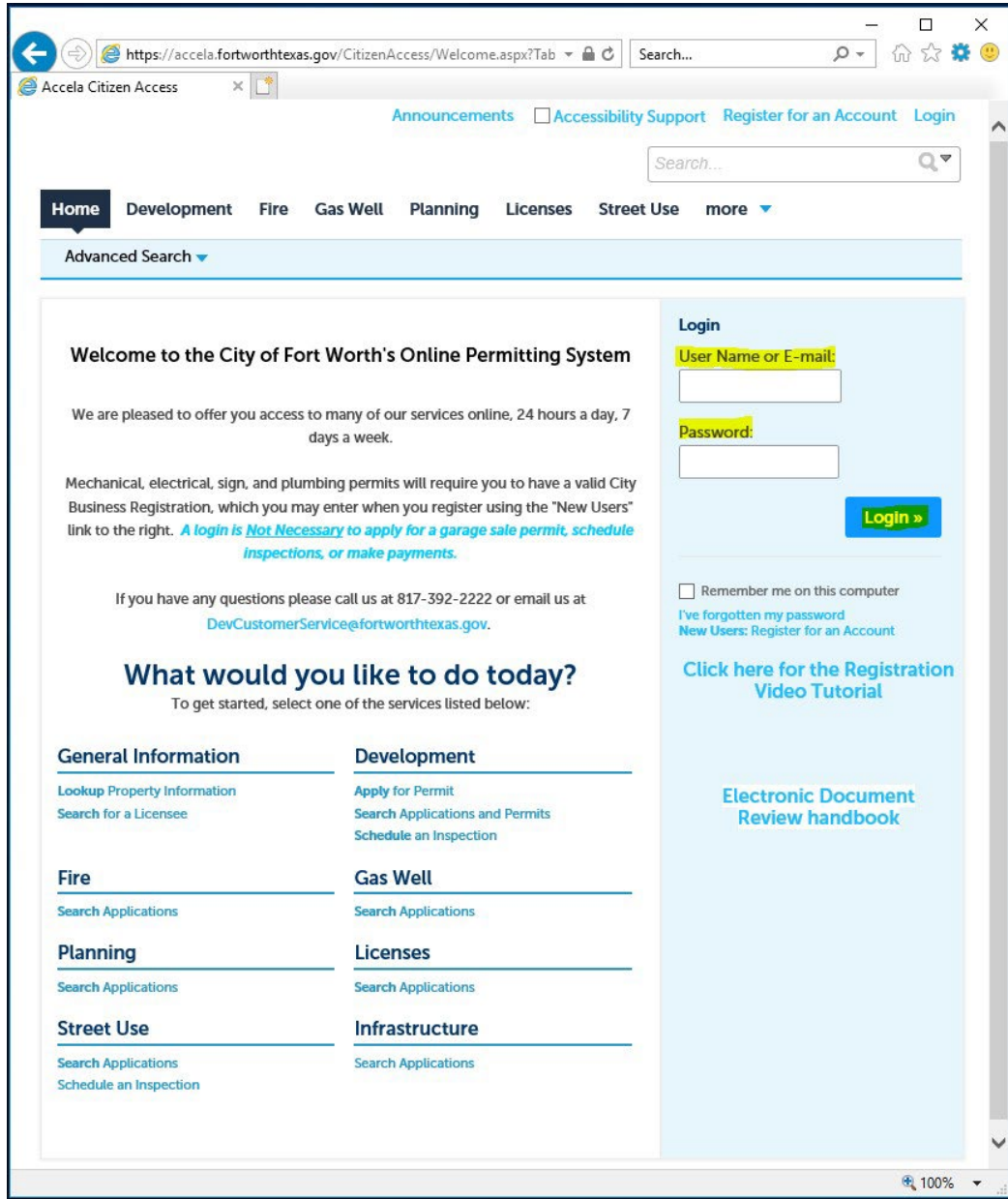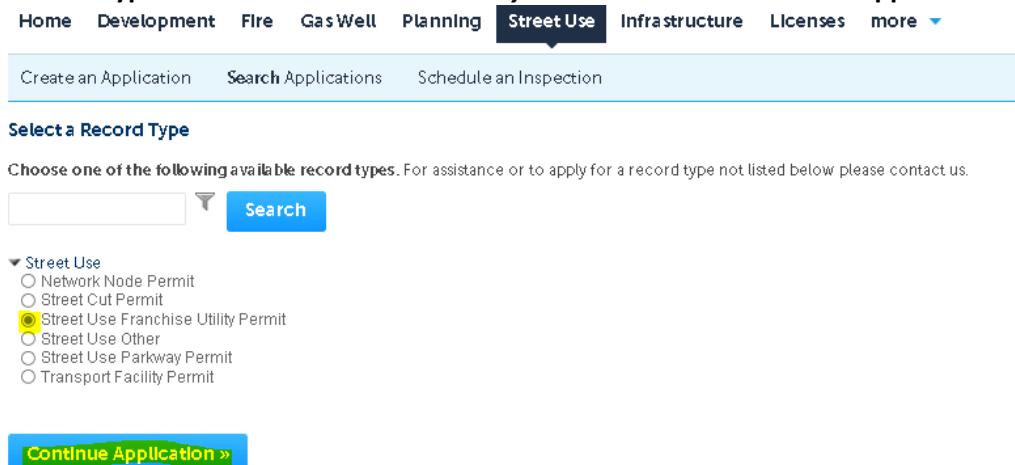
**Step 3:** Click on **Street Use** tab, then select **Create an Application**
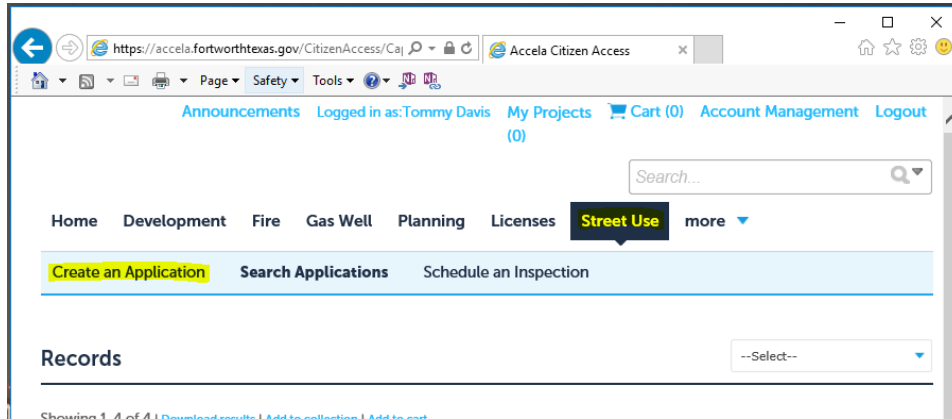


**Step 4:** Read through the *General Disclaimer*, ***Check*** the box and click **Continue Application**



**Step 5:** Select the **Record Type** of *Street Use Franchise Utility Permit* then click **Continue Application**.

**Step 6:** Provide the following information for the highlighted fields below under **Detail Information**:

1. **Application Name**: Enter your *Company Name – Utility Company*
2. **General Description:** Short description…not required.
3. **Detailed Description:**
   - Detailed description of work to take place and proposed method of construction.
   - List the *Name/Number* of the *Utility Company* representative overseeing the project (required).
   - List any *Project Name/Number* if available (optional).
     - DO NOT call out the Project Locations in this field (see Step 13).

**Detail Information**

**Application Name:**

Company Name - Utility

**Enter:** *Your Company Name* for *Utility Name* (this information will appear on the Permit Face and show up in the Subject Line of the email sent from Accela with the copy of the approved permit).

General Description:

Short description

**Detailed Description:**

Provide a more details description of proposed work and method of construction to take place. (Include) Utility Company Name & Number

**(This information will appear on the Permit Face ).**

**Step 7:** 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#)** then 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**.

**Licensed Professional**

Please click "Look Up" and either type in the PW# provided by the City of Fort Worth in the License number field or type in the Business Name/Contracting company name and click "Look Up". Once all of the information is correct, click "Save and Close".

Look Up

**Look Up License** ×

License Type:          CFW License (PW#)

Pkwy - Storm Drain ▼    PWxxxxxx

Name of Business:                    Business License #:

First:                         Last:

Look Up    Clear    Discard Changes

**\*\*NOTE:** If you enter the **Look Up License** correctly and search results come back as **"No Records Found"**, you will have to contact Development Services 817-392-2222 for assistance.

- 1 of 2 things may be happening. Either your *License Type* in Accela needs up-dated to **Pkwy – Storm Drain** from **Commercial** or your **License/Registration** or **Certificate of Insurance** has **expired** and needs renewed.
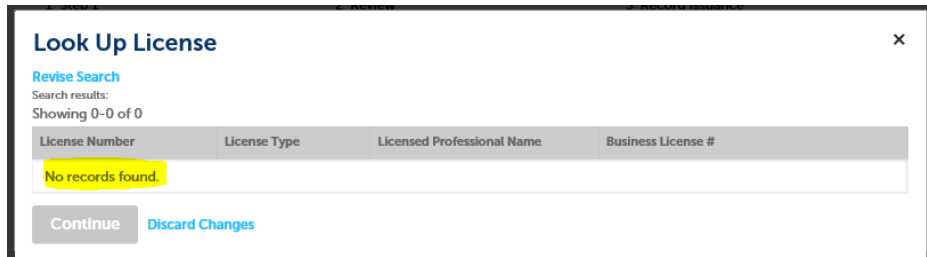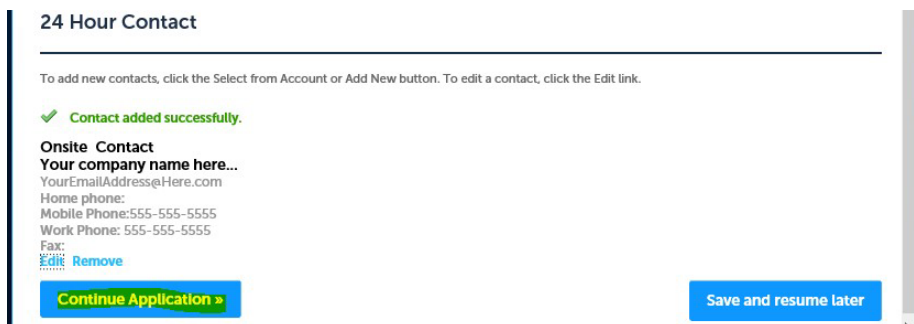


**Step 8:** Provide a **24 Hour Contact** by clicking on **Add New** to enter information, then click **Continue Application** (a new window will open).
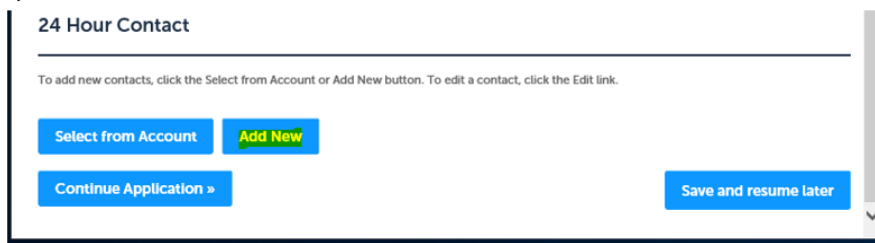


**Step 9:** Provide the following information for the highlighted fields under **Contact Information** then click *Continue*
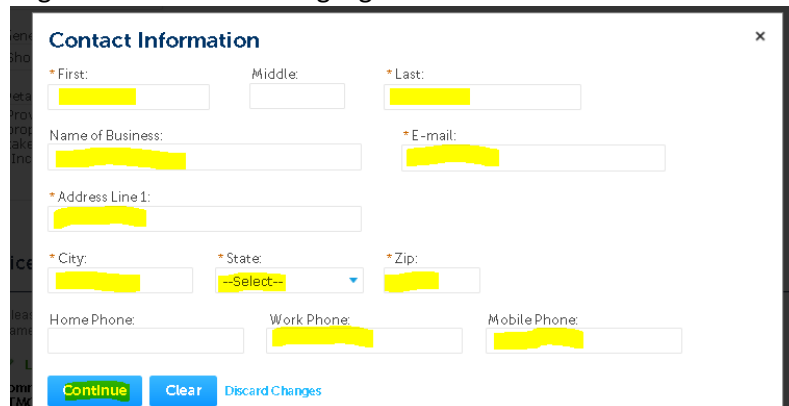


**Step 10:** After **24 Hour Contact** has been added.



**Step 11:** Repeat the same process for Applicant, then review details, **Edit** or **Remove** before clicking **Continue Application**

**\*\*NOTE:** You should now be on *Step 1: Step 1>Page2*

| Home | Development | Fire | Gas Well | Planning | Street Use | Infrastructure | Licenses | more ▼ |

| Create an Application | Search Applications | Schedule an Inspection |

Street Use Franchise Utility Permit

| 1 Step 1 | 2 Review | 3 Record Issuance |

*Step 1: Step 1>Page 2*

\*indicates a required field.

## Projet Information

### City Project Info

City Project #: ⓘ [_____]

### FRANCHISE SUBTYPE

Utility:     --Select-- ▼

Type:     --Select-- ▼

### MISCELLANEOUS INFORMATION

Suite/Unit:     [_____]

Expiration Date:     [_____] 📅

\*Commercial/Residential: --Select-- ▼

## Project Locations

Please enter in the project locations.

*ADDR*

Showing 0-0 of 0

| | Block Start | Block End | Dir | Street | Suffix | Alley | Rear UE | Dir-2 | From | Suffix-2 | Dir-3 | To | Suffix-3 | MAPSCO | ICNI |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| No records found. | | | | | | | | | | | | | | | |

[Add a Row | ▼] [Edit Selected] [Delete Selected]

## Documents

Please upload your application and your site plans as one pdf document.

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

| Name | Type | Size | Latest Update | Action |
|---|---|---|---|---|
| No records found. | | | | |

[Add]

[Continue Application »]          [Save and resume later]

**Step 12:** Under **Project Information:**

- **DO NOT ENTER** anything in under *City Project Number* field. If proposed work is associated with a relocation on a City Project where existing facilities are in conflict with proposed City facilities, installing *pre-paving crossings* or *new facilities* for a new development currently under construction, list **CPxxxxxx** on the *permit application form* (Additional time required for review by TPW Construction Services).
- Select the **Utility** and **Type** from the drop-down list.
  - Another drop-down box will appear to either choose the best description that fits (example of "gas").



**Step 13:** Under **Miscellaneous Information**, select either *Commercial* or **Residential** from the drop-down box.



**Step 14:** Provide the **Project Locations** that encompass where work is taking place by clicking **Add a Row** for adding 1 location at a time OR select from the list to **Add 2** up to **10 *rows*** at one time (no limit).



OR

**Step 15:** Call out all of the *Project Locations* under **ADDR** by providing the Address Range (calling out the cross streets to encompass where work is taking place) OR if proposed work is all at a single address, list the Block Start, Street and Mapsco.

- If work takes place in an *Alley* or *Rear UE*, be sure to *check* the appropriate box.
- *MAPSCO* page number is required. Must be accurate. Enter only the 2 to 3 numbers and 1 letter that best cover the majority where work is taking place. *DO NOT add any spaces or hyphens* (Maximum of 4 characters total).

**ADDRESS RANGE** (reference cross streets)



**SINGLE OR BLOCK RANGE** (referencing a single address or range of addresses on one street)



**\*\*NOTE:** Click, **Actions** and chose *Edit* or *Remove* from the drop-down box if needing to edit/remove a project location

| | Block Start | Block End | Dir | Street | Suffix | Alley | Rear UE | Dir-2 | From | Suffix-2 | Dir-3 | To | Suffix-3 | MAPSCO | ICNI | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ☐ | 200 | 300 | W | 10th | ST | No | No | | | | | | | 76D | No | Actions ▼ |

Add a Row ▼   Edit Selected   Delete Selected

**Step 16:** **All** Documents **MUST be in ONE attachment in .PDF format (no exceptions).** Refer to the 6 steps below.

1. Under **Documents**, click **Add** (another window will pop up)

## Documents

Please upload your application and your site plans as one pdf document.

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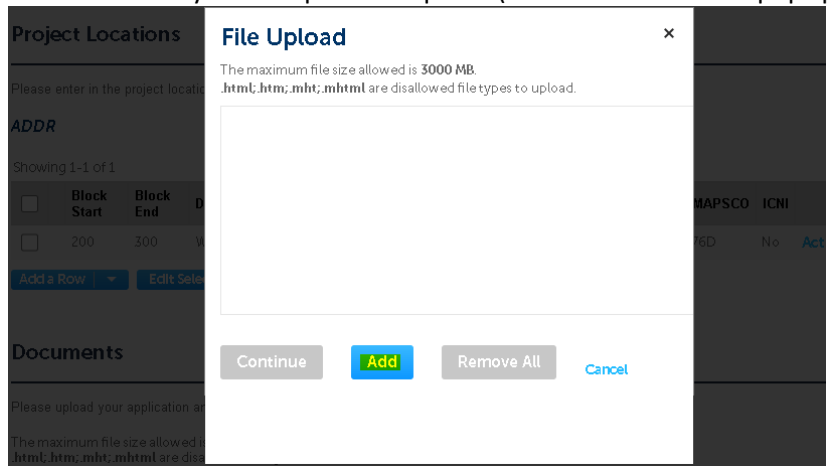.html;.htm;.mht;.mhtml are disallowed file types to upload.

| Name | Type | Size | Latest Update | Action |
|------|------|------|---------------|--------|
| No records found. | | | | |

**Add**

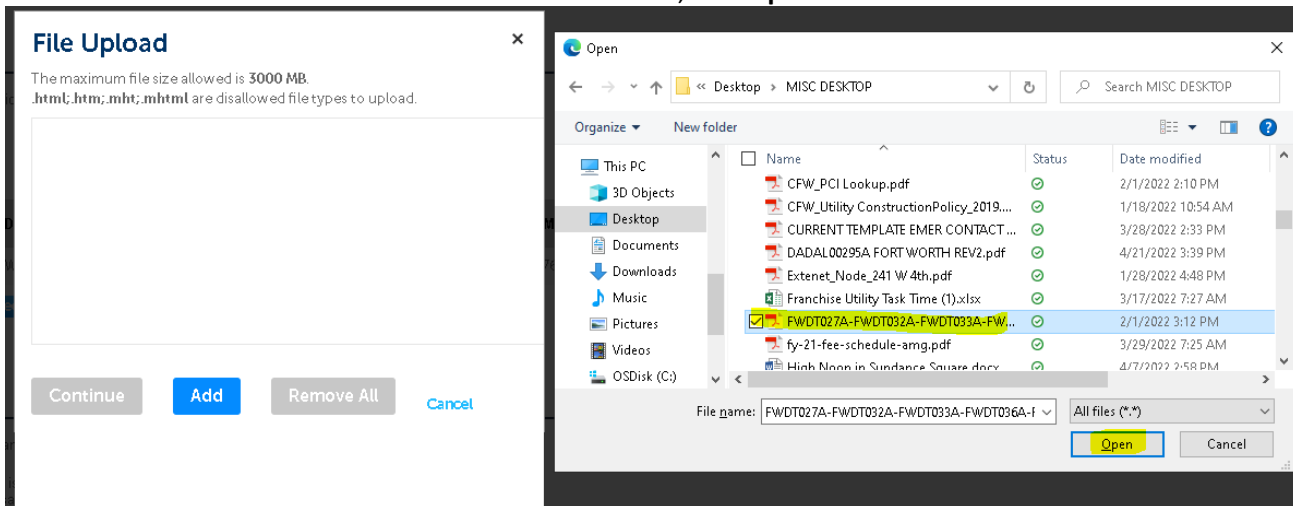**Continue Application »**                              **Save and resume later**

2. Click **Add** to select a file from your computer to upload (another window will pop up)

### Project Locations

Please enter in the project locatio

**ADDR**

Showing 1–1 of 1

| | Block Start | Block End | D | | MAPSCO | ICNI |
|---|---|---|---|---|---|---|
| ☐ | 200 | 300 | W | | 6D | No | Act |

Add a Row    Edit Sele

### Documents

Please upload your application a

The maximum file size allowed i
.html;.htm;.mht;.mhtml are disa

**File Upload** ×

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

Continue    **Add**    Remove All    Cancel

3. Once the document has been located and selected, click **Open**

**File Upload** ×

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

Continue    **Add**    Remove All    Cancel

**Open** ×

← → ↑ « Desktop › MISC DESKTOP    ✓    ↻    Search MISC DESKTOP

Organize ▼    New folder

| | Name | Status | Date modified |
|---|------|--------|---------------|
| This PC | CFW_PCI Lookup.pdf | ⊘ | 2/1/2022 2:10 PM |
| 3D Objects | CFW_Utility ConstructionPolicy_2019.... | ⊘ | 1/18/2022 10:54 AM |
| Desktop | CURRENT TEMPLATE EMER CONTACT ... | ⊘ | 3/28/2022 2:33 PM |
| Documents | DADAL00295A FORT WORTH REV2.pdf | ⊘ | 4/21/2022 3:39 PM |
| Downloads | Extenet_Node_241 W 4th.pdf | ⊘ | 1/28/2022 4:48 PM |
| Music | Franchise Utility Task Time (1).xlsx | ⊘ | 3/17/2022 7:27 AM |
| Pictures | ☑ FWDT027A-FWDT032A-FWDT033A-FW... | ⊘ | 2/1/2022 3:12 PM |
| Videos | fy-21-fee-schedule-amg.pdf | ⊘ | 3/29/2022 7:25 AM |
| OSDisk (C:) | High Noon in Sundance Square.docx | ⊘ | 4/7/2022 2:58 PM |

File name: FWDT027A-FWDT032A-FWDT033A-FWDT036A-F ✓    All files (*.*) ✓

**Open**    Cancel

**4.** Check the file name to make sure correct, once at **100%**, click **Continue**

### File Upload

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

FWDT027A-FWDT032A-        100%

**Continue**    **Add**    **Remove All**    Cancel
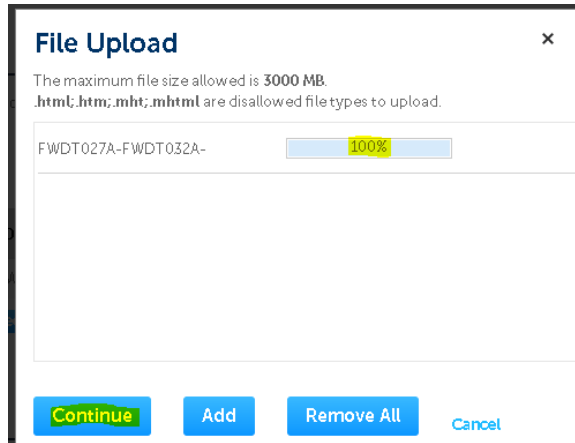
**5.** Select a **Type** that best fits. Provide a brief **Description** of the documents loaded and click **Save**

### Documents

Please upload your application and your site plans as one pdf document.

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

| Name | Type | Size | Latest Update | Action |
|------|------|------|---------------|--------|
| No records found. | | | | |

*Type:                                                       Remove

Application ▼

File:
FWDT027A-FWDT032A-FWDT033A-
FWDT036A-FWDT037A (1).pdf
100%

*Description:
Permit submittal for new fiber route.

**Save**    **Add**    **Remove All**

**Continue Application »**                **Save and resume later**

**6.** The following message will appear. Scroll down and click **Continue Application**

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

**Add**

**Continue Application »**                **Save and resume later**

**Step 17: Review** and **Edit** the information (click arrow to expand and view all details), then click **Continue Application**.



**Step 18:** You are finished…Print a copy of your **Receipt** for your records. The Record number is shown below:
**\*\*NOTE:** Permit Number is **NOT VALID** unless status on the permit face shows **ISSUED**.

**STEP 19:** After successfully submitting your application, send an e-mail to the inspection team to indicate your requests is ready to be reviewed. zz_TPWROWMInspectors@fortworthtexas.gov

- **Subject Line** must read: *UTxx-xxxxx Uploaded for Review*

**Useful links for reference information:**

Franchise Utility Permitting and Information: Contractors – Welcome to the City of Fort Worth (fortworthtexas.gov)
Up-dated TCP Packet now available: PG 32 (A-2) (fortworthtexas.gov)
**Mapsco** page number lookup: OneAddress | City of Fort Worth, Texas (fortworthtexas.gov)