

## City of Fort Worth – Accela Citizen Access – (TF) Transport Facility 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.

The screenshot shows the Accela Citizen Access website interface. The browser address bar displays <https://accela.fortworthtexas.gov/CitizenAccess/Welcome.aspx?Tab>. The page features a navigation menu with options like Home, Development, Fire, Gas Well, Planning, Licenses, and Street Use. A search bar is located at the top right. The main content area includes a welcome message, a login form with fields for 'User Name or E-mail' and 'Password', and a 'Login' button. Below the login form, there are links for 'Remember me on this computer', 'I've forgotten my password', and 'New Users: Register for an Account'. A 'Click here for the Registration Video Tutorial' link is also present. The page is organized into a grid of service categories: General Information, Development, Fire, Gas Well, Planning, Licenses, Street Use, and Infrastructure, each with a 'Search Applications' link.

**Step 3:** Click on **Street Use**, **Create Application**, read and **Check** box before you **Continue Application**:

Announcements Logged in as: Jason Wolbeck My Projects Cart (0) Account Management Logout (0)

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

**Create an Application** Search Applications Schedule an Inspection

**Online Application**

Welcome to Agency'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**  
While the Agency attempts to keep its Web information accurate and timely, the Agency 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 Agency as a result of updates and corrections.

I have read and accepted the above terms.

**Continue Application** >

**Step 4:** Select **Transport Facility Permit**, click **Continue Application**

Logged in as: Tommy Davis My Projects Cart (1) Account Management Logout (0)

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

Create an Application **Search Applications** Schedule an Inspection

**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.

Search

▼ Street Use

- Network Node Permit
- Street Cut Permit
- Street Use Franchise Utility Permit
- Street Use Other
- Street Use Parkway Permit
- Transport Facility Permit**

**Continue Application** >

**Step 5:** 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#)** 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**.

Network Node Permit

**Look Up License** ×

License Type: CFW License (PW#)  
**Pkwy - Storm Drain** PWXXXXX

Name of Business: Business License #:

First: Last:

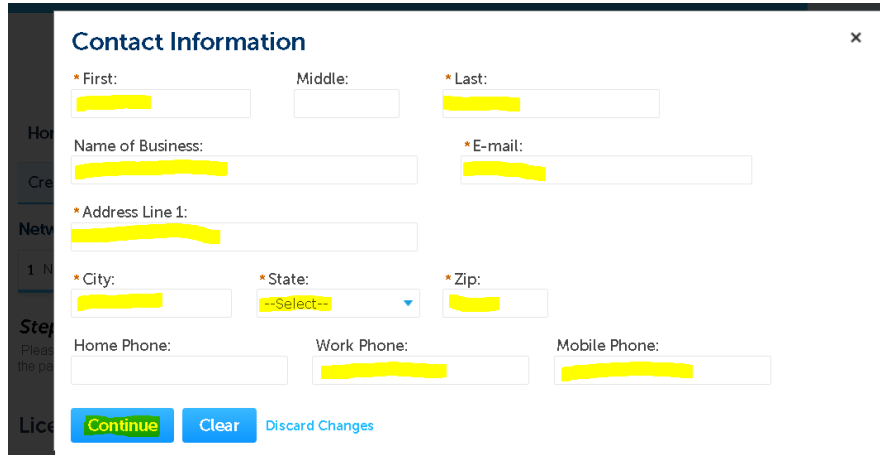
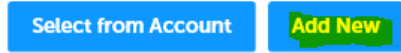
**Look Up** Clear Discard Changes

**Step 6:** Under **Applicant** (information of person submitting this request goes here), click **Add New** (separate window will open). Enter **Contact Information** in highlighted fields, scroll down and click **Continue**.

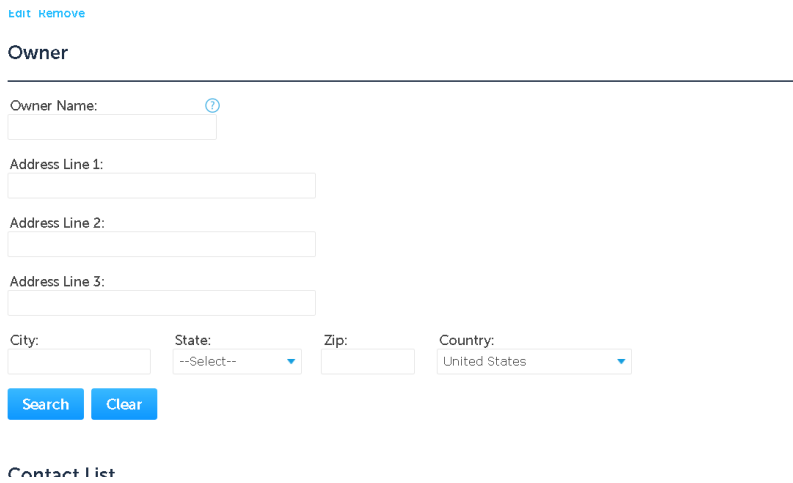
- **BE SURE** to enter a **Work Phone & Mobile Phone** number. Leave **Home Phone** blank.

### Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

A screenshot of a "Contact Information" form window. The form contains several fields: \* First, Middle, \* Last (text boxes); Name of Business, \* E-mail (text boxes); \* Address Line 1 (text box); \* City, \* State (dropdown menu), \* Zip (text box); Home Phone, Work Phone, Mobile Phone (text boxes). The "Continue" button is highlighted in green. There are also "Clear" and "Discard Changes" buttons.

**Step 7:** **Owner** information is **OPTIONAL** (if not found under **Search**, then leave all fields blank).

A screenshot of the "Owner" form. At the top, there are "Edit" and "Remove" links. The form has a title "Owner" and a horizontal line below it. Fields include: Owner Name (text box with a help icon); Address Line 1, Address Line 2, Address Line 3 (text boxes); City, State (dropdown menu), Zip, Country (dropdown menu, currently showing "United States"); and "Search" and "Clear" buttons. Below the form is a section titled "Contact List".

**Step 8:** Under **Contact List**, click **Add New** (separate window will open). Select **Project Manager** (information of person overseeing the construction goes here) from the **Contact Type** and click **Continue**.

### Contact List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

[Select from Account](#) [Add New](#)

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
No records found.						

### Select Contact Type

\*Type:

[Continue](#) [Discard Changes](#)

**Step 9:** Enter the **Contact information** in highlighted fields and click **Continue**.

- **BE SURE** to enter a **Work Phone & Mobile Phone** number. Leave **Home Phone** blank.

### Contact Information

\*First:  Middle:  \*Last:

Name of Business:  \*E-mail:

\*Address Line 1:

\*City:  \*State:  \*Zip:

Home Phone:  Work Phone:  Mobile Phone:

[Continue](#) [Clear](#) [Discard Changes](#)

**Step 10:** Click on **Continue Application** at the bottom.

**\*\*NOTE:** if having any issues or not ready to proceed, click on **Save and Resume Later**. You will receive a **TMP** number for reference and you can go back later to finish your submittal.

Davis	Atmos	Manager	4508	andrew.nowlan@ortn.worntexas.gov	<a href="#">Edit</a> <a href="#">Delete</a>
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[Continue Application »](#)

[Save and resume later](#)

**Step 11:** Under **Custom Fields** section:

- Select the **Wireless Carrier** from the drop-down box.
- Enter **0** (zero) into the **Node Count** field (so **NOT** to trigger any Fees).
- Scroll down to the **Custom Lists** section.

Create an Application   Search Applications   Schedule an Inspection

**Transport Facility Permit**

1 Nodes   2 Review   3 Pay Fees   4 Record Issuance

**Step 1: Nodes > Node Information** \* indicates a required field.

**Custom Fields**

---

**SU\_TRANS**

\*Wireless Carrier: --Select--

\*Node Count: (\$)

**Custom Lists**

**Step 12:** Custom Lists

- Click **Add a Row** to enter the node location information (a separate window will open).

**Custom Lists**

---

**SU\_TRANS\_ADDR**

Showing 0-0 of 0

Block Start	Block End	Direction	Street Name	Suffix	Mapscoc
No records found.					

[Add a Row](#)   [Edit Selected](#)   [Delete Selected](#)

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

**Step 13:** Address

**SU\_TRANS\_ADDR**

\*Block Start:

\*Block End:

Direction: --Select--

Street Name:

Suffix: --Select--

Mapscoc:

[Submit](#)   [Cancel](#)

**Step 14:** Review information, edit if necessary, and then click **Continue Application**

Showing 1-1 of 1

<input type="checkbox"/>	Block Start	Block End	Direction	Street Name	Suffix	Mapscoc	
<input type="checkbox"/>	200	300	W	10th	ST	76D	<a href="#">Actions</a>

[Add a Row](#)   [Edit Selected](#)   [Delete Selected](#)

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

**Step 15:** Upload documents by clicking **Add** under the **Attachment** section (a separate window will open).

**\*\*REQUIRED:**

- **ALL** required documents (permit application form, CD's w/ plan and profiles and TCP's) must be in **ONE** .PDF attachment.
- Include a copy of the **NNPermit** number with your documents.

The screenshot shows a web application interface. At the top, there is a navigation menu with 'Home', 'Development', 'Fire', 'Gas Well', 'Planning', 'Street Use' (highlighted), 'Infrastructure', 'Licenses', and 'more'. Below the menu is a light blue bar with 'Create an Application', 'Search Applications', and 'Schedule an Inspection'. Underneath is a 'Transport Facility Permit' section with a progress bar showing four steps: '1 Nodes', '2 Review', '3 Pay Fees', and '4 Record Issuance'. Below this is the heading 'Step 1: Nodes > Attachments' with a note '\* indicates a required field.' The main section is titled 'Attachment' and contains instructions: 'The maximum file size allowed is 3000 MB. .htm, .htm, .mht, .mhtml are disallowed file types to upload. This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval. Site Plan, Engineered Plans, Image, Traffic Control, Plat, Guarantee Agreement'. Below the instructions is a table with columns: 'Name', 'Type', 'Size', 'Latest Update', and 'Action'. The table is currently empty with the text 'No records found.' at the bottom. At the bottom of the attachment section, there are three buttons: 'Add' (highlighted in yellow), 'Continue Application >>', and 'Save and resume later'.

**Step 16:** Click **Add** and **Open** a document from your computer, then click **Continue** after it has reached **100%**

This block contains two overlapping screenshots. The top-left screenshot shows the 'File Upload' dialog box. It has a title bar 'File Upload' and a close button. The text inside says: 'The maximum file size allowed is 3000 MB. .htm, .htm, .mht, .mhtml are disallowed file types to upload.' Below this is a large empty rectangular area. At the bottom, there are four buttons: 'Continue', 'Add' (highlighted in yellow), 'Remove All', and 'Cancel'. The top-right screenshot shows the 'Open' file dialog. It has a title bar 'Open' and a close button. The address bar shows 'Doc... > SMALL CELL ...'. The search bar contains 'Search SMALL CELL PROJECTS'. The left pane shows 'This PC' with sub-items '3D Objects', 'Desktop', 'Documents', 'Downloads', and 'Music'. The right pane shows a file list with columns 'Name', 'Status', 'Date modified', and 'Type'. The file 'CFW - Contas...' is selected. Below the list, the 'File name' field contains 'CFW - Contacts\_Small Cell\_11\_29\_...' and the file type is set to 'All files (\*.\*)'. At the bottom, there are 'Open' (highlighted in yellow) and 'Cancel' buttons.

This screenshot shows the 'File Upload' dialog box with a progress bar. The title bar is 'File Upload' and the close button is present. The text inside says: 'The maximum file size allowed is 3000 MB. .htm, .htm, .mht, .mhtml are disallowed file types to upload.' Below this, the filename 'CFW - Contacts\_Small' is displayed next to a progress bar that is filled to 100%. At the bottom, there are four buttons: 'Continue' (highlighted in yellow), 'Add', 'Remove All', and 'Cancel'.

**Step 17:** Select the **Type** that best fits, write brief **Description** for the document uploaded and click **Save**

**Attachment**

The maximum file size allowed is 3000 MB.  
 .htm|.html|.mht|.mhtml are disallowed file types to upload.  
 This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.  
 Site Plan, Engineered Plans, Image, Traffic Control, Plat, Guarantee Agreement

Name	Type	Size	Latest Update	Action
No records found.				

\*Type: Remove  
 Engineered Plans

File:  
 CFW - Contacts\_Small  
 Cell\_11\_29\_2018.pdf  
 100%


\*Description:  
 Permit Submittal documents.

Save Add Remove All  
Continue Application >> Save and resume later

- If successfully uploaded, you will receive a *message* stating this.

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

Create an Application Search Applications Schedule an Inspection

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

**Transport Facility Permit**

1 Nodes	2 Review	3 Pay Fees	4 Record Issuance
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**Step 1: Nodes > Attachments**

\* indicates a required field.

**Attachment**

The maximum file size allowed is 3000 MB.  
 .htm|.html|.mht|.mhtml are disallowed file types to upload.  
 This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.  
 Site Plan, Engineered Plans, Image, Traffic Control, Plat, Guarantee Agreement

Name	Type	Size	Latest Update	Action
CFW - Contacts_Small Cell_11_29_2018.pdf	Engineered Plans	69.84 KB	04/25/2022	Actions ▾

Add  
Continue Application >> Save and resume later

**Step 18:** Review all of the information and edit if necessary or click on **Continue Application** to go to the next section

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Create an Application Search Applications Schedule an Inspection

Transport Facility Permit

1 Nodes 2 **Review** 3 Pay Fees 4 Record Issuance

**Step 2: Review**

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

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

**Record Type**

Transport Facility permit [Edit](#)

**Licensed Professional** [Edit](#)

Tommy Davis  
ATMCS ENERGY  
100 W Morningside Dr.  
Fort Worth, TX 76110  
Home Phone: 214-316-4508  
Mobile Phone: 214-316-4508  
Pkey - Storm Drain - PM000452  
Tommy.Davis@atmosenergy.com

**Applicant** [Edit](#)

Tommy Davis  
Almos  
100 W Morningside  
Fort Worth, TX 76110  
Work Phone: 214-316-4508  
E-mail: andrew.howland@frt.worth.texas.gov

**Owner** [Edit](#)

United States [Edit](#)

**Contact List** [Edit](#)

Showing 1-1 of 1

Full Name	Business Name	Contact Type	Work Phone	Ext	E-mail	Action
Tommy Davis	Almos	Project Manager	214-316-4508		andrew.howland@frt.worth.texas.gov	<a href="#">Edit</a>

**Custom Fields**

SU\_TRANS [Edit](#)

Wireless Carrier: Verizon  
Node Count: 0

**Custom Lists**

SU\_TRANS\_ADDR [Edit](#)

Block Start	Block End	Direction	Street Name	Builds	Map geo
200	300	W	10th	ST	75D

**Attachment** [Edit](#)

The maximum file size allowed is 3000 MB.  
.html;.htm;.mhtml;.mhtml are disallowed file types to upload.  
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.  
Site Plan, Engineered Plans, Inage, Traffic Control, P&I Guarantee Agreement

Name	Type	Size	Latest Update	Action
CRW - Contact_Small Coll_31_29_2022.pdf	Engineered Plans	63.84 KB	04/25/2022	<a href="#">Actions ▾</a>

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



**Step 19:** If you receive the following *Error Message*, you are going to have to upload a random document for Each of **Document Types** from the drop-down box. Our apologies for the extra steps, but this is an issue unable to be changed by Accela.

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

Create an Application Search Applications Schedule an Inspection

✘ **An error has occurred.**  
 Missing required documents for this application. Before you can save this application, you must attach the following documents:

- Site Plan
- Image
- Traffic Control
- Plat
- Guarantee Agreement

Transport Facility Permit

**Step 20:** Click on **Edit** for the *Attachment* section and repeat **Steps 15** thru **18**.

- Enter *DOCUMENT NOT FOR REVIEW* in the **Description** field after selecting the **Type**.

**Attachment** Edit

The maximum file size allowed is **3000 MB**.  
 .htm, .html, .mht, .mhtml are disallowed file types to upload.  
 This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.  
 Site Plan, Engineered Plans, Image, Traffic Control, Plat, Guarantee Agreement

Name	Type	Size	Latest Update	Action
CFW - Contacts_Small Cell_11_29_2018.pdf	Engineered Plans	69.84 KB	04/25/2022	Actions ▾

Continue Application »

Save and resume later

- Will have to add *5 additional documents* total. Click **Continue Application** to review again.

**Attachment**

The maximum file size allowed is **3000 MB**.  
 .htm, .html, .mht, .mhtml are disallowed file types to upload.  
 This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.  
 Site Plan, Engineered Plans, Image, Traffic Control, Plat, Guarantee Agreement

Name	Type	Size	Latest Update	Action
CFW - Contacts_Small Cell_11_29_2018.pdf	Engineered Plans	69.84 KB	04/25/2022	Actions ▾
BLANK_DOC.pdf	Guarantee Agreement	36.69 KB	04/25/2022	Actions ▾
BLANK_DOC.pdf	Image	36.69 KB	04/25/2022	Actions ▾
BLANK_DOC.pdf	Plat	36.69 KB	04/25/2022	Actions ▾
BLANK_DOC.pdf	Site Plan	36.69 KB	04/25/2022	Actions ▾

< Prev
1
2
Next >

Add

Continue Application »

Save and resume later

**Step 21:** If successfully submitted, you will receive the following message and the **TF** record number will be noted.


Home Development Fire GasWell Planning **Street Use** Infrastructure Licenses more ▾

Create an Application Search Applications Schedule an Inspection

1 Select item to pay 2 Payment information 3 **Receipt/Record issuance**

**Step 3: Receipt/Record issuance**

**Receipt**

 Your application(s) has been **successfully** submitted. Please print your record(s) and retain a copy for your records.

[Print /View Summary](#)

No Address

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**TFZZ-** [View Summary](#)

[Print /View Summary](#)

**Step 22:** Once request submitted, send an email to: [zz\\_TPWROWMInspectors@fortworthtexas.gov](mailto:zz_TPWROWMInspectors@fortworthtexas.gov)

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

**Useful links for reference information:**

CFW Link about Wireless Facilities: [Wireless Facilities and Infrastructure – Welcome to the City of Fort Worth \(fortworthtexas.gov\)](#)

Wireless Facility Checklist: [wireless-facility-checklist.pdf \(fortworthtexas.gov\)](#)

Wireless Facilities and Infrastructure Design Manual: [wireless-facility-design-manual.pdf \(fortworthtexas.gov\)](#) Network Node Map: [Network Node Permit Locations \(arcgis.com\)](#)

Mapsco page number lookup: [OneAddress | City of Fort Worth, Texas \(fortworthtexas.gov\)](#)

CFW standard Traffic Control Packet: [PG 32 \(A-2\) \(fortworthtexas.gov\)](#)