

City of Fort Worth – Accela Citizen Access – Online Permit Submittal Process for SU Permits

Prior to submitting a request, note the following:

- Any *Temporary Street Use* permit submittal requires at least 3-5 business days lead time.
- **Certificate of Insurance**, with the City of Fort Worth, listed as an *additional insured*.
- **Traffic Control Plan** that fits location is required (CFW TCP Packet: [PG 32 \(A-2\) \(fortworthtexas.gov\)](#))
 - NOTE: Site Specific TCP's must be Signed & Sealed (engineer stamped) for acceptance.
- If the request requires a **full and/or partial street closure**, approval from our Senior Traffic Engineer is required prior to processing.
- If project is **construction based, or utilizing heavy duty industrial equipment**, the permit must be processed by The City of Fort Worth Senior Traffic Engineer.
- **\$112.50 Permit Fee**

Steps for submitting for a [Street Use Other](#) permit request on-line:

Step 1: Log into *Accela Citizen Access*: <https://aca-prod.accela.com/CFW/Default.aspx>

Step 2: Click on **Street Use**, then Click on **Create an Application**. Check the box and Click **Continue Application**.

The screenshot shows the Accela Citizen Access web portal. At the top, there is a navigation bar with links for "Logged in as: Tommy Davis", "My Projects", "Cart (0)", "Reports (1)", "Account Management", and "Logout". Below this, there is a search bar and a message stating: "will accept ALL forms of payment online. This includes credit cards, checks, and debit cards. This means that the payment portal in ACA will have a different appearance, however, all customer payment details will continue to remain secure and confidential. Please note that when making payment, the maximum limit for credit card transactions is \$25,000." The main navigation menu includes "Home", "Development", "Fire", "Gas Well", "Planning", "Street Use" (highlighted), "Infrastructure", and "more". Below the navigation menu, there is a secondary menu with "Create an Application" (highlighted), "Search Applications", and "Schedule an Inspection". The "Online Application" section contains a welcome message and a "General Disclaimer" box. The disclaimer text reads: "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." Below the disclaimer, there is a checkbox labeled "I have read and accepted the above terms." which is checked. At the bottom, there is a "Continue Application" button.

City of Fort Worth – Accela Citizen Access – Online Permit Submittal Process for SU Permits

Step 3: Expand the **Street Use** list and select *Street Use Other* and *Click Continue Application*.

Home Development Fire Gas Well Planning **Street Use** Infrastructure 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 Filming
- Street Use Franchise Utility Permit
- Street Use Other
- Street Use Parkway Permit
- Transport Facility Permit

[Continue Application »](#)

Step 4: *APPLICANT* contact information, *Click* on **Select from Account** and information will auto-populate from information your account is registered with. If information needs changed, *Click* on **Edit** (another window will open), then fill out the highlighted fields.

Applicant

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](#)~~

Contact Information

* First: John Middle: Last: Smith

Name of Business: OPTIONAL E-mail: John.Smith@yahoo.com

* Address Line 1: 1234 Main St.

* City: Fort Worth * State: TX * Zip: 76102

Home Phone: Work Phone: Mobile Phone: 555-555-5555

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

John Smith
OPTIONAL
John.Smith@yahoo.com
Home phone:
Mobile Phone: 555-555-5555
Work Phone: 214-316-4508
Fax:
[Edit](#) [Remove](#)

City of Fort Worth – Accela Citizen Access – Online Permit Submittal Process for SU Permits

Step 5: 24 HOUR CONTACT: Repeat Step 4.
24 Hour Contact

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



Step 6: CFW Contact: Click **Select from Account**, as this is a Required

- The **CFW reviewer** will revise information to reflect their information.

CFW Contact

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



Step 7: Review the information and Click the Continue Application button.

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

Create an Application Search Applications Schedule an Inspection

Street Use Other

1 Step 1	2 Review	3 Pay Fees	4 Record Issuance
----------	----------	------------	-------------------

Step 1: Step 1 > Page 1 * indicates a required field.

Applicant

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

✔ Contact updated successfully.

John Smith
OPTIONAL
John.Smith@yahoo.com
Home phone:
Mobile Phone:555-555-5555
Work Phone: 214-316-4508
Fax:
[Edit](#) [Remove](#)

24 Hour Contact

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

✔ Contact updated successfully.

John Smith
OPTIONAL
John.Smith@yahoo.com
Home phone:
Mobile Phone:555-555-5555
Work Phone:
Fax:
[Edit](#) [Remove](#)

CFW Contact

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

✔ Contact updated successfully.

John Smith
Atmos
John.Smith@yahoo.com
Home phone:
Mobile Phone:555-555-5555
Work Phone:
Fax:
[Edit](#) [Remove](#)

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

City of Fort Worth – Accela Citizen Access – Online Permit Submittal Process for SU Permits

Step 8: *Detail Information:* Enter information in the highlighted fields, the *Scroll* down.

Detail Information

Application Name:

ABC Moving - Lane Closure

General Description:

Test Permit

Detailed Description:

Temporary Left Lane and Parking Lane closure for loading moving van on 07/19/2024 from 9:00 a.m. to 4:00 p.m.

Step 9: *Custom Fields:* Enter only the information that applies.

- For this example, the first 4 fields associated with a City Project.
- *Select* or *Enter* an option to indicate the **Work Being Done**.
- Scroll down to **Custom Lists** section and follow the next steps.

Custom Fields

SU_CLOSE

Complete ONLY if lane closures are associated with a City Project

City Project Number:

Only enter the 6 digit CP Number if work is associated with a city project.

DOE Inspector:

Only enter the full name of the City Inspector over the CP Project.

MAPSCO:

DOE Inspector
Phone:

Only enter the phone number of the City Inspector over the CP Project.

Building Permit
Number:

Provide if applicable

Site Plan:

Provide if applicable

Work Being Done

Check the boxes that apply if associated with a City Project

Water:

Sewer:

Storm Drain:

Signalization:

Other Description:

Temporary Lane Closure

Provide a description if work is NOT associated with a City Project

City of Fort Worth – Accela Citizen Access – Online Permit Submittal Process for SU Permits

Step 10: Custom Lists: Click on **Add a Row** (another window will open) and provide the information for all except **Asset ID**, then click on **Submit**.

- If everything looks good, *Click on **Continue Application** OR **Add a Row** to add an additional location, **Edit Selected** if needs corrected, **Delete Selected** if needs removed.*
- Council District Map [Council District – Welcome to the City of Fort Worth \(fortworthtexas.gov\)](http://council.district-welcome-to-the-city-of-fort-worth.fortworthtexas.gov)
- lookup the Mapsco number using *OneAddress: [07-cfw-mapsco-lookup.pdf \(fortworthtexas.gov\)](http://07-cfw-mapsco-lookup.pdf(fortworthtexas.gov)*

Custom Lists

LOCATION

Showing 0-0 of 0

Asset ID	Council District	Street Name	Block Start	Block End	From Street	To Street	ROW	Begin Date	End Date	Mon - Fri Time	Sat Time	Sun Time
No records found.												

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

LOCATION ✕

Asset ID:

Council District:

Street Name:

Block Start:

Block End:

From Street:

To Street:

ROW:

Begin Date:

End Date:

Mon - Fri Time:

Sat Time:

Sun Time:

[Submit](#) [Cancel](#)

Custom Lists

LOCATION

Showing 1-1 of 1

<input type="checkbox"/>	Asset ID	Council District	Street Name	Block Start	Block End	From Street	To Street	ROW	Begin Date	End Date	Mon - Fri Time	Sat Time	Sun Time	
<input type="checkbox"/>		9	W 10th St.	311		Monroe St.	Taylor St.	One Lane	07/19/2024	07/19/2024	9:00 AM to 4:00 PM	NA	NA	Actions

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

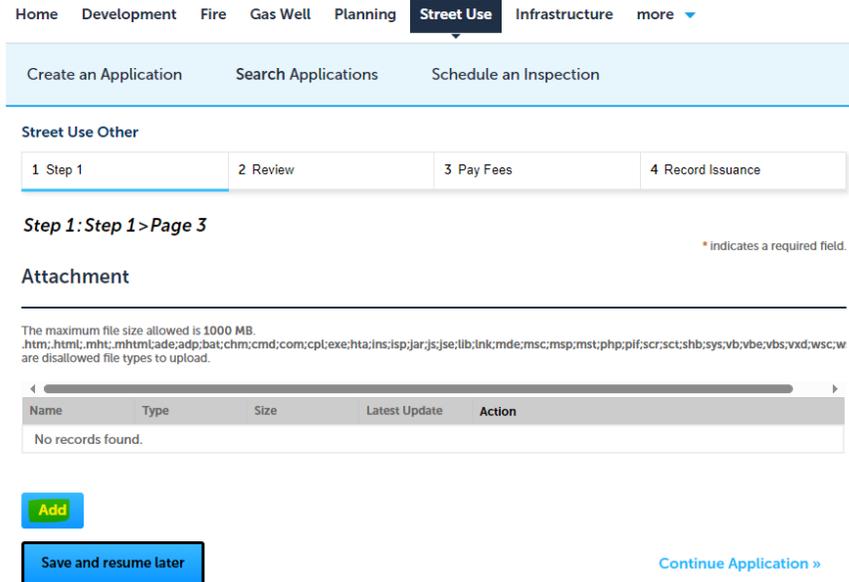
[Save and resume later](#)

[Continue Application »](#)

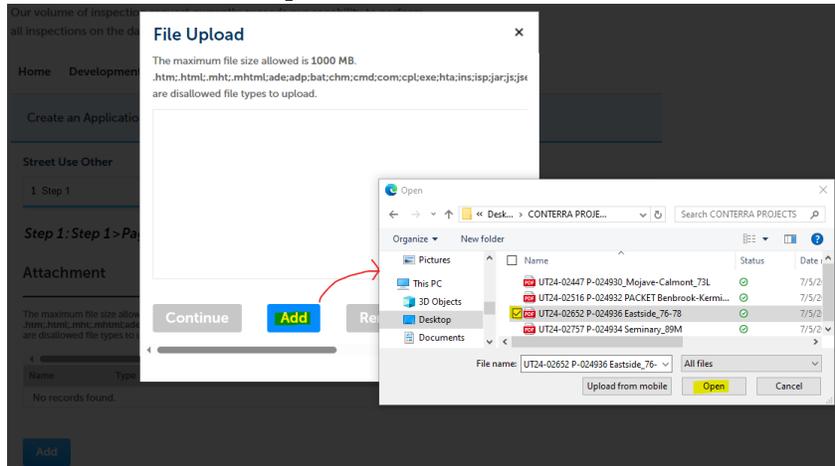
City of Fort Worth – Accela Citizen Access – Online Permit Submittal Process for SU Permits

Step 11: Attachment: Be sure that **ALL** documents are in **ONE** attachment for review.

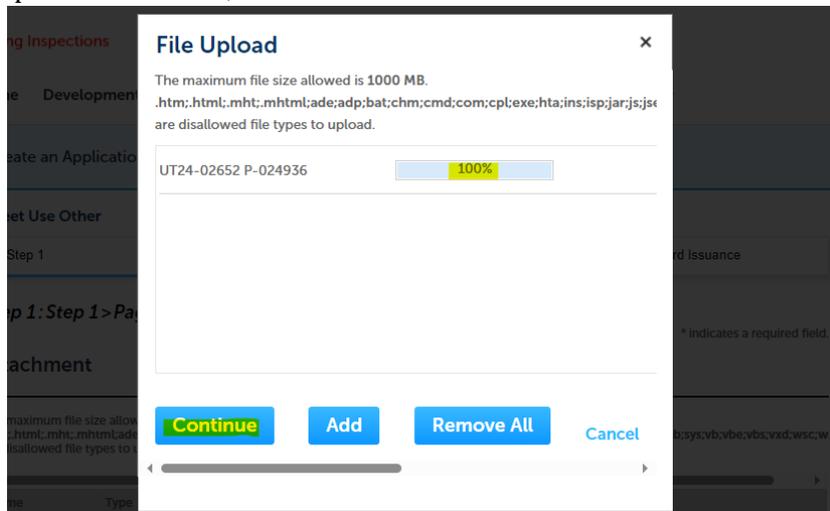
- Click **Add** (another window will open) to *Upload* the required documents.



- Click **Add** and select a file, then *Click Open*



- Be sure file has uploaded to **100%**, then *Click on Continue*.



City of Fort Worth – Accela Citizen Access – Online Permit Submittal Process for SU Permits

- Enter a brief description of the documents that have been uploaded. Minimum required documents:
 - **Permit Application Form**
 - **Copy of your COI** (Certificate of Insurance)
 - **Traffic Control Plan** associated with the proposed work/impact to streets and sidewalks.
- **Click on Save.**

Attachment

The maximum file size allowed is 1000 MB.
 .htm;.html;.mht;.mhtml;.ade;.adp;.bat;.chm;.cmd;.com;.cpl;.exe;.hta;.ins;.isp;.jar;.jse;.lib;.lnk;.mde;.msc;.msp;.mst;.php;.pif;.scr;.sct;.shb;.sys;.vb;.vbe;.vbs;.vxd;.wsc;.w
 are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

*Type: Remove
 Submittal Documentation

File:
 UT24-02652 P-024936 Eastside_76-78.pdf

100%

*Description:
 Permit Application Form
 COI (Certificate of Insurance)
 Traffic Control Plan

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

Save and resume later

[Continue Application »](#)

- Be sure the file successfully uploaded and **Click Continue Application**, then **Click Continue Application**.
 - **Click Add** to upload any additional supporting documents (if required/necessary),

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

Street Use Other

1 Step 1	2 Review	3 Pay Fees	4 Record Issuance
----------	----------	------------	-------------------

Step 1: Step 1 > Page 3

* indicates a required field.

Attachment

The maximum file size allowed is 1000 MB.
 .htm;.html;.mht;.mhtml;.ade;.adp;.bat;.chm;.cmd;.com;.cpl;.exe;.hta;.ins;.isp;.jar;.jse;.lib;.lnk;.mde;.msc;.msp;.mst;.php;.pif;.scr;.sct;.shb;.sys;.vb;.vbe;.vbs;.vxd;.wsc;.w
 are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
UT24-02652 P-024936 Eastside_76-78.pdf	Submittal Documentation	10.38 MB	07/25/2024	Actions

Add

Save and resume later

Continue Application »

City of Fort Worth – Accela Citizen Access – Online Permit Submittal Process for SU Permits

Step 12: Review: Review the information provided. If everything is filled out properly and documents uploaded, Click on **Continue Application**.

[Log Out as \[Name\]](#) | [My Projects](#) | [My Cart](#) | [Reports](#) | [Account Management](#) | [Logout](#)

Please note that when making payments, the maximum limit for credit card transactions is \$25,000.
 We are sorry for any inconvenience this may cause.

Most City offices, including City Hall, will be closed on July 4th for the Independence day holiday.

[Home](#) | [Developer](#) | [Fire](#) | [Gas/Well](#) | [Planning](#) | **Storm Water** | [Infrastructure](#) | [more](#)

Create an Application
Search Applications
Schedule an Inspection

[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

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

Applicant

[Save](#)

John Smith
 CPFCORP
 100 W Hovingdale
 Fort Worth, TX, 76102

Work Phone: 214-334-4008
 Mobile Phone: 817-555-1555
 E-mail: John.Smith@cpfcorp.com

24 Hour Contact

[Save](#)

John Smith
 CPFCORP
 1234 Main St.
 Fort Worth, TX, 76102

Mobile Phone: 817-555-1555
 E-mail: John.Smith@cpfcorp.com

CFW Contact

[Save](#)

John Smith
 Account
 100 W Hovingdale
 Fort Worth, TX, 76102

Mobile Phone: 817-555-1555
 E-mail: John.Smith@cpfcorp.com

Detail Information

[Save](#)

Application Name: ABC Meeting - Lane Closure
 General Description: Road Permit
 Detailed Description: Temporary Left Lane and Parking Lane closure for loading meeting van on 07/01/2024 from 9:00 a.m. to 4:00 p.m.

Custom Fields

[Save](#)

W/ CROW
 City Project Number:
 DCE Inspector:
 INSPECTOR:
 DCE Inspector Phone:
 Building Permit Number:
 Site Plan:

Work Being Done

[Save](#)

Water: No
 Sewer: No
 Storm Drain: No
 Signification: No
 Other Description: Temporary Lane Closure

Custom Lists

[Save](#)

Asset ID	Asset Class	Asset Name	Asset Type	Asset Sub-Type	Asset Material	Asset Location	Asset Status	Asset Age	Asset Value	Asset Date	Asset Type	Asset Status	
1	W Side	221			Shower	Taylor	Open		03/10/2024	07/01/2024	9:00 AM to 4:00 PM	NA	NA

Attachments

The maximum file size allowed is 20MB.
 Items listed below indicate only those attachments that were successfully uploaded. Items that were not uploaded are not displayed in this application.

Name	Type	Date	Last Update	Action
1574-02427-03100-Attachments_76-76.pdf	Submitted Documentation	10:58 AM	07/01/2024	Actions

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

City of Fort Worth – Accela Citizen Access – Online Permit Submittal Process for SU Permits

Step 13: Receipt/Record Issuance

- You will receive the following message and the *Record Number* will be shown so you can reference going forward.
- Do **NOT** Click on **Print/View Summary** as the details provided are not relevant to your request (feature not properly working).

Step 3: Receipt/Record issuance

Receipt



[Print/View Summary](#)

No Address

SU24-00578

[View Summary](#)

[Print/View Summary](#)

NEW SUBMITTAL COMPLETE

CONDITION NOTICES:

- Watch out for any **Condition Notices** if there is something that needs addressed/revised.
- When uploading revisions, be sure to compile **ALL** required/revised documents into **ONE** attachment for review (.PDF format).

PERMIT FEES:

- **\$112.50 Permit Fee** must be paid for on-line in ACA prior to permit being **Issued** and sent to you.

SUBMITTAL NOTIFICATIONS / EXTENSION REQUESTS:

- Send an email to the group address zz.TPWROWMPermits@fortworthtexas.gov with the subject line reading: *New Permit Submittal for SU#* or if requesting a Permit Extension, subject line should read: *Permit Extension Request for SU#*