

## Online Development Permitting System



### To Check/Request an Inspection:

1. Click on "Check/Request Inspections" and choose "By Permit Number."
2. Enter your permit number and click "Search."
3. You will see lists of inspections that have failed, been completed, and those still available to be scheduled.
4. For more information and/or comments made by the inspector, click on the name of the inspection Description.
5. To schedule an inspection click "Schedule" next to the inspection you need. If you are in doubt of the inspection you need next, contact your inspector for advice.

You may also search by Address, City parcel number, or contractor license number and receive the same information listed above.

*The City of Fort Worth's Development Department strives to promote orderly growth and development within the City of Fort Worth consistent with established policies and ordinances.*

*We have implemented numerous new processes and procedures to better serve our Development community and truly hope you find this new technology helpful and convenient.*



City of Fort Worth

Development Department,  
1000 Throckmorton, Lower Level  
Fort Worth, Texas 76102

Customer Service Phone: 817-392-2222  
Administration Phone: 817-392-7820  
DevCustomerService@fortworthgov.org  
www.fortworthgov.org

## ONLINE DEVELOPMENT PERMITTING SYSTEM

Search for addresses

Schedule inspections

Apply for certain permits

*Anytime - day or night*

# ONLINE PERMITTING

DEVELOPMENT DEPARTMENT  
City of Fort Worth



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# Online Development Permitting System

The Online Development Permitting System is a web based permitting service provided by the City of Fort Worth.

This site allows:

- anyone to research permits
- licensed contractors registered with the City to obtain trade permits
- any permit holder to request an inspection on that permit.

Permits that may be applied for online are trade permits - electrical, mechanical, standard plumbing, plumbing gas, plumbing sprinkler, and plumbing backflow.

## Getting Started:

To get started with the Online Development Permitting System please visit: [www.fortworthgov.org/development](http://www.fortworthgov.org/development) and link to Online Permitting, under Quick Links on the left of the screen.

Application for a permit and inspection scheduling will require registration.

Should you have any questions or need to change information on your permit application, please call 817-392-2222, Monday thru Friday, 8am-5pm, and a permit clerk will be happy to assist you.

## Registration:

Once at site above:

- click on **"My Permit Manager"** on the right side of the screen
- click the **"Register Here"** link
- Fill out the information in the boxes with the \* and click Proceed.

After going through the registration and verification step, please send an email to [DevVelocityHall@fortworthgov.org](mailto:DevVelocityHall@fortworthgov.org) with your contact information and professional license number that is registered with the City of Fort Worth.

**Note:** A license number is not required for those who just wish to schedule inspections; please note this in your email. We will then activate your account.

The account activation is typically processed by the next business day. You will receive an email from the City of Fort Worth letting you know that your registration is complete and you may now begin to apply for permits and/or schedule inspections.

## To Look up Permits:

**By Address:**

1. Click on the **"Check/Research Permits"** link and choose **"By Address"** under Look up Permits/Projects.
2. Enter the address and click **"Search"**. If the search does not return the address you are looking for, please see additional **"Search Tips"** listed on the lower part of the page.
3. If the search was **successful**, click on the address you want.
4. Choose the **permit number** you are searching for from the resulting list.
5. If you click on **"Inspections"** under Detail, you can access a list of the available and completed inspections for this permit.
6. If you click on **"Status"** under Detail, you may access all department approval and comment information.
7. At the end of the department approval list, you will see **"Notices"** for the permit number you are researching.

You may also search by City parcel number, permit number, or contractor license number and receive the same information listed above.

## To Apply for a Permit:

(electrical, mechanical, standard plumbing, plumbing gas, plumbing sprinkler, and plumbing backflow)

1. Click **"Apply for a Permit"** and enter your login information if you have not already logged in.
2. Enter the address for which you would like a permit and click **"Next."**
3. Enter the work description and choose your permit type. A **fee** will be charged **unless** the permit is attached to an existing building permit at this address.
4. You may need to choose your appropriate **license** if you have more than one.
5. On the next screen, enter the building permit number if applicable, fill out the other fields and **note any messages** in the Message to Applicant box.
6. The next screen will confirm your application and show the amount of your fee.
7. After clicking **"Process Permit"** you will be prompted to pay for your permit if it was not attached to a building permit. **Payment is required to issue the permit** and may be made using Visa, MasterCard, American Express, or Discover.
8. Next you will receive your permit number and be prompted to print the receipt.

If you have a building permit number already you may skip the address lookup step by clicking **Apply for a Permit by a Project** on the main screen.