

How to Apply for a Permit

After you log in, click on one of the tiles that best matches the type of permit you would like to apply for.

For most of our clients who would like to apply for a residential permit in the City of Fort Worth, click on “City of Fort Worth- Submit a Residential Application”.

The screenshot shows the Metro Code website interface. On the left, there is a navigation bar with the Metro Code logo and a 'Welcome to City Squared' message. Below this, there are instructions for users and a 'Click here for Support' button. On the right, there is a grid of service tiles. The tile for 'City of Fort Worth- Submit a Residential Application' is highlighted with a red border. Other tiles include 'My Dashboard', 'DFW County- Submit a Residential Application', 'City of Dallas- Submit a Residential Application', 'City of Arlington- Submit a Residential Application', 'Submit an Energy Application', 'Submit a Commercial Application', 'Municipal Services', 'Inspections Only', 'Schedule Inspection', 'Pay Fees', and 'Search for a project'.

On the second set of tiles, select which Application Type best fits your project. For a new, residential permit, select “Residential New Construction”.

The screenshot shows the 'City of Fort Worth- Submit a Residential Application' page. The page title is 'City of Fort Worth- Submit a Residential Application'. Below the title, there is a grid of nine application type tiles. The first tile, '1) Residential New Construction', is highlighted with a red border. The other tiles are: '2) Residential Remodel', '3) Residential Addition', '4) Residential Accessory Structure', '5) Residential Change of Use', '6) Residential Energy- Plan Review and Inspections', '7) Residential Energy- Plan Review Only', '8) Residential Energy- Inspections Only', and '9) Residential Project Consultation'.

Under Permit Types, select which Permit Type best describes your project. For a new, residential permit in Fort Worth, select “Fort Worth New Construction Permit.”

Permit Types ✕

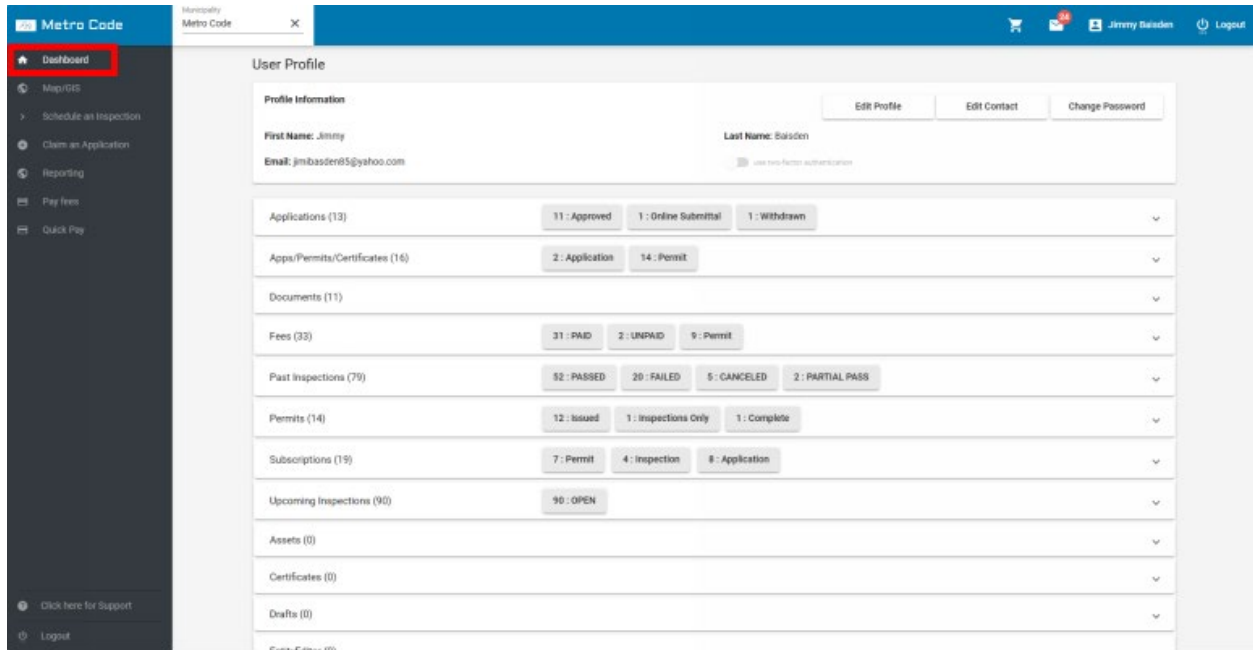
Fort Worth Construction / Sales Trailer Permit Department: Residential Use this application to apply for a construction or sales trailer permit in residential development.	Select
Fort Worth New Construction Permit Department: Residential Use this application to apply for a new single family residence, townhome, or duplex building permit. (Examples: new single family homes, duplexes, townhouses, where each unit is on its own platted lot)	Select
Fort Worth New Model Home Permit Department: Residential Use this application to apply for a new residential model home permit.	Select

Once you select the Permit Type, the application will walk you through each step of the process. Follow the prompts and enter the required information. Once you submit your application, it will be reviewed, and you will receive further communication.

When you apply for a permit online, you will get a confirmation email from support@sca.corp.com. This is a no-reply email. Please check your junk or spam folders for this email confirmation.

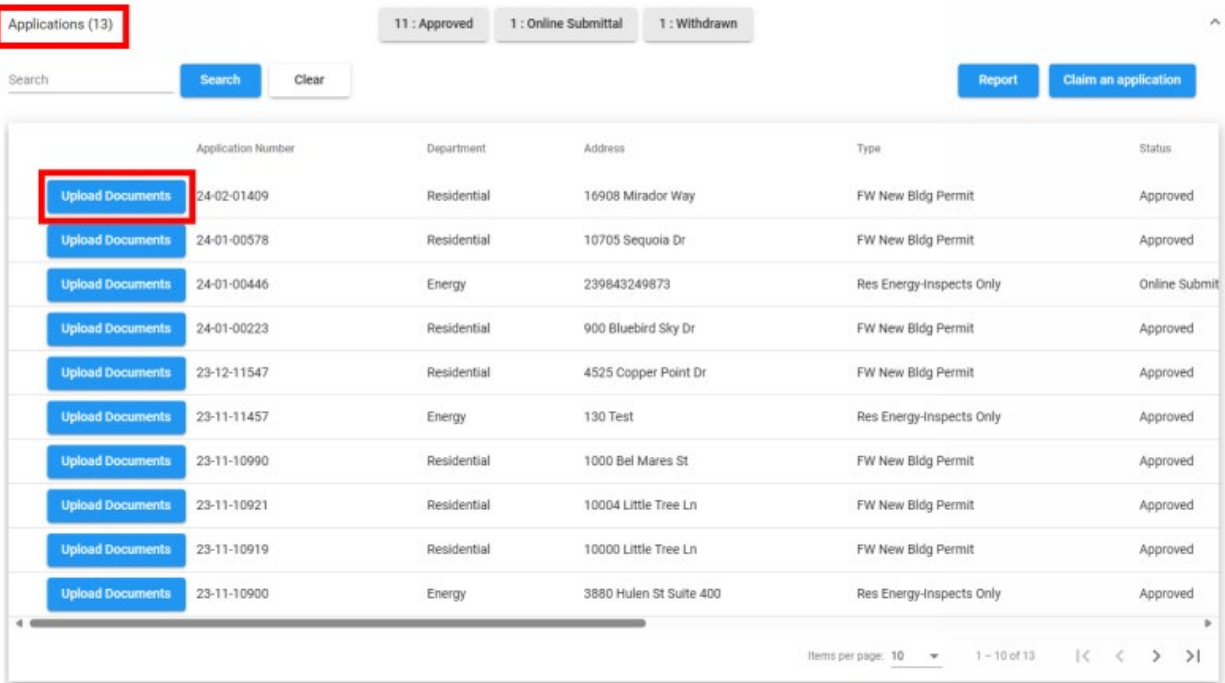
NOTE: We highly recommend that you do NOT turn on “notifications” at the end of the application process unless you want to receive a high amount of email notifications. Instead, we recommend checking the status of your application through the Dashboard.

You can access your applications, permits, and inspections at any time by going to your dashboard.



How to Upload Documents to your Application

If you need to upload documents after you have submitted your application, you can do so by clicking on Dashboard in the left menu bar. Once your Dashboard is open, find the application under the Applications tab and click "Upload Documents". You can drag and drop documents or upload them from your device.



Another option for uploading documents is to open the application directly by clicking on the application and clicking on the “Edit” button next to Document.

Application: 24-03-03021

Application Info **Res Building Info**

Application Info

Application Number 24-03-03021	Parcel Address Brainerd Dr, Texas 76179, USA	Address Brainerd Dr, Texas 76179, USA	City Fort Worth
State TX	Subdivision Name Northpointe	Application Type FW New Bldg Permit	Application Status Online Submittal

Document 11 **Edit** Contact 1 **Edit** Comment 0 Map

Thumbnail	Name	Description	Date Created
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