



City of Fort Worth

TEMPORARY STREET USE PERMIT APPLICATION for NON-CONSTRUCTION

SECTION 1- APPLICANT INFORMATION

Application Date: _____ Applicant/Contractor: _____
Contact Name: _____ Title: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Phone Number:(_____) _____ Fax Number:(_____) _____
24-hr Emergency Contact and Phone Number: _____
Email Address: _____

SECTION 2- PERMIT INFORMATION

Check all that apply: Sidewalk Loading Zone Parking Lane Full Street Closure Partial Street Closure

Reason for Street Closure: _____

Street/Lane to be closed: _____
(Intersections)
From: _____ To: _____
Beginning date: _____ Time: _____ Ending Date: _____ Time: _____

Street/Lane to be closed: _____
(Intersections)
From: _____ To: _____
Beginning date: _____ Time: _____ Ending Date: _____ Time: _____

Street/Lane to be closed: _____
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Street/Lane to be closed: _____
(Intersections)
From: _____ To: _____
Beginning date: _____ Time: _____ Ending Date: _____ Time: _____

Checklist:

Traffic Control Plan Insurance Certificate Attached \$100 Permit Fee (we accept all forms of payment)

For multiple locations, provide proposed start and end date for each location on Traffic Control Plans. Define times of day Traffic Control Plan will be applicable and work to be done outside stated time frame. (i.e. Barricades to be removed or remain in place, trench plates to be utilized, advanced warning signs to be turned around or removed, etc.)

- Three (3) business days lead time required to process permit.
• Traffic Control devices such as advanced warning signs, standard barricades and/or traffic cones are required at cost to applicant/ contractor's expense.
• Certificate of Insurance in the amount of \$1 million General Commercial Liability and 1 million for auto is required and must list the City as additional insured with a 30 day cancellation notice.
• Access granted for affected businesses and/or property owners.

***As a measure of security, please do not supply any credit card information electronically (via email). Credit card payments can be made by phone or submitted by fax.

Authorized Signature: _____ Date: _____



Transportation and Public Works
Traffic Engineering

BASIC INSURANCE REQUIREMENTS

The following are basic insurance requirements required to obtain a permit. Exceptions to the insurance requirements may be permitted, depending on the risk exposure in regards to respective services, products procured, or contractual terms, to name a few. These exceptions will be reviewed and approved by our Risk Management Department. However, item number 3, Statutory Limits of Workers' Compensation, is required for all public projects.

1) **Commercial General Liability (CGL) Insurance Policy**

\$1,000,000 Each occurrence
\$2,000,000 Aggregate limit

2) **Automobile Liability Insurance Policy**

\$1,000,000 Each accident on a combined single limit basis
A commercial business policy shall provide coverage on "Any Auto"

3) **Worker's Compensation Insurance Policy**

☆ Statutory Limits
☆ Employer's liability
\$100,000 Each accident/occurrence
\$100,000 Disease-per each employee
\$500,000 Disease-policy limit

4) Policy Endorsements should be stated as follows:

☆ **The City of Fort Worth, its Officers and Employees named as an Additional Insured as Required by City Ordinance.**

☆ Thirty (30) days notice of cancellation or non-renewal. It would be advantageous to the City to require the following clause:

☆ "This insurance shall not be cancelled, limited in scope or coverage, cancelled or non-renewed, until after thirty (30) days prior written notice has been given to the City of Fort Worth".

☆ Waiver of rights of recovery (subrogation) in favor of the City of Fort Worth.

5) The insurers for all policies must be licensed/approved to do business in the State of Texas and have minimum rating of A:VII in the current A. M. Best Key Rating Guide or have reasonably equivalent financial strength and solvency to the satisfaction of the Risk Manager.

6) The deductible or self-insured retention (SIR) affecting required insurance coverage shall be acceptable to the Risk Manager of the City of Fort Worth in regards to asset value and stockholders' equity. In lieu of traditional insurance, alternative coverage maintained through insurance pools or risk retention groups must also be approved.