



Applying for a permit? Follow these instructions:

1. Complete the application and attach all the supporting documents as outlined on the form.
 - a. If you want to complete the PDF form by using pen or typewriter, print the form first.
 - b. If you want to complete the PDF form on your computer, first save the file to your computer. Here's how:
 - i. On the File menu, click "Save As"
 - ii. In the "Save In" field, select a folder or "Desktop"
 - iii. Click "Save"
 - iv. Type your information as needed in the blue-shaded fields
 - v. When complete, print the form
 - vi. Complete the next steps to submit in person or by postal mail
2. Attach all fees. Checks or credit cards are accepted.
3. Submit application, supporting documents and fees:

In person or by postal mail:

City of Fort Worth
Transportation and Public Works Department
Special Events and Street Permit Center
311 W. 10th Street
Fort Worth, TX 76102

4. For information or questions call 817-392-6594.



**CITY OF FORT WORTH
TEMPORARY STREET USE APPLICATION**

TYPE OF REQUEST:

- STREET USE FOR UTILITY CONSTRUCTION
- STREET USE FOR PARKWAY CONSTRUCTION
- TPW CONSTRUCTION SERVICES STREET USE
- TEMPORARY STREET, SIDEWALK, LOADING ZONE, PARKING LANE CLOSURE

Application Date: _____

Applicant/Contractor: _____

Contact Name: _____ Title: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax Number#: _____ E-mail: _____

24-hr Emergency Contact and Phone Number: _____

Purpose: _____

CHECK ALL THAT APPLY:

- SIDEWALK LIST NUMBER OF TRAVEL LANES TO BE USED _____
- LOADING ZONE FULL STREET CLOSURE _____
- PARKING LANE
- TRAFFIC LANE(S)

1ST STREET/LANE TO BE CLOSED (LIMITS) FROM TO (BEGIN & END) DATE AND TIME OF CLOSURE

2ND STREET/LANE TO BE CLOSED (LIMITS) FROM TO (BEGIN & END) DATE AND TIME OF CLOSURE

3RD STREET/LANE TO BE CLOSED (LIMITS) FROM TO (BEGIN & END) DATE AND TIME OF CLOSURE

CLOSURE TIME COMMENTS:

- Three (3) business days required to process street use permit.
- \$75 permit fee due with application.
- A certificate of insurance naming the City of Fort Worth as an additional insured in the amount of \$1 million general commercial liability and \$1 million for any auto is required.
- All affected businesses and or residents must be provided access to and from their property during street closure.
- Adequate traffic control devices such as advanced warning signs, standard barricades and/or traffic cones are required at applicant's expenses during street use.

Authorized Signature _____ Date _____

**TRANSPORTATION AND PUBLIC WORKS DEPARTMENT
STREET PERMIT CENTER
311 W. 10TH ST.
FORT WORTH, TX 76102
(817) 392-6594 FAX (817) 392-8941**

Office Use Only

Received _____ Approved _____ Permit # _____ Denied _____



TPW/TRAFFIC ENGINEERING DIVISION
STREET MANAGEMENT SECTION

BASIC INSURANCE REQUIREMENTS
STREET USE PERMITS

The following items represent basic insurance requirements. 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. The only non-negotiable item is number 3, Statutory Limits of Workers' Compensation, which 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. Policy Endorsements as follows:

- The City of Fort Worth, its Officers and Employees named as an Additional Insured
- 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.

4. 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.

5. 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.