



PARKWAY CONTRACTOR REGISTRATION PACKET

Residential Requirements:

To perform construction on the City of Fort Worth right-of-way, contractors must be license and bonded. The following fees and documents are required by the City of Fort Worth for Parkway registrations:

- Contractor Registration application
- Original \$10,000 Parkway Contractors Bond with Power-of-attorney documentation.
- Certificate of Liability Insurance (see requirements page)
 - The Certificate must name the City of Fort Worth as an additional insured.

Commercial Requirements:

To perform construction on the City of Fort Worth right-of-way, contractors must be license and bonded. The following fees and documents are required by the City of Fort Worth for Parkway registrations:

- Contractor Registration Application.
- Original \$25,000 Parkway Contractors Bond with Power-of-attorney documentation.
- Certificate of Liability Insurance (see requirements page)
 - The Certificate must name the City of Fort Worth as an additional insured.

Utility Requirements:

To perform construction on the City of Fort Worth right-of-way, contractors must be license and bonded. The following fees and documents are required by the City of Fort Worth for Parkway registrations:

- Contractor Registration application
- Original \$25,000 Parkway Contractors Bond with Power-of-attorney documentation.
- Certificate of Liability Insurance (see requirements page)
 - The Certificate must name the City of Fort Worth as an additional insured.
 - Utility Contractors must provide \$10 million umbrella coverage

Registrations may be done via service request or in person:

In person: City Hall - 100 Fort Worth Trail, Fort Worth, Texas 76102

Electronically: Submit your completed application with all required documents via Service Request at the following link [Development Service Request](#).

City of Fort Worth
Development Services Department
100 Fort Worth Trail, Fort Worth, TX
76102
817-392-2222



City of Fort Worth
Development Services Department
100 Fort Worth Trail | Fort Worth, Texas 76102
Phone: (817) 392-2222 | Submit all documents through a [Development Service Request](#)

Contractor Registration Application

Submit this application along with a legible copy of your valid Government Issued ID and Trade License(s), if applicable. Incomplete applications will not be processed.

Please select one

- New Registration
- Renewal (Registration Number#: _____)
- Change of Registered Official/Master

Contractor Type: (Select One Only) Fees may vary. Please see [Development Fee Schedule](#)

- | | |
|--|---|
| <input type="checkbox"/> Building | <input type="checkbox"/> Sign Erector |
| <input type="checkbox"/> Master Electrical (<i>No Fee</i>) | <input type="checkbox"/> Wrecking Contractor* |
| <input type="checkbox"/> Mechanical (<i>No Fee</i>) | <input type="checkbox"/> Moving Contractor* |
| <input type="checkbox"/> Master Plumbing (<i>No Fee</i>) | <input type="checkbox"/> Parkway (<input type="checkbox"/> Res) ** (<input type="checkbox"/> Comm) ** (<input type="checkbox"/> Utility)** |
| <input type="checkbox"/> Plumbing Irrigator | *Insurance Required |
| | **Insurance and Bond Required |

Trade License # _____

Expiration Date: _____

Name of Registered: _____

Business Name: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Email: _____

Electricians Only:

State Contractor License#: _____ Expiration Date: _____

Parkway Contractors Only:

Parkway Contractors are required to provide a copy of their *Bond*, *COI*, and *Power of Attorney* documentation.

Bond Number: _____ **Bond Effective Date:** _____

*****Registered Applicant's Signature:** _____ **Date:** _____

For Office Use Only:

FW Registration #: _____ **Permit Tech:** _____

CITY OF FORT WORTH, TEXAS
STREET AND STORM DRAIN CONTRACTORS BOND

THE STATE OF TEXAS)

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF TARRANT)

That We _____,As principal, and
_____,As surety, are held and firmly
bound unto the City of Fort Worth, Texas, in the penal sum of twenty-five thousand Dollars
(\$25,000.00) good and lawful money of the United States of America, well and truly to be paid
for the payment of which we, and each of us, hereby bind ourselves, our heirs, executors,
administrators and successors, jointly and severally, firmly by these presents

THE CONDITIONS OF THIS OBLIGATION ARE SUCH THAT

WHEREAS, the above principal desires to engage in the business of laying, constructing,
building, repairing, rebuilding, grading, graveling, paving, surfacing, resurfacing and doing work
in and upon the public streets, alley or thoroughfares within the corporate limits of the City of
Fort Worth and has complied with all the terms and conditions of ordinance No. 3449 of the
City of Fort Worth, Texas, and has applied to the Director of Transportation and Public Works as
provided in said ordinance

NOW, THEREFORE, if said principal shall fully indemnify and save whole and harmless
the said City of Fort Worth, its agents and employees, as well as indemnify and save harmless
any person, firm or corporation with whom the Principal has contracted, from any and all
damages of any character arising from or caused directly or indirectly by any negligence in the
performance of such work as above set forth under the terms of said ordinance and said license
or for any imperfect or inadequate work done by said principal under the terms of said
ordinance and said license, and shall maintain said work in good and workmanlike state of
repair for a period of two (2) years from and after its completion and acceptance by the City of
Fort Worth, then this obligation shall be null and void, otherwise to remain in full force and
effect: provided, however, this
bond is executed by the surety on the condition that its liability shall be limited by
and subject to the conditions and provisions herein under contained:

Successive actions may be brought on this bond for successive breaches of its conditions
or any of them; provided, however, that the total sum of all liability of the surety on any one or
all of such actions shall not exceed a total sum of Twenty-five Thousand Dollars (\$25,000.00).

The liability of the Surety under this bond, if not canceled as hereinafter provided, shall
cease and terminate of its own force and effect one (1) year from the date hereon, saving and
excepting for the maintenance of the work performed previous to the date of termination, for
which work the liability of the Surety for maintenance shall continue for two years from and
after the date of the completion and acceptance of said work by the City, but no longer.

The Surety may terminate its liability under this bond at any time by giving the City Council of the City of Fort Worth, Texas, five (5) days' notice in writing of the Surety's intention to do so, and from and after said date the Surety will no longer be liable for any subsequent act, save and except as to maintenance as herein above provided.

IN WITNESS WHEREOF, the said Principal and the said Surety have set their hand and seal this the _____ day of _____ 20_____.

Principal

Surety

Attorney-in-Fact

SAMPLE

CITY OF FORT WORTH, TEXAS
PARKWAY CONTRACTOR'S BOND

THE STATE OF TEXAS)

KNOW BY ALL MEN THESE PRESENTS:

COUNTY OF TARRANT)

That we, _____, as Principal, and _____, as Surety, are held and firmly bound unto the City of Fort Worth, Texas, or to any of its Officers, for the use of any persons, firms, or corporations with whom such Principal shall hereafter contract, in the penal sum of Ten Thousand (\$10,000), good and lawful money of the United States of America, well and truly to be paid, and for payment of which we and each of us hereby bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH THAT

WHEREAS, the above-named Principal desires to engage in the business of pouring, constructing, building, repairing and rebuilding curbs, gutters, sidewalks and driveways in the City of Fort Worth, and has complied with all of the terms and conditions of Section 30-33 of the Code of the City of Fort Worth (1986), as amended, and as same may be amended from time to time, and has applied to the City Engineer of said City for a license to do such work, which license expires if its own force and effect one (1) year from the date thereof, but may be revoked by the City of Fort Worth at any rate.

NOW THEREFORE, if said Principal shall, during its continuance of said license, indemnify and save harmless the City of Fort Worth and any person, firm or corporation with whom the Principal has contracted, from any and all damages of every character arising from, or caused directly or indirectly, from imperfect or inadequate work done by said Principal and maintain said work in good and workmanlike state of repair for and during a period of two (2) years from and after its completion and acceptance by the City of Fort Worth, then this obligation shall be null and void, otherwise to remain in full force and effect; provided, however, this bond is executed by the Surety on the condition that its liability shall be limited by and subject to the conditions and provisions herein contained.

Successive actions may be brought on this bond for successive breaches of its conditions or any of them; provided, however, that the sum total of all liability of the Surety on any one or all of such actions shall not exceed the sum of Ten Thousand Dollars (\$10,000).

The liability of the Surety under this bond, if not canceled as hereinafter provided, shall cease and terminate of its own force and effect only one (1) year from the date hereon, saving and except for the maintenance of the work performed previous to the date of termination, for which work the liability of the Surety from maintenance shall continue for two years from and after the date of the completion and acceptance of said work by the City, but no longer.

The Surety may terminate its liability under this bond at any time by giving the City Council of the City of Fort Worth, Texas, five (5) days written notice of the Surety's intention to do so, and from and after said date the Surety will no longer be liable for any subsequent act, save and except as to maintenance as hereinabove provided.

IN WITNESS WHEREOF, the said Principal; of the said Surety have set their hand and seal this _____ day of _____, 20____.

PRINCIPAL

SURETY

ATTORNEY-IN-FACT

SAMPLE



Development Services Department

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 "AnyAuto"

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.