



### **Commercial & Utility Requirement**

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:

- ❖ Original \$25,000 Parkway Contractors Bond with Power-of-attorney documentation.
- ❖ Contractor Registrations application
- ❖ License fee of \$500
- ❖ Authorized Signers list
- ❖ Certificate of Liability Insurance
  - The Certificate must name the City of Fort Worth as an additional insured.
  - Utility insurance minimum of \$10 million under umbrella

### **Residential Requirement**

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:

- ❖ Original \$10,000 Parkway Contractors Bond with Power-of- attorney documentation.
- ❖ Contractor Registration application
- ❖ License fee of \$500
- ❖ Authorized Signers list
- ❖ Certificate of Liability Insurance
  - The Certificate must name the City of Fort Wort as an additional insured.

This registration may be done via email or in person.

- Email: [devcustomerservice@fortworthtexas.gov](mailto:devcustomerservice@fortworthtexas.gov) please place *Parkway* in subject line of all emails.
- In person: City Hall- Downtown- Lower Level – 200 Texas St. Fort Worth, Texas 76102

City of Fort Worth Planning and Development Department  
Parkway Services Division  
200 Texas St.  
Fort Worth, TX 76102

[devcustomerservice@fortworthtexas.gov](mailto:devcustomerservice@fortworthtexas.gov)

817-392-2222

We are located in the lower level of City Hall



**City of Fort Worth**  
**Planning & Development Department**  
 200 Texas Street | Fort Worth, Texas 76102  
[Devcustomerservice@fortworthtexas.gov](mailto:Devcustomerservice@fortworthtexas.gov) | Phone: (817) 392-2222

## Contractor Registration Application

Submit this application along with a legible copy of your Driver’s License, any State Licenses, State Contractor Licenses, and Insurance Certificates where applicable. Applications are accepted by mail, e-Mail, or in person at our office. (Please Note: e-Mailed applications must contain “Contractor Registration” in the subject line)

- Initial Registration (\$500.00 fee for Parkway | \$120.00 for all other contractors)**
- Renewal Registration (If Renewal, provide FW Reg #: \_\_\_\_\_)**
- Change of Registered Official/Master**

Contractor Type: (Select one only)

- |   |                                     |  |
|---|-------------------------------------|--|
| <input type="checkbox"/> Building (___ Comm) ( ___ Res) | <input type="checkbox"/> Pool/Spa   | <input type="checkbox"/> Wrecking Contractor*  |
| <input type="checkbox"/> Master Electrical              | <input type="checkbox"/> Masonry    | <input type="checkbox"/> Moving Contractor*    |
| <input type="checkbox"/> Master Sign                    | <input type="checkbox"/> Steel      | <input type="checkbox"/> Parkway Residential** |
| <input type="checkbox"/> Mechanical                     | <input type="checkbox"/> Fence      | <input type="checkbox"/> Parkway Commercial**  |
| <input type="checkbox"/> Plumbing                       | <input type="checkbox"/> Insulation | <input type="checkbox"/> Parkway Utility**     |
| <input type="checkbox"/> Sign Erector                   | <input type="checkbox"/> Roofing    | <b>Insurance Required*</b>                     |
|   | <input type="checkbox"/> Concrete   | <b>Bond and Insurance Required**</b>           |

**Please Print:**

Licensee/Registered Official: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address (if different from above) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

State License # \_\_\_\_\_ Expires: \_\_\_\_\_ State Contractor License#: \_\_\_\_\_ Expires: \_\_\_\_\_

Registered Official’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parkway Contractors Only:**

Parkway Contractors are required to additionally complete the New Contractor Standards documentation and Authorized Signers application in accordance to City Code 30-33

Bond Number: \_\_\_\_\_ Bond Effective Date: \_\_\_\_\_

**For Office Use Only: FW Registration # \_\_\_\_\_ Permit Tech: \_\_\_\_\_**

Authorize Signers List

Company Name:  
Company Address:  
Company Main Number:  
Company Main email:

**Name:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_

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**Name:** \_\_\_\_\_  
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**Phone Number:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_

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

**CITY OF FORT WORTH, TEXAS**  
**PARKWAY CONTRACTOR'S BOND**

THE STATE OF TEXAS   )  
COUNTY OF TARRANT   )

KNOW BY ALL MEN THESE PRESENTS:

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



**Planning & Development  
Parkway Services Division**

**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", defined as owned, hired and non-owned.

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.