



## **Requirements for a Temporary Street Use Permit**

- Any temporary street use request requires at least 3-5 business days lead time.
- \$100.00 Permit fee
- Certificate of insurance with the City of Fort Worth, its officers and employees are listed as an additional insured.
- Traffic Control Plan (“Typicals” are available upon request)
- If the request requires a full and/or partial street closure, approval from our Senior Traffic Engineer is required *prior* to processing Please contact Charles “Chuck” McLure for approval at 817-392-7219 or via email at [Charles.McLure@fortworthtexas.gov](mailto:Charles.McLure@fortworthtexas.gov) to obtain signature on application before submission.
- If project is construction based, or utilizing heavy duty industrial equipment, the permit must be processed by The City of Fort Worth Senior Traffic Engineer, you can contact Charles “Chuck” McLure for permit processing at 817-392-7219 or via email at [Charles.McLure@fortworthtexas.gov](mailto:Charles.McLure@fortworthtexas.gov) .



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.



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 (Traffic Engineer Approval Required prior to permitting) \_\_\_\_\_
(Senior Traffic Engineer's Signature)

Partial Street Closure (Traffic Engineer Approval Required prior to permitting) \_\_\_\_\_
(Senior Traffic Engineer's Signature)

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: \_\_\_\_\_
(Intersections)
From: \_\_\_\_\_ To: \_\_\_\_\_
Beginning date: \_\_\_\_\_ Time: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Time: \_\_\_\_\_

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

- 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
• \$100.00 Permit Fee

Email Applications to: DevCustomerService@fortworthtexas.gov - Place "Parkway Temporary Street Use" in the subject line for accurate application routing

Signature of applicant: \_\_\_\_\_ Date \_\_\_\_\_