



Transportation and Public Works Right-of-Way Permits

REQUIREMENTS FOR A TEMPORARY STREET USE PERMITS

STREET USE PERMIT REQUIREMENTS:

- Any temporary street use request requires at least 3-5 business days lead time.
- Requests requiring a *Full* and/or *Partial Street Closure*, and a project is *Construction Based*, or utilizing *Heavy Duty Industrial Equipment*, the permit must be processed by Transportation Public Works Right-of-Way Management Permitting team at zz_TPWROWMPermits@fortworthtexas.gov
- ***Street Use Other Permit*** fee is **\$112.50**
- ***Certificate of Insurance*** with the City of Fort Worth, its officers and employees are listed as an additional insured.
- ***CFW Typical Traffic Control Plans*** are available on-line: [PG 32 \(A-2\) \(fortworthtexas.gov\)](#)
- ***Site-specific Traffic Control Plans*** that are functional for the location and comply with the TMUTCD , must be *Signed & Sealed* (engineer stamp) prior to final acceptance of the TCP.

FULL ROAD CLOSURE REQUIREMENTS:

- Full road closures are discouraged and partial street closures with stages is recommended.
- Written justification must be provided for consideration (“lower costs” is not acceptable justification).
- If full closure is justified, Approved M&C (typically a 6-week review process) must be obtained for a *Full Street Closure* to be in place for 10 or more consecutive days.
- EMB’s (Electronic Message Boards) to be in place for 10 days prior to closure, on each end of the closure.

OCCUPYING RIGHT-OF-WAY:

- ***Temporary Encroachment Permit*** (*PC permit*) required when *CFW Right of Way* is occupied and not accessible to the public for more than (3) days on developer driven and private projects.
 - Does not apply to any *Capital Delivery Projects* (city funded).
 - Vehicle pavement space (lane/street occupations or closures) are calculated at \$.03/sqft/day
 - Sidewalk space closures are calculated at \$.015/sqft/day.
 - Email zz_TPWROWMPermits@fortworthtexas.gov to request an Application Packet and example.

Questions or concerns, email our team: zz_TPWROWMPermits@fortworthtexas.gov



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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:

- ☆ **City of Fort Worth, 100 Fort Worth Trail, Fort Worth, TX 76102, 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.

5) The insurers for all policies must be licensed/approved to do business in the State of Texas and have a 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.



TEMPORARY STREET USE PERMIT APPLICATION FORM (NON-CONSTRUCTION)

Transportation and Public Works – Right-of-Way Permits

100 Fort Worth Trail

Fort Worth, Texas 76102

zz.TPWROWMPermits@fortworthtexas.gov

SECTION 1 - APPLICANT INFORMATION

Application Date: _____ Applicant/Contractor: _____

Contact Name: _____ Title: _____

Address: _____ City: _____ State: _____
Zip Code: _____ Phone Number: _____ Applicant Email: _____
24-hr Emergency Contact and Phone Number: _____

SECTION 2 - PERMIT INFORMATION

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

***Full Street Closures are discouraged and justification for need will be required.**

Justification for lane closures: _____

Street impacted: _____ From: _____ To: _____
Beginning date: _____ Time: _____ Ending Date: _____ Time: _____
City Council District Number: _____ Mapsco Number: _____ (See links at bottom on how to find this information)

Street impacted: _____ From: _____ To: _____
Beginning date: _____ Time: _____ Ending Date: _____ Time: _____
City Council District Number: _____ Mapsco Number: _____ (See links at bottom on how to find this information)

Street impacted: _____ From: _____ To: _____
Beginning date: _____ Time: _____ Ending Date: _____ Time: _____
City Council District Number: _____ Mapsco Number: _____ (See links at bottom on how to find this information)

Street impacted: _____ From: _____ To: _____
Beginning date: _____ Time: _____ Ending Date: _____ Time: _____
City Council District Number: _____ Mapsco Number: _____ (See links at bottom on how to find this information)

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.)

- Allow 3-5 business days lead time required to review and process permit.
- **Approved M&C** (typically a 6-week review process) must be obtained for a **Full Street Closure** to be in place for 10 or more consecutive days. Written justification must be provided for consideration. "Lower cost, expedite work, etc..." are not valid reasons to impact traffic.
- **Temporary Encroachment Permit** required when any City Street, Sidewalk and/or CFW ROW is not accessible to the public for more than three (3) days.
- Traffic Control devices such as advanced warning signs, barricades and/or traffic cones are required at cost to applicant/contractor's expense.
- Certificate of Insurance must meet the City's insurance requirements and list the City as additional insured with a 30-day cancellation notice
- **\$112.50 Permit Fee**

CFW Typical TCP Packet (typicals) Link: [PG 32 \(A-2\) \(fortworthtexas.gov\)](#)

Council District Map [Council District – Welcome to the City of Fort Worth \(fortworthtexas.gov\)](#)

Mapsco Number lookup using OneAddress: [07-cfw-mapsco-lookup.pdf \(fortworthtexas.gov\)](#)

Submit permit requests on-line thru [Accela Citizen Access](#)

Email questions to: zz.TPWROWMPermits@fortworthtexas.gov

Signature of applicant: _____ Date: _____

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