



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.

FORT WORTH



CITY OF FORT WORTH FILMING IN THE CITY RIGHT OF WAY APPLICATION

APPLICATION DATE: _____

FILMING COMPANY REQUESTING STREET CLOSURE: _____

CONTACT: _____ E-MAIL: _____

AUTHORIZED SIGNATURE _____

ADDRESS OFFICE PHONE # FAX # MOBILE #

ON-SITE PRODUCER: _____

CONTACT NUMBER: _____ EMAIL: _____

SIGNATURE OF PRODUCER _____

ADDRESS OFFICE PHONE # FAX # MOBILE #

EVENT/SHOW NAME: _____ FILMING DATE(S): _____

FILMING PURPOSE: _____

BRIEF DISCRPTION OF FILMING ACTIVITIES: _____

ANTICIPATED CROWD: _____ FILMING HOURS: _____

COORDINATING POLICE OFFICER: _____ MOBILE PHONE # _____
OFFICE PHONE # _____

CHECK ALL THAT APPLY:

- AMPLIFIED MUSIC (MUST COMPLY WITH NOISE ORDINANCE NO. 14331)
- FENCING (all structures, banners, scaffolding, vendors, stages, etc., are required to be reflected and indicated and submitted on a detailed event layout site plan)
- STAKING/DRILLING IN CITY'S RIGHT-OF-WAY (REQUIRES SITE REVIEW & APPROVAL OF TPW - INFRASTRUCTURE DEPT.)
- SIDEWALK
- LIST NUMBER OF LANES TO BE USED _____
- FULL STREET CLOSURE
- PARKING METERS NEEDED (COMPLETE PARKING METER RENTAL APPLICATION)

STREET/LANE TO BE CLOSED (INCLUDE CROSS STREETS) FROM TO (BEGIN & END - DATE AND TIME OF CLOSURE)

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STREET/LANE TO BE CLOSED (INCLUDE CROSS STREETS) FROM TO (BEGIN & END - DATE AND TIME OF CLOSURE)

****All street/lane closures must be on application. If more space is needed, copy this page and list additional closures. ****

A detailed site plan, filming itinerary, entertainment/performer schedule, \$250 permit fee and \$700 security deposit must accompany this application.

**STREET CLOSURE AND SPECIAL EVENTS POLICES MUST BE FOLLOWED WHEN
FILMING ON A CITY STREET, RIGHT OF WAY OR SIDEWALK.**

TRANSPORTATION & PUBLIC WORKS - STREET PERMIT CENTER / SPECIAL EVENTS
311 W. 10TH ST. - FORT WORTH, TX 76102
(817) 392-6594 FAX (817) 392-8941



FILMING REQUIREMENTS TERMS AND CONDITIONS AGREEMENT

1. The filming/special event and street use permit, and traffic control plan (TCP) must be on site during your event at all times. You are authorized to occupy only the area(s) noted on the permit. You may not occupy or block access to additional city property (sidewalks, parking lots, rights-of-way, etc.) or private property without permission. Each closed intersection is required to be staffed by an adult eighteen (18) years of age or older during event set up and break down and during event operational hours.
2. The filming company shall comply with all requirements of the City's Special Events Policy and Street Use Requirements and other ordinance requirements.
3. Amplified music is prohibited by City ordinance between 10:30 p.m. and 7a.m. or at any time on Sunday, provided however, that it shall be a defense to prosecution per Noise Ordinance Sec. 23.8
4. Portable toilets, including mobility-impaired units, are required.
5. All necessary food and/or beverage permits and information for proper dispensing and handling procedures shall be obtained from the Code Compliance Consumer Health Division (817-392-7255) and are in accordance as stated under Model Food Ordinance #9827.
6. Permits for dispensing alcoholic beverages shall be obtained from the Texas Alcoholic Beverage Commission (TABC) (817-451-9466) at least ten (10) days prior to the event.
7. Daily litter removal is required in the vicinity of the closed streets. Litter must be removed from the sidewalks and streets inside the event area and for one (1) block around the event on the morning after each scheduled event day prior to 8 a.m.
8. Off-duty City of Fort Worth police officers or other peace officers licensed in the State of Texas and with jurisdiction within the City of Fort Worth (Tarrant County Sheriff's Office, City of Fort Worth Marshals, Tarrant County Constables and Department of Public Safety) must be on-site throughout the event's operations and outside the perimeter of the street closure to provide security and traffic control. The City's Police Department Special Event Coordinator shall determine the number of officers required for the event. If the event requires five (5) or more officers, a City of Fort Worth Police Department Supervisor must be on-site. Notification using other peace officers must be made to the Police Department Special Event Coordinator for approval.
9. When it is the opinion of the fire code official, it is essential for public safety in a place of assembly or any other place where people congregate, because of the number of persons, or the nature of the performance, exhibition display, contest or activity, the owner, agent or lessee shall employ one or more qualified fire marshals, EMS and public safety plan as required and approved, to remain on duty during the times such places are open to the public, or when such activity is being conducted, in accordance with the most current IFC (SECTIONS 403.1, 403.1.1, and 403.1.2). Agrees to services provided and shall be invoiced with payment due within thirty (30) days.
10. The filming company shall be responsible for costs of repairs in excess of amount of deposit and shall be invoiced and due within thirty (30) days for all costs related to these or other requirements.
11. If the site is left in as good or better condition than before the event, the deposit will be returned. Reimbursement to cover damage to public or private property, etc. shall be deducted from the deposit and filming company will be invoiced for any additional amount for the actual cost of repairs.
12. In addition, when the City of Fort Worth has to provide on-duty resources due to the lack of security, fire marshals, etc., the filming company will be billed for this service. Please allow approximately thirty (30) days for processing any refunds.
13. A person commits an offense if he commences or conducts a street function, parade, special event or filming operation without an applicable permit; or in violation of any provision of a street function permit, parade permit, special event permit, filming permit or any other city ordinance or applicable law.
I have read and understand the rules, regulations, terms and conditions listed above and will abide by all requirements, policies and ordinances of the City of Fort Worth.






Print name

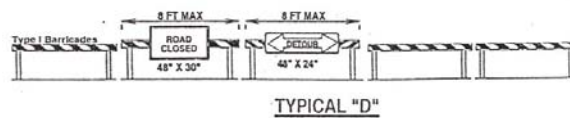
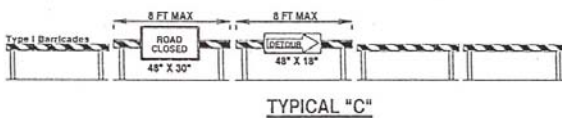
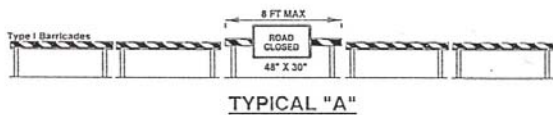
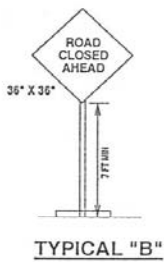
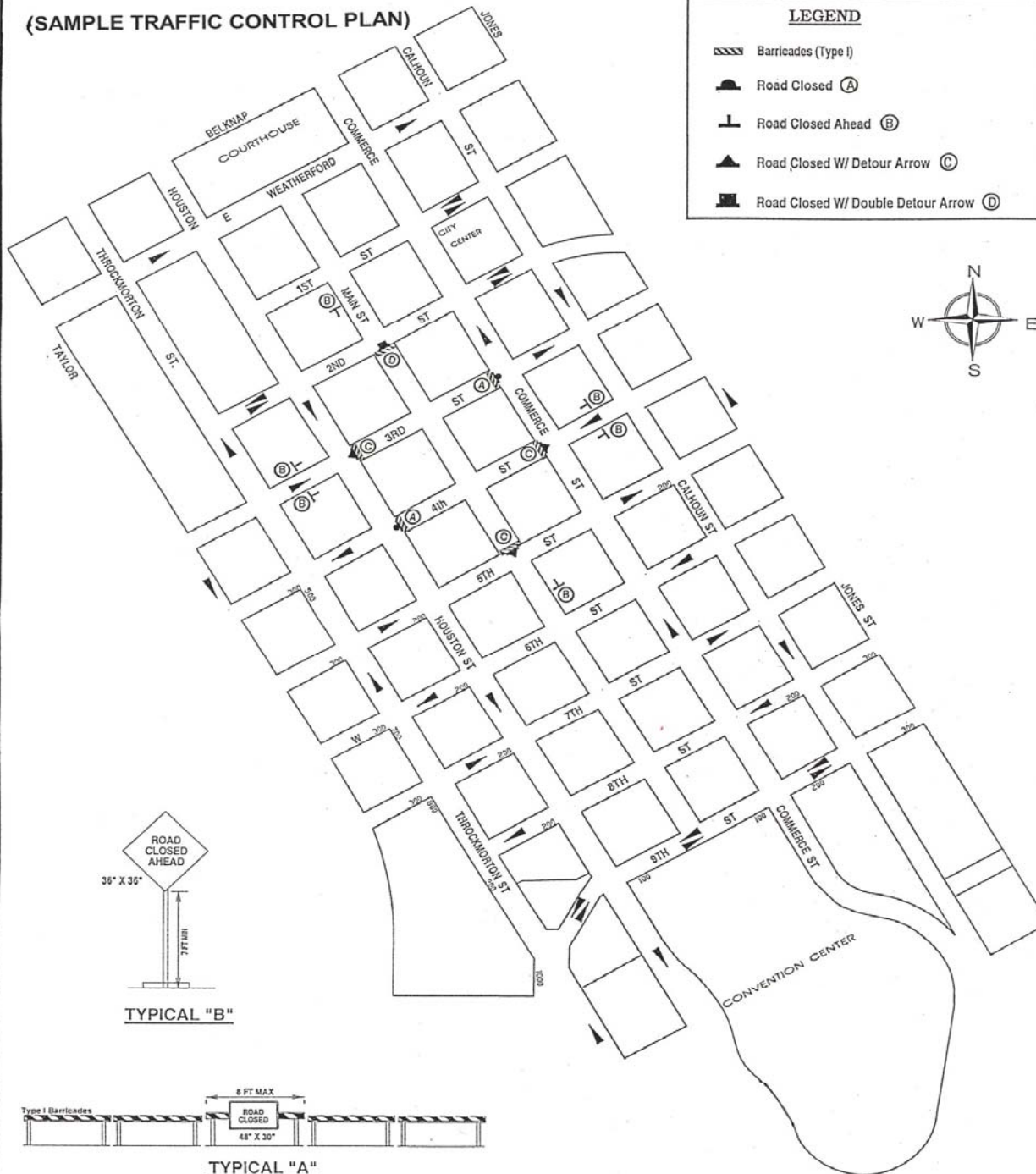
Signature of event holder

Date

(SAMPLE TRAFFIC CONTROL PLAN)

LEGEND

-  Barricades (Type I)
-  Road Closed (A)
-  Road Closed Ahead (B)
-  Road Closed W/ Detour Arrow (C)
-  Road Closed W/ Double Detour Arrow (D)



I certify that this traffic control plan (TCP) will be used for the following location(s):

List street _____

List cross street _____

List cross street _____

Signature _____

Date _____

City of Fort Worth – Transportation and Public Works Street Permit Center

