



***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. 10<sup>th</sup> Street  
Fort Worth, TX 76102

4. For information or questions call 817-392-6594.



**CITY OF FORT WORTH  
NEIGHBORHOOD BLOCK PARTY EVENT**

APPLICATION DATE \_\_\_\_\_

NAME OF APPLICANT \_\_\_\_\_

NEIGHBORHOOD ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ST 5H9 ZIP CODE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

EVENT DESCRIPTION: \_\_\_\_\_

EVENT DATE \_\_\_\_\_ BEGIN TIME \_\_\_\_\_ END TIME \_\_\_\_\_

STREET TO BE CLOSED: \_\_\_\_\_ (LIMITS – LIST CROSS STREETS)

\_\_\_\_\_ STREET \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_

I prefer my permit to be:  Mailed  E-mail  Faxed  Ready for pick up at office

COMMENTS: Please provide anticipated crowd \_\_\_\_\_

EVENT HOLDER IS RESPONSIBLE FOR PROVIDING STANDARD TYPE 1 BARRICADES ON CLOSED STREETS DURING EVENT. BARRICADES MUST BE STAFFED BY AN ADULT AT LEAST 18 YEARS OLD AT ALL TIMES. BARRICADE STAFF MUST WEAR SAFETY VESTS.

ACCESS TO CLOSED STREETS MUST BE PROVIDED FOR EMERGENCY VEHICLES (AMBULANCE OR FIRE TRUCK) IN CASE OF AN EMERGENCY.

*If any portion of a City street, sidewalk or right-of-way is to be restricted or closed, it is necessary to obtain a permit from the Transportation and Public Works Department.*

**Neighborhood Private Events:**

(Block Parties, Crime Watch, Neighborhood Associations, Code Blue, etc. which involve closures of city streets classified as *local residential streets*.)

These are events open **only to persons residing in the general neighborhood**. Permission of affected residents is required. Submit an application with petition of those affected by the closure. Application must be received at least **three weeks in advance of the event**.

**Special Private Events:**

(Family Reunions, Wedding Parties, Holiday Parties, etc. which involve closure of city streets classified as *local residential streets*.)

These are events open to persons **residing outside the neighborhood** but sponsored by a person who lives on the street being closed. A Certificate of Insurance showing the City of Fort Worth as an additional insured in the amount of \$1,000,000 general liability is required. Submit application with petition of those residents and/or businesses affected by the closure **four weeks in advance of the event**.

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

