



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.



Notice of Intent to Hold a Special Event or Parade

This shall serve as written Notice of Intent to hold a

Special Event Parade Run / Walk

in Fort Worth, Texas on _____.

Organization / producer: _____

Contact name: _____

Phone number: _____ E-mail: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Event name: _____

Purpose: _____

Description: _____

Event date(s): _____ Estimated attendance: _____

Location / Route:

Street closures: (*Indicate full street closure or lane closure.*)

1. _____
2. _____
3. _____
4. _____
5. _____

If more than five, list on back of this notice.

Authorized signature: _____ Date: _____

Title: _____

Office Use Only

Received: _____ Calendar Committee Date: _____ Approved: _____ Denied: _____

Comments: _____
