



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.



**City of Fort Worth
OVER-THE-STREET BANNER APPLICATION**

Name of applicant/organization _____			
Contact person _____	Title _____		
Address _____	City _____	State _____	Zip _____
E-mail _____	Phone _____	Fax _____	

Location(s) requested:

Intersection of Main Street & 3rd Street

Intersection of W. 7th Street & Florence Street

Posting dates: From _____ To _____

Banner promotes: _____

Company installing and removing banners: _____

(Company must submit insurance and obtain a Street Use Permit prior to installing banners.)

Contact _____ Phone _____ E-mail _____

Installation date: _____ **Removal date:** _____

Your request will be processed when the following information is received:

- Completed banner application
- Color graphic of the banner design
- A check made payable to the City of Fort Worth in the amount of \$200 (per location)

Authorized signature _____ **Date** _____

Location, posting dates and design approval confirmation will be sent to applicant.

Credit Card Type: (Check one) _____ MasterCard _____ Visa _____ American Express _____ Discover _____
Credit Card # _____ Expiration Date _____ Authorized Signature _____

**TRANSPORTATION AND PUBLIC WORKS DEPARTMENT
STREET PERMIT CENTER * 311 W. 10th St. * Fort Worth, TX 76102
(817) 392-6594 FAX (817) 392-8941**

Office Use Only

Received _____
Proof of Non-Profit Status _____ Banner Design Submitted & Approved _____ Insurance Received _____
Permit Fee Received - Amount \$ _____ Confirmation Sent _____



POLICY GOVERNING TEMPORARY USE OF OVERHEAD STREET BANNERS

The following policy shall govern the consideration of requests for the use of overhead street banners:

The City Council authorizes and directs the Transportation and Public Works Department's Traffic Engineering Division to review and to permit the use of overhead street banners in compliance with the following requirements:

- a. Civic associations, fraternal organizations, non-profit organizations including professional and trade associations, may be permitted to install overhead street banners temporarily and not to exceed a period of 15 consecutive calendar days.
- b. All overhead street banners shall be erected by a firm covered by a public liability, personal injury and property damage insurance policy, which insurance policy shall be issued by an insurance company acceptable to the City. Such policy shall be in the amounts of not less than \$50,000 for injury to one person, \$100,000 for injuries to two or more persons resulting from or arising out of one accident, and \$50,000 for property damage. The City of Fort Worth shall be named as an insured in such policy.
- c. No overhead street banners shall be erected by any firm not having a Sign Erector's Bond on file in the City Secretary's Office.
- d. A permit fee in the amount of \$200 per permit shall be required to cover the cost of policing and regulating.

Adopted by the City Council:
December 16, 1963 (M&C G-578)