



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

STREET USE PERMIT APPLICATION FOR UTILITY CONSTRUCTION

SECTION 1- APPLICANT INFORMATION

Application date: _____ Applicant/contractor: _____

Contact name: _____ Title: _____

Address: _____ City: _____ State: _____ Zip code: _____

Phone: (____) _____ Fax: (____) _____

24-hr emergency contact and phone number: _____

E-mail address: _____

SECTION 2- PERMIT INFORMATION

Contractor on-site representative: _____ Phone (____) _____

Utility: _____

Utility contact: _____ Contact number: (____) _____

Proposed start date: ____/____/____ Estimated end date: ____/____/____

Project location: _____

Description of work: _____

Project designation or work order number: _____ Mapsco #: _____

Subcontractor used on project: _____

SECTION 3- READ AND SIGN INFORMATION

- Permits are issued only to licensed and bonded Street and Storm Drain Contractors.
- **PLAN AND SUBMITTAL REQUIREMENTS ATTACHED. INCOMPLETE APPLICATION OR PLANS MAY DELAY PERMIT APPROVAL.**

Authorized Signature: _____ Date: _____



PLAN SUBMITTAL REQUIREMENTS

1. Seven (7) complete sets of engineering plans, each page numbered and all pages submitted.
2. Traffic Control Plan in accordance with the latest addition of the Texas Manual on Uniform Traffic Control Devices including barricading, traffic detours, work zones, signage, etc.
3. Plan overview-showing location of project.
4. Plans shall be legible and at a scale that is easily readable. Recommended plan size is 11" x 17" with a scale not to exceed 1"=50'.
5. A north arrow shall be included on each plan sheet.
6. Street names must be included on all prints and be clearly legible.
7. Plans shall denote the curb line or edge of pavement, existing or proposed right-of-way and easements.
8. Plans shall show the proposed location and route of all facilities to be constructed or installed including the length and depth of all trenches, bores, or excavations with offsets from the back of curb or edge of pavement.
9. Plans shall include the size and type of proposed facility along with the location of all manholes, pull boxes, switchgear, transformers, pedestals, etc. with offsets from the back of curb or edge of pavement. A detail sheet showing the size and type of facility shall be provided.
10. Plans shall clearly indicate if the proposed facility is overhead or underground and proposed method of placement.
11. Plans shall clearly show the depth of the proposed facility. Minimum depth for proposed facility under pavement is 42 inches. All other areas a minimum depth of 24 inches is required. The City may require a profile for projects in the CBD, major thoroughfares, where proposed construction is adjacent to City facilities and at other locations on a case-by-case basis.
12. Plans shall indicate that a 3-foot vertical and horizontal clearance is required from all City owned facilities.
13. Plans should include the location and depth of all existing facilities adjacent to the proposed construction. The City may require information on all utilities within the ROW be included on projects in the CBD, major thoroughfares, congested ROW areas and on a case-by-case basis as necessary for review purposes.
14. The City shall approve the size, location and method of construction for all proposed facilities to be installed and may require the facility owner to prove its need to install any particular size facility or location of proposed facility.
15. Plans should include an explanation of all legends and symbols that are pertinent to the proposed construction.

FOR OFFICE USE ONLY

Date Received _____ Completed Application Yes No