



***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  
SOLICITATION OF FUNDS APPLICATION**

**Instructions:**

Complete the application, sign and attach a traffic control plan, and submit the required certificate of insurance.

NAME OF AGENCY \_\_\_\_\_

DATE(S) OF FUNDRAISING ACTIVITY \_\_\_\_\_

RESPONSIBLE OFFICIAL \_\_\_\_\_ TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_ E-MAIL \_\_\_\_\_

**LIST INTERSECTIONS TO BE USED FOR FUNDRAISING ACTIVITY**  
(Refer to attached solicitation ordinance No. 14875 indicating prohibited intersections.)

1ST INTERSECTION (LIST STREET NAMES) FROM TO

2ND INTERSECTION (LIST STREET NAMES) FROM TO

3RD INTERSECTION (LIST STREET NAMES) FROM TO

4TH INTERSECTION (LIST STREET NAMES) FROM TO

5TH INTERSECTION (LIST STREET NAMES) FROM TO

HOURS: FROM TO

- Three (3) business days required to process permit.
- A traffic control plan must be submitted with the application.
- A certificate of insurance naming the City of Fort Worth as an additional insured in the amount of \$1 million general commercial liability and \$1 million for any auto is required.
- Applicant required to provide required traffic control devices, advanced warning signs and safety vests.
- All fundraising individuals must be eighteen (18) years of age or older, and wear safety vests that conform to the Texas Manual of Uniformed Traffic Control Devices (TMUTCD).
- Fundraising individuals may enter or remain in the roadway while the controlling traffic signal is red, and they may not impede traffic at any time.
- Individuals must remain within 100 feet or less from the permitted intersection.
- Time restrictions: 9 a.m. to one (1) hour before sunset (Solicitation Ordinance #14875)

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Office Use Only

Received \_\_\_\_\_ Approved \_\_\_\_\_ Permit # \_\_\_\_\_ Denied \_\_\_\_\_