



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
VERTICAL BANNER APPLICATION**

Name of applicant/organization _____

Contact person _____ Title _____

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ E-mail _____

Permission to use metal, street light poles to install vertical banners is requested for the following locations:

Name of Street	From (Street Name)	To (Street Name)	#Poles
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Banners promote: _____

Location of event on banner: _____ Event date(s) _____

Installation date: _____ Removal date: _____

Company installing and removing banners: _____

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

Contact: _____ Phone: _____ E-mail: _____

Authorized signature _____ Title _____ Date _____

- The following information must be submitted with the completed application:**
- Proof of non-profit status
 - Certificate of Insurance
 - Color graphic of banner design
 - Check made payable to the City of Fort Worth or credit card information for all fees

Fee calculation:

Deposit (refundable if poles sustain no damage)	\$300.00
Application fee	\$100.00
Pole rental fee – (non-profit logo advertising only)	\$20.00 per pole \$ _____
5% (for-profit advertising)	\$25.00 per pole \$ _____
10% (for-profit advertising)	\$50.00 per pole \$ _____
Total due	\$ _____

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**

For Office Use Only
Received _____ Fees Received _____ Approved _____ Denied _____ Deposit Returned _____