



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 by postal mail or e-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, Texas 76102

By e-mail:

SpecialEvents_StreetPermitCenter@fortworthgov.org

If submitting by e-mail, drop-off or mail a check to the Special Events and Street Permit Center at the address above.

4. For information or questions call 817-392-6594.



REQUEST FOR PERMISSION TO HOLD PARADE

City of Fort Worth, Texas

DATE REQUEST RECEIVED

REQUEST # _____ NPD# _____

POLICE USE ONLY

THE FOLLOWING INFORMATION IS REQUIRED SO THAT A REQUEST FOR APPROVAL OF A PARADE MAY BE CONSIDERED WITH RESPECT TO ALL SAFETY, TRAFFIC AND CONSTRUCTION CONDITIONS AFFECTED BY THE REQUEST.

NAME(S) AND ADDRESS(ES) OR ORGANIZATIONS SPONSORING PARADE		BEST CONTACT PHONE #
E-MAIL		
NAME OF PARADE MARSHALL (PERSON RESPONSIBLE AT PARADE).	ADDRESS	BEST CONTACT PHONE #
PURPOSE OF PARADE AND PARADE COORDINATOR NAME		
REQUESTED DATE OF PARADE:	TIME START FORMING:	TIME START:
VEHICLES:	APPROXIMATE NUMBER OF BANDS:	ESTIMATED LENGTH OF PARADE NUMBER OF BLOCKS:
WALKING/RUNNING PERSONNEL:		
PROPOSED ROUTE, DESIGNATED IN DETAIL (IF IN DOWNTOWN AREA, SEE MAP SHOWING STANDARD PARADE ROUTE, IF CHANGES FROM THE ROUTE ARE DESIRED, DESIGNATE ROUTE REQUESTED AND REASONS FOR VARIATION FROM STANDARD ROUTE:		

THIS REQUEST FORM MUST BE COMPLETED AND RETURNED TO THE POLICE SPECIAL EVENTS COORDINATOR, 501 JONES ST., FORT WORTH, TEXAS 76102, AT LEAST THREE WEEKS PRIOR TO DATE OF REQUESTED PARADE.

SPECIAL EVENTS COORDINATOR OF THE POLICE DEPARTMENT USE ONLY

THE REQUEST FOR THE PARADE HEREON DESCRIBED IS:	DESCRIPTION OF ALTERATIONS OR GENERAL COMMENTS ON PARADE:
<input type="checkbox"/> APPROVED AS REQUESTED <input type="checkbox"/> APPROVED WITH ALTERATIONS <input type="checkbox"/> DISAPPROVED	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="border: 1px solid black; padding: 5px; width: 20%;">DATE:</div> <div style="border: 1px solid black; padding: 5px; width: 60%;">SIGNATURE OF POLICE LIAISON: _____ ID# _____</div> </div>

DEPARTMENTAL REVIEW: THE DESIGNATED DEPARTMENTS SHALL REVIEW THE PARADE REQUEST AND INDICATE THEIR COMMENTS AND RECOMMENDATIONS. IF MODIFICATIONS IN THE PARADE TIMING OR ROUTE SHOULD BE MADE, OR IF REFUSAL OF THE REQUEST IS FELT TO BE IN THE BEST INTEREST OF THE CITY, THE PERTINENT FACTS SHOULD BE STATED.

1. PD SPECIAL EVENTS COORDINATOR	DATE: _____	SIGNATURE: _____	ID #: _____
2. NPD LIEUTENANT	DATE: _____	SIGNATURE: _____	ID #: _____
3. CONSTRUCTION SERVICES	DATE: _____	SIGNATURE: _____	TITLE: _____
4. TPW SPECIAL EVENTS & STREET PERMITS	DATE: _____	SIGNATURE: _____	TITLE: _____

ANY ADDITIONAL COMMENTS MUST BE ATTACHED ON SEPARATE DOCUMENT