



CITY OF PORTSMOUTH
DEPARTMENT OF PUBLIC WORKS (DPW)
FLAGGING RULES AND PROCEDURES

A Flagging permit gives the right to encumber a roadway with proper traffic controls, as long as a minimum of (10 feet wide) is provided on the street at all times. Access shall be provided to all properties at night and on weekends and to all places of business at all times.

If a complete street closure is necessary, at least 7 working days advance notice is required with confirmation of the proposed closure 3 working days in advance of the actual street closure. The Public Works Director or his Designee will review and approve any detours required.

When the work area encroaches upon a sidewalk or walkway where the walkway needs to be closed an encumbrance permit will be required to close the sidewalk or walkway.

No entity shall perform any construction or excavation, or otherwise take any action, which would hinder the free passage of vehicles or pedestrians on any street, or right-of-way in the City of Portsmouth, except pursuant to a permit to be issued in advance by the Director of Public Works or a designee.

1.0 **Flagging Permit Application Process:**

- 1.1 The applicant shall apply for a permit online through the City's permitting center at: <https://portsmouthnh.viewpointcloud.com>
- 1.2 An application must be made no less than five (5) business days prior to the commencement of work (weekends and holidays excluded). The permit fee is \$25.00.
- 1.3 An expedited application can be requested. The review time is three (3) business days. The permit fee is \$50.00. The applicant must specify online that the application is to be expedited.
- 1.4 Applicant must upload the MUTCD Typical Application(s), or other similar Temporary Traffic Control Plan to be followed at site.
- 1.5 The permit will be reviewed and if approved, can be printed through the City's permitting center at: <https://portsmouthnh.viewpointcloud.com>
- 1.6 Permit and MUTCD Typical Application(s), or other similar Temporary Traffic Control plan, must be on the job site at all times and available for inspection.

2.0 **Use of Certified Flaggers:**

- 2.1 A list of certified flaggers, approved by the Director, will be on file at the Department of Public Works. Any person or company desiring to provide certified flagging services on projects within the City shall present certification to the Parking & Transportation Engineer, and provide periodic updates as required to maintain eligibility.
- 2.2 All contractors are invited to take advantage of the City's low bid for flagging services. City pricing will be honored for anyone performing work within the City.

3.0 **Use of Uniformed Officers:**

- 3.1 A uniformed officer may be required whenever the Director of Public Works and/or the Police Chief deem circumstances exist that create a public safety concern. In addition, work on the following streets require the use of a Portsmouth Police Officer:

- Borthwick Ave.
- Grafton Dr.
- Greenland Rd.
- Interstate 95 (if not covered by NH State Police)
- International Dr.
- Islington St.
- Lafayette Rd.
- Maplewood Ave.
- Market Street from Woodbury Ave. to Deer St.
- Middle St.
- New Hampshire Ave.
- Ocean Rd.
- Pease Blvd.
- Woodbury Ave.
- **Downtown compact streets:**

between Court St., Deer St., Maplewood Ave. and the Piscataqua River boundary.

4.0 **Emergency Work:**

- 4.1 Nothing in these procedures shall be construed to prevent emergency work for the preservation of life or property, for the location of trouble in conduit or pipe, or for making repairs to said conduit or pipe. However, the contractor making such repairs shall apply to the Director of Public Works for a flagging permit on the first business day after such emergency work commences. A permit after the fact will be issued.
- 4.2 The contractor engaged in emergency work is solely responsible for the safety of vehicles and pedestrians in the work zone. The contractor is encouraged to use certified flaggers or a uniformed officer as the

Director would recommend during a non-emergency situation. The contractor is required to proceed with caution in determining flagging requirements for emergency work. If their judgment is not sound, the contractor may lose privileges to perform future work within the City.

The traffic control devices shall be set up prior to the start of work operations and shall remain in place only as long as needed, or required by the Department of Public Works.

All barricades, warning signs, lights, temporary signals and other protective devices shall conform with the current edition of the "Manual on Uniform Traffic Control Devices" for streets and Highways, which is approved by the Federal Highway Administrator as the national standard for all roadways open to public travel.

5.0 **MUTCD Typical Application(s):**

- 5.1 Link to Typical Applications is located on the City's web page here: <https://www.cityofportsmouth.com/publicworks/permits-applications>

Flagging permits are issued for no longer than a month at a time. Permits will be paid in full before "Start Date" on permit. Request for permit extensions must take place before "End Date" on permit. If there is a request to extend after the "End Date" on permit, the applicant will need to reapply and pay all fees that apply.

IT IS THE SOLE RESPONSIBILITY OF THE APPLICANT TO SCHEDULE ALL POLICE DETAILS AND/OR FLAGGING SERVICES.

- Police Details: **(603) 610-7412** or **(603) 610-7413**
- Flagging Services:
American Flagging and Traffic Control Inc.
Rebel Rd. Hudson, NH
(603) 890-1154

DPW staff contact for questions:

- Michael Finn, Dispatcher
Department of Public Works
mpfinn@cityofportsmouth.com
(603) 427-1530