



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

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) to be followed at site.
- 1.5 The permit will be approved and printed through the City's permitting center at: <https://portsmouthnh.viewpointcloud.com>
- 1.6 Permit and MUTCD Typical Application(s) 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.

#### 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>

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

- Police Details: (603) 610-7412 or (603) 610-7413
- Project Flagging Inc: (603) 622-9302

**Please contact the following City staff for questions:**

Michael Finn, Dispatcher  
 Department of Public Works  
 Email: [mpfinn@cityofportsmouth.com](mailto:mpfinn@cityofportsmouth.com)  
 Office Phone: (603) 427-1530