



Contact Name: _____ Telephone #: _____ (24-hour availability)
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Inspection Department  
 1 Junkins Avenue  
 Portsmouth City Hall, 3<sup>rd</sup> floor  
 Portsmouth, NH 03801  
 603-610-7243

**APPLICATION TO ENCUMBER A PUBLIC STREET OR SIDEWALK  
 FOR CONSTRUCTION RELATED PURPOSES**

Applicant: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ cell #: \_\_\_\_\_ tel # (w): \_\_\_\_\_  
 Property Owner Name: \_\_\_\_\_ cell #: \_\_\_\_\_ tel # (w): \_\_\_\_\_  
 Street Address of Proposed Encumbrance: \_\_\_\_\_  
 Tax Map: \_\_\_\_\_ Lot #: \_\_\_\_\_

**\*\* ATTACH SKETCH SHOWING AREA TO BE ENCUMBERED \*\***

Duration of Proposed Encumbrance Start date: \_\_\_\_\_ End Date: \_\_\_\_\_

**NOTE:** The period for this encumbrance cannot exceed thirty (30) days, including any extension. If, in spite of due diligence in conducting the work for which the sidewalk encumbrance permission is issued, additional time is needed, the End Date may be extended if requested by the applicant and approved by the City. Please give a detailed description of proposed encumbrance (work being done, equipment used):

\_\_\_\_\_  
 \_\_\_\_\_

- Will you be painting the exterior of the property? **YES / NO**
- Will you be repointing brick work? **YES / NO**
- Will you have a dumpster? **YES / NO** [If yes, show where located on AREA SKETCH]
- Will you be conducting any work that may cause material to fall to the ground below? **YES / NO**
- What is your method of containing the material(s)? \_\_\_\_\_
- Will you be conducting any work that may cause soil, paint chips or other materials to wash into storm drains? **YES / NO** (Describe containment methods): \_\_\_\_\_
- Will you be using **ladders, staging, motorized lifts / equipment** or a **combination**? [Circle which item(s) and show locations of all items on the AREA SKETCH]
- Are you requesting to **BLOCK** a sidewalk or street? **YES / NO** [If **YES**, how are you proposing to accommodate pedestrians and or traffic? Also see item #1 below]

\_\_\_\_\_  
 \_\_\_\_\_

The above applicant hereby requests permission from the City of Portsmouth to encumber the area as described above for the purpose of facilitating construction or maintenance activities only. In connection with this request, the applicant agrees to the following:

1. It shall be the responsibility of the applicant to secure the perimeter of the encumbered area as may be necessary for pedestrian and vehicular safety. Applicant shall be responsible for installing and maintaining signage, jersey barriers, fencing, barricades and the like as deemed necessary by the applicant or the City. Pedestrian access shall meet the requirements of the Americans with Disabilities Act. (NOTE: If sidewalk or street is being asked to be blocked, contact Steve Parkinson, Public Works Director at 766-1420, to schedule an on site meeting.)
2. It shall be the responsibility of the applicant that all work is carried out during normal weekday only construction hours. No work shall start before 7:00 AM and all work shall end by 6:00 PM. Included in these hour limits, are the setting up or dismantling of staging or equipment that would cause noise. Starting of support equipment engines is also included in these restrictions. The city reserves the right to further limit hours of operation as special conditions may dictate.
3. It shall be the responsibility of the applicant to insure that no equipment is stored at the location of the encumbrance between 5:00 p.m. on Friday and 7:00 a.m. on Monday or as further directed by the Building Inspector, Public Works Director or Zoning Enforcement Officer.
4. It shall be the responsibility of the applicant to insure that no materials are stored at the location of the encumbrance between the close of daily construction work and the next day that construction work begins.
5. It shall be the responsibility of the applicant to insure that any construction materials in the encumbrance location are only those needed on an immediate and ongoing basis for construction or maintenance, and also insure that the materials do not pose a danger or nuisance.
6. It shall be the responsibility of the applicant to insure that the location of the encumbrance is maintained in a neat and orderly fashion.
7. It shall be the responsibility of the applicant to take reasonable steps to remedy any damage to municipal property caused by the applicant's activities as directed by the Building Inspector, Director of Public Works or Zoning Enforcement Officer. The City may elect to accept reasonable reimbursement from the applicant in lieu of remedy.
8. The applicant agrees to procure insurance of the type and in a form satisfactory to the City Attorney, which, at a minimum, provides the City as named insured with One Million (\$1,000,000) Dollars in liability coverage for any liability potentially arising out of the encumbrance permitted by this agreement. **An appropriate certificate of such insurance shall be affixed to this application.**  
**Description Example: City of Portsmouth is a named additional insured for work at 123 Sample Street.**
9. The application shall be submitted in complete and acceptable form no later than five (5) days prior to the encumbrance. No encumbrance of the public street or sidewalk shall occur prior to the written approval of the Building Inspector.
10. The applicant agrees to provide copies of the completed and approved application to properties that may be impacted by the encumbrance as directed by the Building Inspector.

Additional Conditions: \_\_\_\_\_

APPLICANT:

APPROVED:

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_  
Richard A. Hopley, Chief Building Inspector

FEE: \$50.00	Date Paid _____,	Check # _____,	Cash _____
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