



# CITY OF PORTSMOUTH

## FLAGGING PERMIT APPLICATION PROCEDURES

### **APPLICATION FOR FLAGGING PERMIT**

Before construction, excavation or any other action which would hinder free passage of vehicles or pedestrians on any street or right-of-way in the City, a permit must be issued by the Director of Public Works or his/her designee.

Application must be made no less than 48 hours prior to the commencement of work, weekends and holidays excluded.

Permit applications are available online. The completed permit application must be accompanied by a sketch or diagram of the work site. The application must detail the following:

- Project begin/end dates
- Location of project
- Project description
- Traffic control plan
- Safety plan including who will provide flagging services, number of flaggers and certification levels of each flagger

The permit application will be approved within 48 hours by the Director of Public Works or his/her designee. The resulting permit must be on the job site at all times and available for inspection by any City employee or its designee.

### **USE OF CERTIFIED FLAGGERS**

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 Director and provide periodic updates as required to maintain eligibility.

All contractors are invited to take advantage of the City's low bid for flagging services; per bid specifications, pricing will be honored for anyone performing work within the City.

### **USE OF UNIFORMED OFFICERS**

A uniformed officer detail may be required whenever the Director of Public Works and the Police Chief deem circumstances exist which create a public safety concern.

## **EMERGENCY WORK**

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.

The contractor engaged in emergency work is solely responsible for the safety of vehicles and pedestrians in the work zone and 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 and if their judgment is not sound, may lose privileges to perform future work within the City.

**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  
American Flagging & Traffic Control: (603) 890-1154**