



City of Annapolis
Department of Public Works
145 Gorman Street, 2nd Fl
Annapolis, MD 21401-2535

PWPermits@annapolis.gov • 410-263-7949 • Fax 410-263-3322 • TDD use MD Relay or 711 • www.annapolis.gov

Temporary Street/Sidewalk Obstruction or Closing Permit

City Code [Chapter 14.20](#)

Instructions

This permit is required to insure the public safety when blocking or diverting vehicular or pedestrian traffic in a public street, alley, sidewalk or assembly area.

1. Complete the upper portion of the form.
2. Leave the checked conditions blank unless the Public Works Inspector is present to assist you.
3. Submit your application to Public Works Bureau of Engineering and Construction and the inspector will call you to review the conditions or, if necessary, meet at the site to determine what is required for your particular event. Be sure the phone number on your application is one at which you can be reached during the hours of 8:30 a.m. - 4:30 p.m. You will be called the date you apply or the following business day.
4. Fees, per City Code [Section 14.20.010](#), are required at the time the permit is *issued*. The current Fee Schedule is available in the City Code [Appendices](#).



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Bureau of Engineering & Construction
Temporary Street/Sidewalk Obstruction or Closing Permit Application

Application date _____ Request for ___ Street ___ Sidewalk ___ Other

Permit information

Location of obstruction/closing _____

Nature of obstruction _____

Activity begins Date _____ Time _____

Activity completed Date _____ Time _____

Applicant information

Name _____

Address _____

Phones, day _____

Applicant must comply with all conditions below.

Conditions pertaining to all permits

- ___ The above applicant will be responsible for notifying the Annapolis Police Department (410-268-9000) and the Annapolis Fire Department (410-263-7975) a minimum of one (1) hour before starting activity.
- ___ The above applicant will provide signage at each end of street/sidewalk or property with detour arrows to alert drivers/pedestrians of activity in progress. Traffic control (vehicular and pedestrian) shall be in accordance with the latest Manual on Uniform Traffic Control Devices (MUTCD).
- ___ Use extreme caution at any overhead utility lines.
- ___ The above applicant will make an effort to "get in and get out" as quickly as possible to reduce the obstruction time.

Conditions pertaining to construction

- ___ The above applicant will stand ready at all times to move all equipment out of the street to facilitate emergency vehicle access.
- ___ Under no circumstances shall equipment be left unattended and the public be allowed to walk under ladders or scaffolding. The area must be roped off for pedestrian traffic which must be directed to the other side of the road unless four (4) or more feet of sidewalk width remains unobstructed. This can be done with cones, barricades, and/or flagging tape.
- ___ The above applicant will be sensitive to the residents surrounding the area and will keep all outside noise, loud talking, etc., to a minimum. Do not start work before 7:00 a.m.

Temporary Street/Sidewalk Obstruction or Closing Permit Application, continued

Special conditions

Dumpsters are required to have reflective tape on the corner closest to approaching traffic.

The undersigned permit applicant shall indemnify and hold harmless the City of Annapolis and its agents for any and all injuries or losses arising from this temporary obstruction permit or the proposed activity that has led to this application. The nonrefundable application fee of \$25.00 is due on permit issuance and checks should be made payable to the *City of Annapolis*. I/We will comply with all conditions listed.

Signature _____ Date _____

Representing _____

FOR CITY USE ONLY

Approved Yes No Date _____ Permit No. _____

- Cc: Chief, Police Department
- Chief, Fire Department
- Superintendent, Public Works Services