



**Department of Public Works**  
DIVISION OF TRAFFIC ENGINEERING  
"Building Pride in Providence"

November 08, 2005

**GENERAL STREET CLOSING & EMERGENCY NO PARKING SIGN POSTING  
PERMIT GUIDELINES**

*Street closing and emergency no parking sign posting activities in the City of Providence shall only be approved and performed by the City of Providence Traffic Engineering Division.*

- A. Customers are required to fill out one of the following applications:
1. Application for Special Event Street Closing Permit.
  2. Application for Construction Street Closing Permit.
  3. Permit for Reserved Temporary Parking Privileges

The applications can be obtained from:

The City of Providence Traffic Engineering Division  
60 Ernest Street  
Providence, RI 02905-5510  
PHONE: 401-781-4045 FAX: 401-781-4044

Applicants are required to show proof of Liability Insurance for a Special Event that caters to 1-5000 people or Construction Street Closings in the amount of One million Dollars naming the City of Providence and its employees and/or agents, and the Providence Parks Department, as additional insured. Over 5000 people at an event require proof of liability insurance in the amount of Five Million Dollars.

Applicants are also required to obtain an entertainment license from the Board of Licenses (401-421-7740, ext 205) to use in conjunction with a street closing permit. **Please note that a Street Closing Permit only grants permission to have the street closed for the event in question during the approved time shown on this document ONLY.** You will have to obtain an Entertainment License from the Board of License in order to use amplified equipment for music or sell food and drinks.

There is a \$25.00 processing fee for street closing permit applications that are submitted ten (10) days before the event. If ten (10) days are not allowed to process the permit application, applicants are required to pay a \$75.00 fee if the Traffic Engineering Division can process the application in enough time. The City of Providence shall seek reimbursement for overtime expenses to post signs or provide other physical closures such as providing Jersey Barriers, Sawhorses, Barrels, Cones, etc. The costs are broken down as follows:



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**Posting Emergency No parking Signs (1 to 4 blocks) = \$75.00**

*(A block is less than or equal to 100 ft on both sides of the street)*

If more physical labor or a larger area requires posting, The Traffic Engineer or the Union Stewart shall determine if a second worker is required which will be an additional cost of \$75.00

**Special Event and Construction Street closing permits**

Street closing (1 to 15 sawhorses) = \$75.00

Opening street after closing (1 to 15 sawhorses) = \$75.00

**TOTAL = \$150.00**

\*\*Please note, posting of emergency no parking signs and street closings are two separate functions performed by a different person and cannot be combined. The charges stated above are for the services of one man to perform each task. If larger areas of coverage are required, than different rates and crew size applies.

Applications shall be submitted ten (10) days before the date of the closure. Applicants who file street closing applications within the ten (10) day period will be charged a \$75.00 late fee, which will be refunded if the permit cannot be processed by the required date.

B. Before a street closing permit can be approved, the City of Providence Traffic Engineering Division has to contact the following organizations and allow them five (5) days to approve or disapprove the application:

1. The Police Department (Sergeant Gary Venditto, PH: 401-243-6279, FAX: 243-6435)
2. The Fire Department (Captain Taylor, PH: 401-274-3348, FAX: 401-243-6433)
3. Providence City Council (Council Person in the Ward that is affected by the closing: Ph: 401-521-7477, FAX: 401-521-3920)
4. VHB Providence (Bill Ashworth, PH: 401-272-8100, FAX: 401-273-9694)

C. Once feedback is received from all of the Organizations listed above, the application can then be submitted to the City of Providence Traffic Engineer for review.

D. Please note that if you are requesting a Special Events Street closing permit for the purposes of hosting a neighborhood Block Party that involve the operation of sound amplifying equipment, that this equipment shall only be in operation during the hours of 10:00 a.m. and 8:00 p.m. in accordance with Article III, Section 16-105 of the Noise Ordinance. All neighborhood Block Parties that will have music shall have the streets re-opened at 8:00 p.m.



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**ADDITIONAL STREET CLOSINGS REQUIREMENTS  
CONSTRUCTION ACTIVITIES**

**FULL CLOSING OF STREETS**

To insure the safe, efficient use of the public ways in the City of Providence, a **Detour Plan** shall be submitted for review and approval by the office of Traffic Engineering for all functionally classified roadways, including:

- Principal Arterials
- Minor Arterials
- Major Collectors
- Minor Collectors

A list of functionally classified roadways in the City of Providence is available for review at the Office of Traffic Engineering. The **Detour Plan** must be submitted three (3) working days before the permit will be issued.

The Applicant shall be responsible to place and remove signs indicating the detour route in a timely manner. If, during the course of the work, it is found that the detour signs are not in place, Traffic Engineering reserves the right to revoke the permit and cause the Applicant to vacate the roadway immediately. Physical closing of any public way is restricted to Traffic Engineering and the applicant shall be financially responsible for this service.

So as to minimize the disturbance to traffic flow, Traffic Engineering may issue a permit with limits as to the time of day or days of the week when the work can be performed. Failure to comply with any time restrictions, or any other stipulation of a permit, may be cause for revocation of the permit and restrictions on future permits.

**PARTIAL STREET CLOSURES**

Should the activity require the closing of a portion of the public way, including sidewalks, shoulders or single lanes, a plan for temporary traffic controls shall be submitted to Traffic Engineering for review and approval. The plan shall be prepared in accordance with the guidelines of the Manual of Uniform Traffic Control Devices.

The Applicant shall be responsible to place and remove all signs in a timely manner. Posting of roads for *Emergency No Parking* is strictly the responsibility of the office of Traffic Engineering and the Applicant shall be financially responsible for this service.

Personnel needed to control the flow of traffic through a construction area shall be uniformed police detail officers. The Applicant is responsible for coordinating police details. Should the use of flaggers be permitted, they shall be properly attired in safety apparel and adequately trained in the use of hand-signaling devices.

**INTERFERENCE WITH BICYCLE ROUTES OR PEDESTRIAN MOVEMENTS**

**JOHN D. NICKELSON, P. E.**  
Director



**DAVID N. CICILLINE**  
Mayor

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When a designated bicycle route in the City is impacted by either a full street closing or partial closing, temporary signs designating an alternative route for bicyclists shall be placed by the Applicant, in accordance with a plan approved by the office of Traffic Engineering.

When it is necessary to close a sidewalk for an extended period of in areas of heavy pedestrian use, the Applicant shall erect signs indicating the sidewalk is closed, as approved by Traffic Engineering.