



# City of Ann Arbor

## CUSTOMER SERVICE

301 E. Huron St. | P.O. Box 8647 | Ann Arbor, Michigan 48107-8647  
Ph: 734.794.6320 | Fax: 734.994.8991 customerservice@a2gov.org

### BARRICADE PERMIT CHECKLIST

- Barricade Permit Application**, including:
  - ♦ Location
  - ♦ Contact information
  - ♦ Area of street to be occupied
  - ♦ Area of sidewalk to be occupied
  - ♦ Dates of occupancy
  - ♦ Signature
  
- Liability Insurance Certificate** (see Attachment A)
  
- Scaled Plans**, including:
  - ♦ Area of right-of-way to be occupied
  - ♦ Traffic control
  - ♦ Screening and safety devices
  - ♦ Pedestrian access
  - ♦ Parking meters (if applicable)
  - ♦ Dumpster location (if applicable)

#### **Attachments:**

Barricade Permit Requirements

Application Form

Attachment A: Insurance Requirements

Attachment B: Traffic and Pedestrian Control and Access

Attachment C: Dumpsters in the Public Right-of-Way



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### BARRICADE PERMIT REQUIREMENTS

The City of Ann Arbor requires a permit for closing or occupying a section of the public right-of-way, including streets and sidewalks. To obtain a Barricade Permit, the following information must be submitted to Customer Service for review:

1. **APPLICATION:** Applicant must complete a **Barricade Permit Application** (attached) and check the appropriate box of the area to be occupied (if both street and sidewalk are to be occupied, check each one). Applicants must specify the total amount of each area to be occupied in the appropriate space on the form. Applicants must identify the dates of occupancy.

*NOTE: If the area to be occupied will require the closing of a traffic lane, Applicant must also submit a **Traffic Control Permit** for lane closure online a minimum of three working days in advance of the closing. You must apply online at: <https://www.a2gov.org/departments/engineering/Pages/Right-Of-Way-and-Lane-Closure-Permits.aspx>. Applicants must be familiar with the City of Ann Arbor's Engineering guidelines regulating Traffic and Pedestrian Control and Access (see Attachment B). The Traffic Control Permit fee will be collected at the time the barricade permit fees are paid.*

2. **INSURANCE:** Applicant must provide a current copy of their liability insurance to Customer Service. **The insurance certificate must be amended to name the City of Ann Arbor as the certificate holder and additional insured party** as it relates to the work being performed. Depending on the amount of the time requested, the policy's cancellation clause may have to be modified to meet the City's insurance requirements. Please refer to Attachment A for information regarding insurance requirements including the proper level of insurance necessary.
3. **PLANS:** Applicant must submit a site plan identifying the area to be occupied, all traffic control devices, and screening and safety devices to be used. Traffic and pedestrian control and access must be provided consistent with the requirements outlined in Attachment B. Street and/or sidewalk locations (to the nearest property address) and a scale must be included. If the occupancy involves the placement of a construction dumpster in the vehicle traffic area, the regulations for placing a dumpster in the public right-of-way (Attachment C) must be complied with.
4. Once Customer Service staff determine the application package is complete, they will forward it to Engineering Services for review. The permit may be issued by Customer Service upon approval by Engineering Services and payment of the required fees. Applicants will then be directed online to complete a **Traffic Control Permit** for lane closure, if required. Failure to obtain said permit will immediately terminate the Barricade Permit. Barricade Permits are valid only for the dates approved by Customer Service.

**A minimum of 72 hours is required for review and processing.**



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### APPLICATION FOR PERMIT TO OCCUPY PUBLIC PROPERTY OR ERECT A BARRICADE

Permit #: BARR \_\_\_\_\_ Date: \_\_\_\_\_

Location (include address of adjacent building): \_\_\_\_\_

Between \_\_\_\_\_ St/Ave and \_\_\_\_\_

Applicant/Permit Holder \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Applicant's Phone Number \_\_\_\_\_ Email: \_\_\_\_\_

Reason for Barricade \_\_\_\_\_

Name and phone # of container contractor (if applicable) \_\_\_\_\_

Total street area to be occupied is \_\_\_\_\_ feet long by \_\_\_\_\_ feet wide. Total area is \_\_\_\_\_

Total sidewalk area to be occupied is \_\_\_\_\_ feet long by \_\_\_\_\_ feet wide. Total area is \_\_\_\_\_

Occupancy will begin on \_\_\_\_\_, 20\_\_ and end on \_\_\_\_\_, 20\_\_

This is a total of \_\_\_\_\_ days. Insurance Expiration: \_\_\_\_\_

*Application is hereby made to occupy a portion of public property or public street in accordance with application, plans, and specifications submitted to and approved by Engineering Services. This permit is conditioned upon full compliance with applicable laws and regulations and may be revoked for failure to comply therewith.*

Applicant Signature \_\_\_\_\_

**Please provide payment information to process the application using a payment cover sheet.  
Any application received without payment information included cannot be processed.**

OFFICE USE ONLY	
Street Occupancy (\$.015 [1.5 cents] per ft <sup>2</sup> per day)	\$ _____
Sidewalk Occupancy (\$.05 [5 cents] per ft <sup>2</sup> per day)	\$ _____
Barricade Permit Review (\$132/hr; minimum \$66.00)	\$ _____
Barricade Inspection (1-3 days = \$132; 4-7 days = \$264; 8+ days = \$264 +\$61/wk thereafter)	\$ _____
<input type="checkbox"/> Traffic Control (Lane Closure) Permit required	\$ _____
Processing Fee	\$ _____
Total Permit Cost	\$ _____
Public Services: Engineering	Financial Services: Customer Service
Approved: _____	Approved: _____
Date: _____	Date: _____



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### Attachment A: INSURANCE REQUIREMENTS

The City of Ann Arbor requires that you provide evidence of proper liability insurance coverage in order to obtain this permit. You or your insurance company must submit a valid certificate of insurance with the following information:

- The City of Ann Arbor is the Certificate Holder.
- The City of Ann Arbor named as additionally insured.
- The insurance must be valid throughout the entire project.
- The policy must be signed and dated by the authorized agent. If your agent is faxing this information to the Customer Service Unit, they should send it to the attention of Customer Services at (734) 994-8991. We will only accept a faxed copy from the agent and not from your office. Both the front and back sides of the form must be faxed, even if it is blank.
- The cancellation clause must be amended to meet the City Attorney’s office requirements including:
  - Remove the words “endeavor to”.
  - Provide for “10 days written notice to the certificate holder named to the left”.
  - Remove all language beginning with “but failure to mail...” to the end of the clause ending with “agents or representatives.”

The required level of insurance, outlined below, is prescribed by City Code.

<u>CHAPTER APPLICATION</u>	<u>LIABILITY AMOUNTS</u>
14 – City Contractor .....	\$500,000 per contract
47 – Banner.....	\$500,000; \$50,000
47 – Excavator – General.....	\$500,000; \$50,000
47 – Excavator – Single Family Residence .....	\$100,000
47 – House Mover .....	\$500,000; \$1,000,000; \$50,000
47 – Sidewalk Occupancy .....	\$500,000; \$50,000
61 – Sign Owner or Erector .....	\$50,000; \$100,000; \$25,000
79 – Peddler/Solicitor .....	\$500,000; \$50,000
93 – Fire Alarm Installer .....	\$200,000; \$400,000, \$100,000

Please submit this information along with your application or processing may be delayed until the necessary information is received.



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### Attachment B: TRAFFIC AND PEDESTRIAN CONTROL AND ACCESS

The contractor shall maintain local vehicular and pedestrian traffic and access to all properties, private drives, etc., throughout the project at all times unless otherwise noted on the plans and arranged and approved in writing by the Public Services Administrator. Traffic control devices and personnel to control and direct traffic movement to residences along a road are the responsibility of the contractor. Traffic control shall meet or exceed all MDOT minimum requirements, and be in accordance with Part VI of the current edition of the Michigan Manual of Uniform Traffic Control Devices (MMUTCD).

The Contractor shall maintain two-way traffic on major streets, access for local traffic on local streets, and keep intersections open to traffic at all times, unless specifically authorized otherwise in writing by the Public Services Administrator.

If it is expected that road closure will be necessary during certain construction operations, this shall be minimized as much as possible and limited to a maximum of 500 feet at any time, and a time duration of 48 hours maximum. Approval for such road closure must be obtained in writing by the Contractor from the Public Services Administrator prior to the closure. The Contractor shall notify each residence in writing a minimum of two days prior to such closure. A copy of this notice shall be supplied to the Public Services Administrator, Customer Service Unit, Police and Fire Departments, Ann Arbor Transportation Authority (AATA), Ann Arbor Public Schools, and U.S. Postal Service, a minimum of two working days prior to the closure. Emergency access to all residences must be maintained at all times. The Contractor shall obtain a Lane Closure Permit from the Engineering Unit, a minimum of two working days in advance of any street closing or restriction of traffic.

Pedestrian traffic shall be maintained at all times. For maintaining normal pedestrian traffic while performing sidewalk and driveway repair, **ADA longitudinal barricades** shall be placed by the Contractor, as directed by the Public Services Administrator. Reflective "Sidewalk Closed-Cross Here" signs shall be placed by the Contractor, as needed and as directed by the Public Services Administrator.

Parking violation citations issued to the Contractor, subcontractors and material suppliers, including their employees, shall be enforced under the appropriate section(s) of the City Code.

Existing City owned signs which are damaged by the contractor during the course of construction will be repaired by the City at the Contractor's expense.

The Contractor shall temporarily cover conflicting traffic and/or parking signs only when directed by the Public Services Administrator. In addition, the Contractor shall submit a plan to the Public Services Department indicating the signs to be covered, for review and approval by the Public Services Administrator. Where there is metered parking, the Contractor shall obtain, install and maintain at the Contractor's expense meter bags from Republic Parking (734) 761-7235.



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### Attachment C: DUMPSTERS IN THE PUBLIC RIGHT OF WAY (TEMPORARY PLACEMENT)

**The following is required:** (Requires a minimum 72 hour advance notice)

I. When placed in a **metered parking space:**

- Requires a **Barricade Permit:** must have Liability Insurance\* filed with the Customer Service Unit and pay the required fees:

1. Street: \$0.015 [1.5 cents] per square foot per day
2. Sidewalk: \$0.05 [5 cents] per square foot per day
3. Also includes a \$20 processing fee, \$66 minimum review fee, and inspection fee

*\*See Attachment A: Insurance Requirements*

- Requires Meter Bag(s) from Republic Parking System, 324 Maynard Street, Ann Arbor, MI 48104 (734) 761-7235. Office hours are 8:00 a.m. to 5:00 p.m.

1. \$25 per bag per day plus deposit

II. When placed in an **alley, loading zone, non-metered parking area, sidewalk** or other **right-of-way location:**

- Requires a **Barricade Permit:** must have Liability Insurance\* filed with the Customer Service Unit and pay the required fees:

1. Street: \$0.015 [1.5 cents] per square foot per day
2. Sidewalk: \$0.05 [5 cents] per square foot per day
3. Also includes a \$20 processing fee, \$66 minimum review fee, and inspection fee

*\*See Attachment A: Insurance Requirements*

***Must apply reflective tape to both ends of dumpster.***