



Construction Staging Permit (Barricade) Information Sheet

Department of Mobility and Infrastructure
May 5, 2020

At a Glance

- A person or company must apply for a Construction Staging Permit (Barricade work type) to use barricades to block off portions of the right-of-way including travel lanes, sidewalk, and/or parking lanes for construction.
- On complex construction sites, a barricade permit allows for staging of dumpsters, scaffolding, machinery, materials, and other equipment without additional permits as long as the work takes place entirely within the limits of the barricade. The applicant must fully describe the extent of proposed work at the time of application.
- Barricade permits are **not** issued to block off the public right-of-way for construction parking.
- The barricade permit is available in 14-day increments.
- Excavation within the barricaded area requires a separate opening permit, which involves additional fees and inspections.
- The construction and restoration of sidewalk, curb, curb cuts, and street openings within the barricaded area will require a separate permit and must adhere to City standards.
- When applicable, applicants must reference the associated Construction Management Plan (CMP), Maintenance and Protection of Traffic (MPT) Plan, or Right-of-Way (ROW) Improvement Plan in the description of work. Providing the approved Zoning & Development Review (ZDR) or ROW Improvement Plan number **at the time of application** will allow for efficient review.
- If a “No Parking” sign is issued as a part of the permit, the sign must be posted at the site at least 48 hours before the start of the permit period.
- **When to apply:** Applicants should apply for barricade permits online through OneStopPGH **at least one week** in advance of the date the barricade is needed. Applying through OneStopPGH makes it easy to view and print your permit and “No Parking” sign at home and request an inspection or amendment to the permit dates. Please see the Application/Review/Inspection section for additional information on inspections.

Required Documents

- A bond for the amount set by the Director of DOMI, in consultation with the City Solicitor, dependent on the amount and cost of work to be performed (*required at application unless contractor requests and is approved by DOMI to maintain an annual bond in the amounts listed in the ROW Fee Schedule*);
- A copy of the applicant’s insurance certificate (*required at application unless contractor maintains annual General Liability insurance in the amounts listed in the ROW Fee Schedule*);
- A site plan, CMP, MPT, or ROW Improvement Plan submitted as an 11” x 17” PDF (*optional*);
- A work zone diagram (*required*);
- A description of the traffic obstruction plan (*required*);
- A Maintenance and Protection of Traffic (MPT) Plan (*optional at application but may be required for issuance if a travel or parking lane will be blocked for 18 days or more*);
- A utility survey or proof of utility coordination (*may be requested before issuance*).

See the department’s *Document Guide* at <https://pittsburghpa.gov/domi/row-info> for more details.

Information Needed for Application

- Applicant name and contact information;
- Contractor name and contact information (if the applicant is not doing the work). **Note:** all contractors are required to be registered with the City through OneStopPGH and must maintain valid bond and insurance during the life of the permit;
- Description of work including the purpose and location of the barricade;
- Description of proposed traffic obstruction (see Traffic Obstruction Review information sheet for details);
- Work site address. If the work site does not have an address, a location name (block) and cross streets are required;
- Length and width of the area to be blocked off with barricades;
- Start and end dates of work;
- Daily hours of operation.

Fees

- Application Fee: \$75.00
- Permit Fee: \$7.00 per 200 square feet per day assessed for each 14-day period
 - In accordance with §415.02 of Municipal Code, all measurements shall be rounded up to the nearest whole number, and payment shall be made on this basis.
- Extension Fee: n/a (no extensions allowed; see below)
- The applicant must contact the Pittsburgh Parking Authority if metered parking spaces are impacted by the construction staging work and must pay all applicable meter fees.

Application/Review/Inspection Process

- The applicant can select preferred start and end work dates. Permit fees and the expiration date automatically are rounded up to the nearest 14 days when the permit is issued.
- The applicant will be notified within three (3) business days from the time of application if the application is incomplete. DOMI reserves the right to follow up with the applicant to request additional information if needed.
- Once all application information is verified as complete and received, the applicant should allow one (1) to two (2) weeks for DOMI to review the permit application and make a determination of whether to approve or deny it.
- The permittee must request three (3) DOMI inspections for this permit:
 - A pre-work inspection,
 - An opening inspection after the barricade is in place, and
 - A final inspection prior to removing the barricade.

See the department's *Inspections Guide* at <https://pittsburghpa.gov/domi/row-info> for details on each inspection.

- Permittees can request an inspection online through OneStopPGH portal or by calling the DOMI inspector listed on the permit. Deficiencies will result in a warning, citation, or other corrective action as outlined in the *Rules and Regulations Guiding Permits, Licenses, and Plan Reviews*.

Expiration, Extension, and Amendment

- The Construction Staging Permit (Barricade) is valid only during the dates designated by DOMI on the permit unless the applicant applies for and receives an amendment.
- This permit type is not eligible for permit extensions. If there is a substantial change in either permit activity or work dates, the permittee must request a permit amendment from DOMI. If the amendment is granted, additional fees will be assessed.