

Street Closures



Temporary Street Closure Permits are issued by the Traffic Engineering Division for **Block Parties, Neighborhood Parties, and Parade Formations**. The current section simplifies the approval process for Street Closures and breaks it into steps. In order for a Street Closure to be approved, one must obtain all required signatures from various agencies in the order stated. Temporary Street Closure Permits should be completed and final approval from Traffic Engineering should be obtained at least thirty (30) days prior to the date of the event; except for events held in the Downtown area which must be forty-five (45) days prior to the event.

Block or neighborhood parties are limited to residential streets only. No higher classification roadway may be used.

STEP 1

Traffic Engineering Division

329 Chippewa Street
(225) 389-3246

Visit **Traffic Engineering** prepared with:

1. **Map or sketch** of the area to be closed with street to be closed and cross street names.
2. Signed Petition of **all residents directly affected by the closure** indicating that they are aware of and are in agreement with the closure, its limits, the date and time, and the activities to take place. If an apartment building is within closure, all residents/tenants must sign. A petition form can be obtained from Traffic Engineering or at <http://www.downtownbatonrouge.org/downloads/pdf/ClosurePetition.pdf>.
3. Receipt showing purchase of **insurance coverage** for the event of **\$1 million per incident, with a minimum of two incidents** (* see **Certificate of Liability Insurance Requirements**.) The certificate holder for the insurance must be The City of Baton Rouge/Parish of East Baton Rouge. If the closure falls outside the city limits, the certificate holder must be the City of Baton Rouge and the EBR Sheriff's Office. **The City of Baton Rouge/Parish of East Baton Rouge must be listed as additional insured.**

STEP 2

All applicants must receive approval from **Police Authority**

Baton Rouge Police Department Traffic Division

7261 Florida Boulevard
(225) 389-3874

or

Sherriff's Office

9313 Burbank Drive
(225) 389-5511

STEP 3

If the closure falls within the area bounded by the state capitol, I-110, the I-10 Mississippi Bridge, and the Mississippi River, permission must be obtained from the **Downtown Development District *(DDD)**. In this case, the Street Closure Permit must be obtained 45 days prior to the event.

As required by the DDD, it is the **responsibility of the permit applicant to contact all downtown churches** and confirm that there is not a conflict with any prescheduled event on the proposed event date. **Permits will not be signed by the director without clearance from all churches possibly affected by closure.** A list of Downtown churches and contact information can be found at <http://www.downtownbatonrouge.org/liveChurches.asp>.

Downtown Development District

247 Florida Street
(225) 389-5520
(Only for closures in the Downtown area)

STEP 4

If the closure **involves a state highway**, permission must be obtained from the **Louisiana Department of Transportation and Development (LA DOTD)** and the **Louisiana State Police Troop A**.

Louisiana Department of Transportation and Development

(Only closures involving state highways)
1201 Capitol Access Rd
(225) 231-4100

Louisiana State Police (Only closures involving state highways)

17801 Highland Road.
(225) 754-8500

STEP 5

If the area is **near the State Capitol Building**, approval must be obtained from the office below.

Depart of Public Safety**State Capitol Detail, DPS Administrative Office**

North 3rd @ Capitol Lake
(225) 342-5911 or (225) 219-4410

STEP 6**All street closures require:**

1. It is the responsibility of the permit holder to **furnish, install and remove all required barricades and/or other traffic control devices** as directed by the Traffic Engineering Division and/or the appropriate law enforcement agency.
2. A **minimum of one commissioned police officer per intersection** is required. The Police reserve the right to require additional officers.

For Barricades Rentals:**United Rentals**

(225) 357-7131

Traffic Control Products

(225) 665-7950

QPL Work Zone Division

(225) 275-2037

STEP 7

All permits must be signed by the Parish Attorney's office where a ***Hold Harmless Agreement must be met***. Receipt of insurance purchase should be presented as well as the permit from Traffic Engineering.

Risk Management/ Parish Attorney's Office

10500 Coursey Boulevard Suite 201

(225) 389-3267

STEP 8

Final approval must be obtained from **Traffic Engineering**. The **following documents are required** at least thirty (30) days prior to the date of the event except events held in the Downtown area which must be forty-five (45) days prior to the event:

1. **Permit signed by all departments** mentioned in prior steps.
2. Receipt as **proof of barricade rental**.
3. Receipt as **proof of hired police security**.
4. **Proof of insurance**

**** It is the responsibility of the permit holder to restore the street and surrounding area to its original cleanliness. Any banners, signs, streamers, or ribbons placed by the participants within the right of way must be removed within 48 hours of the event. No oil-based paint will be allowed on the street or the sidewalk. Only water-based paint may be used and this must be removed immediately after the event.**