

William S. Cogswell, Jr.  
Mayor



Robert Somerville  
Director

APPLICATION FOR STREET BLOCKING PERMIT  
CITY OF CHARLESTON  
DEPARTMENT OF TRAFFIC AND TRANSPORTATION  
180 LOCKWOOD BLVD, ROOM 235, CHARLESTON, SC 29403  
**PHONE:** 843-724-7378 **EMAIL:** TRAFFICPERMITS@CHARLESTON-SC.GOV

**NOTICE: It may take two weeks or more to review and reach an approval for the application.**

**Contact Person:** \_\_\_\_\_

Company: \_\_\_\_\_ City Business License #: \_\_\_\_\_

**Primary Phone #:** \_\_\_\_\_ **Building Permit #:** \_\_\_\_\_

Alt. Phone #: \_\_\_\_\_ **Email:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Reason for ROW Access (select all that apply):**

Construction | Crane | Dumpster | Loading/Unloading | Resurfacing | Construction Parking

Moving | Special Event | Utility Repairs | Manhole Access | Road Cut | Other

Brief description of work that will be conducted under this permit:

\_\_\_\_\_  
\_\_\_\_\_

**Address of Work to be Performed:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Street to be Blocked:** \_\_\_\_\_ **Length of Blockage in Linear Feet:** \_\_\_\_\_

**Between Streets:** \_\_\_\_\_ **and** \_\_\_\_\_

**(Traffic Control Plan Required for Lane/Street Closures)**

**Direction of Travel:** ☐ N ☐ S ☐ E ☐ W **Side of Street Impacted:** ☐ N ☐ S ☐ E ☐ W

**What part of the ROW will be impacted (select all that apply):**

☐ Travel Lanes ☐ Non-Metered Parking ☐ Metered Parking

**Please complete all that apply:**

Utility Repairs (Indicate One): Private or Public? If public, work is being done for:

\_\_\_\_\_

# of Travel Lanes Impacted: \_\_\_\_\_ # of Non-Metered Spaces Requested: \_\_\_\_\_

# of Dumpsters or Portable Storage Devices Requested: \_\_\_\_\_

# of Single Meters Requested: \_\_\_\_\_ # of Double Meters Requested: \_\_\_\_\_

**Please sign on back to complete permit application.**

William S. Cogswell, Jr.  
Mayor



Robert Somerville  
Director

APPLICATION FOR STREET BLOCKING PERMIT  
CITY OF CHARLESTON  
DEPARTMENT OF TRAFFIC AND TRANSPORTATION  
180 LOCKWOOD BLVD, ROOM 235, CHARLESTON, SC 29403  
PHONE: 843-724-7378 EMAIL: TRAFFICPERMITS@CHARLESTON-SC.GOV

**General:**

1. The approved permit shall be available on site at all times.
2. Upon notification, the City of Charleston Department of Traffic & Transportation has the right to cancel the application for any reason.
3. Upon notification, this permit may be cancelled due to non-compliance or for reasons concerning traffic safety.
4. The applicant shall agree to fully indemnify and hold harmless the City of Charleston and the State of South Carolina from any and all claims, demands or actions for damage to persons or property that may arise, or alleged to have arisen, on account of the location or maintenance of the traffic obstruction(s) to which the permit applies.
5. All permits will adhere to the fees as stated in Sec 19-524.

**Dumpsters:**

1. Dumpsters shall not be placed so as to impede or prevent access to any public easement or public utility installation; nor shall the dumpster block the view of any right-of-way signs (Sec. 19-494 (c)(4)).
2. The dumpster shall be marked with high-intensity retro-reflective sheeting, or other retro-reflective or prismatic material or substance approved by the Department of Traffic and Transportation, a minimum of three (3) feet in length, and two (2) inches in width along each side of the corner and any other additional warnings, reflective stickers and instructions as the department of traffic and transportation may require. In addition, at all times hereunder, barricades with flashing lights shall be placed at each end of the dumpster. (Sec 19-494 (c)(6)).

**Portable Storage Devices:**

1. There shall be no more than one (1) portable storage unit per lot. Portable storage units shall be no larger than eight (8) feet high by eight (8) feet wide by sixteen feet (16) long (Sec 54-204.2 (b) (iii)).
2. No portable storage unit shall be used to store solid waste, construction debris, demolition debris, recyclable materials, business inventory, commercial goods, goods for property other than that of the property where the portable storage unit is located (i.e. used for retail sales) or any other illegal or hazardous material. (Sec 54-204.2 (b)(vi))

**Street Blocking:**

1. The applicant shall duly and appropriately mark traffic obstruction pursuant to the directives of the Department of Traffic and Transportation, sections 56-5-930 & -940 of the South Carolina Code of Laws and the South Carolina Manual on Uniform Traffic Control Devices for Street and Highways, Part V.
2. Applicant is required to maintain proper traffic control including but not limited to advance warning signs and flagger(s).
3. Applicant is required to maintain the flow of traffic at all times.
4. An advanced notification to surrounding businesses and residents is required 3-5 business days prior to the start date of the approved permit.

**All approved permits will be required to adhere to the above outlined regulations as well as any and all other traffic safety ordinances stated in the Code of City of Charleston, South Carolina.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_