

**Temporary Street Closure permits are issued by the Traffic Engineering Division for Block Parties, Neighborhood Parties, and Parade Formations.**

**Requirements are:**

- Requests should be submitted at least thirty (30) days prior to the date of the event except events held in the Downtown area.
- Prior to a street closure permit being approved, the applicant must present a 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. A sample petition may be obtained from the Traffic Engineering Division.
- A map or sketch of the area to be closed must be submitted with the permit.
- 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. In this case, the Street Closure Permit must be obtained 45 days prior to the event.
- 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.
- A minimum of one commissioned police officer per intersection is required. The Police reserve the right to require additional officers.
- If the event involves extra duty personnel, the permit holder must provide insurance coverage for the event of \$1 million per incident, with a minimum of two incidents. The certificate holder for the insurance must be City of 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.
- 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. The minimum barricading required is shown on page 2 of the Street Closure Permit.
- Applicant must show receipt for barricade rental prior to final signature.
- Residential streets only. No higher classification roadway may be used for block parties.
- 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 removed and this must be removed immediately after the event.

Any disapproval by any agency listed hereon will deny and void the street closure request.

The violation of any City/Parish ordinance during the course of the event shall result in the revocation of this permit.

**The Street Closure Permit must be approved in the order shown below:**

- Traffic Engineering Division, 329 Chippewa
- Downtown Development District, 227 Florida Street  
(Only for closures in the Downtown area)
- Police Authority  
Baton Rouge Police Department Traffic Division, 7261 Florida Blvd  
or The Sheriff's Office, 9313 Burbank Drive
- Louisiana Department of Transportation and Development, 8100 Airline Hwy  
(Only for closures involving state highways)
- Louisiana State Police, 17801 Highland Rd.  
(Only for closures involving state highways)
- Depart of Public Safety – State Capitol Detail, DPS Administrative Office, North  
3<sup>rd</sup> @ Capitol Lake. (Only for closures in the area by the State Capitol)
- For final approval return the completed form to:  
Traffic Engineering Division, 329 Chippewa