

**CITY OF HARRISBURG**  
**Department of Engineering & Development**



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**MAYOR**

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**STANDARD CRANE SPECIFICATIONS**

(Revised 11/20/2019)

**STANDARD SPECIFICATIONS**

FOR SETTING A CRANE IN THE CITY OF HARRISBURG

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## STANDARD SPECIFICATIONS

### FOR SETTING A CRANE IN THE CITY OF HARRISBURG

#### SECTION 300

##### 300.01 PERMIT REQUIRED

No person, firm or corporation shall set a crane in any public right-of-way within the City of Harrisburg without first obtaining a permit, therefore, from the Office of the City Engineer. A Crane Setting Permits will be valid for up to seven (7) days from the date of issue or as agreed upon by the Office of the City Engineer.  
(Crane setting fee schedule attached)

Permit is invalid until it is paid in full by check or money order, payable to “City Treasurer”.

##### 300.02 PERMIT APPLICATION

Application for a Crane Setting Permit, copy attached, shall be made in writing on the forms prescribed by the City Engineer. The application shall indicate the property street address, location and description of the area for which a crane is to be set; the name and address of the applicant; type, weight and dimensions of crane; purpose of the proposed work to be completed; approximate time required to complete the work, and a copy of an approved Work Zone Traffic Control figure (Pub 213).

To avoid work delays, submit your application to the Office of the City Engineer at least three (3) working days in advance of the anticipated date work is to commence.

##### 300.03 BOND CONDITIONS AND AMOUNT

Before the issuance of any such permit, the applicant therefore, as principal, shall execute and file with the Office of the City Engineer a bond conditioned that the applicant shall be responsible to repair any and all damages to streets, sidewalks and underground utilities within City right-of-way that may be caused by the erection and operation of said crane. The bond shall be signed by the applicant and shall be in the amount of one hundred thousand (\$100,000) dollars. The bond shall remain in effect for a period of six (6) months unless damage is caused to the pavement, in which case the bond shall remain in effect for a period of two (2) years following repair of the pavement. A reputable surety company licensed to do business in the Commonwealth of Pennsylvania shall execute such bond.  
(Copy of Bond Application attached)

##### 300.04 STREET CLOSURE AND NO PARKING

City ordinances and Department regulations do not permit closure of City streets as a matter of course with issuance of a Crane Setting Permit. Specific approval to close a street or to materially alter traffic patterns must be obtained from the City Engineer or designee. In their absence or in an emergency, the Traffic Safety Unit of the Harrisburg Police Bureau may grant approval. In every case, the Permittee’s request to close or alter traffic must include precise location, reason, work methods, time and date, and what alternatives were considered.

The City reserves the right to require work hours of 9:00 a.m. to 3:00 p.m. and 6:00 p.m. to 6:00 a.m. in heavily traveled streets. Permittees will be required to maintain traffic flow during non-working hours in such areas. Such authority shall include, but not be limited to, the power to require that work be done on a continuous, around-the-

clock, twenty-four-hour basis. It shall be the Permittee's responsibility to notify Parking Enforcement two (2) days prior for No Parking Signs and/or Parking Meters to be bagged within work area.

### 300.05 TRAFFIC ACCOMMODATION AND CONTROL / PUBLIC NOTIFICATION

All Permittees are responsible to notify businesses and residences that will be affected by work that blocks/restricts traffic flow or prevents the usual parking in the area affected by the work. This notification shall be given by "door to door" notices in the work site area at least 48 hours prior to commencing work.

All Permittees shall furnish material and traffic control devices necessary for the maintenance and protection of traffic and Pedestrians, conforming to PA DOT Work Zone Traffic Control 67 PA Code, Chapter 212. If at anytime a detour may be required, the Permittee shall first contact the Office of the City Engineer.

### 300.06 CITY NOTIFICATION AND INSPECTION

All Permittees are responsible to notify the Office of the City Engineer in advance of setting a crane within the City right-of-way.

All Permittees are responsible to notify the Office of the City Engineer prior to setting any cranes in order to schedule the inspection visit to each location/site.

### 300.08 TREES

No trees are to be removed, cut, trimmed or pruned without first obtaining the approval of the property owner and the Director, Department of Parks and Recreation.

### 300.09 RESTORATION OF ADJACENT SURFACES

It is the Permittee's responsibility to properly restore any and all adjacent surfaces disturbed by the action of work in the right-of-way to equal or better condition than existed prior to start of work. Sidewalks, driveways, curbs, lawn or grass areas will be restored in accordance with City details. All work is to be done at the contractor's cost and expense to the satisfaction of the City Engineer and the property owner.

# **CRANE SETTING PERMIT FEE SCHEDULE**

**City of Harrisburg Ordinance section 9-113.9**

**APPLICATION FEE: \$ 50.00**



CITY OF HARRISBURG  
DEPARTMENT OF ENGINEERING & DEVELOPMENT  
CRANE SETTING BOND

Bond Number \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS, THAT \_\_\_\_\_  
Of \_\_\_\_\_ as  
Principal, and, \_\_\_\_\_

Surety, are jointly and severally held and firmly bound unto the City of Harrisburg, Pennsylvania, in the aggregate sum of One Hundred Thousand and 00/100 ----- (\$100,000.00) lawful money of the United States of America, to be paid to the said City of Harrisburg, its successors or assigns, to which payment will and truly be made we do bind ourselves and each of us, our and each of our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, Article 9-113.6 of the Codified Ordinances of the City of Harrisburg requires the above principal to present to the City of Harrisburg a bond in aforesaid amount, conditioned as in said ordinance.

NOW, THEREFORE, the condition of this obligation is such that Principal shall faithfully observe all the Ordinances of the City of Harrisburg, and faithfully perform the duties required by Ordinance, rules or regulations and will save and keep harmless and indemnify the City from all actions, suits, costs, damages and expenses, including Attorney's Fees which shall or may at any time happen to come to it or for or on account of any injury or damage received or sustained by any person, than the above obligation shall be void; otherwise to be and remain in full force and effect.

**Required period of this bond is two years, renewable annually. The term of this Bond shall be from \_\_\_\_\_ to \_\_\_\_\_.**

SIGNED AND SEALED WITH OUR SEAL, this \_\_\_\_\_ day of \_\_\_\_\_ .

\_\_\_\_\_  
Witness:

\_\_\_\_\_  
Principal

SURETY COMPANY

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Attorney-in-Fact



**CITY OF HARRISBURG  
DEPARTMENT OF ENGINEERING & DEVELOPMENT  
APPLICATION FOR CRANE SETTING PERMIT**

Applicant \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Web Site \_\_\_\_\_ 24 Hour Emergency Phone \_\_\_\_\_

Type of Crane \_\_\_\_\_ Width of Crane Setup \_\_\_\_\_

Pick Up Weight \_\_\_\_\_ Axel Loads \_\_\_\_\_ Axel Spacing \_\_\_\_\_

GVW of Assembled Crane \_\_\_\_\_ Location of Crane \_\_\_\_\_

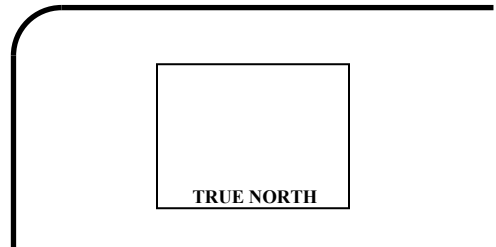
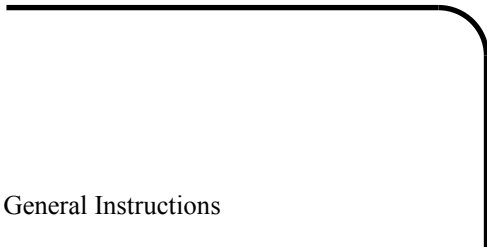
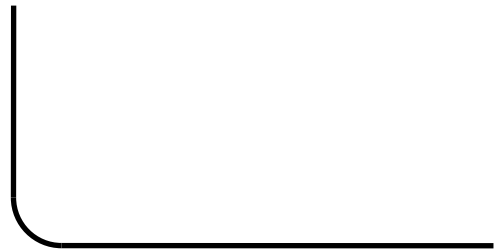
Distance to Nearest Intersection \_\_\_\_\_ Name of Intersection \_\_\_\_\_

Description of work \_\_\_\_\_

Estimated Start Date \_\_\_\_\_ Time \_\_\_\_\_ End Date \_\_\_\_\_ Time \_\_\_\_\_

**NOTIFY THE OFFICE OF THE CITY ENGINEER PRIOR TO ACTUAL START OF WORK**

DRAW A DETAILED SKETCH INCLUDING ALL MEASUREMENTS BELOW



See General Instructions



CITY OF HARRISBURG  
DEPARTMENT OF ENGINEERING & DEVELOPMENT  
1002 N. 7th Street, HARRISBURG, PA 17102  
PHONE: (717) 480-9249

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## **GENERAL INSTRUCTIONS**

### **PERMIT REQUIRED**

You must have a Crane Setting Permit in your possession while you work within any City right of way.

### **APPLICATION FORM**

Complete all items on the face of this form. Describe in detail what work you intend to do, how you intend to perform the work, and the type of crane you intend to use.

To avoid delays, submit your application to the City Engineer's office at least 3 working days prior to the anticipated start of work.

### **PLANS**

Include a complete sketch of good quality on your application. The plans must clearly illustrate the location and pertinent dimensions of the Crane and related highway features and must comply with City Ordinance.

### **ADDITIONAL PLAN REQUIREMENTS**

Traffic Control: A traffic control plan is required for all work within the City. All plans shall comply with Section 6123 of the Vehicle Code and the applicable provisions of 67 PA Code, Chapter 212.

### **FEE**

Submit a check or money order, payable to "City Treasurer". Fees are levied in accordance with the fees specified by City Ordinance.

### **CRANE SETTING PERMIT**

Upon approval of this application you will receive your copy of the Crane Setting Permit. The issued Permit may prescribe special conditions and restrictions, which are in addition to the City's Regulations. Failure to comply with all State regulations or City specifications could result in you being suspended from working within the City right-of-way.



**USE YOUR COMPANY LETTERHEAD  
HERE**

**NOTICE OF CONSTRUCTION**

DEAR RESIDENT:

THIS NOTICE IS TO INFORM YOU THAT \_\_\_\_\_ WILL BE  
WORKING AT OR IN THE VICINITY OF \_\_\_\_\_ FOR THE  
PURPOSE OF \_\_\_\_\_  
WORK IS SCHEDULED TO BEGIN ON / ABOUT \_\_\_\_\_ AND END ON / ABOUT \_\_\_\_\_  
SOME INCONVENIENCES MAY OCCUR BECAUSE OF THIS WORK. WE WILL DO EVERYTHING  
POSSIBLE TO KEEP IT AT A MINIMUM.

IF, AT ANY TIME YOU HAVE ANY QUESTIONS OR CONCERNS REGARDING THIS NOTICE OR  
THE WORK BEING PERFORMED YOU CAN CONTACT US AT \_\_\_\_\_ AND ASK  
FOR \_\_\_\_\_.

THANK YOU FOR YOUR UNDERSTANDING.

\_\_\_\_\_