

Department of Consumer and Regulatory Affairs

Permit Operations Division



Standard Operating Procedures

May 10, 2013

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CHAPTER I

BACKGROUND

Chapter 1 - Background

In March 2005, DC Stat conducted an analysis of the Department of Consumer and Regulatory Affairs (DCRA) and identified areas requiring improvement. Using this information, DCRA developed a “functional alignment” operations concept for DCRA. This concept focuses on the agency’s core business functions: Inspections, Customer Service and Education, and Operational and Support functions.

In keeping with this operational concept, the Permit Operations Division (POD) has undertaken the task to create and maintain accurate, reliable, and consistent work processes and standard operating procedures that follow a clear, precise methodology, focusing on and ensuring superior service to the internal and external customers of DCRA.

The Standard Operating Procedures presented herein describe the revised and accepted standardized processes for the issuance of building construction permits and zoning permits by the POD. These Standard Operating Procedures should be considered a “living document” and any updates should be made as they become available and approved accordingly under the following revision scheme.

Standard	Revision Numbering	Identifier
Original Standard	Revision 001	SOP-2007-001
Current Standard	Revision 001	SOP-2013-001
Future Revisions	Revision ‘nnn’ sequentially numbered beginning with revision 002	SOP-YYYY-Revision Number

This current revision was performed under the leadership of the Permit Center Manager and the Deputy Division Chief for Permit Operations.

CHAPTER 2

OVERVIEW

Chapter 2 - Overview

In accordance with the mission of DCRA, the POD is responsible for the issuance of all permits regulating new construction or modification to existing structures on all non-federal property in the District of Columbia.

The mission statement of the agency is:

DCRA protects the health, safety, economic interests, and quality of life of residents, businesses, and visitors in the District of Columbia by issuing licenses and permits, conducting inspections, enforcing building, housing, and safety codes, regulating land use and development, and providing consumer education and advocacy services.

The mission of the Permit Operations Division is:

To serve the residents, businesses and visitors of the District by providing world class zoning administration, construction code regulation, permit issuance and related land records services that protect the public health and safety as well as enhance private property values.

Each year, the Permit Operations Division issues a large number of permits. These include Construction Permits, Certificates of Occupancy, Supplemental Permits, Home Occupancy Permits, Raze Permits, among others. These Standard Operating Procedures apply to Building Permits, Supplemental, and Home Occupation Permits as well as Certificates of Occupancy and Use.

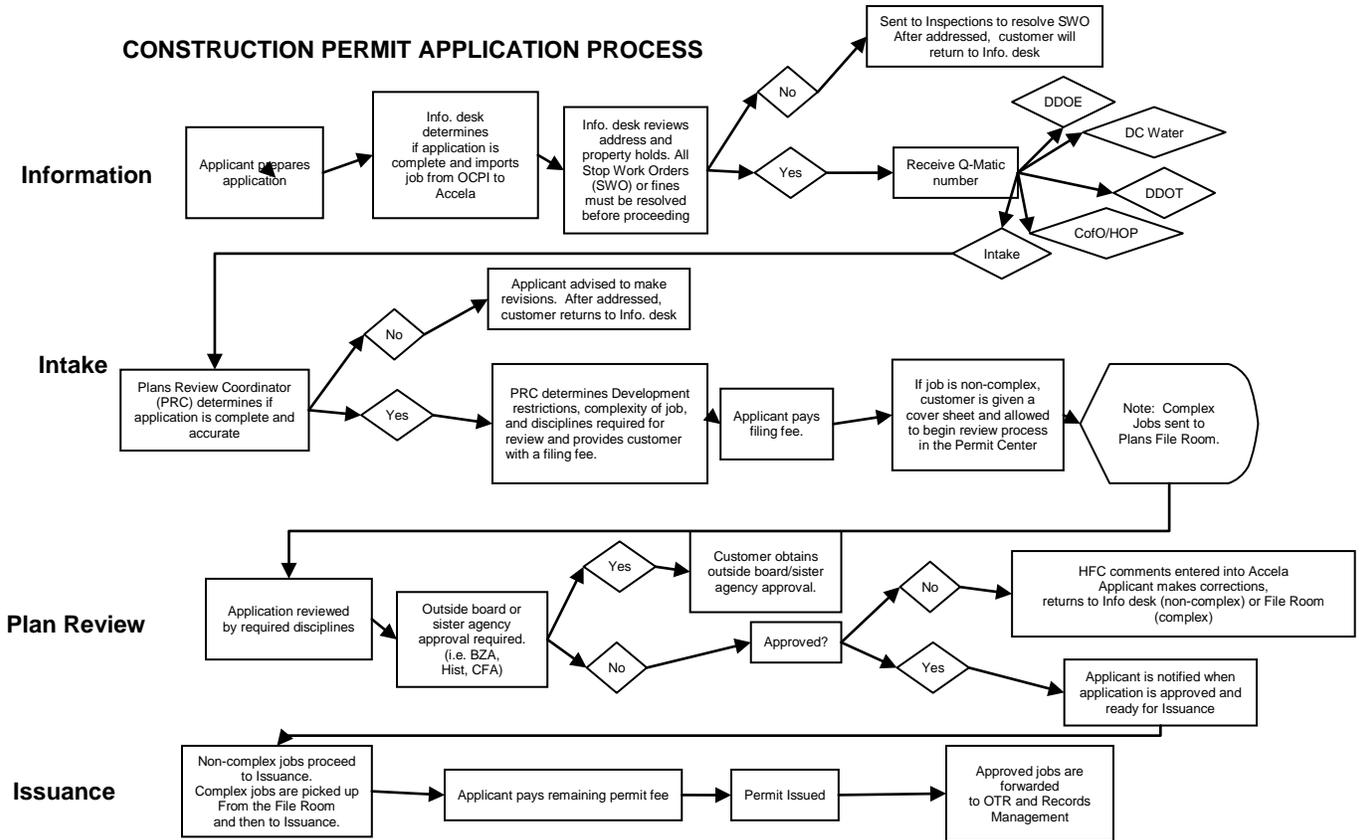
The duties and responsibilities of this division encompass the following activities:

- Providing excellent customer service
- Providing Public Information and Direction
- Interpreting and Ensuring Compliance with Applicable Codes and Regulations
- Offering Technical Assistance
- Validating Use of Property
- Maintaining Land Records
- Maintaining Building Records
- Issuing Construction and Supplemental Permits
- Issuing Zoning Permits

The actions necessary to issue permits are centered on a common process flow that incorporates the following functions:

- Information
- Intake
- Plan Review
- Issuance

Below is a flow chart depicting the individual steps of the permitting process:



Does not include: CofO, Home Occupation, Subdivision, Special Event, Supplemental, Raze, or Concept Review applications.

CHAPTER 3

LOGISTICS

Chapter 3 - Logistics

Location and Hours of Operation

The Permit Center is located on the second floor of DCRA's building located at 1100 4th St SW, Washington DC 20024. The Permit Center opens for business at 8:30 AM on Monday, Tuesday, Wednesday, and Friday. The Permit Center opens at 9:30 AM on Thursday in order to accommodate departmental meetings and trainings. The Permit Center stops accepting new customers at 3:30 PM and closes daily at 4:30 PM.



Figure 3.1

Opening the Permit Center

The Permit Center opens daily at 8:30 AM on Monday, Tuesday, Wednesday, and Friday and at 9:30 AM on Thursday to accommodate interdepartmental meetings and training. Follow the below steps in order to properly facilitate the opening of the Permit Center.

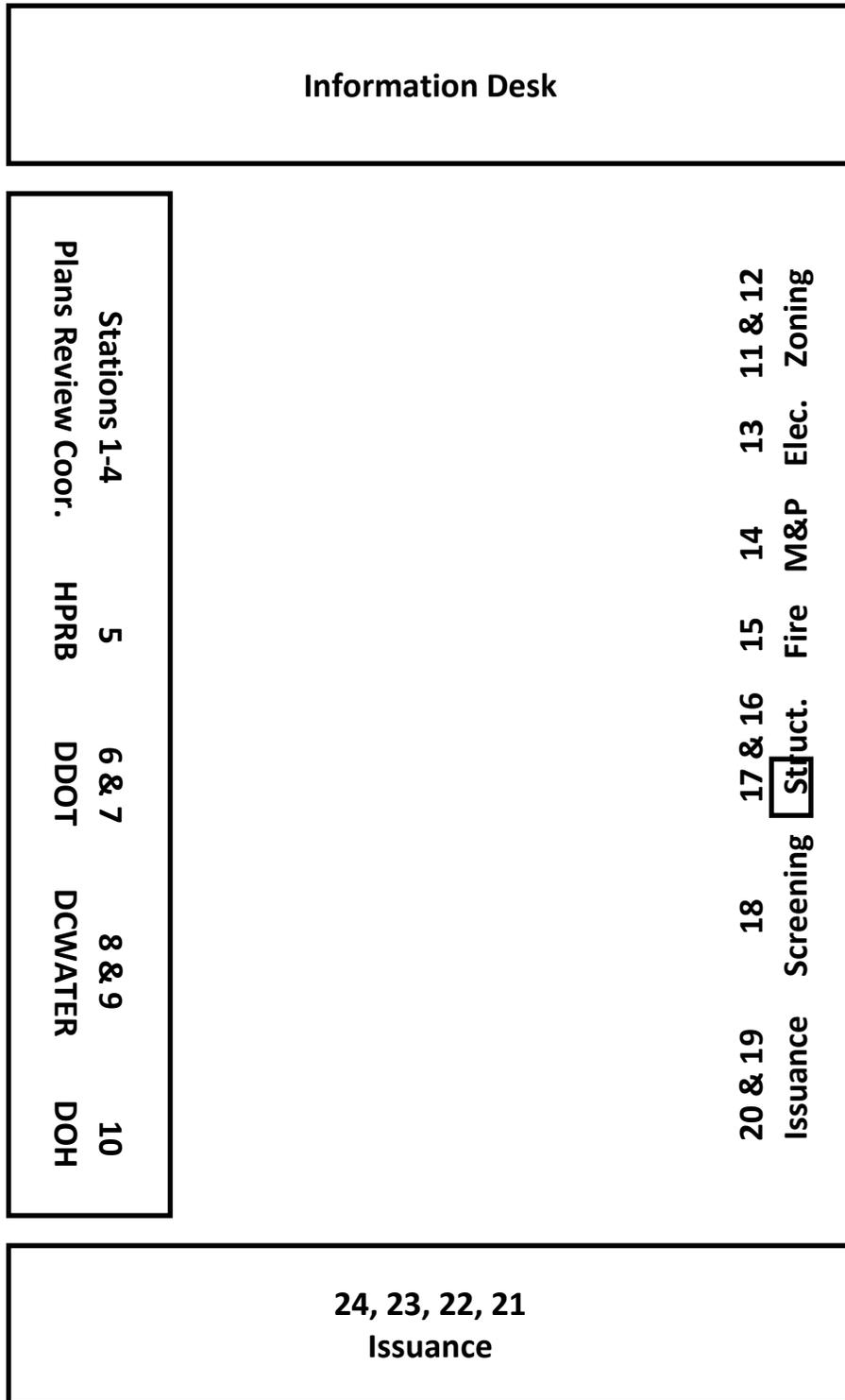
- Turn on the Q-Matic display server and login to the associated account
- Turn on all four of the Q-Matic display televisions located throughout the Permit Center

- Ensure that all paper applications are fully stocked on the two carousels located at the front of the Permit Center
- Ensure that the network printer and Xerox machines are stocked with a sufficient amount of paper
- Ensure that all of the Issuance Stations are stocked with permit paper, plain paper and printer toner
- At 8:30 AM, ensure that all stations are staffed. If a station is not staffed, contact a supervisor

Permit Center Configuration

The Permit Center is configured in a rectangular shape, with open air stations where each review discipline sits. As customers enter the second floor, they will encounter the Information Desk which is located at the front of the Permit Center. On either side of the Information Desk, are rows of stations where the Plans Review Coordinators and review disciplines are located. The Issuance desks are located at the rear of the Permit Center, and there is an annex beyond the Issuance stations where the Department of the Environment and the Fire Marshal are located. Please see Figure 1.1 for diagram of Permit Center.

Figure 1.1 - Diagram of Permit Center



Customer Routing

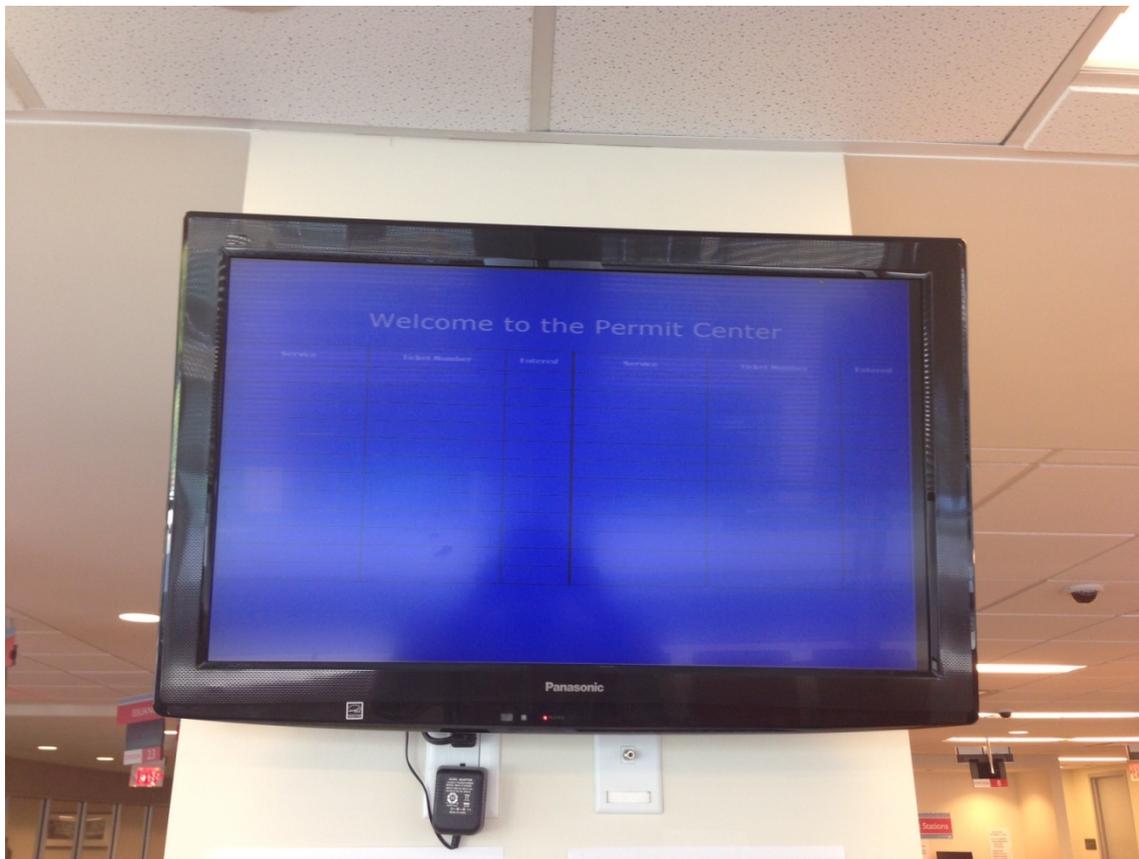
Each individual station is identified with a unique number that allows customers to be orderly routed to the appropriate station via the Q-Matic system. Customers will receive a Q-Matic ticket number based on what they are attempting to accomplish. There are three types of Q-Matic numbers.

A – This is the general number type assigned to customers that need to see one or more of the DCRA review disciplines, Department of Environment, Historic Preservation, or the Fire Marshal.

E – This number type is for customers that are proceeding directly to DDOT

I – This number type is for customers that are proceeding directly to Issuance

There are four monitors positioned throughout the Permit Center, which allow customers to track the location of their Q-Matic number for each respective station in real time. In addition, LED boards indicate Q-Matic numbers that are currently being called for service, and customers will receive an audible prompt.



Q-Matic Display Monitor

Permit Center Closure Policy

In order to ensure that DCRA is offering a high level of customer service and to prevent customers receiving tickets and not being assisted due to the 4:30PM closing time, the Permit Center does not issue tickets for new customers after 3:30PM. Please note the following policy on Permit Center closure:

- 1) New tickets will be given out to customers requesting to see the Permit Review Coordinators or any of the DCRA Review Disciplines until 3:30 PM. This allows time for customers that are already in the queue to be processed. No new tickets for review disciplines or Permit Review Coordinators will be given out after 3:30 PM.
- 2) New tickets will be given out to customers requesting to see Issuance until 4:00 PM. This allows customers who already have approved applications to secure invoices from Issuance and pay the cashier, if needed, before the cashier closes at 4:30 PM. No new tickets for Issuance will be given out after 4:00 PM.
- 3) Customers with tickets in the queue prior to the established 3:30 PM cutoff time for PRC and Review Disciplines may be freely transferred between disciplines until the Permit Center's closing time of 4:30 PM. There are no restrictions on transferring numbers between disciplines between 3:30 PM and 4:30 PM.
- 4) The Permit Center will close at 4:30 PM. All customers that are still waiting to be seen at this time will be informed that the Permit Center is closing and that they will need to return at a later date in order to complete their business.

CHAPTER 4

ROLES AND RESPONSIBILITIES

Chapter 4 - Roles and Responsibilities

4.1 - Permit Center Manager

The Permit Center Manager leads and manages the daily activities of the Permit Center and has the following responsibilities:

- Providing leadership and expertise in the planning, direction, and implementation of the Permit Center programs and functions.
- Ensuring that Permit Center operations are efficient, effective, and in compliance with governing laws, regulations, policies, and standards.
- Resolving conflicts when and where they may surface
- Developing protocols, procedures, and guidelines for the creation and maintenance of records
- Assuring all personnel within the Permit Center have the tools they need to perform their duties
- Monitors and controls the overall quality of process inputs and outputs, and ensuring a high quality of work product
- Reporting performance measures to upper management

4.2 - Program Analyst

The Permit Center Program Analyst provides support to the Permit Center Manager and assists with the management of the daily activities of the Permit Center and has the following responsibilities:

- Serving as the Acting Permit Center Manager in the absence of the Permit Center Manager
- Providing administrative support to the Permit Center Manager
- Working with Permit Center Manager to facilitate smooth operation of the Permit Center

4.3 - Plans Review Coordinator

The Plans Review Coordinator performs the intake function for submitted construction permits and has the following responsibilities:

- Providing excellent customer service
- Aiding customers in determining application requirements
- Reviews construction permit submission materials (i.e. architectural drawings, site plans, riser diagrams, Surveyor's plats, etc.) to determine compliance with the agency's established submission protocols and compliance with the Building Code.

- Reviews Certificate of Occupancy and Home Occupation Permit applications to determine compliance with the agency's established submission protocols.
- Identifies the applicable technical review disciplines for each construction permit application and determines if sister agency reviews are required.
- Performs data entry with regard to preparing newly submitted Zoning and construction permit applications for review.
- Coordinates the review and approval of certain specialty permits and participates in the assignment of new addresses.

4.4 - Contact Representative - Information Desk

The Contact Representative assigned to the Information Desk works within the Permit Center and has the following responsibilities:

- Providing excellent customer service
- Aiding customers in determining application requirements
- Inputting application information for Electrical Permits
- Reviewing application forms for accuracy and completeness
- Conducting computer-aided research for address verification, outstanding property holds, Stop Work Orders, and outstanding fines and fees
- Providing feedback to customers regarding customers regarding computer-aided research results
- Identifying and validating existing uses of property
- Monitoring the progress of applicants in the Permit Center

4.5 - Contact Representative - Issuance

The Contact Representative assigned to the Issuance area works within the Permit Center and has the following responsibilities:

- Providing excellent customer service
- Inputting application information for Mechanical and Plumbing Permits and Certificates of Use
- Ensuring that all required sign-offs have been obtained before permit issuance
- Ensuring that all required fields are populated before permit issuance
- Preparing accurate payment invoices and ensuring that full payment has been made
- Providing customer with appropriate number of documents, including stamped and signed plans
- Preparing and routing approved permit applications and plan sets for Office of Tax and Revenue and Records Management

4.6 - Review Engineer – Homeowner’s Center

The Review Engineer assigned to the Homeowner’s Center works within the Permit Center and has the following responsibilities:

- Providing expedited service to homeowners seeking permits with an acceptable scope of work for processing through the Homeowner’s Center
- Working with other disciplines to secure approval for Homeowner’s Center jobs
- Assisting the Issuance staff with issuance of building permits on an as needed basis

CHAPTER 5

SYSTEMS

Chapter 5 – Systems

5.1 - Accela

Accela is the system that DCRA uses to track and approve permit applications. Accela allows the agency to manage permit workflows online as well as manage fee payments. Accela is the main activity hub of the agency. For the purposes of the Permit Center, Accela is used to process and issue all DCRA permit types.

5.2 - FileNet

FileNet is a content management system that serves as a repository for all approved Supplemental permits and Certificates of Occupancy. FileNet houses approved applications that predate Accela, and recent applications are still scanned into FileNet.

5.3 - Online Construction Permit Intake (OCPI)

Online Construction Permit Application Intake, or OCPI, is the system that allows customers to submit building permit applications online. OCPI assigns a tracking number (or file job number) once a building permit application has been completed.

5.4 - Property Intake Verification System (PIVS)

Property Intake Verification System, or PIVS, is an online system that can be used in a variety of ways – determining the zone and lot and square of a property, determining if a property has a Stop Work Order or other compliance cases, and determining the owner of a property. PIVS draws information from a variety of data sources such as Office of Tax and Revenue, Accela, and FileNet.

5.5 - ProjectDox

ProjectDox is an online system used for submitting the building permit application and plans electronically. The ProjectDox system will eliminate the need for an applicant to submit multiple paper copies of project plans in conjunction with the building permit application. ProjectDox also allows for simultaneous review by all disciplines, which reduces the amount of time for project approval. This process is completely electronic and does not generate any paper.

5.6 - Q-Matic

Q-Matic is a customer flow and queue management system used to coordinate customer transfers in the Permit Center. Customers are given ticket numbers at the Information Desk and can be transferred between each station. There are several

televisions positioned around the Permit Center, which allows customers to see their status in a particular queue.

CHAPTER 6

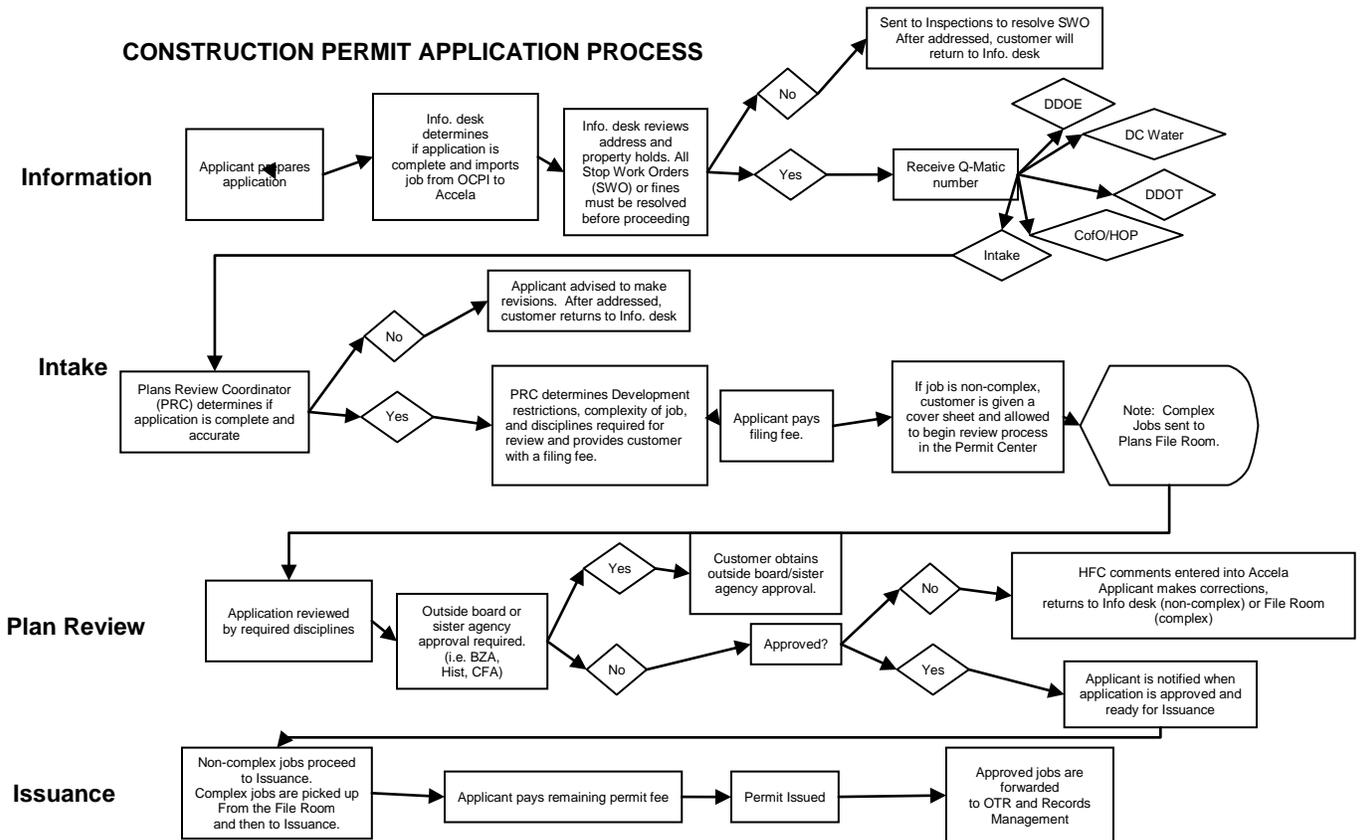
DETAILED CONSTRUCTION PERMIT WORKFLOW

Chapter 6 - Detailed Construction Permit Workflow

The process by which the Permit Operations Division issues a building construction permit is designed within a structured set of work flows comprised of four major process areas:

- Information
- Intake
- Plan Review
- Issuance

Each step in this process is designed to create consistent outcomes. By following this structured methodology each step within the process leads to specific outcomes and ensures a reliable and consistent overall result. The following graphical representation provides the overall solution set for this process.



Does not include: CofO, Home Occupation, Subdivision, Special Event, Supplemental, Raze, or Concept Review applications.

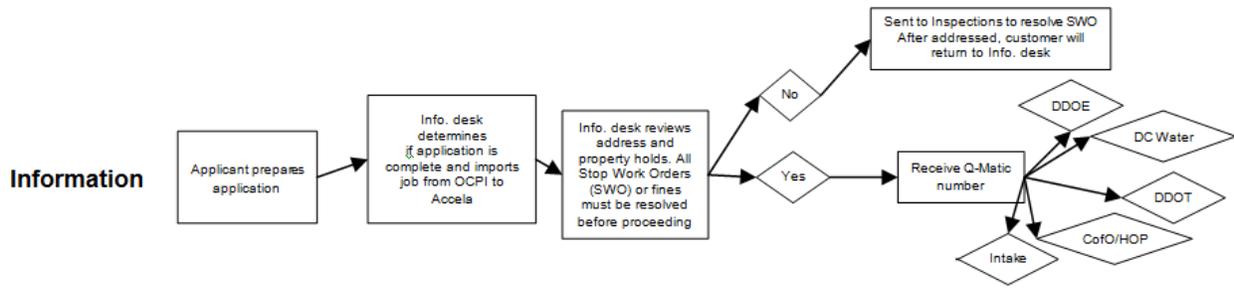
The following sections discuss the methodology and functionality of the Permit Operations Division in greater detail.

CHAPTER 6

SECTION 6.1

INFORMATION

6.1 - Information



6.1.1 - Roles and Responsibilities

Position	Role	Responsibility
Permit Center Manager ◀	Oversight of operation of Permit Center	Ensures customer service needs are addressed, departmental protocols are followed, and permit records are maintained
Contact Representative – Information Desk	Oversight of flow of customers into the Permit Center	Ensures customer satisfaction, reviews application for completeness, and provides general direction. Monitors the flow of customers in the Permit Center and approaches customers with difficulties to address issues and concerns

6.1.2 - Process

The Information process is comprised of eight process steps that ensure the applicant is in the proper Center, that all fines or outstanding holds are satisfied and that the Permit forms are in order.

These steps are described as follows:

1. Applicant prepares application and presents to the Permit Center Information Desk. Applicant can use DCRA's online application form and electronically submit the data or can handwrite a copy of the application. Applicant must secure required signatures on application form(s).

2. Contact Representative determines what type of work the applicant wants to accomplish in general and whether all the application forms are in order.
3. Contact Representative electronically verifies the property address and researches any property holds, Stop Work Orders or fines outstanding.
4. If any property holds, Stop Work Orders or fines outstanding, directs the applicant to the Inspection and Compliance Division to satisfy these before proceeding.
5. If property address or lot and square cannot be validated, Contact Representative contacts a supervisor to work with Applicant.
6. Contact Representative reviews the application form for completeness including required signatures. Contact Representative provides guidance on how to complete paperwork.
7. If the application has no items outstanding, a Q-Matic number is assigned.
8. Applicant might be directed to the Homeowners' Center, Office of the Surveyor, Records Center, Intake or Issuance.

6.1.3 - Verification Procedures

Verification within the Information process centers on the accuracy and completeness of all inputs from the applicant and the general direction of the application and includes:

- Verification of completeness of application forms
- Verification of property address and ownership
- Verification of any outstanding property holds, Stop Work Orders or fines
- Verification of the type of permit application that is required

6.1.4 - Validation Procedures

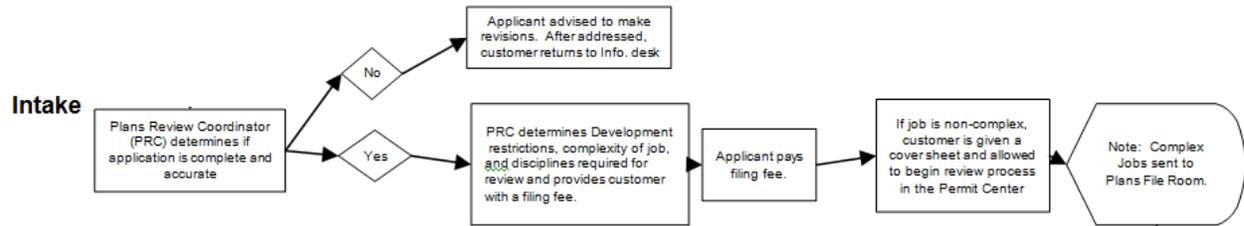
Validation within the Information process centers on the correct property address, the existence of any outstanding property holds, Stop Work Orders and/or fines and the correct direction for the application.

CHAPTER 6

SECTION 6.2

INTAKE

6.2 - Intake



6.2.1 - Roles and Responsibilities

Position	Role	Responsibility
Permit Center Manager	Oversight of operation of Permit Center	Ensures customer service needs are addressed, departmental protocols are followed, and building records maintained
Plans Review Coordinator	Oversight of application path, accuracy and completeness	Ensures customer satisfaction, application completeness and determines reviews required

6.2.2 - Process

The Intake process is comprised of nine (9) process steps that ensure the application is in order, is correct and complete and where the application needs to be reviewed.

These steps are described as follows:

1. Plans Review Coordinator reviews the application form and submittals for completeness, accuracy, and required number of copies.
2. Plans Review Coordinator reviews any needed revisions with the applicant.
3. If revisions are needed that cannot be completed on-site, the Plans Review Coordinator directs the applicant to make the corrections and return in the future. Plans Review Coordinator provides applicant with copy of the PRC Checklist identifying the specific items that need to be addressed to have a complete application.
4. Plans Review Coordinator determines any development restrictions, the complexity of the job and which disciplines must review the application plans.

5. Applicant pays the initial permit application fee, as appropriate.
6. Plans Review Coordinator enters or downloads application into electronic permitting system, assigns disciplines, and provides a tracking number.
7. For Non-complex (Express) Jobs, the Q-Matic system is programmed for each discipline required.
8. Complex jobs are taken in by the PRC and brought to the Plans File Room.
9. Non-complex (Express) jobs are directed to continue through the Permit Center.

6.2.3 - Verification Procedures

Verification within the Intake process centers on the type of job, the discipline reviews necessary, the accuracy and completeness of all inputs from the applicant and the specific direction of the application and includes:

- Verification of completeness of the application and submittals
- Verification of property restrictions
- Verification of any revisions or corrections required prior to intake
- Verification of required disciplines and flow of the application

6.2.4 - Validation Procedures

Validation within the Intake process centers on the accuracy and completeness of the application form(s) and any required submittals, the reviews required, and the complexity of the job.

6.2.5 - Performance Measures

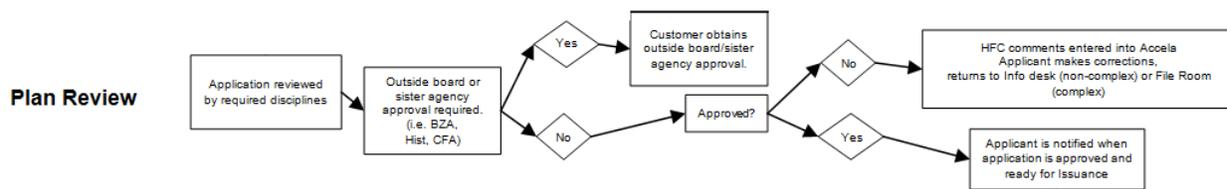
Performance measures within Intake center on the quality of customer care, quality and quantity of applications coming in for review, the number and type of jobs, and the specific disciplines that must review the plans. Timeliness is recorded for process times and results.

CHAPTER 6

SECTION 6.3

PLAN REVIEW

6.3 - Plan Review



6.3.1 - Roles and Responsibilities

Position	Role	Responsibility
Permit Center Manager	Oversight of operation of Permit Center	Ensures customer service needs are addressed, departmental protocols are followed, and building records maintained
Technical Plan Review Branch Chief, Discipline Supervisors and Zoning Administrator	Oversight of review of applications for compliance with applicable codes and regulations	Ensures staff properly trained, code interpretations made fairly and consistently, and written comments provided where changes in application are needed
Plan Reviewer	Oversight of review of individual application(s).	Ensures approved applications comply with applicable code and regulations. Approves or requires correction to the permit application.

6.3.2 - Process

The Plan Review process is comprised of six process steps that ensure the application is in order, is correct and complete and where the application needs to be reviewed.

These steps are described as follows:

1. Historic Preservation Plan Reviewer performs initial review, when historic preservation or fine arts review is required.
2. If Historic Preservation Plan Reviewer determines approval by outside Board (i.e., Historic Preservation Board, Fine Arts Commission, etc.) is required, will

communicate this requirement to the applicant and prepare applicable referral letter. Application will be closed until outside approval is received.

3. Plan Reviewer reviews plans for compliance with applicable codes and regulations.
4. Plan Reviewer approves or requires modifications to the proposed application.
5. Plan Reviewer inputs written comments into electronic permitting system if modifications are required.
6. Plan Reviewer changes status of application in the electronic permitting system to reflect determination.

6.3.3 - Verification Procedures

Verification within the Plan Review process centers on the accuracy and correctness of the plans as they relate to the type of work being requested and whether there are any code restrictions that may cause disapproval and includes:

- Verification of compliance with applicable codes and regulations, and professional practices and standards
- Verification of property restrictions
- Verification of any required revisions or corrections
- Verification that all sister agency review requirements were met

6.3.4 - Validation Procedures

Validation within the Plan Review process centers on the compliance or non-compliance with applicable codes and regulations, and the numbers and types of jobs that are approved or held for corrections.

6.3.5 - Performance Measures

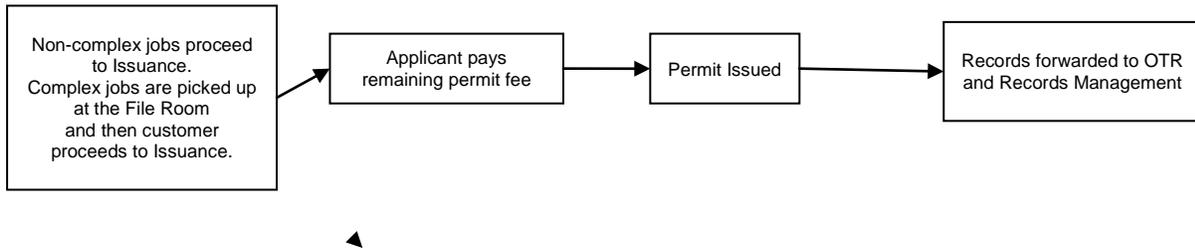
Performance measures within Plan Review center on the quality of customer care, number and type of jobs, the specific disciplines that must review the plans and the determination by the disciplines. Timeliness is recorded for process times and results.

CHAPTER 6

SECTION 6.4

ISSUANCE

6.4 Issuance



6.4.1 - Roles and Responsibilities

Position	Role	Responsibility
Permit Center Manager	Oversight of operation of Permit Center	Ensures customer service needs are addressed, departmental protocols are followed, fees are paid, and building records maintained
Contact Representative - Issuance	Oversight of customer service, payment of applicable fees, issuance of permit, and distribution of permit materials.	Ensures exceptional customer service is provided and that all applicable fees are collected and recorded. Issues permits and provides materials to applicant. Forwards copies to OTR and Records Management .

6.4.2 - Process

The Issuance process is comprised of four process steps that ensure the application is in order, is correct and complete and where the application needs to be reviewed.

The steps in this process are described as follows:

1. Contact Representative receives completed approved application and plans and reviews electronic permitting system to ensure all required disciplines have approved. If not, returns application to discipline(s) for review and approval.
2. Contact Representative prepares invoice and ensures applicant makes payment.

3. When payment confirmed, Contact Representative issues the approved permit and provides applicable number copies of materials to applicant.
4. Contact Representative forwards copies of documents to OTR and the Record Center. Ensures Inspections and Compliance Division is informed of permit issuance

6.4.3 - Verification Procedures

Verification within the Issuance process centers on the collection of all applicable fees, the recording of payments, and the recording and forwarding of the completed permit and materials to OTR and the Record Center and includes:

- Verification of invoices and receipts for fees
- Verification of filing of documents with OTR and Records Center
- Verification of required notification to Inspections and Compliance Division

6.4.4 - Validation Procedures

Validation within the Issuance process centers on the number and types of fees being collected, records management and notification, and customer service.

6.4.5 - Performance Measures

Performance measures within Issuance center on the quality of customer service, issuance of invoices and collection of fees, recording and records management.

CHAPTER 7

PERMIT PROCESSING

Chapter 7 - Permit Processing

The following sections provide comprehensive step-by-step instruction guides for processing the following permit types:

1. After Hours
2. Building Civil (BCIV)
3. Building Permit
4. Certificate of Occupancy
5. Certificate of Use
6. Electrical
7. Elevator
8. Fuel Burning
9. Home Occupation
10. Mechanical
11. Miniature Boiler
12. New Addresses
13. Plumbing
14. Permit Extensions
15. ProjectDox
16. Raze
17. Special Signs
18. Unfired Pressure Vessel

CHAPTER 7

SECTION 7.1

AFTERNOON HOURS PERMIT

7.1 After Hours Permit

Construction is allowed Monday through Saturday from 7 am to 7 pm without any special permits exclusive of holidays. Customers must apply for an afterhours permit to work beyond these legal construction hours.

An After-Hours Permit cannot be issued without managerial approval if

- The property is within 500 feet of any building with sleeping quarters
- The property is in a residential zone.

CHAPTER 7

SECTION 7.1.1

RESEARCH

7.1.1 - Research

1. From the PropertyQuest homepage (<http://propertyquest.dc.gov>), input the subject property address in the “Search” box.

Search a DC Address, SSL (Square, Suffix and Lot) or a Square

1107 7TH STREET NW

INPUT ADDRESS HERE

District of Columbia
Office of Planning

Key Info	
Address	1107 7TH STREET NW
Address ID	300155
SSL (Square, Suffix, & Lot)	0449 0059
Ward (2002 - 2011)	2
Ward (2012)	6
Neighborhood cluster	8
ANC (2012)	2C
ANC (2013)	6E
SMD (2012)	2C03
SMD (2013)	6E04
Police Service Area	308
Police District	Third District
Voting Precinct (2012)	18
Zoning	DD/C-2-C
2010 Census Tract	48.02
2010 Census Block Group	2
2010 Census Block	2005

Historic Info
(none in the current database)

Map

Base Map Air Photo

Photo
Property Tax Data
Google Street View

2. On the resulting screen, adjust the zoom level so that the scale is 500 ft.

Search a DC Address, SSL (Square Suffix and Lot) or a Square
1107 7TH STREET NW

District of Columbia
Office of Planning

STEP 1
ADJUST ZOOM
LEVEL SO THAT
SCALE IN 500FT

*****SCALE**
SHOULD BE
500 FEET***

Key Info
Address 1107 7TH STREET NW
Address ID 300155
SSL (Square, Suffix, & Lot) 0449 0059
Ward (2002 - 2011) 2
Ward (2012) 6
Neighborhood cluster 8
ANC (2012) 2C
ANC (2013) 6E
SMD (2012) 2C03
SMD (2013) 6E04
Police Service Area 308
Police District Third District
Voting Precinct (2012) 18
Zoning DD/C-2-C
2010 Census Tract 48.02
2010 Census Block Group 2
2010 Census Block 2005

Historic Info
(none in the current database)

Map
Base Map Air Photo
Photo
Property Tax Data
Google Street View

3. Examine the zone of the subject property and the zones that fall within a 500 foot radius of the subject property.

Search a DC Address, SSL (Square Suffix and Lot) or a Square
1107 7TH STREET NW

District of Columbia
Office of Planning

EXAMINE SUBJECT
PROPERTY ZONE
AND ALL ZONES
THAT FALL WITHIN
A 500 FT RADIUS

Key Info
Address 1107 7TH STREET NW
Address ID 300155
SSL (Square, Suffix, & Lot) 0449 0059
Ward (2002 - 2011) 2
Ward (2012) 6
Neighborhood cluster 8
ANC (2012) 2C
ANC (2013) 6E
SMD (2012) 2C03
SMD (2013) 6E04
Police Service Area 308
Police District Third District
Voting Precinct (2012) 18
Zoning DD/C-2-C
2010 Census Tract 48.02
2010 Census Block Group 2
2010 Census Block 2005

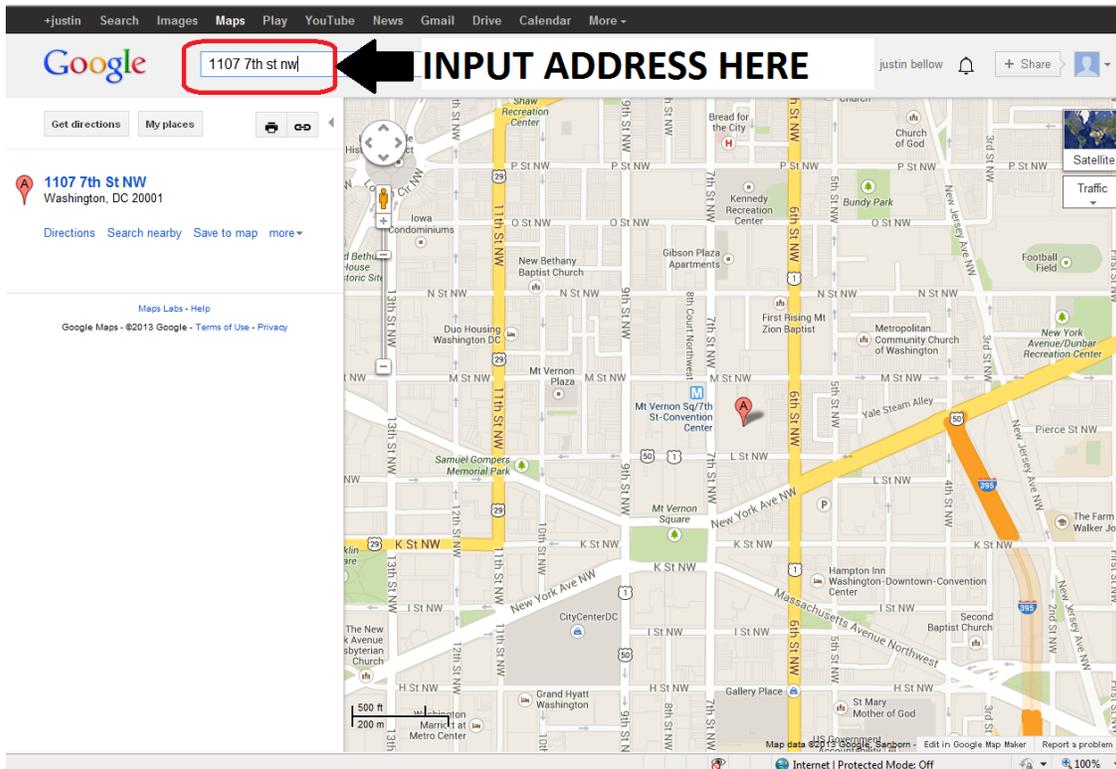
Historic Info
(none in the current database)

Map
Base Map Air Photo
Photo
Property Tax Data
Google Street View

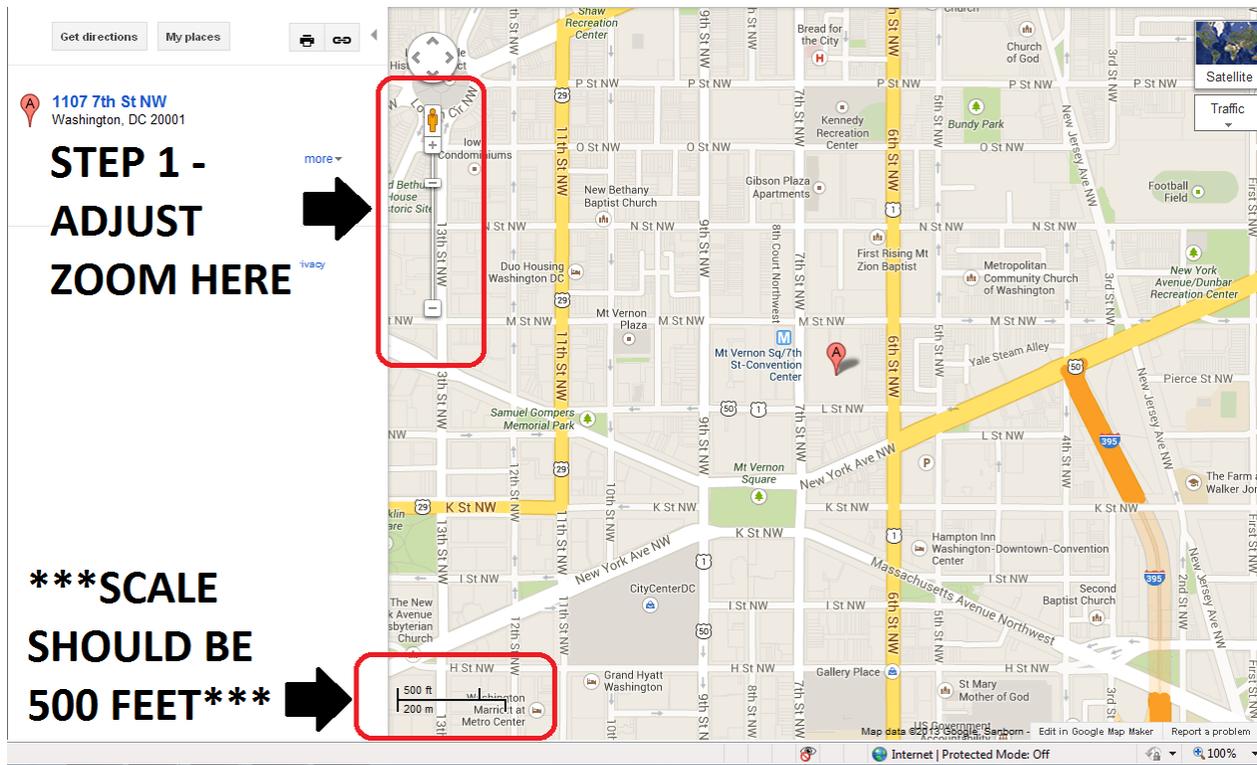
4. If the subject zone of the property is a Residential zone (**R-1, R-2, R-3, R-4, R-5 zones**), or if a Residential zone lies within the 500 radius of the subject property, then do not approve the application or provide the customer with an invoice.

Instead refer the customer to the Division Chief of the Permitting Division for further review.

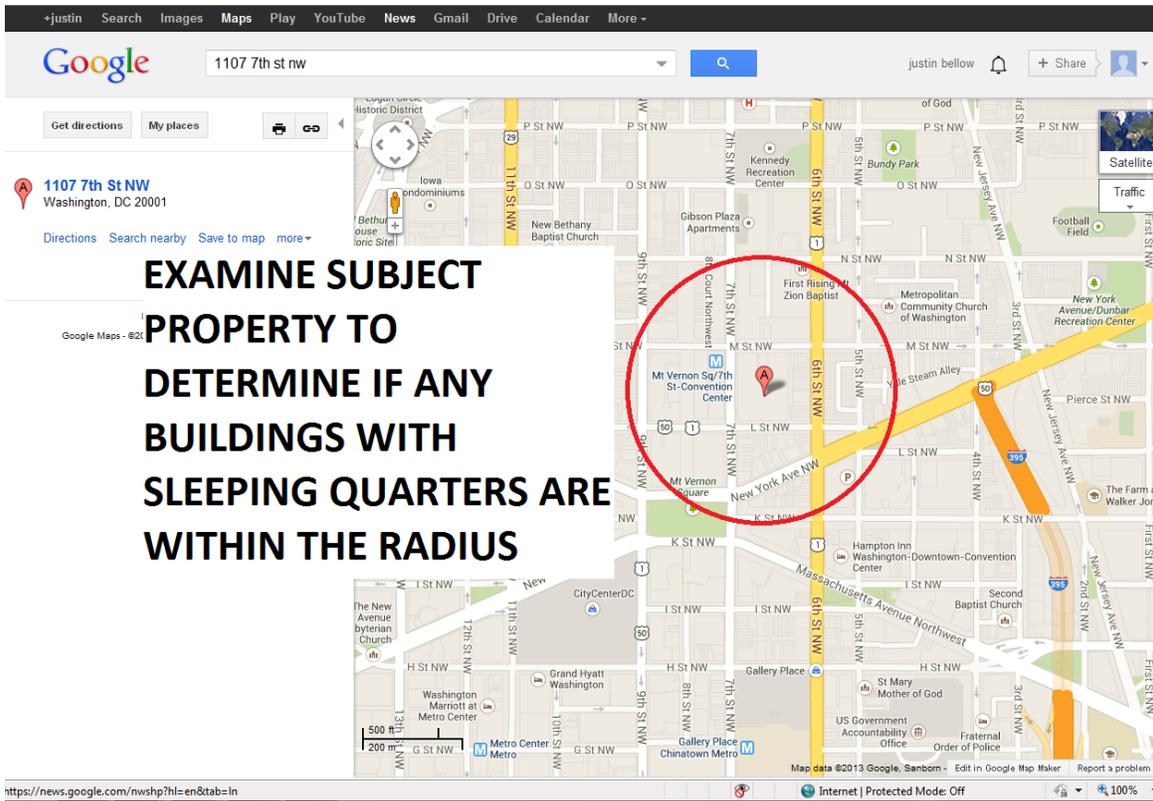
5. If the property is not in a Residential zone and there are no Residential zones that fall within the 500 foot radius of the subject property, now check to see if any properties with sleeping quarters (**i.e. single family dwellings, hotels, dormitories, apartment & condominium buildings, etc.**) exist within the 500 foot radius though Google Maps.
6. From the Google Maps homepage (maps.google.com) input the subject property address and search.



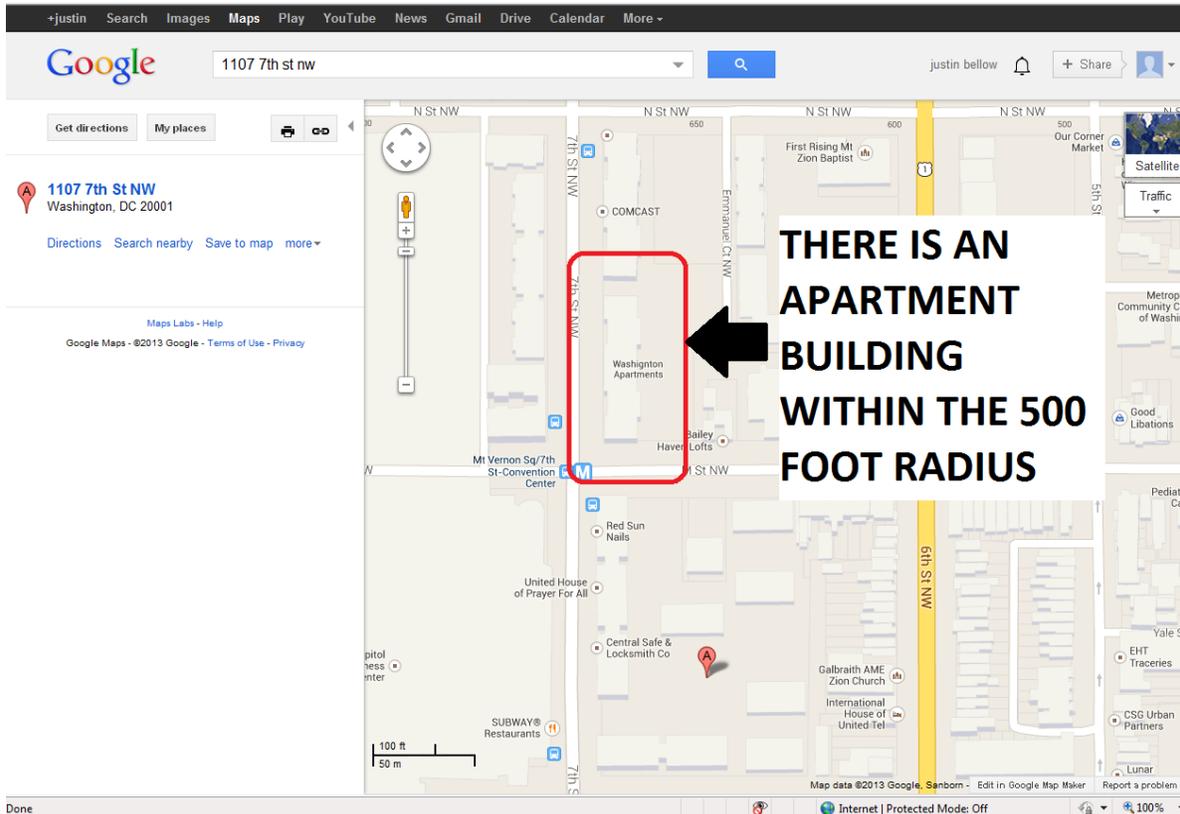
7. On the resulting page, zoom in using the tool on the upper left hand side of the screen so that the scale is adjusted to 500 feet.



8. Examine the surrounding businesses to determine if there are any buildings with sleeping quarters within a 500 foot radius of the subject property.



9. Once the radius has been established, zoom in to the area within the radius to get a more detailed view of the buildings within the area. If there are buildings with sleeping quarters within the 500 foot radius then do not approve the application or provide the customer with an invoice. Instead refer the customer to the Division Chief of the Permitting Division for further review. In this example, there is an apartment building within the 500 feet radius, so the Afterhours permit should not be approved.



10. If you have determined that there are no buildings with sleeping quarters within the 500 foot radius, then provide the applicant with an invoice, direct them to pay at the cashier.
11. When the customer returns from the cashier, apply the payment in Accela, highlight "Management Review" in the workflow, generate a cover sheet, and direct the customer to either the Permit Center Manager or the Permit Center Program Analyst for further review.

CHAPTER 7

SECTION 7.1.2

INTAKE

7.1.2 - Intake

1. Once you have determined that the customer's application is complete, from the Accela home screen, click the "Search" icon button.

The screenshot shows the DCRA Accela home screen. The user is Justin Bellow. The interface includes a navigation menu on the left with options like "CAP New", "Cap Detail/Summary", "Condition/Comment", "Workflow", "Workflow History", "Application Info", "Application Tables", "Pay Fees", "Manage Fees", "Related Cap's", "Schedule Inspections", "Manage Inspections", and "Manage Documents". The main area displays a "Record" list with columns for Permit #, Status, Permit Type, Opened, Street #, Street Name, Street Type, Quadrant, Unit Type, and Unit #. A search bar is visible at the top of the record list, and a "Search" icon button is highlighted with a red box and an arrow pointing to it with the text "CLICK HERE". Below the record list, there is a section for "Building Permit ID: AH1300562" with a notice added on 2008-06-26. The bottom of the screen shows a toolbar with icons for "Menu", "New", "Delete", "Cancel Inspection(s)", "Reschedule", "Select Record To Copy From", "Edit Flow", and "Help".

2. Enter the permit number in the "Permit Number" field then click the "Submit" icon button.

The screenshot shows the DCRA Accela search form. The user is Justin Bellow. The form includes a "Submit" button highlighted with a red box and an arrow pointing to it with the text "STEP 2 - CLICK HERE". Below the "Submit" button is a "Permit Number" field highlighted with a red box and an arrow pointing to it with the text "STEP 1 - ENTER PERMIT NUMBER HERE". The form also includes fields for "First Name", "Last Name", "Street #", "Street Name", "Street Type", "Unit #", "City", "Owner Name", "Parcel #", "License #", "License Type", "License First Name", "License Last Name", "License Business Name", "Type", "Group", and "App Specific Info Label".

3. Click the "Summary" icon button.

The screenshot shows the Accela web application interface. On the left is a navigation menu with options like 'CAP New', 'Cap Detail/Summary', 'Condition/Comment', 'Workflow', 'Workflow History', 'Application Info', 'Application Tables', 'Pay Fees', 'Manage Fees', 'Related Cap's', 'Schedule Inspections', 'Manage Inspections', and 'Manage Documents'. The main area displays a table of permits with columns: Permit #, Status, Permit Type, Opened, Street #, Street Name, Street Type, Quadrant, Unit Type, Unit #, and Created By. A record for permit B1306530 is highlighted. Below the table, the 'Building Permit ID: B1306530' section contains a 'Summary' button circled in black, with a black arrow pointing to it and the text 'CLICK HERE' next to it. The detailed view shows fields for Permit No (B1306530), Permit Type (Building/Construction/Alteration and Repair/NA), Status (Opened), and Opened Date (05/06/2013). The Description of Work is 'Interior Renovation of Existing Office Space.' A table below shows financial information: Total Fee Invoiced (0.00), Total Paid (0.00), and Balance (0.00).

4. Accela will open a new “Edit Record by Single” window.

The screenshot shows the 'Edit Record by Single' window overlaid on the main interface. The window title is 'Edit Record by Single - Windows Internet Explorer'. The URL is 'https://eclips.in.dc.gov/portlets/cap/CapBySingle.do?mode=edit&fromModel=myCap&...'. The window contains a 'Record Detail' section with the following information: Permit No. (B1306530), Permit Type (Building/Construction/Alteration and Repair/NA), Status (Opened), and Opened Date (05/06/2013). The Description of Work is 'Interior Renovation of Existing Office Space.' A table below shows financial information: Total Fee Invoiced (0.00), Total Paid (0.00), and Balance (0.00). The Address section includes fields for Street # (1100), Street Name (4TH), Street Type (ST), Quadrant (SW), Unit Type, Unit #, Street # (end), Start Fraction, Zip Code (20024), Cluster, Neighborhood, Ext, Zone (ANC), and Premise Phone Number (6D).

5. Scroll down to the “General Information” section. Select “WT” from the “Job Classification” drop down menu.

Language Preference * English

GENERAL INFORMATION SECTION

Q-Matic Number * FJ-55817628 Plans submitted Yes No Number of plans File Room Bin No Job Classification --Select-- Related to Stop Wo Yes No

Existing use of building or property Office Proposed use of building or property Office

Proposed number of stories of building 7 Proposed stories plus --Select--

Existing number of stories of building 7 Existing stories plus --Select--

Construction start date Completion Date of work Expiration

Number of Footings or Columns Size of Footings or Columns Wall Check Required Yes No Wall Check Completed Yes No

Application Comments

DDOE SECTION

Method of moving construction debris (Other) Specify method

6. Scroll down to the “Fee Calculations” section and, if the job is classified as an Alteration and Repair, ensure that the number “1” is entered in the “Alteration and repair cost” field.

Is projection beyond building line No - Skip Questions (A thru E) (A) Number and type of projection (B) Distance of projection FT. (C) Width of projection FT. (D) Width of building frontage FT. (E) Street width FT.

ADDITIONAL INFO SECTION

Water or sewer excavation Yes No Driveway construction Yes No Sheeting or shoring necessary Yes No Elevators involved Yes No

New or Repair elevator --Select-- Plans certified by engineer Yes No

FEE CALCULATIONS

Alteration and Repair cost 5000

Total Valuation cost 5000

Retaining Wall construction cost Amount --Select--

DOH Plan Review Square Feet Required for Plan Review Fee 0 SQFT

GREEN BUILDING SECTION

Green Building Total Area for Green Building Fee LEED Certification Level Owner Type

7. Ensure that the number “1” is entered in the “Total valuation cost” field.

8. Review the application to ensure consistency between the underlying permit and the scope of work on the After Hours permit.
9. Once review of all material is conducted, scroll down to the bottom of the window and click the “Submit” icon button.

10. Accela will now return you to the home screen. Click the “Workflow” link located in the “My Navigation” menu.

User Info

Justin Bellow

Permit Center Managers
DCRA

Department of Consumer & Regulatory Affairs

My Navigation

- CAP New
- Cap Detail/Summary
- Condition/Comment
- Workflow**
- Workflow History
- Application Info
- Application Tables
- Pay Fees
- Manage Fees
- Related Cap's
- Schedule Inspections
- Manage Inspections
- Manage Documents

Record

Menu Search New GIS Help My QuickQueries --Select-- Module Building

Permit #	Status	Permit Type	Opened	Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #	Created By
B1306530		Building/Construction/Alteration and Repair/NA	05/06/2013	1100	4TH	ST	SW			OCPI

Building Permit ID: B1306530

Menu Save Reset Summary Help

Go To Permit

Permit No Permit Type

B1306530 Building/Construction/Alteration and Repair/NA

Issued Date * 5/6/2013

Description of Work *

Interior Renovation of Existing Office Space.

Total Fee Invoiced	Total Paid	Balance
0.00	0.00	0.00

11. Click the “Permit Review Coordinator” link.

User Info

Justin Bellow

Permit Center Managers
DCRA

Department of Consumer & Regulatory Affairs

My Navigation

- CAP New
- Cap Detail/Summary
- Condition/Comment
- Workflow
- Workflow History
- Application Info
- Application Tables
- Pay Fees
- Manage Fees
- Related Cap's
- Schedule Inspections
- Manage Inspections
- Manage Documents
- Assign Tasks
- Contacts

Record

Menu Search New GIS Help My QuickQueries --Select-- Module Building

Permit #	Status	Permit Type	Opened	Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #	Created By
B1306530		Building/Construction/Alteration and Repair/NA	05/06/2013	1100	4TH	ST	SW			OCPI

Building Permit ID: B1306530

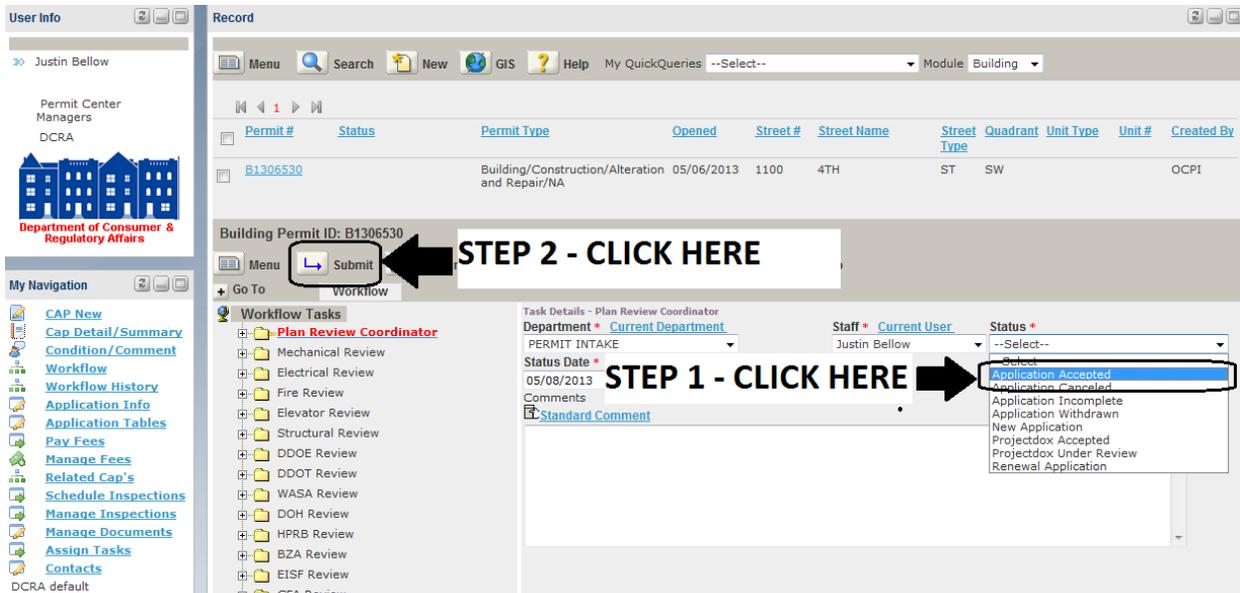
Menu New Supervisor Task Activation Help

Go To Workflow

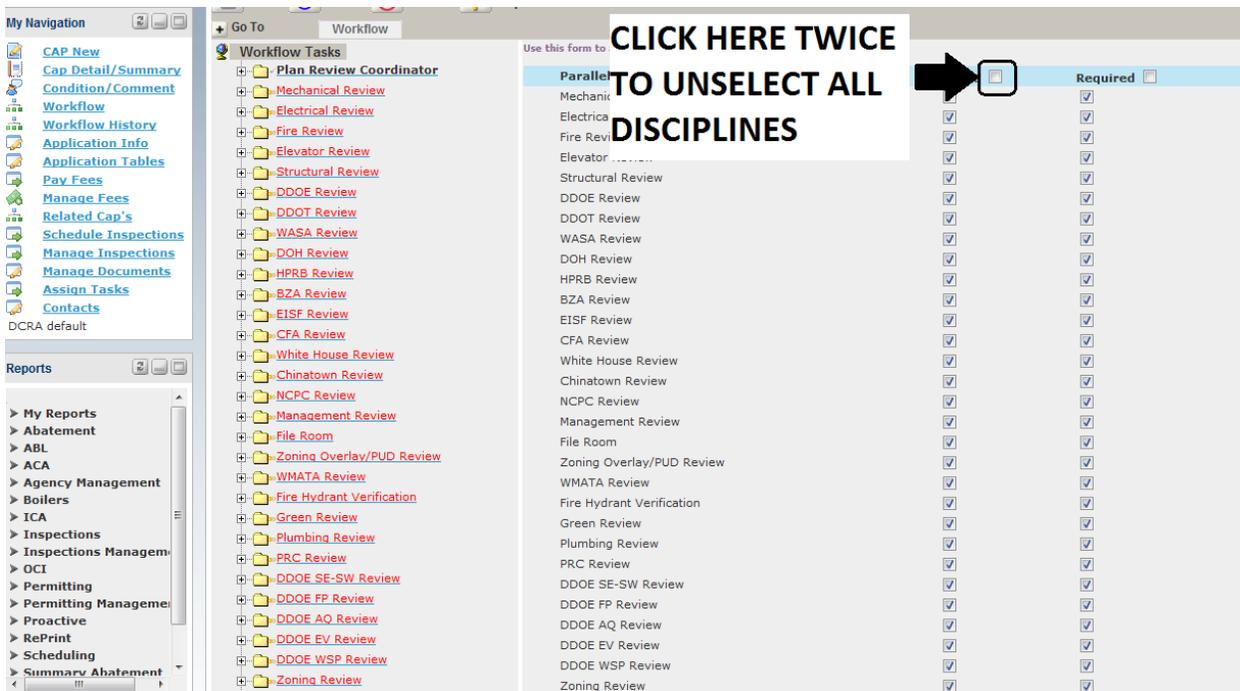
Workflow Tasks

	Status	Status Date	Action By
Plan Review Coordinator			New Appli...
Mechanical Review			Mechanica...
Electrical Review			Electrica...
Fire Review			Fire Revi...
Elevator Review			Elevator ...
Structural Review			Structura...
DDOE Review			DDOE Revi...
DDOT Review			DDOT Revi...
WASA Review			WASA Revi...
DOH Review			DOH Revi...

12. Select “Application Accepted” from the “Status” drop down menu, and then click the “Submit” icon button.



13. Click the “Active” box to unselect all of the review disciplines.



14. With all disciplines now clear, select only “PRC Review” if you are able to determine if the project meets the criteria to issue without management approval (not in a residential zone, not within 500 feet of a property with sleeping quarters). If the application does not meet these criteria, then select “Management Review.”

STEP 2 - CLICK HERE

STEP 1 - SELECT EITHER PRC OR MANAGEMENT REVIEW

Parallel Tasks	Active	Required
Mechanical Review	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Review	<input type="checkbox"/>	<input type="checkbox"/>
Fire Review	<input type="checkbox"/>	<input type="checkbox"/>
Elevator Review	<input type="checkbox"/>	<input type="checkbox"/>
Structural Review	<input type="checkbox"/>	<input type="checkbox"/>
DDOE Review	<input type="checkbox"/>	<input type="checkbox"/>
DDOT Review	<input type="checkbox"/>	<input type="checkbox"/>
WASA Review	<input type="checkbox"/>	<input type="checkbox"/>
DOH Review	<input type="checkbox"/>	<input type="checkbox"/>
HPRB Review	<input type="checkbox"/>	<input type="checkbox"/>
BZA Review	<input type="checkbox"/>	<input type="checkbox"/>
EISF Review	<input type="checkbox"/>	<input type="checkbox"/>
CFA Review	<input type="checkbox"/>	<input type="checkbox"/>
White House Review	<input type="checkbox"/>	<input type="checkbox"/>
Chinatown Review	<input type="checkbox"/>	<input type="checkbox"/>
NCPC Review	<input type="checkbox"/>	<input type="checkbox"/>
Management Review	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Zoning Overlay/PUD Review	<input type="checkbox"/>	<input type="checkbox"/>
WMATA Review	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hydrant Verification	<input type="checkbox"/>	<input type="checkbox"/>
Green Review	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing Review	<input type="checkbox"/>	<input type="checkbox"/>
PRC Review	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DDOE SE-SW Review	<input type="checkbox"/>	<input type="checkbox"/>
DDOE FP Review	<input type="checkbox"/>	<input type="checkbox"/>
DDOE AQ Review	<input type="checkbox"/>	<input type="checkbox"/>
DDOE EV Review	<input type="checkbox"/>	<input type="checkbox"/>

15. Click the “Permitting” link located in the “Reports” menu.

CLICK HERE

Task	Status	Status Date	Action By
Plan Review Coordinator	Applicati...	05/08/2013	Justin Be...
Elevator Review	Elevator ...	05/08/2013	
DDOE Review	DDOE Revi...	05/08/2013	
DDOT Review	DDOT Revi...		
WASA Review	WASA Revi...	05/08/2013	
DOH Review	DOH Revi...	05/08/2013	
HPRB Review	HPRB Revi...	05/08/2013	
BZA Review	BZA Revi...	05/08/2013	
EISF Review	EISF Revi...	05/08/2013	
CFA Review	CFA Revi...	05/08/2013	
White House Review	White Hou...	05/08/2013	
Chinatown Review	Chinatown...	05/08/2013	
NCPC Review	NCPC Revi...	05/08/2013	
Management Review	Managemen...	05/08/2013	
File Room	Pending C...	05/08/2013	
Zoning Overlay/PUD Review	Overlay/P...	05/08/2013	
WMATA Review	WMATA Rev...	05/08/2013	
Fire Hydrant Verification	Fire Hydr...		
Green Review	Plans Che...		
PRC Review	PRC Revi...		
DDOE SE-SW Review	DDOE SE-S...		
DDOE FP Review	DDOE FP R...		
DDOE AQ Review	DDOE AQ R...		
DDOE EV Review	DDOE EV R...		
DDOE WSP Review	DDOE WSP ...		
Zoning Review	Zoning Re...	05/08/2013	
Mechanical Review	Mechanica...		
Electrical Review	Electrics...	05/08/2013	

16. With the “Permitting” menu now expanded, click the “Cover Sheet” link.

My Navigation

- CAP New
- Cap Detail/Summary
- Condition/Comment
- Workflow
- Workflow History
- Application Info
- Application Tables
- Pay Fees
- Manage Fees
- Related Cap's
- Schedule Inspections
- Manage Inspections
- Manage Documents
- Assign Tasks
- Contacts

DCRA default

Reports

- Cover Sheet
- Electrical Permit
- Elevator Certificate
- Elevator Permit
- Excavation Permit
- Fence Permit
- Foundation Permit
- Fuel Burning
- Garage Permit
- Home Occupation Perm
- Invoice
- Miniature Boiler Permit
- Misc After Hours Permit
- Misc Antenna Permit
- Misc Blasting Permit
- Misc Christmas Tree Pe
- Misc Exterior Cleaning

Workflow Tasks

Task	Status	Status Date	Action By
Plan Review Coordinator	Applicati...	05/08/2013	Justin Be...
Elevator Review	Elevator ...	05/08/2013	
DDOE Review	DDOE Revi...	05/08/2013	
DDOT Review	DDOT Revi...		
WASA Review	WASA Revi...	05/08/2013	
DOH Review	DOH Revi...	05/08/2013	
HPRB Review	HPRB Revi...	05/08/2013	
BZA Review	BZA Revi...	05/08/2013	
EISF Review	EISF Revi...	05/08/2013	
CFA Review	CFA Revi...	05/08/2013	
White House Review	White Hou...	05/08/2013	
Chinatown Review	Chinatown...	05/08/2013	
NCPC Review	NCPC Revi...	05/08/2013	
Management Review	Managemen...	05/08/2013	
File Room	Pending C...	05/08/2013	
Zoning Overlay/PUD Review	Overlay/P...	05/08/2013	
WMATA Review	WMATA Rev...	05/08/2013	
Fire Hydrant Verification	Fire Hydr...		
Green Review	Plans Che...		
PRC Review	PRC Revi...		
DDOE SE-SW Review	DDOE SE-S...		
DDOE FP Review	DDOE FP R...		
DDOE AQ Review	DDOE AQ R...		
DDOE EV Review	DDOE EV R...		
DDOE WSP Review	DDOE WSP ...		
Zoning Review	Zoning Rev...	05/08/2013	
Mechanical Review	Mechanica		

17. Accla will now generate a cover sheet for the project.

Accla Automation® - Windows Internet Explorer

https://eclips.in.dc.gov/jetspeed/portal

Government of the District of Colu...

mapquest

Permitting-Cover_Sheet_v4_20121004_072243[1].pdf - Adobe Reader

File Edit View Window Help

1 / 1 67.7%

Tools Sign Comment

Justin Bellow

Permit Center
DCRA

Department of Consumer and Regulatory Affairs

Permit Operations Division
1100 4th Street SW
Washington DC 20024
Tel: (202) 442-4589 Fax: (202) 442-4862
TO SCHEDULE INSPECTIONS PLEASE CALL (202) 442-8667

Received: 10/4/2012

Phase: Application

Engineering Coordinator: Erasmo Warren

Address of Project: 2700 WOODLEY PL NW

Application/Spec: GERALD PONASEK

Job Classification: Job No:

AH1300014

Existing Use:

Proposed Use:

Permit Type: Miscellaneous

Description of Work:

After hours permit from 7am to 5pm Monday 10/08/2012 "Columbus Day" only. In conjunction with B1110311.

Required Reviews: (Checked boxes only)	Reviewer:	Completion Time:	Review Status:
<input type="checkbox"/> Fine Arts:		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> Approved <input type="checkbox"/> HFC <input type="checkbox"/> cont. w/Applicant
<input type="checkbox"/> Historic:		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> Approved <input type="checkbox"/> HFC <input type="checkbox"/> cont. w/Applicant
<input type="checkbox"/> Public Space/DDOT:		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> Approved <input type="checkbox"/> HFC <input type="checkbox"/> cont. w/Applicant
<input type="checkbox"/> Zoning:		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> Approved <input type="checkbox"/> HFC <input type="checkbox"/> cont. w/Applicant
<input type="checkbox"/> Soil Erosion/DDOE:		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> Approved <input type="checkbox"/> HFC <input type="checkbox"/> cont. w/Applicant

Module: Building

Permit #	Street Name	Street Type	Quadrant	Unit Type	Unit
10	WOODLEY	PL	NW		
15	WISCONSIN	AVE	NW		
10	VIRGINIA	AVE	NW		
10	F	ST	NW		
18	G	ST	NW		

18. Left click on the newly generated permit window, and select "Print" from the menu.

Department of Consumer and Regulatory Affairs
 Permit Operations Division
 1100 4th Street SW
 Washington DC 20024
 Tel. (202) 442 - 4589 Fax (202) 442 - 4862

Received: Date: 5/8/2013
 Phase: Application

Applicant/Agent: Dora Job No. 306530

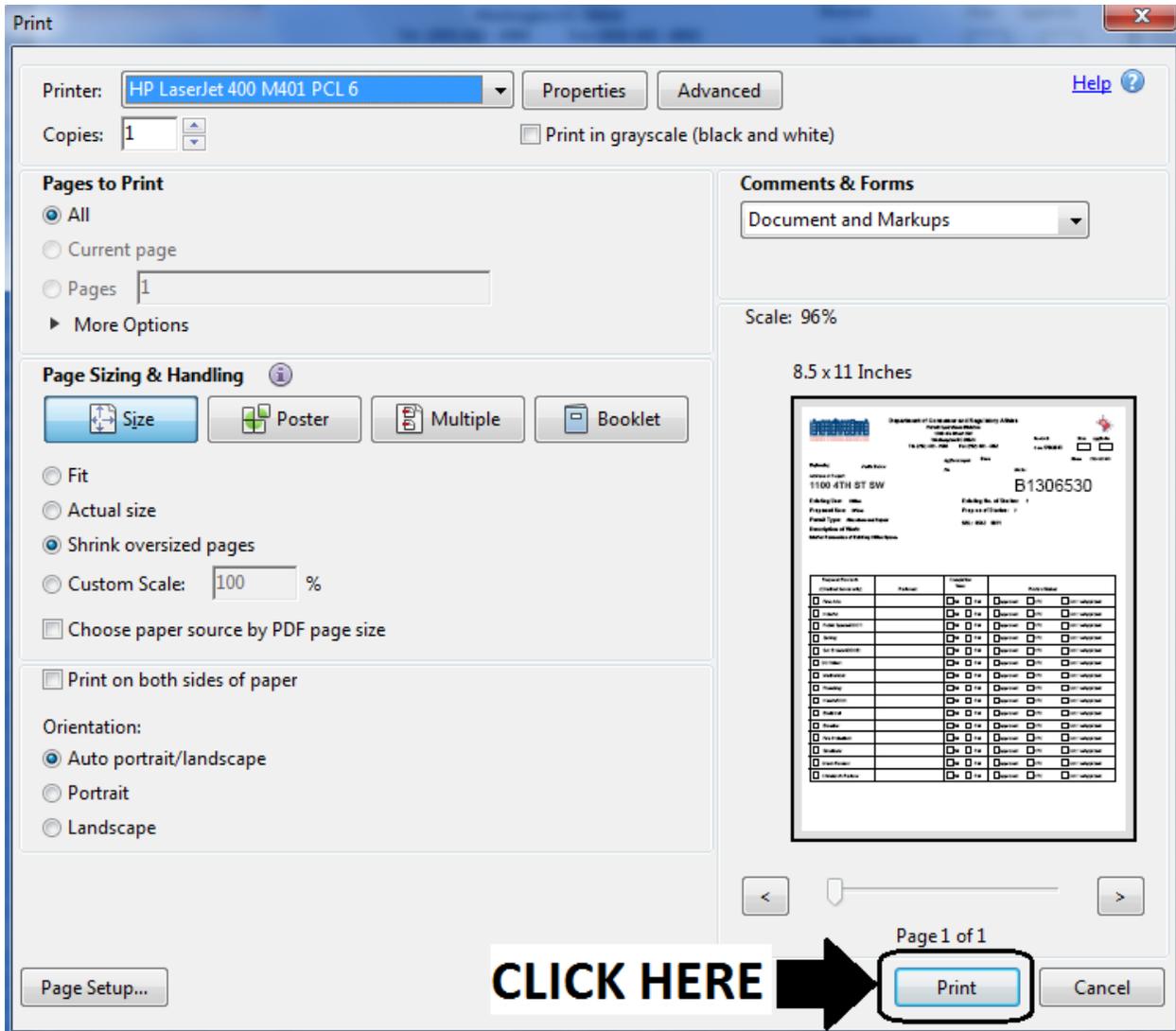
Engineering: Justin Bellor
 Address of Project: 1100 4TH ST SW
 Existing Use: Office
 Proposed Use: Office
 Permit Type: Alteration and Repair
 Description of Work: Interior Renovation of Existing Office Space.

Required Reviews:
 (Checked boxes only)

Reviewer:	Review Status:
<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> Approved <input type="checkbox"/> HFC <input type="checkbox"/> Conf. w/Applicant
<input type="checkbox"/> Historic:	<input type="checkbox"/> Conf. w/Applicant
<input type="checkbox"/> Public Space/DDOT:	<input type="checkbox"/> Conf. w/Applicant
<input type="checkbox"/> Zoning:	<input type="checkbox"/> Conf. w/Applicant
<input type="checkbox"/> Soil Erosion/DDOE:	<input type="checkbox"/> Conf. w/Applicant
<input type="checkbox"/> DC Water:	<input type="checkbox"/> Conf. w/Applicant
<input type="checkbox"/> Mechanical:	<input type="checkbox"/> Conf. w/Applicant
<input type="checkbox"/> Plumbing:	<input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> Approved <input type="checkbox"/> HFC <input type="checkbox"/> Conf. w/Applicant
<input type="checkbox"/> Health/DOH:	<input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> Approved <input type="checkbox"/> HFC <input type="checkbox"/> Conf. w/Applicant
<input type="checkbox"/> Electrical:	<input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> Approved <input type="checkbox"/> HFC <input type="checkbox"/> Conf. w/Applicant

LEFT CLICK TO BRING UP PRINT MENU AND SELECT PRINT

19. Click the "Print" button to print a copy of the cover sheet.



20. If the permit does not meet the criteria, direct the applicant to secure the approval of a manager. If the project meets the criteria, then you will now approve the application in Accela.

21. From the Accela home screen, click the “Workflow” link located in the “My Navigation” menu.

User Info: Justin Bellow, Permit Center Managers, DCRA, Department of Consumer & Regulatory Affairs

Record: Menu, Search, New, GIS, Help, My QuickQueries, --Select--, Module: Building

Permit #	Status	Permit Type	Opened	Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #	Created By
B1306530		Building/Construction/Alteration and Repair/NA	05/06/2013	1100	4TH	ST	SW			OCPI

Building Permit ID: B1306530

Menu, Save, Reset, Summary, Help

Go To: Permit

Permit No: B1306530, Permit Type: Building/Construction/Alteration and Repair/NA, Issued Date: 05/06/2013

Description of Work: Interior Renovation of Existing Office Space.

Total Fee Invoiced	Total Paid	Balance
0.00	0.00	0.00

CLICK HERE

22. Click the “PRC Review” link.

Reports: My Reports, Abatement, ABL, ACA, Agency Management, Boilers, ICA, Inspections, Inspections Management, OCI, Permitting, Permitting Management, Proactive, RePrint, Scheduling, Summary Abatement

Quicklinks: REVIEW REQUIREMENTS, APPLICATION REQUIREMENTS, PIVS--New, FILENET DOCUMENTS, DCRA INTRANET, REAL PROPERTY DB, OCPI To Accela, Green Building Information (new), Reprint Online Postcard permit, ACCELA TO PROJECT DOX, Cache, Pending Reviews

mechanical Review	Plan Review Coordinator	Applicati...	11/08/2013	Justin Be...
Electrical Review	Mechanical Review	Mechanica...		
Fire Review	Electrical Review	Electrica...	11/08/2013	
Elevator Review	Fire Review	Fire Revi...	11/08/2013	
Structural Review	Elevator Review	Elevator ...	11/08/2013	
DDOE Review	Structural Review	Structura...	11/08/2013	
DDOT Review	DDOE Review	DDOE Revi...	11/08/2013	
WASA Review	DDOT Review	DDOT Revi...		
DOH Review	WASA Review	WASA Revi...	11/08/2013	
HPRB Review	DOH Review	DOH Revi...	11/08/2013	
BZA Review	HPRB Review	HPRB Revi...	11/08/2013	
EISF Review	BZA Review	BZA Revi...	11/08/2013	
CFA Review	EISF Review	EISF Revi...	11/08/2013	
White House Review	CFA Review	CFA Revi...	11/08/2013	
Chinatown Review	White House Review	White Hou...	11/08/2013	
NCPC Review	Chinatown Review	Chinatown...	11/08/2013	
Management Review	NCPC Review	NCPC Revi...	11/08/2013	
File Room	Management Review	Managemen...	11/08/2013	
Zoning Overlay/PUD Review	File Room	Pending C...	11/08/2013	
WMATA Review	Zoning Overlay/PUD Review	Overlay/P...	11/08/2013	
Fire Hydrant Verification	WMATA Review	WMATA Rev...	11/08/2013	
Green Review	Fire Hydrant Verification	Fire Hydr...		
Plumbing Review	Green Review	Plans Che...		
DDOE SE-SW Review	Plumbing Review	Plumbing ...		
DDOE FP Review	DDOE SE-SW Review	DDOE SE-S...		
DDOE AQ Review	DDOE FP Review	DDOE FP R...		
DDOE EV Review	DDOE AQ Review	DDOE AQ R...		
DDOE WSP Review	DDOE EV Review	DDOE EV R...		
Zoning Review	DDOE WSP Review	DDOE WSP ...		
PRC Review	Project Review	Project Re...		
Issue Permit	Issue Permit	Issue Per...		

CLICK HERE

23. Select “PRC Review Approved” from the “Status” drop down menu and then click “Submit”

STEP 2 - CLICK HERE

STEP 1 - SELECT PRC REVIEW APPROVED

The screenshot shows a web application interface for permit management. At the top, it displays 'AH1400063 Permit Issued' and 'Building/Construction/Miscellaneous/After 10/24/2013 1733 38TH ST SE OCPI'. Below this, a notification bar states: 'A notice was added to this record on 2009-07-05. Condition: HPRB Severity: Notice Total conditions: 1 (Notice: 1)'. The main area is titled 'Building Permit ID: AH1400066'. On the left, there is a 'Menu' with a 'Submit' button highlighted by a black arrow. In the center, there are dropdown menus for 'Department' (PLAN REVIEW COORDINATOR), 'Staff' (Aaron Easterling), and 'Status'. The 'Status' dropdown is open, showing options: 'PRC Review Approved', 'PRC Review Pending', and 'PRC Review Rejected'. A black arrow points to the 'PRC Review Approved' option. On the far left, there is a 'Reports' sidebar with various categories like 'My Reports', 'Abatement', 'ABL', etc.

24. The permit is now approved and you may now transfer the customer to Issuance.

THE PERMIT IS NOW APPROVED AND READY TO BE ISSUED

The screenshot shows a list of review tasks in a table format. The table has columns for task name, department, staff, and status. The 'Issue Permit' button is highlighted with a black arrow. The table lists various review tasks such as 'DDOE Review', 'DDOT Review', 'WASA Review', 'DOH Review', 'HPRB Review', 'BZA Review', 'EISF Review', 'CFA Review', 'White House Review', 'Chinatown Review', 'NCPC Review', 'Management Review', 'File Room', 'Zoning Overlay/PUD Review', 'WMATA Review', 'Fire Hydrant Verification', 'Green Review', 'Plumbing Review', 'DDOE SE-SW Review', 'DDOE FP Review', 'DDOE AQ Review', 'DDOE EV Review', 'DDOE WSP Review', 'Zoning Review', and 'PRC Review'. The 'Issue Permit' button is located at the bottom of the list. The 'Status' column shows 'Approved' for many tasks. The 'Issue Permit' button is highlighted with a black arrow. The 'Status' column shows 'Approved' for many tasks. The 'Issue Permit' button is located at the bottom of the list. The 'Status' column shows 'Approved' for many tasks. The 'Issue Permit' button is highlighted with a black arrow.

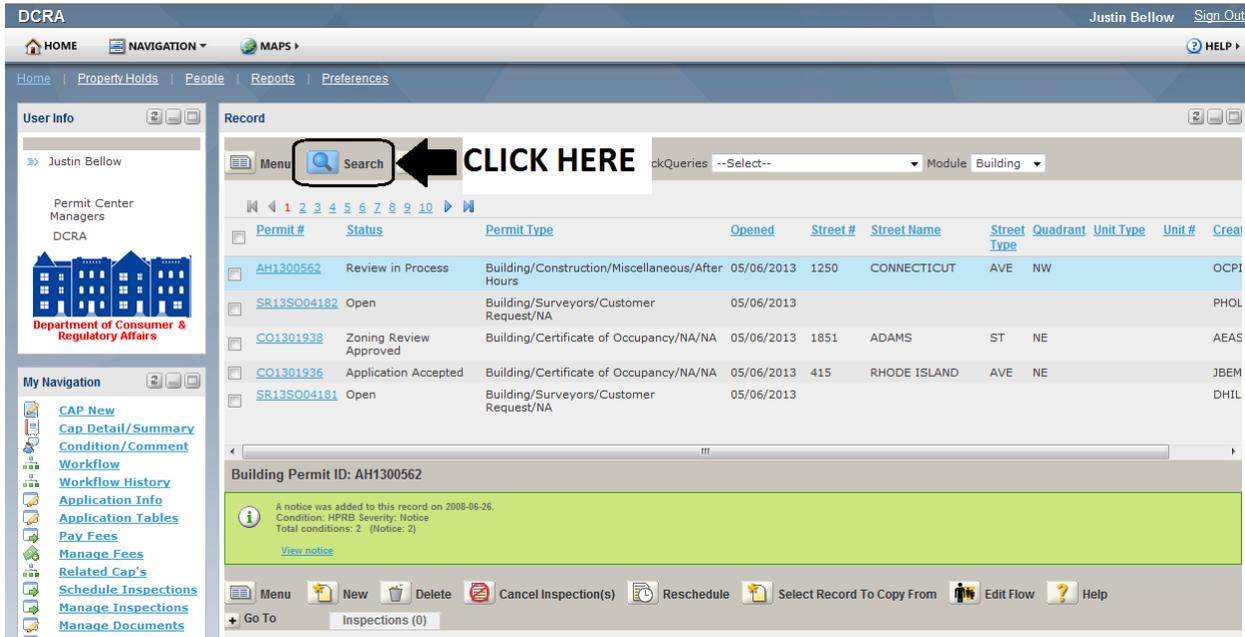
CHAPTER 7

SECTION 7.1.8

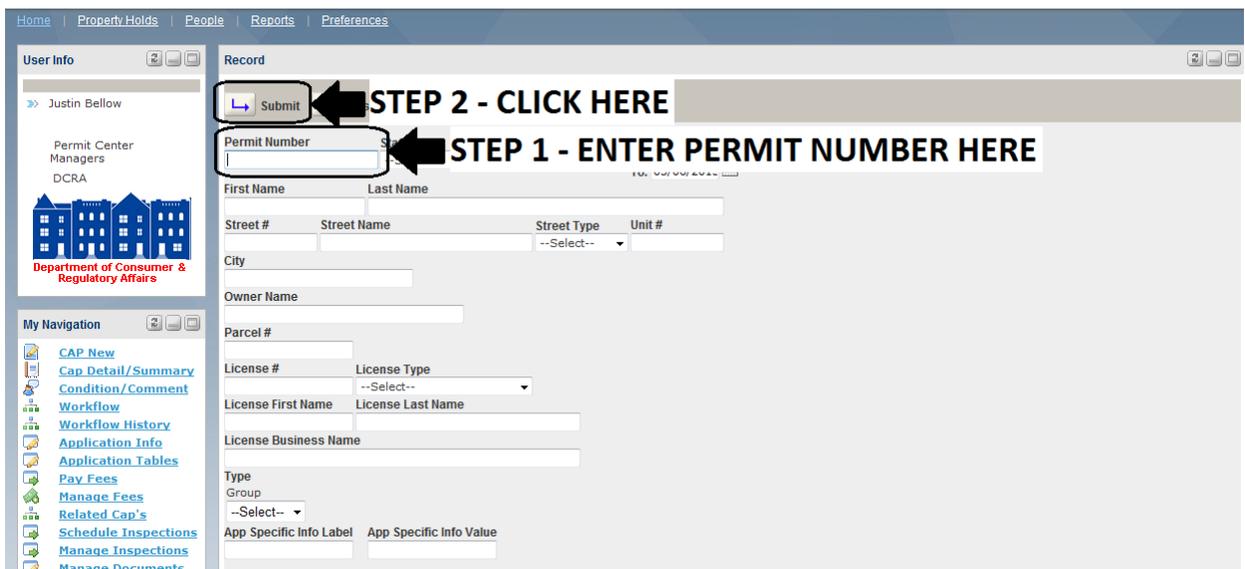
ISSUANCE

7.1.3 - Issuance

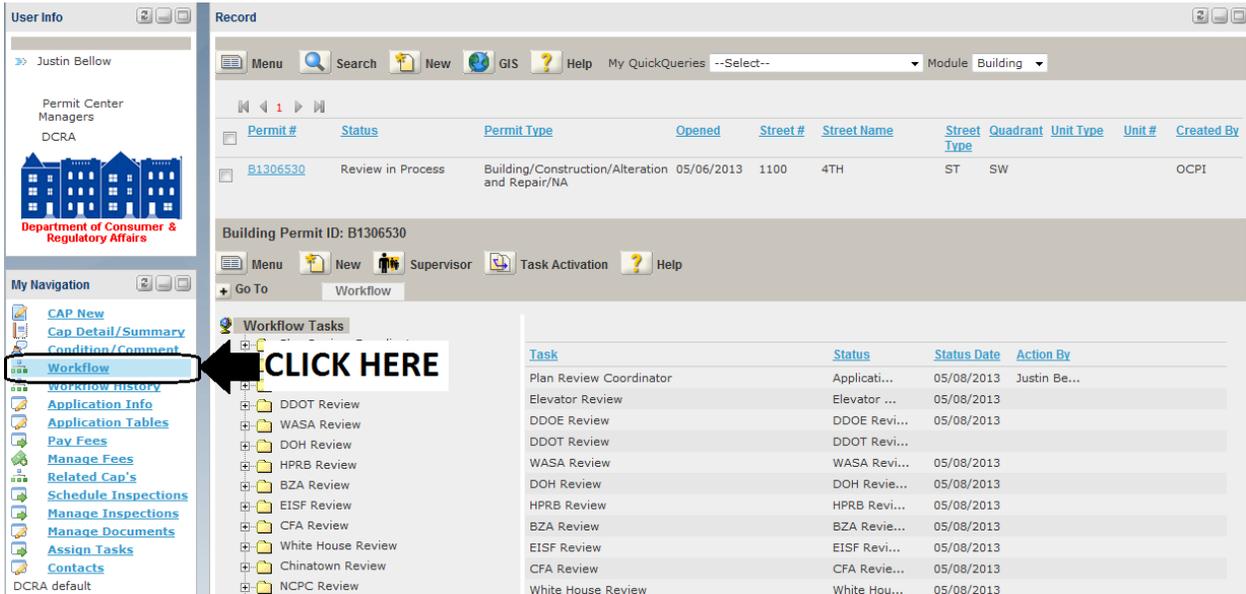
1. Examine the application. Ensure that all required signatures are on the cover sheet. If the customer does not have all of the necessary signatures, direct the customer to secure the necessary signatures.
2. Once the plans and application have been verified, from the Accela homepage, click the “Search” icon button.



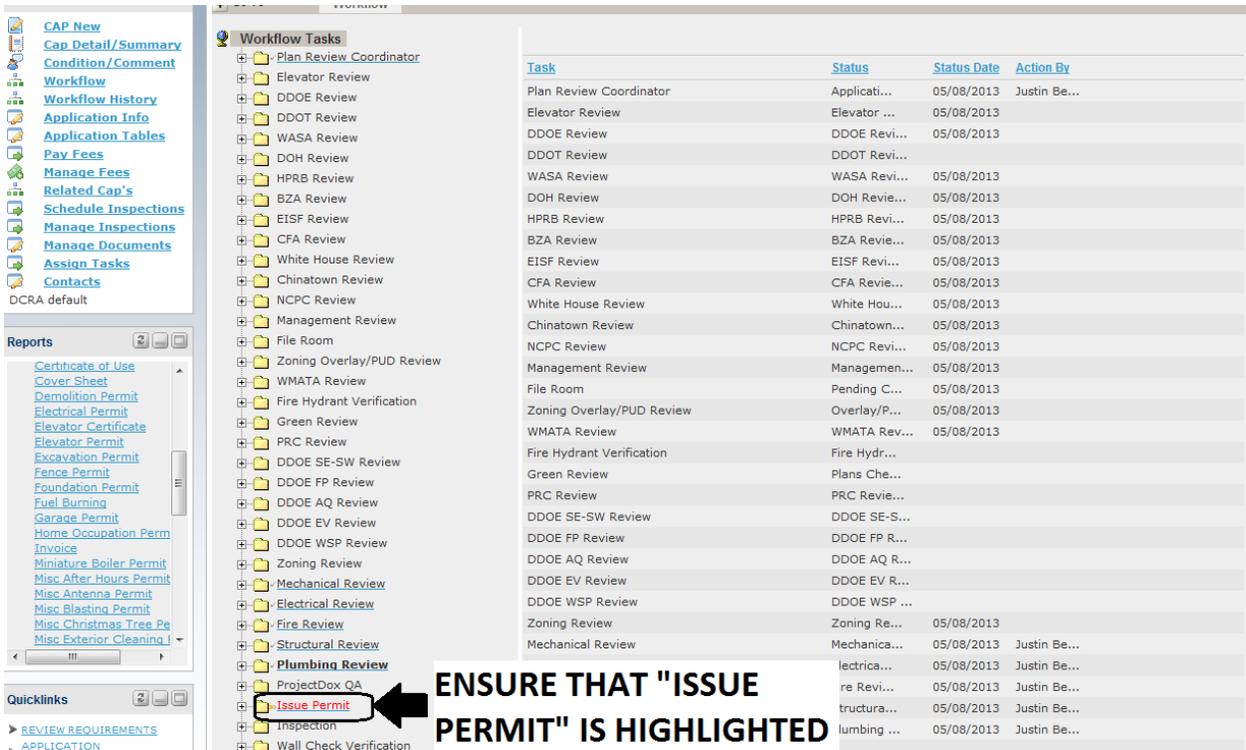
3. Enter the permit number in the “Permit Number” field then click the “Submit” icon button.



4. Click the “Workflow” link located in the “My Navigation” menu.



5. Ensure that “Issue Permit” is highlighted. If there are outstanding reviews, and “Issue Permit” is not highlighted, direct the customer to secure the required approvals.



6. After confirming that all reviews have been entered in the system, open the application to verify that the fees have been specified by either the Fire or

Structural divisions or one of the Division supervisors. If the fees are not specified, direct the customer to have the fees indicated on the application.

- After the fees have been verified, click the “Manage Fees” link located in the “My Navigation” menu.

The screenshot shows the software interface with the 'My Navigation' menu on the left. The 'Manage Fees' link is highlighted with a black box and a white arrow pointing to it, with the text 'CLICK HERE' next to it. The main area displays a table of records for Building Permit ID: B1306530.

Permit #	Status	Permit Type	Opened	Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #	Created By
B1306530	Review in Process	Building/Construction/Alteration and Repair/NA	05/06/2013	1100	4TH	ST	SW			OCPI

Below the table, there is a 'Workflow Tasks' section with a table of tasks:

Task	Status	Status Date	Action By
Plan Review Coordinator	Applicati...	05/08/2013	Justin Be...
Elevator Review	Elevator ...	05/08/2013	
DDOE Review	DDOE Revi...	05/08/2013	
DDOT Review	DDOT Revi...	05/08/2013	
WASA Review	WASA Revi...	05/08/2013	
DOH Review	DOH Revi...	05/08/2013	
HPRB Review	HPRB Revi...	05/08/2013	
BZA Review	BZA Revi...	05/08/2013	
EISF Review	EISF Revi...	05/08/2013	
CFA Review	CFA Revi...	05/08/2013	
White House Review	White Hou...	05/08/2013	

- Examine the fees that are populated in the system. If the fees in the system do not match the fees in the application, remove all fees and enter the correct fees as specified in the application. All AFTER HOURS PERMITS ARE \$36.30 (\$33 Permit Fee + \$3.30 Enhancement Fee). If the fees in the system match with the fees specified in the application, click the box directly under the “Fee Calc. Factor” header to select all fee records, and then click the “Invoice” icon button.

The screenshot shows the software interface with the 'Invoice' button highlighted with a black box and a white arrow pointing to it, with the text 'STEP 2 - CLICK HERE' next to it. Below the button, there is a table of fees:

Fee Calc. Factor	Job Value(Contractor)	Fee Total	ees	Status	Date Assessed
Job Value(Contractor)	\$0.00	\$150.15			
Enhanced Services Fee - Perm...	1	\$6.50		NEW	05/06/2013
Enhanced Service Fee - Filin...	1	\$6.50		NEW	05/06/2013
Addition/Alteration/Repair ...	65	\$65.00		NEW	05/06/2013
Alteration & Repair Permit Fee	65	\$65.00		NEW	05/06/2013
Green Building Fee	6.5	\$6.50		NEW	05/06/2013
Enhanced Service Fee - Green...	1	\$0.65		NEW	05/06/2013

The first checkbox in the table is highlighted with a black box and a white arrow pointing to it, with the text 'STEP 1 - CLICK HERE' next to it.

- Accela has now generated a new invoice number.

Fee Calc. Factor: Job Value(Contractor)\$0.00 Fee Total \$150.15

Invoice #	Description	Quantity	Fees	Status	Date Assessed
1230890	Enhanced S			INVOICED	05/06/2013
1230890	Enhanced S			INVOICED	05/06/2013
1230890	Enhanced S			INVOICED	05/06/2013
1230890	Alteration &			INVOICED	05/06/2013
1230890	Green Build			INVOICED	05/06/2013
1230890	Enhanced Service Fee - Green...	1	\$0.65	INVOICED	05/06/2013

ACCELA HAS GENERATED AN INVOICE NUMBER

My Tasks

Workflow Task and Inspection Searching

130508033515977

An error has occurred while processing your request.

For more detail [Click Here](#) or contact [Agency Administrator](#).

10. Click the “Permitting” link located in the “Reports” menu

Fee Calc. Factor: Job Value(Contractor)\$0.00 Fee Total \$150.15

Invoice #	Description	Quantity	Fees	Status	Date Assessed
1230890	Enhanced Services Fee - Perm...	1	\$6.50	INVOICED	05/06/2013
1230890	Enhanced Service Fee - Filin...	1	\$6.50	INVOICED	05/06/2013
1230890	Addition/Alteration/Repair ...	65	\$65.00	INVOICED	05/06/2013
1230890	Alteration & Repair Permit Fee	65	\$65.00	INVOICED	05/06/2013
1230890	Green Building Fee	6.5	\$6.50	INVOICED	05/06/2013
1230890	Enhanced Service Fee - Green...	1	\$0.65	INVOICED	05/06/2013

My Tasks

Workflow Task and Inspection Searching

130508033515977

An error has occurred while processing your request.

For more detail [Click Here](#) or contact [Agency Administrator](#).

CLICK HERE

11. Once the “Permitting” menu has expanded, click the “Invoice” link.

My Navigation

- CAP New
- Cap Detail/Summary
- Condition/Comment
- Workflow
- Workflow History
- Application Info
- Application Tables
- Pay Fees
- Manage Fees
- Related Cap's
- Schedule Inspections
- Manage Inspections
- Manage Documents
- Assign Tasks
- Contacts

DCRA default

Go To: Fee (6)

Fee Calc. Factor: Job Value(Contractor)\$0.00 Fee Total: \$150.15

Invoice #	Description	Quantity	Fees	Status	Date Assessed
1230890	Enhanced Services Fee - Perm...	1	\$6.50	INVOICED	05/06/2013
1230890	Enhanced Service Fee - Filin...	1	\$6.50	INVOICED	05/06/2013
1230890	Addition/Alteration/Repair -...	65	\$65.00	INVOICED	05/06/2013
1230890	Alteration & Repair Permit Fee	65	\$65.00	INVOICED	05/06/2013
1230890	Green Building Fee	6.5	\$6.50	INVOICED	05/06/2013
1230890	Enhanced Service Fee - Green...	1	\$0.65	INVOICED	05/06/2013

My Tasks

Workflow Task and Inspection Searching

130508033515977

While processing your request.

For more detail [Click Here](#) or contact [Agency Administrator](#).

Reports

- Fuel Burning
- Garage Permit
- Home Occupation
- Invoice
- Initiators Boiler
- Misc After Hours Permit
- Misc Antenna Permit
- Misc Blasting Permit
- Misc Christmas Tree De

12. Clicking the “Invoice” link will open a new window. In the new window, enter the invoice number generated earlier in the “Invoice Number” field and click the “Submit” icon.

Department of Consumer & Regulatory Affairs

My Navigation

- CAP New
- Cap Detail/Summary
- Condition/Comment
- Workflow
- Workflow History
- Application Info
- Application Tables
- Pay Fees
- Manage Fees
- Related Cap's
- Schedule Inspections
- Manage Inspections
- Manage Documents
- Assign Tasks
- Contacts

DCRA default

Reports

- Address Issuance Lette
- Awning Permit
- Building Permit
- Capacity Placed
- Certificate of Occupanc
- Certificate of Use
- Cover Sheet
- Demolition Permit
- Electrical Permit
- Elevator Certificate
- Elevator Permit
- Excavation Permit

report set Parameter - Windows Internet Explorer

https://eclips.in.dc.gov/portlets/reports/reportShow.do?mode=show&reportId=214&mod... Government of the District of Columbia [US]

Submit

STEP 2 - CLICK HERE

Invoice Number *

STEP 1 - ENTER INVOICE NUMBER

Action By (

13. After clicking the “Submit” icon, Accela will generate a PDF of the invoice in a new window. Click the printer icon located at the top left-hand corner of the window.

https://eclips.in.dc.gov:portlets/reportShow.do?value%2FfirstEntryURL%26%2Fportlets%2Freports%2FreportShow.do%2Fmode%2Dshow%2FreportId%2C214%26module%2DBul Government of the District of Columbia

CLICK HERE 1 / 1 100% Find

DCRA Department of Consumer and Regulatory Affairs
DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS

Department of Consumer and Regulatory Affairs
Permit Operations Division
1100 4th Street SW
Washington DC 20024
Tel. (202) 442 - 4589 Fax (202) 442 - 4862

Remittance Source Document

Date: April 25, 2013
Invoice Number: 1220243

INVOICE

Customer: USGBF WATERFRONT STATION LLC

Mailing Address: USAA REAL ESTATE COMPANY
5830 COLONNADE BLVD STE 600
SAN ANTONIO, TX 78230-2209

Address of Work: 1100 4TH ST SW
WASHINGTON, DC 20024

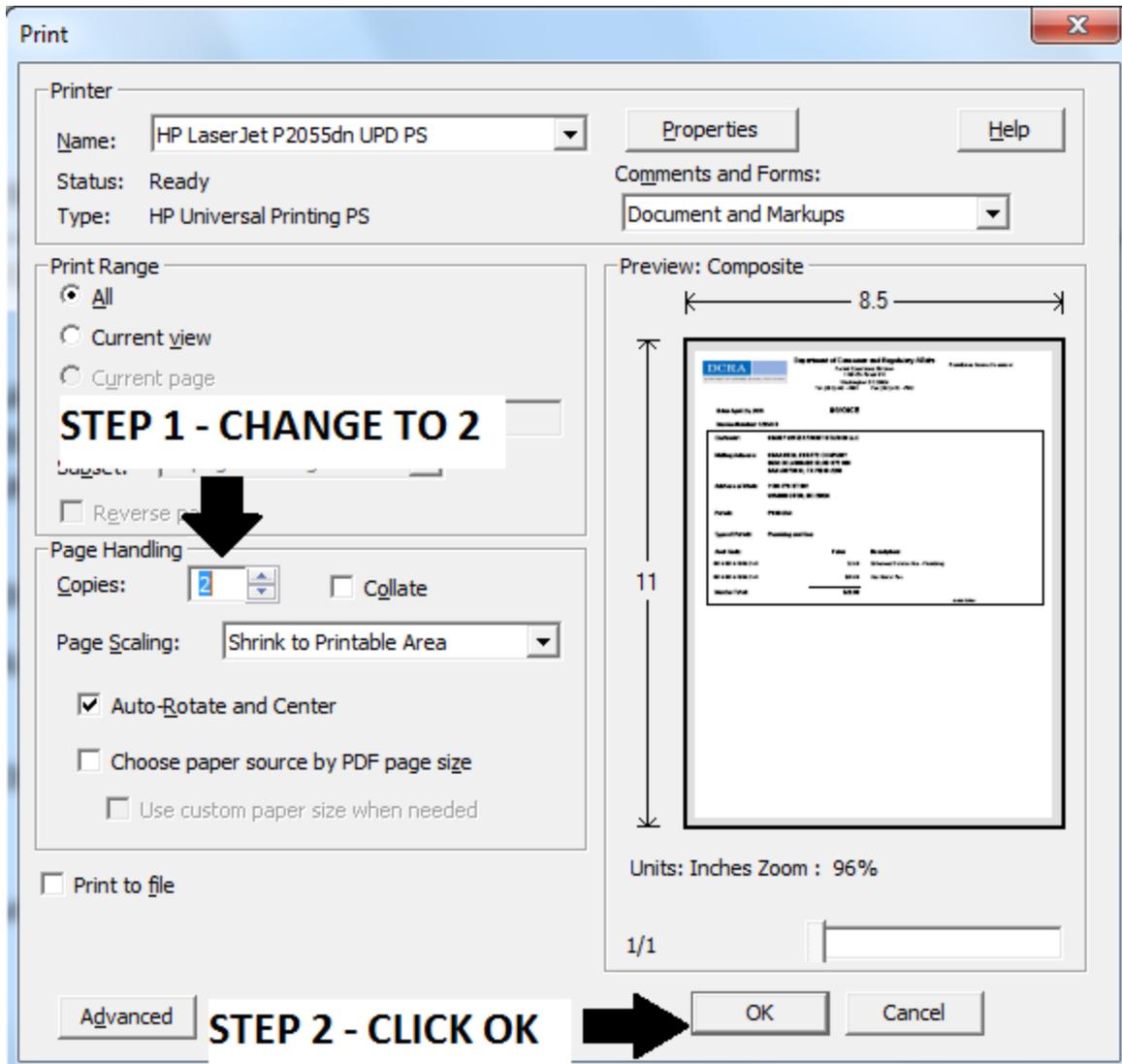
Permit: [REDACTED]

Type of Permit: [REDACTED]

Acct Code:	Fees:	Description:
3014-3014-1000-2141	\$4.60	Enhanced Service Fee - Mechanical
3014-3014-1000-2141	\$46.00	Class E (0 - 120,000 BTU/ht) Fee (Enter 1 to Calculate)
Invoice Total:	<u>\$50.60</u>	

Justin Bellow

14. A Print Dialogue box will now open. Change the number of copies to "2" by either inputting the number "2" in the "Copies" field, or by pressing the up arrow to the right of the "Copies" field and then click on the "OK" button.



15. Two copies of the invoice will now print. Provide both copies to the customer and direct them towards the Cashier. If the applicant is going to pay the invoice immediately, keep the application package at your desk. If the applicant is not going to pay the invoices immediately, return the application and all supporting documents to the applicant.

16. When the customer returns, confirm that the permit has been paid by examining the invoice. The invoice should now have blue printing at the top right-hand corner of the invoice.



Department of Consumer and Regulatory Affairs **NOTE THE PRINTING FROM THE CASHIER**

Permit Operations Division
1100 4th Street SW
Washington DC 20024
Tel. (202) 442 - 4589 Fax (202) 442 - 4862

OFFICE OF FINANCE AND TREASURY
Date: 4/23/2013 12:30 PM
Office: DCRA Term: OFT-CH8877
Batch: 20955 Batch Date 4/23/2013
Cashier: OFT19
Trans #: 7
DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS
Comment/Document: p130419
Payment Total: \$36.30
Payment Distribution:
2141 CRO (3014) 10001-ops50 \$36.30
VS Tendered: \$36.30

Date: April 23, 2013

INVOICE

Invoice Number: 1218584

Customer: CAPITOL HILL INVESTORS LLC

Mailing Address: 7101 WISCONSIN AVE STE 1203
BETHESDA, MD 20814-4873

Address of Work: 405 8TH ST SE
WASHINGTON, DC 20003

Permit: [REDACTED]

Type of Permit: [REDACTED]

Acct Code:	Fees:	Description:
3014-3014-1000-2141	\$3.30	Enhanced Service Fee - Plumbing
3014-3014-1000-2141	\$33.00	Revision Fee (Manually Enter Amount)
Invoice Total:	\$36.30	

NOTE THE RECEIPT #

Keith Hawkins

- Upon confirming that the invoice has been paid, retain the copy of the invoice. The customer will also have either two or three small receipts from the Cashier – retain one of the small receipts.



18. Once you have confirmed that the invoice has been paid, from the Accela home screen, click the “Search” icon button.

Permit #	Status	Permit Type	Opened	Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #	Created
AH1300562	Review in Process	Building/Construction/Miscellaneous/After Hours	05/06/2013	1250	CONNECTICUT	AVE	NW			OCPI
SR13SO04182	Open	Building/Surveyors/Customer Request/NA	05/06/2013							PHOL
CO1301938	Zoning Review Approved	Building/Certificate of Occupancy/NA/NA	05/06/2013	1851	ADAMS	ST	NE			AEAS
CO1301936	Application Accepted	Building/Certificate of Occupancy/NA/NA	05/06/2013	415	RHODE ISLAND	AVE	NE			JBEM
SR13SO04181	Open	Building/Surveyors/Customer Request/NA	05/06/2013							DHIL

19. Enter the permit number in the “Permit Number” field then click the “Submit” icon button.

Home | Property Holds | People | Reports | Preferences

User Info
Justin Bellow
Permit Center Managers
DCRA
Department of Consumer & Regulatory Affairs

My Navigation
[CAP New](#)
[Cap Detail/Summary](#)
[Condition/Comment](#)
[Workflow](#)
[Workflow History](#)
[Application Info](#)
[Application Tables](#)
[Pay Fees](#)
[Manage Fees](#)
[Related Cap's](#)
[Schedule Inspections](#)
[Manage Inspections](#)
[Manage Documents](#)

Record

STEP 2 - CLICK HERE (arrow pointing to Submit button)

STEP 1 - ENTER PERMIT NUMBER HERE (arrow pointing to Permit Number input field)

Submit

Permit Number

First Name Last Name

Street # Street Name Street Type Unit #

City

Owner Name

Parcel #

License # License Type

License First Name License Last Name

License Business Name

Type Group

App Specific Info Label App Specific Info Value

20. On the following screen, locate the “Pay Fees” link under the “My Navigation” menu located on the left hand side of the Accela home screen and click the “Pay Fees” link.

User Info
Justin Bellow
Permit Center Managers
DCRA
Department of Consumer & Regulatory Affairs

My Navigation
[CAP New](#)
[Cap Detail/Summary](#)
[Condition/Comment](#)
[Workflow](#)
[Workflow History](#)
[Application Info](#)
[Application Tables](#)
[Pay Fees](#)
[Manage Fees](#)
[Related Cap's](#)
[Schedule Inspections](#)
[Manage Inspections](#)
[Manage Documents](#)

Record

Menu Search New GIS Help My QuickQueries --Select-- Module Building

Permit #	Status	Permit Type	Opened	Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #	Created By
B1306530	Review in Process	Building/Construction/Alteration and Repair/NA	05/06/2013	1100	4TH	ST	SW			OCPI

Building Permit ID: B1306530

Menu +\$ Add Delete Void Invoice Help

Go To Fee (6)

Fee Calc. Factor: Job Value(Contractor)\$0.00 Fee Total \$150.15

Invoice #	Description	Quantity	Fees	Status	Date Assessed
1230890	Enhanced Services Fee - Perm...	1	\$6.50	INVOICED	05/06/2013
1230890	Service Fee - Filing...	1	\$6.50	INVOICED	05/06/2013
1230890	Iteration/Repair Fee & Repair Permit Fee	65	\$65.00	INVOICED	05/06/2013
1230890	Green Building Fee	6.5	\$6.50	INVOICED	05/06/2013
1230890	Enhanced Service Fee - Green...	1	\$0.65	INVOICED	05/06/2013

CLICK HERE (arrow pointing to Pay Fees link in My Navigation menu)

21. On the “Pay Fees” page, click on the “Pay” icon located at the top left hand corner of the “Payment” section.

CLICK HERE

Permit #	Status	Permit Type	Opened	Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #	Created By
B1306530	Review in Process	Building/Construction/Alteration and Repair/NA	05/06/2013	1100	4TH	ST	SW			OCPI

Invoice #	Amount	Paid in Full	Balance
1230890	\$150.15	N	\$150.15

Transaction Code	Transactions	Method	Receipt #	Not Applied	Amount	Status	Received	Trust Account ID	Date
0 records found.									

22. Examine the invoice or the receipt and discern what method of payment the customer used. Select this method of payment from the “Method” drop down menu. Now, examine the invoice or the receipt, locate the receipt number, and enter this number in the “Receipt #” field. Once this information is entered, click the “Save” icon button.

STEP 3 - CLICK HERE

STEP 1 - SELECT METHOD OF PAYMENT

STEP 2 - ENTER RECEIPT NUMBER

An error has occurred while processing your request.

23. On the “Apply Fees” page, click on the box directly below the heading “Amount Not Applied” in order to select all of the outstanding fee entries. Next, click on the “Full Pay” icon in order to apply full payment for the outstanding entries. Finally, click on the “Submit” icon in order to complete the application of fees.

STEP 3 - CLICK HERE

STEP 2 - CLICK HERE

STEP 1 - CLICK HERE

Building Permit ID: B1306530

Submit Full Pay

Quantity	Fee	Paid	Outstanding	Amount
65	\$65.00	\$0.00	\$65.00	65.00
65	\$65.00	\$0.00	\$65.00	0.00
6.5	\$6.50	\$0.00	\$6.50	0.00
1	\$6.50	\$0.00	\$6.50	0.00
1	\$0.65	\$0.00	\$0.65	0.00
1	\$6.50	\$0.00	\$6.50	0.00
Total				

24. The fees have now been applied and you may begin the finalization of the Issuance process. Click the “Workflow” link located on the “My Navigation” menu.

CLICK HERE

Workflow Tasks

Task	Status	Status Date	Action By
Plan Review Coordinator	Applicati...	05/08/2013	Justin Be...
Elevator Review	Elevator ...	05/08/2013	
DDOE Review	DDOE Revi...	05/08/2013	
DDOT Review	DDOT Revi...		
WASA Review	WASA Revi...	05/08/2013	
DOH Review	DOH Revi...	05/08/2013	
HPRB Review	HPRB Revi...	05/08/2013	
BZA Review	BZA Revi...	05/08/2013	
EISF Review	EISF Revi...	05/08/2013	
CFA Review	CFA Revi...	05/08/2013	
White House Review	White Hou...	05/08/2013	
NCPC Review			

25. On the “Workflow” screen, click on the “Issue Permit” link, highlighted in red.

My Navigation

- CAP New
- Cap Detail/Summary
- Condition/Comment
- Workflow
- Workflow History
- Application Info
- Application Tables
- Pay Fees
- Manage Fees
- Related Cap's
- Schedule Inspections
- Manage Inspections
- Manage Documents
- Assign Tasks
- Contacts

DCRA default

Reports

- Certificate of Use
- Cover Sheet
- Demolition Permit
- Electrical Permit
- Elevator Certificate
- Elevator Permit
- Excavation Permit
- Fence Permit
- Foundation Permit
- Fuel Burning
- Garage Permit
- Home Occupation Perm
- Invoice
- Miniature Boiler Permit
- Misc After Hours Permit
- Misc Antenna Permit
- Misc Blasting Permit
- Misc Christmas Tree Pe
- Misc Exterior Cleaning I

Quicklinks

- REVIEW REQUIREMENTS

Workflow Tasks

Task	Status	Status Date	Action By
Plan Review Coordinator	Applicati...	05/08/2013	Justin Be...
Elevator Review	Elevator ...	05/08/2013	
DDOE Review	DDOE Revi...	05/08/2013	
DDOT Review	DDOT Revi...		
WASA Review	WASA Revi...	05/08/2013	
DOH Review	DOH Revi...	05/08/2013	
HPRB Review	HPRB Revi...	05/08/2013	
BZA Review	BZA Revi...	05/08/2013	
EISF Review	EISF Revi...	05/08/2013	
CFA Review	CFA Revi...	05/08/2013	
White House Review	White Hou...	05/08/2013	
Chinatown Review	Chinatown...	05/08/2013	
NCPC Review	NCPC Revi...	05/08/2013	
Management Review	Managemen...	05/08/2013	
File Room	Pending C...	05/08/2013	
Zoning Overlay/PUD Review	Overlay/P...	05/08/2013	
WMATA Review	WMATA Rev...	05/08/2013	
Fire Hydrant Verification	Fire Hydr...		
Green Review	Plans Che...		
PRC Review	PRC Revi...		
DDOE SE-SW Review	DDOE SE-S...		
DDOE FP Review	DDOE FP R...		
DDOE AQ Review	DDOE AQ R...		
DDOE EV Review	DDOE EV R...		
DDOE WSP Review	DDOE WSP ...		
Zoning Review	Zoning Re...	05/08/2013	
Mechanical Review	Mechanica...	05/08/2013	Justin Be...
Electrical Review	Electrica...	05/08/2013	Justin Be...
ProjectDox QA	Fire Revi...	05/08/2013	Justin Be...
Issue Permit	Structura...	05/08/2013	Justin Be...
Inspection	Plumbing ...	05/08/2013	Justin Be...

CLICK HERE

26. On the following page, select "Permit Issued" from the "Status" drop down menu, and then click the "Submit" icon.

User Info

Justin Bellow

Permit Center Managers
DCRA

Department of Consumer & Regulatory Affairs

My Navigation

- CAP New
- Cap Detail/Summary
- Condition/Comment
- Workflow
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- Manage Documents
- Assign Tasks
- Contacts

DCRA default

Record

Menu Search New GIS ? Help My QuickQueries --Select-- Module Building

Permit #	Status	Permit Type	Opened	Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #	Created By
B1306530	Review in Process	Building/Construction/Alteration and Repair/NA	05/06/2013	1100	4TH	ST	SW			OCPI

Building Permit ID: B1306530

Menu **Submit** ? Help

STEP 2 - CLICK HERE

Task Details - Issue Permit

Department * Current Department Staff * Current User Justin Bellow

PERMIT INTAKE

Status Date * 05/08/2013 Due Date

Comments

Standard Comment

STEP 1 - SELECT PERMIT ISSUED

Status * --Select--

- Application Canceled
- Application Withdrawn
- Payment Pending
- Permit Canceled/Refund
- Permit Issued**
- Permit Issued - No Fee
- Permit Not Issued
- Permit Revised
- Permit Revoked
- Ready for Issuance

27. The permit is now in "Issued" status and can be printed. Click the "Permitting" link located in the "Reports" menu on the left side of the Accela home screen.

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DCRA default

Reports

- ABL
- ACA
- Agency Management
- Boilers
- ICA
- Inspections
- Inspections Management
- OCI
- Permitting**
- Permitting Management
- Proactive
- RePrint
- Scheduling
- Summary Abatement
- VPU
- Zoning

Go To: Fee (6)

Fee Calc. Factor: Job Value(Contractor)\$0.00 Fee Total: \$150.15

Invoice #	Description	Quantity	Fees	Status	Date Assessed
1230890	Enhanced Service Fee - Perm...	1	\$6.50	INVOICED	05/06/2013
1230890	Enhanced Service Fee - Filing...	1	\$6.50	INVOICED	05/06/2013
1230890	Addition/Alteration/Repair ...	65	\$65.00	INVOICED	05/06/2013
1230890	Alteration & Repair Permit Fee	65	\$65.00	INVOICED	05/06/2013
1230890	Green Building Fee	6.5	\$6.50	INVOICED	05/06/2013
1230890	Enhanced Service Fee - Green...	1	\$0.65	INVOICED	05/06/2013

My Tasks

Workflow Task and Inspection Searching

130508033515977

An error has occurred while processing your request.

For more detail [Click Here](#) or contact [Agency Administrator](#).

CLICK HERE →

28. Clicking on the “Permitting” link will expand the menu. Once expanded, click the on the “Building Permit” link.

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DCRA default

Reports

- Address Issuance Lette
- Building Permit
- Certificate of Occupanc
- Certificate of Use
- Cover Sheet
- Demolition Permit
- Electrical Permit
- Elevator Certificate
- Excavation Permit
- Fence Permit
- Foundation Permit
- Fuel Burning

B1306602 Review in Process Building/Construction/Addition Alteration Repair/NA 05/07/2013 3846 WOODLEY RD NW OCPI

Building Permit ID: B1306606

Menu New Supervisor Task Activation Help

Go To: Workflow

Workflow Tasks

Task	Status	Status Date	Action By
Plan Review Coordinator	Applicati...	05/07/2013	Aaron Eas...
Mechanical Review	Mechanica...		
Electrical Review	Electrica...	05/07/2013	
Fire Review	Fire Revi...	05/07/2013	
Elevator Review	Elevator ...	05/07/2013	
DDOT Review	DDOT Revi...		
WASA Review	WASA Revi...	05/07/2013	
DOH Review	DOH Revie...	05/07/2013	
HPRB Review	HPRB Revi...	05/07/2013	
BZA Review	BZA Revie...	05/07/2013	
EISF Review	EISF Revi...	05/07/2013	
CFA Review	CFA Revie...	05/07/2013	
White House Review	White Hou...	05/07/2013	
Chinatown Review	Chinatown...	05/07/2013	
NCPC Review	NCPC Revi...	05/07/2013	
Management Review	Managemen...	05/07/2013	
File Room	Pending C...	05/07/2013	
Zoning Overlay/PUD Review	Overlay/P...	05/07/2013	

CLICK HERE →

29. Accela will now generate a PDF of the After Hours permit.

Department of Consumer and Regulatory Affairs
 Permit Operations Division
 1100 4th Street SW
 Washington DC 20024
 Tel. (202) 442 - 4583 Fax (202) 442 - 4862

MIS

MISCELLANEOUS AFTER HOURS PERMIT

THIS PERMIT MUST ALWAYS BE CONSPICUOUSLY DISPLAYED AT THE ADDRESS OF WORK UNTIL WORK IS COMPLETED AND APPROVED

PERMIT NO. AH1400071 Date: 10/29/2013

Address of Project: 1211 CONNECTICUT AVE NW	Zone:	Ward: 2	Square: 0159	Suffix:	Lot: 0084
Description of Work: After hours work Monday thru Thursday nights from 8pm-4am. Work on B1305218 and PA10102777. Noise levels shall not exceed 60db. Any complaints from the community will void this permit.	Type of Permit: Building		Existing Permit No: B1305218		
Permission is hereby Granted To: First Potomac Management Llc1	Owner Address: 7600 WISCONSIN AVE 20814	PERMIT FEE: 36.30			
Date of Operation (From): 11/01/2013	Date of Operation (To): 12/01/2013	Hours of Operation: From: 8PM To: 6AM	500 FT from Res: Yes	Located in Res Zone: No	

Conditions/Restrictions:
NOISE LEVELS SHALL NOT EXCEED 60DBS. ANY COMPLAINTS FROM THE COMMUNITY WILL VOID THIS PERMIT

ALL CONSTRUCTION DONE ACCORDING TO THE CURRENT BUILDING CODES AND ZONING REGULATIONS:
As a condition precedent to the issuance of this permit, the owner agrees to conform with all conditions set forth herein, and to perform the work authorized hereby in accordance with the approved application and plans on file with the District Government and in accordance with all applicable laws and regulations of the District of Columbia. The District of Columbia has the right to enter upon the property and to inspect all work authorized by this permit and to require any change in construction which may be necessary to ensure compliance with the permit and with all the applicable regulations of the District of Columbia. Work authorized under this Permit must start within one(1) year of the date appearing on this permit or the permit is automatically void. If work is started, any application for partial refunds must be

Director: Nicholas A. Majett
 Permit clerk: Rashad Jackson
 Expiration Date: 12/01/2013

TO REPORT WASTE, FRAUD OR ABUSE BY ANY DC GOVERNMENT OFFICIAL, CALL THE DC INSPECTOR GENERAL AT 1-800-521-1639
 FOR CONSTRUCTION INSPECTION INQUIRIES CALL (202) 442-9557

THIS PERMIT MUST ALWAYS BE CONSPICUOUSLY DISPLAYED AT ADDRESS OF WORK UNTIL WORK IS COMPLETED.

30. Review the generated permit with the customer on the computer screen to ensure that all information has been captured correctly.

31. After reviewing the permit with the customer, click the printer icon located at the top left-hand corner of the window.

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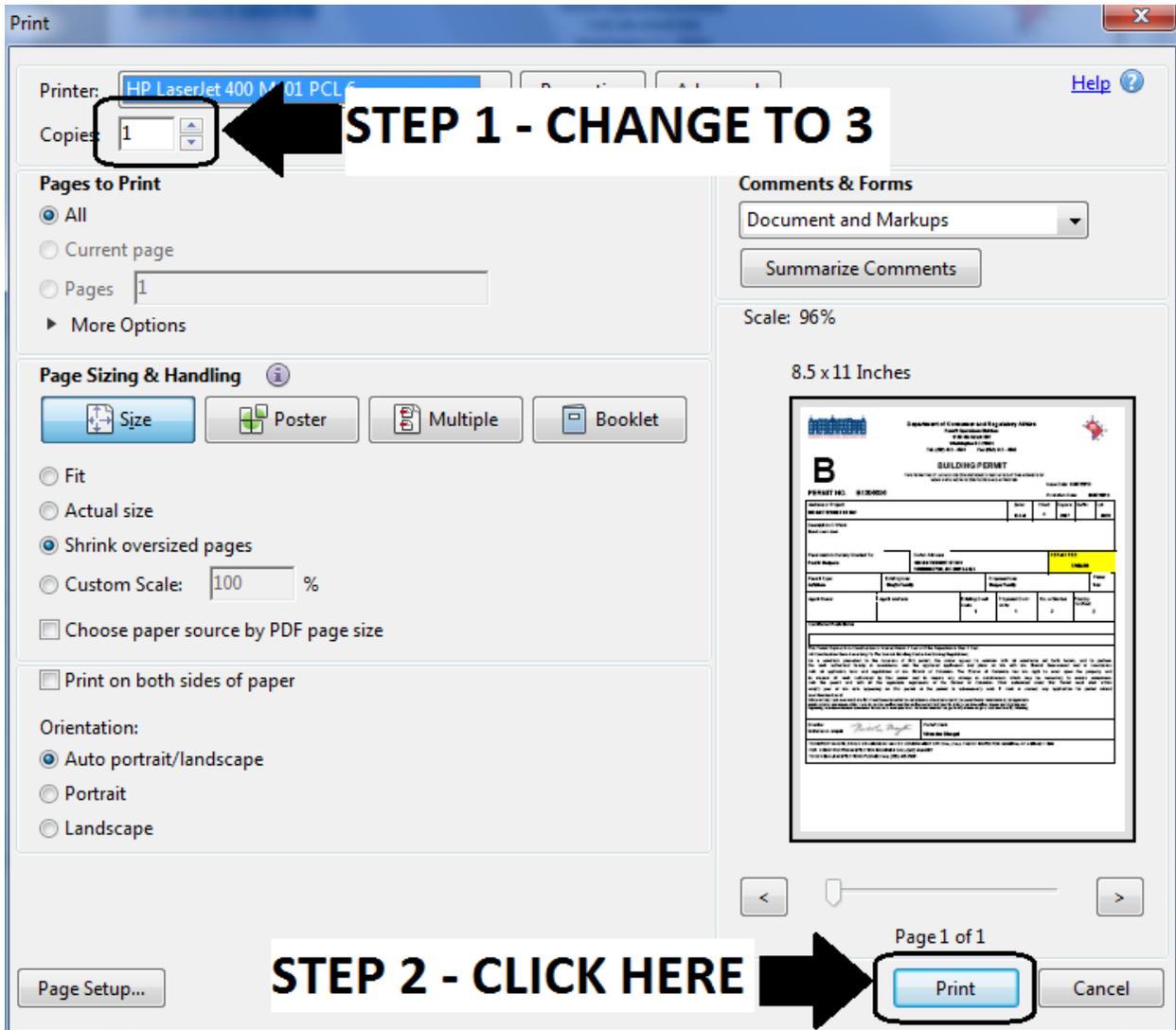
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32. A Print Dialogue box will now open. Change the number of copies to “2” by either inputting the number “2” in the “Copies” field, or by pressing the up arrow to the right of the “Copies” field once. Place one piece of DCRA permit paper, right-side up, on printer’s manual load tray. When done, click the “OK” button.



33. Two copies of the permit will now print - one copy on DCRA permit paper, and one copy on regular paper.

34. Sign both permits and provide the permit printed on DCRA permit paper and one of the permits printed on regular paper to the customer.

35. Retain the remaining permit printed on copy paper, remove all staples from the remaining documents, and bundle the permit application documents together, signed permit on top. The application package should include the following documents:

Signed permit printed on copy paper (on top)

- Application
- Invoice
- Receipt
- Base building permit (if provided)

36. Provide the customer with the copy of the permit printed on permit paper

37. Below is a sample copy of an issued After Hours Permit.

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