

CHAPTER 7

SECTION 7.2

BUILDING CIVIL (BCIV)

1.1 - Building Civil (BCIV)

What is a Civil Permit?

A Civil (BCIV) Permit is a permit that allows developers and contractors to submit and gain approval for civil drawings for sitework/groundwork (below-grade and at-grade) prior to the application of the main building permit.

This permit reduces the total amount of review time for a project because it allows the applicant to secure DCRA and critical sister agency (DC Water, DDOE, and DDOT) reviews either prior to the submission of the main building permit application or even while the building permit is being reviewed.

What type of work can be approved under a BCIV permit?

The agencies that can review BCIV permits are DC Water, DCRA, DDOE, and DDOT and which agencies review a particular application depend on the type and location of the proposed work. Below are examples of construction elements and systems that can be reviewed under a BCIV application by agency.

DC Water - new water service or repair of existing water service, new sewer systems or repairs of existing sewer lines.

DCRA - site grading, plumbing elements/drainage systems built into foundations

DDOE - Sediment/Erosion Control Plans and elements of the Storm Water Management Plan limited to below-grade or at-grade installation.

NOTE

Elements of the Storm Water Management plan that are included in above grade construction (i.e. green roofs) cannot be approved in a BCIV Permit.

DDOT - If any of the proposed work in the BCIV application is in Public Space, DDOT must approve the project because Public Space falls under their jurisdiction.

How much does the permit cost?

The base cost of a BCIV permit is \$650.00 plus the 10% Enhancement fee, for a total of \$715.00. Half of the total fee (\$357.50) is collected as a filing fee when the permit is initially submitted. The applicant may submit full payment when the application is initially submitted. The filing fee must be paid before the application is released for review.

Apply for a BCIV permit?

There are two ways of applying for a BCIV permit:

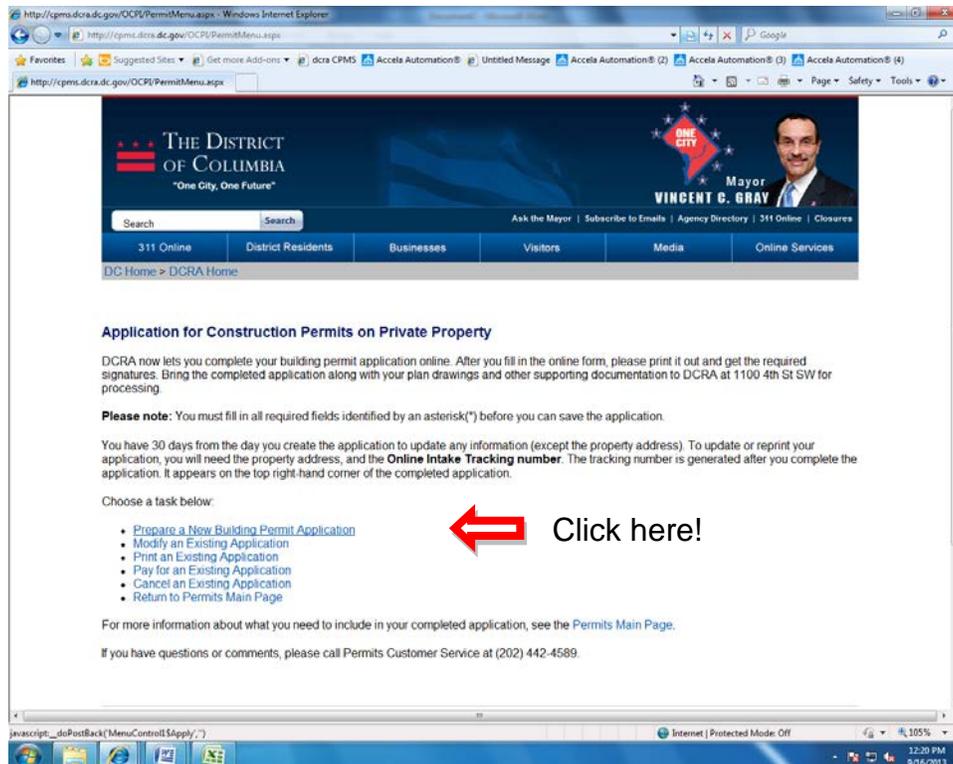
- In person plan submission at DCRA's Permit Center
- Online plan submission (ProjectDox)

Regardless if the applicant chooses to submit the application in person at DCRA's Permit Center or through our online plans submission system (ProjectDox), they will fill out the application online through the DCRA website.

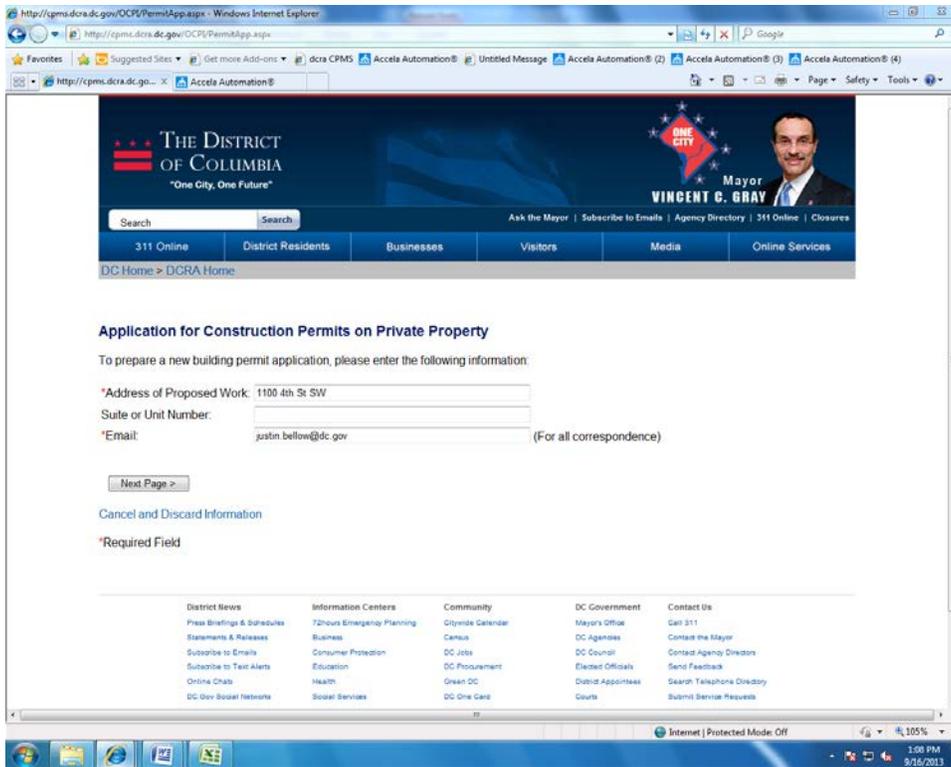
1. The below link will take you to the portal for submitting the application online.

<http://cpms.dcr.dcgov/OCPI/PermitMenu.aspx>

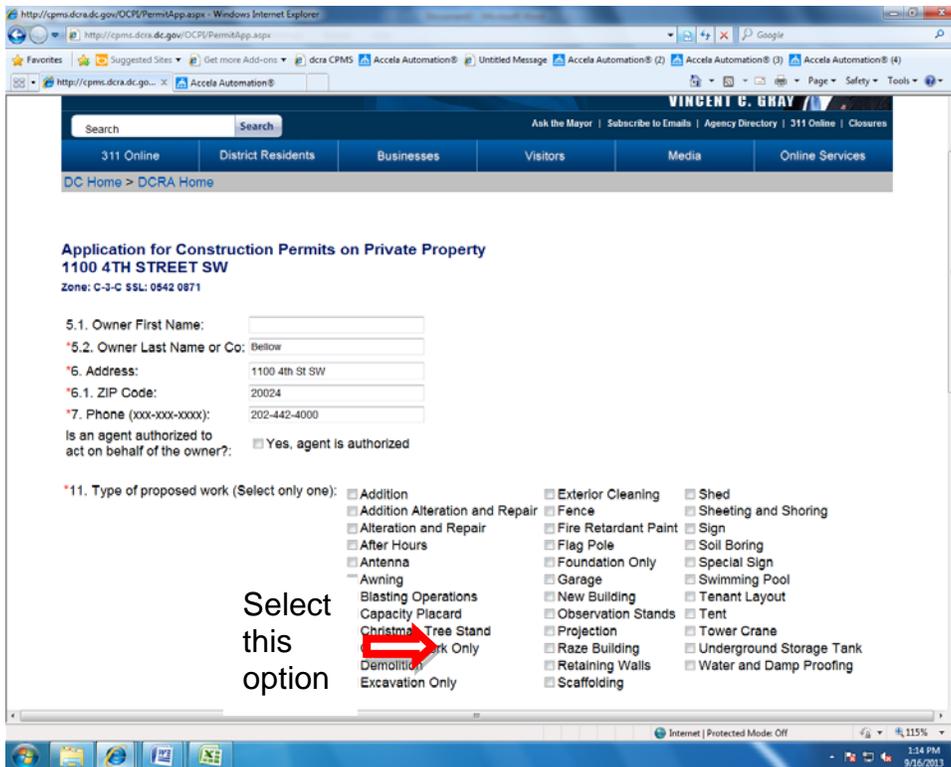
2. Click on the "Prepare a New Building Permit Application" link.



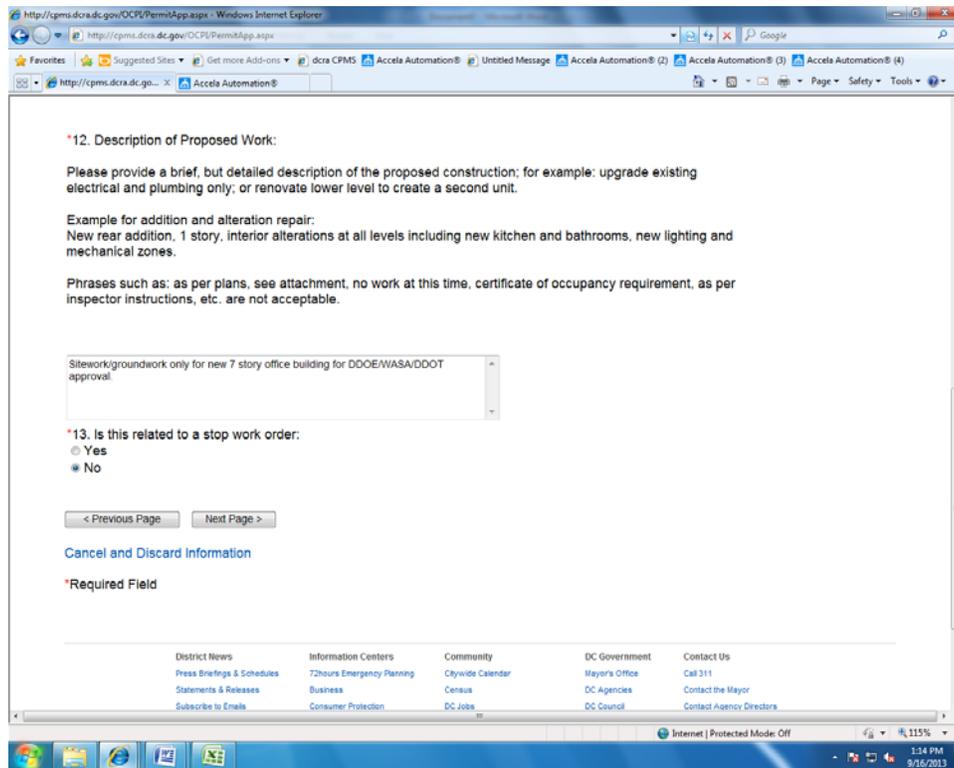
3. Input the address of the proposed work, the email address of the applicant in the indicated fields, and then click the "Next Page" button.



- Complete all required fields identified with the red asterisk (*) and in the "Type of proposed work field, select the "Civil Site Work Only" option box.



5. Scroll further down on this page and enter in the description of work in the “Description of Proposed Work” field. Once the scope of work has been entered along with all other required fields, click the “Next Page” button.



6. On the next page, complete the basic questions about the proposed building and click on the “Next Page” button.

Application for Construction Permits on Private Property
1100 4TH STREET SW
Zone: C-3-C SSL: 0542 0871

*16. Proposed Use of Building or Property: Office

*17. Proposed Number of Stories of Building (0 if N/A): 7

17a. Proposed Stories Plus: Cellar

17b. Proposed Penthouse: Yes No

Note: Basements or cellars are parts of a story partly below grade. A basement's ceiling is four (4) feet or more above the adjacent finished grade. A cellar's ceiling is less than four (4) feet above the adjacent finished grade.

*18. Proposed Number of Dwelling Units (0 if N/A): 0

19. Starting Date (mm/dd/yy):

20. Completion Date of Work (mm/dd/yy):

21. Method for Removing Construction Debris (Select Only One): Pick-up Truck Dumpster Other

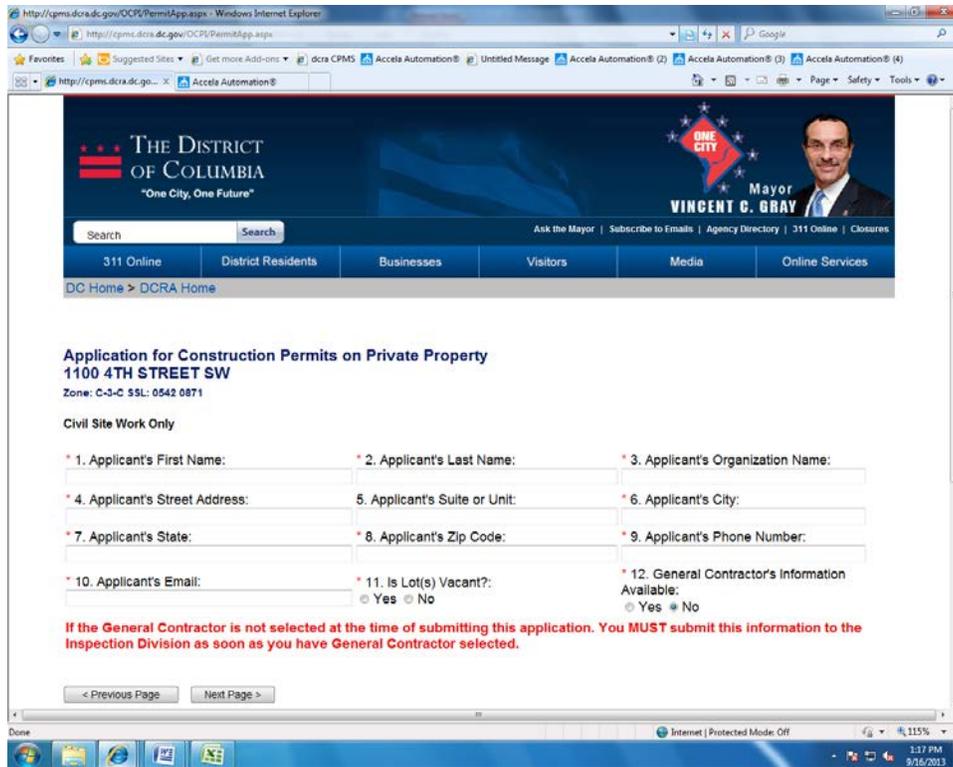
*22. Does the proposed work involve disturbing the earth or razing a building? Yes No

< Previous Page Next Page >

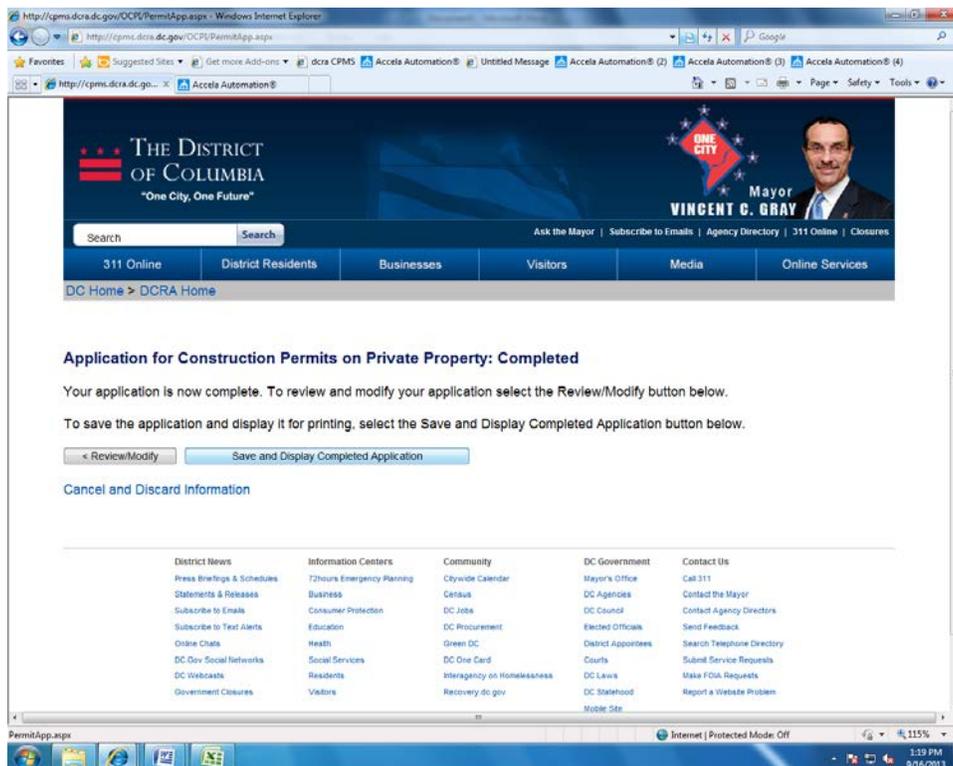
Cancel and Discard Information

7. Provide the applicants name, address, and contact information in the required fields and click the "Next Page" button.

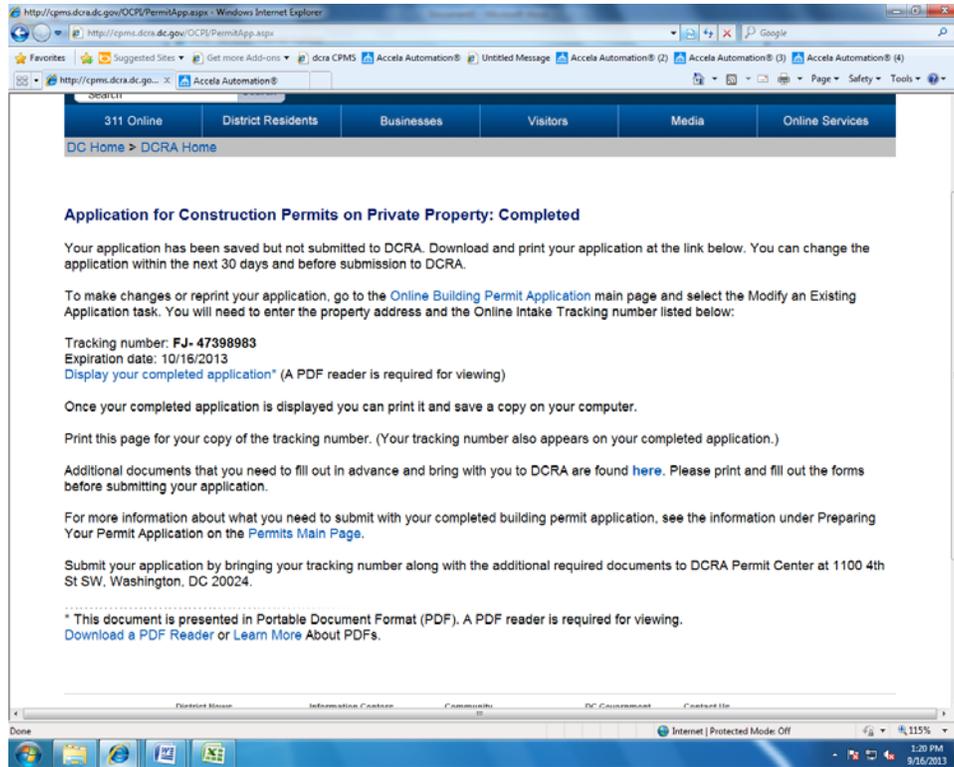
Please note that if you do not have the contractor's name and information when filling out the application, you will need to provide this information to the Inspections Division once the permit has been issued and the General Contractor has been selected.



- The application is now complete. You have the option of going back to review the application or saving the application. Once you have reviewed the application, click the "Save and Display Completed Application" button.



- The final screen will display your tracking number (FJ number) and give you the option of printing the complete application. Either write down the tracking number or bring the printed application along with the plans to DCRA or proceed with submitting the digital plans online through ProjectDox.



- If you wish to submit the project through ProjectDox, please see the online submission guide at the below link for instructions.

http://dcra.dc.gov/sites/default/files/dc/sites/dcra/service_content/attachments/ProjectDox_Application_Userguide.pdf

CHAPTER 7

SECTION 7.2.1

INTAKE

1.1.1 - Intake

1. Ensure that the customer has a tracking number generated by OCPI.
2. For a BCIV permit, the customer will only be submitting civil drawings.
3. Once the completion of all forms have been confirmed, from the Accela home screen, click the “OCPI to Accela” link located in the “Quicklinks” section

The screenshot displays the Accela software interface. On the left, there is a navigation menu with sections for 'Application Info', 'Reports', and 'Quicklinks'. The 'Quicklinks' section is expanded, and the link 'OCPI to Accela' is highlighted with a red box. A black arrow points to this link with the text 'CLICK HERE' next to it. The main area of the screen shows a 'Workflow Tasks' list on the left and a table of tasks on the right. The table has columns for 'Task', 'Status', 'Status Date', and 'Action By'. The table lists various review tasks such as 'Plan Review Coordinator', 'Electrical Review', 'Elevator Review', etc., with their respective statuses and dates.

Task	Status	Status Date	Action By
Plan Review Coordinator	Applicati...	02/11/2013	Ernesto W...
Electrical Review	Electrica...	02/14/2013	Shahadat ...
Elevator Review	Elevator ...	02/11/2013	
DDOE Review	DDOE Revi...	02/11/2013	
DDOT Review	DDOT Revi...		
WASA Review	WASA Revi...	02/11/2013	
DOH Review	DOH Revi...	02/11/2013	
HPRB Review	HPRB Revi...	02/11/2013	
BZA Review	BZA Revi...	02/11/2013	
EISF Review	EISF Revi...	02/11/2013	
White House Review	White Hou...	02/11/2013	
Chinatown Review	Chinatown...	02/11/2013	
NCPC Review	NCPC Revi...	02/11/2013	
Management Review	Managemen...	02/11/2013	
Zoning Overlay/PUD Review	Overlay/P...	02/11/2013	
WMATA Review	WMATA Rev...	02/11/2013	
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...	02/11/2013	
Mechanical Review	Mechanica...	05/01/2013	Tesfaye H...
Fire Review	Fire Revi...	02/22/2013	Silroy Brown
Structural Review	Structura...	05/03/2013	Robert Chen
CFA Review	CFA Revie...	05/06/2013	Brendan M...
File Room	Ready for...	05/06/2013	Justin Be...
Plumbing Review	Plumbing ...	05/01/2013	Tesfaye H...
ProjectDox QA			
Issue Permit	Permit No...		
Inspection	Inspectio...		
Wall Check Verification	Wall Chec...		

4. Accela will now open a new OCPI window. Enter the OCPI tracking number into the “Enter OCPI tracking number FJ” field, and then click the “Apply by Tracking Number” icon button.

OCPI - Windows Internet Explorer

http://10.1.13.175:100/AAOCPI.aspx

Current Status: Permit Issued - No Fee
Action by Department: ISSUANCE
Assigned to Department: Current Department
ISSUANCE

Copy OCPI into Accela

Provide Tracking Number or Address

Enter OCPI tracking number: FJ-

Or Search by Address.

Building Number:

Street Name:

Quadrant: --Select--

STEP 1 - ENTER OCPI TRACKING NUMBER

STEP 2 - CLICK HERE

OCPI

Permit #

0 records found.

Menu

Workflow Task

DCRA default

Reports

OCPI

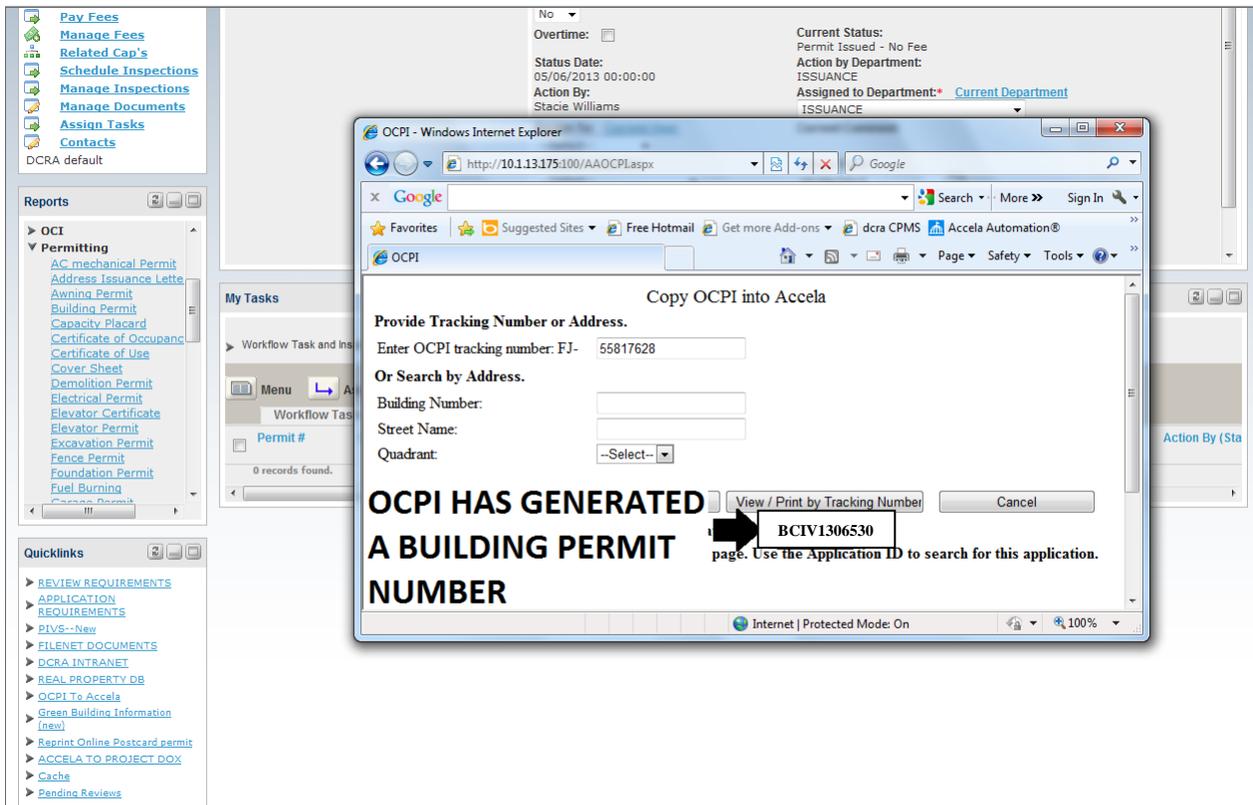
Permitting

- AC mechanical Permit
- Address Issuance Letter
- Awning Permit
- Building Permit
- Capacity Placard
- Certificate of Occupancy
- Certificate of Use
- Cover Sheet
- Demolition Permit
- Electrical Permit
- Elevator Certificate
- Elevator Permit
- Excavation Permit
- Fence Permit
- Foundation Permit
- Fuel Burning
- Gas Permit

Quicklinks

- REVIEW REQUIREMENTS
- APPLICATION REQUIREMENTS
- PVS--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

5. OCPI has now generated a building permit number.



6. Write down the newly generated building permit number at the top of either the printed building permit application or on the supplemental documents and provide the applicant a Q-Matic number to the Permit Review Coordinators.
7. Ensure that customer has all required documents such as site plans, and Surveyors plats.
8. Once you have determined that the customer's application is complete with all supporting documentation, from the Accela home screen, click the "Search" icon button.

DCRA Justin Bellow Sign Out

HOME NAVIGATION MAPS HELP

Home Property Holds People Reports Preferences

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

Record

Menu Search **CLICK HERE** QuickQueries --Select-- Module Building

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			OCP
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

Building Permit ID: AH1300562

A notice was added to this record on 2008-06-26.
Condition: HPRB Severity: Notice
Total conditions: 2 (Notice: 2)
[View notice](#)

Menu New Delete Cancel Inspection(s) Reschedule Select Record To Copy From Edit Flow Help

Go To Inspections (0)

9. 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

Record

Submit **STEP 2 - CLICK HERE**

Permit Number **STEP 1 - ENTER PERMIT NUMBER HERE**

First Name Last Name

Street # Street Name Street Type Unit #

City

Owner Name

Parcel #

License # License Type

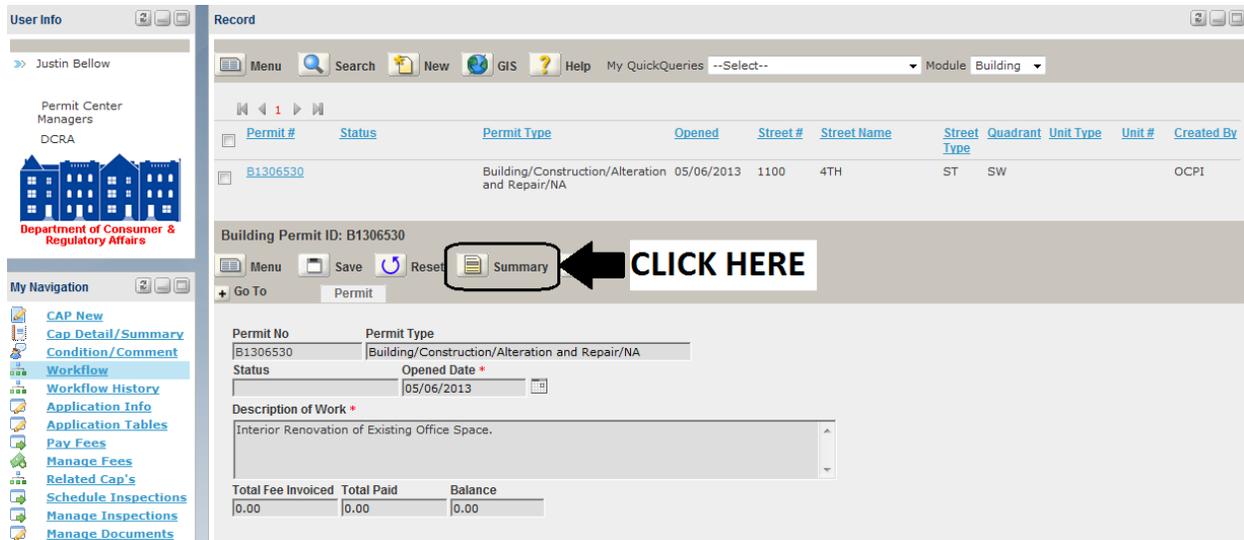
License First Name License Last Name

License Business Name

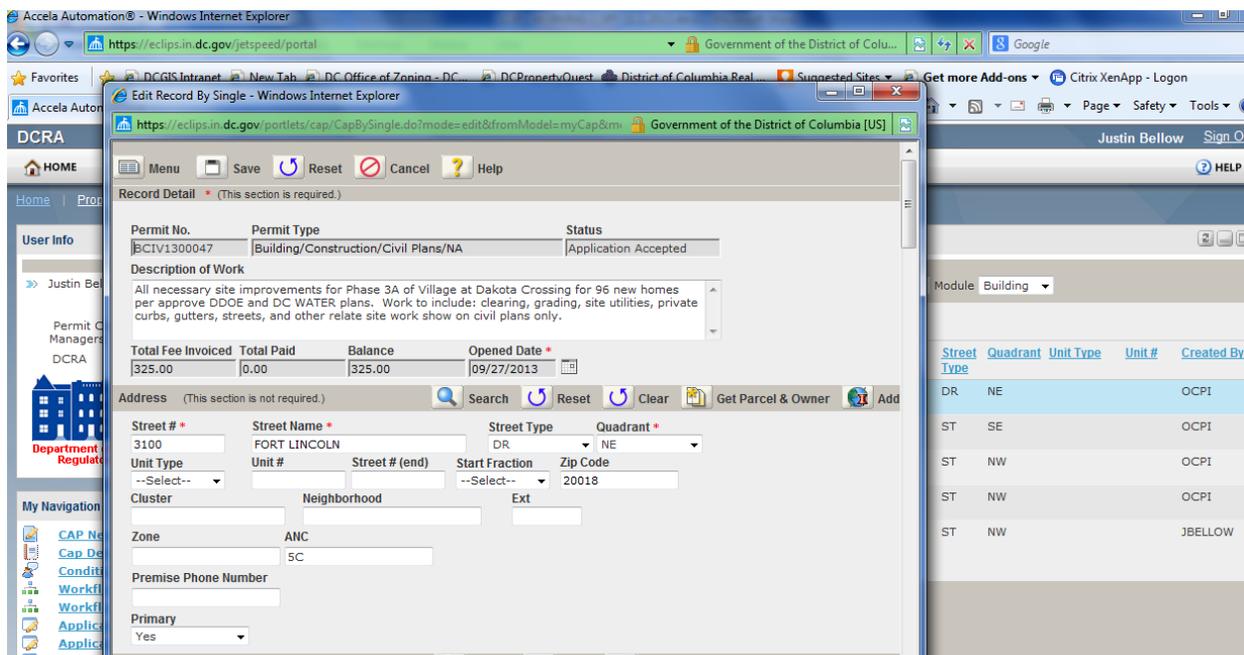
Type Group

App Specific Info Label App Specific Info Value

10. Click the “Summary” icon button.



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



12. Scroll down to the “General Information” section. Select the correct job classification 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 Work: Yes No

Existing use of building or property: Office

Proposed use of building or property: Office

Proposed number of stories of building: 7

Existing number of stories of building: 7

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: --Select--

(Other) Specify method: []

13. Review the application materials to ensure consistency between the submitted plan set and the scope of work.

14. Once review of all material is conducted, scroll down to the bottom of the window and click the “Submit” icon button.

PDRM Held (2 Required): Yes No

Bond Posted: Yes No

Drawings Indexed: Yes No

GREEN DESIGN ELEMENTS

Cool Roof

Energy Efficient HVAC System

Energy Efficient Lighting

Greywater

Geothermal System

Hazard Reducing Product

Low Emitting Windows

Low Flush Toilets

Low Flow Shower Heads

Passive Solar Energy

Permeable Concrete

Plant Building Material

Wind Power Energy

OLD (DO NOT USE) Green Design Elements: []

Structures (This section is not required.)

ID	Name	Group	Type	Status	Status Date	Land Use	Description
0 records found.							

Submit Cancel

15. Click on “Manage Fees” link located in the “My Navigation” menu located on the left side of the screen in order to prepare an invoice for the BCIV permit.

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

DCRA default

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
BCIV1400015	Review in Process	Building/Construction/Civil Plans/NA	11/04/2013	3045	ORDWAY	ST	NW			OCP1
BCIV1400014	Open	Building/Construction/Civil Plans/NA	11/01/2013	455	PARK	RD	NW			AEASTERLING
BCIV1400013	Review in Process	Building/Construction/Civil Plans/NA	10/30/2013	5000	OVERLOOK	AVE	SW			OCP1
BCIV1400012	Review in Process	Building/Construction/Civil Plans/NA	10/30/2013	625	MONROE	ST	NE			OCP1
BCIV1400011	Permit Issued	Building/Construction/Civil Plans/NA	10/17/2013	2600	INDEPENDENCE	AVE	SE			OCP1

Building Permit ID: BCIV1400014

Menu Delete Help

Go To

us Date Action By Comments Record Date/Time

My Tasks

Workflow Task and Inspection Searching

CLICK HERE

16. Click the "Add" icon button.

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

- My Reports
- Abatement
- ABL
- ACA
- Agency Management
- Boilers
- TCA

building/Construction/Civil 10/30/2013 625 MONROE ST NE OCP1

BCIV1400011 Permit Issued Building/Construction/Civil 10/17/2013 2600 INDEPENDENCE AVE SE OCP1

Building Permit ID: BCIV1400014

Menu **+\$ Add** Help

Go To Add (0)

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

Invoice #	Description	Quantity	Fees	Status	Date Assessed
0 records found.					

My Tasks

Workflow Task and Inspection Searching

Menu Assign Help My QuickQueries --Select--

Workflow Tasks (0)

Permit #	Status	Task	Assigned Date	Due Date	Type	Action By (St
0 records found.						

CLICK HERE

17. All BCIV permits are \$715, \$650 is the permit cost in addition to the 10% (\$65) Enhancement fee. Enter "650" in the "Manual - Permit Filing Fee" field, then enter "1" in the "Enhanced Services Fee - Permit Fee" field, and finally click the "Submit" icon button.

My Navigation

- CAP New
- Cap Detail/Summary
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- Workflow History
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- Related Cap's
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- Manage Documents
- Assign Tasks
- Contacts

DCRA default

Reports

- My Reports
- Abatement
- ABL
- ACA
- Agency Management
- Boilers
- ICA
- Inspections

<input type="checkbox"/>	BCIV1400012	Review in Process	Building/Construction/Civil	10/30/2013	625	MONROE	ST	NE	OCPI
<input type="checkbox"/>	BCIV1400011	Permit Issued	Building/Construction/Civil	10/17/2013	2600	INDEPENDENCE	AVE	SE	OCPI

Building Permit ID: BCIV1400012

Submit

STEP 3 - CLICK HERE

Fee Schedule: ADDALTREP Version: VERSION 1

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

Fee Item	Quantity	Unit	Notes
Enhanced Services Fee - Permit Fee	1		
Enhanced Service Fee - Filing Fee			
Addition/Alteration/Repair - Filing Fee			
Manual - Enhancement Permit Fee (Enter Amount)			AREFEEMAN
DDOE Review Fee (See DDOE to Pay)			DDOFFFF
Manual - Enhancement Filing Fee (Enter Amount)			
Manual - Permit Fee (Enter Fee Amount)	650		
Manual - Permit Filing Fee (Enter Amount)			
Manual - Green Fee Enhancement (Enter Amount)			
Manual - Green Fee (Enter Amount)			

STEP 1 - ENTER "1" HERE

STEP 2 - ENTER "650" HERE

18. Click the check box below the "Fee Calc Factor" field in order to select all fee records and then click the "Invoice" icon button.

My Navigation

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

DCRA default

Reports

- My Reports
- Abatement
- ABL
- ACA

<input type="checkbox"/>	BCIV1400012	Review in Process	Building/Construction/Civil	10/30/2013	625	MONROE	ST	NE	OCPI
<input type="checkbox"/>	BCIV1400011	Permit Issued	Building/Construction/Civil	10/17/2013	2600	INDEPENDENCE	AVE	SE	OCPI

Building Permit ID: BCIV1400014

Menu +\$ Add Delete \$ Void **\$ Invoice** ? Help

Go To Fee (2)

Fee Calc. Factor: Job Value(Contractor)\$0.00 Fee Total \$715.00

<input type="checkbox"/>	Invoice #	Description	Quantity	Amount	Status	Date Assessed
<input checked="" type="checkbox"/>		Enhanced Services Fee - Perm...	1	\$65.00	NEW	11/05/2013
<input checked="" type="checkbox"/>		Manual - Permit Fee (Enter F...	650	\$650.00	NEW	11/05/2013

STEP 1 - CLICK HERE

STEP 2 - CLICK HERE

My Tasks

Workflow Task and Inspection Searching

Menu Assign ? Help My QuickQueries --Select--

19. Accela has now generated a new invoice number.

My Navigation

- CAP New
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- Contacts

DCRA default

Reports

- My Reports
- Abatement
- ABL

<input type="checkbox"/>	BCIV1400002	Application Accepted	Building/Construction/Civil	10/07/2013	1150	MICHIGAN	AVE	NE	OCPI
<input type="checkbox"/>	BCIV1400001	Review in Process	Building/Construction/Civil	10/02/2013	4416	EDMUNDS	ST	NW	OCPI

Building Permit ID: BCIV1400003

! A notice was added to this record on 2008-06-26.
Condition: ZO Severity: Notice
Total conditions: 1 (Notice: 1)
[View notice](#)

Menu +\$ Add Delete \$ Void **\$ Invoice** ? Help

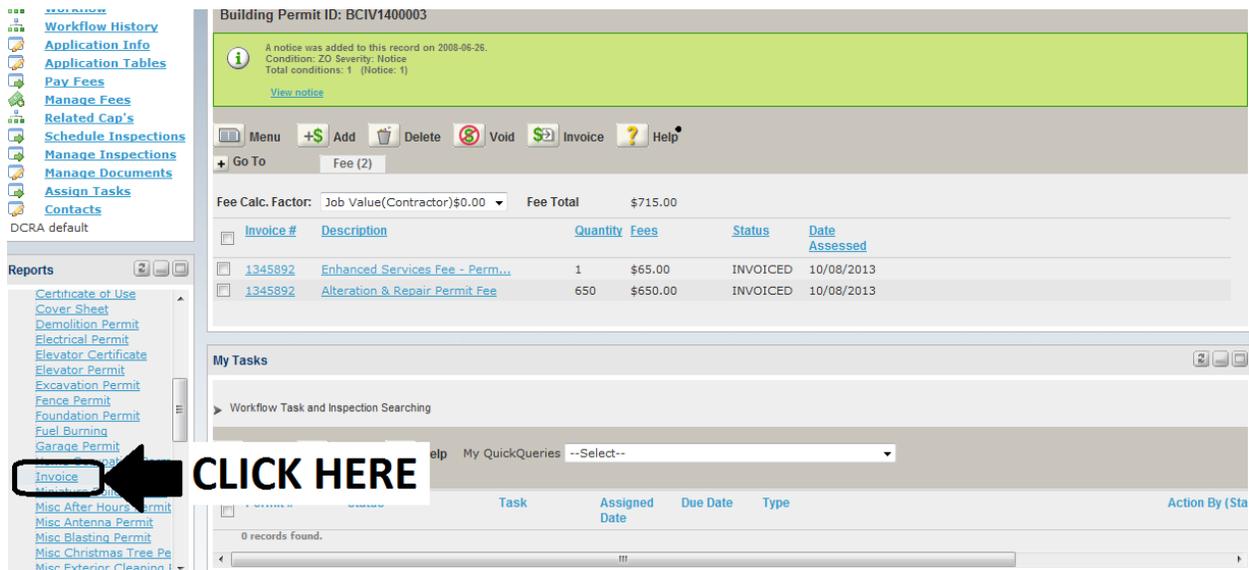
Go To Fee (2)

Fee Calc. Factor: Job Value(Contractor)\$0.00 Fee Total \$715.00

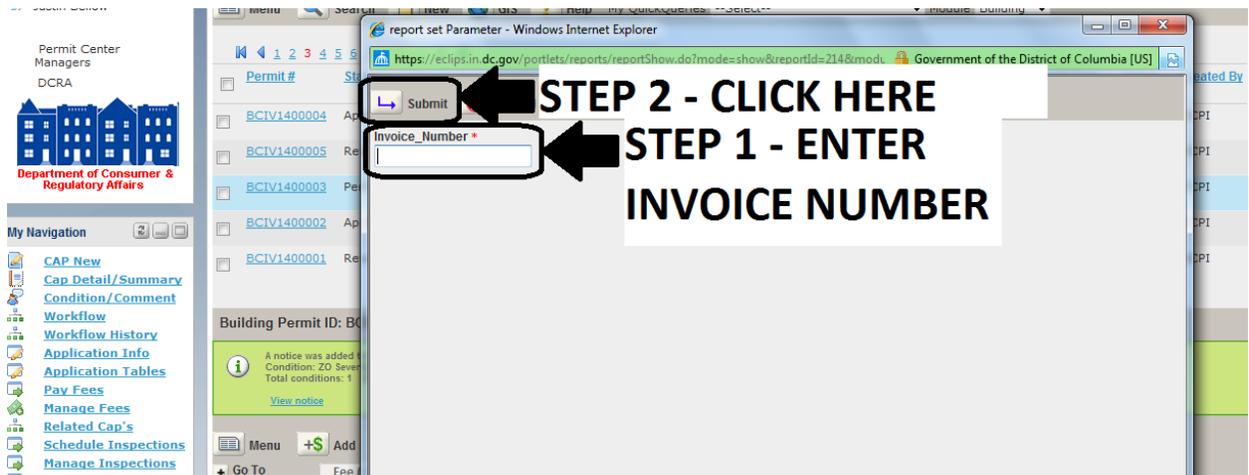
Invoice #	Description
1345892	
1345892	

ACCELA HAS GENERATED A NEW INVOICE NUMBER

20. Click the “Invoice” link located in the “Reports” menu on the left side of the screen.



21. Enter the invoice number that was recently generated and then click the “Submit” icon button.



22. Accela has now generated a new invoice.

PERM_Invoice_v2_20131008_112420[1].pdf - Adobe Reader

File Edit View Window Help

1 / 1 67.7% Tools Sign Comment

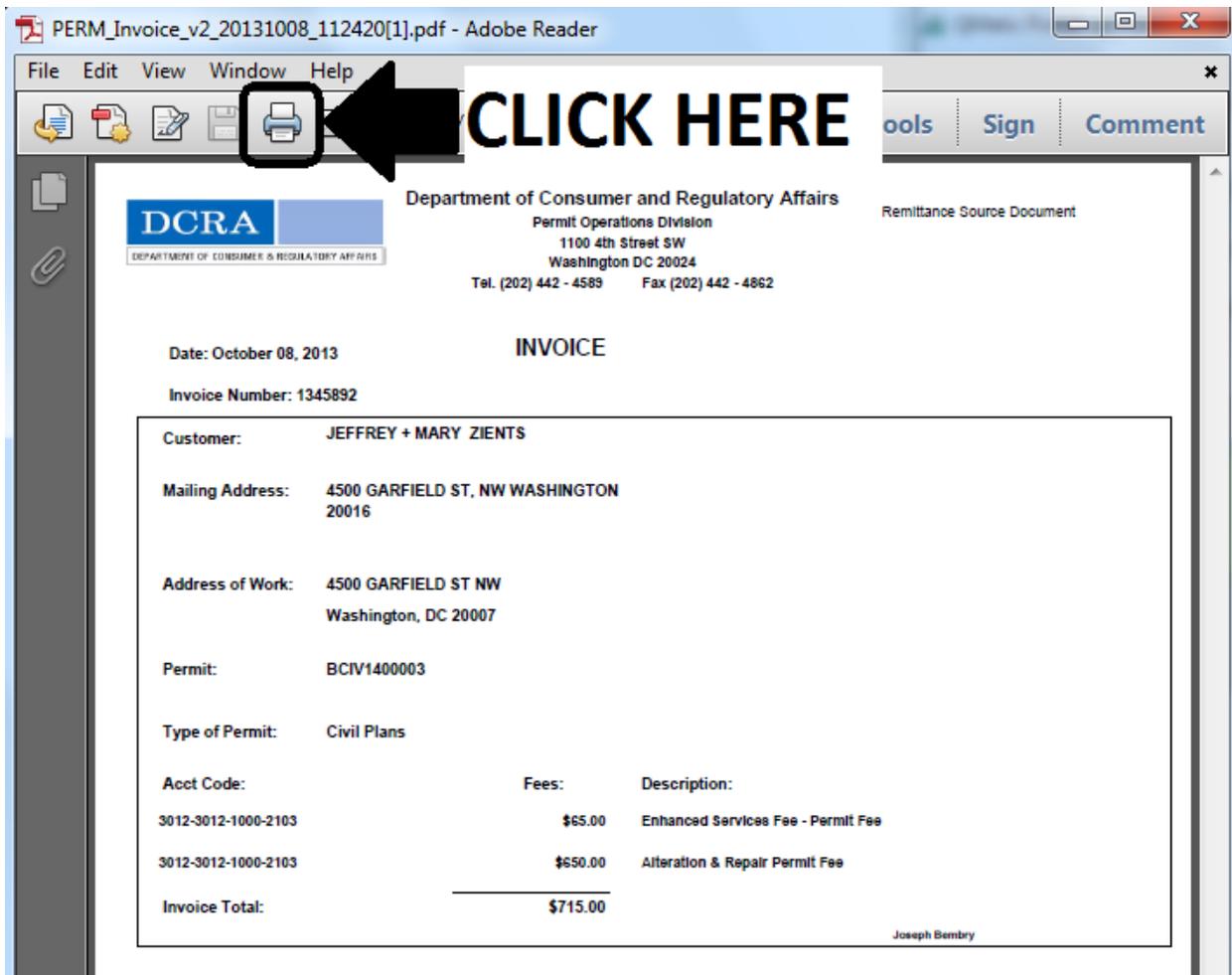
DCRA Department of Consumer and Regulatory Affairs Remittance Source Document
DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS
 Permit Operations Division
 1100 4th Street SW
 Washington DC 20024
 Tel. (202) 442 - 4589 Fax (202) 442 - 4862

Date: October 08, 2013 **INVOICE**
 Invoice Number: 1345892

Customer:	JEFFREY + MARY ZIENTS	
Mailing Address:	4500 GARFIELD ST, NW WASHINGTON 20016	
Address of Work:	4500 GARFIELD ST NW Washington, DC 20007	
Permit:	BCIV1400003	
Type of Permit:	Civil Plans	
Acct Code:	Fees:	Description:
3012-3012-1000-2103	\$65.00	Enhanced Services Fee - Permit Fee
3012-3012-1000-2103	\$650.00	Alteration & Repair Permit Fee
Invoice Total:	\$715.00	

Joseph Bambry

23. Print two copies using the "Print" icon button and provide those invoices to the customer.



24. Upon the customer's return with the paid invoices, click the "Pay Fees" link in the "My Navigation" menu to apply the paid fees.

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

My Navigation
[CAP New](#)
[Cap Detail/Summary](#)
[Condition/Comment](#)
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[Application Info](#)
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[Related Cap's](#)
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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
BCIV1400005	Review in Process	Building/Construction/Civil Plans/NA	10/10/2013	5704	2ND	ST	NE			OCPI
BCIV1400003	Permit Issued	Building/Construction/Civil Plans/NA	10/08/2013	4500	GARFIELD	ST	NW			OCPI
BCIV1400002	Application Accepted	Building/Construction/Civil Plans/NA	10/07/2013	1150	MICHIGAN	AVE	NE			OCPI
BCIV1400001	Review in Process	Building/Construction/Civil Plans/NA	10/02/2013	4416	EDMUNDS	ST	NW			OCPI

Building Permit ID: BCIV1400003

A notice was added to this record on 2008-06-26.
Condition: ZO Severity: Notice
Total conditions: 1 (Notice: 1)

CLICK HERE

Menu Invoice Help

Go To Fee (2)

Fee Calc. Factor: Job Value(Contractor)\$0.00 Fee Total \$715.00

Invoice #	Description	Quantity	Fees	Status	Date Assessed
1345892	Enhanced Services Fee - Perm...	1	\$65.00	INVOICED	10/08/2013

25. "Click the "Pay" icon button.

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

My Navigation
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[Manage Inspections](#)
[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
BCIV1400005	Review in Process	Building/Construction/Civil Plans/NA	10/10/2013	5704	2ND	ST	NE			OCPI
BCIV1400003	Permit Issued	Building/Construction/Civil Plans/NA	10/08/2013	4500	GARFIELD	ST	NW			OCPI
BCIV1400002	Application Accepted	Building/Construction/Civil Plans/NA	10/07/2013	1150	MICHIGAN	AVE	NE			OCPI
BCIV1400001	Review in Process	Building/Construction/Civil Plans/NA	10/02/2013	4416	EDMUNDS	ST	NW			OCPI

Building Permit ID: BCIV1400003

A notice was added to this record on 2008-06-26.
Condition: ZO Severity: Notice
Total conditions: 1 (Notice: 1)

STEP 1 - CLICK HERE

Menu Invoice Help

Pay

Total Invoice Amount: \$715.00 Terminal #:
 Total Payment: \$715.00 Cashier ID: JBELLOW
 Total Balance: \$0.00 Date: 11/05/2013
 Amount Not Applied: \$0.00

Invoices

STEP 3 - CLICK HERE

STEP 2- ENTER RECEIPT NUMBER HERE

STEP 1 - SELECT CORRECT PAYMENT METHOD HERE

An error has occurred while processing your request.
For more detail [Click Here](#) or contact [Agency Administrator](#).

26. Select the correct method of payment in the “Method” drop down menu, enter the receipt number in the “Receipt #” menu, and then click the “Save” icon button.

ACCELA NOW SHOWS THE PERMIT HAS BEEN PAID IN FULL

Building Permit ID: BCIV1400003

A notice was added to this record on 2008-06-26.
Condition: ZO Severity: Notice
Total conditions: 1 (Notice: 1)
[View notice](#)

Pay Apply Refund Void Generate Receipt Fund Transfer Help

Go To Payment

Total Invoice Amount: \$715.00 Terminal #: JBELLOW
Total Payment: \$715.00 Cashier ID: JBELLOW
Total Balance: \$0.00 Date: 11/06/2013
Amount Not Applied: \$0.00

Invoices

Invoice #	Amount
1345892	\$715.00

Transactions

Transaction Code	Transactions	Method	Receipt #	Not Applied	Amount
<input type="checkbox"/>	Payment	Cash	375721	\$0.00	\$715.00

27. Accela now shows that the permit has been paid in full.

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

DCRA default

Permit #	Status	Permit Type	Opened	Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #	Created By
BCIV1400003	Permit Issued	Building/Construction/Civil Plans/NA	10/08/2013	4500	GARFIELD	ST	NW			OCPI
BCIV1400002	Application Accepted	Building/Construction/Civil Plans/NA	10/07/2013	1150	MICHIGAN	AVE	NE			OCPI
BCIV1400001	Review in Process	Building/Construction/Civil Plans/NA	10/02/2013	4416	EDMUNDS	ST	NW			OCPI
BCIV1300047	Application Accepted	Building/Construction/Civil Plans/NA	09/27/2013	3100	FORT LINCOLN	DR	NE			OCPI
BCIV1300049		Building/Construction/Civil Plans/NA	09/27/2013	3135	O	ST	SE			OCPI

A notice was added to this record on 2008-06-26.
Condition: Z0 Severity: Notice
Total conditions: 1 (Notice: 1)
[View notice](#)

Pay Apply Refund Void Generate Receipt Fund Transfer Help

Total Invoice Amount: \$715.00 Terminal #:
Total Payment: \$715.00 Cashier ID: JBELLOW

28. Click the "Workflow" link located in the "My Navigation" menu.

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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

DCRA default

Record

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

29. Click the "Permit Review Coordinator" link.

The screenshot shows a software interface with a sidebar on the left containing navigation links like 'CAP New', 'Cap Detail/Summary', and 'Workflow'. The main area displays a table of workflow tasks. The first task, 'Plan Review Coordinator', is circled in red, and a black arrow points to it with the text 'CLICK HERE'.

Task	Status	Status Date	Action By
Plan Review Coordinator	New Appli...		
Mechanical Review	Mechanica...		
Electrical Review	Electrica...	05/08/2013	
Fire Review	Fire Revi...	05/08/2013	
Elevator Review	Elevator ...	05/08/2013	
Structural Review	Structura...	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	

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

The screenshot shows the same software interface as above, but with the 'Submit' button circled in red and an arrow pointing to it with the text 'STEP 2 - CLICK HERE'. The 'Status' dropdown menu is open, showing 'Application Accepted' selected, with an arrow pointing to it and the text 'STEP 1 - CLICK HERE'.

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

The screenshot shows the 'Reports' menu on the left, with 'Permitting' expanded. A callout box with a black arrow points to a list of review disciplines: Structural Review, DDOE Review, DDOT Review, WASA Review, and Zoning Review. A text box to the right of the callout contains the text: **REVIEW DISCIPLINES ARE NOW HIGHLIGHTED**. Below the menu is a 'Quicklinks' section with various links like 'REVIEW REQUIREMENTS', 'APPLICATION REQUIREMENTS', etc. The main content area shows a tree view of folders and a table of review tasks.

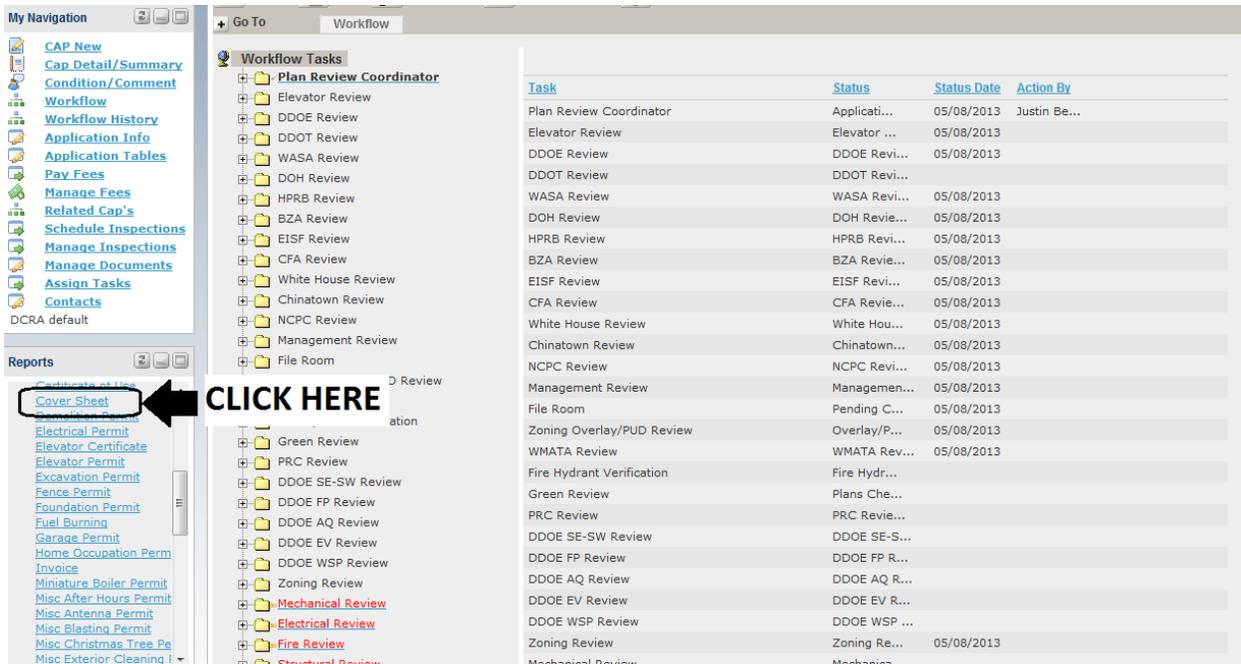
Task	Status	Status Date	Action By
Plan Review Coordinator	Applicati...	05/08/2013	Justin Be...
Elevator Review	Elevator ...	05/08/2013	
DDOE Review	DDOE Revi...	05/08/2013	
DDOT Review	DDOT Revi...		
WASA Review	WASA Revi...	05/08/2013	
DOH Review	DOH Revi...	05/08/2013	
HPRB Review	HPRB Revi...	05/08/2013	
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...		
Electrical Review	Electrica...	05/08/2013	

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

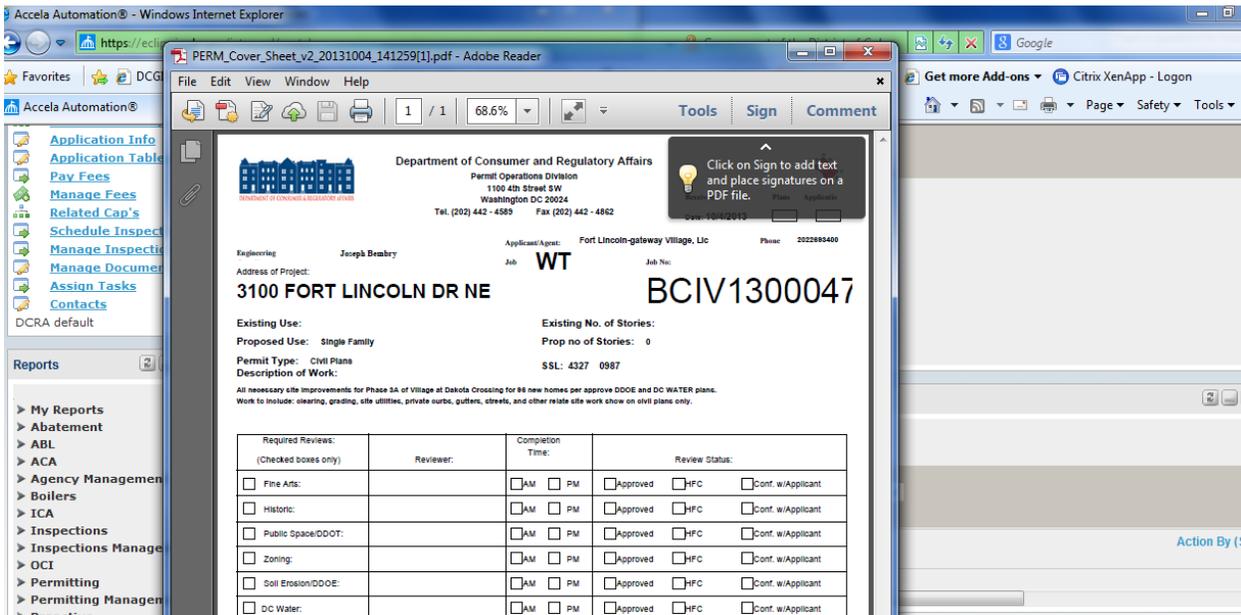
The screenshot shows the 'Permitting' menu expanded in the 'Reports' section. A callout box with a black arrow points to the 'Cover Sheet' link. The main content area shows a 'Workflow Tasks' table with columns for Task, Status, Status Date, and Action By.

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	Electrica...	05/08/2013	

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



36. Accela will now generate a cover sheet for the project.



37. 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: 5/8/2013
 Date: 5/8/2013
 Phase: Applicant

Applicant/Agent: Dora
 Job No: 306530

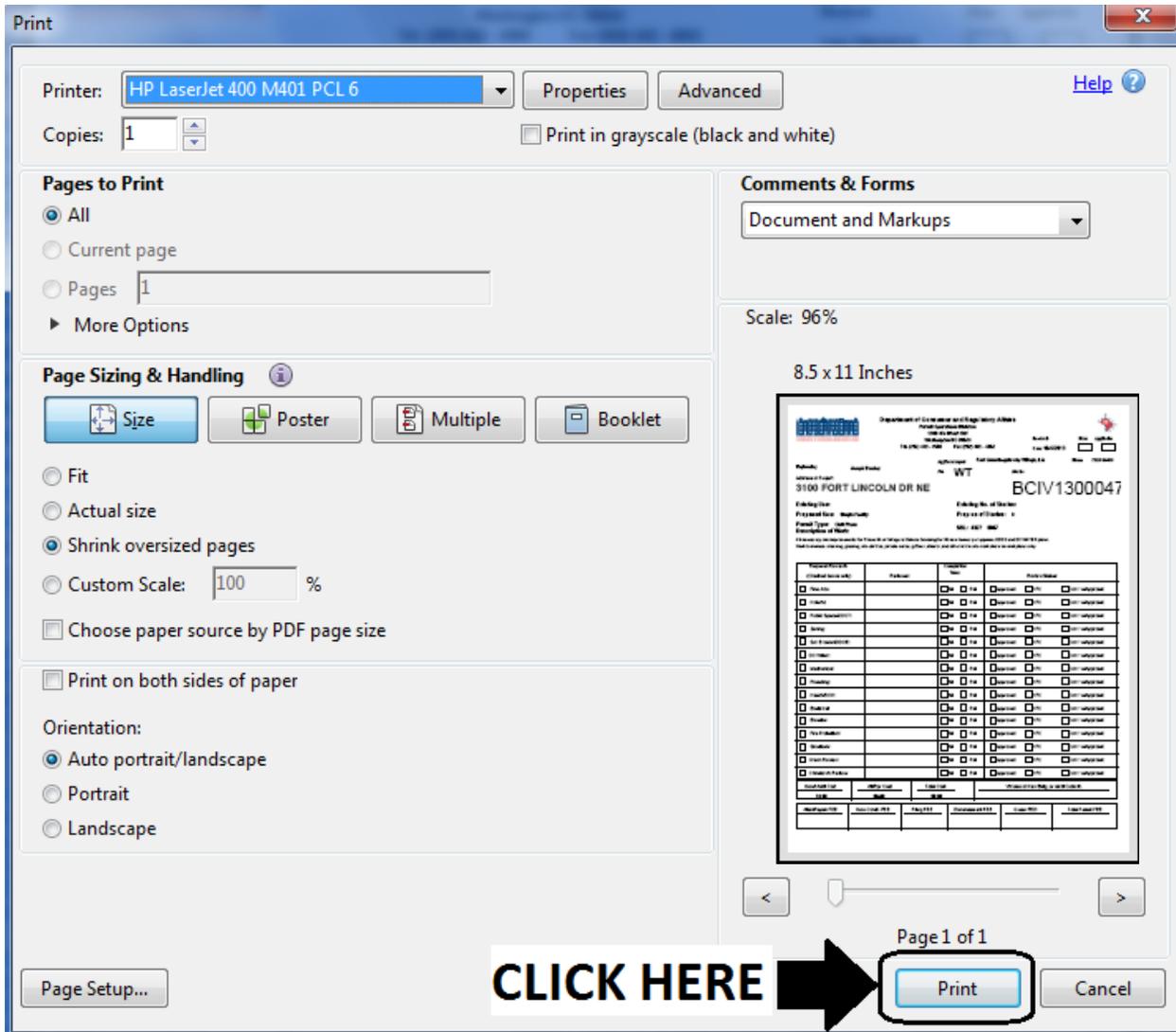
Engineering: Justin Bellor
 Address of Project: 1100 4TH ST SW
 Existing Use: Office
 Proposed Use: Office
 Permit Type: Alteration and Repair
 Description of Work: Interior Renovation of Existing Office Space.

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

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



39. Put a check mark next to each required review discipline on the printed cover sheet and bundle the application and all related application materials together and staple the package together with the cover sheet on top and provide the materials to the customer

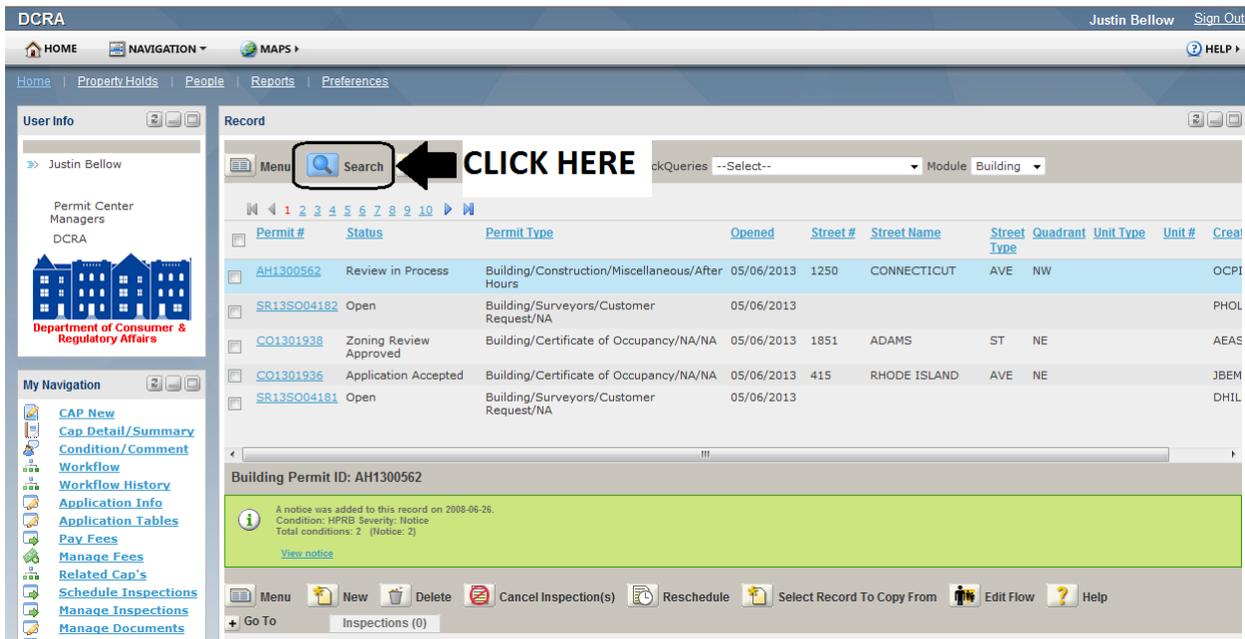
CHAPTER 7

SECTION 7.2.2

ISSUANCE

1.1.3 - Issuance

1. Examine the plans. There should be at least three sets of plans – one Assessor’s set, one Permanent set, and one or two Official sets. Each plan set should be stamped accordingly. If the plans are not stamped, direct the customer to secure the necessary stamps.
2. Examine the application. Ensure that all required disciplines have signed off on the cover sheet. If the customer does not have all of the necessary signatures, direct the customer to secure the necessary signatures.
3. Once the plans and application have been verified, from the Accela homepage, click the “Search” icon button.



4. 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

STEP 1 - ENTER PERMIT NUMBER HERE

First Name: _____ Last Name: _____

Street #: _____ Street Name: _____ Street Type: --Select-- Unit #: _____

City: _____

Owner Name: _____

Parcel #: _____

License #: _____ License Type: --Select--

License First Name: _____ License Last Name: _____

License Business Name: _____

Type: _____ Group: --Select--

App Specific Info Label: _____ App Specific Info Value: _____

5. 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](#)
- [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 New Supervisor Task Activation Help

Go To Workflow

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	
CFA Review	CFA Revi...	05/08/2013	
White House Review	White Hou...	05/08/2013	

6. 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.

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 Revie...	05/08/2013	
HPRB Review	HPRB Revi...	05/08/2013	
BZA Review	BZA Revie...	05/08/2013	
EISF Review	EISF Revi...	05/08/2013	
CFA Review	CFA Revie...	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 Revie...		
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	lectrica...	05/08/2013	Justin Be...
Fire Review	re Revi...	05/08/2013	Justin Be...
Structural Review	tructura...	05/08/2013	Justin Be...
Plumbing Review	lumbing ...	05/08/2013	Justin Be...
ProjectDox QA			
Issue Permit			
Inspection			
Wall Check Verification			

ENSURE THAT "ISSUE PERMIT" IS HIGHLIGHTED

7. 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.

8. After the fees have been verified, click the “Manage Fees” 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	Review in Process	Building/Construction/Alteration and Repair/NA	05/06/2013	1100	4TH	ST	SW			OCP1

Building Permit ID: B1306530
Menu New Supervisor Task Activation Help
Go To Workflow

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 Revie...	05/08/2013	
HPRB Review	HPRB Revi...	05/08/2013	
BZA Review	BZA Revie...	05/08/2013	
EISF Review	EISF Revi...	05/08/2013	
CFA Review	CFA Revie...	05/08/2013	
White House Review	White Hou...	05/08/2013	
Chinatown Review	Chinatown...	05/08/2013	
NCPC Review	NCPC Revi...	05/08/2013	

CLICK HERE

9. Examine the fees that are populated in the system. The BCIV permit should have been paid in full at the time of application.

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

The screenshot shows the 'Workflow Tasks' interface. On the left, there is a 'My Navigation' menu with various options like 'CAP New', 'Cap Detail/Summary', 'Workflow', etc. Below that is a 'Reports' section and 'Quicklinks'. The main area is titled 'Workflow' and contains a list of tasks. The 'Issue Permit' link is highlighted in red and circled. A black arrow points to it with the text '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...	05/08/2013	Justin Be...
Electrical Review	Electrica...	05/08/2013	Justin Be...
Fire Review	Fire Revi...	05/08/2013	Justin Be...
Structural Review	Structura...	05/08/2013	Justin Be...
Plumbing Review	Plumbing ...	05/08/2013	Justin Be...

11. On the following page, select “Permit Issued” from the “Status” drop down menu, and then click the “Submit” icon.

The screenshot shows the 'Record' screen for Building Permit ID: B1306530. The 'Submit' button is highlighted with a black arrow and the text 'STEP 2 - CLICK HERE'. The 'Status' dropdown menu is open, showing 'Permit Issued' selected with a black arrow and the text 'STEP 1 - SELECT PERMIT ISSUED'.

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

12. 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.

The screenshot shows the Accela software interface. On the left, there is a 'My Navigation' menu and a 'Reports' menu. The 'Reports' menu is expanded, and the 'Permitting' link is highlighted with a blue box. An arrow points from the text 'CLICK HERE' to this link. The main content area shows a 'Fee (6)' summary with a 'Fee Total' of \$150.15. Below this is a table of invoices with columns for Invoice #, Description, Quantity, Fees, Status, and Date Assessed. The table lists several invoices for 'Enhanced Services Fee - Perm...', 'Enhanced Service Fee - Fill...', 'Addition/Alteration/Repair...', 'Alteration & Repair Permit Fee', 'Green Building Fee', and 'Enhanced Service Fee - Green...'. Below the table is a 'My Tasks' section with a message: 'An error has occurred while processing your request. For more detail [Click Here](#) or contact [Agency Administrator](#).'

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

The screenshot shows the Accela software interface with the 'Building Permit' link highlighted in the 'Reports' menu. An arrow points from the text 'CLICK HERE' to this link. The main content area shows a 'Building Permit ID: B1306606' and a 'Workflow Tasks' table. The table has columns for Task, Status, Status Date, and Action By. The tasks listed include Plan Review Coordinator, Mechanical Review, Electrical Review, Fire Review, Elevator Review, DDOT Review, WASA Review, DOH Review, HPRB Review, BZA Review, EISF Review, Chinatown Review, CFA Review, White House Review, Chinatown Review, NCPD Review, Management Review, File Room, WMATA Review, Fire Hydrant Verification, and Green Review.

14. Accela will now generate a PDF of the BCIV permit.

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

Bciv

BUILDING CIVIL PERMIT

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

Issue Date: 10/30/2013
Expiration Date: 10/30/2014

PERMIT NO. BCIV1400003

Address of Project: 4500 GARFIELD ST NW	Zone:	Ward:	Square:	Suffix:	Lot:
		3	1339		0035

Description Of Work:
Civil Drawing Approval for all proposed site work as per plans.

Permission Is Hereby Granted To: Jeffrey + Mary Zients	Owner Address: 4500 GARFIELD ST, NW WASHINGTON 20016	PERMIT FEE: \$715.00
---	--	-------------------------

Permit Type: Civil Plans	Agent Name:	Contractor Name:
Agent Phone #:	Agent Address:	Contractor Address:
		Contractor Phone #:

Conditions/ Restrictions:

This Permit Expires if no Construction is Started Within 1 Year or if the Inspection is Over 1 Year.
All Construction Done According To The Current Building Codes And Zoning Regulations:

Done

Unknown Zone | Protected Mode: Off

An error has occurred while processing your request.

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

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

16. After reviewing the permit with the customer, click the printer icon.



BUILDING CIVIL PERMIT

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

Issue Date: 10/30/2013

PERMIT NO. BCIV1400003

Expiration Date: 10/30/2014

Address of Project: 4500 GARFIELD ST NW		Zone:	Ward: 3	Square: 1339	Suffix:	Lot: 0035
Description Of Work: Civil Drawing Approval for all proposed site work as per plans.						
Permission Is Hereby Granted To: Jeffrey + Mary Zients		Owner Address: 4500 GARFIELD ST, NW WASHINGTON 20016		PERMIT FEE: \$715.00		
Permit Type: Civil Plans	Agent Name:		Contractor Name:			
Agent Phone #:	Agent Address:		Contractor Address:		Contractor Phone #:	
Conditions/ Restrictions:						

CLICK HERE



17. 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.

- Assessor's Set of plans
- Permanent Set of plans

22. Provide the customer with the copy of the permit printed on permit paper and one of the copies printed on regular paper as well as the official sets of plans.

23. Prepare labels for both sets of retained plans and place the labels on the plans, place the completed application package and plans in the designated storage areas.



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



Bciv

BUILDING CIVIL PERMIT

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

Issue Date: 09/27/2013

PERMIT NO. BCIV1300046

Expiration Date: 09/27/2014

Address of Project: 3134 ELLICOTT ST NW		Zone:	Ward: 3	Square: 2267	Suffix:	Lot: 0800
Description Of Work: Install Silt Fence In conjunction with expansion of Limits of Disturbance for construction approved under Building Permit B1307806.						
Permission Is Hereby Granted To: Paul Millstein Douglas Development Corporation		Owner Address: 702 H ST, NW #400 WASH DC 20001		PERMIT FEE: \$250.00		
Permit Type: Civil Plans	Agent Name:		Contractor Name:			
Agent Phone #:	Agent Address:		Contractor Address:		Contractor Phone #:	
Conditions/ Restrictions: <p>This Permit Expires If no Construction Is Started Within 1 Year or If the Inspection Is Over 1 Year. 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 refund must be made within six months of the date appearing on this permit.</p> <p>Lead Paint Abatement Whenever any such work related to this Permit could result in the disturbance of lead based paint, the permit holder shall abide by all applicable paint activities provisions of the "Lead Hazard Prevention and Elimination Act of 2008" and the EPA "Lead Renovation, Repair and Painting rule"</p>						
Director: Nicholas A. Majett		Permit Clerk Justin Bellow				
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 TO SCHEDULE INSPECTIONS PLEASE CALL (202) 442-9557.						

CHAPTER 7

SECTION 7.3

BUILDING PERMIT

1.2 - Building Permit

This section provides a comprehensive step-by-step instruction guide for processing Building permits from the OCPI application stage to Issuance.

As per 12A DCMR 105.1, a permit shall be obtained from the code official before any of the construction activities or regulated actions specified in Sections 105.1.1 through 105.1.13 shall begin. Depending on the scope of work, as specified in Sections 105.1.1 through 105.1.13, a construction project shall require one or more of the following types of permit:

- 1. Building permit.**
2. Interior demolition permit.
3. Partial demolition permit.
4. Raze permit.
5. Sign permit.
6. Special sign permit
7. Projection permit.
8. Public space permit.
9. Specialty permit.
10. Miscellaneous permit.
11. Supplemental permit.

CHAPTER 7

SECTION 7.3.1

ONLINE CONSTRUCTION PERMIT APPLICATION

1.2.1 - Online Construction Permit Application Process

1. Open Internet Explorer and navigate to DCRA's main public webpage by typing in www.dcr.dc.gov.
2. Click on the "Online Permit Application" link located in the "Featured Services" toolbar



3. Internet Explorer will now open a new browser window. Scroll to the bottom and click the "OCPI Online Construction Permit" link.

4. Click the “Prepare a New Building Permit Application” link.

5. Enter the address of the proposed work in the “Address of Proposed Work” field, the contact email address in the “Email” field, and then click the “Next Page” icon button.

http://cpms.dcr.dca.gov/OCPI/PermitApp.aspx

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"One City, One Future"

ONE CITY
Mayor VINCENT C. GRAY

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Application for Construction Permits on Private Property

To prepare a new building permit application, please enter the following information:

*Address of Proposed Work: [] ← **STEP 1 - ENTER THESE REQUIRED FIELDS**

Suite or Unit Number: [] ← **REQUIRED FIELDS**

*Email: [] ← **REQUIRED FIELDS**

Next Page > ← **STEP 2 - CLICK HERE**

[Cancel and Discard Information](#)

*Required Field

6. OCPI will now advance to a new screen. Enter information in the required fields.

http://cpms.dcr.dca.gov/OCPI/PermitApp.aspx

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Application for Construction Permits on Private Property

1100 4TH STREET SW
Zone: C-3-C SSL: 0542 0871

5.1. Owner First Name: []

*5.2. Owner Last Name or Co: [] ← **STEP 1 - COMPLETE THESE REQUIRED FIELDS**

*6. Address: [] ← **REQUIRED FIELDS**

*6.1. ZIP Code: [] ← **REQUIRED FIELDS**

*7. Phone (xxx-xxx-xxxx): [] ← **REQUIRED FIELDS**

Is an agent authorized to act on behalf of the owner? Yes, agent is authorized

*11. Type of proposed work (Select only one):

<input type="checkbox"/> Addition	<input type="checkbox"/> Fence	<input type="checkbox"/> Shed
<input type="checkbox"/> Addition Alteration and Repair	<input type="checkbox"/> Fire Retardant Paint	<input type="checkbox"/> Sheeting and Shoring
<input type="checkbox"/> Alteration and Repair	<input type="checkbox"/> Fireworks Stand	<input type="checkbox"/> Sign
<input type="checkbox"/> After Hours	<input type="checkbox"/> Flag Pole	<input type="checkbox"/> Soil Boring
<input type="checkbox"/> Antenna	<input type="checkbox"/> Foundation Only	<input type="checkbox"/> Special Sign
<input type="checkbox"/> Awning	<input type="checkbox"/> Garage	<input type="checkbox"/> Swimming Pool
<input type="checkbox"/> Blasting Operations	<input type="checkbox"/> New Building	<input type="checkbox"/> Tenant Layout
<input type="checkbox"/> Capacity Placard	<input type="checkbox"/> Observation Stands	<input type="checkbox"/> Tent
<input type="checkbox"/> Christmas Tree Stand	<input type="checkbox"/> Projection	<input type="checkbox"/> Tower Crane
<input type="checkbox"/> Demolition	<input type="checkbox"/> Raze Building	<input type="checkbox"/> Underground Storage Tank
<input type="checkbox"/> Excavation Only	<input type="checkbox"/> Retaining Walls	<input type="checkbox"/> Water and Damp Proofing
<input type="checkbox"/> Exterior Cleaning	<input type="checkbox"/> Scaffolding	

7. If the application is being completed by an agent, click the indicated box and enter agent's information in the required fields.

Application for Construction Permits on Private Property
1100 4TH STREET SW
 Zone: C-3.C SSL: 0542 0871

5.1. Owner First Name: 8.1. Agent First Name:
 *5.2. Owner Last Name or Co: *8.2. Agent Last Name or Co:
 *6. Address: 9. Address:
 *6.1. ZIP Code: *9.1. ZIP Code:
 *7. Phone (xxx-xxx-xxxx): *10. Phone (xxx-xxx-xxxx):
 Is an agent authorized to act on behalf of the owner?: Yes, agent is authorized

*11. Type of proposed work (Select only one):

<input type="checkbox"/> Addition	<input type="checkbox"/> Fire Retardant Paint	<input type="checkbox"/> Shed
<input type="checkbox"/> Addition Alteration and Repair	<input type="checkbox"/> Fireworks Stand	<input type="checkbox"/> Sheeting and Shoring
<input type="checkbox"/> Alteration and Repair	<input type="checkbox"/> Flag Pole	<input type="checkbox"/> Sign
<input type="checkbox"/> After Hours	<input type="checkbox"/> Foundation Only	<input type="checkbox"/> Soil Boring
<input type="checkbox"/> Antenna	<input type="checkbox"/> Garage	<input type="checkbox"/> Special Sign
<input type="checkbox"/> Awning	<input type="checkbox"/> New Building	<input type="checkbox"/> Swimming Pool
<input type="checkbox"/> Blasting Operations	<input type="checkbox"/> Observation Stands	<input type="checkbox"/> Tent
<input type="checkbox"/> Capacity Placard	<input type="checkbox"/> Projection	<input type="checkbox"/> Tower Crane
<input type="checkbox"/> Christmas Tree Stand	<input type="checkbox"/> Raze Building	<input type="checkbox"/> Underground Storage Tank
<input type="checkbox"/> Demolition	<input type="checkbox"/> Retaining Walls	<input type="checkbox"/> Water and Damp Proofing
<input type="checkbox"/> Excavation Only	<input type="checkbox"/> Scaffolding	
<input type="checkbox"/> Exterior Cleaning		

STEP 1 - CLICK THIS BOX (points to the 'Yes, agent is authorized' checkbox)

STEP 2 - ENTER AGENT'S INFORMATION HERE (points to the agent information fields)

8. Scroll down to Question 11 and click the box directly to the left of the appropriate scope of work.

http://cpms.dcrd.cra.gov/OCPI/PermitApp.aspx

*11. Type of proposed work (Select only one):

SELECT THE TYPE OF WORK →

<input type="checkbox"/> Addition	<input type="checkbox"/> Fence	<input type="checkbox"/> Shed
<input type="checkbox"/> Addition Alteration and Repair	<input type="checkbox"/> Fire Retardant Paint	<input type="checkbox"/> Sheeting and Shoring
<input type="checkbox"/> Alteration and Repair	<input type="checkbox"/> Fireworks Stand	<input type="checkbox"/> Sign
<input type="checkbox"/> After Hours	<input type="checkbox"/> Flag Pole	<input type="checkbox"/> Soil Boring
<input type="checkbox"/> Antenna	<input type="checkbox"/> Foundation Only	<input type="checkbox"/> Special Sign
<input type="checkbox"/> Awning	<input type="checkbox"/> Garage	<input type="checkbox"/> Swimming Pool
<input type="checkbox"/> Blasting Operations	<input type="checkbox"/> New Building	<input type="checkbox"/> Tent
<input type="checkbox"/> Capacity Placard	<input type="checkbox"/> Observation Stands	<input type="checkbox"/> Tower Crane
<input type="checkbox"/> Christmas Tree Stand	<input type="checkbox"/> Projection	<input type="checkbox"/> Underground Storage Tank
<input type="checkbox"/> Demolition	<input type="checkbox"/> Raze Building	<input type="checkbox"/> Water and Damp Proofing
<input type="checkbox"/> Excavation Only	<input type="checkbox"/> Retaining Walls	
<input type="checkbox"/> Exterior Cleaning	<input type="checkbox"/> Scaffolding	

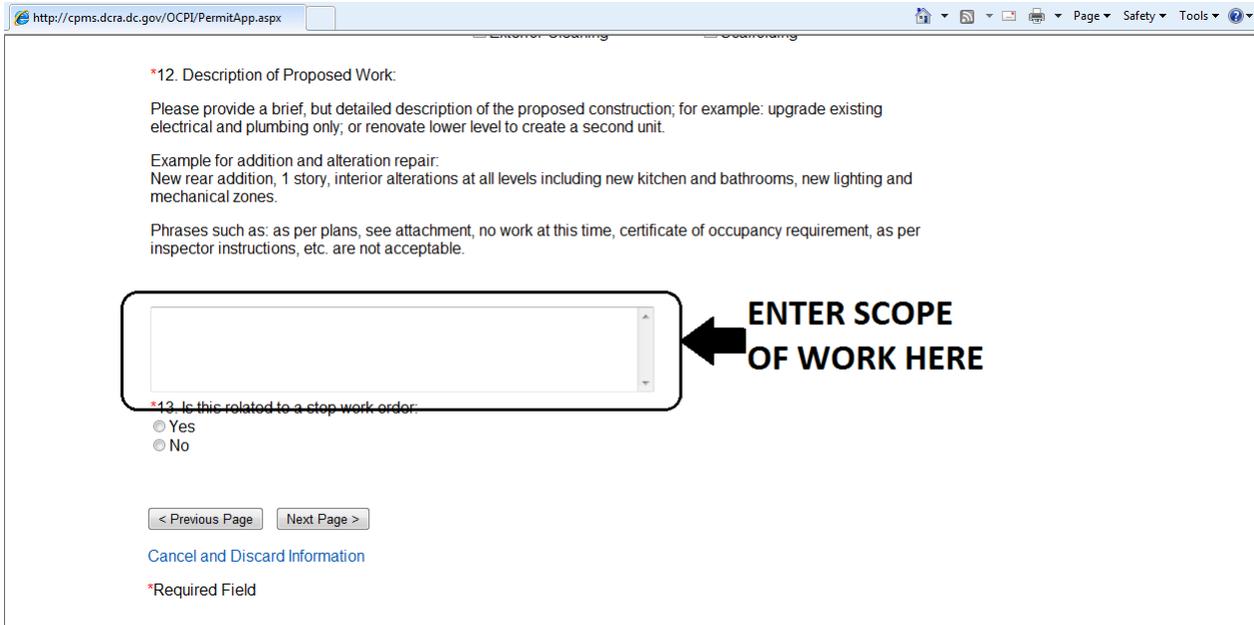
*12. Description of Proposed Work:

Please provide a brief, but detailed description of the proposed construction, for example: upgrade existing electrical and plumbing only, or renovate lower level to create a second unit.

Example for addition and alteration repair:
 New rear addition, 1 story, interior alterations at all levels including new kitchen and bathrooms, new lighting and mechanical zones.

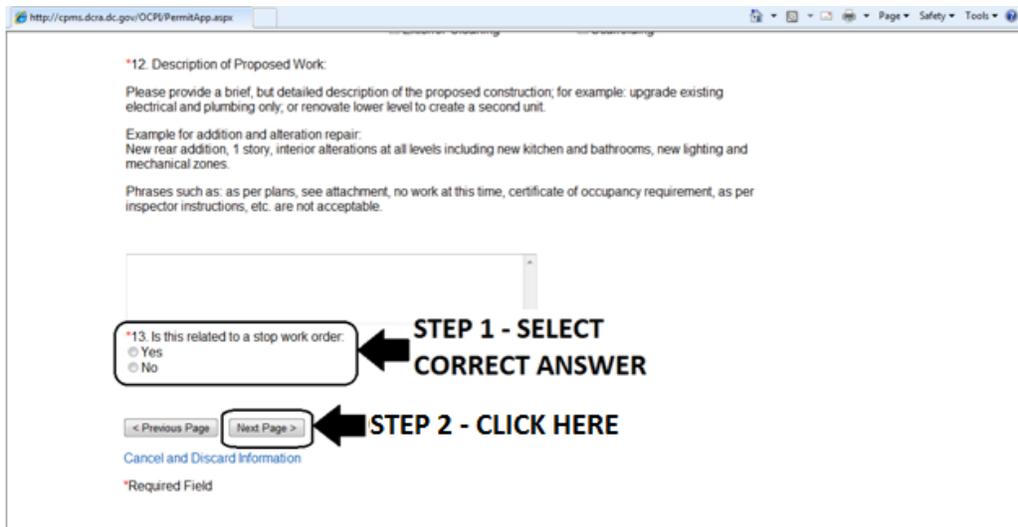
Phrases such as: as per plans, see attachment, no work at this time, certificate of occupancy requirement, as per inspector instructions, etc. are not acceptable.

9. Scroll down to Question 12 and enter the description of the scope of work in the "Description of Proposed Work" field.



ENTER SCOPE OF WORK HERE

10. Scroll down to Question 13. If the proposed work is related to a Stop Work Order, click the “Yes” radial button. If the proposed work is not related to a Stop Work Order, click the “No” radial button. Once this question is answered, click the “Next Page” icon button.



STEP 1 - SELECT CORRECT ANSWER

STEP 2 - CLICK HERE

11. OCPI will now advance to a new screen. Answer questions 13-14b about the existing property conditions.

http://cpms.dcrd.dcgov/OCPI/PermitApp.aspx

Application for Construction Permits on Private Property
1100 4TH STREET SW
 Zone: C-3-C SSL: 0542 0871

*13. Existing Use of Building or Property:

*14. Existing Number of Stories of Building:

14a. Existing Stories Plus:

14b. Existing Penthouse: Yes No

ANSWER INFORMATION ABOUT EXISTING PROPERTY CONDITIONS

Note: Basements or cellars are parts of a story partly below grade. A basement's ceiling is four (4) feet or more above the adjacent finished grade. A cellar's ceiling is less than four (4) feet above the adjacent finished grade.

*15. Existing Number of Dwelling Units (0 if N/A):

19. Starting Date (mm/dd/yy):

21. Method for Removing Construction Debris (Select Only One): Pick-up Truck Dumpster Other

*22. Does the proposed work involve disturbing the earth or razing a building? Yes No

*18. Proposed Number of Dwelling Units (0 if N/A):

20. Completion Date of Work (mm/dd/yy):

12. Answer questions 16-17b about proposed property conditions

http://cpms.dcrd.dcgov/OCPI/PermitApp.aspx

Application for Construction Permits on Private Property
1100 4TH STREET SW
 Zone: C-3-C SSL: 0542 0871

ANSWER QUESTIONS ABOUT PROPOSED PROPERTY CONDITIONS

*16. Proposed Use of Building or Property:

*17. Proposed Number of Stories of Building:

17a. Proposed Stories Plus:

17b. Proposed Penthouse: Yes No

Note: Basements or cellars are parts of a story partly below grade. A basement's ceiling is four (4) feet or more above the adjacent finished grade. A cellar's ceiling is less than four (4) feet above the adjacent finished grade.

*15. Existing Number of Dwelling Units (0 if N/A):

19. Starting Date (mm/dd/yy):

21. Method for Removing Construction Debris (Select Only One): Pick-up Truck Dumpster Other

*22. Does the proposed work involve disturbing the earth or razing a building? Yes No

*18. Proposed Number of Dwelling Units (0 if N/A):

20. Completion Date of Work (mm/dd/yy):

13. Select the correct number of existing dwelling units in the "Existing Number of Dwelling Units" drop down menu and select the correct number of proposed dwelling units in the "Proposed Number of Dwelling Units" drop down menu.

Application for Construction Permits on Private Property
1100 4TH STREET SW
Zone: C-3-C SSL: 0542 0871

*13. Existing Use of Building or Property: <input type="text"/>	*16. Proposed Use of Building or Property: <input type="text"/>
*14. Existing Number of Stories of Building: <input type="text"/>	*17. Proposed Number of Stories of Building: <input type="text"/>
14a. Existing Stories Plus: <input type="text"/>	17a. Proposed Stories Plus: <input type="text"/>
14b. Existing Penthouse: <input type="radio"/> Yes <input type="radio"/> No	17b. Proposed Penthouse: <input type="radio"/> Yes <input type="radio"/> No

Note: Basements or cellars are parts of a story partly below grade. A basement's ceiling is four (4) feet or more above the adjacent finished grade. A cellar's ceiling is less than four (4) feet above the adjacent finished grade.

*15. Existing Number of Dwelling Units (0 if N/A): <input type="text"/>	*18. Proposed Number of Dwelling Units (0 if N/A): <input type="text"/>
19. Starting Date (mm/dd/yy): <input type="text"/>	20. Completion Date of Work (mm/dd/yy): <input type="text"/>

21. Method for Removing Construction Debris (Select Only One):

*22. Does the proposed work involve disturbing the earth or razing a building? Yes No

ENTER INFORMATION ABOUT EXISTING AND PROPOSED NUMBER OF DWELLING UNITS

14. Provide the date for the start of construction using the mm/dd/yy format in the "Starting Date" field and provide the date for the proposed completion date of construction using the mm/dd/yy in the "Completion Date of Work" field

Application for Construction Permits on Private Property
1100 4TH STREET SW
Zone: C-3-C SSL: 0542 0871

*13. Existing Use of Building or Property: <input type="text"/>	*16. Proposed Use of Building or Property: <input type="text"/>
*14. Existing Number of Stories of Building: <input type="text"/>	*17. Proposed Number of Stories of Building: <input type="text"/>
14a. Existing Stories Plus: <input type="text"/>	17a. Proposed Stories Plus: <input type="text"/>
14b. Existing Penthouse: <input type="radio"/> Yes <input type="radio"/> No	17b. Proposed Penthouse: <input type="radio"/> Yes <input type="radio"/> No

Note: Basements or cellars are parts of a story partly below grade. A basement's ceiling is four (4) feet or more above the adjacent finished grade. A cellar's ceiling is less than four (4) feet above the adjacent finished grade.

*15. Existing Number of Dwelling Units (0 if N/A): <input type="text"/>	*18. Proposed Number of Dwelling Units (0 if N/A): <input type="text"/>
19. Starting Date (mm/dd/yy): <input type="text"/>	20. Completion Date of Work (mm/dd/yy): <input type="text"/>

21. Method for Removing Construction Debris (Select Only One):

Pick-up Truck Dumpster Other

*22. Does the proposed work involve disturbing the earth or razing a building? Yes No

ENTER INFORMATION ON CONSTRUCTION DATES

15. Indicate the method of debris removal by clicking the box directly to the left of the appropriate method and indicate if the proposed work involves disturbing the earth by

Application for Construction Permits on Private Property
1100 4TH STREET SW
Zone: C-3-C SSL: 0542 0871

*13. Existing Use of Building or Property:

*14. Existing Number of Stories of Building:

14a. Existing Stories Plus:

14b. Existing Penthouse: Yes No

*16. Proposed Use of Building or Property:

*17. Proposed Number of Stories of Building:

17a. Proposed Stories Plus:

17b. Proposed Penthouse: Yes No

Note: Basements or cellars are parts of a story partly below grade. A basement's ceiling is four (4) feet or more above the adjacent finished grade. A cellar's ceiling is less than four (4) feet above the adjacent finished grade.

*15. Existing Number of Dwelling Units (0 if N/A):

19. Starting Date (mm/dd/yy):

*18. Proposed Number of Dwelling Units (0 if N/A):

20. Completion Date of Work (mm/dd/yy):

21. Method for Removing Construction Debris (Select Only One): Pick-up Truck Dumpster Other

*22. Does the proposed work involve disturbing the earth or razing a building? Yes No

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INDICATE METHOD OF DEBRIS COLLECTION AND IF WORK INVOLVES DISTURBING THE EARTH

16. Scroll down and click the "Next" button

Penthouse: No

Note: Basements or cellars are parts of a story partly below grade. A basement's ceiling is four (4) feet or more above the adjacent finished grade. A cellar's ceiling is less than four (4) feet above the adjacent finished grade.

*15. Existing Number of Dwelling Units (0 if N/A):

19. Starting Date (mm/dd/yy):

*18. Proposed Number of Dwelling Units (0 if N/A):

20. Completion Date of Work (mm/dd/yy):

21. Method for Removing Construction Debris (Select Only One): Pick-up Truck Dumpster Other

*22. Does the proposed work involve disturbing the earth or razing a building? Yes No

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[Cancel and Discard Information](#)

*Required Field

CLICK HERE

17. OCPI will now advance to the next screen. Enter the Architect, Engineer, and Contractor's information.

Application for Construction Permits on Private Property
1100 4TH STREET SW
Zone: C-3-C SSL: 0542 0871

New Building, Addition, Alteration & Repair

1. Architect's Name: 2. DC License No: 3. Architect's Address: 4. Phone: 5. Email:
6. Engineer's Name: 7. DC License No: 8. Engineer's Address: 9. Phone: 10. Email:
11. Contractor's Name: 12. DC License No: 13. Contractor's Address: 14. Phone: 15. Email:

*16. Type of Construction: *17. Fire Suppression: *18. Booster Pump: *19. Total Lot Area(XXX.XX) sq.ft. 20. Breakdown of Lot Area(=100%):
 Masonry Steel Fully Sprinklered Standpipe System New
 Wood Other Partially Sprinklered None Existing
 Concrete Other: _____ None
 Building: _____ %
 Paved area: _____ %
 Greenery: _____ %

*21. Present Gross Floor Area of Bldg: _____ sq.ft. _____ sq.ft. All Floors(Specify) _____ Yes No

*29. Water or Sewer Excavation Yes No *30. Driveway Construction Yes No *31. Sheeting/Shoring Necessary Yes No *32. Elevators Involved Yes No *33. No of Elevators: _____ *34. Plans Certified by Engineers Yes No

*24. Projection Beyond Building Line: _____ s Permit

18. Click the box next to the correct selection in the "Type of Construction," "Fire Suppression," and "Booster Pump" fields.

Application for Construction Permits on Private Property
1100 4TH STREET SW
Zone: C-3-C SSL: 0542 0871

New Building, Addition, Alteration & Repair

1. Architect's Name: 2. DC License No: 3. Architect's Address: 4. Phone: 5. Email:
6. Engineer's Name: 7. DC License No: 8. Engineer's Address: 9. Phone: 10. Email:
11. Contractor's Name: 12. DC License No: 13. Contractor's Address: 14. Phone: 15. Email:

*16. Type of Construction: *17. Fire Suppression: *18. Booster Pump: *19. Total Lot Area(XXX.XX) sq.ft. 20. Breakdown of Lot Area(=100%):
 Masonry Steel Fully Sprinklered Standpipe System New
 Wood Other Partially Sprinklered None Existing
 Concrete Other: _____ None
 Building: _____ %
 Paved area: _____ %
 Greenery: _____ %

*21. Present Gross Floor Area of Bldg: _____ sq.ft. _____ sq.ft. All Floors(Specify) _____ Yes No

*29. Water or Sewer Excavation Yes No *30. Driveway Construction Yes No *31. Sheeting/Shoring Necessary Yes No *32. Elevators Involved Yes No *33. No of Elevators: _____ *34. Plans Certified by Engineers Yes No

*24. Projection Beyond Building Line: _____ s Permit

*35. Estimated Cost of Work (XXXX.XX) *36. Length: _____ ft.

19. Enter the total lot area in the "Total Lot Area" field and breakdown on Lot Area usage.

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Application for Construction Permits on Private Property
1100 4TH STREET SW
 Zone: C-3-C SSL: 0542 0871

New Building, Addition, Alteration & Repair

1. Architect's Name: 2. DC License No: 3. Architect's Address: 4. Phone: 5. Email:
 6. Engineer's Name: 7. DC License No: 8. Engineer's Address: 9. Phone: 10. Email:
 11. Contractor's Name: 12. DC License No: 13. Contractor's Address: 14. Phone: 15. Email:

*16. Type of Construction: *17. Fire Suppression
 Masonry Steel Fully Sprinklered
 Wood Other Partially Sprinklered
 Concrete Other:

ENTER LOT INFORMATION →

*19. Total Lot Area(xxx.xx) sq.ft. *20. Breakdown of Lot Area(=100%):
 Building: %
 Paved area: %
 Greenery: %

*21. Present Gross Floor Area of Bldg: sq.ft. *22. Proposed Gross Floor Area of Bldg: sq.ft. *23. Floors Involved in this Permit: All Floors(Specify) Yes No

*29. Water or Sewer Excavation: Yes No *30. Driveway Construction: Yes No *31. Sheeting/Shoring Necessary: Yes No *32. Elevators Involved: Yes No 33. No of Elevators: *34. Plans Certified by Engineers: Yes No

20. Enter present gross floor area in the "Present Gross Floor Area of Bldg" field and enter proposed gross floor area in the "Proposed Gross Floor Area of Bldg" field

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Application for Construction Permits on Private Property
1100 4TH STREET SW
 Zone: C-3-C SSL: 0542 0871

New Building, Addition, Alteration & Repair

1. Architect's Name: 2. DC License No: 3. Architect's Address: 4. Phone: 5. Email:
 6. Engineer's Name: 7. DC License No: 8. Engineer's Address: 9. Phone: 10. Email:
 11. Contractor's Name: 12. DC License No: 13. Contractor's Address: 14. Phone: 15. Email:

*16. Type of Construction: *17. Fire Suppression: *18. Booster Pump: *19. Total Lot Area(xxx.xx) sq.ft. *20. Breakdown of Lot Area(=100%):
 Masonry Steel Fully Sprinklered Standpipe System New Existing None
 Wood Other Partially Sprinklered None Existing None
 Concrete Other:

ENTER GROSS FLOOR AREA INFORMATION HERE ←

*21. Present Gross Floor Area of Bldg: sq.ft. *22. Proposed Gross Floor Area of Bldg: sq.ft. *23. Floors Involved in this Permit: All Floors Yes No

*29. Water or Sewer Excavation: Yes No *30. Driveway Construction: Yes No *31. Sheeting/Shoring Necessary: Yes No *32. Elevators Involved: Yes No 33. No of Elevators: *34. Plans Certified by Engineers: Yes No

21. Specify number of floor involved

http://cpms.dcr.dcr.dcr.gov/OCPI/PermitApp.aspx

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Application for Construction Permits on Private Property

1100 4TH STREET SW
Zone: C-3-C SSL: 0542 0871

New Building, Addition, Alteration & Repair

1. Architect's Name: 2. DC License No: 3. Architect's Address: 4. Phone: 5. Email:

6. Engineer's Name: 7. DC License No: 8. Engineer's Address: 9. Phone: 10. Email:

11. Contractor's Name: 12. DC License No: 13. Contractor's Address: 14. Phone: 15. Email:

*16. Type of Construction: Masonry Steel Fully Sprinklered Standpipe System New Existing None
 Wood Other Partially Sprinklered None sq.ft.

Concrete **SPECIFY FLOORS INVOLVED AND IF WORKING BEYOND BUILDING LINE**

*17. Fire Suppression: Fully Sprinklered Standpipe System None

*18. Booster Pump: New Existing None

*19. Total Lot Area(XXX.XX) sq.ft.

20. Breakdown of Lot Area(=100%):
Building: %
Paved area: %
Greenery: %

*21. Present Gross Area of Bldg: sq.ft.

*23. Floors Involved in this Permit: All Floors(Specify)

*24. Projection Beyond Building Line: Yes No

*29. Water or Sewer Excavation: Yes No

*32. Elevators Involved: Yes No

33. No of Elevators:

*34. Plans Certified by Engineers: Yes No

22. For Questions 29-34, select the correct radial box that corresponds with each question. If there are elevators involved in the scope of work, enter the number of elevators in the "No. of Elevators" field.

Application for Construction Permits on Private Property
1100 4TH STREET SW
Zone: C-3.C SSL: 0542 0871

New Building, Addition, Alteration & Repair

1. Architect's Name: 2. DC License No: 3. Architect's Address: 4. Phone: 5. Email:
6. Engineer's Name: 7. DC License No: 8. Engineer's Address: 9. Phone: 10. Email:
11. Contractor's Name: 12. DC License No: 13. Contractor's Address: 14. Phone: 15. Email:

*16. Type of Construction: Masonry Steel Fully Sprinklered Standpipe System New Existing Concrete Other Partially Sprinklered None None None
*17. Fire Suppression: Fully Sprinklered Standpipe System Existing None
*18. Booster Pump: New Existing None
*19. Total Lot Area(XXX.XX) sq.ft.
20. Breakdown of Lot Area(=100%):
Building: %
Paved area: %
Greenery: %

*21. Present Gross Floor Area of Bldg: sq.ft.
*22. Proposed Gross Floor Area of Bldg: sq.ft.
*23. Floors Involved in this Permit: All Floors(Specify)
*24. Projection Beyond Building Line: Yes No

*29. Water or Sewer Excavation: Yes No
*30. Driveway Construction: Yes No
*31. Sheeting/Shoring Necessary: Yes No
*32. Elevators Involved: Yes No
33. No of Elevators:
*34. Plans Certified by Engineers: Yes No

*35. Estimated Cost of Work (xxxx.xx)
New/Addition:
Alteration/Repair:
*36. Length: ft.
*37. Width: ft.
*38. Height: ft.



CLICK CORRECT RADIAL BUTTONS

23. Enter the cost of work in the "Estimated Cost of Work" fields.

Application for Construction Permits on Private Property
1100 4TH STREET SW

Zone: C-3-C SSL: 0542 0871

New Building, Addition, Alteration & Repair

1. Architect's Name:	2. DC License No:	3. Architect's Address:	4. Phone:	5. Email:
6. Engineer's Name:	7. DC License No:	8. Engineer's Address:	9. Phone:	10. Email:
11. Contractor's Name:	12. DC License No:	13. Contractor's Address:	14. Phone:	15. Email:

*16. Type of Construction:	*17. Fire Suppression:	*18. Booster Pump:	*19. Total Lot Area(XXX.XX)	20. Breakdown of Lot Area(=100%):
<input type="checkbox"/> Masonry <input type="checkbox"/> Wood <input type="checkbox"/> Concrete	<input type="checkbox"/> Steel <input type="checkbox"/> Other <input type="checkbox"/> Fully Sprinklered <input type="checkbox"/> Partially Sprinklered <input type="checkbox"/> Other:	<input type="checkbox"/> Standpipe System <input type="checkbox"/> None	<input type="checkbox"/> New <input type="checkbox"/> Existing <input type="checkbox"/> None	sq.ft. Building: % Paved area: % Greenery: %

*21. Present Gross Floor Area of Bldg:	*22. Proposed Gross Floor Area of Bldg:	*23. Floors Involved in this Permit:	*24. Projection Beyond Building Line:
sq.ft.	sq.ft.	<input type="radio"/> All <input type="radio"/> Floors(Specify)	<input type="radio"/> Yes <input type="radio"/> No

*29. Water or Sewer Excavation:	*30. Driveway Construction:	*31. Sheeting/Shoring Necessary:	*32. Elevators Involved:	33. No of Elevators:	*34. Plans Certified by Engineers:
<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Yes <input type="radio"/> No			

*35. Estimated Cost of Work (xxxx.xx)	*36. Length:	ft.
New/Addition:		
Alteration/Repair:		
	*37. Width:	ft.
	*38. Height:	ft.

ENTER COST OF WORK ←

24. Click the "Next Page" icon button

Application for Construction Permits on Private Property 1100 4TH STREET SW Zone: C-3-C SSL: 0542 0871

New Building, Addition, Alteration & Repair

1. Architect's Name:	2. DC License No:	3. Architect's Address:	4. Phone:	5. Email:
6. Engineer's Name:	7. DC License No:	8. Engineer's Address:	9. Phone:	10. Email:
11. Contractor's Name:	12. DC License No:	13. Contractor's Address:	14. Phone:	15. Email:
*16. Type of Construction: <input type="checkbox"/> Masonry <input type="checkbox"/> Wood <input type="checkbox"/> Concrete		*17. Fire Suppression: <input type="checkbox"/> Steel <input type="checkbox"/> Fully Sprinklered <input type="checkbox"/> Standpipe System <input type="checkbox"/> Partially Sprinklered <input type="checkbox"/> None <input type="checkbox"/> Other:		*18. Booster Pump: <input type="checkbox"/> New <input type="checkbox"/> Existing <input type="checkbox"/> None
*19. Total Lot Area(XXX.XX) sq.ft.		20. Breakdown of Lot Area(=100%): Building: % Paved area: % Greenery: %		
*21. Present Gross Floor Area of Bldg: sq.ft.	*22. Proposed Gross Floor Area of Bldg: sq.ft.	*23. Floors Involved in this Permit: <input type="radio"/> All <input type="radio"/> Floors(Specify) _____		*24. Projection Beyond Building Line: <input type="radio"/> Yes <input type="radio"/> No
*29. Water or Sewer Excavation <input type="radio"/> Yes <input type="radio"/> No	*30. Driveway Construction <input type="radio"/> Yes <input type="radio"/> No	*31. Sheeting/Shoring Necessary <input type="radio"/> Yes <input type="radio"/> No	*32. Elevators Involved <input type="radio"/> Yes <input type="radio"/> No	33. No of Elevators: _____
*34. Plans Certified by Engineers <input type="radio"/> Yes <input type="radio"/> No				
*35. Estimated Cost of Work (xxxx.xx) New/Addition: _____ Alteration/Repair: _____	*36. Length: _____ ft.	*37. Width: _____ ft.	*38. Height: _____ ft.	

< Previous Page **Next Page >** ← **CLICK HERE**

25. Select the correct radial buttons for questions 1 and 2.

Application for Construction Permits on Private Property 1100 4TH STREET SW Zone: C-3-C SSL: 0542 0871

*1. Was the Structure Built Before 1978:
 Yes
 No

*2. Removing More Than 2 Sq Ft of Lead Paint:
 Yes
 No

← **SELECT YES OR NO**

< Previous Page Next Page >

Cancel and Discard Information

*Required Field

26. Select the correct radial button for question 1.



The screenshot shows a web browser window with the URL <http://cpms.dcr.d.c.gov/OCPI/PermitApp.aspx>. The header features the District of Columbia logo and Mayor Vincent C. Gray's name. Below the header is a navigation menu with links for 311 Online, District Residents, Businesses, Visitors, Media, and Online Services. The main content area displays the title "Application for Construction Permits on Private Property" and the address "1100 4TH STREET SW". A question is posed: "Green Building" with a sub-question "1. Green Building:" and two radio button options: "Yes" and "No". The "No" option is selected. Below the question are navigation buttons: "< Previous Page" and "Next Page >". A large black arrow points to the "Next Page >" button with the text "STEP 2 - CLICK HERE". Another large black arrow points to the "No" radio button with the text "STEP 1 - SELECT YES OR NO".

Green Building

*1. Green Building:

Yes

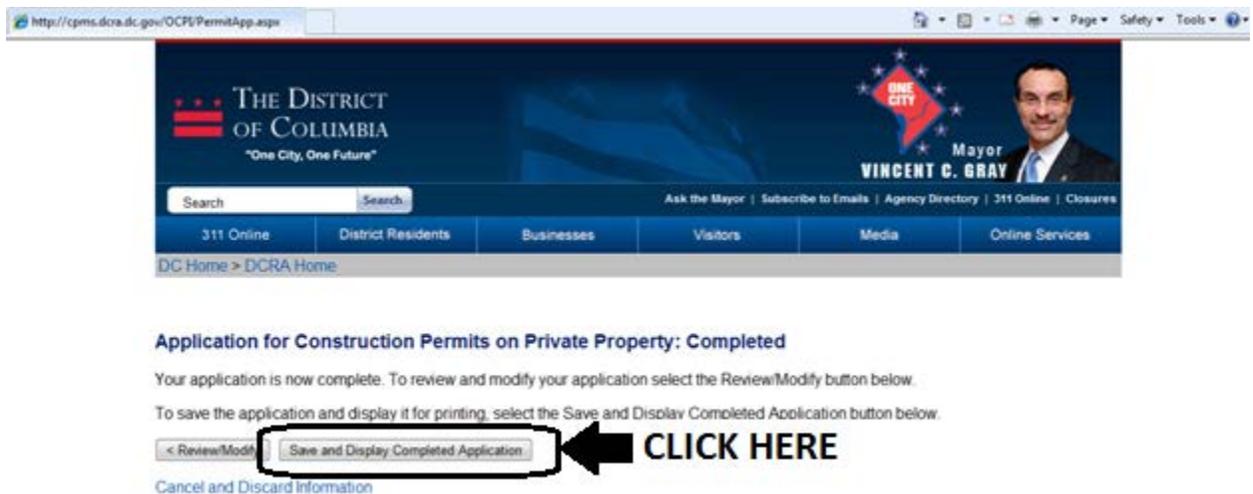
No

< Previous Page **Next Page >**

Cancel and Discard Information

*Required Field

27. Click "Save and Display Completed Application" to continue.



The screenshot shows the same web browser window as above, but the application status is now "Completed". The header and navigation menu are identical. The main content area displays the title "Application for Construction Permits on Private Property: Completed" and a message: "Your application is now complete. To review and modify your application select the Review/Modify button below. To save the application and display it for printing, select the Save and Display Completed Application button below." Below the message are two buttons: "< Review/Modify" and "Save and Display Completed Application". A large black arrow points to the "Save and Display Completed Application" button with the text "CLICK HERE".

Application for Construction Permits on Private Property: Completed

Your application is now complete. To review and modify your application select the Review/Modify button below.

To save the application and display it for printing, select the Save and Display Completed Application button below.

< Review/Modify **Save and Display Completed Application**

Cancel and Discard Information

28. Note that OCPI has generated a tracking number



Application for Construction Permits on Private Property: Completed

Your application has been saved but not submitted to DCRA. Download and print your application at the link below. You can change the application within the next 30 days and before submission to DCRA.

To make changes or reprint your application, go to the [Online Building Permit Application main page](#) and select the Modify an Existing Application task. You will need to enter the property #.

Tracking number: **FJ-55817628**

Expiration date: 6/4/2013

[Display your completed application*](#) (A PDF reader is required.)

Once your completed application is displayed you can print it and save a copy on your computer.

Print this page for your copy of the tracking number. (Your tracking number also appears on your completed application.)

Additional documents that you need to fill out in advance and bring with you to DCRA are found [here](#). Please print and fill out the forms before submitting your application.

For more information about what you need to submit with your completed building permit application, see the information under Preparing Your Permit Application on the [Permits Main Page](#).

**OCPI HAS GENERATED
A TRACKING NUMBER**

29. Write the OCPI tracking number on the permit application or supplemental documents and proceed to the Information desk