

1.1.1 - Intake

1. Ensure that the customer has a tracking number generated by OCPI.
2. Ensure that the customer has completed the seven page packet of supplemental documents. If the customer has not completed the supplemental packet, direct them to complete the packet and return to the Information desk when complete. A complete set of the supplemental package is provided below.



Department of Consumer and Regulatory Affairs

1100 4th St., SW
Washington, DC 20024

DC GREEN BUILDING ACT - PERMIT APPLICATION INTAKE FORM

Project Name:	Project Address:
Project Phase (0%, 35%, 65%, 95%, 100%):	Date Submitted to DCRA:
Owner/District Agency:	Owner/District Agency PM or Contact:
Submitted by (A/E Firm name):	Submitted by (name):
Contact phone:	Contact e-mail:

	Yes	No
1 Is this project District-owned?	<input type="checkbox"/>	<input type="checkbox"/>
2 Is this project District-financed in any amount? What Percentage of project financing is from the District? _____	<input type="checkbox"/>	<input type="checkbox"/>
3 Is this project in a District-owned building or on District Property?	<input type="checkbox"/>	<input type="checkbox"/>
4 Are you seeking an 'Expedited Permit' under the Green Building Act?	<input type="checkbox"/>	<input type="checkbox"/>
5 Was any portion of the property purchased or leased from the District or was the District an instrument of its sale?	<input type="checkbox"/>	<input type="checkbox"/>

<p>6 What is the project type (check one)?</p> <p>a Non-residential/Commercial/Institutional Describe: _____ <input type="radio"/></p> <p>b Residential <input type="radio"/></p> <p>c Mixed-Use <input type="radio"/></p> <p>d K-12 Education Facility <input type="radio"/></p> <p>e Interior/Tenant Improvement <input type="radio"/></p> <p>f Other (describe): _____ <input type="radio"/></p>	<p>7 What is the scope of work (check one)?</p> <p>a New construction <input type="radio"/></p> <p>b Renovation <input type="radio"/></p> <p>c Addition <input type="radio"/></p> <p>d Other (describe): _____ <input type="radio"/></p> <p>8 What is the Gross Floor Area (square footage) of the project? _____</p>
<p>9 Which green building standard are you applying (check one)?</p> <p>a LEED for New Construction & Major Renovations (LEED-NC v2.0) <input type="radio"/></p> <p>b LEED for Core & Shell (LEED-CS v2.0) <input type="radio"/></p> <p>c LEED for Homes <input type="radio"/></p> <p>d LEED for Schools <input type="radio"/></p> <p>e LEED for Commercial Interiors (LEED-CI v2.0) <input type="radio"/></p> <p>f Green Communities 2006/2008 <input type="radio"/></p> <p>g Other (describe): _____ <input type="radio"/></p>	<p>Proceed to questions 10-11.</p> <p>Proceed to question 13.</p>

<p>10 Has the project been registered for LEED with the U.S. Green Building Council?</p> <p>a If 'Yes', is a receipt for LEED registration included in this permit request? Proceed to question 11.</p> <p>b If 'No', has the project received a waiver from the requirements of the Green Building Act? Proceed to question 12.</p>	<table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<p>11 Has the project been submitted to the U.S. Green Building Council for a Design Phase Review?</p> <p>a If 'Yes', is a receipt for the Design Phase Review submitted to the U.S. Green Building Council included in this permit?</p> <p>b If 'Yes', is the Design Phase Review summary report from the U.S. Green Building Council included with this permit request?</p> <p>c If 'No', proceed to question 12.</p>	<table border="1"> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<p>12 Has a DCRA LEED scorecard been completed, indexed to plans, specifications and additional documents that demonstrate compliance with LEED requirements?</p> <p>a If 'Yes', has the indexed DCRA LEED scorecard been submitted electronically (on CD) with supporting documents to DCRA for review?</p> <p>b If 'No', please download the DCRA LEED scorecard and follow instructions for completion.</p>	<table border="1"> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<p>13 Has a Green Communities Checklist been completed, indexed to plans, specifications and additional documents that demonstrate compliance with Green Communities requirements?</p> <p>a If 'Yes', has the indexed DCRA Green Communities checklist been submitted electronically (on CD) with supporting documents to DCRA for review?</p> <p>b If 'No', please download the DCRA Green Communities checklist and follow instructions for completion.</p>	<table border="1"> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						



Department of Consumer and Regulatory Affairs

Reasonable Accommodations and Modifications for Persons with Disabilities

The Department of Consumer and Regulatory Affairs (DCRA) is committed to fair housing practices for all residents of the District of Columbia. The Fair Housing Amendments Act of 1988 (FHA) allows qualified persons with disabilities and or their representatives to request reasonable accommodations and/or modifications so that they may fully use and enjoy their homes and related facilities. This law defines a qualified person with disability as:

Any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment.

In general, a physical or mental impairment includes hearing, mobility and visual impairments, chronic alcoholism, chronic mental illness, AIDS, and developmental disabilities that substantially limit one or more major life activities. Major life activities include walking, talking, hearing, seeing, breathing, learning, performing manual tasks, and caring for oneself.

The FHA requires DCRA to make reasonable accommodations for qualified persons with disabilities. A reasonable accommodation is a change in rules, policy, practices, or services so that a person with a disability will have an equal opportunity to use and enjoy a dwelling unit or common space. DCRA is required provide reasonable accommodations to qualified persons with disabilities, but it is not required to make changes that would fundamentally alter the program or create an undue financial and administrative burden.

The FHA of 1988 requires DCRA to allow qualified persons with disabilities to make reasonable modifications. A reasonable modification is a structural modification that is made to allow persons with disabilities the full enjoyment of the housing and related facilities. DCRA is required to provide reasonable modifications to qualified persons with disabilities, but It is not required to make changes that would fundamentally alter the program or create an undue financial and administrative burden.

Would you like to obtain more information from DCRA on FHA reasonable accommodation and/modification requests for qualified persons with disabilities (*circle one*)?

YES

NO

Printed Name

Signature

If you have questions or concerns related to requesting reasonable accommodations or modifications for qualified persons with disabilities from DCRA, please contact:

*Mr. Jeffrey Mason
Department of Consumer & Regulatory Affairs
1100 4th Street, SW Suite 5311
Washington, DC 20024
Phone: (202)-442-4545
Fax: (202) 442-4884
jeffrey.mason@dc.gov*

DISTRICT DEPARTMENT OF THE ENVIRONMENT
 BUILDING PERMIT APPLICATION SUPPLEMENTAL FORM - ENVIRONMENTAL QUESTIONNAIRE

PROJECT ADDRESS: _____ LOT _____ SQUARE _____

Note: please answer all 10 questions in this questionnaire, by checking either column "Yes" or "No" for each question. If you answer "Yes" to any of the questions, you should contact the corresponding office(s) indicated in column 'contact person/office', as soon as possible. Until this application is reviewed and approved by the concerned office(s), the permit will not be issued.

SCOPE OF PROJECT	YES	NO	CONTACT PERSON/OFFICE	OFFICE USE
1. Does the total cost of the project exceed \$1 million? This does not apply if project is for internal (tenant space) renovation only and there will be no change in the use of the building.	<input type="radio"/>	<input type="radio"/>	(202) 535-2600, EIS Coordinator	
2. Will the work to be performed involve the installation, removal, abandonment, or repair of an underground storage tank (UST) system?	<input type="radio"/>	<input type="radio"/>	(202) 535-2600, Underground Storage Tank Division	
3. Will the work to be performed involve the assessment Or clean-up of soils associated with the release of materials from an underground storage tank (UST)?	<input type="radio"/>	<input type="radio"/>	(202) 535-2600, Underground Storage Tank Division ----- (202) 535-2600, Air Quality Division	-----
4. Will the work to be performed involve the assessment or clean-up of groundwater associated with the release of materials from an underground storage tank (UST)?	<input type="radio"/>	<input type="radio"/>	(202) 535-2600, Underground Storage Tank Division ----- (202) 535-2600, Air Quality Division ----- (202) 535-2600, Water Quality Division	-----
5. Will the proposed project involve the installation or drilling of wells other than for the purposes stated in questions 3 and 4?	<input type="radio"/>	<input type="radio"/>	(202) 535-2600, Water Quality Division ----- (202) 535-2600, Air Quality Division	-----
6. Will the proposed project involve the generation, treatment, storage, disposal or transportation of chemicals or other substances which may be considered hazardous?	<input type="radio"/>	<input type="radio"/>	(202) 535-2600, Hazardous Waste Division	
7. Will the proposed project involve construction which will disturb the sediment in rivers, streams or wetlands?	<input type="radio"/>	<input type="radio"/>	(202) 535-2600, Water Quality Division	
8. Will the proposed use involve the construction of a facility for the handling, transfer, storage, disposal or treatment of solid waste, medical waste, or recyclable materials?	<input type="radio"/>	<input type="radio"/>	(202) 535-2600, EIS Coordinator	
9. Will the proposed project result in the discharge into the air of gases, dust, or the creation of any objectionable odors?	<input type="radio"/>	<input type="radio"/>	(202) 535-2600, Air Quality Division	
10. Was the building built before 1978? (Lead paint may be present).	<input type="radio"/>	<input type="radio"/>	If you answer "YES" to this question, please answer the questions and follow the instructions on the "Lead Hazard Control Questionnaire" to determine if you need a permit to conduct a Lead Abatement Project.	

AFFIDAVIT

I hereby certify that I have the authority of the owner of the property to make this application. I declare that the answers to the above questions in this Questionnaire are complete and correct to the best of my knowledge.

Signature _____ Name (print) _____

Address _____ Date _____ Phone _____

OFFICE USE ONLY	
DDOE APPROVAL BY _____	NAME (Print) _____
CONTACT NUMBER : (202) _____	DATE: _____
COMMENTS AND PERMIT RESTRICTIONS _____	

(USE REVERSE IF NECESSARY)

CONTRACT AGREEMENT

Name of Contractor/Owner _____ Contractor's License No. _____

Address of Contractor/ Owner _____ Date: _____

ADDRESS OF PROPOSED WORK	LOT: SQUARE:
OWNER OF BUILDING OR BUSINESS:	PHONE No:

DESCRIPTION OF PROPOSED WORK:

COST ESTIMATE	
---------------	--

CONSTRUCTION e.g drywall, ceilings, framing, carpentry etc	\$	
ELECTRICAL	\$	
MECHANICAL	\$	
PLUMBING	\$	
FIRE PROTECTION e.g sprinkler system, fire alarm system, generator etc.	\$	
DEMOLITION	\$	
MISC/OTHER (please specify)	\$	
TOTAL	\$	

The labor and material costs of counter tops, kitchen cabinets, floor coverings, tile work, caulking, patching and plaster repair, painting other than fire retardant paint, gutters and downspouts, not more than 160 square feet of gypsum board shall not be included in the cost estimate for permitting purposes. The entire list can be seen in the 1999 D.C. Building Supplement Chapter 1 Section 107.3.

The foregoing terms, specifications and conditions are satisfactory and hereby agreed to. You are authorized to work as specified and payment will be made in the amount as outlined. Upon signing this agreement, the owner represents and warrants that he or she is the owner or the authorized agent of the owner of the aforesaid premises and that he or she has read this agreement.

CONTRACTOR _____ Date: _____
Signature & print

OWNER OF BUILDING/BUSINESS _____ Date: _____
Signature & print

Upon signing this document, the owner and contractor declare that the cost of construction as specified above for the referenced project is true and correct to the best of their knowledge.

Please fill out this agreement form in accordance with D.C. Construction Code Supplement 1999, Chapter 1 Section 112.1.



Environmental Intake Form

Owner & Contact Information

Complete address of proposed work

Square	Suffix (if any)	Lot	Application date (4 numbers for year)

Number	Ext	Official street name	Quadrant	Unit/Suite

Project name	Application number (if applicable)	Project Description	

6. Owner	7. Complete mailing address (include zip)	8. Phone	9. Email, if you prefer e-notice

10. Agent for owner, if applicable	11. Complete mailing address (include zip)	12. Phone	13. Email, if you prefer e-notice

Project Scope

Scope (Check all that this project involves.)	No	Yes	If You Answer "Yes"
1. Is this project a residential structure within R-1 through R-5-A zoning districts?			
2. Is this project a single-family structure not built in conjunction with 2 or more units?			
3. Is this project an accessory structure, such as a garage, patio, pool, or fence?			
4. Is this project only an interior renovation with no building use or capacity change?			
5. Is this project in an Economic Development Zone, as defined in DC Official Code § 6-1501 et seq (DC Law 7-177)?			Skip to the signature line.
6. Is this project in the Central Employment Area, defined in DC Zoning Regulations?			
7. Does the project involve only operation, repair, maintenance, or minor alteration of public structures, facilities, mechanical equipment, or topographical features, with negligible or no expansion of use beyond its current use?			
8. Does the owner of this site own adjacent or abutting property?			
9. Do you plan to develop adjacent/abutting property in next 3 years?			Attach a site plan. If there is no plan, attach a written explanation.
10. Do you plan more development that requires permit(s) on any site in this square in next 3 years?			
11. Is this project a solid waste facility?			See EIS Coordinator.
12. Have you prepared an Environmental Impact Statement (EIS) or a functional equivalent, as required by the National Environmental Policy Act of 1969 (NEPA)?			Attach the EIS or equivalent.
13. Are you claiming an exemption, other than those listed in this form, from the requirement to submit an Environmental Screening Form, under Title 20 § 7202.			Attach an explanation; cite relevant section of regulations.
14. Is the total project cost more than \$1.51 million, including site preparation and construction?			If you're not claiming an exemption, attach an EISF.
15. For projects with a total cost of \$1.51 million or less, check all that apply: ☐ Contains threatened or endangered plant or animal species. ☐ Is within 100 feet of a pond, stream, lake, spring, or wetland. ☐ Project will produce emission of odorous or other air pollutants (from any source, including VOCs). ☐ Project produce, use, or dispose of hazardous substances, as defined in 20 DCMR 7299. ☐ Will be built on land where the water table depth is less than 3 feet. ☐ Will require blasting. ☐ Will generate medical, infectious, radioactive, or hazardous waste.			If you check any item, attach EISF or equivalent.

I certify that all statements on this application are true and complete to the best of my knowledge and belief. I agree to comply with all applicable DC laws and regulations. The making of false statements on this application is punishable by criminal penalties. (DC Code Sec. 22-2514)

Signature of Owner/Authorized Agent _____

Date _____

OFFICIAL USE ONLY

Environmental Impact Screening Form Required

Yes. Referred to EIS Coordinator No

DCRA Reviewer _____

Date _____

NOTE: Building permit approval is not the same as approval of an action or entire project under the Environmental Policy Act of 1969. If you build on the same, adjacent, or abutting property, or expand on work covered by this Environmental Intake Form within 3 years, you may be required to file an EISF for the whole project, including the part covered by this application and permit approval. If the action violates any federal or DC environmental laws, an EISF can be required.

To report waste, fraud, or abuse by any DC government office or official, call the Inspector General: 1-800-521-1639



LEAD PERMIT SCREENING FORM



- 1) Is the work you will be conducting going to disturb paint on the interior or exterior of a property built prior to 1978? This includes residential and commercial properties, as well as child-occupied facilities such as daycares, pre-schools, libraries, etc...
 Yes (continue to next question)
 No (there is no lead abatement permit requirement; you can skip the rest of this form)
- 2) Do you have a lead inspector's written report stating that the paint you'll be disturbing is NOT lead-based paint?
 Yes (there is no lead abatement permit requirement and you can skip the rest of this form; BUT you must submit a copy of the inspector's report to DDOE's Lead and Healthy Housing Division)
 No (continue to next question)
- 3) Will you be doing work that involves the enclosure/encapsulation of painted components, the use of chemical stripping, the replacement of painted surfaces or fixtures, or the removal or covering of lead-contaminated soil?
 Yes (this abatement work requires a DDOE lead abatement permit)
 No (there is no lead abatement permit requirement; you can skip the rest of this form)

Lead Abatement Permit Requirements

If you are required to obtain a lead abatement permit, you must:

- 1) Apply for a lead abatement permit from DDOE's Lead and Healthy Housing Division (call 535-1934 for details)
- 2) Use a DDOE certified lead abatement worker/supervisor to conduct the abatement activity
- 3) Produce an independent "clearance report" at the end of the work, confirming that the abatement activities were conducted in such a manner that no lead-based paint hazards remain in the work area(s).

To obtain a DDOE lead abatement permit application, please visit:
www.ddoe.dc.gov and click on Lead and Healthy Housing Division.

NOTICE: Lead Abatement Permit Exemptions

- 1) Are you a property owner who is performing lead-based paint activities or renovations in a residence that you own and live in, which is occupied solely by you or your immediate family, AND where neither children under 6 years of age NOR a pregnant woman lives? Yes
- 2) Will the work that you will perform disturb **2 square feet or less** of paint per room? Yes

If you answered "yes" to either one of these questions, NO DDOE lead abatement permit is required.

Statutory Authority for these requirements and exemptions: D.C. Official Code § 8-231.01 et seq.



Zoning Data Summary

General Instructions: Pursuant to 12 DCMR, § 106.1.11.6, submit this completed form with Building Permit and Certificate of Occupancy applications for:

- proposed new construction of buildings
- additions to existing buildings
- changes in use or occupant load.

Print clearly in ink. Do not write in gray areas. Write N/A (non-applicable) for items that do not apply. If you erase, cross out, white out, or otherwise change any information on this application, the application will be void.

For more information, call the Office of Zoning Administrator at 202-442-4576. If you need more forms, you can download them at dcra.dc.gov (go to Permits/Zoning/Certificates of Occupancy and Zoning) or pick them up at the Permit Center, 1100 4th St SW, 2nd Floor

A. Site Address

Give complete and legal District address. If you need to apply for a new address, complete a New Address Application, before you complete this form. Do not abbreviate street names. Write the correct quadrant (NW, NE, SW, SE), suite or office number. Enter the correct Square, Suffix, and Lot number (SSL) or parcel ID.

Street Number	Street Name	Quadrant	Unit / Suite	Application Date
Square	Suffix	Lot	Proposed use	

B. Owner & Contact Information

Agent must be an individual – not company.

Owner of Building or Property	Complete mailing address (include zip)	Phone Number(s)	Email
Agent for owner, if applicable	Complete mailing address (include zip)	Phone Number(s)	Email

C. Zoning District & Special Development Restrictions

Give the correct zoning and overlay zoning district(s). Check with Zoning staff if you are unsure. If your proposed construction was subject to Board of Zoning Adjustments (BZA) or Zoning Commission review, write the order number. Attach copies of BZA order and Office of Zoning stamped plan exhibits (site plan, elevations, and floor plans).

District	Overlay(s), if any
----------	--------------------

Number of Board of Zoning Adjustment (BZA) or Zoning Commission (ZC) Order, if applicable.

D. Zoning Data

For items with asterisks (*) refer to the Definitions Section of the Zoning Regulations, 11 DCMR, § 199.1, available online at dcra.dc.gov/info/enr.shtml.

Data	Existing	Proposed	Official Use Only (code requirement)
Fill in both columns: numbers must match those on attached applications, plats, and plans.			
Units & Parking Spaces			
Number of dwelling units		Units	Units
Number of parking spaces (5' x 15')		Units	Units
Setbacks & Building Heights			
Side Yard* Setback (left when you face property)		Linear feet	Linear feet
Side Yard* Setback (right when you face property)		Linear feet	Linear feet
Rear Yard* Setback		Linear feet	Linear feet
Building Height*		Stories	Stories
		Feet	Feet
Areas			
Lot Area		Square feet	Square feet
Gross Floor Area* (GFA) of entire building (sum of all floors)		Square feet	Square feet
Floor Area Ratio*		GFA / Lot Area	GFA / Lot Area
Building Area* (sum of footprints of all buildings)		Square feet	Square feet
Lot Occupancy* (Bldg Area / Lot Area)		%	%

Form Completed by (sign and print name): _____ Date: _____

3/2011 rev. 2

3. A plat from the DC Surveyor's Office is required if the customer is seeking to create a new structure, whether for a new building, addition, or a deck or shed. Ensure that the customer has a DC Surveyor's plat with the footprint of the structure shown on the plat. Below is an example of a DC Surveyor's plat.

**DISTRICT OF COLUMBIA GOVERNMENT
OFFICE OF THE SURVEYOR**

Washington, D.C., April 24, 2012

Plot for Building Permit of: **SQUARE 3054 LOT 64**

Scale: 1 inch = 10 feet Recorded in Book 48 Page 160

Receipt No. 12-03295

Furnished to: **OLIVIA AKINSON**

[Signature]
K Surveyor, D.C.

By: *[Signature]*

I hereby certify that all existing improvements shown hereon, are completely dimensioned and are correctly plotted. That all proposed buildings or construction, or parts thereof, including covered porches, are correctly dimensioned and plotted and agree with plans accompanying the application; that the foundation plans as shown hereon is drawn, and dimensioned accurately to the same scale as the property lines, shown on this plan and that by reason of the proposed improvements to be erected as shown hereon the size of any adjoining lot or premises is not decreased to an area less than is required by the Zoning Regulations for light and ventilation; and it is further certified and agreed that accessible parking area where required by the Zoning Regulations will be provided in accordance with the Zoning Regulations, and that the area has been correctly drawn and dimensioned hereon. It is further agreed that the elevation of the accessible parking area with respect to the Highway Department approved curb and alley grade will not result in a rate of grade along centerline of driveway at any point on private property in excess of 20% for single-family dwellings or lots, or in excess of 12% at any point for other buildings. (The policy of the Highway Department permits a maximum driveway grade of 12% across the public parking area of the adjacent restricted property.)

Date: **15th SEPTEMBER 2012**

[Signature]
(Signature of owner or his authorized agent)

NOTE: Data shown for Assessment and Taxation Lots or Parcels are in accordance with the records of the Department of Finance and Revenue, Assessment Administration, and do not necessarily agree with deed description.

CONSTRUCTION SEQUENCE

CONTRACTOR TO OBTAIN ALL NECESSARY PERMITS, AND CONDUCT A PRE-CONSTRUCTION MEETING WITH THE SEWERMAT CONTROL AGENCIES (202) 556-2240, PRIOR TO THE START OF CONSTRUCTION OF ANY LAND DISTURBANCE.

- 1) INSTALL SEWERMAT CONTROL MEASURES AS SHOWN ON THIS PLAN.
- 2) REMOVE EXISTING VEGETATION AS NECESSARY.
- 3) BEGIN EARTH GRADING OPERATIONS TO BRING LOT TO GRADE.
- 4) PROCEED WITH FOUNDATION CONSTRUCTION FOR PRIMARY BUILDING.
- 5) COMPLETE CONSTRUCTION OF BUILDING INCLUDING ALL INTERIOR PLUMBING AND APPOINTMENTS.
- 6) WHEN INTERIOR PLUMBING IS IN PLACE, BEGIN AND COMPLETE CONSTRUCTION AND INSTALLATION OF WATER AND SEWER SERVICE CONNECTION TO THE HOUSE FROM EXISTING MAINS AND EXISTING SEWER CLEANOUT, AS SHOWN ON PLAN. IN ADDITION, ALL GAS AND ELECTRIC CONNECTIONS ARE TO BE MADE AT THIS TIME.
- 7) INSTALL EXTERIOR DRAINAGE FEATURES.
- 8) COMPLETE CONSTRUCTION OF BUILDING AND ALL SITE IMPROVEMENTS. REMOVE ALL DISTURBED AREAS PER SEWERMAT CONTROL REQUIREMENTS.
- 9) REMOVE SEWERMAT CONTROL DEVICES AFTER FINISH SHE IS SCHEDULED AND PERMISSION IS RECEIVED FROM THE SEWERMAT CONTROL INSPECTOR.

SEWERMAT CONTROL NARRATIVE

PROJECT DESCRIPTION

THIS PROJECT PROPPOSES TO CONSTRUCT A 5-STORY PLAZA WITH A CELLAR ON A LOT APPROXIMATELY 6600 SQUARE FEET IN SIZE. THE TOTAL DISTURBED AREA = 564 SQUARE FEET (+/-) THE TOTAL DISTURBED VOLUME = 7 CUBIC YARDS

EXISTING SITE CONDITIONS

THIS LOT IS VACANT.

ADJACENT AREAS

THIS NEIGHBORHOOD CAN BE CHARACTERIZED AS RESIDENTIAL. THIS PARTICULAR LOT IS BOUNDED TO THE SOUTH BY AN ALLEY TO THE NORTH BY HOBART STREET, TO THE EAST BY ANOTHER VACANT LOT AND TO THE WEST BY A VACANT LOT.

OFF-SITE AREAS

THERE IS AN ANTICIPATED NEED FOR A SPILL SITE. IT WILL BE LOCATED DURING CONSTRUCTION ACTIVITIES, BASED ON THE STATUS OF OTHER CONSTRUCTION SITES IN THE VICINITY.

CRITICAL AREAS

NONE EXIST ON THIS SITE.

SEWERMAT CONTROL MEASURES

SEE SEWERMAT CONTROL SHEET FOR SEWERMAT CONTROL SEQUENCE OF CONSTRUCTION, DETAILED SEWERMAT CONTROL, INFORMATIONAL DETAILS, SPECIFICATIONS, ETC. SILT FENCE, SUPER SILT FENCE, INLET PROTECTION AND STABILIZED CONSTRUCTION ENTRANCE PRACTICES WILL SERVE TO PROVIDE MOST OF THE NECESSARY SEWERMAT CONTROL FOR THIS SITE.

PERMANENT STABILIZATION

THE SITE SHALL BE PERMANENTLY STABILIZED PER THE SEQUENCE OF CONSTRUCTION AND IN ACCORDANCE WITH D.C. STANDARDS.

SEWERMAT WATER MANAGEMENT

SEWERMAT WATER MANAGEMENT FOR THIS PROJECT IS PROVIDED VIA A REGIONAL FACILITY.



- 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 shows the Accela home screen interface. On the left, there are several navigation panels: 'Application Info', 'Reports', and 'Quicklinks'. The 'Quicklinks' panel is expanded, showing a list of links. The link 'OCPI To Accela' is highlighted with a red box, and a black arrow points to it with the text 'CLICK HERE' next to it. Below the 'Quicklinks' panel, there is a message: 'There currently are no ad hoc tasks defined.'

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...		

- 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

OverTime: []
Status Date: 05/06/2013 00:00:00
Action By: Stacie Williams

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

DCRA default

Reports

- OCPI
- Permitting
 - AG 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

My Tasks

Workflow Task and Ins

Menu

Workflow Task

Permit #

0 records found.

Action By (Sta

Internet | Protected Mode: On

6. OCPI has now generated a building permit number.

Pay Fees
Manage Fees
Related Cap's
Schedule Inspections
Manage Inspections
Manage Documents
Assign Tasks
Contacts
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
PLVS--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

No
Overtime:
Status Date: 05/06/2013 00:00:00
Action By: Stacie Williams
Current Status: Permit Issued - No Fee
Action by Department: ISSUANCE
Assigned to Department: Current Department
ISSUANCE

OCPI - Windows Internet Explorer
http://10.1.13.175:100/AAOCPI.aspx
Google
OCPI
Copy OCPI into Accela
Provide Tracking Number or Address.
Enter OCPI tracking number: FJ- 55817628
Or Search by Address.
Building Number:
Street Name:
Quadrant: --Select--
OCPI HAS GENERATED A BUILDING PERMIT NUMBER
View / Print by Tracking Number
is B1306530
page. Use the Application ID to search for this application.
Cancel
Internet | Protected Mode: On

7. 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.

CHAPTER 7

SECTION 7.3.3

PERMIT REVIEW COORDINATOR

1.1.2 - Permit Review Coordinator

1. Ensure that customer has all required documents such as plans, Supplemental Forms, and Surveyors plats if necessary.
2. 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** ckQueries --Select-- Module: Building

Permit #	Status	Permit Type	Opened	Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #	Cre
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

Building Permit ID: AH1300562

A notice was added to this record on 2008-06-26.
Condition: HFRS 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)

3. 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

4. Click the “Summary” icon button.

The screenshot shows the Accela software interface. On the left is a navigation pane with 'My Navigation' items like 'CAP New', 'Cap Detail/Summary', 'Condition/Comment', 'Workflow', etc. The main area is titled 'Record' and shows a table with columns: Permit #, Status, Permit Type, Opened, Street #, Street Name, Street Type, Quadrant, Unit Type, Unit #, and Created By. A row is highlighted for permit B1306530. Below the table, the 'Building Permit ID: B1306530' is shown. A 'Summary' button is circled in black, with a black arrow pointing to it and the text 'CLICK HERE' in a white box. Below the button are fields for Permit No (B1306530), Permit Type (Building/Construction/Alteration and Repair/NA), Status, and Opened Date (05/06/2013). A 'Description of Work' field contains 'Interior Renovation of Existing Office Space.' At the bottom, a table shows 'Total Fee Invoiced', 'Total Paid', and 'Balance' as 0.00.

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

The screenshot shows the 'Edit Record by Single' window in a Windows Internet Explorer browser. 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 fields for Permit No (B1306530), Permit Type (Building/Construction/Alteration and Repair/NA), and Status. The 'Description of Work' field contains 'Interior Renovation of Existing Office Space.' Below this is a table with 'Total Fee Invoiced', 'Total Paid', 'Balance', and 'Opened Date' (05/06/2013). There are also buttons for 'Address Locator' and 'XY GIS Locator'. 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.

6. 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 Wo 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 Proposed stories plus --Select-- 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

7. Scroll down to the “Fee Calculations” section and, if the job is classified as an Alteration and Repair, ensure that the alteration and repair cost 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 Number of Floors 0

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

8. Ensure that the total job cost is entered in the “Total valuation cost” field.

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

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

11. Accela will now return you to the home screen. Check the dark grey box below the “Record” permit entry field. If there is a Green Box here, click the “View Notice” link. The Green Box identifies important sister agency and property conditions that need to be highlighted when determining the reviews for each project.

DCRA Justin Bellow Sign Out

HOME NAVIGATION MAPS HELP

Home | Property Holds | People | Reports | Preferences

User Info Justin Bellow Permit Center Managers DCRA

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
B1311555	Review in Process	Building/Construction/Alteration and Repair/NA	09/30/2013	918	14TH	ST	SE			OCPI
B1311503	Permit Issued	Building/Construction/Alteration	09/30/2013	1309	5TH	ST	NE			OCPI
B1311548	Permit Issued	Building/Construction/Alteration	09/30/2013	115	11TH	ST	SE			OCPI
B1311548	Permit Issued	Building/Construction/Alteration and Repair/NA	09/30/2013	6908	4TH	ST	NW			OCPI
B1311548	Review in Process	Building/Construction/New Building/NA	09/30/2013	1932	9TH	ST	NW			OCPI

TAKE NOTE OF THIS BOX!!!!

Building Permit ID: B1311548

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

[View notice](#)

CLICK HERE

Menu Save Reset Summary Help

Go To Permit

Permit No: B1311548 Permit Type: Building/Construction/Alteration and Repair/NA

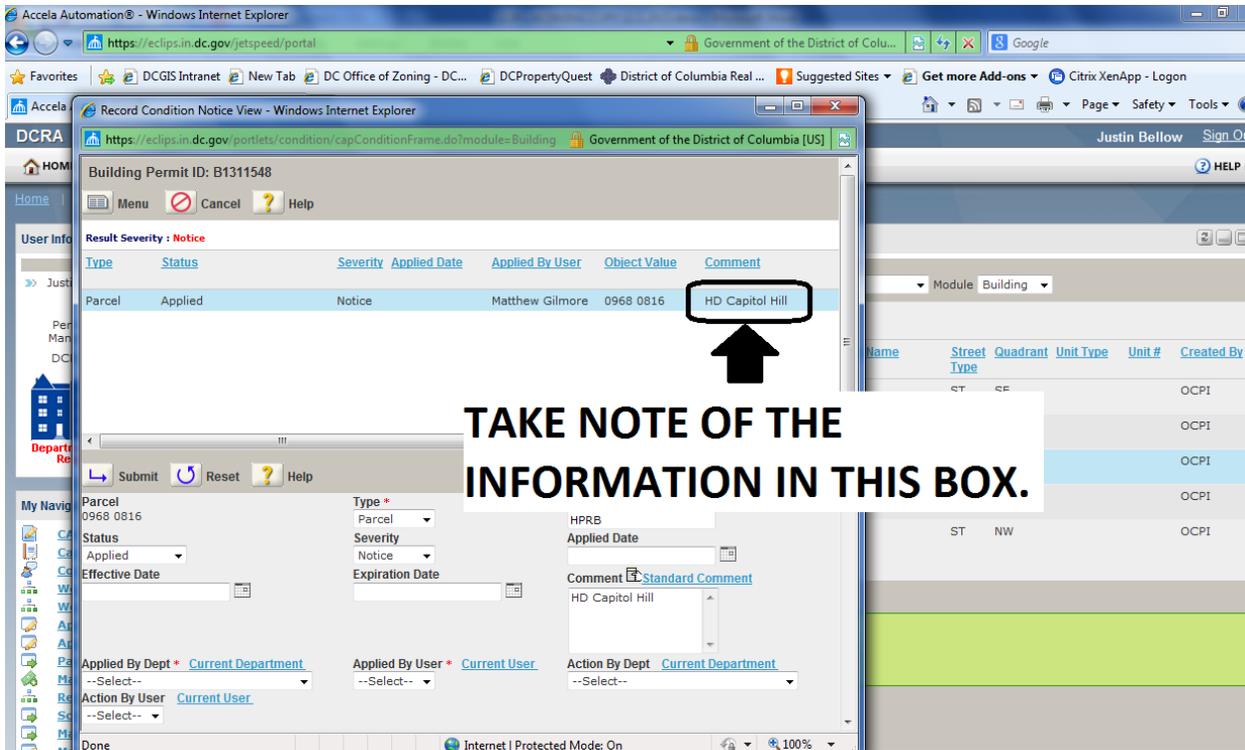
Status: Opened Date: *

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

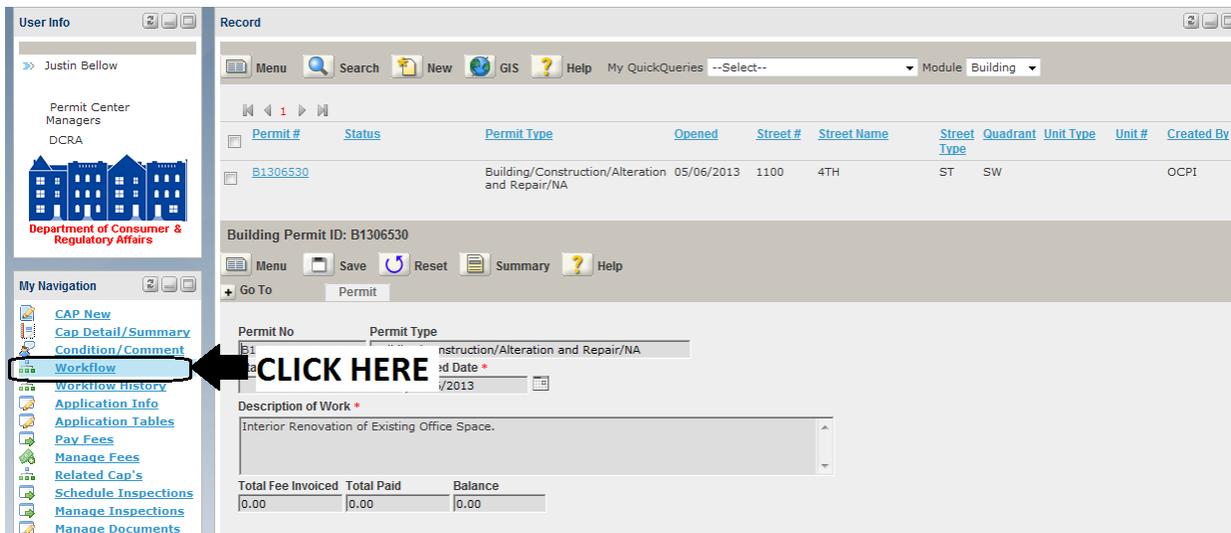
12. Accela will now open a new window. Take note of the information in this box, as you will need to ensure that the project is routed to the reviews identified in this field.

Some common property flags that will appear in this field are:

- WMATA
- White House
- Naval Observatory
- HPRB
- CFA



13. Once you have taken note of the information in this box, close the new window and click the “Workflow” link located in the “My Navigation” menu.



14. 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. An arrow points to the 'Plan Review Coordinator' task.

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	

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

The screenshot shows the 'Submit' button highlighted with an arrow labeled 'STEP 2 - CLICK HERE'. A dropdown menu for 'Status' is open, with 'Application Accepted' selected and highlighted by another arrow labeled 'STEP 1 - CLICK HERE'.

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

REVIEW DISCIPLINES ARE NOW HIGHLIGHTED

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...		
MECHANICAL REVIEW	OE EV R...		
ELECTRICAL REVIEW	OE WSP ...		
FIRE REVIEW	ing Re...	05/08/2013	
STRUCTURAL REVIEW	hanica...		
PLUMBING REVIEW	trica...	05/08/2013	
Project Dev QA	Fire Revi...	05/08/2013	

19. Click the “Manage Fees” link located in the “My Navigation” menu.

CLICK HERE

Permit #	Status	Permit Type	Opened	Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #	Created By
B1401730		Building/Construction/Addition Alteration Repair/NA	11/14/2013	1159	OATES	ST	NE			OCPI
B1401733	Application Accepted	Building/Construction/Alteration and Repair/NA	11/14/2013	10	G	ST	NE		430...	AEASTERLING
CO1400445	Completed	Building/Certificate of Occupancy/NA/NA	11/14/2013	1830	BENNING	RD	NE			JMCFARLAND
B1401715	Application Accepted	Building/Construction/Alteration and Repair/NA	11/14/2013	4400	MASSACHUSETTS	AVE	NW			OCPI
B1401703	Application Accepted	Building/Construction/Alteration and Repair/NA	11/14/2013	810	L	ST	NE			OCPI

20. Accela generates fees based on the information provided by the customer in the application process.

**ACCELA WILL POPULATE FEES
BASED ON INFORMATION
PROVIDED IN THE APPLICATION**

Invoice #	Description	Quantity	Fees	Status	Date Assessed
	Enhanced Services Fee - Perm...	1	\$231.90	NEW	11/14/2013
	Enhanced Service Fee - Filin...	1	\$231.90	NEW	11/14/2013
	Addition/Alteration/Repair -...	2319	\$2,319.00	NEW	11/14/2013
	Addition / Alteration & Repa...	2319	\$2,319.00	NEW	11/14/2013
	Green Building Fee	204.6	\$204.60	NEW	11/14/2013
	Enhanced Service Fee - Green...	1	\$20.46	NEW	11/14/2013

21. The customer must pay a filing fee which amounts to 50% of the total permit fee, plus 50% of the enhancement fee. Select the entries that are identified as "Filing Fees" and then click the invoice button.

**STEP 2 -
CLICK HERE**

**STEP 1 -
SELECT THE
FILING FEE
ENTRIES**

22. Accela has now generated a new invoice number.

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
- ICA
- Inspections
- Inspections Management
- OCI

Building Permit ID: B1401730

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

Menu +S Add Delete Void Invoice Help

Go To Fee (6)

Fee Calc. Factor: Job Value(Contractor)\$0.00 Fee Total \$5,326.86

Invoice #	Description	Quantity	Fees	Status	Date Assessed
1373232	Enhanced Service Fee - Filin...	1	\$231.90	NEW	11/14/2013
1373232	Addition / Alteration & Repa...	2319	\$2,319.00	NEW	11/14/2013

My Tasks

ACCELA HAS GENERATED A NEW INVOICE NUMBER

23. Click the "Permitting" link located in the "Reports" menu.

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
- ICA
- Inspections
- Inspections Management
- OCI
- Permitting**
- Permitting Management
- Proactive
- RePrint
- Scheduling
- Summary Abatement

Workflow

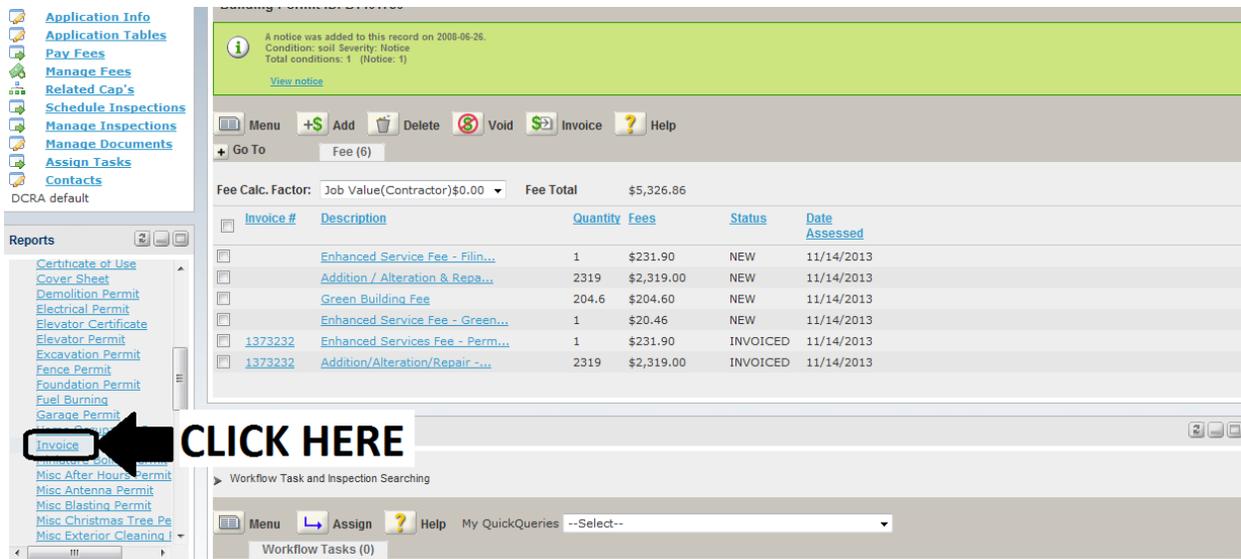
Workflow Tasks

- Plan Review Coordinator
- Elevator Review
- 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
- PRC Review
- DDOE SE-SW Review
- DDOE FP Review
- DDOE AQ Review
- DDOE EV Review
- Electrical Review
- Fire Review
- Structural Review
- Plumbing Review

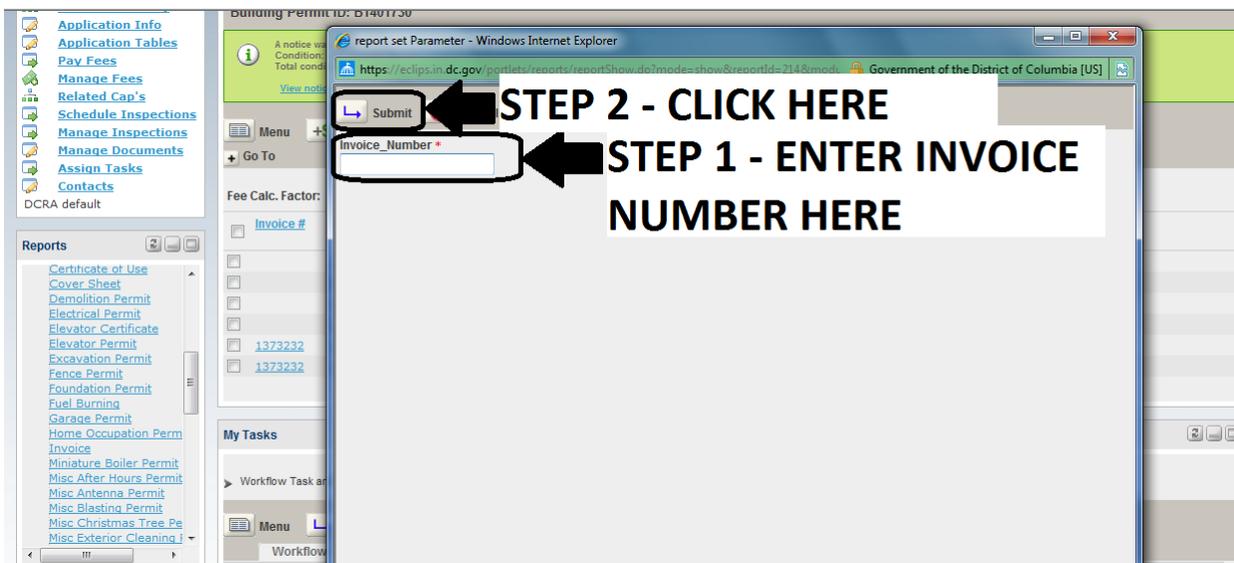
Task	Status	Status Date	Action By
Plan Review Coordinator	Applicati...	05/08/2013	Justin Be...
Elevator Review	Elevator ...	05/08/2013	
DDOE Review	DDOE Revi...	05/08/2013	
DDOT Review	DDOT Revi...		
WASA Review	WASA Revi...	05/08/2013	
DOH Review	DOH Revi...	05/08/2013	
HPRB Review	HPRB Revi...	05/08/2013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

CLICK HERE

24. Click on the "Invoice" link located in the "Reports" menu.



25. Accela will now open a new window. Enter the newly generated invoice number in the "Invoice Number" field and then click the "Submit" icon button.



26. Accela will now generate the filing fee invoice.

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

Remittance Source Document

Date: November 14, 2013
INVOICE
 Invoice Number: 1373232

Customer: 1159 OATES STREET NE LLC 1159 OATES STREET NE LLC

Mailing Address: 1434 PARK RD SUITE 201 NW DC 20010

Address of Work: 1159 OATES ST NE Washington, DC 20002

Permit: B1401730

Type of Permit: Addition Alteration Repair

Acct Code:	Fees:	Description:
3012-3012-1000-2103	\$231.90	Enhanced Services Fee - Permit Fee
3012-3012-1000-2103	\$2,319.00	Addition/Alteration/Repair - Filing Fee
Invoice Total:	\$2,550.90	

Justin Below

27. Print two copies of the invoice and provide them to the customer.

Print

Printer: HP LaserJet 400 M401 PCL 6 Properties Advanced Help

Copies: 2 Collate Print in grayscale (black and white)

Pages to Print
 All
 Current page
 Pages: 1
 More Options

Page Sizing & Handling

Fit
 Actual size
 Shrink oversized pages
 Custom Scale: 100 %
 Choose paper source by PDF page size

Print on both sides of paper

Orientation:
 Auto portrait/landscape
 Portrait
 Landscape

Comments & Forms: Document and Markups

Scale: 96%

8.5 x 11 Inches

Page 1 of 1

Print Cancel

28. When the customer returns with the paid filing fee invoice, from the Accela home screen, enter the permit number in the “Permit Number” field and then click on the “Submit” 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

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

Submit

Permit Number

First Name Last Name

Street # Street Name

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

STEP 2 - CLICK HERE

STEP 1 - ENTER PERMIT NUMBER HERE

29. Click on the “Pay Fees” link located in the “My Navigation” section.

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--

Permit #	Status	Permit Type	Opened	Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #	Created By
B1401730		Building/Construction/Addition Alteration Repair/NA	11/14/2013	1159	OATES	ST	NE			OCPI

Building Permit ID: B1401730

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

Menu Save Reset Summary Help

+ Go To Permit

Permit B1401730 Condition Alteration Repair/NA

Status

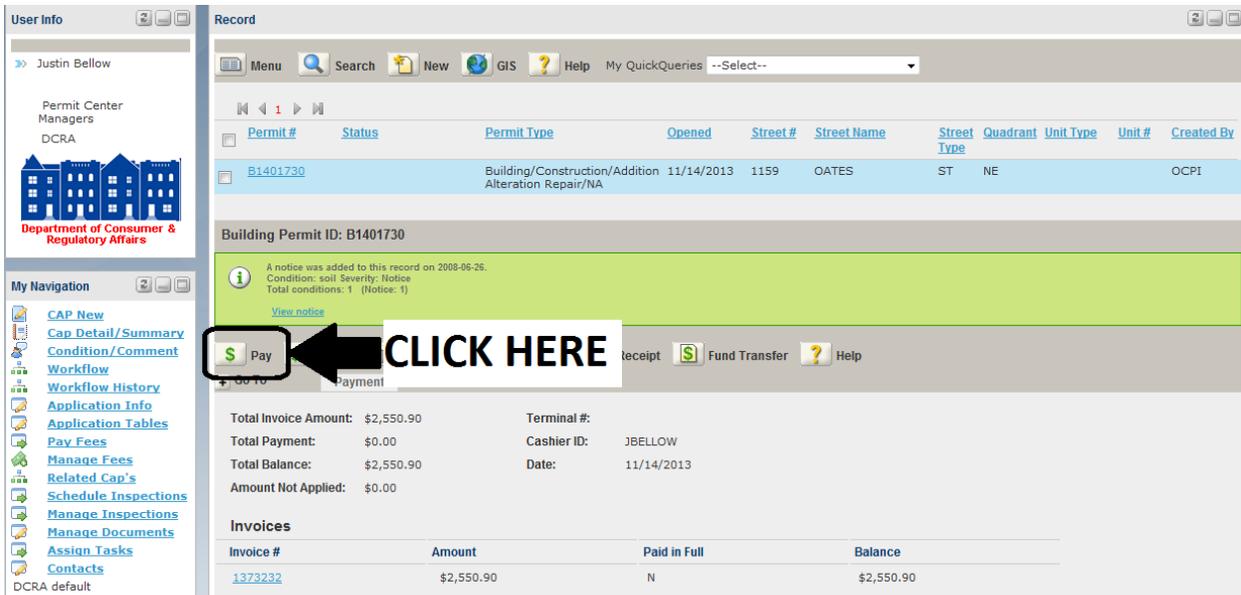
Description of Work *

existing two storey plus basement single family house to be renovated and will include a deep rear addition along with a third floor addition to accommodate a new three units condo. the existing basement will be utilized as a storage for the tenants. property will receive a minor landscaping at front and backyards with wood deck on the back along

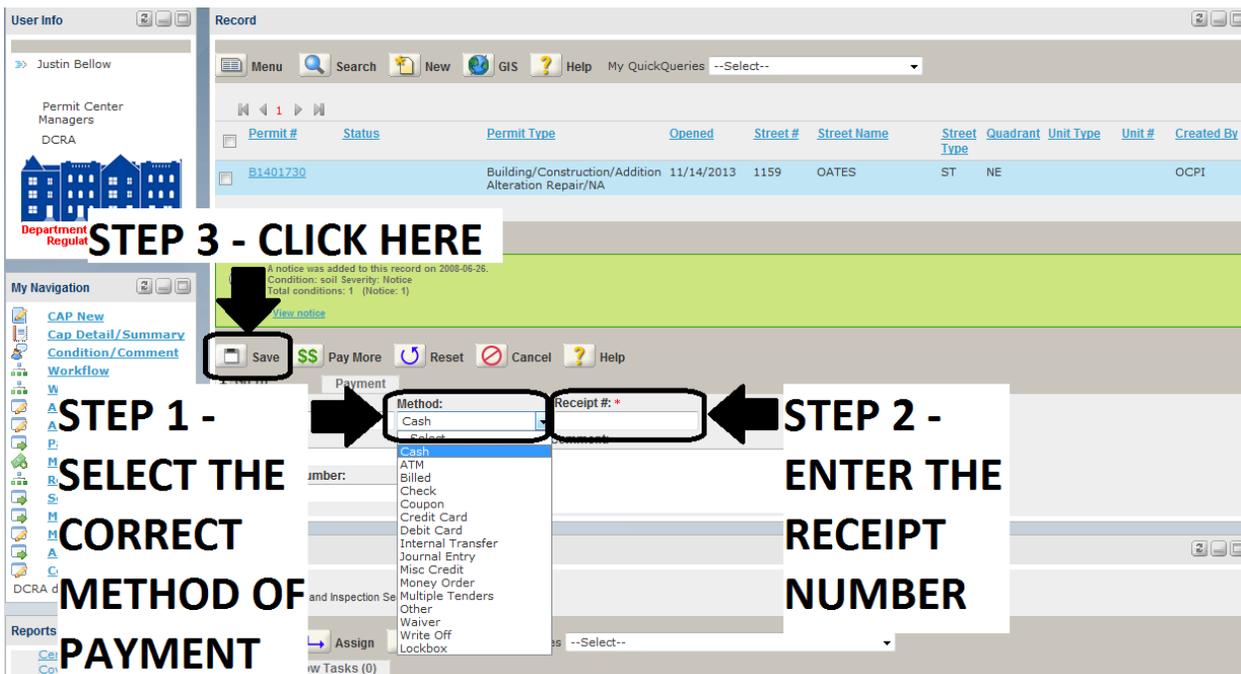
Total Fee Invoiced	Total Paid	Balance
2,550.00	0.00	2,550.00

CLICK HERE

30. Click the “Pay” icon button.



31. Select the correct method of payment from the "Method" drop down menu, enter the receipt number found on the paid invoice, and then click the "Save" icon button.



32. The filing fees have now been applied.

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

Building Permit ID: B1401733

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

Pay Apply Refund Void Generate Receipt Fund Transfer Help

Go To Payment

Total Invoice Amount: \$201.30
Total Payment: \$201.30
Total Balance: \$0.00
Amount Not Applied: \$0.00

Terminal #: 3811399
Cashier ID: 11
Date: 11/14/2013

THE FILING FEES HAVE NOW BEEN APPLIED

Invoices

Invoice #	Amount	Y
1373219	\$201.30	Y

Transactions

Transaction Code	Transactions	Method	Receipt #	Not Applied	Amount	Status	Received	Trust Account ID	Date
	Payment	Credit Card	3811399	\$0.00	\$201.30	Paid			11/14/2013

My Tasks

Workflow Task and Inspection Searching

33. Click the "Permitting" link located in the "Reports" menu.

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
ICA
Inspections
Inspections Management
OCI
Permitting
Permitting Management
Proactive
RePrint
Scheduling
Summary Abatement

Workflow

Workflow Tasks

Plan Review Coordinator

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	

CLICK HERE

34. With the "Permitting" menu now expanded, click the "Cover Sheet" link.

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 Revie...	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 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...		

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

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
Phone: 2024425555

Engineering: Justin Bellow
Applicant/Agent: Dora
Job No: [blank]

Address of Project: 1100 4TH ST SW
Existing No. of Stories: 7
Prop no of Stories: 7

Permit Type: Alteration and Repair
Description of Work: Interior Renovation of Existing Office Space.

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"/> Conf. 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"/> Conf. 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"/> Conf. 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"/> Conf. 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"/> Conf. w/Applicant
<input type="checkbox"/> DC Water:		<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"/> Mechanical:		<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"/> 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

36. 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: Application

Applicant/Agent: Dora
Job No: 306530

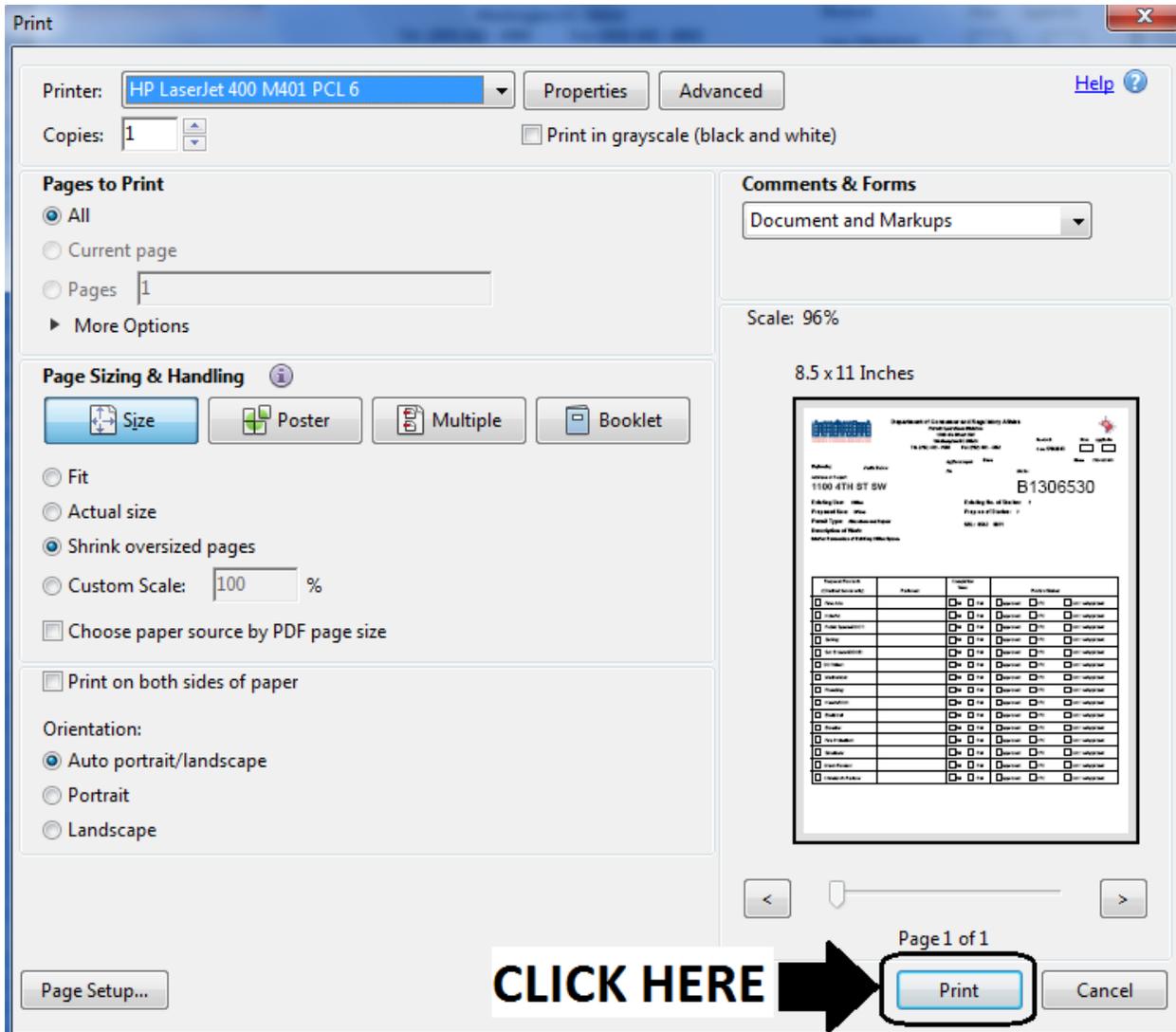
Engineering: Justin Bellor
Address of Project: 1100 4TH ST SW
Existing Use: Office
Proposed Use: Office
Permit Type: Alteration and Repair
Description of Work: Interior Renovation of Existing Office Space.

Context Menu Options:
 Select Tool
 Hand Tool
 Marquee Zoom
 Previous View Alt+Left Arrow
 Rotate Clockwise Shift+Ctrl+Plus
Print... Ctrl+P
 Find Ctrl+F
 Document Properties...
 Show Navigation Pane Buttons

Required Reviews: (Checked boxes only)	Reviewer:	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"/> 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

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



38. 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.

39. If the project is classified as a walk-through job, transfer the customer's number to the next review discipline. If the job is classified as a file job, retain the plans and application and place them in the designated location for transfer to the Plans File Room.

CHAPTER 7

SECTION 7.3.4

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 and on the back page. 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.

The screenshot displays the DCRA Accela system interface. At the top, the user is identified as Justin Bellow. The navigation menu includes Home, Navigation, and Maps. The main content area shows a search bar with a magnifying glass icon and the text "CLICK HERE" with an arrow pointing to it. Below the search bar is a table of permit records with columns for Permit #, Status, Permit Type, Opened, Street #, Street Name, Street Type, Quadrant, Unit Type, Unit #, and Created. The table contains several rows of data, including permits AH1300562, SR13SO04182, CO1301938, CO1301936, and SR13SO04181. Below the table, there is a section for "Building Permit ID: AH1300562" with a notice about HPRB Severity: Notice.

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

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

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...

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

Record

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

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

CLICK HERE

- 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. 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.

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

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

<input type="checkbox"/>	Fee Calc. Factor	Quantity	Fees	Status	Date Assessed
<input type="checkbox"/>	Enhanced Services Fee - Perm...	1	\$6.50	NEW	05/06/2013
<input type="checkbox"/>	Enhanced Service Fee - Filin...	1	\$6.50	NEW	05/06/2013
<input type="checkbox"/>	Addition/Alteration/Repair -...	65	\$65.00	NEW	05/06/2013
<input type="checkbox"/>	Alteration & Repair Permit Fee	65	\$65.00	NEW	05/06/2013
<input type="checkbox"/>	Green Building Fee	6.5	\$6.50	NEW	05/06/2013
<input type="checkbox"/>	Enhanced Service Fee - Green...	1	\$0.65	NEW	05/06/2013

- Accela has now generated a new invoice number.

ACCELA HAS GENERATED AN INVOICE NUMBER

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 Buil...			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 the "Permitting" link located in the "Reports" menu

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

- 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 Services 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](#).

12. 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

Reports

- Fuel Burning
- Garage Permit
- Home Occupation Perm
- Invoice**
- Signature Bolts
- Misc After Hours Permit
- Misc Antenna Permit
- Misc Blasting Permit
- Misc Christmas Tree Pe

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 - 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

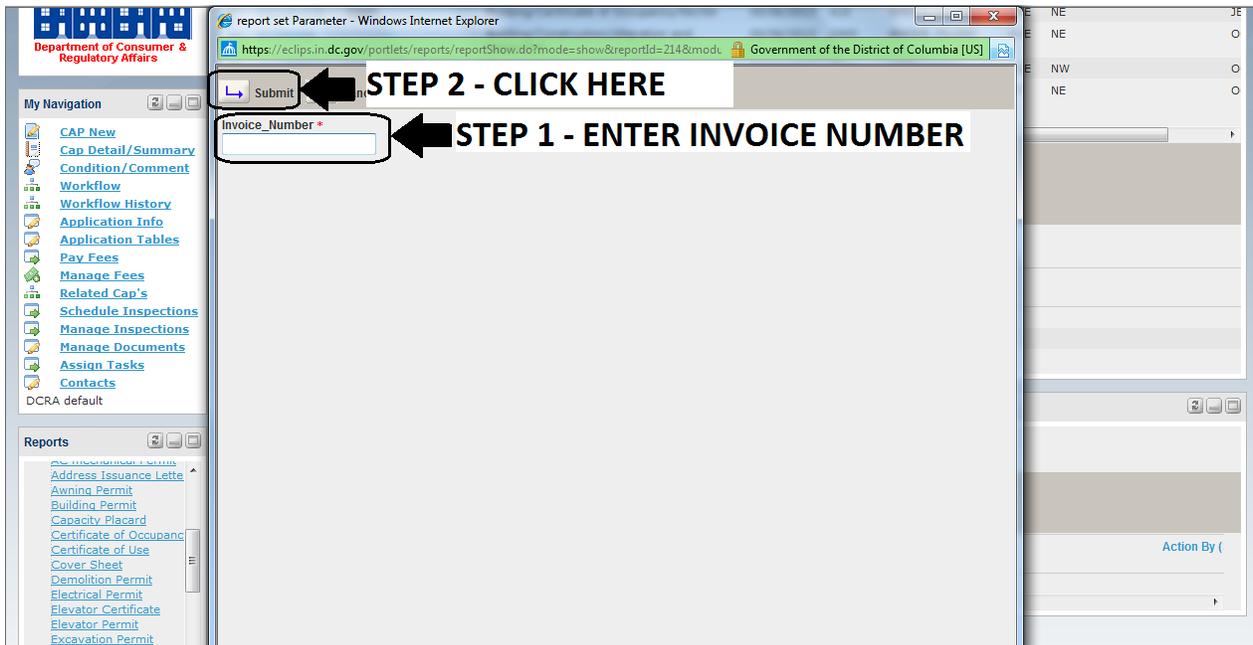
Workflow Task and Inspection Searching

130508033515977

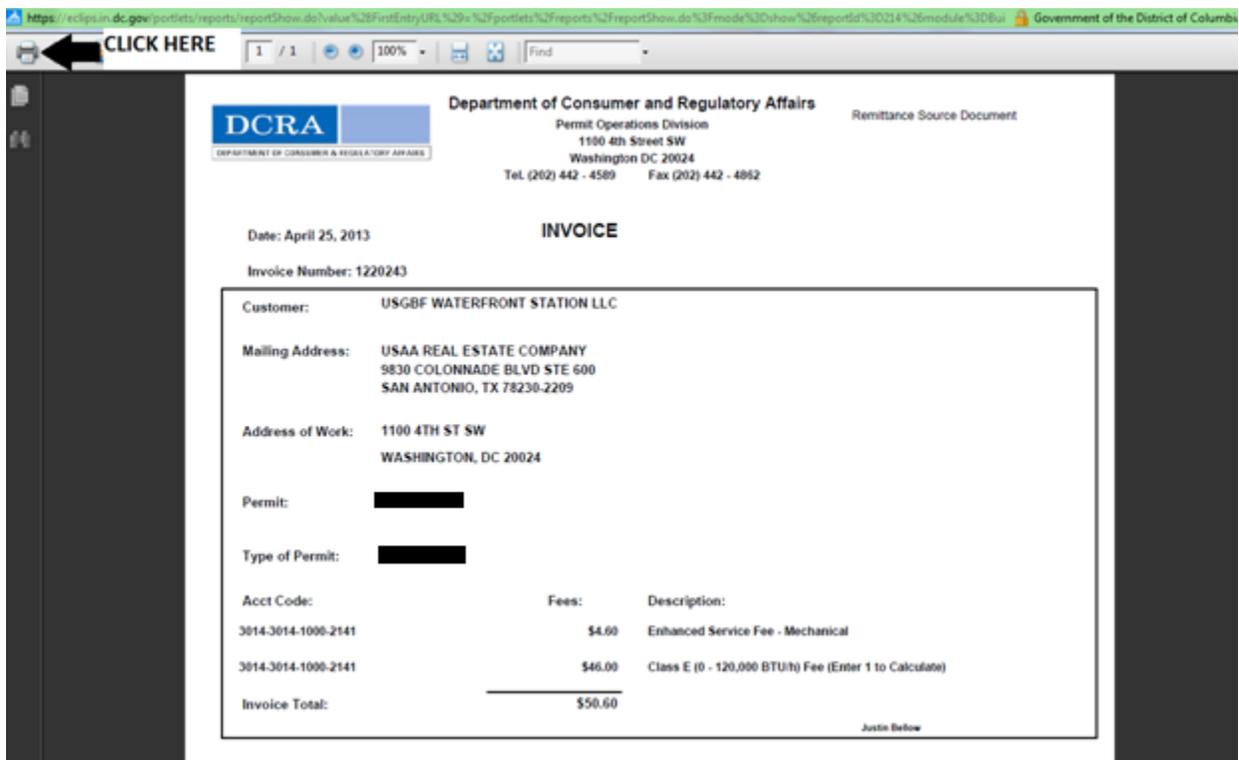
An error has occurred while processing your request.

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

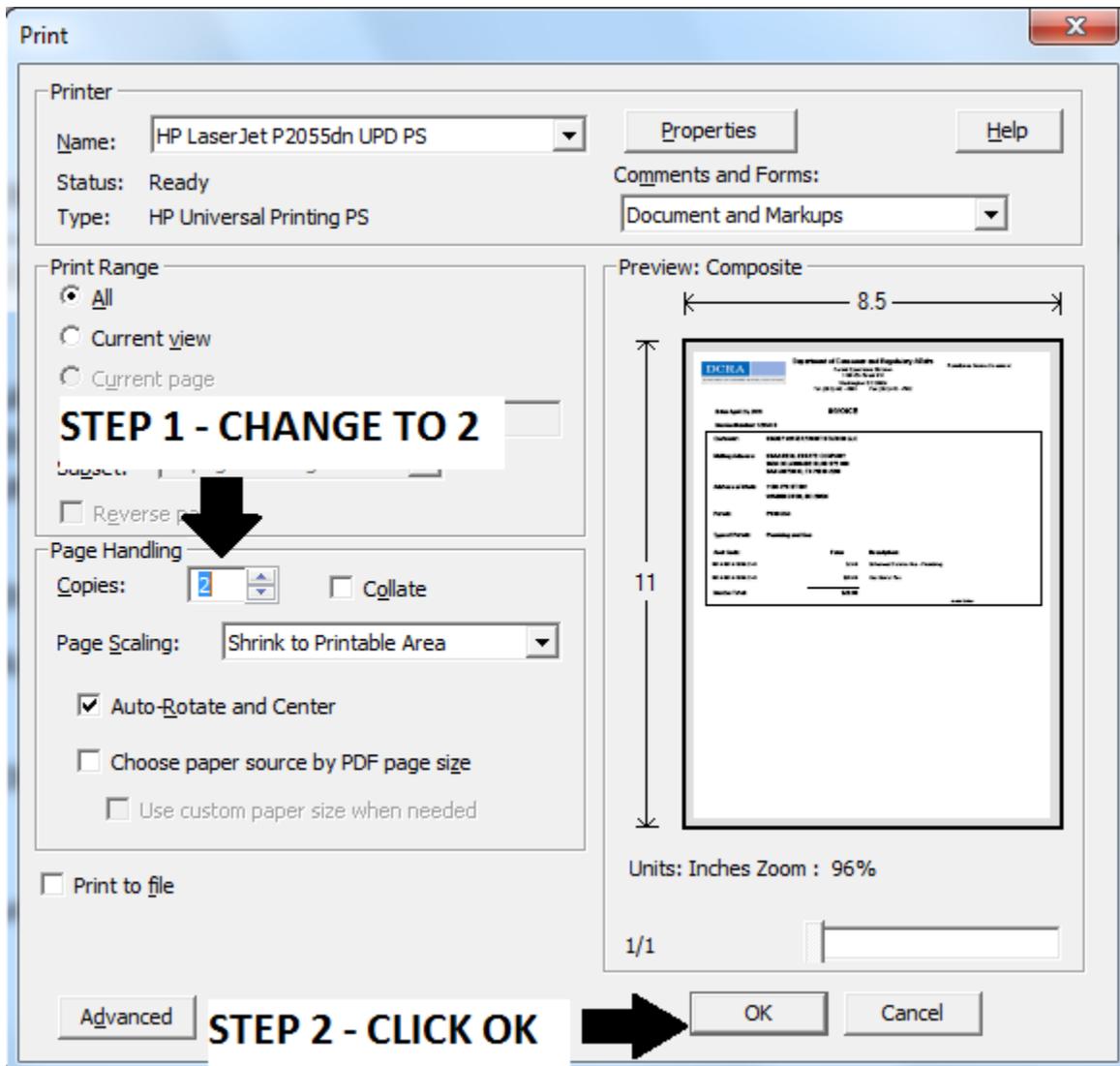
13. Clicking the “Invoice” link will open a new window. In the new window, enter the invoice number generated earlier in the “Invoice Number” field and click the “Submit” icon.



14. 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.



15. 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.



16. 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.

17. 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

18. 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.



19. 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

20. 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 (Submit button)

STEP 1 - ENTER PERMIT NUMBER HERE (Permit Number field)

Permit Number: []

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: []

21. 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](#)
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[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

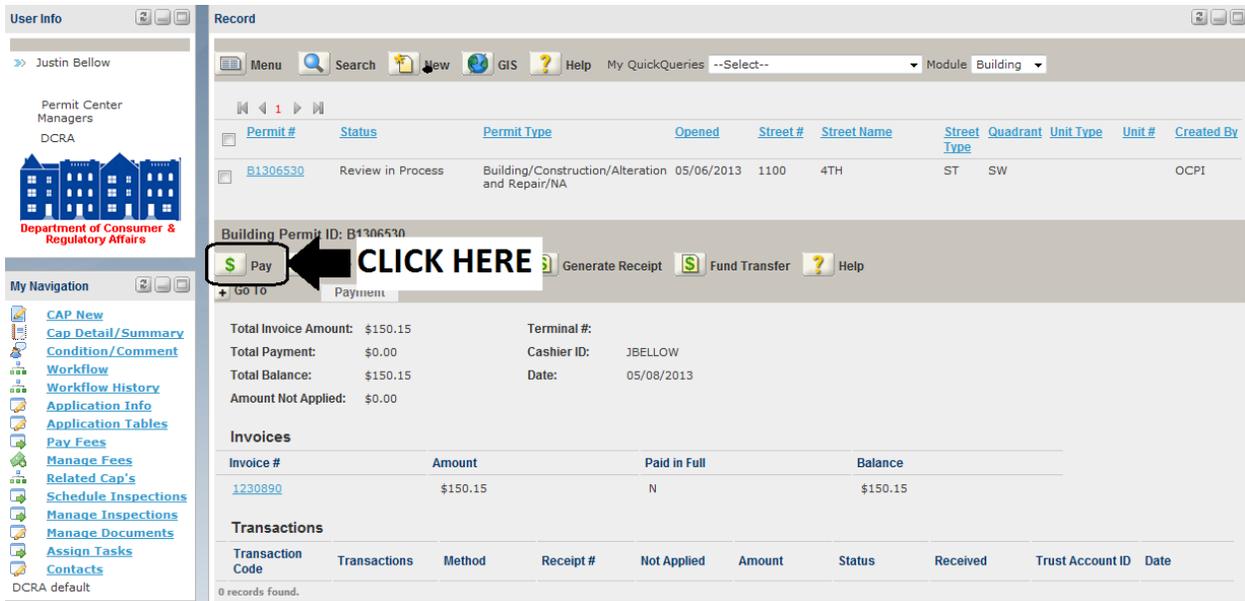
Go To Fee (6)

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

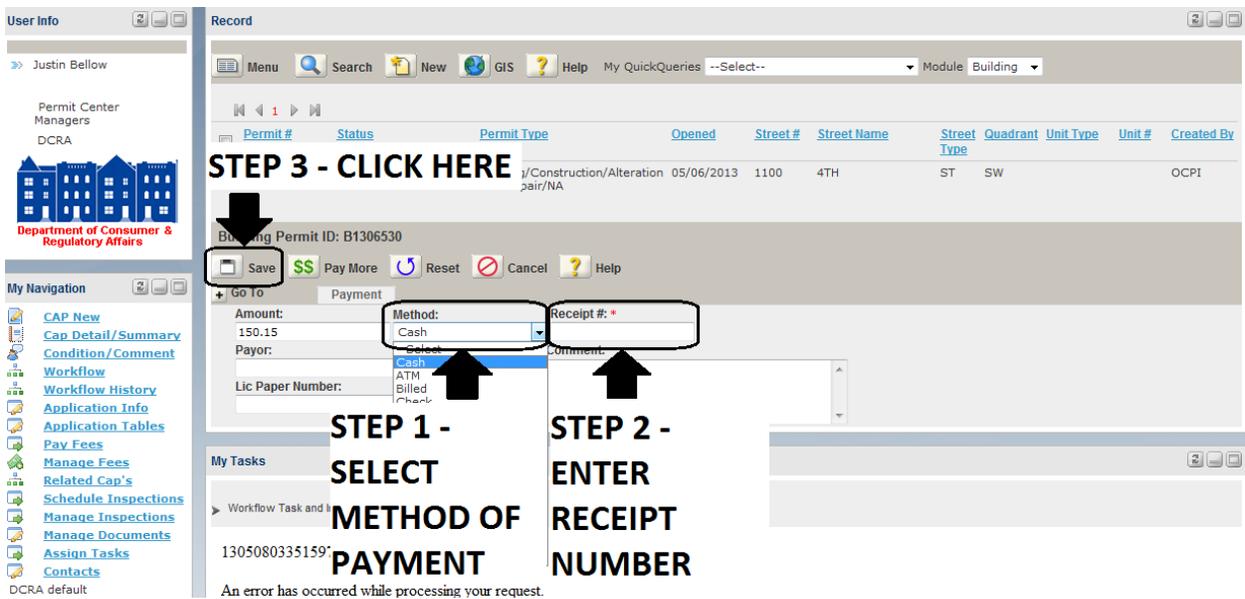
Invoice #	Description	Quantity	Fees	Status	Date Assessed
1230890	Enhanced Services Fee - Perm...	1	\$6.50	INVOICED	05/06/2013
1230890	Service Fee - Filing...	1	\$6.50	INVOICED	05/06/2013
1230890	Iteration/Repair Fee & Repair Permit Fee	65	\$65.00	INVOICED	05/06/2013
1230890	Green Building Fee	6.5	\$6.50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

CLICK HERE (Pay Fees link in My Navigation)

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



23. 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.



24. 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

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

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

25. 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

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 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			

26. 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

27. 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
- 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 **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 **STEP 1 - SELECT PERMIT ISSUED**

Standard Comment

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

28. 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.

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

- 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 →

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

- 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

and Repair/NA

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

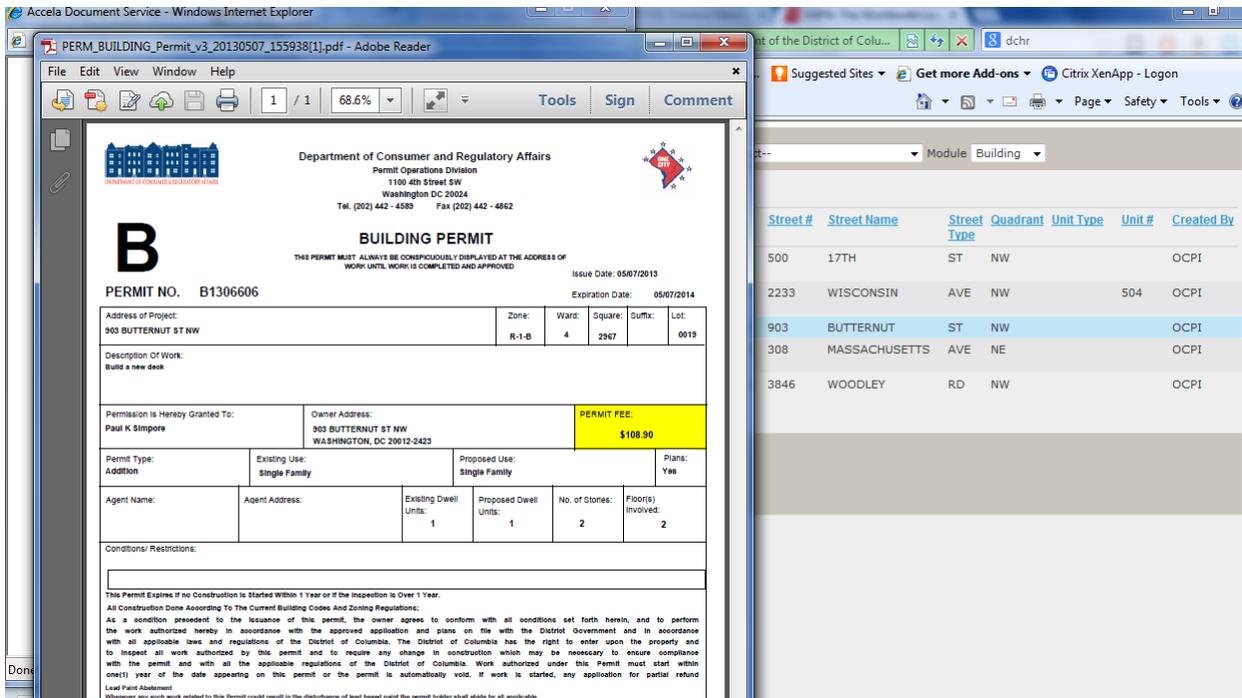
Go To: Workflow

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	
WMATA Review	WMATA Revi...	05/07/2013	
Fire Hydrant Verification			
Green Review			

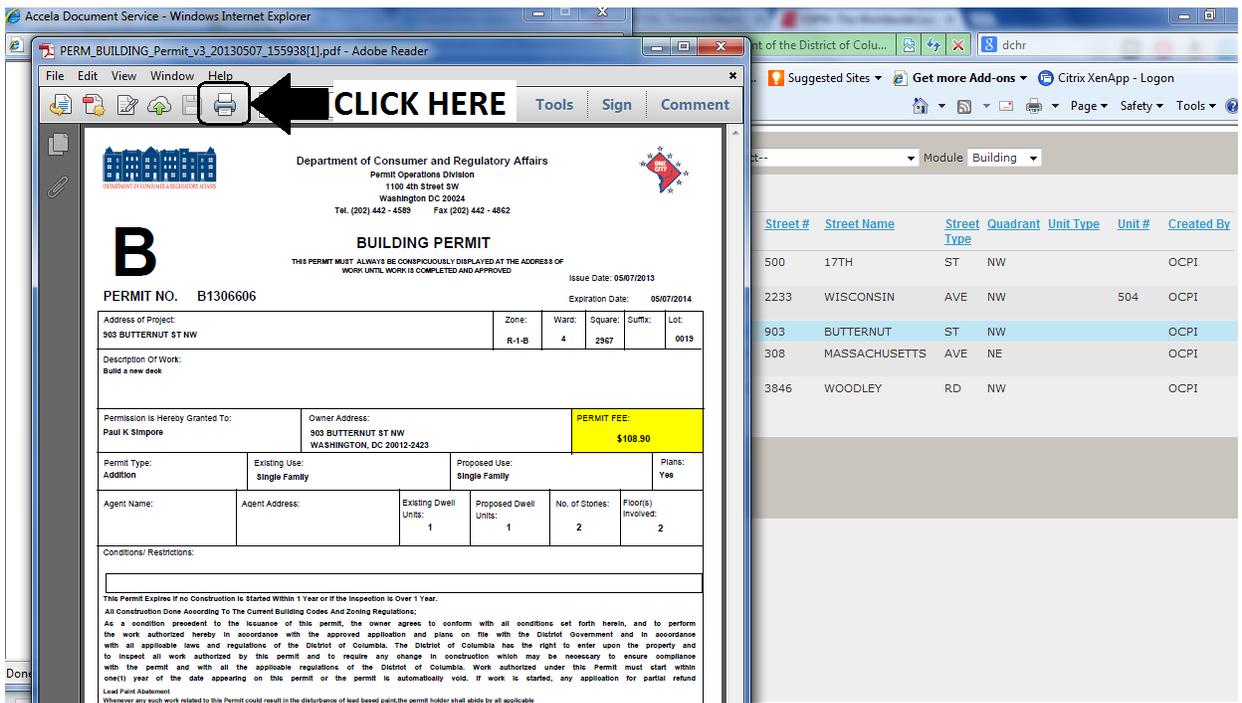
CLICK HERE →

30. Accela will now generate a PDF of the Building permit.

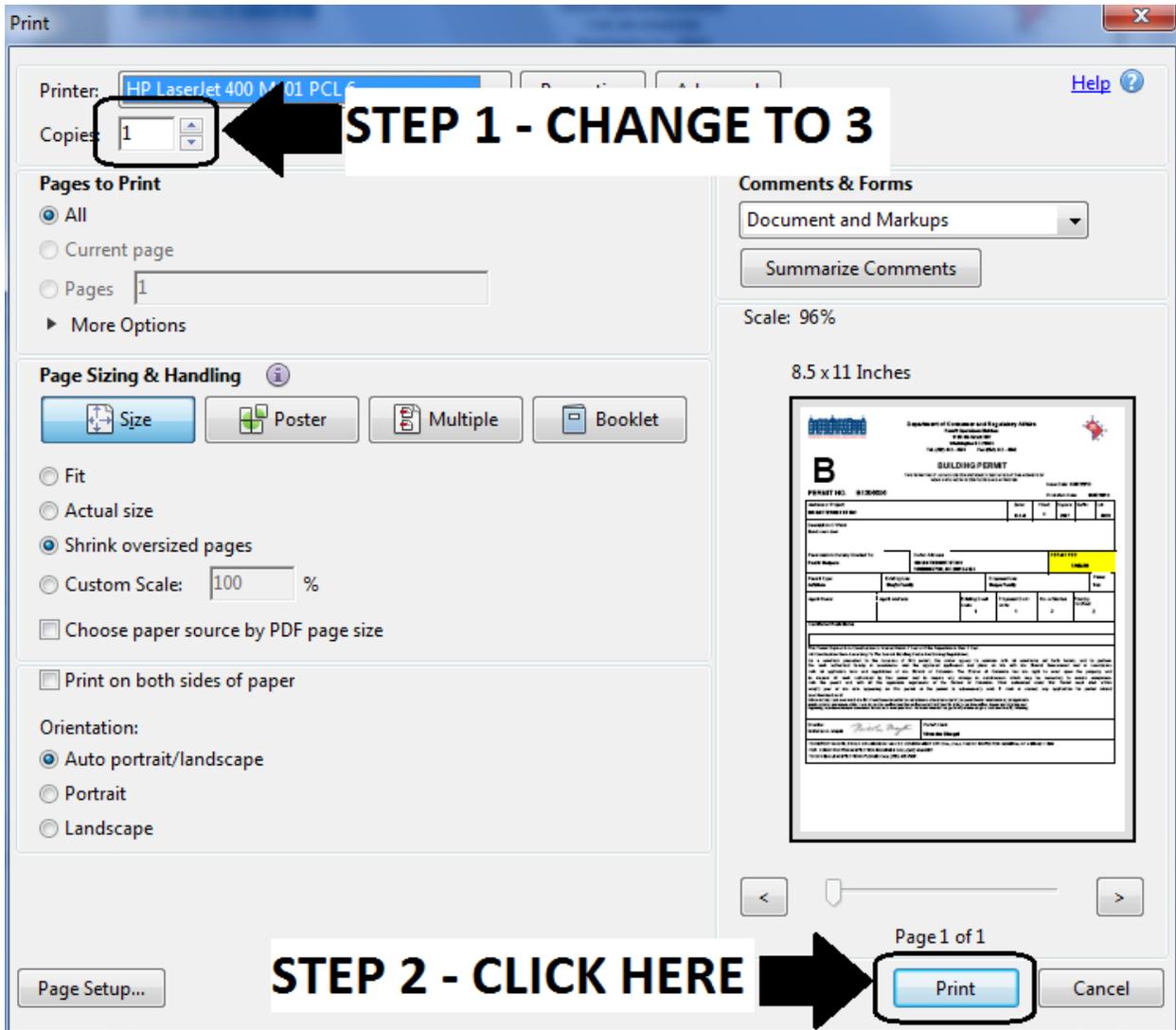


31. Review the generated permit with the customer on the computer screen to ensure that all information has been captured correctly.

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



33. A Print Dialogue box will now open. Change the number of copies to “3” by either inputting the number “3” in the “Copies” field, or by pressing the up arrow to the right of the “Copies” field twice. Place one piece of DCRA permit paper, right-side up, on printer’s manual load tray. When done, click the “OK” button.



34. Three copies of the permit will now print - one copy on DCRA permit paper, and two copies on regular paper.

35. Sign all three permits and provide the permit printed on DCRA permit paper and one of the permits printed on regular paper to the customer.

36. 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, with a paper clip. The application package should include the following documents:

37. Signed permit printed on copy paper (on top)

- Application
- Invoice
- Receipt
- Assessor's Set of plans
- Permanent Set of plans

38. 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.

39. 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.

40. Below is a sample copy of an issued Building 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
TO SCHEDULE INSPECTIONS PLEASE CALL (202) 442 9557

B

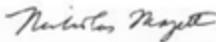
BUILDING PERMIT

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

Issue Date: 08/14/2012

PERMIT NO. B1008616

Expiration Date: 08/14/2013

Address of Project: 901 MASSACHUSETTS AVE NW					Zone: DD/C-3-C	Ward: 2	Square: 0370	Suffix:	Lot: 0801
Description Of Work: TO ERECT A 15 STORIES HOTEL FOR THE MARRIOTT MARQUIES HOTEL, AND 7 LEVELS BELOW GRADE BELOW GRADE WILL HOUSE A GRAND BALLROOM, JUNIOR BALLROOMS, MEETING ROOMS, BOARD ROOMS, KITCHENS, THE TOWER WILL CONTAIN THE GUEST ROOMS, RESTAURANTS, SPORTS AND BAR LOUNGE AND STARBUCK-RETAIL.									
Permission Is Hereby Granted To: District Of Columbia			Owner Address: SUITE 307 1350 PENNSYLVANIA AVE SE			PERMIT FEE: \$485,632.68			
Permit Type: New Building		Existing Use: Other (Specify)		Proposed Use: Hotel - R-1			Plans: Yes		
Agent Name: Carlos Rojas		Agent Address: 3606 NORTON PLACE, NW WASHINGTON, DC 20016		Existing Dwell Units:	Proposed Dwell Units:	No. of Stories: 15	Floor(s) Involved:		
Conditions/ Restrictions: Approved with exception of windows. HPO to review when more information is provided about windows. South elevation should have 1 over 1 windows. East elevation should have 1 over 1 paired, with mullion in between. NO CERTIFICATE OF OCCUPANCY SHALL BE ISSUED UNTIL THE EXTERIOR OF THE HISTORIC AMERICAN FEDERATION OF LABOR BUILDING IS RESTORED AND RENOVATED FULLY WITH FORTY-TWO GUESTROOMS AND A PUBLIC RESTAURANT/BAR AT THE STREET LEVEL PER PUD 370 ZC 98-13 IN THE DD/C-3-C COMMERCIAL ZONE. WALL TEST REQUIRED. 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. 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' regarding lead-based include adherence to lead-safe work practices. For more information, go to http://ddoe.dc.gov , Lead and Healthy Housing.									
Director: Nicholas A. Majett 				Permit Clerk: Stacie Williams					
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 7.4

CERTIFICATE OF OCCUPANCY

1.2 - Certificate of Occupancy

As per 11 DCMR 3203, except as provided in §§ 3203.7, 3203.8, 3203.9, or the second sentence of this subsection, no person shall use any structure, land, or part of any structure or land for any purpose until a certificate of occupancy has been issued to that person stating that the use complies with the provisions of this title and the D.C. Construction Code, Title 12 DCMR.

This section provides a comprehensive step-by-step instruction guide for processing Certificates of Occupancy from Intake to Issuance.

CHAPTER 7

SECTION 7.4.1

INTAKE

1.2.1 - Intake

1. Before processing in Accela, ensure that the customer has all required documents for each Certificate of Occupancy type:
 - A. Change of Ownership or Revision
 - Completed application
 - Copy of the current C of O for the building or leased space
 - C of O Authorization Form (required if you are starting a business in a building or on a property that already has a C of O)
 - Copy of the deed or lease agreement
 - B. New Construction, Use Change, or Load Change
 - Completed application
 - Copy of the current C of O for the building or leased space
 - C of O Authorization Form (required if you are starting a business in a building or on a property that already has a C of O)
 - Copy of the deed or lease agreement
 - If a new building or addition is constructed or there is a change of use or a building load change, a building permit application with plans is required to be approved, constructed and inspected prior to the approval of a C of O. Ensure that a copy of the Building Permit is provided
2. Below are copies of the Certificate of Occupancy Application and Authorization Form. The Certificate of Occupancy form must be filled out in its entirety. If a customer comes to the information counter with an incomplete application, direct them to complete the application before allowing them to proceed.
3. Take note that the Authorization Form must be notarized.

Application for Certificate of Occupancy

Application Date: _____

C of O Number: _____

APPLICATION FEE IS NON-REFUNDABLE; CERTIFICATE FEE IS BASED ON SQUARE FOOTAGE

Erasing, Crossing Out, Whiting Out, or Otherwise Altering Any Entered Information Will Void This Application

INFORMATION ON THE BUILDING/PROPERTY

1. Property Address _____
2. Building/Property Owner's Name _____
Phone # _____ Email _____
3. Property Square _____ Suffix _____ Lot _____
4. Number of Floors _____
5. Zone _____ Overlay (if applicable) _____

APPLICANT INFORMATION

6. Applicant's Name (see instructions) _____
7. Trade name of business (if applicable) _____
8. Applicant's Mailing Address _____
9. Applicant's Day Phone # _____ Cell # _____
Email _____

INFORMATION ON PREMISES/OCCUPANCY

10. Ownership Change Use Change Load Change Revision New Bldg
(choose one)
11. Proposed use of Premises _____
12. Prior use of Premises _____ C of O # _____
13. Proposed Occupancy Load _____
14. Area Occupied by Proposed Use _____ sq. ft.
15. List Floors of a building to be Occupied by Proposed Use _____
16. Does your business sell or rent any goods or provide any services that could be described as sexually-oriented?
 Yes No If yes, please fill out the supplemental form.
17. Is your business a Medical Marijuana Dispensary or Production Facility? Yes No
18. Was this use approved by an order of the BZA or ZC? Yes No
If yes, provide order # and date of approval _____
19. Is there a building permit associated with this application? Yes No If yes, building permit # _____
20. What use was listed on the building permit? _____
21. Were all inspections conducted and approved? Yes No
22. Is off-street parking on the property provided for this use? Yes No If yes, number of spaces _____

ATTESTATION AND SIGNATURE

I certify that all of the statements on this application are true to the best of my knowledge and belief. I agree to comply with all applicable laws and regulations of the District of Columbia.

Applicant or Agent's Signature _____ Date _____

*If you are applying as an Agent on behalf of the Applicant, attach completed Authorization Form

Making a false statement on this application can result in the denial or revocation of your certificate of occupancy and criminal penalties, under D.C. Official Code § 22-2405, of a fine up to \$1000 and/or imprisonment up to 180 days.

For more information about C of Os, please visit dcra.dc.gov and click on [Permits/Zoning](#)



OFFICIAL DCRA USE ONLY
C of O # _____
 Premises Address _____

PERMIT REVIEW COORDINATOR
 Checked items #1-9 for completeness _____

Approved By _____ Date _____

ZONING INFORMATION
 BZA or ZC # (if applicable) _____
 Prior C of O # (if applicable) _____
 Prior Use on above C of O _____

ZONING REVIEWER
 Continuation of Prior Use? Yes No
 Zone _____
 Use Allowed? Yes No Provide Zoning Code Use _____
 Cite Zoning Section # _____
 Off-street Parking Required? Yes No If yes, number of spaces required _____. If no, was a waiver granted?
 Parking credit? BZA relief obtained? Describe: _____
 Is Zoning Inspection Required? Yes No If Yes, describe: _____

Approved By _____ Date _____

ENGINEERING REVIEW AND APPROVAL
 Prior Bldg Permit Applicable? Yes No Bldg. Permit # _____
 New Bldg Permit Required? Yes No
 Construction Code Inspections for the Proposed Use:

Bldg (715)	Elec (720)	Plumb/Mech (730/725)	Fire (750)
---------------	---------------	-------------------------	---------------

Approved By _____ Date _____

INSPECTIONS
 Zoning Inspection (745) Approved? Yes No N/A
 All Construction Code Inspections Approved? Yes No N/A
 Stormwater Inspection Verification? Yes No N/A DDOE Approval _____ Date _____
 Approved By _____ Date _____

APPROVAL
 Issuance: By _____ Date _____

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS

Certificate of Occupancy Authorization Form

Authorization Form to Act on Behalf of the Owner

To the Director, Department of Consumer and Regulatory Affairs:

This is to certify that I, _____
(Print Name of sole owner, general partner, or corporation officer)

am the true Owner of the Business described below:

(Proposed address of business you intend to occupy):

(Type of business you intend to operate):

*I FURTHER CERTIFY THAT THE PERSON(S) NAMED
BELOW IS/ARE AUTHORIZED TO ACT ON MY BEHALF IN
EXECUTING AND PROCESSING AN APPLICATION FOR
DISTRICT OF COLUMBIA CERTIFICATE OF OCCUPANCY
RELATING TO THE AFOREMENTIONED BUSINESS
ESTABLISHMENT.*

Name of Person/s to act on behalf of owner:

Address/es of Person/s to act on behalf of owner:

TAKE NOTE - FORM MUST BE NOTARIZED

(Signature of Business Owner)

(Date)

Sworn to before me this _____ day of _____, 20_____

(Notary Public)

My Commission Expires: _____

4. If the customer is seeking a Certificate of Occupancy for an Eating Establishment, then the customer must have a copy of the "Eating Establishment Questionnaire" filled out.

Address _____

If checked by staff, please provide the following:

- A complete floor plan. Show all floors; label kitchen, storage, seating and assembly areas.
- Photographs of the interior including the kitchen, dining area, assembly areas, queuing area, dishwasher, food-prep area, seating area & dumpsters.
- A copy of the menu, carryout menu & catering menu, if applicable.
- An equipment schedule and clearly label/identify each piece of equipment on the corresponding floor plans.

Signature of Applicant: _____
Name Date

Please check: Agent ____ or Owner ____

For Staff Use ONLY:

Zone: _____ Subject to Overlay District? If so, List _____

Neighborhood Overlay District compliance with 25% limitation under 1302.5(a):

(Complies or NA)

I have reviewed the completed Eating Establishment Questionnaire, and supporting information if supplied, and have determined, under the applicable zoning definitions, that this Establishment is defined as:

- _____ Restaurant
- _____ Fast Food Establishment
- _____ Prepared Food Shop [Note: Limit of 18 seats in C-1 and C-2-A]
- _____ Food Delivery Service
- _____ Catering Establishment
- _____ Other: _____

Zoning Administrator/Deputy/ Engineer Name Date

5. Once you have confirmed that all required documents have been provided, you may now give a Q-Matic number to the customer for the Permit Review Coordinators for processing.

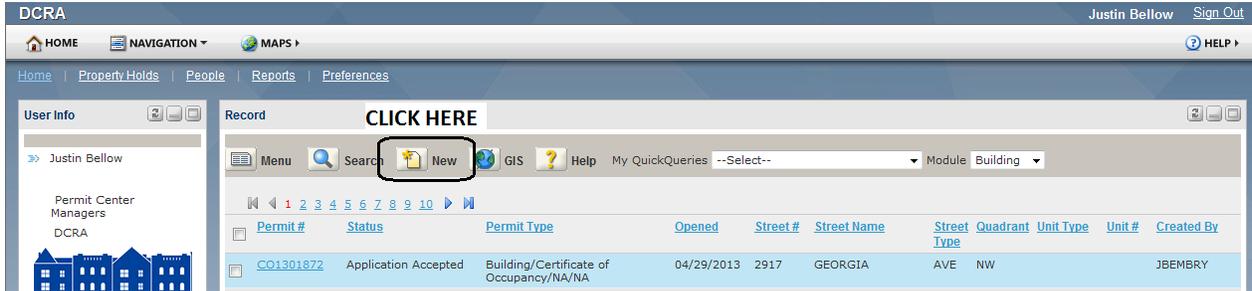
CHAPTER 7

SECTION 7.4.2

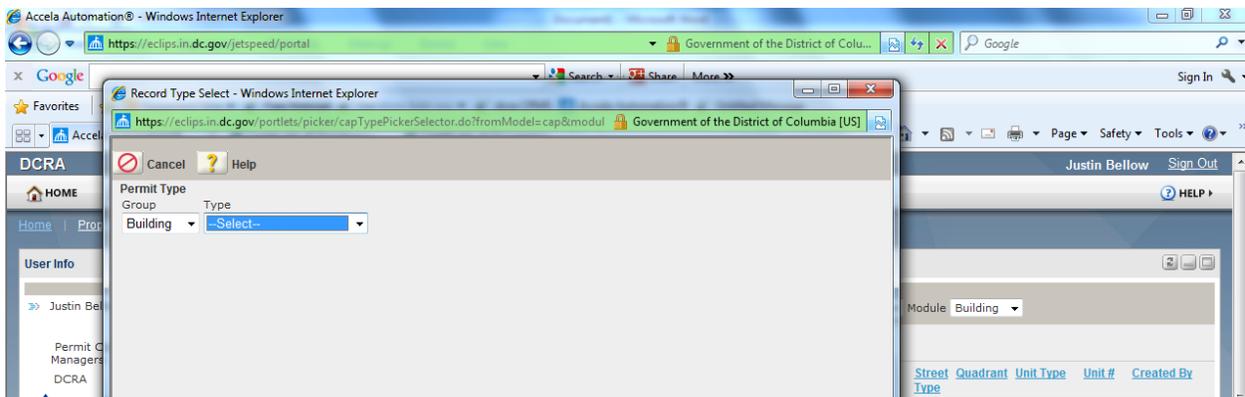
PLANS REVIEW COORDINATOR

1.2.2 - Plans Review Coordinators

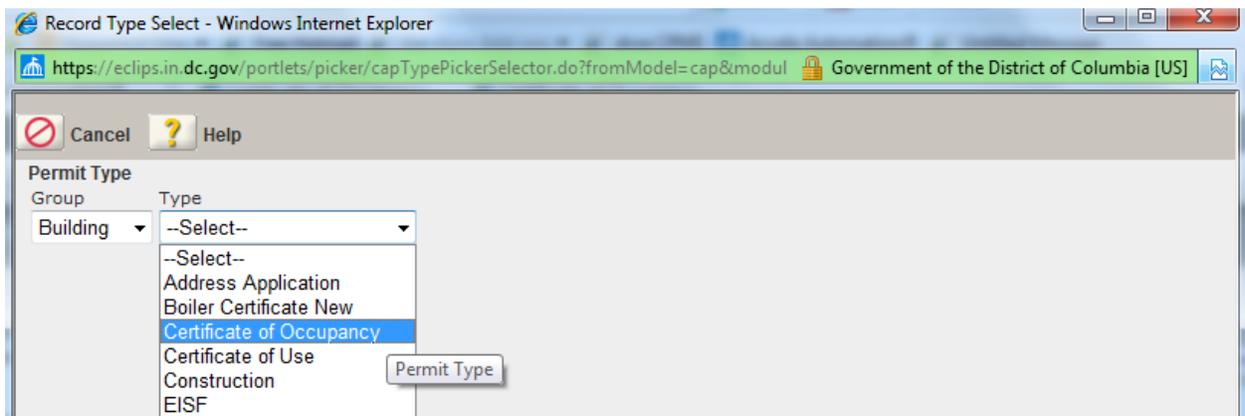
1. From the Accela home screen, click the “New” icon.



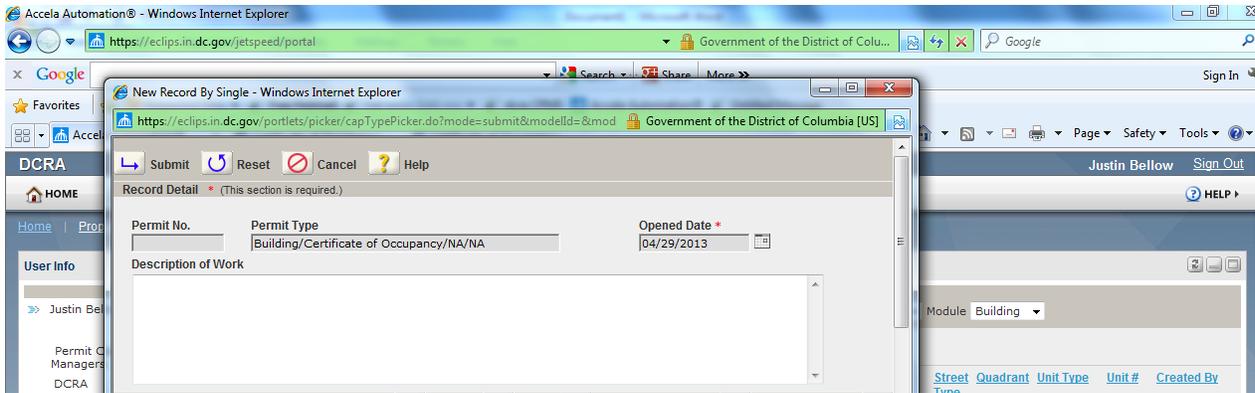
2. Accela will now open a new “Record Type Select” window.



3. In the newly opened “Record Select Menu” menu, observe the two drop down menu. The first drop down menu, labeled “Group,” is already populated with the “Building” permit type. Select “Certificate of Occupancy” from the “Type” drop down menu.



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



5. In the “Record Detail” section, capture the description of work from the application in the “Description of Work” field.

6. Scroll down to the “Address” section, and input the complete address on the application, quadrant included, and then click the “Search” button.

7. If the address is valid and recognized by Accela, then Accela will display that the record was found in red at the top of the address field. Ensure that the “ANC” field populates, because if this field is not populated, the applicant will not be able

to schedule inspections via the Automated Inspection Request and Permit Information System, also known as IVR.

8. Ensure that the “Primary” drop down menu is set to “Yes”

Address (This section is not required.) Search Clear Get Parcel & Owner Address Locator XY GIS Locator

1 record was found.

Street # * 1101 Street Name * 4TH Street Type ST Quadrant * SW

Unit Type --Select-- Unit # Street # (end) Start Fraction --Select-- Zip Code 20024

Clu 9 Neighborhood R.L.A. (S.W.) Ext

Zo ANC

Premise Phone Number 6D

Primary Yes

MUST BE SET TO YES

ENSURE THAT THIS FIELD POPULATES

9. If Accela does not recognize the address, refer the customer to agency’s coordinator for addresses, the Permit Center Manager or his/her designee for address verification.

10. After populating the fields in the “Address” section, click “Get Parcel and Owner” twice to populate the Parcel and Owner information

Address (This section is not required.) Search Clear Get Parcel & Owner Address Locator XY GIS Locator

1 record was found.

Street # * 1100 Street Name * 4TH Street Type ST Quadrant * SW

CLICK HERE

11. Ensure that the information in the “Parcel” and “Owner” sections populates. If the customer has provided a deed which does not match the information the “Owner” section, change the information in the “Owner” section to reflect the ownership information on the deed. If a deed was not provided, then do not alter the populated fields in the “Owner” section.

Parcel (This section is not required.) Search Clear

SSL *	Lot	Ward	Primary
0542 0870	0870	6	Yes

Owner (This section is not required.) Search Clear

Name *

USGBF WATERFRONT STATION LLC Primary Yes

Address Line 1 USAA REAL ESTATE COMPANY Phone ((xxx)xxx-xxxx)

Address Line 2 9830 COLONNADE BLVD STE 600

Mail City Mail State Mail Zip Country

SAN ANTONIO TX 78230-2209 --Select--

Cell Phone Email

ENSURE THAT THIS INFORMATION POPULATES

12. Scroll down to the "Business Owner" section.

Business Owner * (This section is required.) Search As Owner As Lic. Prof

Type * Business Owner

First Name Middle Name Last Name

Relationship Full Name --Select--

Primary Organization Name Yes

Address Line 1 Phone 1 ((xxx)xxx-xxxx)

Address Line 2 Phone 2 ((xxx)xxx-xxxx)

Address Line 3 Fax ((xxx)xxx-xxxx)

City State Zip Code

Email

13. Capture the business ownership information from the application into these fields. The business entity, whether it be a sole proprietorship, Limited Liability Corporation, Non-Profit, etc should be captured in the "Full Name" field exactly as the business name appears on the business license.

Business Owner * (This section is required.) Search As Owner As Lic. Prof

Type * Business Owner

First Name Middle Name Last Name

Relationship Full Name --Select--

Primary Organization Name Yes

BUSINESS NAME GOES HERE

Address Line 1 Phone 1 ((xxx)xxx-xxxx)

Address Line 2 Phone 2 ((xxx)xxx-xxxx)

14. After inputting the business name information, scroll down to the “Certificate of Occupancy Specific” Section.

CERTIFICATE OF OCCUPANCY SPECIFIC SECTION

Q-Matic Number * Trade name of business * Name of corporation *

Is business incorporated Is the corporation in good standing Is business a partnership Sole Proprietor Name of sole proprietor

Approved Building Code Use Prior use of premises Other prior use

Approved Zoning Use

Type of occupancy Proposed occupancy load Number of floors to be occupied Basement Load Type

Number of square feet occupied Is this business sexually oriented according to DC zoning regulations

Building permit required Inspections required B.Z.A. Number Expiration Date

Building Permit No

Application Comments

Other proposed use

15. In the “Q-Matic Number” field, enter either a number or “N/A.”

CERTIFICATE OF OCCUPANCY SPECIFIC SECTION

Q-Matic Number * Trade name of business * Name of corporation *

Is business incorporated Is the corporation in good standing Is business a partnership Sole Proprietor Name of sole proprietor

ENTER EITHER A NUMBER OR "N/A"

Approved Building Code Use Prior use of premises Other prior use

Approved Zoning Use

Other proposed use

16. In the “Trade name of business” and “Name of Corporation” fields, enter in the appropriate information from the application. If the business does not have a trade name, enter “N/A” in the “Trade name of business” field. If the business is a sole proprietorship, enter “N/A” in the “Name of corporation” field.

CERTIFICATE OF OCCUPANCY SPECIFIC SECTION

CAPTURE THIS INFORMATION FROM THE APPLICATION

Q-Matic Number * Trade name of business * Name of corporation *

Is business incorporated Is the corporation in good standing Is business a partnership Sole Proprietor Name of sole proprietor

Approved Building Code Use Prior use of premises Other prior use

Approved Zoning Use

17. If the business is a “Sole Proprietorship,” click the “Yes” radial button in the “Sole Proprietor” section and enter in the name of the sole proprietor in the “Name of sole proprietor” field.

CERTIFICATE OF OCCUPANCY SPECIFIC SECTION

UTILIZE THESE FIELDS ONLY IF THE BUSINESS IS A SOLE PROPRIETORSHIP

Q-Matic Number * Trade name of business * Name of corporation *

Is business incorporated Is the corporation in good standing Is business a partnership **Sole Proprietor** Name of sole proprietor

Yes No Yes No Yes No Yes No Yes No

Approved Building Code Use Prior use of premises Other prior use

--Select-- --Select--

18. Populate the “Approved Building Code Use,” “Approved Zoning Use” and “Prior use of premises” fields by capturing the information from the previous Certificate of Occupancy, or if there was a building permit, populate these fields using the approved uses on the Building Permit. If a matching prior cannot be found in the drop down menus, enter the prior use in the “Other prior use” field manually.

CERTIFICATE OF OCCUPANCY SPECIFIC SECTION

CAPTURE THIS INFORMATION FROM THE APPLICATION, PREVIOUS C OF O, AND BUILDING PERMITS IF NECESSARY

Approved Building Code Use Prior use of premises Other prior use

--Select-- --Select--

Approved Zoning Use

--Select--

19. Capture the occupancy type identified on the application in the “Type of Occupancy” drop down menu.

CERTIFICATE OF OCCUPANCY SPECIFIC SECTION

Q-Matic Number * Trade name of business * Name of corporation *

Is business incorporated Is the corporation in good standing Is business a partnership Sole Proprietor Name of sole proprietor

Yes No Yes No Yes No Yes No

SELECT THE APPROPRIATE OCCUPANCY TYPE FROM THE DROP DOWN MENU

Prior use of premises Other prior use

--Select-- --Select--

Type of occupancy Proposed occupancy load Number of floors to be occupied Basement Load Type

--Select-- --Select--

occupied Is this business sexually oriented according to DC zoning regulations

SQFT Yes No

Inspections required B.Z.A. Number Expiration Date

Yes No

Application Comments

20. Capture the occupant load, if one was indicated on the application, in the “Proposed occupancy load” field and the load type in the “Load Type” drop down menu.

CERTIFICATE OF OCCUPANCY SPECIFIC SECTION

Q-Matic Number * Trade name of business * Name of corporation *

Is business incorporated Is the corporation in good standing Is business a partnership Sole Proprietor Name of sole proprietor

Yes No Yes No Yes No Yes No

Approved Building Code Use --Select-- **CAPTURE THIS INFORMATION FROM THE C OF O APPLICATION** Other prior use

Approved Zoning Use --Select--

Type of occupancy Proposed occupany load Number of floors to be occupied Basement Load Type

--Select-- --Select-- Yes No --Select--

Number of square feet occupied Is this business sexually oriented according to DC zoning regulations

21. Capture the number of occupied floors in the “Number of floors to be occupied” field, and if one of the floors is a basement, click the “Yes” radial button in the “Basement” section.

22. Capture the square foot of the space to be occupied in the “Number of square feet occupied” field.

CERTIFICATE OF OCCUPANCY SPECIFIC SECTION

Q-Matic Number * Trade name of business * Name of corporation *

Is business incorporated Is the corporation in good standing Is business a partnership Sole Proprietor Name of sole proprietor

Yes No Yes No Yes No Yes No

Approved Building Code Use --Select-- **STEP 1 - CAPTURE NUMBER OF FLOORS** Other prior use

Approved Zoning Use --Select--

Type of occupancy Proposed occupany load **STEP 2 - CAPTURE SQUARE FOOTAGE** Number of floors to be occupied Basement Load Type

--Select-- --Select-- Yes No --Select--

Number of square feet occupied Is this business sexually oriented according to DC zoning regulations

Building permit required Inspections required B.Z.A. Number Expiration Date

23. If a Building Permit was required in order to facilitate a use change or load increase, enter the Building Permit number in the “Building Permit No.” field and click the “Yes” radial button under the “Building Permit Required” section.

CERTIFICATE OF OCCUPANCY SPECIFIC SECTION

Q-Matic Number * Trade name of business * Name of corporation *

Is business incorporated Is the corporation in good standing Is business a partnership Sole Proprietor Name of sole proprietor

Approved Building Code Use Prior use of premises Other prior use

Approved Zoning Use

IF A BUILDING PERMIT WAS REQUIRED, ENTER PERMIT NUMBER

Number of floors to be occupied Basement Load Type

Is this business sexually oriented according to DC zoning regulations

SQFT Inspections required B.Z.A. Number Expiration Date

Building permit required Building Permit No

Application Comments

24. If the customers received a Board of Zoning Adjustments order in order to establish or modify a use, enter the B.Z.A. order number in “B.Z.A. Number” field and enter the B.Z.A. order expiration date in the “Expiration Date” field.

CERTIFICATE OF OCCUPANCY SPECIFIC SECTION

Q-Matic Number * Trade name of business * Name of corporation *

Is business incorporated Is the corporation in good standing Is business a partnership Sole Proprietor Name of sole proprietor

Approved Building Code Use Prior use of premises Other prior use

Approved Zoning Use

Type of occupancy Proposed occupancy load Load Type

Number of square feet occupied Is this

SQFT Inspections required B.Z.A. Number Expiration Date

Building permit required Building Permit No

Application Comments

IF A B.Z.A. ORDER WAS OBTAINED, ENTER ORDER NUMBER AND EXPIRATION DATE

25. Scroll to the bottom of the window and click the “Submit” icon button.

Application Comments

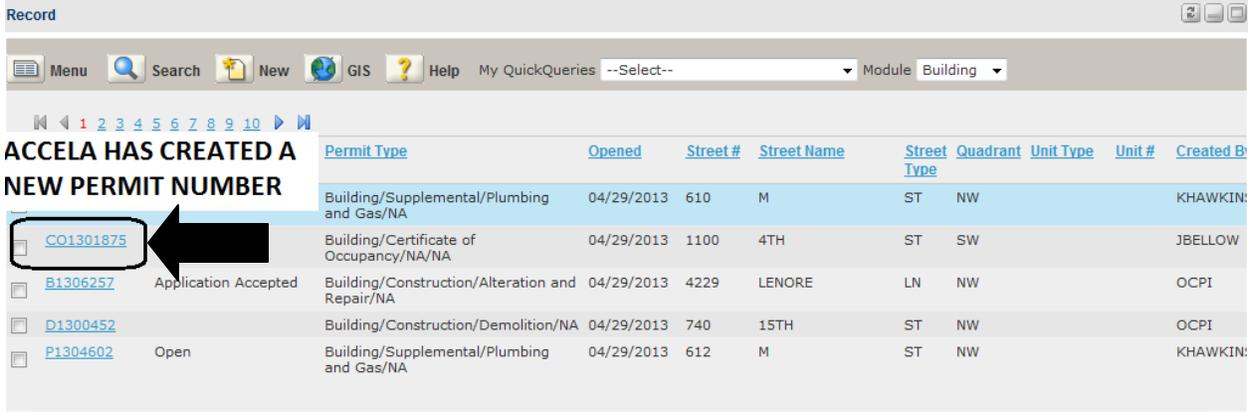
Other proposed use

CLICK HERE

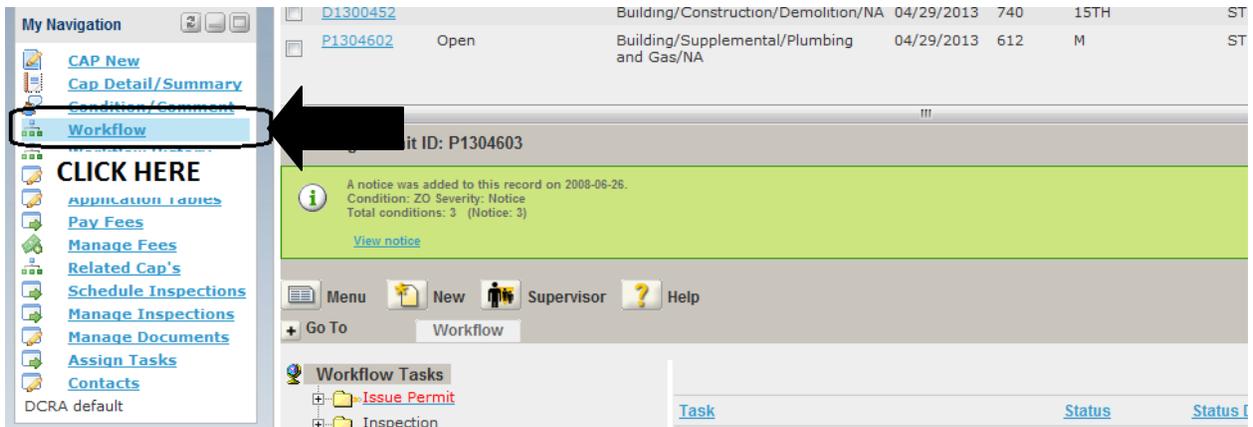
Submit Cancel

26. Once the “Submit” button is pressed, Accela will return to the home screen. The newly created Certificate of Occupancy record will display at the top of the

“Record” section. Write the newly created Certificate of Occupancy number at the top of the application in the indicated space.



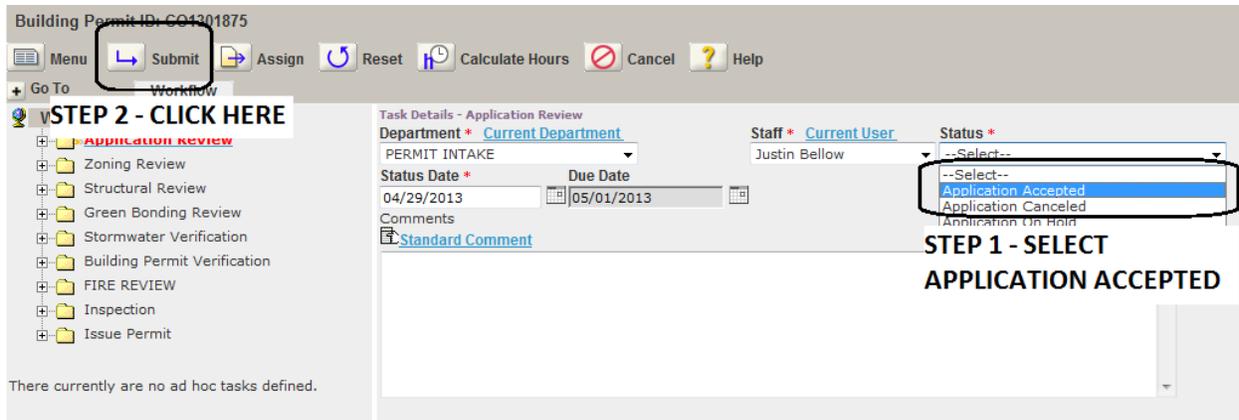
27. Click on the “Workflow” link located under the “My Navigation” Menu on the left-hand side of the screen.



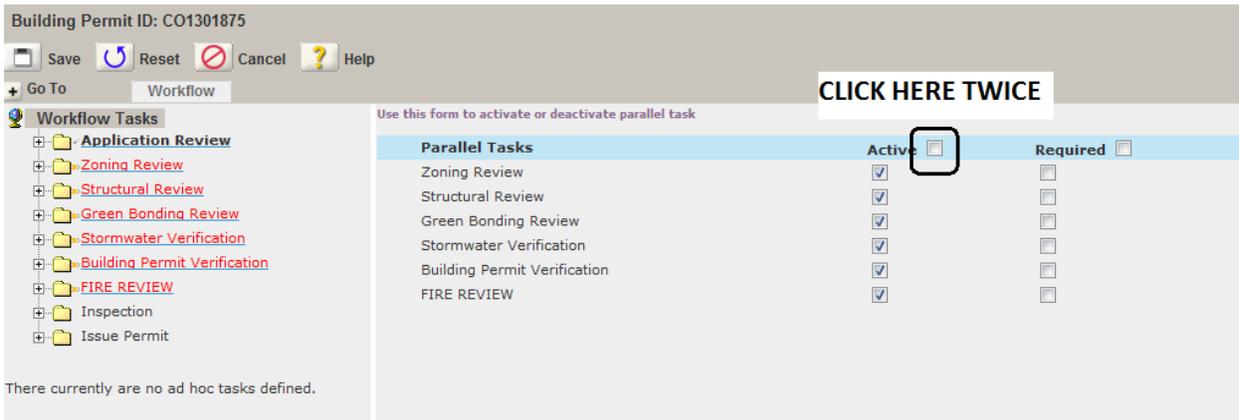
28. On the resulting screen, click the “Application Review” link highlighted in red.



29. On the resulting screen, select “Application Accepted” from the “Status” drop down menu and then click the “Submit” icon.



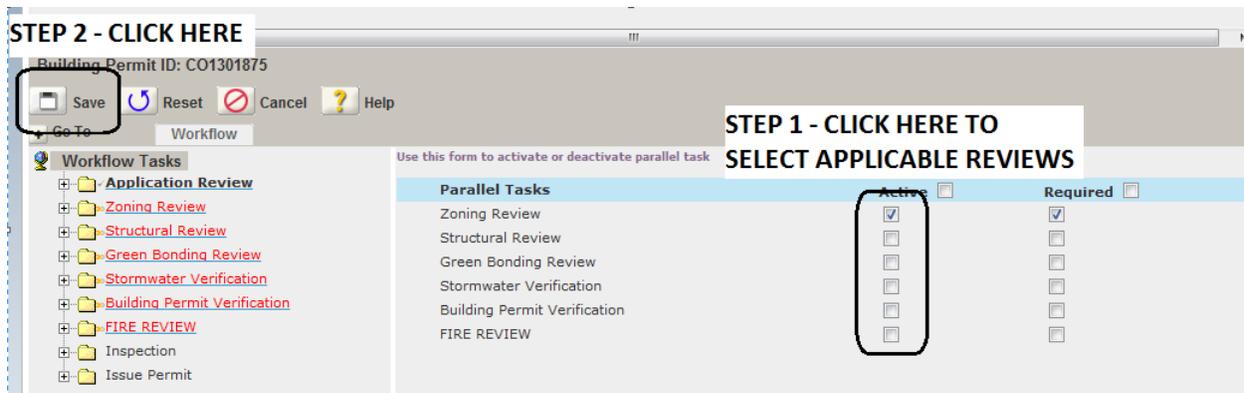
30. On the resulting screen, note that all Certificate of Occupancy reviews are highlighted. Click the box directly to the right of the “Active” menu in order to clear all highlighted reviews.



31. Once all reviews have been cleared, select the reviews that are specifically applicable to this job and then click the “Submit” icon.

*****IMPORTANT*****

For simple ownership changes, Zoning will be the only review discipline that the customer will visit. However, more complex jobs will require that other review disciplines approve the application as well. For example, C of O applications for New Construction and Load Change (over 5,000 square feet) must be reviewed by District Department of the Environment (DDOE) Stormwater Management. In these cases you will select both “Zoning Review” and “Stormwater Verification” as applicable reviews.



32. Notice that only reviews that you have deemed applicable are now highlighted for review.



33. You may now transfer the customer's Q-Matic number to Zoning for further review.

CHAPTER 7

SECTION 7.4.3

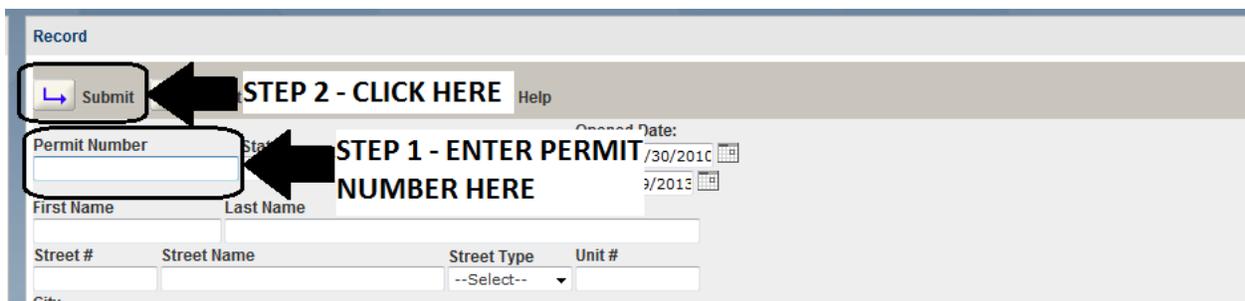
REVIEW DISCIPLINES

1.2.3 - Review Disciplines

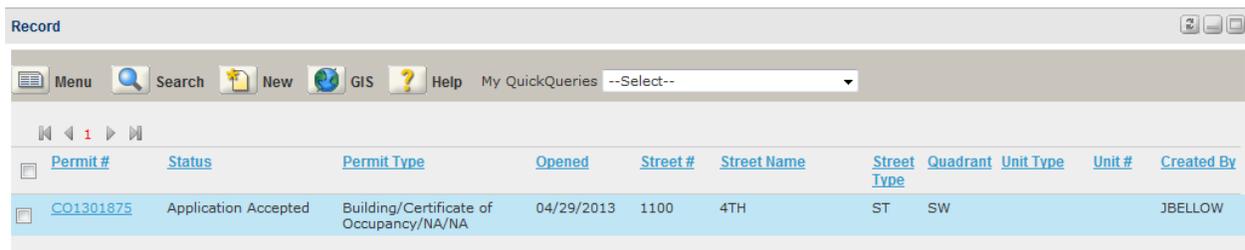
1. From the Accela home screen, click the “Search” icon button



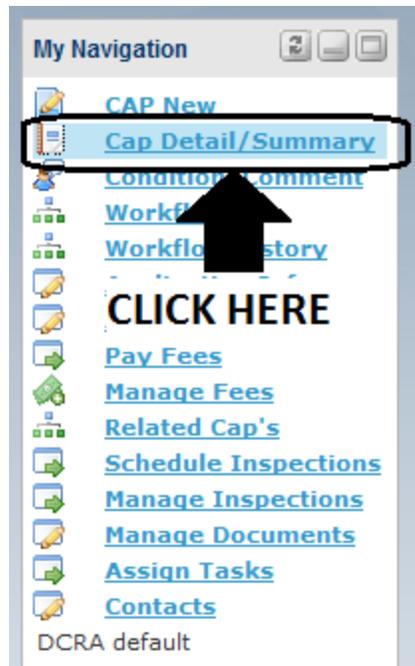
2. Enter the Certificate of Occupancy permit number in the “Permit Number” field, and then click the “Submit” icon button.



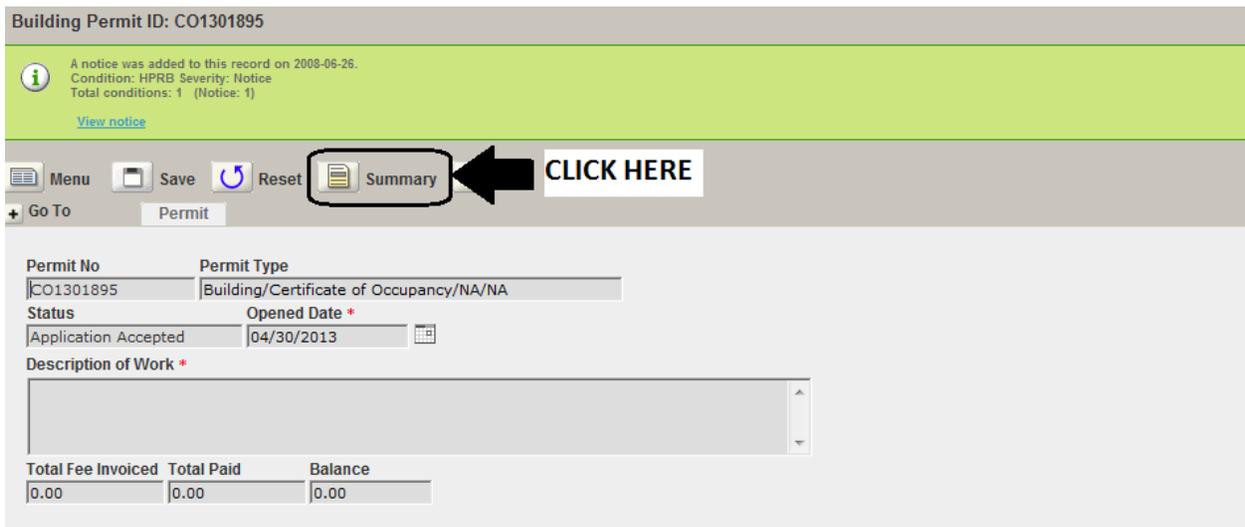
3. The permit record will now display in the “Record” section.



4. Click on the “Cap/Detail Summary” link located in the “My Navigation” menu on the left-hand side of the screen



5. Click the "Summary" icon button.



6. Accela will now open a new "Edit Record by Single" window

Windows Internet Explorer

https://eclips.in.dc.gov/portlets/cap/CapBySingle.do?mode=edit&fromModel=myCap&mi Government of the District of Columbia [US]

Menu Save Reset Cancel Help

Record Detail * (This section is required.)

Permit No.	Permit Type	Status
CO1301895	Building/Certificate of Occupancy/NA/NA	Application Accepted

Description of Work

Total Fee Invoiced	Total Paid	Balance	Opened Date *
0.00	0.00	0.00	04/30/2013

Address (This section is not required.) Search Reset Clear Get Parcel & Owner Address Locator

Street # *	Street Name *	Street Type	Quadrant *
427	7TH	ST	SE

Unit Type	Unit #	Street # (end)	Start Fraction	Zip Code
--Select--			--Select--	20003

Cluster	Neighborhood	Ext
26	Capitol Hill	A

Zone ANC

Zone	ANC
R-4	6B

Premise Phone Number

Primary Yes

Parcel (This section is not required.) Search Reset Clear

Parcel # *	Lot	Ward	Primary
0876 0025	0025	6	Yes

Done Internet | Protected Mode: On 100%

7. Enter the correct description of work in the “Description of Work” field

Record Detail * (This section is required.)

Permit No.	Permit Type	Status
CO1301895	Building/Certificate of Occupancy/NA/NA	Application Accepted

Description of Work

ENTER DESCRIPTION OF WORK HERE

Total Fee Invoiced	Total Paid	Balance	Opened Date *
0.00	0.00	0.00	04/30/2013

8. Scroll down to the “Certificate of Occupancy Specific” Section.

CERTIFICATE OF OCCUPANCY SPECIFIC SECTION

Q-Matic Number * Trade name of business * Name of corporation *

Is business incorporated Is the corporation in good standing Is business a partnership Sole Proprietor Name of sole proprietor

Approved Building Code Use Prior use of premises Other prior use

Approved Zoning Use

Type of occupancy Proposed occupancy load Number of floors to be occupied Basement Load Type

Number of square feet occupied Is this business sexually oriented according to DC zoning regulations

Building permit required Inspections required B.Z.A. Number Expiration Date

Building Permit No

Application Comments

Other proposed use

9. Capture the zoning use on the application in the "Approved Zoning Use" drop down menu

CERTIFICATE OF OCCUPANCY SPECIFIC SECTION

Q-Matic Number * Trade name of business * Name of corporation *

11 na red 427 llc

Is business incorporated Is the corporation in good standing Is business a partnership Sole Proprietor Name of sole proprie

Approved Building Code Use Prior use of premises Other prio

Approved Zoning Use

SELECT CORRECT ZONING USE

- Select--
- Select--
- Adult day treatment facility
- Alcoholic beverage sales (off-premises consumption)
- Amusement enterprise
- Animal boarding
- Animal shelter
- Antenna
- Antique store or shop
- Apartment house
- Apparel and accessories store
- Appliance sales or repair
- Appliance store
- Architect
- Art center
- Art gallery
- Art or performing arts school
- Art supplies store
- Artist studio
- Asphalt plant
- Assembly hall, auditorium or public hall
- Attorney
- Auction house
- Auto and Home supply stores
- Automobile accessories sales (including installation)
- Automobile accessory sales (w/out installation)
- Automobile and/or truck sales
- Automobile laundry
- Automobile rental
- Bail bondsman
- Bakery

Number of floors to be occupied Basement Load Type

sexually oriented according to DC zoning regulations

B.Z.A. Number Expiration Date

Other proposed use

Submit Cancel

Internet | Protected Mode: On 100%

10. Capture the occupancy type identified on the application in the “Type of Occupancy” drop down menu.

CERTIFICATE OF OCCUPANCY SPECIFIC SECTION

Q-Matic Number * Trade name of business * Name of corporation *

Is business incorporated Yes No Is the corporation in good standing Yes No Is business a partnership Yes No Sole Proprietor Yes No Name of sole proprietor

SELECT THE APPROPRIATE OCCUPANCY TYPE FROM THE DROP DOWN MENU

Type of occupancy: --Select-- (dropdown menu open with options: Load Change, New Building-Core and..., New Building-Establish..., New Building-Partial O..., New Building-Tempora..., Ownership Change, Partial Occupancy, Revised, Use Change)

Proposed occupancy load: [] Number of floors to be occupied: [] Basement: Yes No Load Type: --Select-- (dropdown menu)

Is this business sexually oriented according to DC zoning regulations Yes No

Inspections required: [] B.Z.A. Number: [] Expiration Date: []

11. Capture the occupant load, if one was indicated on the application, in the “Proposed occupancy load” field and the load type in the “Load Type” drop down menu.

CERTIFICATE OF OCCUPANCY SPECIFIC SECTION

Q-Matic Number * Trade name of business * Name of corporation *

Is business incorporated Yes No Is the corporation in good standing Yes No Is business a partnership Yes No Sole Proprietor Yes No Name of sole proprietor

Approved Building Code Use: --Select-- Approved Zoning Use: --Select-- Other prior use: []

CAPTURE THIS INFORMATION FROM THE C OF O APPLICATION

Type of occupancy: --Select-- Proposed occupancy load: [] Number of floors to be occupied: [] Basement: Yes No Load Type: --Select-- (dropdown menu)

Number of square feet occupied: [] Is this business sexually oriented according to DC zoning regulations Yes No

12. Capture the number of occupied floors in the “Number of floors to be occupied” field, and if one of the floors is a basement, click the “Yes” radial button in the “Basement” section.

13. Capture the square foot of the space to be occupied in the “Number of square feet occupied” field.

CERTIFICATE OF OCCUPANCY SPECIFIC SECTION

Q-Matic Number * Trade name of business * Name of corporation *

Is business incorporated Is the corporation in good standing Is business a partnership Sole Proprietor Name of sole proprietor

Approved Building Code Use Approved Zoning Use

STEP 1 - CAPTURE NUMBER OF FLOORS

Number of floors to be occupied Basement

STEP 2 - CAPTURE SQUARE FOOTAGE

Number of square feet occupied

Building permit required Inspections required B.Z.A. Number Expiration Date

14. If a Building Permit was required in order to facilitate a use change or load increase, enter the Building Permit number in the “Building Permit No.” field and click the “Yes” radial button under the “Building Permit Required” section.

CERTIFICATE OF OCCUPANCY SPECIFIC SECTION

Q-Matic Number * Trade name of business * Name of corporation *

Is business incorporated Is the corporation in good standing Is business a partnership Sole Proprietor Name of sole proprietor

Approved Building Code Use Approved Zoning Use

IF A BUILDING PERMIT WAS REQUIRED, ENTER PERMIT NUMBER

Building permit required Building Permit No

Inspections required B.Z.A. Number Expiration Date

15. If the customers received a Board of Zoning Adjustments order in order to establish or modify a use, enter the B.Z.A. order number in “B.Z.A. Number” field and enter the B.Z.A. order expiration date in the “Expiration Date” field.

CERTIFICATE OF OCCUPANCY SPECIFIC SECTION

Q-Matic Number * Trade name of business * Name of corporation *

Is business incorporated Is the corporation in good standing Is business a partnership Sole Proprietor Name of sole proprietor

Yes No Yes No Yes No Yes No

Approved Building Code Use Prior use of premises Other prior use

--Select-- --Select--

Approved Zoning Use

--Select--

Type of occupancy Proposed occupancy load Load Type

--Select-- --Select--

Number of square feet occupied Is this SQFT Yes No

 Yes No

Building permit required Inspections required

Yes No Yes No

Building Permit No.

IF A B.Z.A. ORDER WAS OBTAINED, ENTER ORDER NUMBER AND EXPIRATION DATE

B.Z.A. Number Expiration Date

16. After inputting all information in the “Certificate of Occupancy Specific” section, scroll to the bottom of the window and click the “Submit” icon button.

Application Comments

Other proposed use

CLICK HERE

Submit

17. Accela will now close the “Edit Record by Single” window and return to the Accela home screen.

The screenshot shows the DCRA web application interface. At the top, the user is identified as Justin Bellow. The main content area displays a record for permit CO1301875, which is a Zoning Review Approved for a Building/Certificate of Occupancy/NA/NA, opened on 04/29/2013 at 1100 4TH ST SW. Below the record, there are options to manage the permit, including 'Cancel Inspection(s)', 'Reschedule', and 'Select Record To Copy From'. A 'My Tasks' section shows a workflow task with ID 130430130836155 and an error message: 'An error has occurred while processing your request.'

18. Click the “Workflow” link in the “My Navigation” menu stack, located on the left-hand side of the screen.

The screenshot shows the DCRA web application interface with the 'Workflow' link in the 'My Navigation' menu highlighted in red. A black arrow points to the 'Workflow' link, and the text 'CLICK HERE' is written below it. The main content area displays the details for permit CO1301875, including the permit number, permit type, status, and description of work.

19. On the resulting screen, click the “Zoning Review” link highlighted in red.

Building Permit ID: CO1301875

Menu New Supervisor Task Activation Help

Go To Workflow

Workflow Tasks

- Application Review
- Structural Review
- Green Bonding Review
- Stormwater Verification
- Building Permit Verification
- FIRE REVIEW
- Zoning Review** ← **CLICK HERE**
- Inspection
- Issue Permit

There currently are no ad hoc tasks defined.

Task	Status	Status Date	Action By
Application Review	Applicati...	04/29/2013	Justin Be...
Structural Review	Structura...		
Green Bonding Review	Green Rev...		
Stormwater Verification			
Building Permit Verification			
FIRE REVIEW	Fire Revi...		
Zoning Review	Zoning Re...		
Inspection	Inspectio...		
Issue Permit	Permit No...		

20. The technician will now perform the review and select the appropriate status from the “Status” drop down menu, enter comments in the “Comments” field, and click on the “Submit” icon.

Building Permit ID: CO1301875

Menu **Submit** ← **STEP 3 - CLICK HERE** Hours Cancel Help

Go To Workflow

Workflow Tasks

- Application Review
- Structural Review
- Green Bonding Review
- Stormwater Verification
- Building Permit Verification
- FIRE REVIEW
- Zoning Review**
- Inspection
- Issue Permit

Task Details - Zoning Review

Department * Current Department Staff * Current User Justin Bellow

PERMIT INTAKE

Status Date * 04/29/2013 Due Date 05/17/2013

Comments

STEP 2 - ENTER COMMENTS

STEP 1 - SELECT STATUS

Status *

- Select--
- Application Canceled
- Application Withdrawn
- Approved Inspection Required
- Approved No Inspection Revision
- ZA Review Required
- Zoning HFC - Pickup
- Zoning HFC - Resubmitted
- Zoning Review Pending

The permit has now been reviewed. If the permit has been approved, you may transfer the customer’s Q-Matic ticket number to Issuance.

CHAPTER 7

SECTION 7.4.4

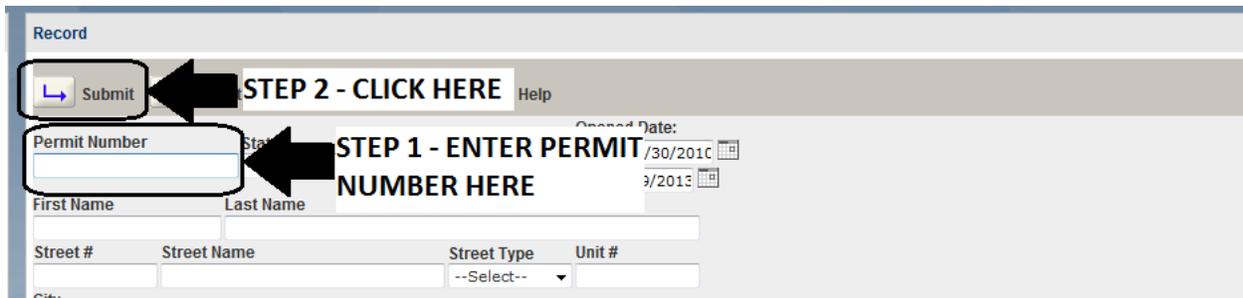
ISSUANCE

1.2.4 - Issuance

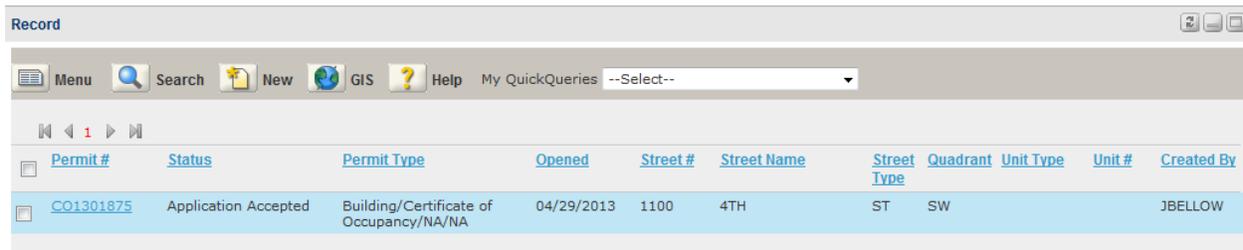
1. From the Accela home screen, click the “Search” icon button



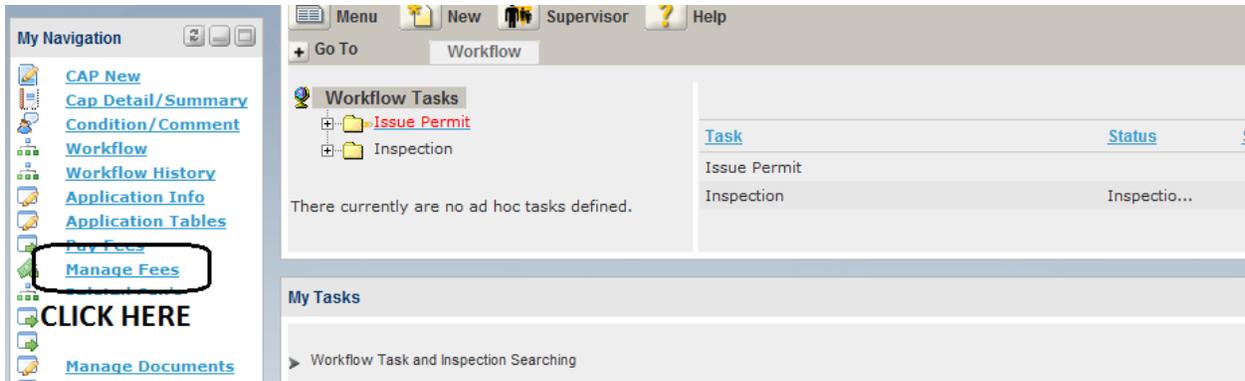
2. Enter the Certificate of Occupancy permit number in the “Permit Number” field, and then click the “Submit” icon button.



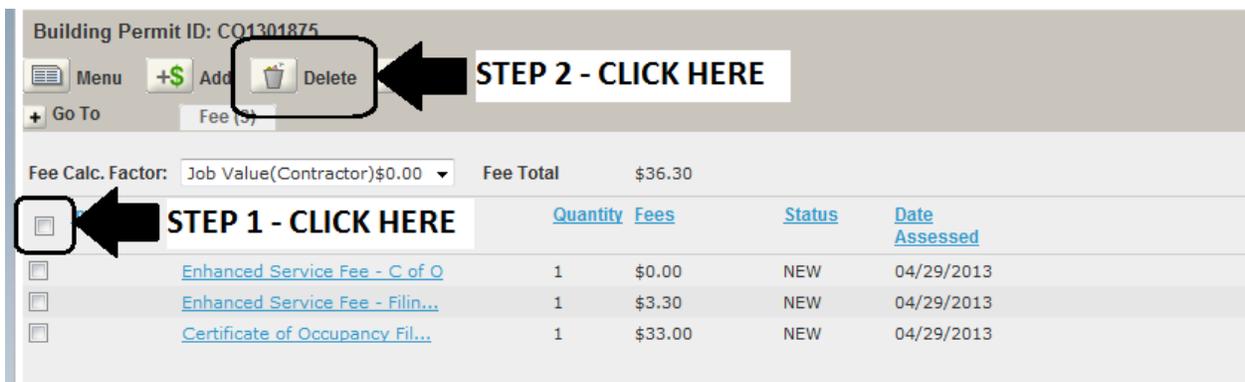
3. The permit record will now display in the “Record” section.



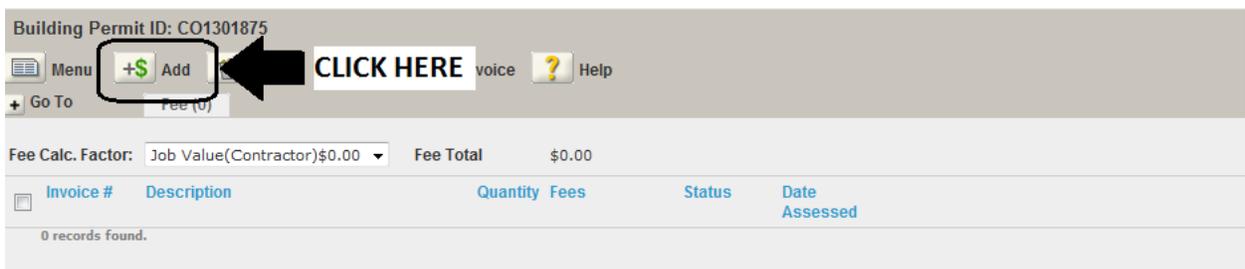
4. Click the “Manage Fees” link located in the “My Navigation” panel on the left side of the Accela home screen.



- The fees that Accela populates are not correct and must be removed. Click the box located directly under “Fee Calc. Factor” in order to select all of the fee entries and then click the “Delete” icon to remove the incorrect fees.



- Note that all fees have now been removed. Click the “Add” button.



- Enter the number “1” in the “Enhanced Service Fee – C of O,” “Enhanced Service Fee – Filing Fee” and “Certificate of Occupancy Filing Fee” fields. Enter the total square footage from the application in the “Certificate of Occupancy Permit Fee” field. Once all four fields have been entered, click the “Submit” icon button.

Building Permit ID: CO1301875

Submit ← **STEP 3 - CLICK HERE**

Go To Fee (0)

Fee Schedule: CERTOFOCCUP Version: VERSION 1

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

Fee Item	Quantity	Unit	Fee Code
Enhanced Service Fee - C of O	1		COFOEFEE
Enhanced Serv	1		COEFEE2
Certificate of C			CERTOFOCCUP
Certificate of C	1		CERTOFOCCUP1
Certified Copy			CERTOFOCCUP2
Copy			CERTOFOCCUP3
Re-Inspection Fee			CERTOFOCCUP4
Adjustment Fee (Enter Negative amount to subtract)			ADJUSTCOFO

STEP 2 - ENTER THE SQUARE FOOTAGE TOTAL FROM THE APPLICATION →

STEP 1 - ENTER THE NUMBER "1" IN THESE FIELDS →

- Now that the correct fees have been applied, click the box directly under the "Fee Calc. Factor" heading to select all of fee records and then click the "Invoice" icon button.

Building Permit ID: CO1301875

Menu **+\$ Add** **🗑 Delete** **🚫 Void** **💰 Invoice** ← **STEP 2 - CLICK HERE**

Go To Fee (4)

Fee Calc. Factor: Job Value(Contractor)\$0.00 Fee Total: \$504.90

← **STEP 1 - CLICK HERE**

	Quantity	Fees	Status	Date Assessed
<input type="checkbox"/> Enhanced Service Fee - C of O	1	\$42.60	NEW	04/30/2013
<input type="checkbox"/> Enhanced Service Fee - Filin...	1	\$3.30	NEW	04/30/2013
<input type="checkbox"/> Certificate of Occupancy Per...	100000	\$426.00	NEW	04/30/2013
<input type="checkbox"/> Certificate of Occupancy Fil...	1	\$33.00	NEW	04/30/2013

- Accela now generated a new Invoice number

Building Permit ID: CO1301875

Menu **+\$ Add** **🗑 Delete** **🚫 Void** **💰 Invoice** **🔍 Help**

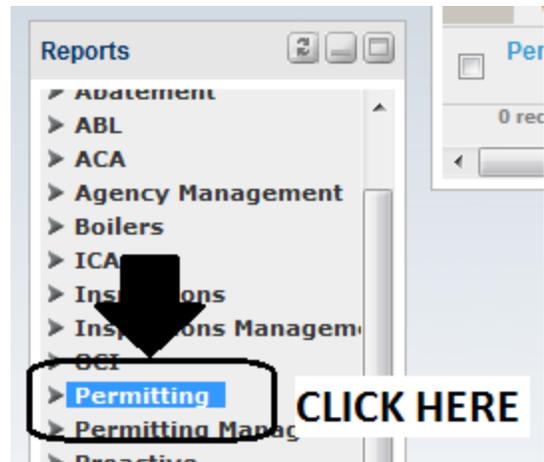
Go To Fee (4)

Fee Calc. Factor: Job Value(Contractor)\$0.00 Fee Total: \$504.90

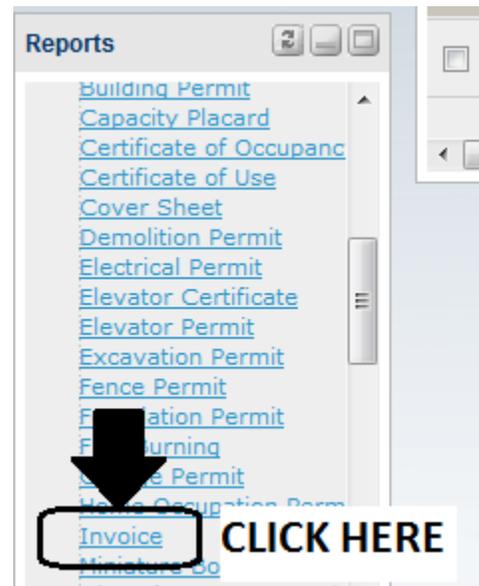
Invoice #	Description	Quantity	Fees	Status	Date Assessed
<input type="checkbox"/> 1226944	Enhanced		42.60	INVOICED	04/30/2013
<input type="checkbox"/> 1226944	Enhanced		3.30	INVOICED	04/30/2013
<input type="checkbox"/> 1226944	Certificate of Occupancy Per...		426.00	INVOICED	04/30/2013
<input type="checkbox"/> 1226944	Certificate of Occupancy Fil...	1	\$33.00	INVOICED	04/30/2013

ACCELA HAS GENERATED A NEW INVOICE NUMBER →

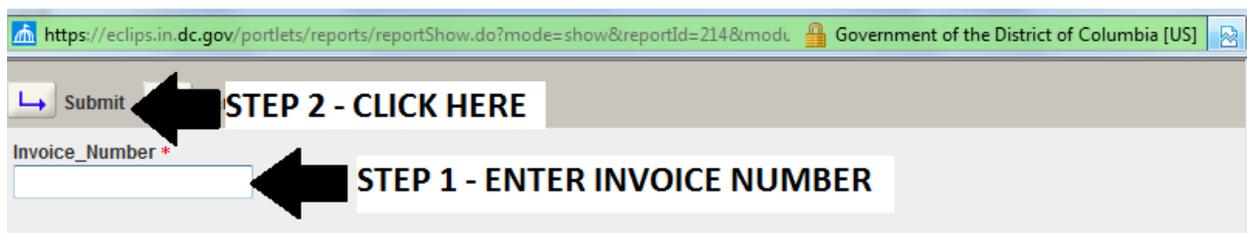
- Navigate to the "Reports" menu located at the left hand side of the Accela home screen and click the "Permitting" link.



11. Clicking on the “Permitting” link will expand the menu. Once expanded, locate the “Invoice” link and click the “Invoice” link.



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.



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://eclipsun.dc.gov/permits/reports/reportShow.do?value%2FfirstEntryURL%29%2Fpermits%2Freports%2FreportShow.do%2Fmode%2Dshow%2BreportId%2D214%2Bmodule%2DBus Government of the District of Columbia

CLICK HERE

1 / 1 100% Find

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

Date: April 25, 2013 **INVOICE**
Invoice Number: 1220243

Customer: USGBF WATERFRONT STATION LLC

Mailing Address: USAA REAL ESTATE COMPANY
9830 COLONNADE BLVD STE 600
SAN ANTONIO, TX 78230-2209

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

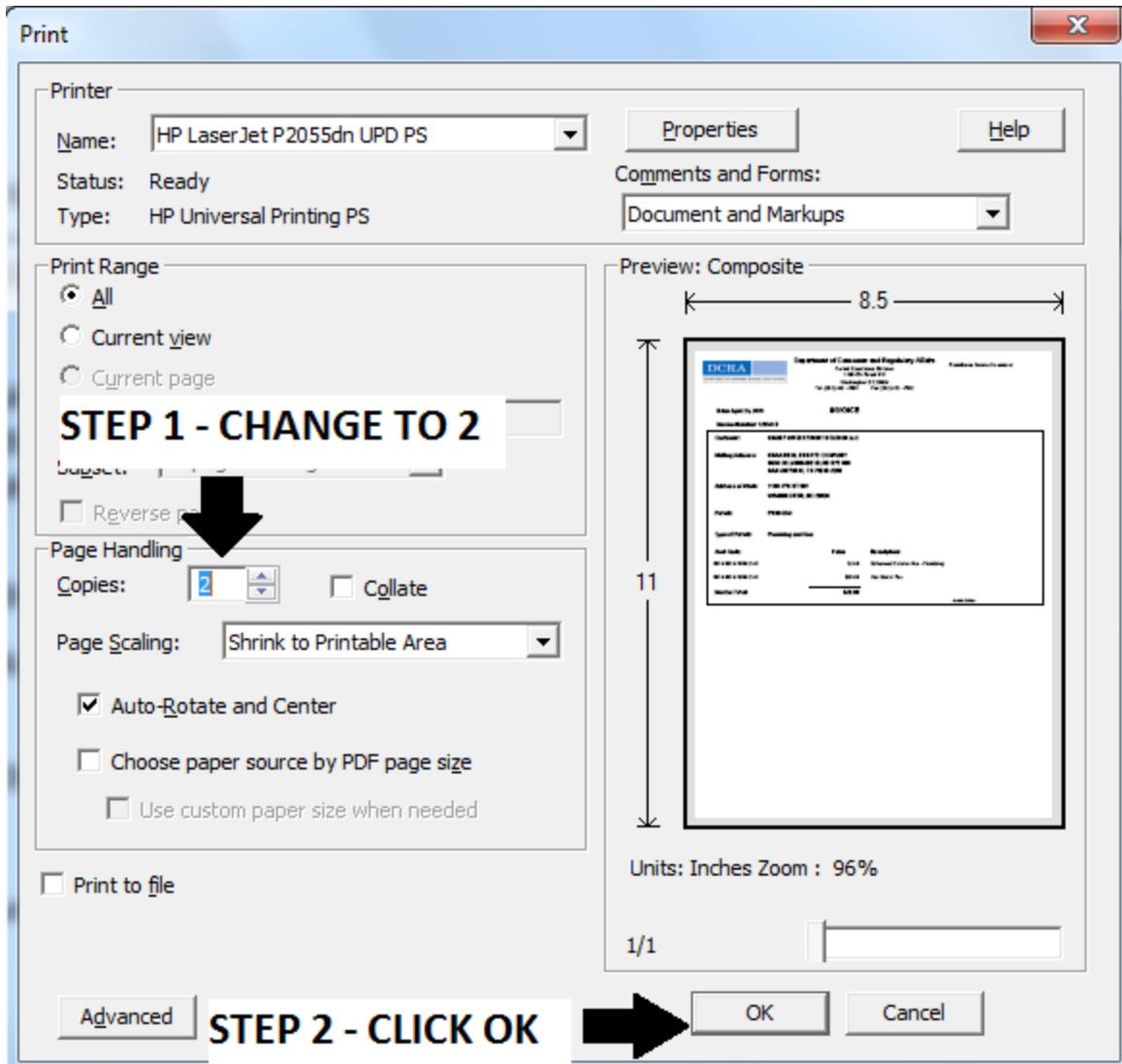
Permit: [REDACTED]

Type of Permit: Mechanical

Acct Code:	Fees:	Description:
3014-3014-1000-2141	\$4.00	Enhanced Service Fee - Mechanical
3014-3014-1000-2141	\$46.00	Class E (0 - 120,000 BTU/h) Fee (Enter 1 to Calculate)
Invoice Total:	\$50.60	

Justin Below

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. (see Figure 2.39)



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: Plumbing and Gas

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	

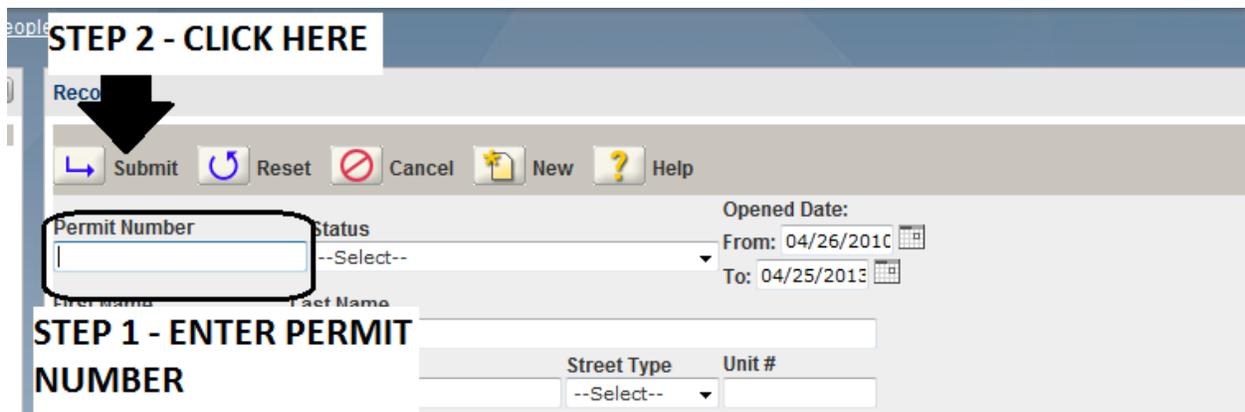
NOTE THE RECEIPT #

Keith Hawkins

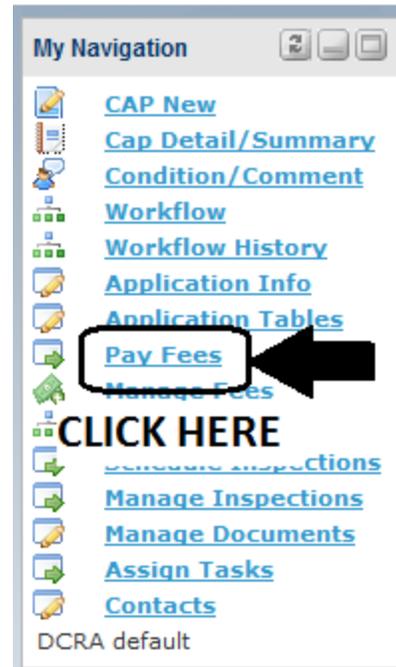
17. Upon confirming that the invoice has been paid, retain the copy of the invoice. The customer will also have either two or three small receipts from the Cashier – retain one of the small receipts.



18. Once you have confirmed that the invoice has been paid, bring up the permit record by typing the permit number in the “Permit Number” field in the “Record” section. Then click the “Submit” icon.”



19. 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.



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



21. 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 on the “Save” icon.



22. On the “Apply Fees” page, click on the box directly below the phrase “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

Permit #	Status	Permit Type	Opened	Street #	Street Name	Street Type	Square
	Zoning Review Approved	Building/Certificate of Occupancy/NA/NA	04/29/2013	1100	4TH	ST	SW

Building Permit ID: CO1301875

Submit **Full Pay** **STEP 2 - CLICK HERE**

+ Go To Payment

Amount Not Applied: \$504.90

STEP 1 - CLICK HERE

	Quantity	Fee	Paid	Outstanding
<input type="checkbox"/> 1226944 Enhanced Service Fee - C of O	1	\$42.60	\$0.00	\$42.60
<input type="checkbox"/> 1226944 Enhanced Service Fee - Filing Fee	1	\$3.30	\$0.00	\$3.30
<input type="checkbox"/> 1226944 Certificate of Occupancy Permit Fee (Enter Sq. Footage)	100000	\$426.00	\$0.00	\$426.00
<input type="checkbox"/> 1226944 Certificate of Occupancy Filing Fee	1	\$33.00	\$0.00	\$33.00

23. Once the fees have been applied, you may begin the finalization of the Issuance process. Click on the “Workflow” link which is located on the “My Navigation” menu on the left hand side of the Accela screen.

My Navigation

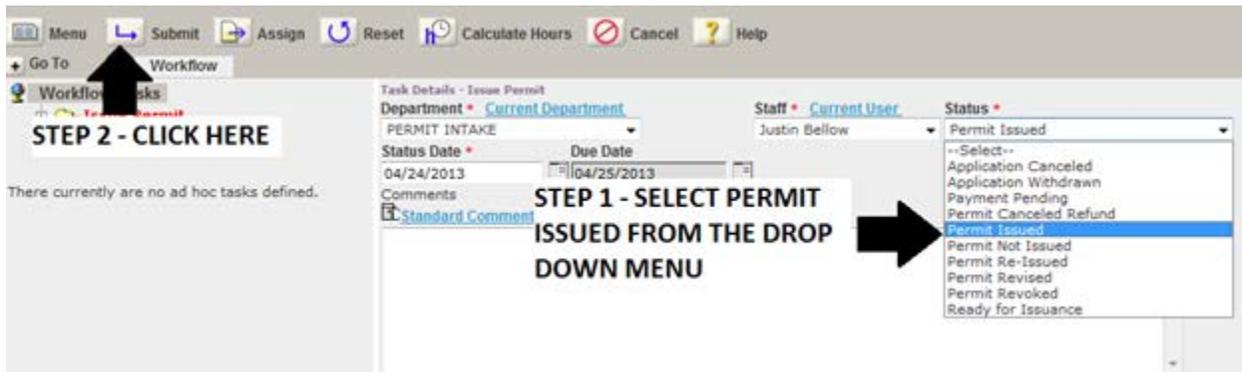
- [CAP New](#)
- [Cap Detail/Summary](#)
- [Condition/Comment](#)
- Workflow** **CLICK HERE**
- [Workflow History](#)
- [Application Tables](#)
- [Pay Fees](#)
- [Manage Fees](#)
- [Related Cap's](#)
- [Schedule Inspections](#)
- [Manage Inspections](#)
- [Manage Documents](#)
- [Assign Tasks](#)
- [Contacts](#)

DCRA default

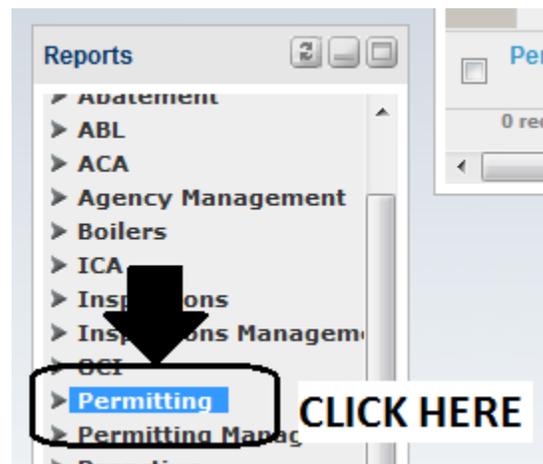
24. On the “Workflow” screen, click on the “Issue Permit” link, highlighted in red.



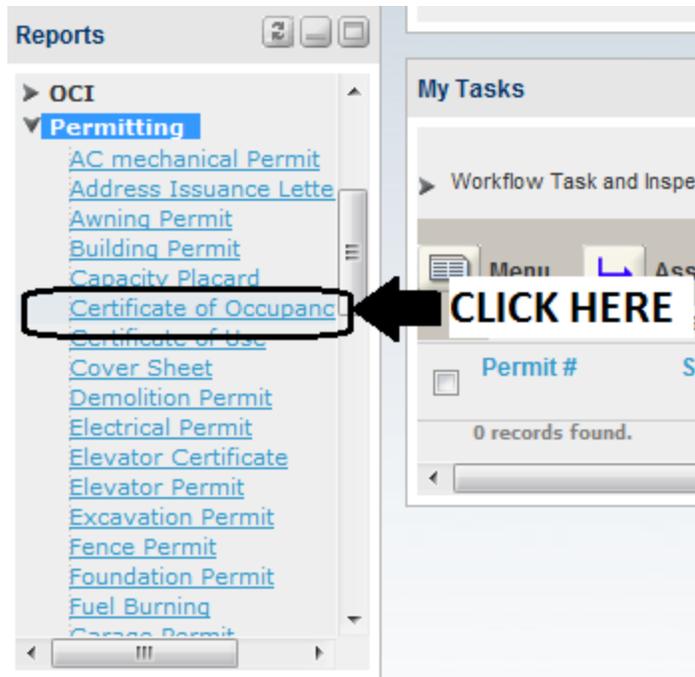
25. On the following page, select “Permit Issued” from the “Status” drop down menu, and then click the “Submit” icon.



26. The permit is now in “Issued” status and can be printed. Navigate to the “Reports” menu located at the left hand side of the Accela home screen and click the “Permitting” link.



27. Clicking on the “Permitting” link will expand the menu. Once expanded, click the on the “Certificate of Occupancy” link



28. Upon clicking the “Certificate of Occupancy” link, Accela will generate a copy of the permit.

Permitting-CO_v5_20110321_112038[1].pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 1 100% Find

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

C OF O

CERTIFICATE OF OCCUPANCY

THIS CERTIFICATE MUST ALWAYS BE CONSPICUOUSLY DISPLAYED AT THE ADDRESS MAIN ENTRANCE

PERMIT NO. CO1101446 Date: 03/21/2011

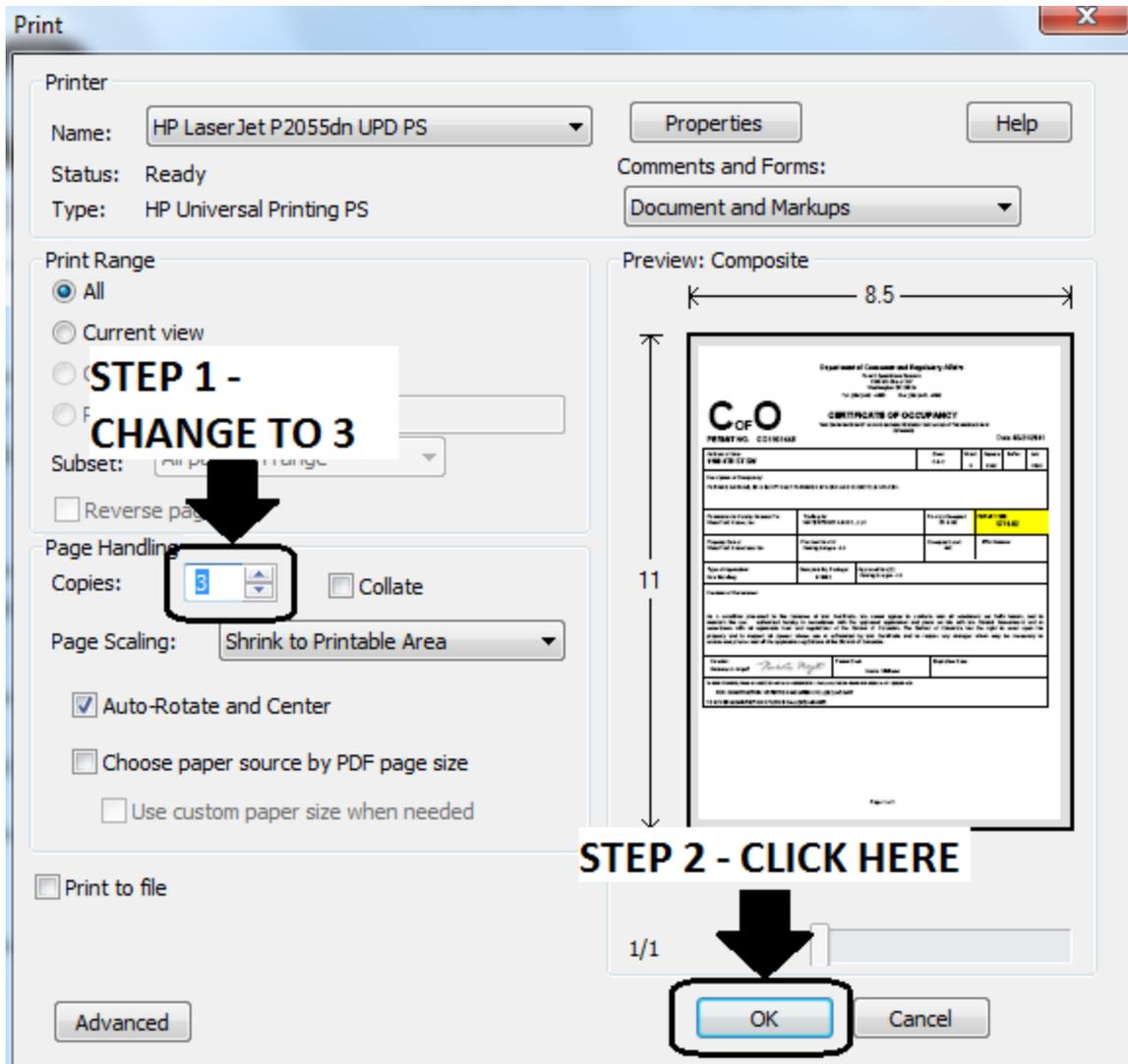
Address of Use: 1100 4TH ST SW	Zone: C-3-C	Ward: 6	Square: 0542	Suffix:	Lot: 0823
Description of Occupancy: PARKING GARAGE, B1 & B2 WITH 427 PARKINGS SPACES AND 15 BICYCLE SPACES.					
Permission Is Hereby Granted To: Waterfront Assoc, Llc	Trading As: WATERFRONT ASSOC., LLC	Floor(s) Occupied B1 & B2	PERMIT FEE: \$711.82		
Property Owner: Waterfront Associates Llc	Previous Use(s): Parking Garages - S-2	Occupant Load: 442	BZA Number:		
Type of Application: New Building	Occupied Sq. Footage: 310082	Approved Use(1): Parking Garages - S-2			
Conditions/ Restrictions:					

As a condition precedent to the issuance of this Certificate, the owner agrees to conform with all conditions set forth herein, and to maintain the use authorized hereby in accordance with the approved application and plans on file with the District Government and to

29. Review the generated permit with the customer on the computer screen to ensure that all information has been captured correctly.
30. After reviewing the permit with the customer, click the printer icon located at the top left-hand corner of the window.



31. A Print Dialogue box will now open. Change the number of copies to "3" by either inputting the number "3" in the "Copies" field, or by pressing the up arrow to the right of the "Copies" field twice. Place one piece of DCRA permit paper, right-side up, on printer's manual load tray. When done, click the "OK" button.



32. Three copies of the permit will now print - one copy on DCRA permit paper, and two copies on regular paper.

33. Sign all three permits and provide the permit printed on DCRA permit paper and one of the permits printed on regular paper to the customer.

34. 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, with a paper clip. The application package should include the following documents:

- Signed permit printed on copy paper (on top)
- Application
- Invoice
- Receipt

35. Building Permit (for jobs with "New" or "Remodel" as the "Type of Work," or if the customer provided a Building Permit otherwise

36. Place the completed application package in the designated storage area.

37. Below is a copy of an issued Certificate of Occupancy.

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



CERTIFICATE OF OCCUPANCY

THIS CERTIFICATE MUST ALWAYS BE CONSPICUOUSLY DISPLAYED AT THE ADDRESS MAIN ENTRANCE

PERMIT NO. CO1001024

Date: 02/16/2010

Address of Use: 1100 4TH ST SW		Zone: C-3-C	Ward: 6	Square: 0542	Suffix:	Lot: 0823
Description of Occupancy: PARKING GARAGE - LEVELS B-1 AND B-2 ONLY: 341 PARKING SPACES WITH 15 BICYCLE PARKING SPACES. PARITAL OCCUPANCY C of O - EXPIRES 6-30-11						
Permission Is Hereby Granted To: Waterfront Associates, L.L.C.		Trading As: WATERFRONT ASSOCIATES, LLC.		Floor(s) Occupied B-1 AND B-2	PERMIT FEE: \$597.47	
Property Owner: Waterfront Associates Llc		Previous Use(s):		Occupant Load: 341	BZA Number:	
Type of Application: Partial Occupancy		Occupied Sq. Footage: 171902	Approved Use(1): Parking Garages - S-2			
Conditions/ Restrictions: As a condition precedent to the issuance of this Certificate, the owner agrees to conform with all conditions set forth herein, and to maintain the use 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 spaces whose use is authorized by this Certificate and to require any changes which may be necessary to ensure compliance with all the applicable regulations of the District of Columbia.						
Director: Linda K. Argo		Permit Clerk Erika King		Expiration Date: 06/30/2011		
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 7.5

COMMUNICATION OF USE

1.3 - Certificate of Use

As per 24 DCMR 306., except as provided in §306.2, within six (6) months of the issuance of a Sidewalk Cafe Permit, the applicant shall apply to the Director of Consumer and Regulatory Affairs for a Certificate of Use.

CHAPTER 7

SECTION 7.5.1

INNKAE

1.3.1 - Intake

1. Confirm that the customer has the following documents:
 - Completed Certificate of Use application
 - Copy of Public Liability Insurance with DC Government as the rider
 - Copy of the Public Space Permit
 - Copy of the previous year's Certificate of Use

Below are sample copies of the Certificate of Use application, Public Liability Insurance Certificate, and a Public Space permit.



DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS

APPLICATION FOR CERTIFICATE OF USE FOR SIDEWALK CAFÉ IN PUBLIC SPACE

PERMIT OPERATIONS DIVISION

1100 4th St., SW, Washington DC, 20024

Date: _____

CU		CERTIFICATE OF USE	
APPLICATION MUST BE COMPLETED IN ITS ENTIRETY			
Address of Premise:		Square:	TYPE OF APPLICATION: a. NEW b. RENEWAL
		Lot:	
Owner of Business:	Owner's Address:	Phone:	
Authorized Agent:	Address:	Phone:	
Firm Name:			
Sidewalk Café Permit Number:	Date Originally Issued:		
Seating Capacity: Restaurant _____ Sidewalk Café _____		Type: A. Enclosed B. Unenclosed	
Size of Sidewalk Cafe: Length _____ Width _____ Name of Restaurant _____			
<p>APPLICANT: I HAVE READ AND UNDERSTAND THE CONDITIONS SET FORTH ON THIS APPLICATION. I FURTHER UNDERSTAND PENALTIES ARE PROVIDED FOR FURNISHING FALSE INFORMATION. I hereby certify that the application and plans are complete and correct to the best of my knowledge; and that if a certificate is issued, the construction will conform to the D.C. Construction Codes, the Zoning Regulations and other applicable laws and regulations of the District of Columbia.</p> <p>Name: _____ Signature: _____</p> <p>Date: _____</p>			
<p>AGENT:</p> <p>Name: _____ Signature: _____</p> <p>Date: _____</p>			
<p>Business Owner:</p> <p>Name: _____ Signature: _____</p> <p>Date: _____</p> <p>OWNER: I hereby certify that I am the owner of the property; that the application and plans are complete and correct to the best of my knowledge; and that if a permit (or permits) is issued, the construction will conform to the D.C. Construction Codes, the Zoning Regulations and other applicable laws and regulations of the District of Columbia.</p>			
District Department of Transportation Inspector Name: _____ Approved: _____ Disapproved: _____ PS Fees Applicable Yes _____ If Yes, \$ _____ No _____		Inspections and Compliance Administration Inspector Name: _____ Approved: _____ Disapproved: _____	

TO REPORT WASTE, FRAUD OR ABUSE BY ANY DC GOVERNMENT OFFICE OR OFFICIAL, CALL THE INSPECTOR GENERAL AT 1-800-521-1639





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/13/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER WELLS FARGO INS SERVICES USA INC 1401 H ST. NW, STE. 750 WASHINGTON, DC 20005	CONTACT NAME PHONE (AC, No, Ext): (866) 260-5218 FAX (AC, No): (866) 818-7065 E-MAIL ADDRESS: CLCSC@hanover.com
	INSURER(S) AFFORDING COVERAGE INSURER A: Hanover American Ins Co NAIC A: 36064 INSURER B: Hanover Insurance Co 22292 INSURER C: Allmerica Financial Benefit 41840 INSURER D: INSURER E: INSURER F:
INSURED TAMAKIN INC T/A YOSAKU JAPANESE RESTAURANT 2605 CONNECTICUT AVE NW WASHINGTON DC 20008	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

RISK LTR	TYPE OF INSURANCE	ADD'L INSR	W/O	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			ZZR 9211770 02	06/29/2013	06/29/2014	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMPROP AGG \$ 4,000,000 \$
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO. SECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/>						
A	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS			ZZR 9211770 02	06/29/2013	06/29/2014	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS						
B	<input checked="" type="checkbox"/> UMBRELLA LIAB EXCESS LIAB			UHR 9215099 02	06/29/2013	06/29/2014	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 DED. RETENTION \$
	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICEMEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	WZR 9077817 02	06/29/2013	06/29/2014	<input checked="" type="checkbox"/> WC STATUTORY LIMITS OTHER S.L. EACH ACCIDENT \$ 500,000 S.L. DISEASE - EA EMPLOYEE \$ 500,000 S.L. DISEASE - POLICY LIMIT \$ 500,000
A	LIQUOR LIABILITY			ZZR 9211770 02	06/29/2013	06/29/2014	Liquor Liability Aggregate Limit/ \$4,000,000 Each Common Cause/\$2,000,000

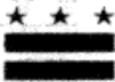
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER DC Government 1350 Pennsylvania Ave NW Washington, DC 20004	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	--

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ACORD 25 (2010/05)

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DISTRICT DEPARTMENT OF TRANSPORTATION

Public Space Management Administration
1100 4th Street SW / 2nd Floor
Washington D.C. 20024

d.

Inspections/Enforcement: (202) 645-7050
SIDE WALK CAFE PERMIT

Date: 8/5/2010

Permit No. PA54886

Owner of Property: Ari Gejdenson
Address: 212 7TH STREET SE
WASHINGTON, DC 99999

Ward: 6 Lot: Square:
Restaurant name: ACQUA AL 2 DC
Restaurant owner: ARI GEJDENSON

Pursuant to the approval by the Public Space Committee (PSC) on June 24, 2010, permission is granted subject to the conditions of this approval and to all applicable provisions of Title 24 DCMR, Chapters 2 and 3, to maintain and use a portion of the public right-of-way for a Sidewalk cafe adjacent to its premises located at 212 7TH STREET SE WASHINGTON, DC 20003. Said Unenclosed sidewalk cafe area will be 15 feet length and 36 in width for a total of 540 square feet, contains 10 tables, 28 chairs and 4 umbrellas.

Hours of Operation: Mon.-Fri. 10:00 am-1:00 am & Sat.- Sun. 10:00 am - 1:00 am

Rental Period: 12 months

Compensation: \$260 one time permit fee; \$260 annual Certificate of Use fee, and \${AnnualFee}

**This permit is revocable by the District Department of Transportation or the Metropolitan Police Department at any time.*

**The permit holder will maintain the cafe area free of trash and debris at all times and maintain the cafe furnishings in good condition.*

**No logos, insignias or advertising of any kind will be displayed in the public space.*

**No cafe operating material will be placed in the public space earlier than half hour before opening the cafe and all such material must be removed within half hour of closing the cafe.*

**No cafe furnishings can extend beyond the boundaries of the approved cafe.*

**All cafe furnishings must be stored on private space when the cafe is not in operation.*

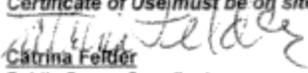
**No deviation from the approved plan is allowed without prior permission from the PSC.*

**The use of the public space to establish and operate an unenclosed sidewalk cafe shall conform to all applicable District statutes and regulations.*

**The permit holder will secure a Certificate of Use from the Department of Consumer and Regulatory Affairs within six (6) month of the date of this permit.*

**The permit holder will maintain at all times insurance to the sole benefit of the District of Columbia as required. Also the cafe name, address must be printed on the insurance certificate.*

A copy of this permit must be displayed prominently in public view, adjacent to any other licenses and permits that are required by the District of Columbia to be publicly displayed. A copy of the approved site plan and current Certificate of Use must be on site at all times.


Catrina Felder
Public Space Coordinator


Gabe Klein
Director

2. Once all the documents have been verified, forward the customer to the Permit Center Manager or his/her designee for processing.

