

1.1.1 - Issuance

1. Confirm that the applicant 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
2. You must also verify that the customer does not owe any Public Space fees from previous years. To initiate this process, from the DCRA Intranet homepage, click the "Real Property Database" link.

The screenshot displays the DCRA Intranet homepage. At the top, there are two columns of links. The left column includes: Grade DC, Customer Service Grades - Secret Shopper, DCRA Administrative Issuances, DCRA Media Communications Policy, IT Help Desk/Network Support, and Waterfront Neighborhood. The right column includes: Office of Service Integrity, Risk Management, Support Services, DCRA Employee Recognition Program, Telephone Directory, and Suspicious Activity Reporting Forms. Below these is a 'SUGGESTIONS' button with the text 'Submit your suggestions for improvement, click here'. To the right is a 'Related Links' box containing: DCRA Public Site, DCRA Newsroom, DC Government Internet, and Partner Agencies DCHR. The main content area features a banner for CPMS (Department of Consumer & Regulatory Affairs) with the slogan 'WORKING FASTER. WORKING SMARTER.' and a 'CLICK HERE FOR HELP' button. Below the banner are three sections: 'Information' with links like DCRA Language Access Program, Communicating with Customers, DC Code & Legal Documents, DCRA in the Community, Event Photos & Presentations, Financial Forms & Documents, Freedom of Information Act, Human Resources, e-Time Log-In (Employee Self Service), and e-Time Information & Help Guide (DCHR); 'Systems' with links like Check a Corporation's Registration, CorpOnline, GIS and Mapping Tools (Citrix and Request a Map form), IQ Correspondence Tracking*, FileNET*, Master Address Repository (MAR), DCRA Online Permits View, PIVS Property Search, and CPMS (Accelea); and a list of other services including Incident Report Forms, Office of Communications & Customer Service Newsletter, Professional/Customer Organizations, Safety, Emergencies & Inclement Weather, COOP Plan, Upcoming Events, Zoning Regulations, Ethics Information, and Emergency Evacuation Procedures Guide. A red box highlights the 'Real Property Database' link in the Systems section, with a black arrow pointing to it and the text 'CLICK HERE' next to it.

3. Enter the lot and square in the "Property ID" fields, or enter the complete address in the "Premise Address" field, and then click the "Search Now" icon button.

DC HOME DC GUIDE RESIDENTS BUSINESS VISITORS DC GOVERNMENT Kids

WELCOME TO WASHINGTON
District of Columbia

CFO HOME
TAXPAYER SERVICE CENTER
REAL PROPERTY SERVICES
Property Tax Bills
Property Tax Rates and Calculation
Property Assessment Process
Property Assessment Appeals
Tax Relief Credits
Search Real Property Sales Database
Search Real Property Assessment Database

Search Real Property Assessment Database

Assessment Roll Search as of 05/05/2013

Bill Disclaimer: The real property records you are about to access are electronic public records and are made available in electronic format as a public service. The District shall not be responsible for alterations you make to the information from the database. The data made available on the following pages is updated periodically, however the data on the real property bill is accurate as of the notice date. If you believe any data provided is inaccurate, please inform the Office of Tax and Revenue's Customer Service Administration; at (202) 727-4TAX or via email at taxhelp@dc.gov.

To search and display real property assessment records, use the on-line public information database.

Enter at least one search item in the boxes below. The best results will be achieved by entering only the Property ID.

Click for tips on how to use the search page.

Property ID: Square: Suffix: Lot: **STEP 1 - ENTER LOT AND SQUARE**

Premise Address: **OR ENTER COMPLETE ADDRESS**

Neighborhood: Sub-Neighborhood:

Mortgage Co.:

Use Code:

Ward:

STEP 2 - CLICK HERE

4. The address record will now be displayed. Click the “Square/Suffix/Lot” link.

DC HOME DC GUIDE RESIDENTS BUSINESS VISITORS DC GOVERNMENT Kids

WELCOME TO WASHINGTON
District of Columbia

CFO HOME
TAXPAYER SERVICE CENTER
REAL PROPERTY SERVICES
Property Tax Bills
Property Tax Rates and Calculation
Property Assessment Process
Property Assessment Appeals
Tax Relief Credits
Search Real Property Sales Database
Search Real Property Assessment Database

Real Property Assessment Database - Search Results

Results 1 to 1 of 1 [first](#) | [previous](#) | [next](#) | [last](#) [New Search](#)

Click on a property to view detail and assessment information.

Square/Suffix/Lot	Premise Address	Owner Name	Neighborhood	Sub-Neighborhood	Use Code	2013 Total Assessment
0542 0871	1100 4TH ST	USGBF WATERFRONT STATION LLC USAA REAL ESTATE COMPANY	R.L.A. SW		52	\$129,357,830.00

Results 1 to 1 of 1 [first](#) | [previous](#) | [next](#) | [last](#)

Government of the District of Columbia
City and District of Columbia
Call Center - (202) 727-1000

[Telephone Directory by Topic](#) | [Agencies](#) | [DC Council](#) | [Search](#) | [Elected Officials](#)
[Feedback](#) | [Translation](#) | [Accessibility](#) | [Privacy & Security](#) | [Terms & Conditions](#)

John A. Wilson Building
1350 Pennsylvania Avenue, NW
Washington, DC 20004

CLICK HERE

5. Click the “View Tax Information” link at the bottom of the page.

WELCOME TO WASHINGTON
District of Columbia

← Prev

Property Detail

Address: 1100 4TH ST
SSL: 0542 0871

Record Details			
Neighborhood:	R.L.A. SW	Sub-Neighborhood:	
Use Code:	52 - Commercial-Office-Large	Class 3 Exception:	No
Tax Type:	TX - Taxable	Tax Class:	002 - Commercial
Homestead Status:	** Not receiving the Homestead Deduction		
Assessor:	FOLU ADDEY		
Gross Building Area:		Ward:	6
Land Area:	79,156	Triennial Group:	2

Owner and Sales Information			
Owner Name:	USGBF WATERFRONT STATION LLC USAA REAL ESTATE COMPANY		
Mailing Address:	9830 COLONNADE BLVD STE 600; SAN ANTONIO TX78230-2209		
Sale Price:	\$356,000,000		
Recordation Date:	05/11/2011		
Instrument No.:	52918		

Tax Year 2014 Preliminary Assessment Roll			
	Current Value (2013)	Proposed New Value (2014)	
Land:	\$13,648,040	\$13,648,040	
Improvements:	\$115,709,790	\$122,576,580	
Total Value:	\$129,357,830	\$136,224,620	
Taxable Assessment*:	\$129,357,830	\$136,224,620	

* Taxable Assessment after Tax Assessment Credit and after \$69,100 Homestead Credit, if applicable. [Click here for more information.](#)

** If you believe you should be receiving tax relief through the Homestead deduction program and if you are domiciled in the District and this property is your principal place of residence, you can access the link below, complete the form, and return it per the instructions. For additional information regarding the Homestead program, call (202)727-4T.AX. [Click here to download the Homestead Deduction and Senior Citizen Tax Relief application *](#)

[View Tax Information](#) ← **CLICK HERE**

6. Click on the "Public Space" tab.

DC HOME | DC GUIDE | RESIDENTS | BUSINESS | VISITORS | DC GOVERNMENT | Kids

WELCOME TO WASHINGTON
District of Columbia

← Prev

Property Detail - 1128 H ST NE

SSL:0981 0800

Account Summary | Real Property Tax Pilot Fee | **Public Space**

Click on a folder tab above to view tax information

Tax	Amount Balance	As of Date
Real Property		\$.00 05/05/2013
Public Space		\$.00 05/02/2013

*The outstanding amounts displayed here may not include updated penalty and interest.

[View Property Detail](#) | [View Payments](#) | [View Current Bill](#)

Government of the District of Columbia
Citywide Call Center : (202) 727-1000
TTY/TDD Directory

[Telephone Directory by Topic](#) | [Agencies](#) | [DC Council](#) | [Search](#) | [Elected Officials](#)
[Feedback](#) | [Translation](#) | [Accessibility](#) | [Privacy & Security](#) | [Terms & Conditions](#)

John A. Wilson Building
1350 Pennsylvania Avenue, NW
Washington, DC 20004

7. The account balances for each year should be zero. If there are any outstanding balances, the customer must pay these fees and show proof that the fees are paid in order to proceed further.

DC HOME DC GUIDE RESIDENTS BUSINESS VISITORS GOVERNMENT Kids

WELCOME TO WASHINGTON
District of Columbia

PIVS Application
http://pivs.dcr.in.dc.gov/InternalPIVS/Results.aspx

HOME
TAXPAYER SERVICE CENTER
REAL PROPERTY SERVICES
Property Tax Bills
Property Tax Rates
Assessment Calculation
Property Assessment Appeals
Property Assessment Appeals
Relief Credits
Search Real Property Assessment Database
Search Real Property Assessment Database

Property Detail - 1128 H ST NE
SSL:0981 0800

Account Summary Real Property Tax/ Pilot Fee Public Space

Below is the most current billing information for Public Space Rental on this property.

Fiscal Year	Assessment	Amount Balance
2012	CAFE	\$.00
2013	CAFE	\$.00

ACCOUNT BALANCE FOR ALL YEARS SHOULD BE ZERO

*The outstanding amounts displayed here may not include updated penalty and interest.
*For billing information contact OTR Customer Service at (202) 727-4TAX.

[View Property Detail](#) | [View Financial Transactions](#) | [View](#)

Government of the District of Columbia
Citywide Call Center : (202) 727-1000
TTY/TDD Directory

Telephone Directory by Topic | Agencies | DC Council | Search | Elected Officials
Feedback | Translation | Accessibility | Privacy & Security | Terms & Conditions

John A. Wilson Building
1350 Pennsylvania Avenue, NW
Washington, DC 20004

- Once the Public Space fees have been confirmed, you may now begin to process the application in Accela
- From the Accela home screen, click the “CAP New” link in the “My Navigation” menu.

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

Permit #	Status	Permit Type	Opened	Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #	Created By
B1306524	Application Accepted	Building/Construction/Alteration and Repair/NA	05/06/2013	1750	PENNSYLVANIA AVE	AVE	NW			OCPI
FA1301594	Drawing Accepted	Building/Shop Drawing/Fire Alarm/NA	05/06/2013	733	10TH ST	ST	NW	3RD FL		ALECOUNT
B1306530	Application Accepted	Building/Construction/Alteration and Repair/NA	05/06/2013	1100	4TH ST	ST	SW			OCPI
B1306525	Application Accepted	Building/Construction/Alteration and Repair/NA	05/06/2013	810	7TH ST	ST	NW			OCPI
B1306525	Application Accepted	Building/Construction/Alteration and Repair/NA	05/06/2013	3222	M	ST	NW			OCPI

CLICK HERE

Building Permit ID: B1306524

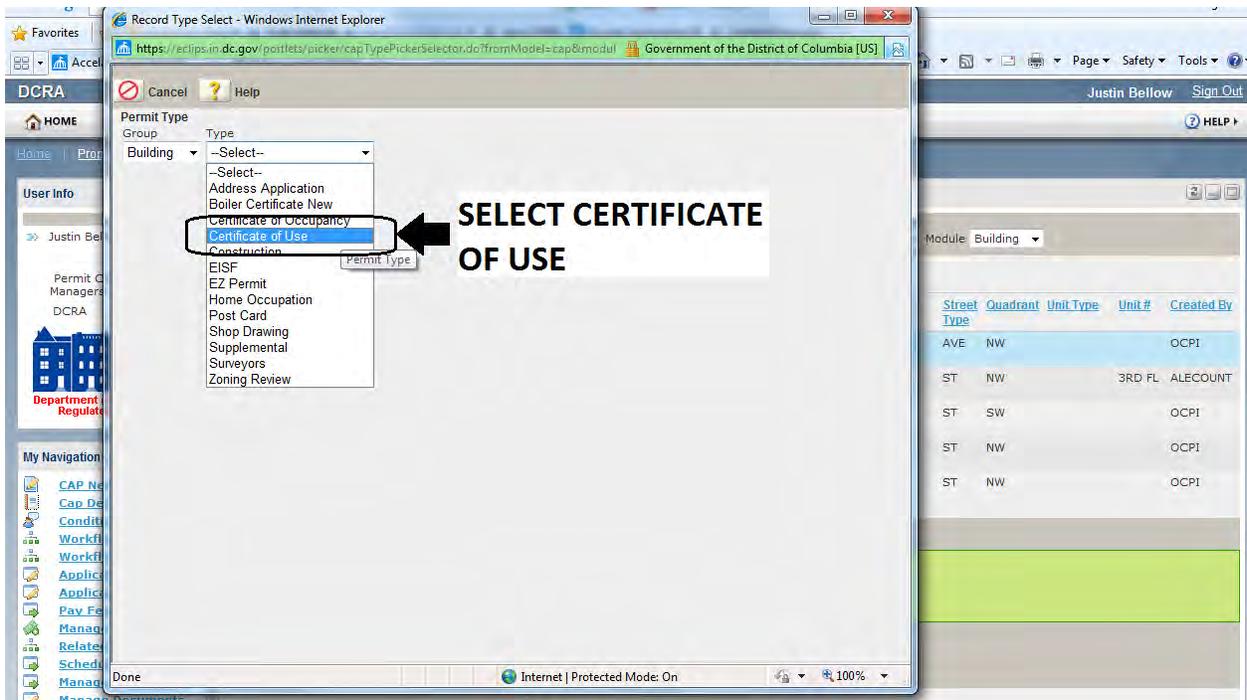
A notice was added to this record on 2013-06-26.
Condition: WHOP Severity: Notice
Total conditions: 1 (Notice: 1)
[View notice](#)

Menu New Supervisor Task Activation Help

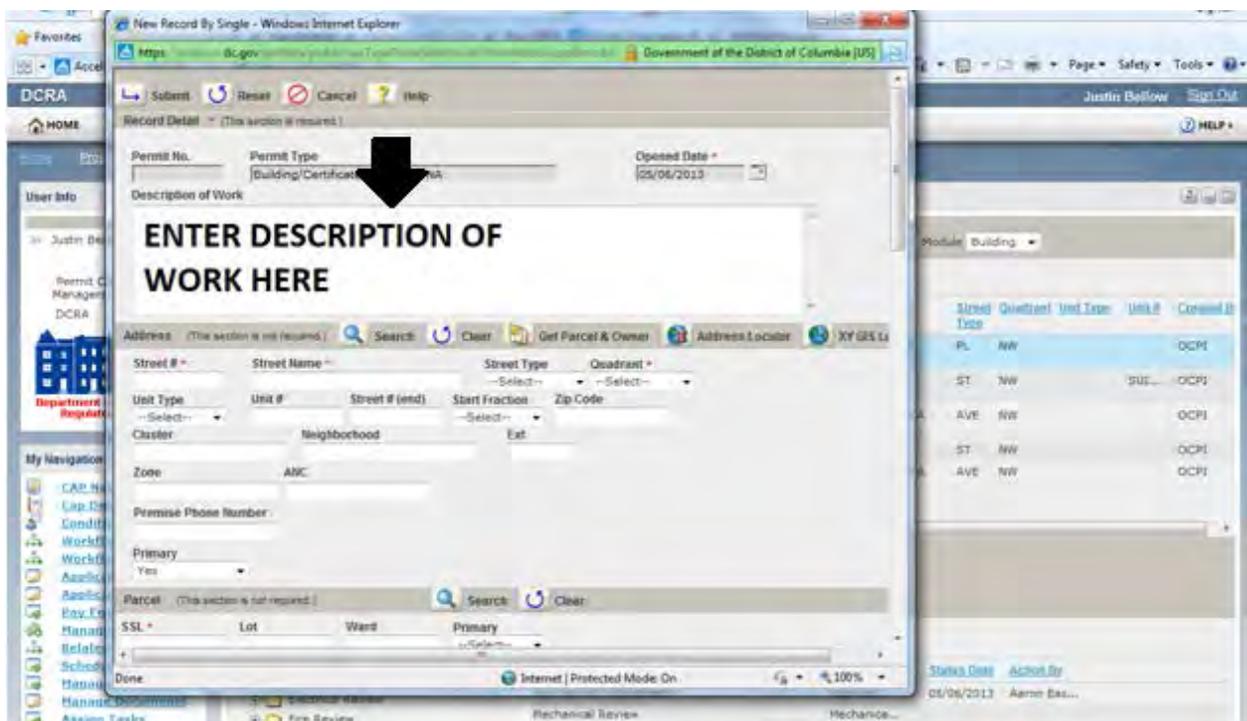
Go To Workflow

Workflow Tasks

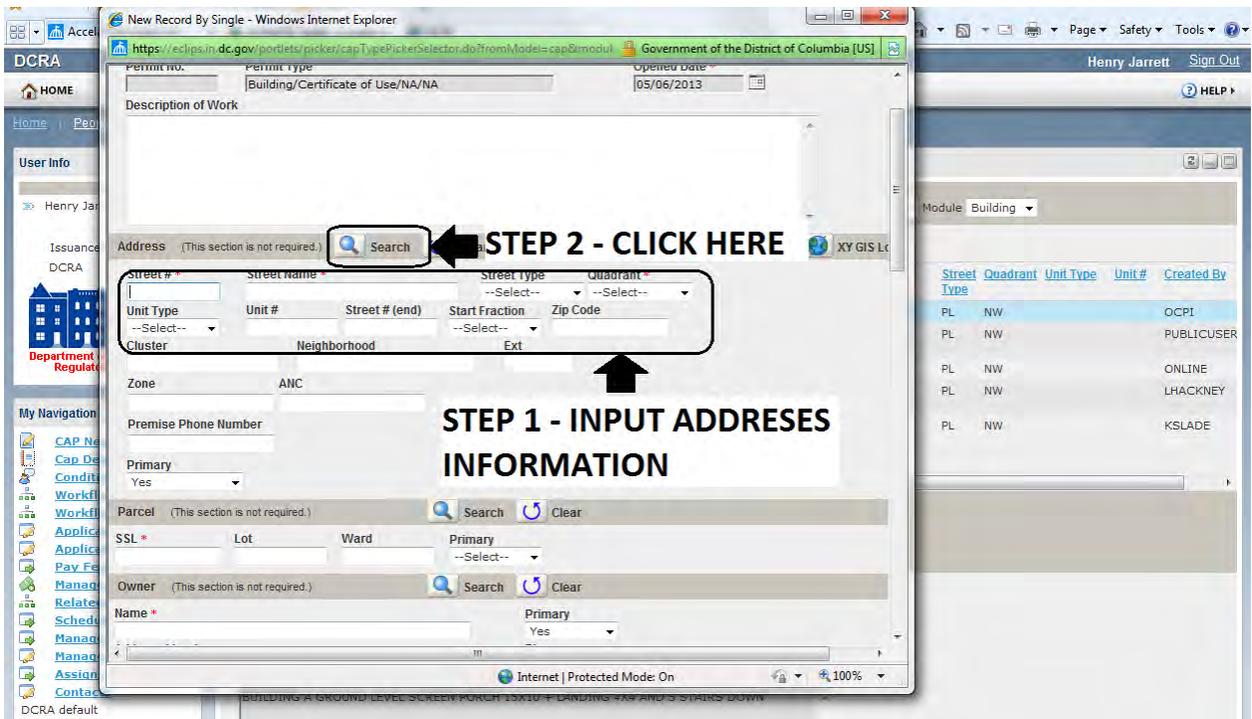
- Accela will now open a new “Record Type Select” window. Select “Certificate of Use” from the “Type” drop down menu



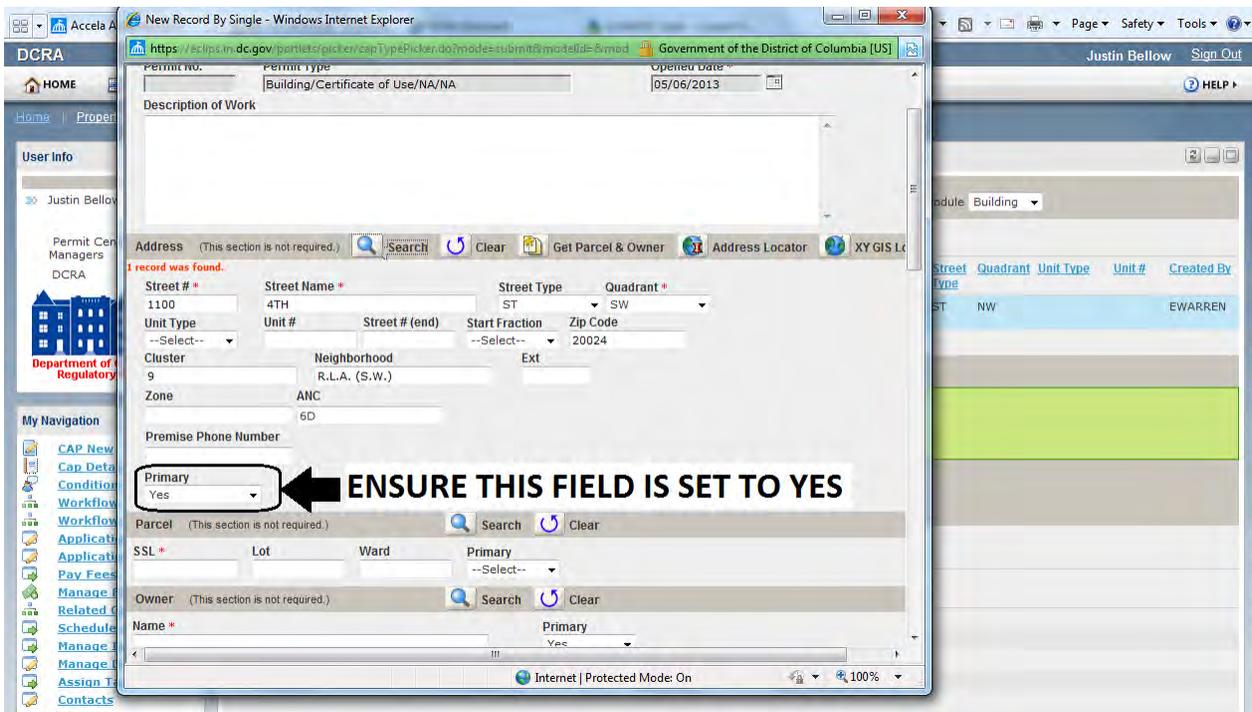
11. Accela will now open a “New Record by Single” window. Enter the description of work in the “Description of Work” field.



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

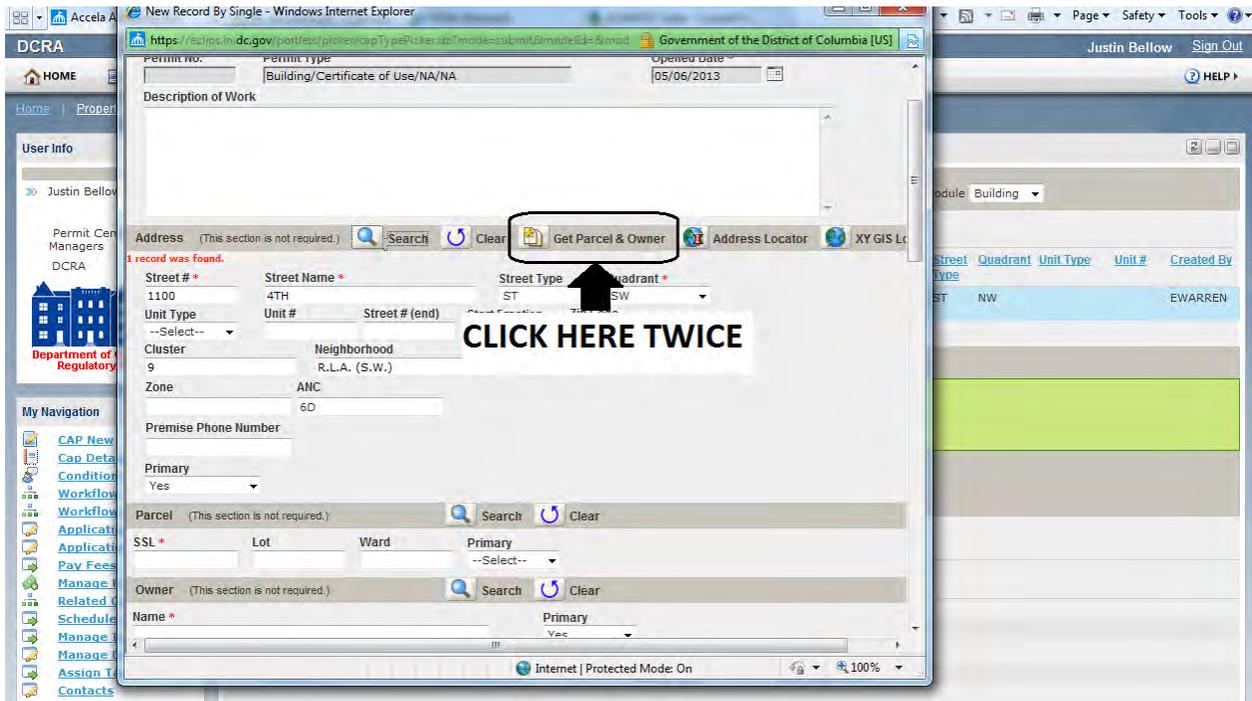


13. If the address is valid and recognized by Accela, then Accela will display that the record was found in red at the top of the address field. Ensure that the “Primary” drop down menu is set to “Yes”

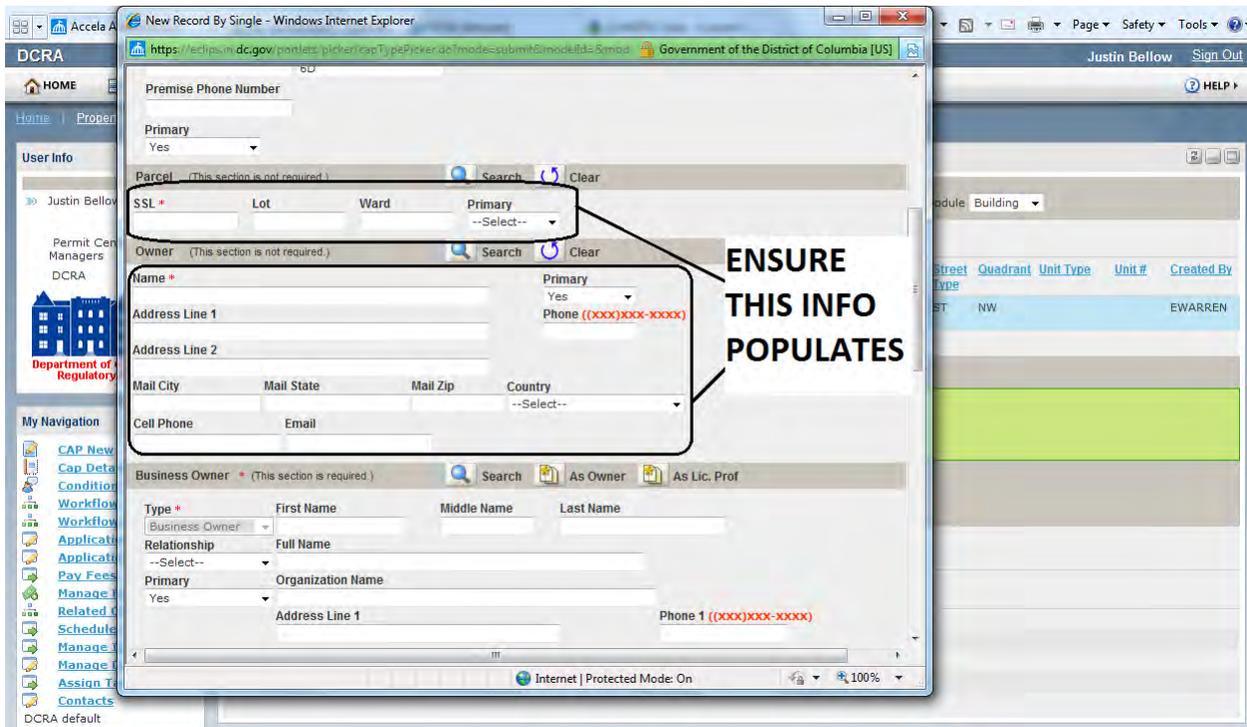


14. If Accela does not recognize the address, refer the customer to the agency's coordinator for addresses, the Permit Center Manager or his/her designee for address verification.

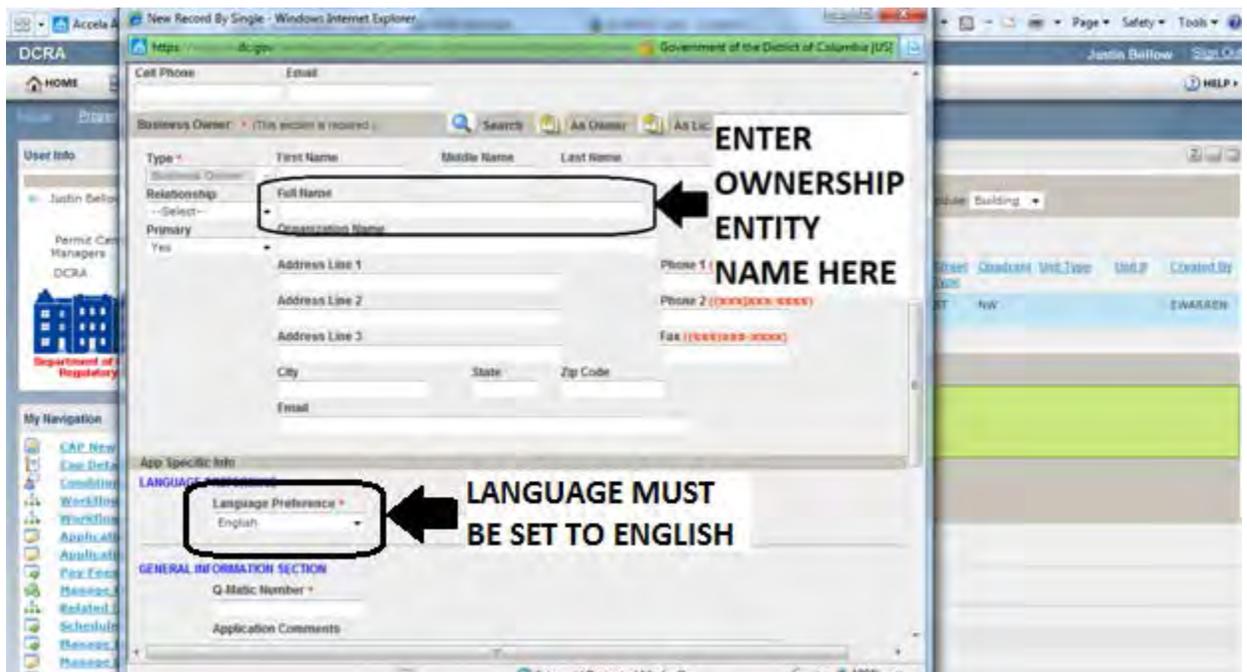
15. After populating the fields in the "Address" section, click "Get Parcel and Owner" twice to populate the Parcel and Owner information



16. 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.



17. Scroll down to the “Business Owner” section and enter the business ownership entity’s name in the “Full Name” field and ensure that “English” is selected in the “Language Preferences” drop down menu.



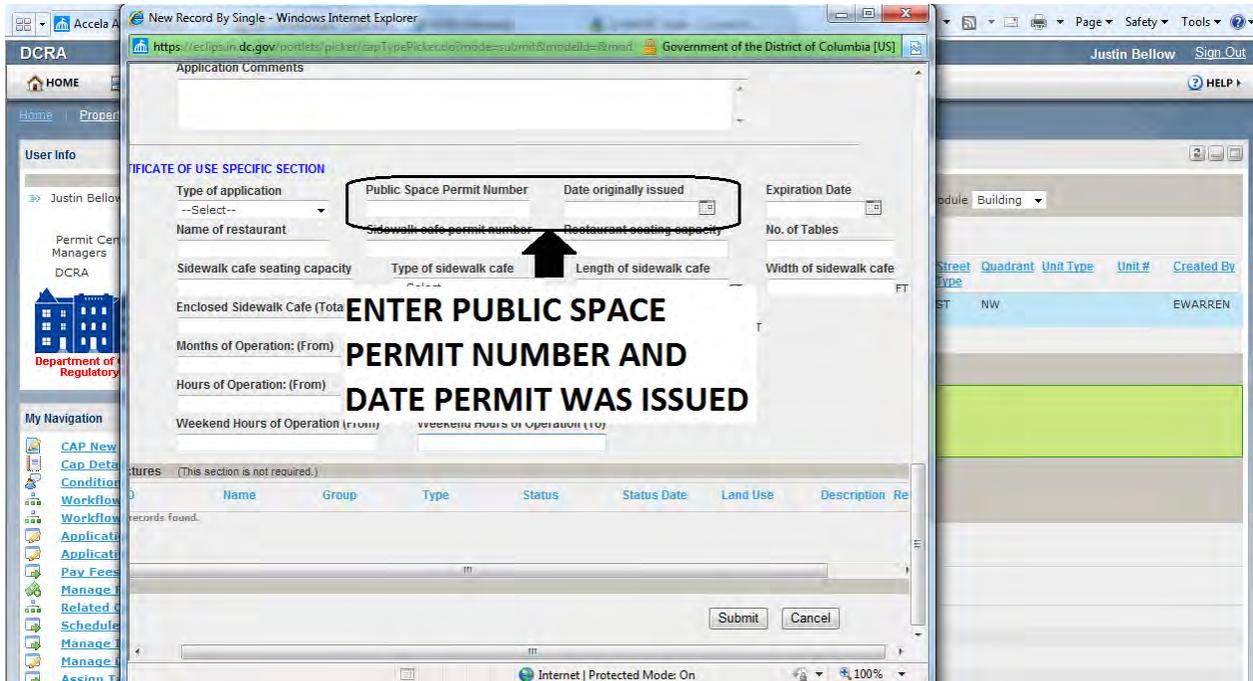
18. Scroll down to the “General Information Section” within the “App Specific Info” section and enter either a number or “N/A” in the “Q-Matic Number” field.

The screenshot shows a web browser window displaying the DCRA application form. The 'App Specific Info' section is expanded, showing the 'GENERAL INFORMATION SECTION'. A callout box with an arrow points to the 'Q-Matic Number' field, with the text 'ENTER EITHER A NUMBER OR "/>

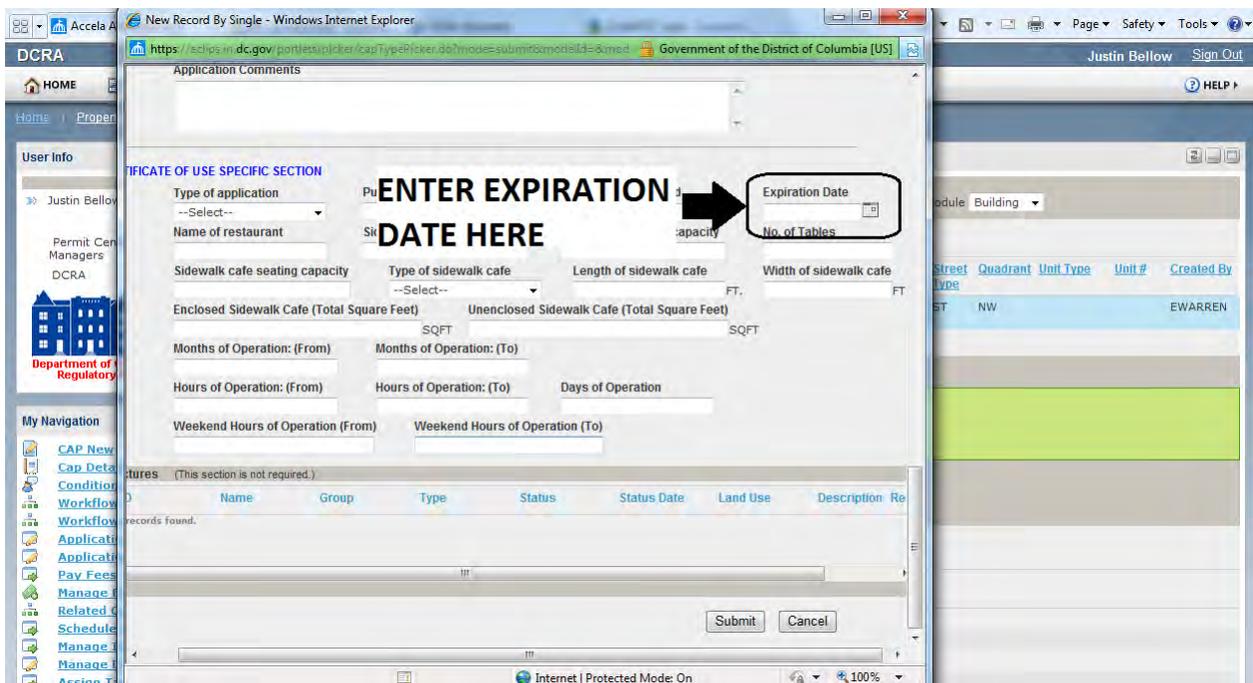
19. Scroll down to the “Certificate of Use Specific Section.” Determine if the application is a new or renewal sidewalk café and select the correct type from the drop down menu.

The screenshot shows the 'CERTIFICATE OF USE SPECIFIC SECTION' of the application form. A callout box with an arrow points to the 'Type of application' dropdown menu, with the text 'SELECT THE CORRECT APPLICATION TYPE'. The dropdown menu is currently set to '--Select--'. Below the dropdown, there are fields for 'Name of restaurant', 'Sidewalk cafe seating capacity', 'Type of sidewalk cafe', 'Length of sidewalk cafe', and 'Width of sidewalk cafe'. There are also fields for 'Enclosed Sidewalk Cafe (Total Square Feet)' and 'Unenclosed Sidewalk Cafe (Total Square Feet)'. At the bottom, there are fields for 'Months of Operation' and 'Hours of Operation'.

20. Enter the Public Space permit number in the “Public Space Permit Number” field and enter the date the Public Space permit was originally issued in the “Date Originally Issued” field.



21. Certificates of Use (Sidewalk Cafes) are good only for the calendar year in which they are issued, so the expiration date must be manually entered in as 12/31/20xx, where 20xx is the year in which the application was filed.



22. Enter the name of the restaurant in the “Name of Restaurant” field and enter the Sidewalk Café permit number (which is the Public Space permit number without the letter that proceeds the numbers) in the “Sidewalk café permit number,” field

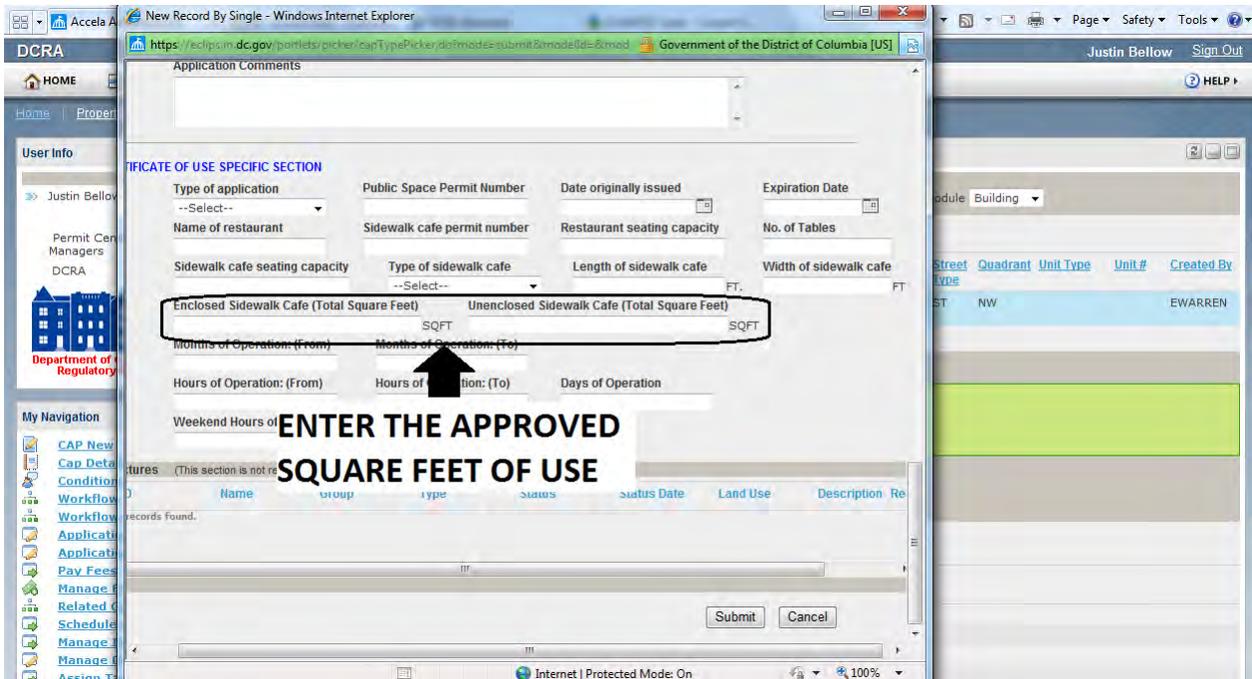
The screenshot shows a web browser window displaying a form titled "CERTIFICATE OF USE SPECIFIC SECTION". The form contains several input fields and dropdown menus. A large black text overlay with a white arrow points to the "Sidewalk café permit number" field. The text overlay reads: "ENTER NAME OF RESTAURANT AND SIDEWALK CAFE PERMIT NUMBER".

Fields visible in the form include:

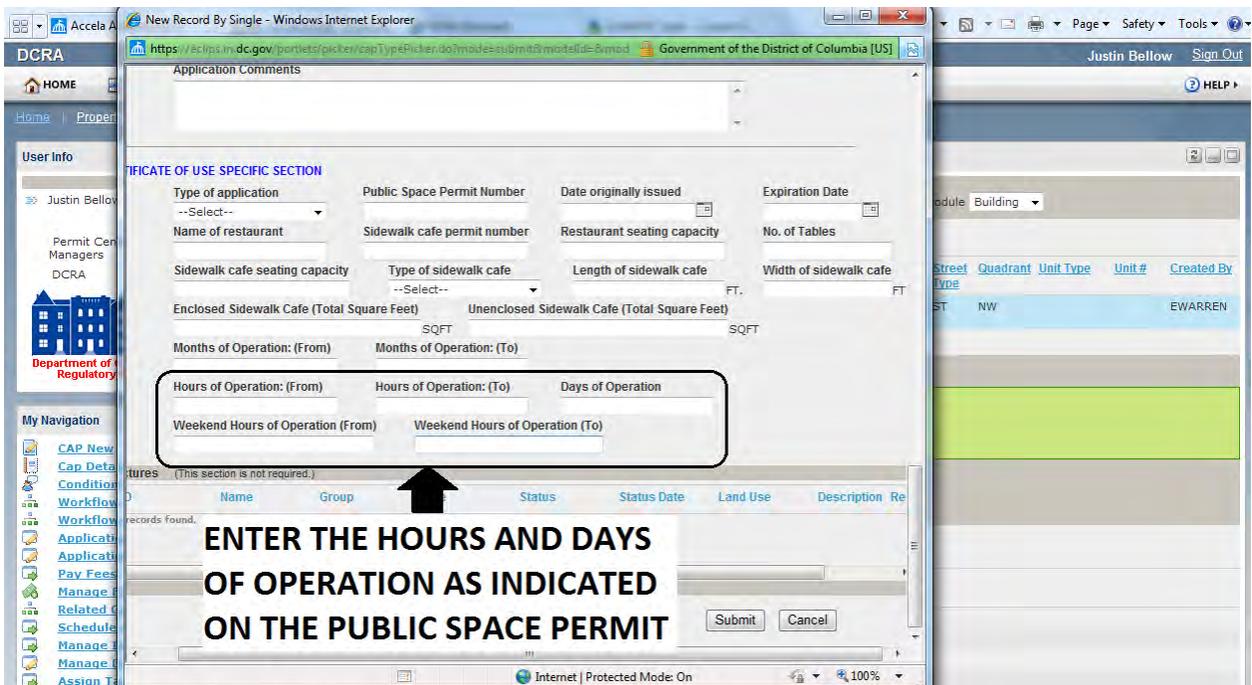
- Type of application (dropdown)
- Public Space Permit Number
- Date original (dropdown)
- Name of restaurant
- Sidewalk café permit number
- Sidewalk café seating capacity
- Type of sidewalk café (dropdown)
- Length (dropdown)
- Enclosed Sidewalk Café (Total Square Feet)
- Unenclosed Sidewalk Café (SQFT)
- Months of Operation: (From) and (To)
- Hours of Operation: (From) and (To)
- Days of Operation
- Weekend Hours of Operation (From) and (To)

At the bottom of the form, there are "Submit" and "Cancel" buttons. Below the form is a table with columns: Name, Group, Type, Status, Status Date, Land Use, Description, Re...

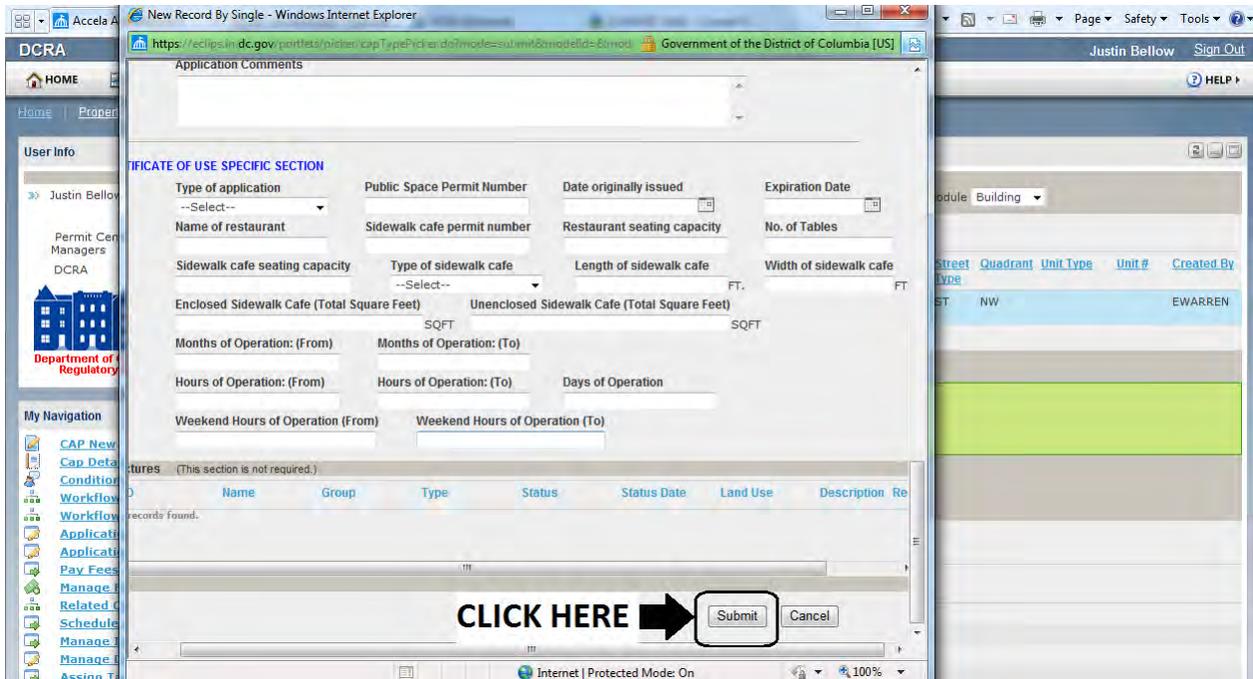
23. Enter the approved square feet of use in either the “Enclosed Sidewalk Café” or “Unenclosed Sidewalk Café” field, depending on what type of sidewalk café is indicated on the application.



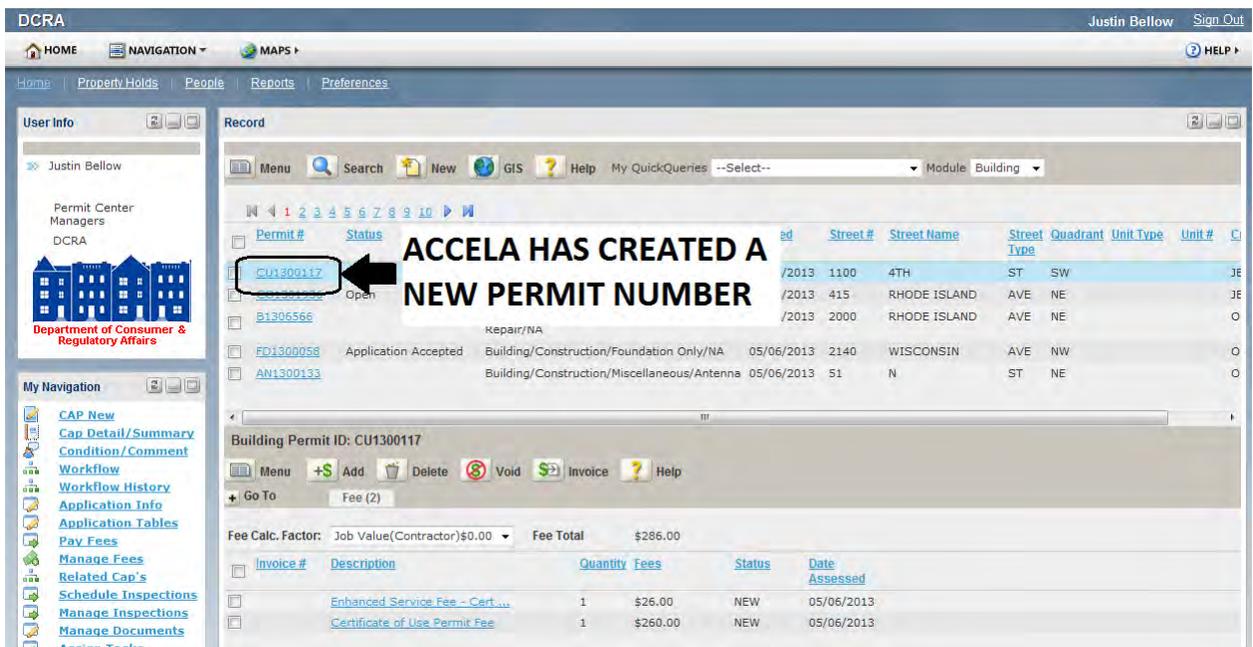
24. Enter the hours and days of operation as specified on the Public Space permit in these fields. Leave these fields blank if no specific information is provided on the Public Space permit.



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



26. Accela will now return to the home page. Note that Accela has created a new permit number.



27. Click the "Manage Fees" link located in the "My Navigation" menu.

The screenshot shows the 'User Info' panel on the left with 'Justin Bellow' as the user. The 'My Navigation' panel lists various options, with 'Manage Fees' highlighted. The main 'Record' panel displays a table of permits. Below the table, the 'Building Permit ID: CU1300117' is shown, along with a 'Fee Calc.' section where the 'Fee Total' is \$286.00. An arrow points to the 'Manage Fees' option in the navigation menu with the text 'CLICK HERE'.

Permit#	Status	Permit Type	Opened	Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #
CU1300117	Open	Building/Certificate of Use/NA/NA	05/06/2013	1100	4TH	ST	SW		
CO1301936	Open	Building/Certificate of Occupancy/NA/NA	05/06/2013	415	RHODE ISLAND	AVE	NE		
B1306566		Building/Construction/Alteration and Repair/NA	05/06/2013	2000	RHODE ISLAND	AVE	NE		
FD1300058	Application Accepted	Building/Construction/Foundation Only/NA	05/06/2013	2140	WISCONSIN	AVE	NW		
AN1300133		Building/Construction/Miscellaneous/Antenna	05/06/2013	51	N	ST	NE		

28. All Certificates of Use are \$286.00 unless fees from previous years were not paid. In this case, the customer will be assessed \$286.00 per year of non-payment. Accela will properly apply these fees. Click the box directly under the “Fee Calc. Factor” heading to select all fee records, and then click the “Invoice” icon button.

The screenshot shows the same interface as above, but with additional annotations. An arrow points to the 'Invoice' button in the 'Building Permit ID: CU1300117' section with the text 'STEP 2 - CLICK HERE'. Another arrow points to the 'Fee Calc. Factor' dropdown menu, which is currently set to 'Job Value(Contractor)\$0.00', with the text 'STEP 1 - CLICK HERE'. A third arrow points to the '\$286.00' fee total with the text 'NOTE - ALL C OF U'S ARE \$286'.

Permit#	Status	Permit Type	Opened	Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #
CU1300117	Open	Building/Certificate of Use/NA/NA	05/06/2013	1100	4TH	ST	SW		
CO1301936	Open	Building/Certificate of Occupancy/NA/NA	05/06/2013	415	RHODE ISLAND	AVE	NE		
B1306566		Building/Construction/Alteration and Repair/NA	05/06/2013	2000	RHODE ISLAND	AVE	NE		
FD1300058	Application Accepted	Building/Construction/Foundation Only/NA	05/06/2013	2140	WISCONSIN	AVE	NW		
AN1300133		Building/Construction/Miscellaneous/Antenna	05/06/2013	51	N	ST	NE		

29. Accela has now generated an invoice number.

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

Record

Permit #	Status	Permit Type	Opened	Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #
CU1300117	Open	Building/Certificate of Use/NA/NA	05/06/2013	1100	4TH	ST	SW		
CO1301936	Open	Building/Certificate of Occupancy/NA/NA	05/06/2013	415	RHODE ISLAND	AVE	NE		
B1306566		Building/Construction/Alteration and Repair/NA	05/06/2013	2000	RHODE ISLAND	AVE	NE		
FO1300058	Application Accepted	Building/Construction/Foundation Only/NA	05/06/2013	2140	WISCONSIN	AVE	NW		
AN1300133		Building/Construction/Miscellaneous/Antenna	05/06/2013	51	N	ST	NE		

Building Permit ID: CU1300117

Fee Calc. Factor: Job Value(Contractor)\$0.00 Fee Total: \$286.00

Invoice #	Description	Status	Date Assessed
1230243	Enhanced Service Fee - Cert...	INVOICED	05/06/2013
1230243	Certificate of Use Permit Fee	INVOICED	05/06/2013

ACCELA HAS GENERATED AN INVOICE NUMBER

30. Navigate to the “Reports” menu located at the left hand side of the Accela home screen and click the “Permitting” 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, Assion Tasks, Contacts

DCRA default

Reports

- My Reports
- Abatement
- ABL
- ACA
- Agency Management
- Boilers
- ICA
- Inspections
- Inspections Management
- Permitting**
- Permitting Management
- Proactive
- RePrint
- Scheduling
- Summary Abatement

Building Permit ID: CU1300117

Fee Calc. Factor: Job Value(Contractor)\$0.00 Fee Total: \$286.00

Invoice #	Description	Quantity	Fees	Status	Date Assessed
1230243	Enhanced Service Fee - Cert...	1	\$26.00	INVOICED	05/06/2013
1230243	Certificate of Use Permit Fee	1	\$260.00	INVOICED	05/06/2013

My Tasks

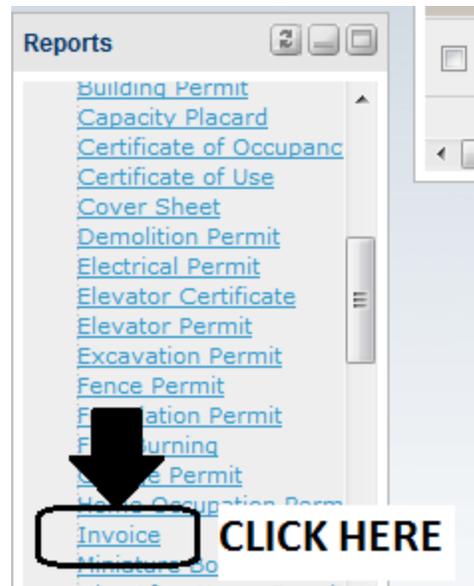
Workflow Task and Inspection Searching

Workflow Tasks (0)

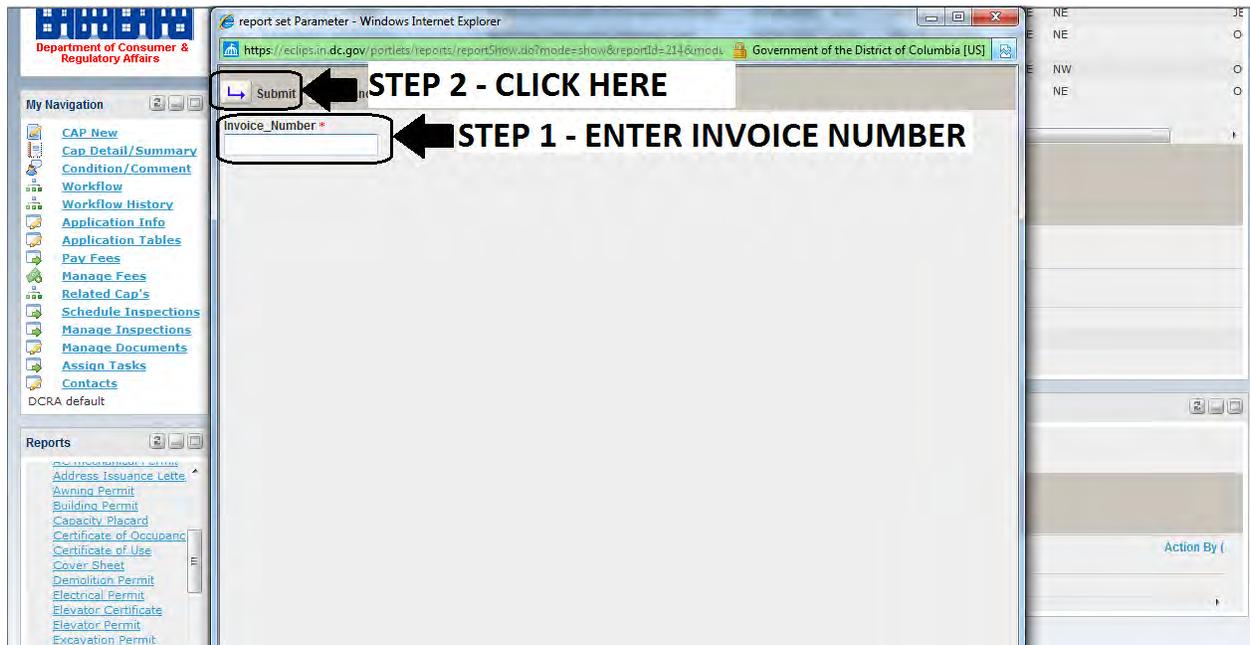
0 records found.

CLICK HERE

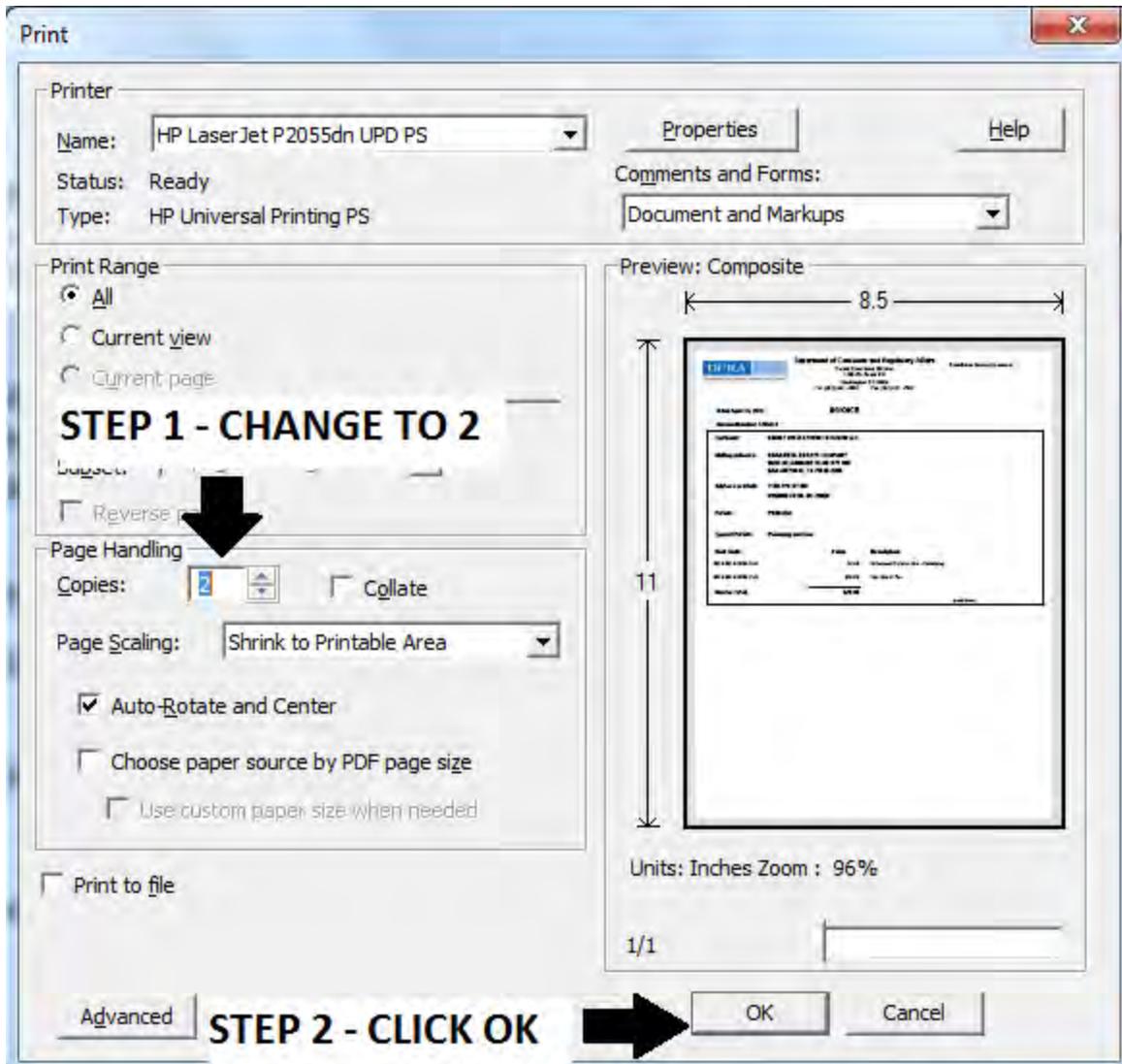
31. Clicking on the “Permitting” link will expand the menu. Once expanded, click the “Invoice” link.



32. 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.



33. 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.



35. 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.

36. 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-GNB877
Batch: 20955 Batch Date: 4/23/2013
Cashier: OFT19
Trans #: 7
DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS
Comment/Document: #1304
Payment Total: \$36.30
Payment Distribution:
2141 CRO (3014) 10001-Reg50 \$36.30
MS 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:	<u>\$36.30</u>		

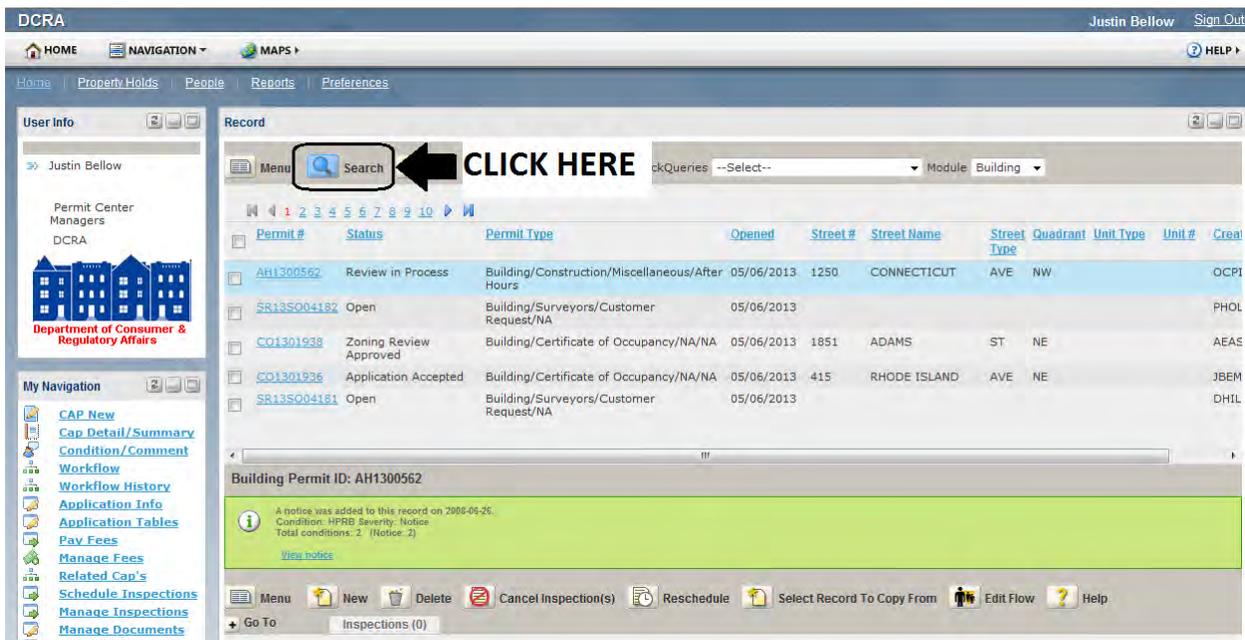
Keith Hawkins

NOTE THE RECEIPT #

- 37. 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.



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



39. 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 input 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: []

App Specific Info Label: [] App Specific Info Value: []

40. Click the "Pay Fees" icon button

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 Table](#)
[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
CU1300117	Open	Building/Certificate of Use/NA/NA	05/06/2013	1100	4TH	ST	SW			JBELLOW

Building Permit ID: CU1300117

Menu Save Reset Summary Help

+ Go To Permit

Permit No: CU1300117 Permit Type: Building/Certificate of Use/NA/NA

Status: Open Opened Date: 05/06/2013

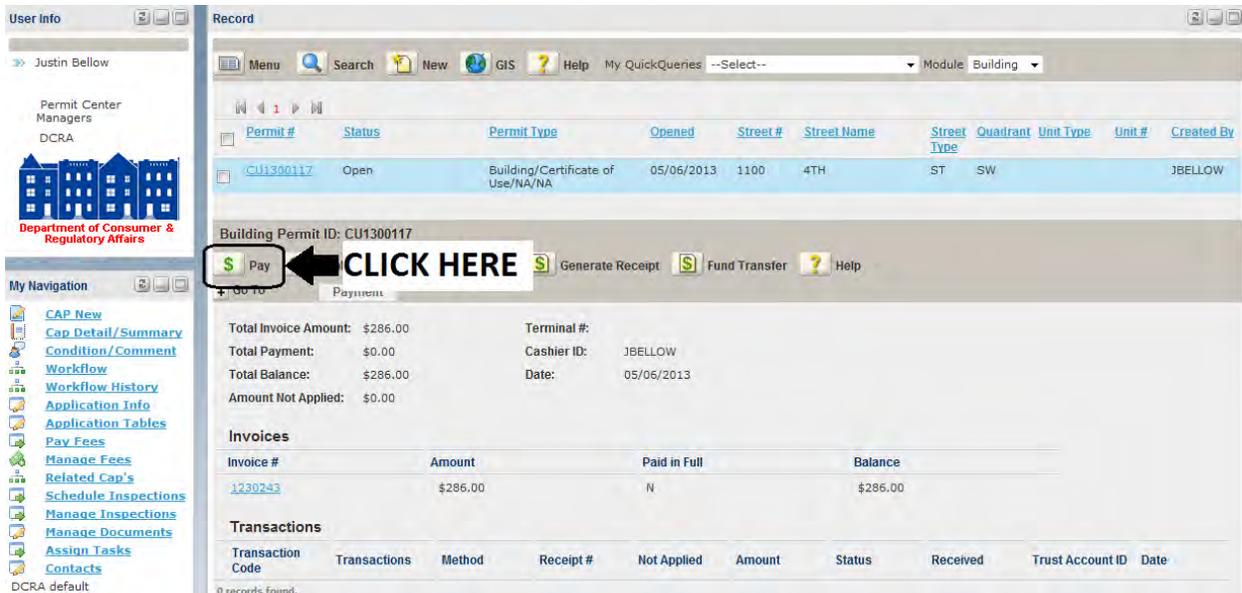
Description of Work: CAFE FOR FUTURE TENANT

Total Fee Invoiced	Total Paid	Balance
286.00	0.00	286.00

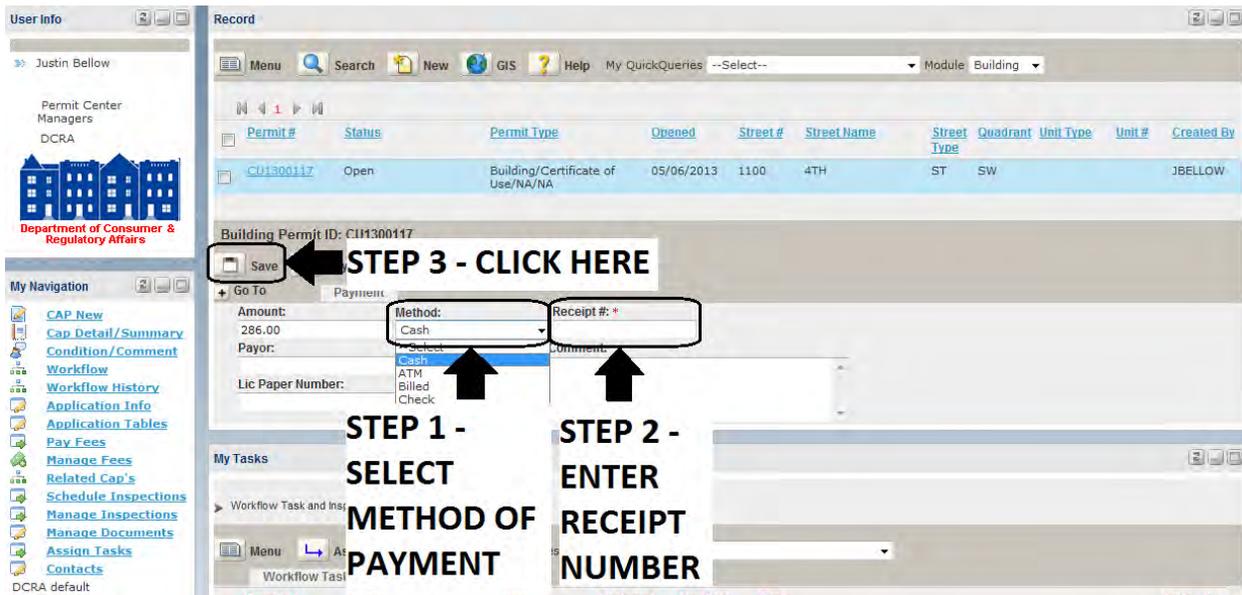
My Tasks

CLICK HERE (Pay Fees button in navigation)

41. Click the "Pay" icon button



42. Select the correct method of payment as indicated on the paid invoice, enter the receipt number as indicated on the paid invoice in the “Receipt #” field, and then click the “Save” icon button.



43. Click the box directly below the “Amount Not Applied” header to select all payment records, and then click the “Full Pay” icon button.

STEP 2 - CLICK HERE

STEP 1 - CLICK HERE

Quantity	Fee	Paid	Outstanding	Amount
1	\$26.00	\$0.00	\$26.00	0.00
1	\$260.00	\$0.00	\$260.00	0.00
				Total

44. Note that the fees are now paid in full.

FEES ARE NOW PAID IN FULL

Invoice #	Paid in Full	Balance
1227872	Y	\$0.00

45. Now the fees have been applied, you may begin the final steps 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.

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

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

Permit #	Status	Permit Type	Opened	Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #	Created By
CU1300117	Open	Building/Certificate of Use/NA/NA	05/06/2013	1100	4TH	ST	SW			JBELLOW
CU1300116	Completed	Building/Certificate of Use/NA/NA	05/06/2013	701	8TH	ST	SE			KSLADE
CU1300115	Completed	Building/Certificate of Use/NA/NA	05/02/2013	3000	CONNECTICUT	AVE	NW			JBELLOW
CU1300113	Completed	Building/Certificate of Use/NA/NA	04/29/2013	2016	P	ST	NW			KSLADE
CU1300114	Completed	Building/Certificate of Use/NA/NA	04/29/2013	318	MASSACHUSETTS	AVE	NE			KSLADE

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

CLICK HERE

46. On the “Workflow” screen, click on the “Application Review” link, highlighted in red.

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

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

Permit #	Status	Permit Type	Opened	Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #	Created By
CU1300117	Open	Building/Certificate of Use/NA/NA	05/06/2013	1100	4TH	ST	SW			JBELLOW
CU1300116	Completed	Building/Certificate of Use/NA/NA	05/06/2013	701	8TH	ST	SE			KSLADE
CU1300115	Completed	Building/Certificate of Use/NA/NA	05/02/2013	3000	CONNECTICUT	AVE	NW			JBELLOW
CU1300113	Completed	Building/Certificate of Use/NA/NA	04/29/2013	2016	P	ST	NW			KSLADE
CU1300114	Completed	Building/Certificate of Use/NA/NA	04/29/2013	318	MASSACHUSETTS	AVE	NE			KSLADE

Building Permit ID: CU1300117

Workflow Tasks: Application Review, Issue Permit

CLICK HERE

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

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
CU1300117	Open	Building/Certificate of Use/NA/NA	05/06/2013	1100	4TH	ST	SW			JBELLOW
CU1300116	Completed	Building/Certificate of Use/NA/NA	05/06/2013	701	8TH	ST	SE			KSLADE
CU1300115	Completed	Building/Certificate of Use/NA/NA	05/02/2013	3000	CONNECTICUT	AVE	NW			JBELLOW
CU1300113	Completed	Building/Certificate of Use/NA/NA	04/29/2013	2016	P	ST	NW			KSLADE
CU1300114	Completed	Building/Certificate of Use/NA/NA	04/29/2013	318	MASSACHUSETTS	AVE	NE			KSLADE

Building Permit ID: CU1300117

Menu **Submit** ? Help

Go To Workflow

Workflow Tasks
Application Review
Issue Permit

Task Details - Application Review
Department * Current Dept
ISSUANCE
Status Date *
05/06/2013
Comments
Standard Comment

User Status *
--Select--
Application Accepted
Application Cancelled
Application Incomplete
Application Withdrawn
New Application

There currently are no ad hoc tasks defined.

STEP 1 - SELECT APPLICATION ACCEPTED

STEP 2 - CLICK HERE

48. Click the "Issue Permit" link, highlighted in red.

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
CU1300117	Application Accepted	Building/Certificate of Use/NA/NA	05/06/2013	1100	4TH	ST	SW			JBELLOW
CU1300116	Completed	Building/Certificate of Use/NA/NA	05/06/2013	701	8TH	ST	SE			KSLADE
CU1300115	Completed	Building/Certificate of Use/NA/NA	05/02/2013	3000	CONNECTICUT	AVE	NW			JBELLOW
CU1300113	Completed	Building/Certificate of Use/NA/NA	04/29/2013	2016	P	ST	NW			KSLADE
CU1300114	Completed	Building/Certificate of Use/NA/NA	04/29/2013	318	MASSACHUSETTS	AVE	NE			KSLADE

Building Permit ID: CU1300117

Save Cancel ? Help

Go To Workflow

Workflow Tasks
Application Review
Issue Permit

Send e-mail notification to
m.barnes@dc.gov
(rate multiple e-mail addresses with a semicolon.)

There currently are no ad hoc tasks defined.

CLICK HERE

49. Select "Permit Issued" from the "Status" drop down menu, and then click the "Submit" icon button.

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

Record

Permit #	Status	Permit Type	Opened	Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #	Created By
CU1300117	Application Accepted	Building/Certificate of Use/NA/NA	05/06/2013	1100	4TH	ST	SW			JBELLOW
CU1300116	Completed	Building/Certificate of Use/NA/NA	05/06/2013	701	8TH	ST	SE			KSLADE
CU1300115	Completed	Building/Certificate of Use/NA/NA	05/02/2013	3000	CONNECTICUT	AVE	NW			JBELLOW
CU1300113	Completed	Building/Certificate of Use/NA/NA	04/29/2013	2016	P	ST	NW			KSLADE
CU1300114	Completed	Building/Certificate of Use/NA/NA	04/29/2013	318	MASSACHUSETTS	AVE	NE			KSLADE

Building Permit ID: CU1300117

Menu **Submit** **STEP 2 - CLICK HERE** ? Help

Workflow Tasks

Task Details - Issue Permit

Department * Current Department ISSUANCE Staff * Current User Stacie Williams Status * --Select--

Status Date * 05/06/2013 Due Date 05/15/2013

Comments

Standard Comment **STEP 1 - SELECT PERMIT ISSUED**

Application Canceled
Application Withdrawn
Payment Pending
Permit Canceled/Retired
Permit Issued
Permit Not Issued
Permit Renewed
Permit Revised
Permit Revoked
Ready for Issuance

50. The permit is now in Issued status. Click the "Permitting" link in the "Reports" menu.

My Navigation

Reports

- Abatement
- ABL
- ACA
- Agency Management
- Boilers
- ICA
- Inspections
- Inspections Management
- GCI
- Permitting** **CLICK HERE**
- Permitting Management
- Proactive
- RePrint
- Scheduling
- Summary Abatement

Task	Status	Status Date	Action By
Application Review	Applicati...	05/06/2013	Keith Slade
Issue Permit	Permit Is...	05/06/2013	Keith Slade

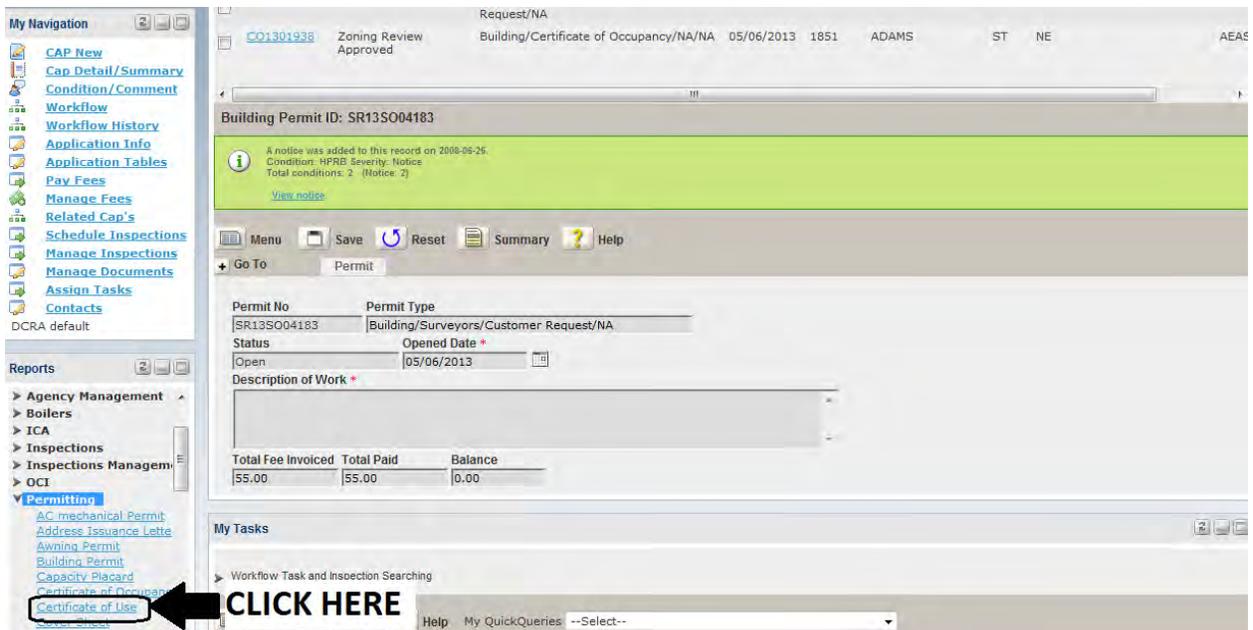
My Tasks

Workflow Task and Inspection Searching

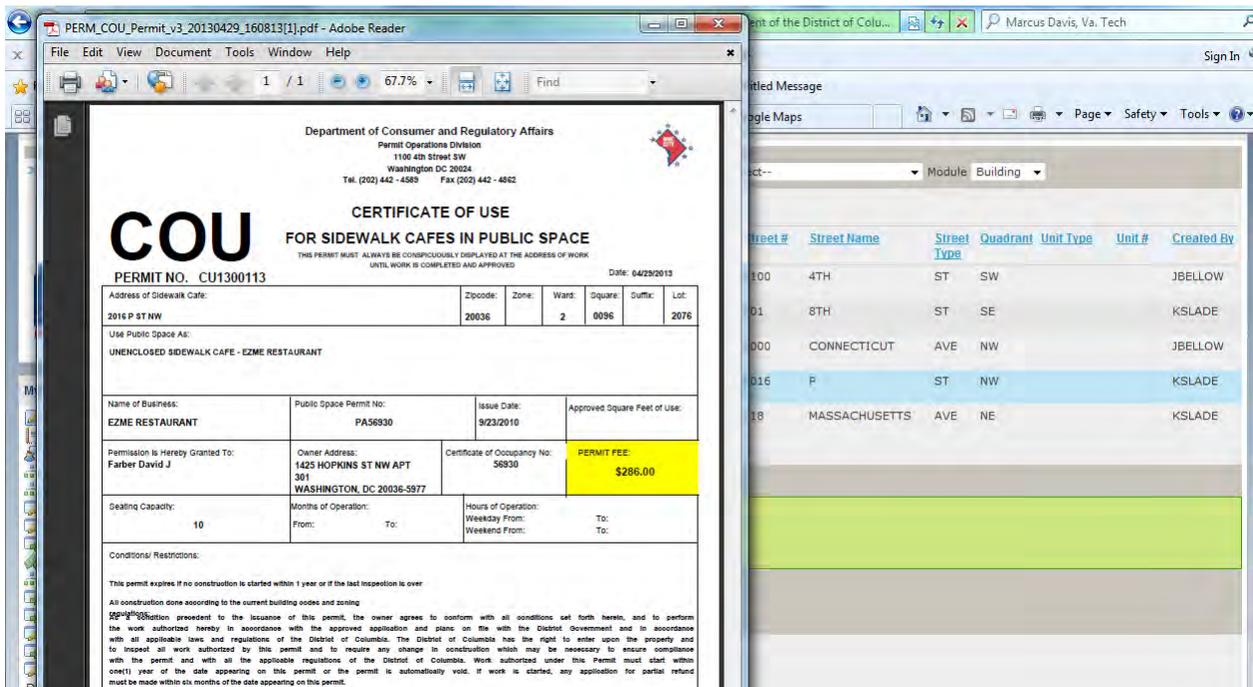
An error has occurred while processing your request.

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

51. Clicking on the "Permitting" link will expand the menu. Once expanded, click on the "Certificate of Use" link



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



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

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

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

COU

CERTIFICATE OF USE FOR SIDEWALK CAFES IN PUBLIC SPACE

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

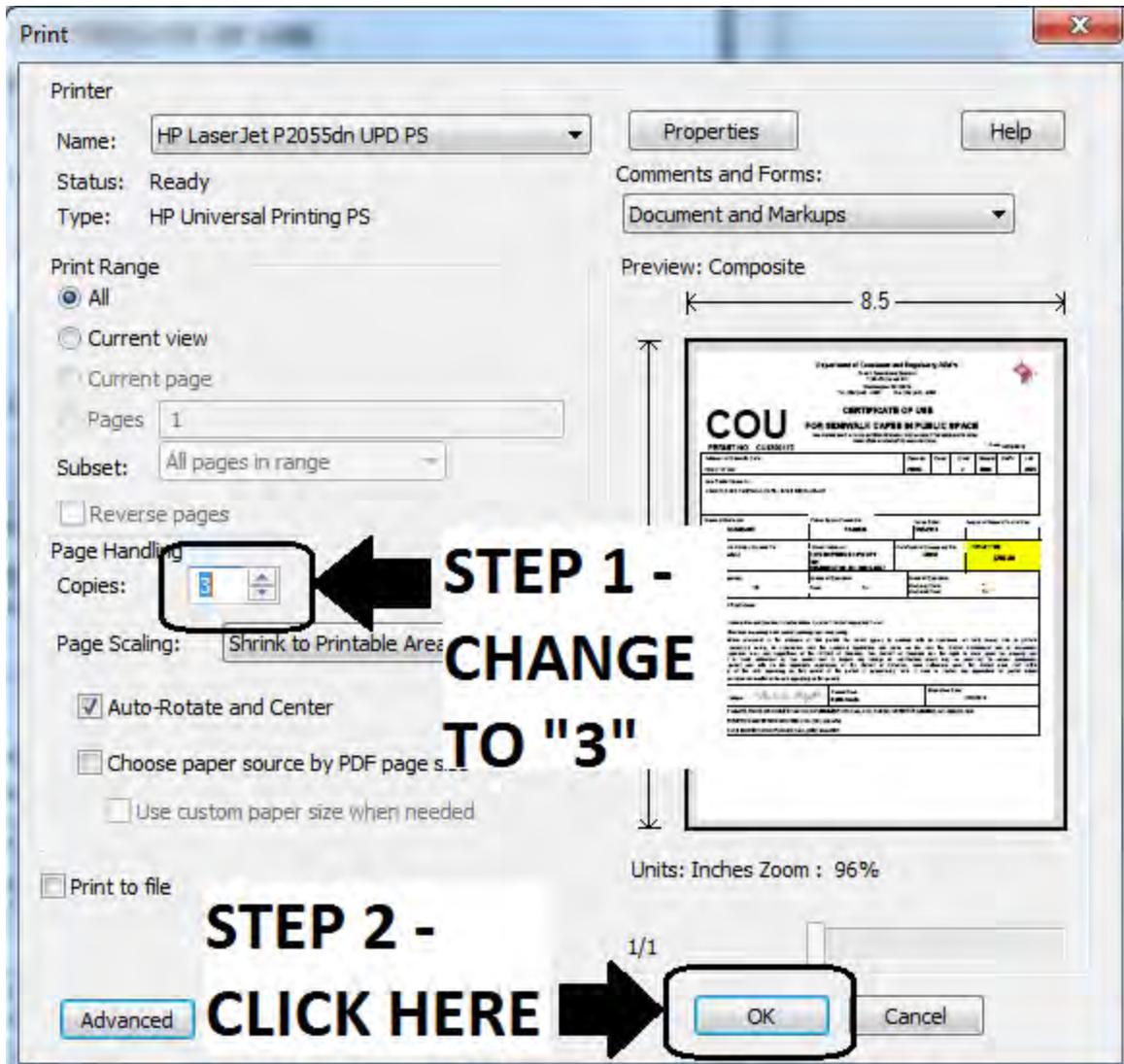
PERMIT NO. CU1300113 Date: 04/29/2013

Address of Sidewalk Cafe: 2016 P ST NW	Zipcode: 20036	Zone: 2	Ward: 2	Square: 0096	Suffix: 2078	Lot:
Use Public Space As: UNENCLOSED SIDEWALK CAFE - EZME RESTAURANT						
Name of Business: EZME RESTAURANT	Public Space Permit No: PA56930	Issue Date: 9/23/2010	Approved Square Feet of Use:			
Permission is Hereby Granted To: Farber David J	Owner Address: 1425 HOPKINS ST NW APT 301 WASHINGTON, DC 20036-5977	Certificate of Occupancy No: 56930	PERMIT FEE: \$286.00			
Seating Capacity: 10	Months of Operation: From: To:	Hours of Operation: Weekday From: To: Weekend From: To:				

Conditions/Restrictions:
 This permit expires if no construction is started within 1 year or if the last inspection is over
 All construction done according to the current building codes and zoning
 In consideration presented 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.

Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #	Created By
100	4TH	ST	SW			JBELLOW
01	8TH	ST	SE			KSLADE
000	CONNECTICUT	AVE	NW			JBELLOW
016	P	ST	NW			KSLADE
18	MASSACHUSETTS	AVE	NE			KSLADE

55. 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.



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

57. 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.

58. 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 (only if customer paid for one permit only)

- Public space permit
- Certificate of Insurance
- Previous year's Public Space Permit

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

60. Below is a sample copy of an issued Certificate of Use.

Department of Consumer and Regulatory Affairs
 Permit Operations Division
 1100 4th Street SW
 Washington DC 20024
 Tel: (202) 442 - 4559 Fax: (202) 442 - 4862



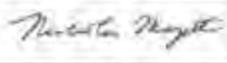
COU

CERTIFICATE OF USE

FOR SIDEWALK CAFES IN PUBLIC SPACE

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

PERMIT NO. CU1300097 Date: 04/17/2013

Address of Sidewalk Cafe:		Zipcode:	Zone:	Ward:	Square:	Suffix:	Lot:
1910 18TH ST NW		20009		2	0131		0063
Use Public Space As:							
UNENCLOSED SIDEWALK CAFE WITH 24 SEATS FOR REGENT THAI RESTAURANT CUISINE.							
Name of Business:		Public Space Permit No:		Issue Date:	Approved Square Feet of Use:		
REGENT THAI CUISINE		524697		11/26/1999			
Permission is Hereby Granted To:		Owner Address:		Certificate of Occupancy No:		PERMIT FEE:	
G Ladas		G & G PROPERTIES LLC 3392 STUYVESANT PL NW WASHINGTON, DC 20015-2454		524697		\$255.00	
Seating Capacity:		Months of Operation:		Hours of Operation:			
24		From: To:		Weekday From: 11AM To: 11PM Weekend From: 11AM To: 11PM			
Conditions/ Restrictions:							
<p>This permit expires if no construction is started within 1 year or if the last inspection is over.</p> <p>All construction done according to the current building codes and zoning regulations.</p> <p>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 the permit and to require any change in construction which may be necessary to assure 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 as the permit is automatically void if work is started; any application for partial refund must be made within six months of the date appearing on this permit.</p>							
Director:		Permit Clerk:		Expiration Date:			
Nicholas A. Mejell 		Justin Bellow		04/17/2014			
<p>TO REPORT WASTE, FRAUD OR ABUSE BY ANY DC GOVERNMENT OFFICIAL CALL THE DC INSPECTOR GENERAL AT 1-800-521-1839</p> <p>FOR CONSTRUCTION INSPECTION INQUIRIES CALL (202) 442-4460</p> <p>TO SCHEDULE INSPECTIONS PLEASE CALL (202) 442-9557</p>							

CHAPTER 7

SECTION 7.6

ELECTRICAL

1.2 - Electrical

This section provides a comprehensive step-by-step instruction guide for processing supplemental Electrical permits from Intake to Issuance.

As per 12A DCMR 105.1:

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

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

Further, as per 12A DCMR 105.1.14, Electrical permits are required for the following work processes:

1. Power Limited Wiring. Electrical permit is required for the installation of fire alarm and detection systems and other power limited wiring, such as burglar alarms, telephone data cables, and security, installed by other than public utility companies.

2. Electrical Signs. Electrical permit shall be required for the erection of a sign on or in which lights of any description are to be used, or which will be illuminated by artificial means.

3. Preventive Maintenance. Electrical permits are required to perform preventive maintenance in switchboards, as required in Article E-408-23 of the *Electrical Code*.

4. Temporary Wiring. Electrical permit shall be required for the installation of electric wiring of a temporary nature for light, heat, or power purposes, and is issued contingent upon the removal of said wiring and apparatus upon expiration of the permit.

5. Barricade Lamps. Electrical permit shall be required for temporary obstruction barricade lamps on or over an authorized temporary enclosing fence or barricade on public property and for other temporary lighting in public space back of the inner edge of a public sidewalk; such temporary permits shall be approved by the District of Columbia Department of Transportation (DDOT).

6. Construction Hoists. Electrical permit shall be required for the installation of building material hoists used in building construction.

7. Electrical Current Use During Building Construction. Electrical permit shall be required for the temporary use of electric current for light, heat, or power purposes on any permanent system of wiring, pending completion and final approval thereof.

8. Electrical Work in Connection with the Installation of Mechanical Equipment. Electrical permit shall be required for electrical work in connection with the installation of mechanical equipment, including elevators and escalators.

CHAPTER 7

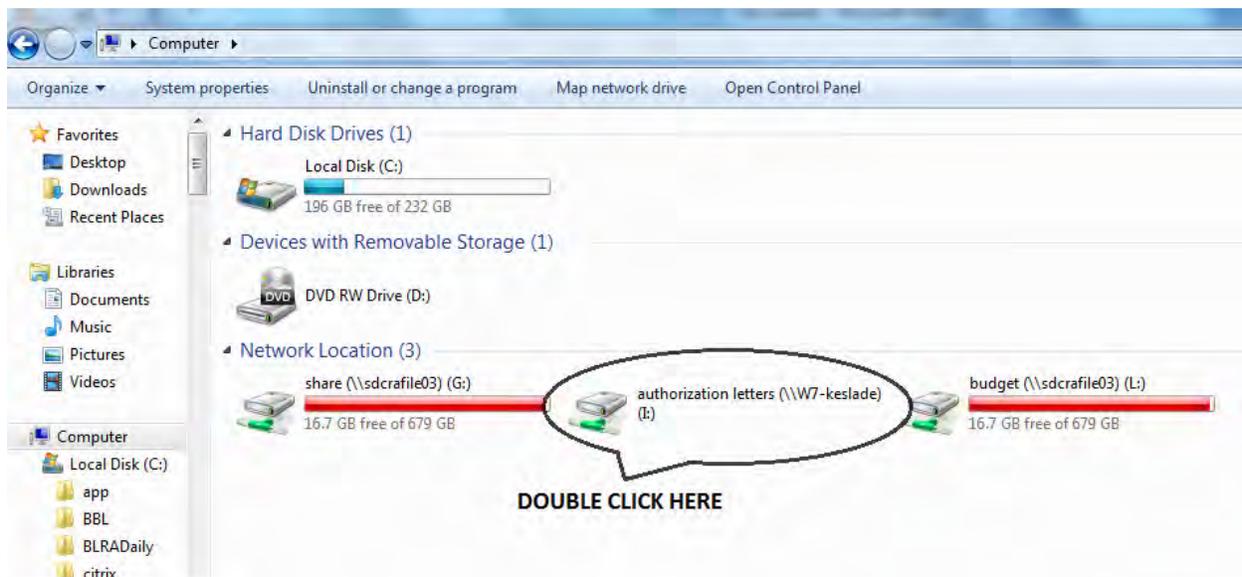
SECTION 7.6.1

INTAKE

1.2.1 - Intake

Electrical Permit – Intake

1. Before proceeding in Accela, ensure that the customer is a Master Electrician by verifying the Master's license. If the Master is not in possession of his/her license, direct the Master to the Office of Business and Professional Licensing on the 5th floor. This office can provide the Master with a letter confirming the status of the Master's license, which can be accepted as verification.
2. If the customer is not a Master Electrician, then the customer seeking the permit must be designated by the Master to secure permits on his/her behalf. In order for the designee to pull permits, the customer must have a letter, on company letterhead, authorizing the customer to pull permits on the Master's behalf, in addition to a copy of the Master's license.
3. Verify that the designee has a copy of the Master's license and a letter of authorization in hand or that copies of both documents are on file digitally.
 - To determine if copies of the Master's license and authorization letter are on file digitally, navigate to "My Computer."
 - Locate the "Network Connection" section and double-click on the "I" drive, which is labeled "Authorization Letters." (See Figure 1.1)
 - Locate the appropriate set of documents for the customer in the "Authorization Letters" folder. The documents are organized alphabetically by company name.



4. If a Master's designee provides new documents, place them in the provided bin for scanning after confirmation.

- Once the customer has been confirmed, ensure that the application is filled out completely. The fields marked "Required" must be filled out on the Electrical application to be considered complete:

DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS
APPLICATION TO INSTALL SUPPLEMENTAL ELECTRICAL SYSTEMS IN BUILDINGS

PERMIT OPERATIONS DIVISION
 1100 4th St., SW, Washington DC, 20024

Date: **REQUIRED**

E **ELECTRICAL PERMIT APPLICATION**
APPLICATION MUST BE COMPLETE IN ITS ENTIRETY

Address of Work: REQUIRED	Suite/Room /Floor:	Square: REQ.	Building Permit #: REQUIRED
		Lot: REQ.	
Owner of Building/Business:		Owner's Address:	
		Phone:	

TYPE OF WORK:	WORK Intended to change the use?	No. Of Rooms:	No. of Floors:	PROPOSED USE (CURRENT USE IF NO CHANGE)			
a. New <input type="radio"/>	a. REQ. <input type="radio"/>	<input type="text"/>	REQ. <input type="text"/>	A. Single Family <input type="checkbox"/>	E. Restaurant <input type="checkbox"/>	I. Office <input type="checkbox"/>	
b. Remodeling <input type="radio"/>	b. No <input type="radio"/>			B. Two Family Flat <input type="checkbox"/>	REQUIRED <input type="checkbox"/>	J. Garage <input type="checkbox"/>	
c. Remodifying <input type="radio"/>				C. Rooming House <input type="checkbox"/>	G. Shop <input type="checkbox"/>	K. Other (specify) <input type="checkbox"/>	
d. Repair <input type="radio"/>				D. Apartment <input type="checkbox"/>	H. Theatre <input type="checkbox"/>		

No.	Type	No.	Type	No.	Type
	Grp 01 - Wiring Only (Receptacle & Switch Outlets)		Grp 09 - 1 through 10 kVa mg.		Grp 12 - Closed Circuit Television Camera
	Grp 02 - Fixtures and Lamp Holders		Grp 09 - 11 through 75 kVa mg.		Grp 12 - Receiving Stations
	Grp 03 - Electrical Discharge Signs		Grp 09 - 76 through 200 kVa mg.		Grp 12 - Transmitting Stations
	Grp 04 - Baseboards or Space Heaters		Grp 09 - Over 200 kVa mg (Transformer Vaults)		Grp 13 - (Other) Electric Signs-Incan.
	Grp 04 - Furnaces		Grp 10 - Amplifier		Grp 13 - (Other) Festoon Lighting
	Grp 04 - Furnaces - Control Wiring Regl. Fee		Grp 10 - Dimmers (Over 1kW)		Grp 13 - (Other) Fire Alarm & Station Bell
	Grp 04 - Unit Heaters		Grp 10 - Motion Picture Machine (Perm)		Grp 13 - (Other) Preventive Maint. Permit
	Grp 05 - Appliance 1 - 8 kW mg.		Grp 10 - Motion Picture Machine (Port.)		Grp 13 - ARC Vapor Lamps
	Grp 05 - Over 8 kW mg.		Grp 10 - Motion Picture Machine (Slide Projector)		Grp 13 - Battery Chargers
	Grp 06 - Less than REQUIRED - CUSTOMER MUST SELECT DEVICES		Grp 10 - Central A/C System Up through 5 tons (Res.)		Grp 13 - Clothes Dryer (Res.)
	Grp 06 - 1/4 HP Through 1 HP mg.		Grp 10 - Port. Switchboard		Grp 13 - Conduits
	Grp 06 - Over 1 HP through 5 HP mg.		Grp 10 - Port. T.V. Installation		Grp 13 - Cranes
	Grp 06 - Over 5 HP through 10 HP mg.		Grp 10 - Spotlights (Acs)		Grp 13 - Dishwasher (Res.)
	Grp 06 - Over 10 HP through 20 HP mg.		Grp 10 - Spotlights (Incan.)		Grp 13 - Electric Furnaces (Res.)
	Grp 06 - Over 20 HP through 30 HP mg.		Grp 10 - Spotlights (Port. or Temp. A/c)		Grp 13 - Electrical ranges (Res.)
	Grp 06 - Over 30 HP through 50 HP mg.		Grp 10 - Spotlights (Port. or Temp. Incan.)		Grp 13 - Fire Alarm Smoke & Heat Detectors
	Grp 06 - Over 50 HP through 75 HP mg.		Grp 11 - 1 through 25 Lights		Grp 13 - Garbage Disposal (Res.)
	Grp 06 - Over 75 HP mg.		Grp 11 - 26 through 50 Lights		Grp 13 - Hot Water Heater (Res.)
	Grp 07 - Conductors and Poles		Grp 11 - 51 through 100 Lights		Grp 13 - Panel Board Replacement
	Grp 07 - Poles Only (Private Property)		Grp 11 - Each additional 100 lights or fraction		Grp 13 - Quarterly Permit Fee
	Grp 07 - Service Conductor		Grp 11 - Circuses and Carnivals		Grp 13 - Rectifier
	Grp 08 - 201 through 400 Amp mg.		Grp 11 - Exhibitions-etc.		Grp 13 - Regl. of Feeder Conductors
	Grp 08 - 401 through 800 Amp mg.		Grp 12 - Centralized Receiver Amplifier		Grp 13 - Security / Burglar Alarm
	Grp 08 - Over 800 Amp mg.		Grp 12 - Centralized Speaker Station		Grp 13 - Telephonic / Data / TV
	Grp 08 - Up through 200 Amp mg.		Grp 12 - Closed Circuit Television Camera		Grp 13 - Welders
					Grp 13 - X-Ray Machines

Master Electrician Signature: REQUIRED	Electrical Contractor: REQUIRED	OTHER:
Master License No.: REQUIRED	Contractor License No.: REQUIRED	
Phone: REQUIRED	Address: REQUIRED	

CUSTOMER MUST PRINT NAME HERE

TO REPORT WASTE, FRAUD OR ABUSE BY ANY DC GOVERNMENT OFFICE OR OFFICIAL, CALL THE INSPECTOR GENERAL AT 1-800-523-1638

12 / 12

6. If the “Type of Work” is identified as “New” or “Remodeling” on the permit application, then a base Building Permit is required. Ensure that
 - The address of the base Building Permit matches the address on the Plumbing Permit application.
 - The customer provides a copy of the base Building Permit.
 - The customer indicates the Building Permit number on the application.
7. If the “Type of Work” is identified as “Replacement” or “Repair” on the permit application, then a base Building Permit is not required. Direct the customer to write the letter “B” in the “Building Permit #” space on the application.
8. Ensure that all required fields are completely filled out on the application and all necessary supporting documents have been provided. If the application is not complete, direct the customer to complete the application and return when complete.
9. Once the application has been verified as complete, you may begin processing the application in Accela.
10. From the home screen in Accela, locate and click on the “New” button in the grey toolbar at the top of the home screen. (see Figure 2.1)

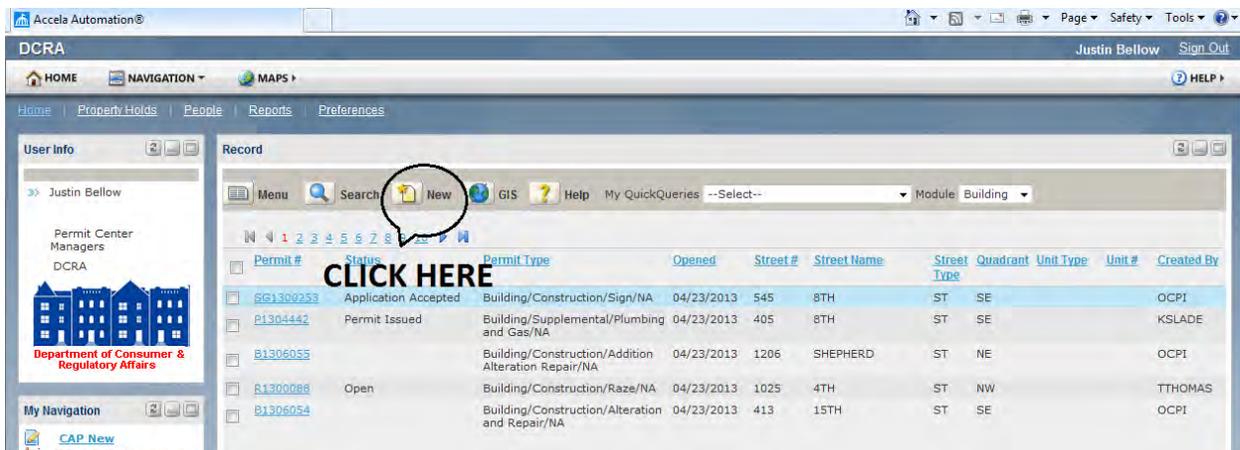
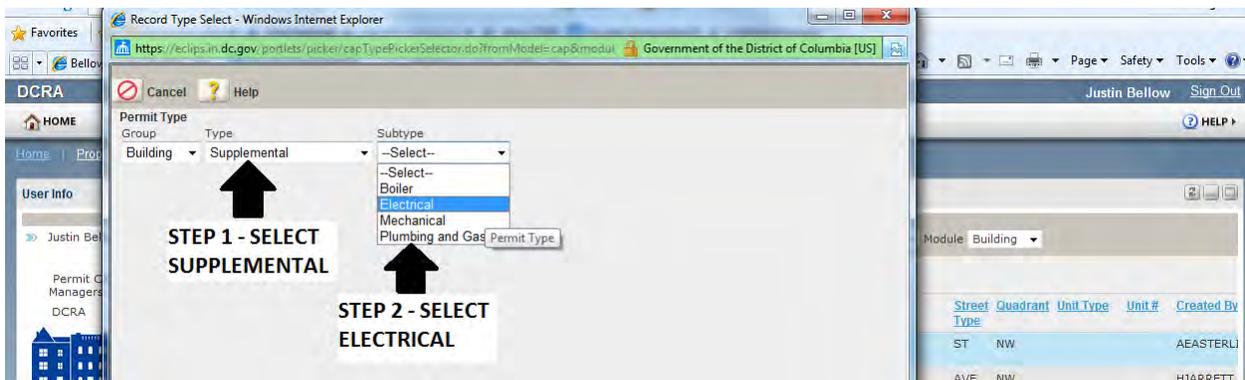
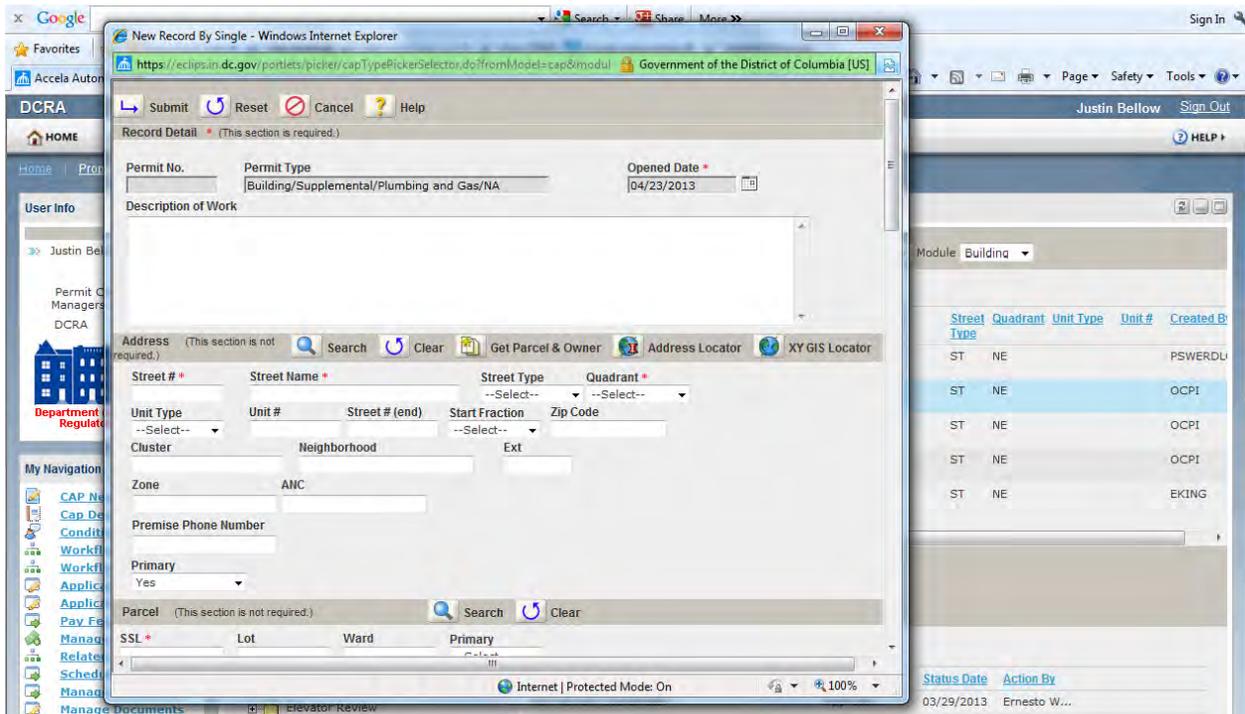


Figure 2.1

11. Accela will open a new window with three drop down menus. The first drop down menu, “Group” is pre-populated with “Building.”
 - Select “Supplemental” from the “Type” drop down menu
 - Select “Electrical” from the “Subtype” drop down menu



12. After selecting “Electrical” from the “Subtype” drop down menu, Accela will automatically open a new window where the permit information will be entered.



13. Input the complete address on the application, quadrant included, and then click the “Search” button.

Description of Work

STEP 2 - CLICK SEARCH BUTTON



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

Street # * 1111 Street Name * 4th Street Type ST Quadrant * SW

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

City Neighborhood Ext

Zone

STEP 1 - INPUT ADDRESS INFORMATION

14. 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.

15. 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

City 9 **MUST BE SET TO YES** Neighborhood R.L.A. (S.W.) Ext

Zone ANC

Premise Phone Number 60

Primary Yes   **ENSURE THAT THIS FIELD POPULATES**

16. 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.

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

CLICK HERE

Address (This section is not required.)

record was found.

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

Figure 2.6

18. Ensure that the information in the "Parcel" and "Owner" sections populates. Do not change any of the populated ownership information unless the customer provides a copy of a deed.

Parcel (This section is not required.)

SSL *	Lot	Ward	Primary
0542	0870	0870	6
			Yes

Owner (This section is not required.)

Name *

USGBF WATERFRONT STATION LLC Yes

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

USAA REAL ESTATE COMPANY

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

Figure 2.7

19. After populating the fields in the "Parcel" and "Owner" section, you may begin populating the information in the "Professionals" field.
20. The "Professionals" field is where the Master's information is displayed. To populate the Master's information, first search by the license number that is indicated on the application. To search by the Master's license number, type the "%" sign in the "License #" field, directly followed by the license numbers. Then click the "Search" button. (see Figure 2.8)

Professionals (This section is not required.) Search Clear

License #* First Name Middle Name Last Name

License Type* Business Name

Address Line 1 Phone 2 ((xxx)xxx-xxxx)

State Zip Code

STEP 1 - TYPE A % SIGN IN THE LICENSE NUMBER FIELD DIRECTLY FOLLOWED BY THE LICENSE NUMBERS

STEP 2 - CLICK HERE

Figure 2.8

21. If the license information does not populate after searching by the Master's license number, search by the company name or the Master's last name. (see Figure 2.9)

Professionals (This section is not required.) Search Clear

License #* First Name Middle Name Last Name

License Type* Business Name Phone 1 ((xxx)xxx-xxxx)

Address Line 1 Phone 2 ((xxx)xxx-xxxx)

Address Line 2

City State Zip Code

Email

SEARCH BY EITHER THE COMPANY NAME OR THE MASTER'S LAST NAME

Figure 2.9

22. The search may yield multiple license records. Select the record that matches the Master's license information on the application and ensure that the populated license information in Accela matches the information on the application. In the case of multiple entries for the same license, selected the record in Accela that is the most recent record and ensure that the record is not expired. (see Figure 2.10)



23. Once selected, Accela will populate the Master's license information. Confirm that the populated information matches the Master's license number.

Professionals (This section is not required.) Search

License #*	First Name	Middle Name	Last Name
EJ903100	PAULINO	L.	GALVEZ
License Type *	Business Name	Phone 1 ((xxx)xxx-xxxx)	
Electrician		(301)422-1360	
Primary	Address Line 1	Phone 2 ((xxx)xxx-xxxx)	
Yes	2107 LEWISDALE DRIVE	(301)422-1360	
	Address Line 2		
	City	State	Zip Code
	HYATTSVILLE	MD	20783
	Email		
	Business Address	Business City	Business State
	2107 LEWISDALE DRIVE	HYATTSVILLE	MD
	Business Zip	Business Lic Type	
	20783	H-	

24. After the Master's information has populated, delete the information in the bottom two rows of the "Professionals" section. (see Figure 2.12)

Professionals (This section is not required.) Search Clear

License #*	First Name	Middle Name	Last Name
EJ903100	PAULINO	L.	GALVEZ
License Type *	Business Name	Phone 1 ((xxx)xxx-xxxx)	
Electrician		(301)422-1360	
Primary	Address Line 1	Phone 2 ((xxx)xxx-xxxx)	
Yes	2107 LEWISDALE DRIVE	(301)422-1360	
	Address Line 2		
	City	State	
	HYATTSVILLE	MD	
	Email		

DELETE THIS INFORMATION FROM THE RECORD

Business Address	Business City	Business State
2107 LEWISDALE DRIVE	HYATTSVILLE	MD
Business Zip	Business Lic Type	
20783	H-	

25. After deleting the information in the last two rows of the “Professionals” section, scroll down to the “Agent for Owner” section. Populate the fields in this section by clicking “As Lic. Prof.” (see Figure 2.13)

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

Type *	First Name	Middle Name	Last Name
Agent for Owner			
Relationship	Full Name	CLICK HERE	
--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		

App Specific Info

Figure 2.13

26. Now scroll down to the “General Information” section, type either “N/A” or a number in the “Q-Matic Number” field. (see Figure 2.14)

GENERAL INFORMATION SECTION

Q-Matic Number *



TYPE N/A OR A NUMBER HERE

Application Comments

27. Now scroll down to the “Electrical Specific Section.”

ELECTRICAL SPECIFIC SECTION

Building permit number

Equipment model

Equipment manufacturer

Expiration Date

Proposed use

--Select--

Existing use

--Select--

Type of work

--Select--

Number of floors

Number of Floors Plus

--Select--

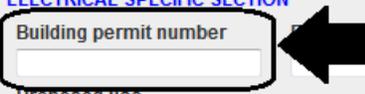
Number of Floors Penthou

Estimated cost of work

28. If a Building Permit number was provided, input the Building Permit number in the “Building permit number” field. If no Building Permit was provided, type the letter “B” in the “Building permit number” field. (see Figure 2.15)

ELECTRICAL SPECIFIC SECTION

Building permit number



IF A BUILDING PERMIT WAS PROVIDED, ENTER THE BUILDING PERMIT #. IF NO BUILDING PERMIT WAS PROVIDED, TYPE THE LETTER "B"

Proposed use

--Select--

Type of work

--Select--

Number of floors

Number of Floors Plus

--Select--

Number of Floors Penthou

Estimated cost of work

29. If the applicant is seeking an extension to an already issued permit, manually enter the appropriate expiration date in the “Expiration Date” field. If the application is not for an extension, then leave this field blank.

*****IMPORTANT*****

All permit extensions must be approved by the Code Official or one his designees, currently the Permit Operations Division Chief or the Fire Division Chief. If one of these individuals has not approved the permit extension, direct the customer to secure the necessary approval.

ELECTRICAL SPECIFIC SECTION

Building permit number	Equipment model	Equipment manufacturer	Expiration Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Proposed use		Existing use	
--Select--		--Select--	
Type of work	Number of floors	Number of Floors Plus	
--Select--	<input type="text"/>	--Select--	
Estimated cost of work			
<input type="text"/>			

IF THE CUSTOMER IS SEEKING A PERMIT EXTENSION, TYPE IN THE CORRECT EXPIRATION DATE

30. If a Building Permit was provided, capture the proposed and existing uses from the Building Permit. If no Building permit was provided, capture the proposed and existing uses from the application. (see Figure 2.16)

ELECTRICAL SPECIFIC SECTION

Building permit number	Equipment model	Equipment manufacturer	Expiration Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Proposed use		Existing use	
--Select--		--Select--	
Type of work	Number of floors	Number of Floors Plus	
--Select--	<input type="text"/>	--Select--	
Estimated cost of work			
<input type="text"/>			

IF A BUILDING PERMIT WAS PROVIDED, CAPTURE THE EXISTING AND PROPOSED USES FROM THE BUILDING PERMIT. IF NO BUILDING PERMIT WAS PROVIDED, CAPTURE THE USES FROM THE APPLICATION

31. Examine the application to determine the type of work, select the matching type of work from the "Type of work" drop down menu, and enter the correct number of floors in the "Number of Floors" field. (See Figure 2.19)

ELECTRICAL SPECIFIC SECTION

Building permit number	Equipment model	Equipment manufacturer	Expiration Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CAPTURE THE TYPE OF WORK AND NUMBER OF FLOORS			
Type of work	Number of floors	Number of Floors Plus	
--Select--	<input type="text"/>	--Select--	
Estimated cost of work			
<input type="text"/>			

32. Once the information in the "Electrical Specific Section" is captured, scroll to the bottom of the window and click the "Submit" button.

App Specific Info Tables

ELECTRICAL SUPPLEMENTAL TYPE  Add  Delete

Type Number(Number)

CLICK HERE

33. After clicking “Submit”, Accela will close the “New Record” window and return to the home screen. The newly created record will now display in the Record Menu. (see Figure 2.23)

Record 2

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

THIS IS THE NEWLY CREATED PERMIT NUMBER

<input type="checkbox"/>	<u>Type</u>	<u>Opened</u>	<u>Street #</u>	<u>Street Name</u>	<u>Street Type</u>	<u>Quadrant</u>	<u>Unit Type</u>	<u>Unit #</u>	<u>Cre</u>
<input type="checkbox"/> E1304844	Open	04/26/2013	1100	4TH	ST	SW			JBE
<input type="checkbox"/> M1301514	Open	04/25/2013	1100	4TH	ST	SW			JBE

34. Initial and write the newly created permit number on the top of the application and provide the customer a ticket to the Electrical engineer.

CHAPTER 7

SECTION 7.6.2

ISSUANCE

1.2.2 - Issuance

Electrical Permit – Issuance

Although the Electrical Division is currently responsible for capturing the devices requested on Supplemental Electrical Permit Application in Accela, this process will be detailed in full in the following section.

Below is a sample Electrical Permit with all required fields identified

DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS
APPLICATION TO INSTALL SUPPLEMENTAL ELECTRICAL SYSTEMS IN BUILDINGS

PERMIT OPERATIONS DIVISION
 1100 4th St., SW, Washington DC, 20024

Date: **REQUIRED**

E ELECTRICAL PERMIT APPLICATION
APPLICATION MUST BE COMPLETE IN ITS ENTIRETY

Address of Work: REQUIRED		Suite/Room /Floor:	Square: REQ.	Building Permit #: REQUIRED	
			Lot: REQ.		
Owner of Building/Business: REQUIRED			Owner's Address:		
			Phone:		

TYPE OF WORK: a. New <input type="radio"/> b. Remodeling <input type="radio"/> c. Remodeling <input type="radio"/> d. Repair <input type="radio"/>	WORK Intended to change the use? a. Yes <input type="radio"/> b. No <input type="radio"/>	No. Of Rooms: <input type="text"/> No. of Floors: <input type="text"/>	PROPOSED USE (CURRENT USE IF NO CHANGE)		
			A. Single Family: <input type="checkbox"/>	E. Restaurant: <input type="checkbox"/>	J. Office: <input type="checkbox"/>
			B. Two Family Flat: <input type="checkbox"/>	G. Garage: <input type="checkbox"/>	K. Other (specify): <input type="checkbox"/>
			C. Rooming House: <input type="checkbox"/>	H. Theatre: <input type="checkbox"/>	
			D. Apartment: <input type="checkbox"/>		

No.	Type	No.	Type	No.	Type
Grp 01	Wiring Only (Receptacle & Switch Outlets)	Grp 09	1 through 10 kVa mg.	Grp 12	Closed Circuit Television Camera
Grp 02	Fixtures and Lamp Holders	Grp 09	11 through 75 kVa mg.	Grp 12	Receiving Stations
Grp 03	Electrical Discharge Signs	Grp 09	76 through 200 kVa mg.	Grp 12	Transmitting Stations
Grp 04	Bateboards or Space Heaters	Grp 09	Over 200 kVa mg (Transformer Vaults)	Grp 13	(Other) Electric Signs Incan.
Grp 04	Furnaces	Grp 10	Amplifier	Grp 13	(Other) Festoon Lighting
Grp 04	Furnaces - Control Wiring Repl. Fee	Grp 10	Dimmers (Over 1kW)	Grp 13	(Other) Fire Alarm & Station Bell
Grp 04	Unit Heaters	Grp 10	Motion Picture Machine (Perm)	Grp 13	(Other) Preventive Maint. Permit
Grp 05	Appliance 1 - 8 kW mg	Grp 10	Motion Picture Machine (Port.)	Grp 13	ARC Vapor Lamps
Grp 05	Over 8 kW mg	Grp 10	Motion Picture Machine (Slide)	Grp 13	Battery Chargers
Grp 06	Less than 1/4 HP	Grp 10	Port. or Temp. Incan. Lamp	Grp 13	Central A/C System Up through 5 tons (Res.)
Grp 06	1/4 HP Through 1 HP mg	Grp 10	Port. Switchboard	Grp 13	Clothes Dryer (Res.)
Grp 06	Over 1 HP through 5 HP mg	Grp 10	Port. T.V. installation	Grp 13	Conduity
Grp 06	Over 5 HP through 10 HP mg	Grp 10	Spotlights (Ave)	Grp 13	Cranes
Grp 06	Over 10 HP through 20 HP mg	Grp 10	Spotlights (Incan.)	Grp 13	Dishwasher (Res.)
Grp 06	Over 20 HP through 30 HP mg	Grp 10	Spotlights (Port. or Temp. Arc)	Grp 13	Electric Furnaces (Res.)
Grp 06	Over 30 HP through 50 HP mg	Grp 10	Spotlights (Port. or Temp. Incan.)	Grp 13	Electrical ranges (Res.)
Grp 06	Over 50 HP through 75 HP mg	Grp 11	1 through 25 Lights	Grp 13	Fire Alarm Smoke & Heat Detectors
Grp 06	Over 75 HP mg	Grp 11	26 through 50 Lights	Grp 13	Garbage Disposal (Res.)
Grp 07	Conductors and Poles	Grp 11	51 through 100 Lights	Grp 13	Hot Water Heater (Res.)
Grp 07	Poles Only (Private Property)	Grp 11	Each additional 100 Lights or fraction	Grp 13	Panel Board Replacement
Grp 07	Service Conductor	Grp 11	Circuits and Carnivals	Grp 13	Quarterly Permit Fee
Grp 08	201 through 400 Amp mg	Grp 11	Exhibitions-etc.	Grp 13	Rectifier
Grp 08	401 through 600 Amp mg	Grp 12	Centralized Receiver Amplifier	Grp 13	Recil. of Feeder Conductors
Grp 08	Over 600 Amp mg	Grp 12	Centralized Speaker Station	Grp 13	Security / Burglar Alarm
Grp 08	Up through 200 Amp mg	Grp 12	Closed Circuit Television Camera	Grp 13	Telephone / Data / TV
				Grp 13	Welders
				Grp 13	X-Ray Machines

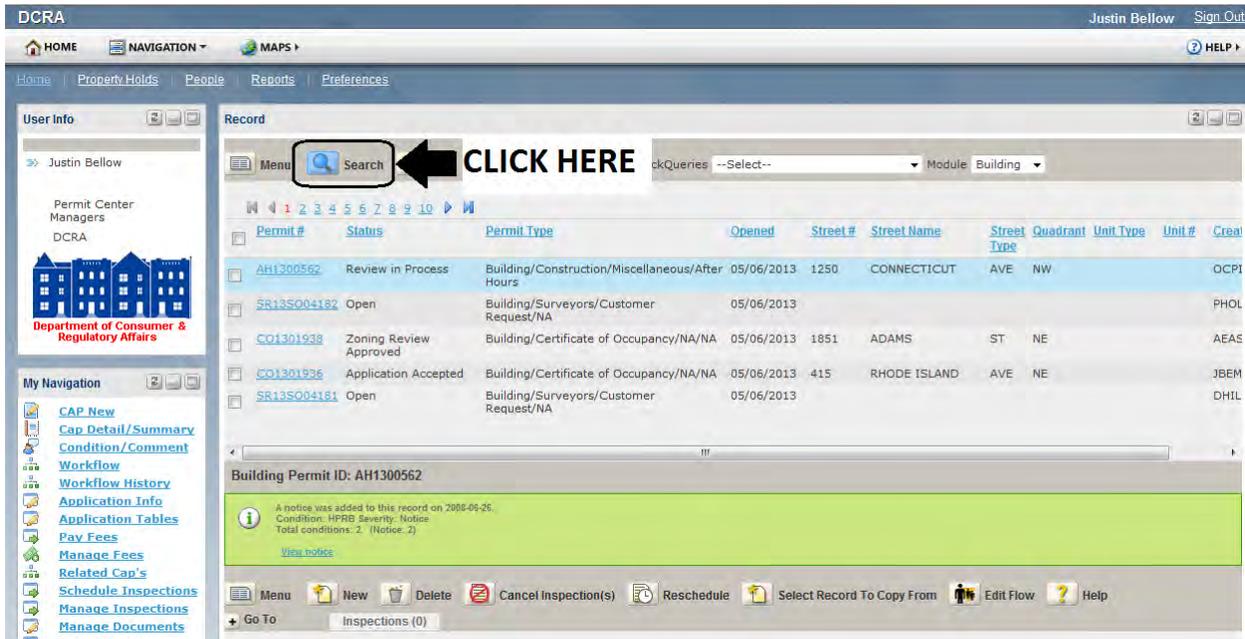
REQUIRED - CUSTOMER MUST SELECT DEVICES

Master Electrician Signature: REQUIRED	Electrical Contractor: REQUIRED	OTHER: TO REPORT WASTE, FRAUD OR ABUSE BY ANY DC GOVERNMENT OFFICE OR OFFICIAL, CALL THE INSPECTOR GENERAL AT 1.800.521.1438
Master License No.: REQUIRED	Contractor License No.:	
Phone:	Address: REQUIRED	

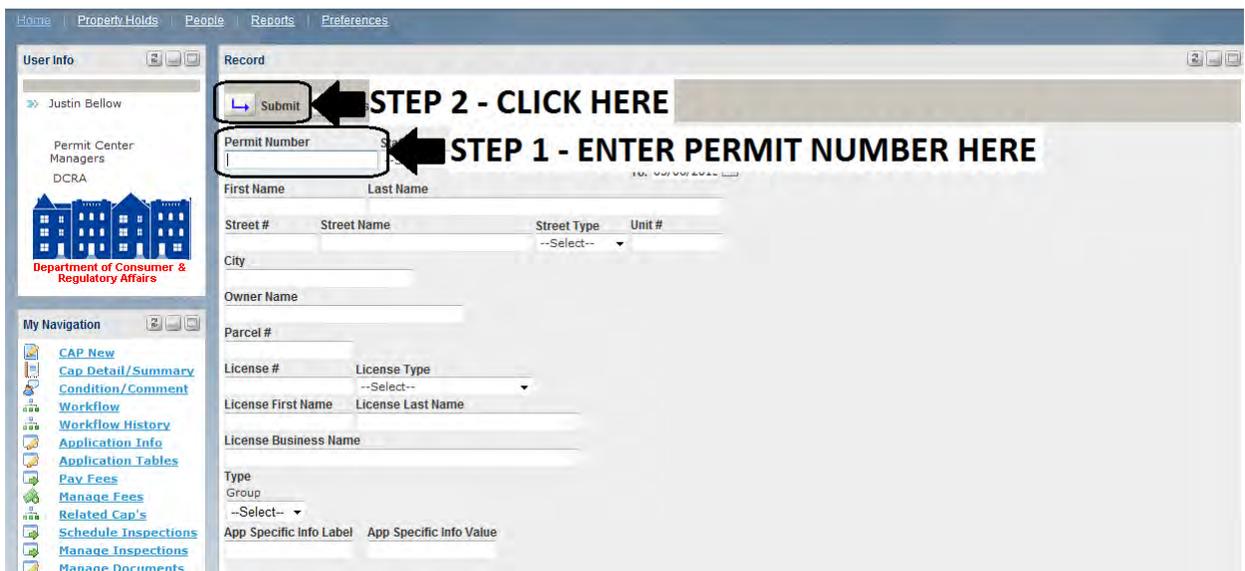
CUSTOMER MUST PRINT NAME HERE

11/18

1. Locate the permit number on the top of the application, and enter the permit number in the “Permit Number” field and then click “Enter”

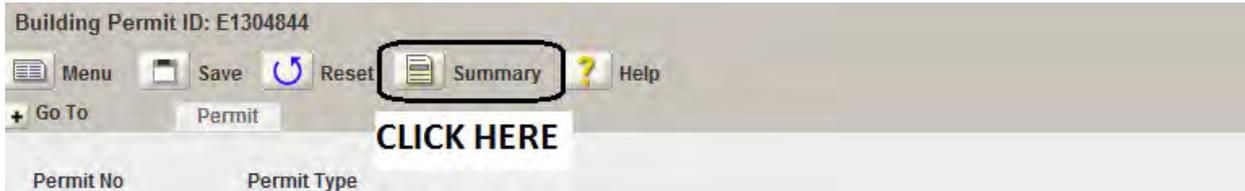


2. Enter the permit number in the “Permit Number” field then click the “Submit” icon button.

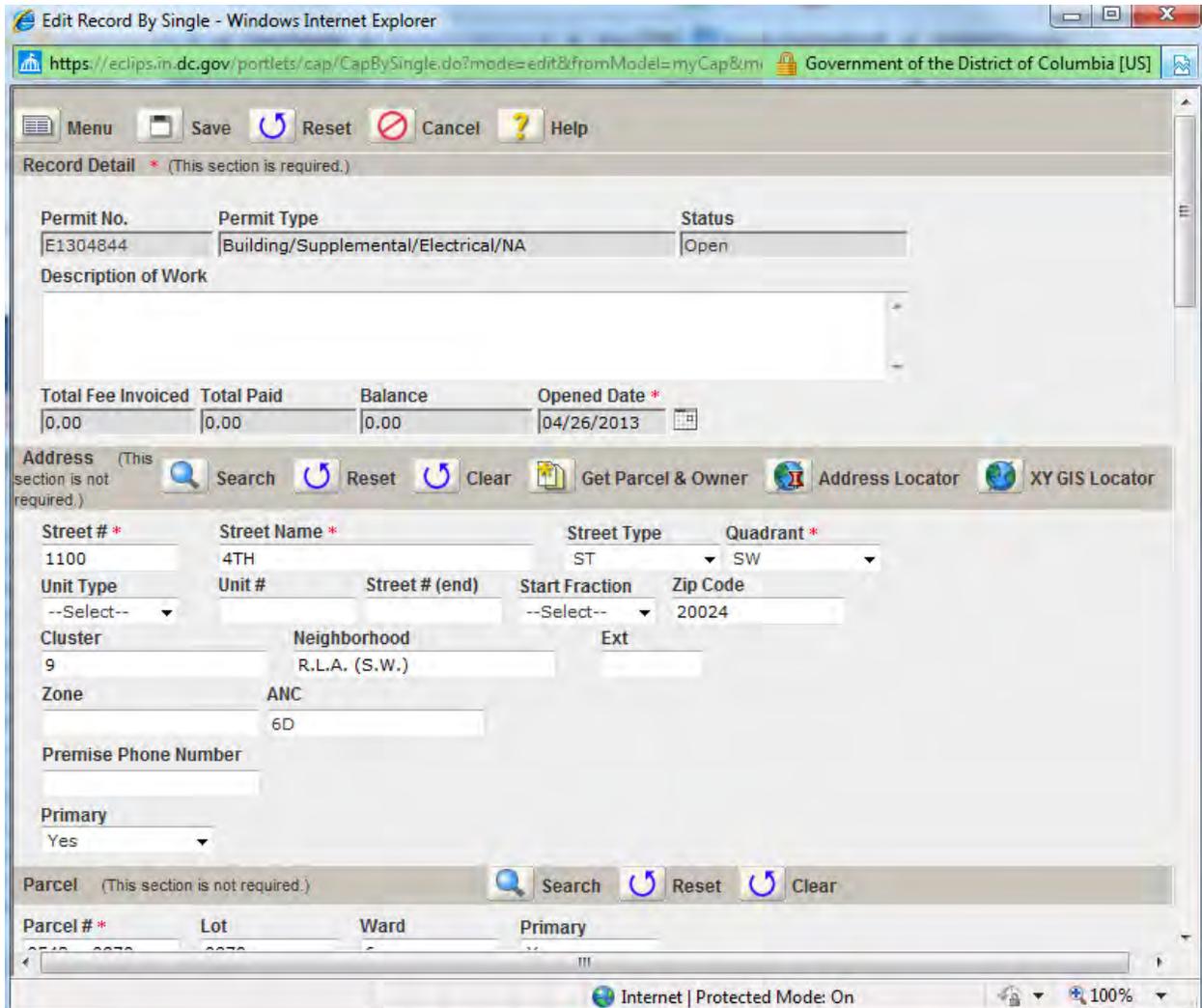


3. On the resulting screen, locate the “My Navigation” menu on the left-hand side of the screen, and click on the “Cap Detail/Summary” link.

4. On the resulting screen, click the "Summary" icon.



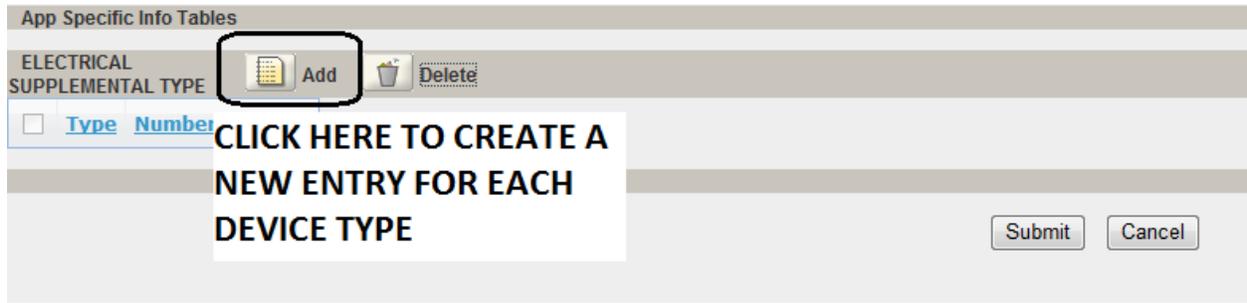
5. Accela will open a new "Edit Record by Single" window.



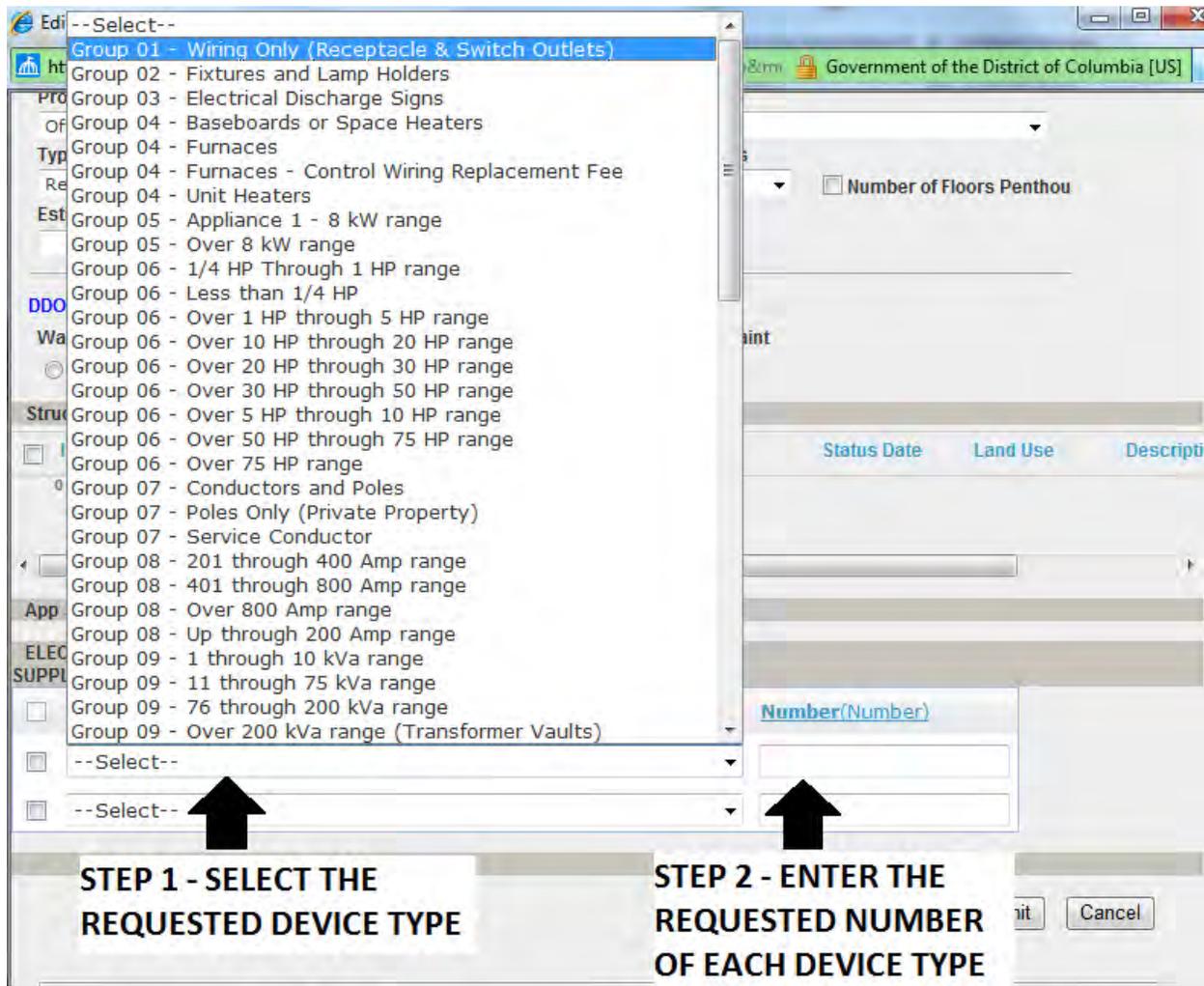
6. Scroll down to the "App Specific Info Tables" section



7. Click the “Add” icon to create an individual entry for each requested device type on the application



8. Once an individual record has been created, select the requested device type from the “Type” drop down menu, and enter the requested number of the device type from the “Number” drop down menu.



9. Repeat Steps 6 and 7 for each requested device type until all requested devices have been entered.
10. If you need to delete an item, click the box directly to the left of the entry to select the entry, and then click the “Delete” icon. This will remove the entry.

STEP 1 - CLICK THIS BOX

STEP 2 - CLICK HERE

Type	Number(Number)
<input checked="" type="checkbox"/> Group 01 - Wiring Only (Receptacle & Switch Outlets)	40
<input type="checkbox"/> Group 05 - Appliance 1 - 8 kW range	5

Submit Cancel

11. Once all requested device types have been entered, click the “Submit” button.

CLICK HERE

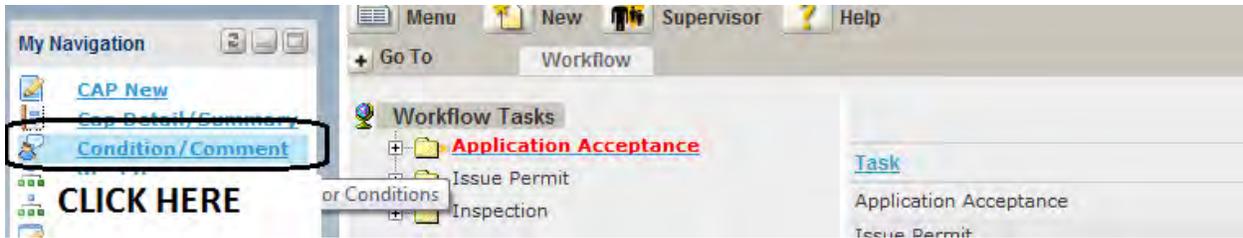
Type	Number(Number)
<input checked="" type="checkbox"/> Group 01 - Wiring Only (Receptacle & Switch Outlets)	40
<input type="checkbox"/> Group 05 - Appliance 1 - 8 kW range	5

Submit Cancel

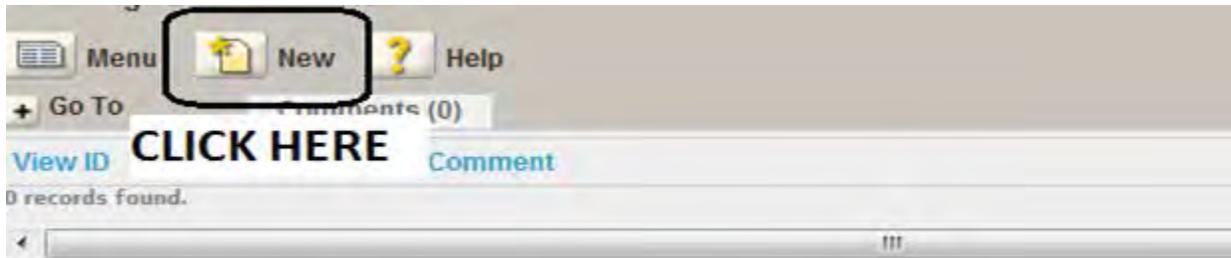
12. Accela will now close the “Edit Record by Single” window, and return you to the home screen.

13. Examine the application, and determine if the customer has requested additional information to be displayed on the permit in the “Other” box. If the customer has requested additional information or devices, click the “Conditions/Comments” link located in the “My Navigation” panel on the left side of the Accela home screen. If the applicant has not requested any additional information in the “Other” box, proceed to Step

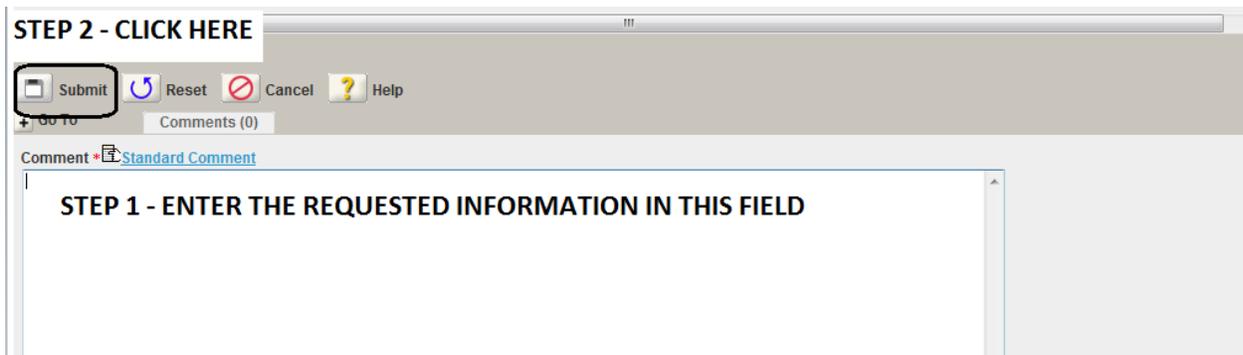
14. If the customer has requested additional information in the “Other” box, located the “Conditions/Comments” link in the “My Navigation” menu. Click the “Conditions/Comments” link.



15. Click the “New” icon button to create a new Conditions and Comments field.

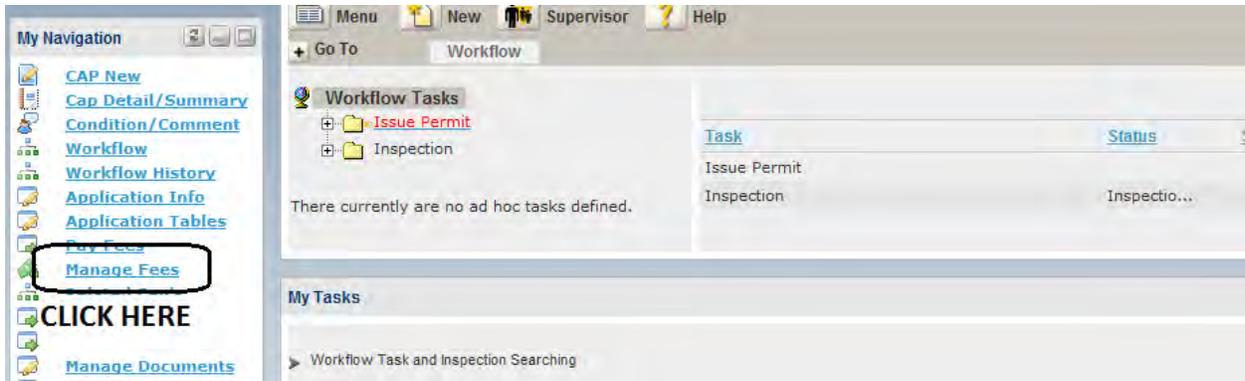


16. Enter the information or devices that the applicant has requested in the newly created Conditions and Comments field and click “Submit” when complete.



17. Now that all of the permit information has been entered, you may begin preparing the invoice for the customer.

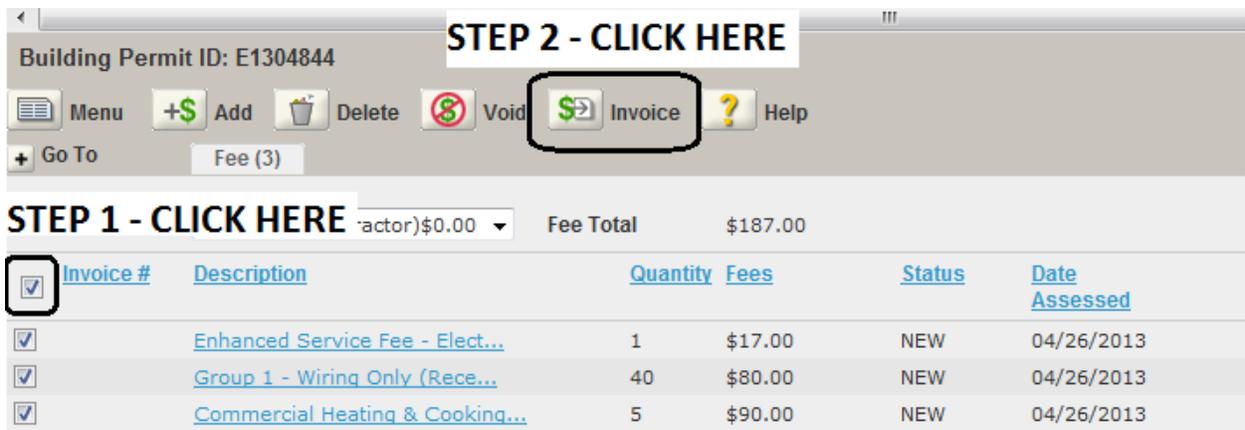
18. Click the “Manage Fees” link located in the “My Navigation” panel on the left side of the Accela home screen.



19. Accela will automatically populate the correct fees, based on the type and number of devices entered during the Intake process.

Invoice #	Description	Quantity	Fees	Status	Date Assessed
<input type="checkbox"/>	Enhanced Service Fee - Elect...	1	\$17.00	NEW	04/26/2013
<input type="checkbox"/>	Group 1 - Wiring Only (Rece...	40	\$80.00	NEW	04/26/2013
<input type="checkbox"/>	Commercial Heating & Cooking...	5	\$90.00	NEW	04/26/2013

20. When all fees have been added, click the box next to "Invoice #" to select all of the permit fee entries, and then click the "Invoice" button to generate an invoice.



21. Accela has now generated an invoice number.

Building Permit ID: E1304844

Menu +\$ Add Delete Void Invoice ? Help

+ Go To Fee (3)

ACCELA HAS GENERATED A NEW INVOICE NUMBER

	Fee Total				
		Quantity	Fees	Status	Date Assessed
<input type="checkbox"/> 1220780 Enhanced Service Fee - Elect...	\$187.00	1	\$17.00	INVOICED	04/26/2013
<input type="checkbox"/> 1220780 Group 1 - Wiring Only (Rece...		40	\$80.00	INVOICED	04/26/2013
<input type="checkbox"/> 1220780 Commercial Heating & Cooking...		5	\$90.00	INVOICED	04/26/2013

22. Navigate to the “Reports” menu located at the left hand side of the Accela home screen and click the “Permitting” link.

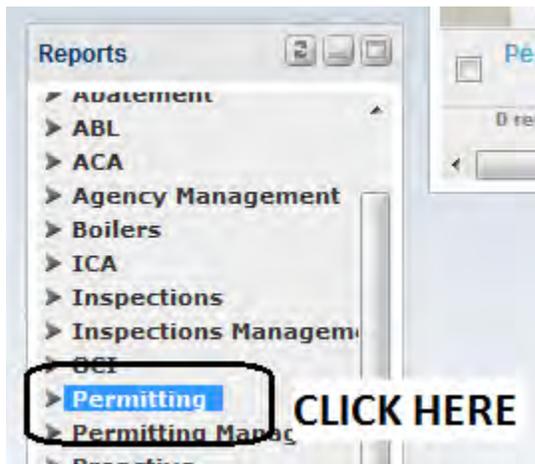
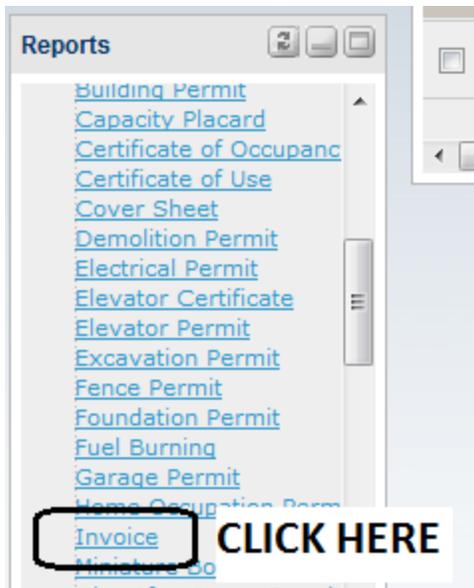
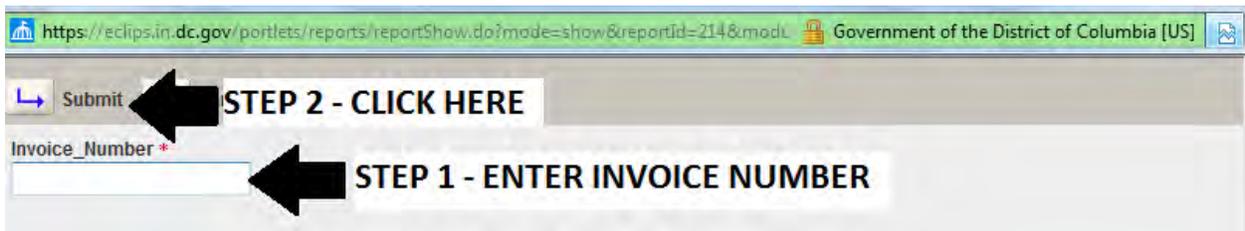


Figure 2.34

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



24. 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.



25. 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.



26. 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. (see Figure 2.38)

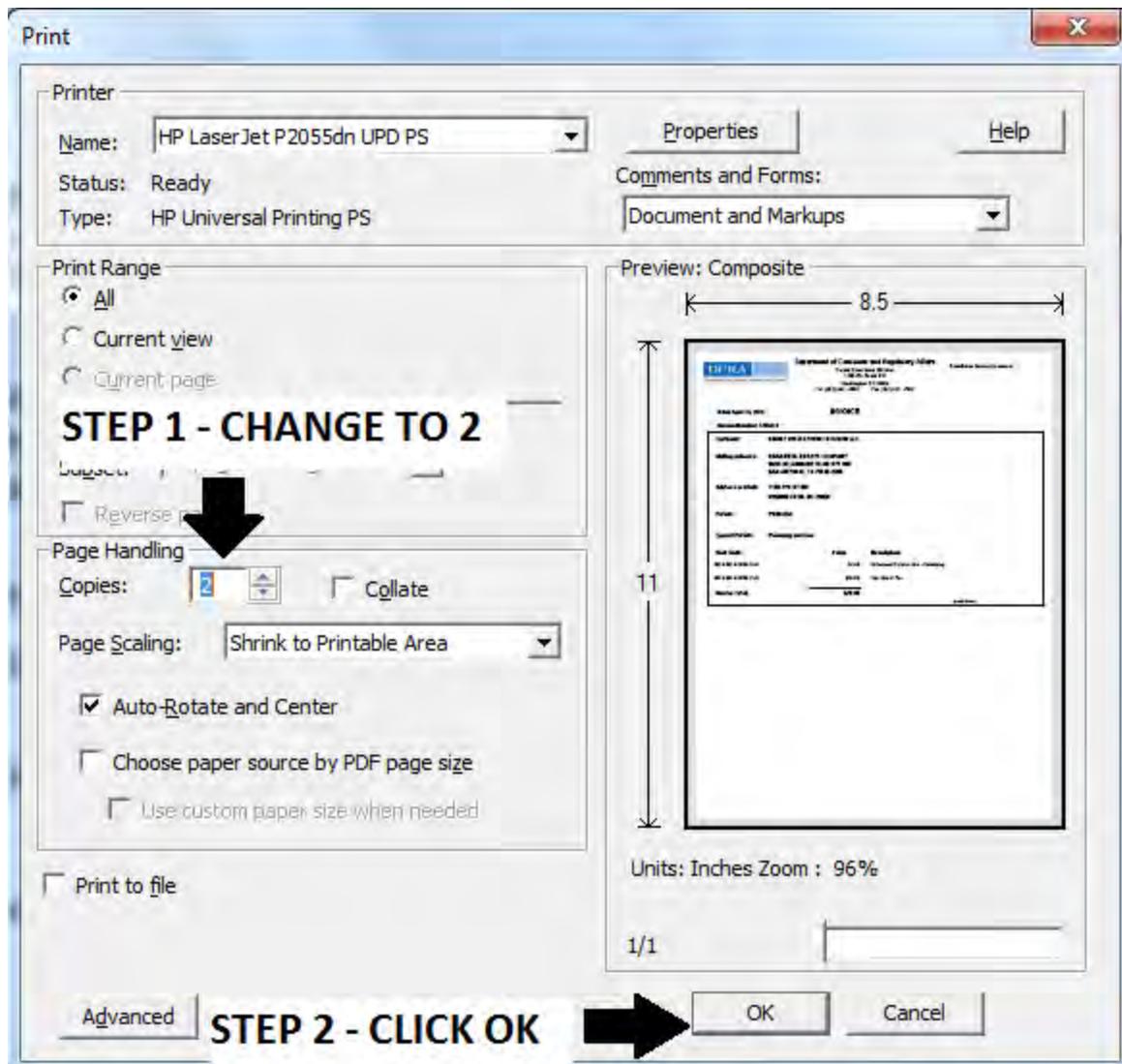


Figure 2.38

27. 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.
28. 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-GNB877
Batch: 20955 Batch Date: 4/23/2013
Cashier: OFT19
Trans #: 7
DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS
Comment/Document: #1304
Payment Total: \$36.30
Payment Distribution:
2141 CRU (3014) 10001-Reg50 \$36.30
MS 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	

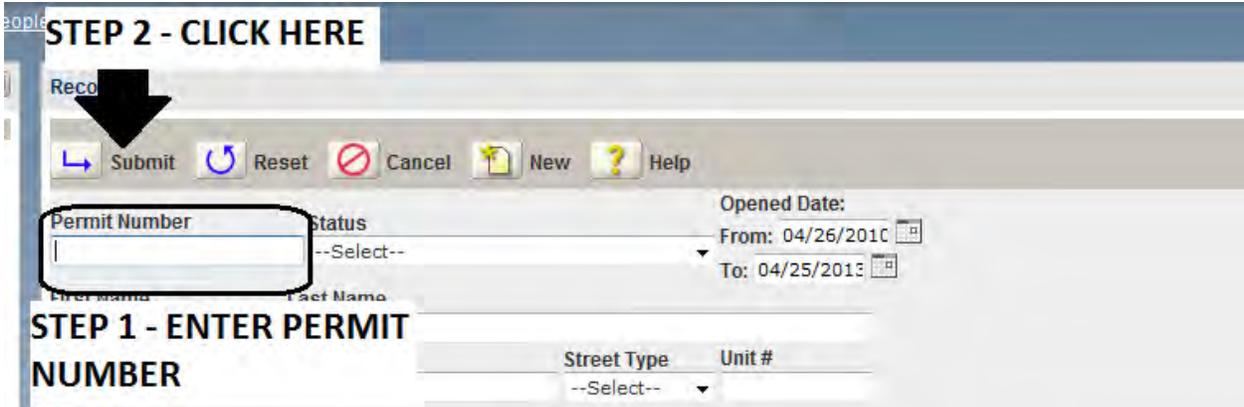
NOTE THE RECEIPT #

Keith Hawkins

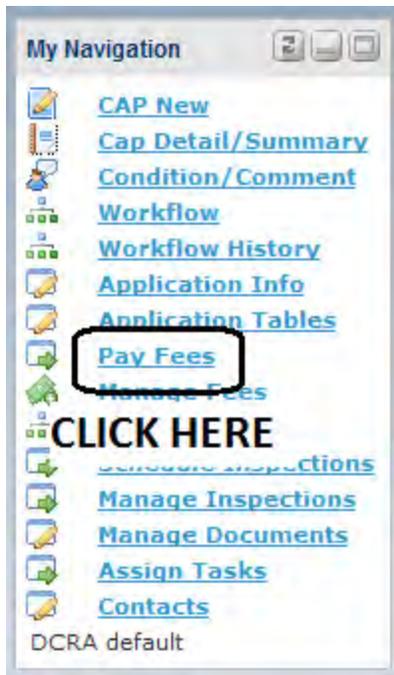
29. Upon confirming that the invoice has been paid, retain the copy of the invoice. The customer will also have either two or three small receipts from the Cashier – retain one of the small receipts.



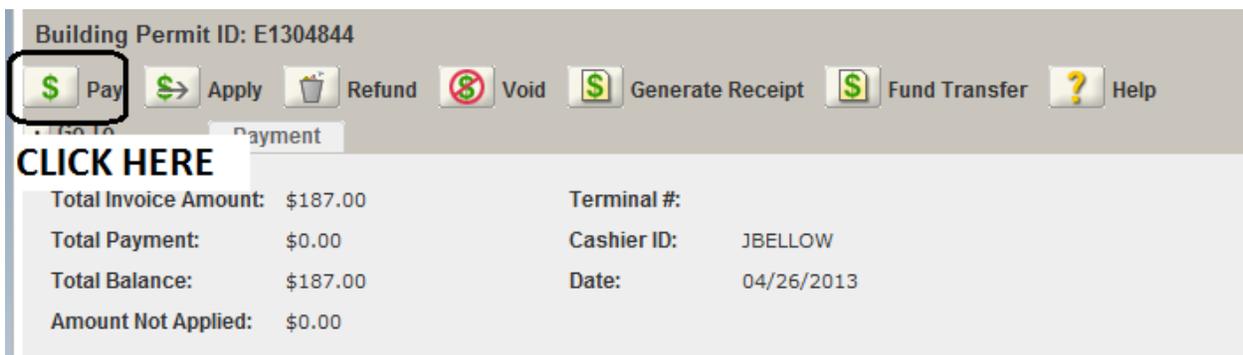
30. Once you have confirmed that the invoice has been paid, bring up the permit record by typing the permit number in the “Permit Number” field in the “Record” section. Then click the “Submit” icon.”



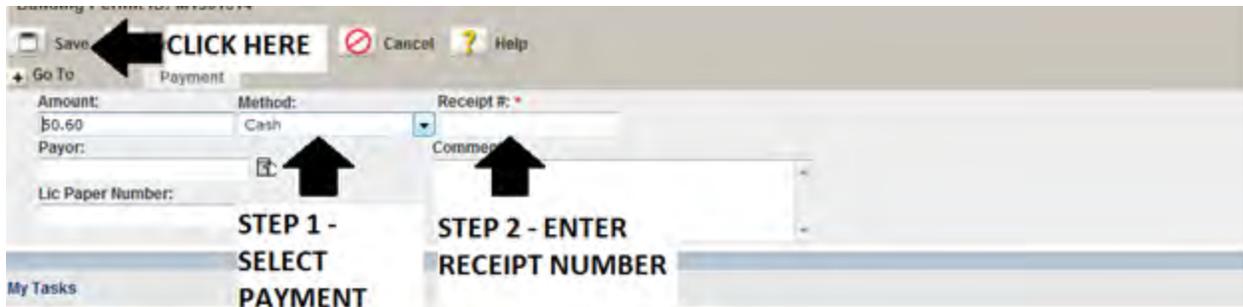
31. On the following screen, locate the “Pay Fees” link under the “My Navigation” menu located on the left hand side of the Accela home screen and click the “Pay Fees” link.



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



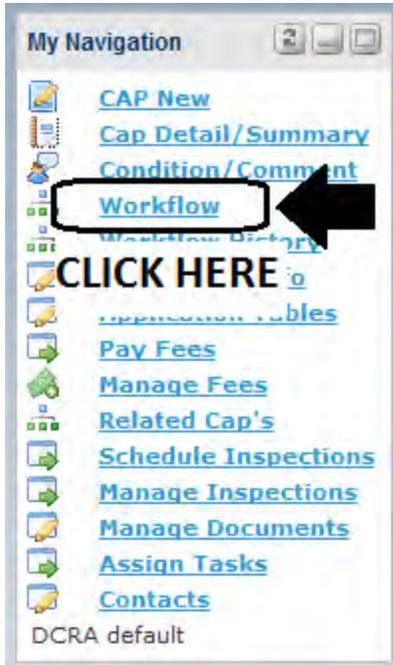
33. Examine the invoice or the receipt and discern what method of payment the customer used. Select this method of payment from the “Method” drop down menu. Now, examine the invoice or the receipt, locate the receipt number, and enter this number in the “Receipt #” field. Once this information is entered,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



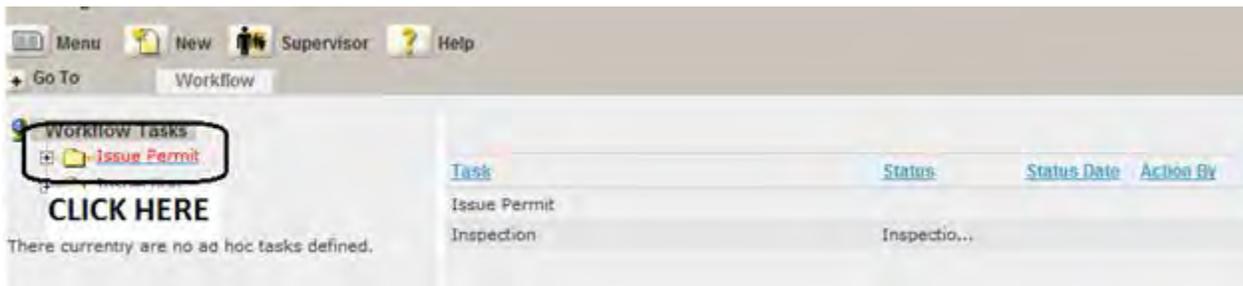
34. On the “Apply Fees” page, click on the box directly below the phrase “Amount Not Applied” in order to select all of the outstanding fee entries. Next, click on the “Full Pay” icon in order to apply full payment for the outstanding entries. Finally, click on the “Submit” icon in order to complete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



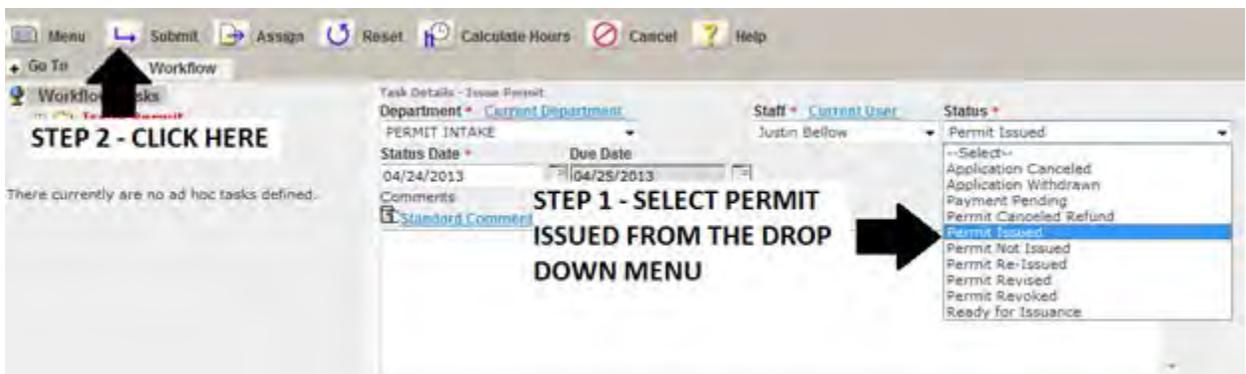
35. Once the fees have been applied, you may begin the finalization of the Issuance process. Click on the “Workflow” link which is located on the “My Navigation” menu on the left hand side of the Accela screen.



36. On the "Workflow" screen, click on the "Issue Permit" link, highlighted in red.



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



38. 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. (see Figure 2.49)

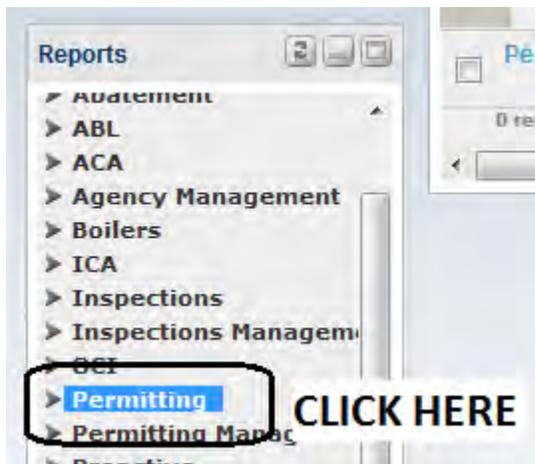
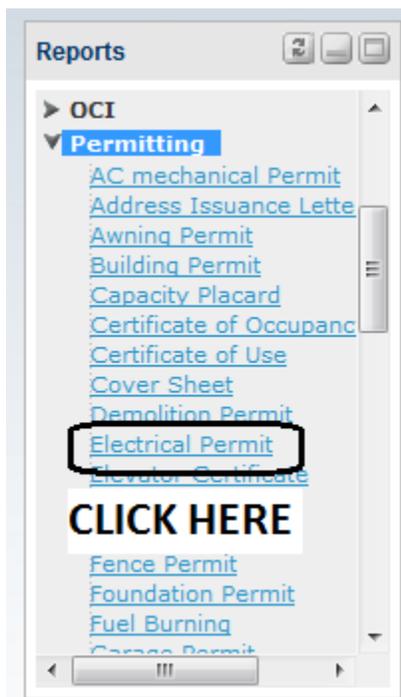


Figure 2.49

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



40. Upon clicking the “Plumbing Permit” link, Accela will generate a copy of the permit.

PERM_ELECTRIC_PERMIT_v3_20130426_153216[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



E

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

Bldg Permit: b
 Issue Date: 04/26/2013
 Expiration Date: 04/26/2014

PERMIT NO. E1304848

Address of Project: 5013 7TH ST NW		Zone: R-3	Ward: 4	Square: 3212	Suffix:	Lot: 0087
Permission Is Hereby Granted To: Vector Security	Electrical Contractor Address: MICHAEL MURRAY	Electrical Contractor Phone No.:		PERMIT FEE: \$50.60		
Permit Type: Electrical	Existing Use: Single Family Dwelling - R-3	Proposed Use: Single Family Dwelling - R-3			Plans	
Owner Name: Dianne E Earley	Owner Address: 222 HERNDON STATION SQ HERNDON, VA 20170-3757	Existing Dwell Units:	Proposed Dwell Units:	No. of Stories:	Floor(s) Involved:	
Master Electrician Name: Michael Murray	Master Electrician Lic.No. EMS900952	Master Electrician Address MICHAEL MURRAY				
Agent Name: Michael Murray	Agent Address: 8100 KARL RD ALEXANDRIA, VA 22308					
Description Of Work: 1 Group 12 - Closed Circuit Television Camera 4 Group 13 - Security / Burglar Alarm						

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

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

PERM_ELECTRIC_PERMIT_v3_20130426_153216[1].pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 1 100% Find



CLICK HERE

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

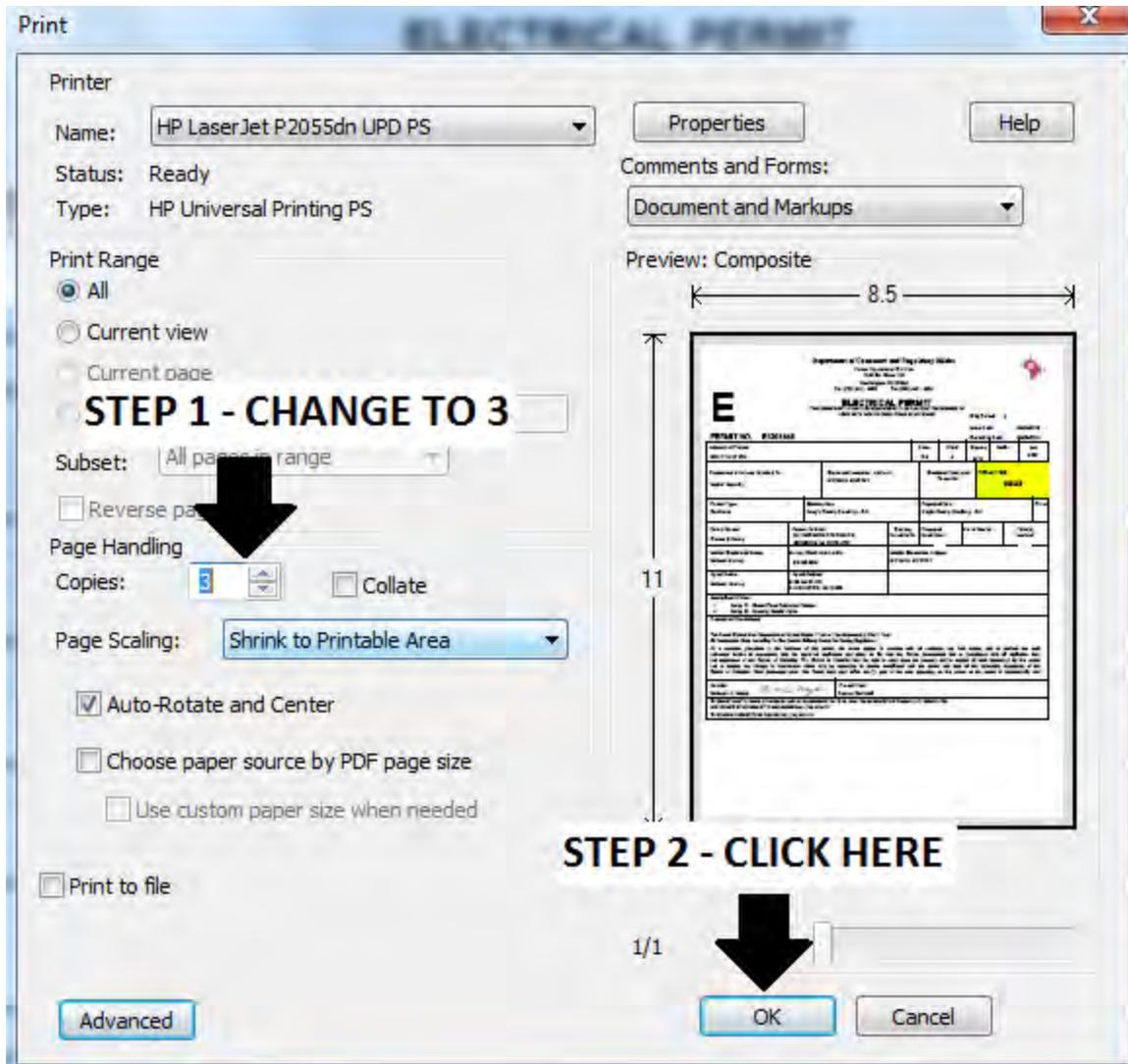


E

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

Bldg Permit: b

43. 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.



44. Three copies of the permit will now print - one copy on DCRA permit paper, and two copies on regular paper.
45. 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.
46. 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

- Building Permit (for jobs with “New” or “Remodel” as the “Type of Work,” or if the customer provided a Building Permit otherwise)

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

48. Below is a sample copy of an issued Electrical 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) 442-9567

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

E

Bldg Permit: **B1208661**
 Issue Date: **02/26/2012**
 Expiration Date: **02/24/2013**

PERMIT NO. E1203819

Address of Project: 1100 4TH ST SW		Zone:	Ward:	Square:	Suffix:	Lot:
			6	0542		0871
Permission is Hereby Granted To: Total Electric, Inc.		Electrical Contractor Address: 16000 TRADE ZONE AVENUE, SUITE 303, UPPER MARLBORO, MD 20772		Electrical Contractor Phone No.: (301) 330-4800	PERMIT FEE: \$163.90	
Permit Type: Electrical	Existing Use: Retail or Wholesale Store - M	Proposed Use: Retail or Wholesale Store - M				Plans:
Owner Name: Usabf Waterfront Station Llc	Owner Address: USAA REAL ESTATE COMPANY 3830 COLONNADE BLVD STE 600	Existing Dwell Units:	Proposed Dwell Units:	No. of Stories:	Firm(s) Involved:	
Master Electrician Name: John Homick	Master Electrician Lic No: DM040	Master Electrician Address: 16000 TRADE ZONE AVENUE, SUITE 303, UPPER MARLBORO, MD 20772				
Agent Name: John Homick	Agent Address: 16000 TRADE ZONE AVENUE, SUITE 303 UPPER MARLBORO, MD 20772					
Description Of Work:						
20 Group 01 - Wiring Only (Receptacle & Switch) Outlets						
25 Group 02 - Fixtures and Lamp Holders						
2 Group 06 - Less than 1/4 HP						
1 Group 13 - Central A/C System Up through 5 tons (Residential)						
Conditions/Restrictions:						
<p>This Permit Expires if no Construction is Started Within 1 Year or if the Work is Over 1 Year.</p> <p>All Construction Done According To The Current Building Codes And Zoning Regulations.</p> <p>As a condition precedent to the issuance of this permit, the owner agrees in connection 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 this permit and with all the applicable regulations of the District of Columbia. Work authorized under this Permit must start within one (1) year of the date appearing on this permit or the permit is automatically void. If work is started, any application for partial refund must be made within six months of the date appearing on this permit.</p>						
Director: Nicholas A. Majetti <i>Nicholas Majetti</i>		Permit Clerk: Lucretia Hackney				
<small>TO REPORT WASTE FRAIL (IF MADE BY ANY GOVERNMENT OFFICIAL, CALL THE DEPARTMENT GENERAL AT (202) 521-1000 FOR CONSTRUCTION INSPECTION INQUIRIES CALL (202) 442-4637 TO SCHEDULE INSPECTIONS PLEASE CALL (202) 442-9567</small>						

CHAPTER 7

SECTION 7.7

ELEVATOR

1.3 - Elevator

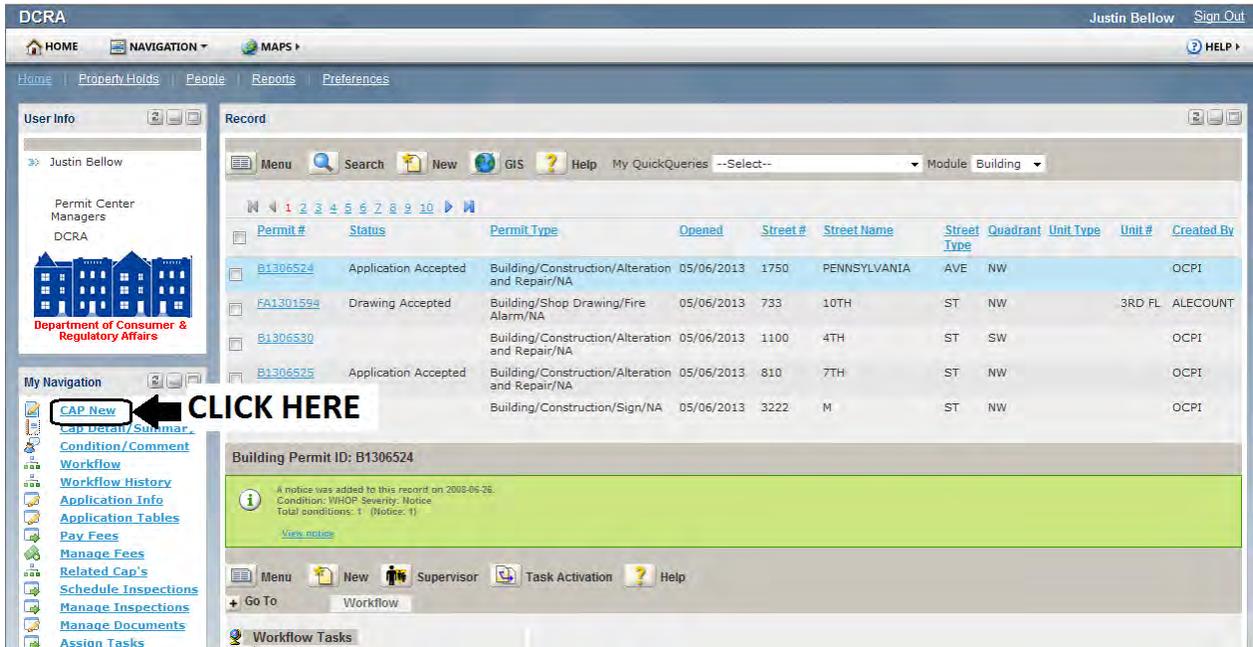
CHAPTER 7

SECTION 7.7.1

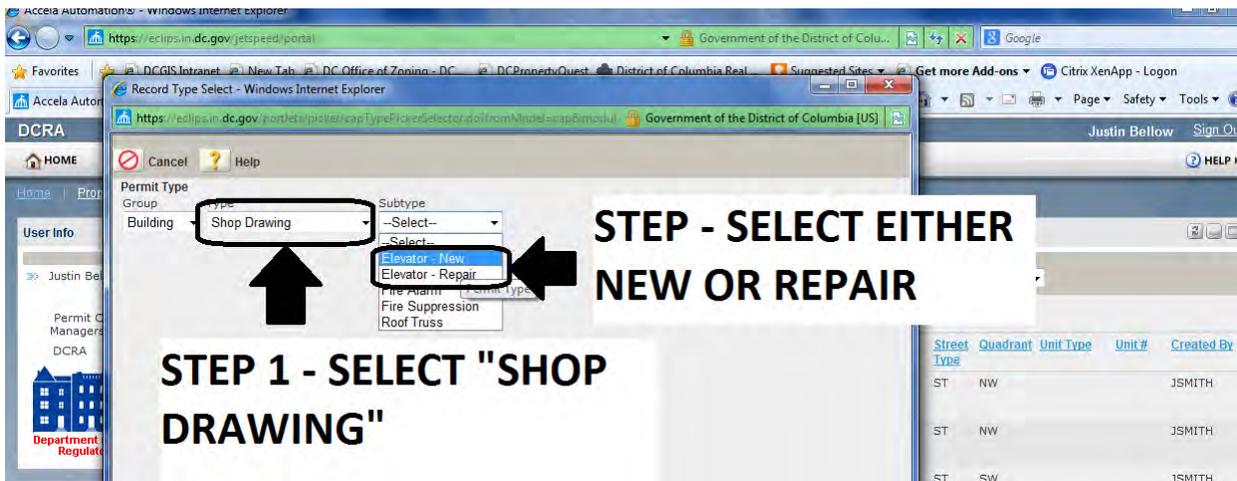
INTAKE

1.3.1 - Intake

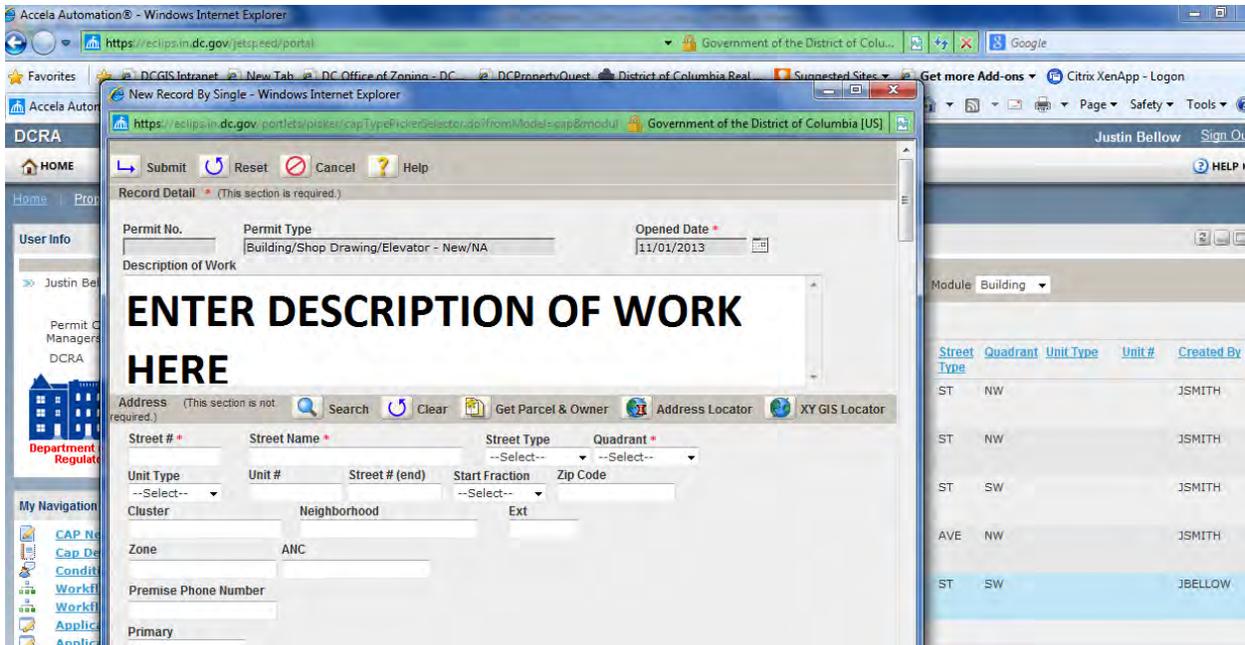
1. From the Accela home screen, click the “CAP New” link in the “My Navigation” menu.



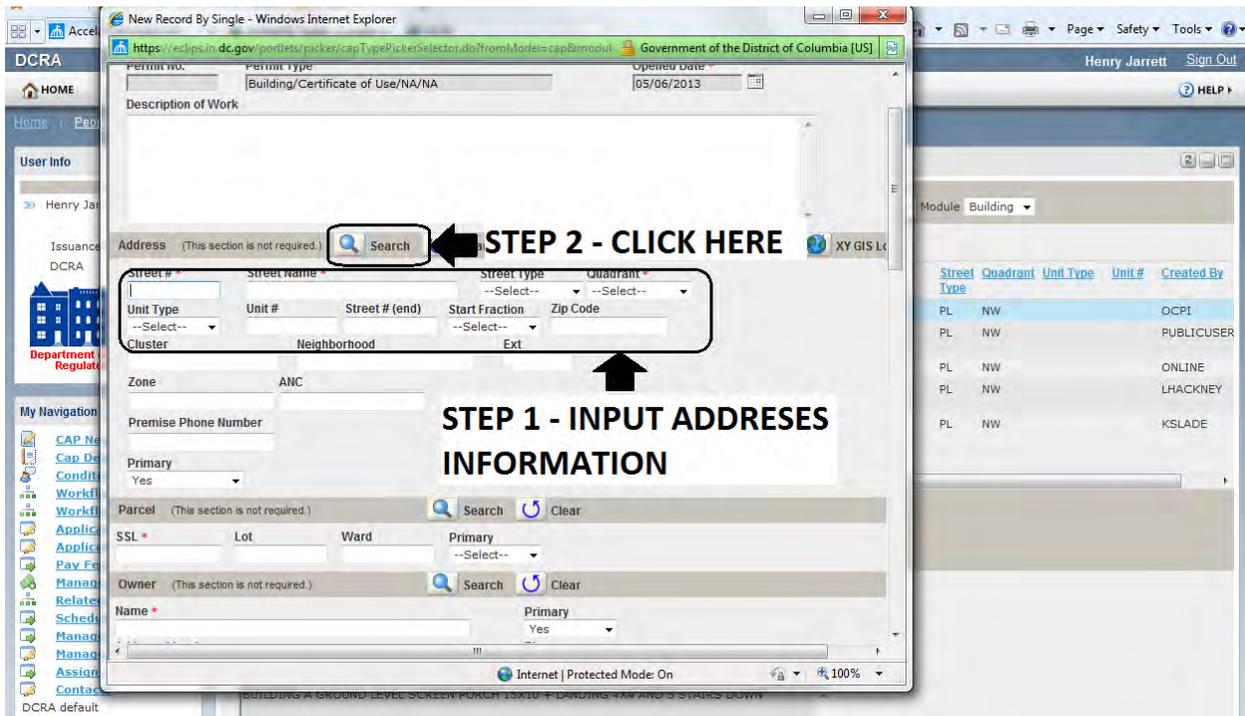
2. Accela will now open a new “Record Type Select” window.



3. Enter the description of work including the cost of construction in the “Description of Work” field.



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

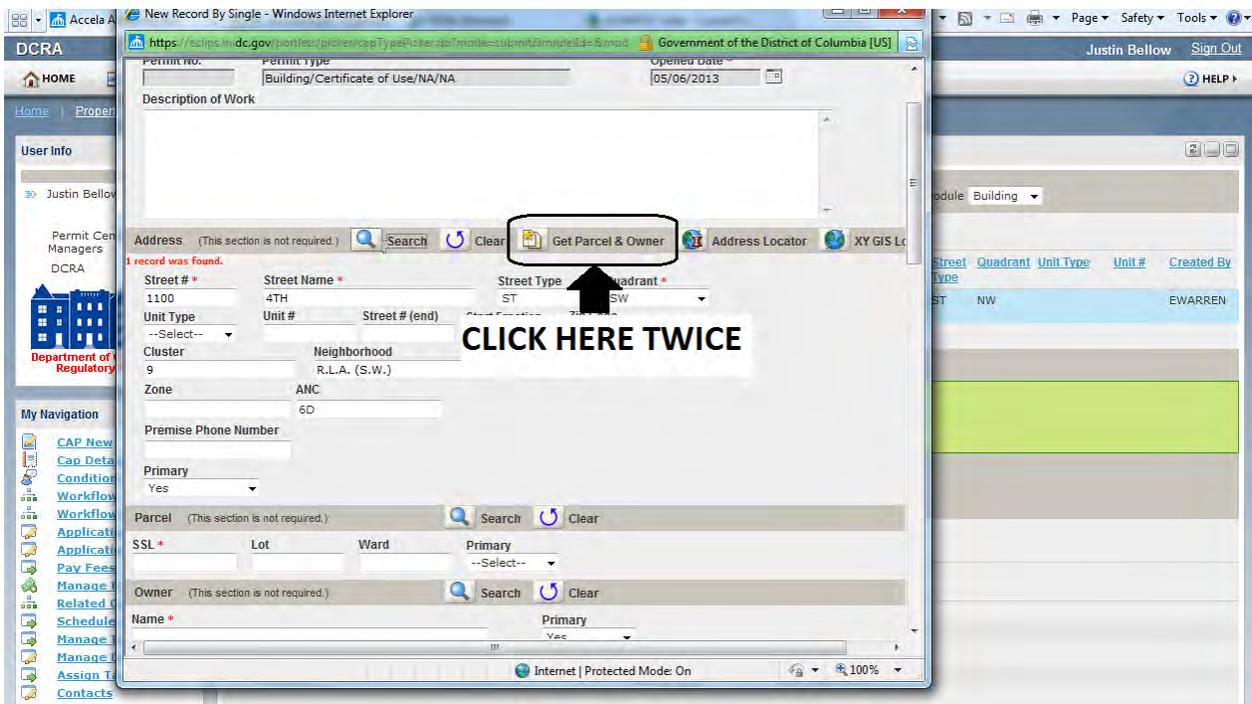


5. If the address is valid and recognized by Accela, then Accela will display that the record was found in red at the top of the address field. Ensure that the “ANC” field populates, because if this field is not populated, the applicant will not be able

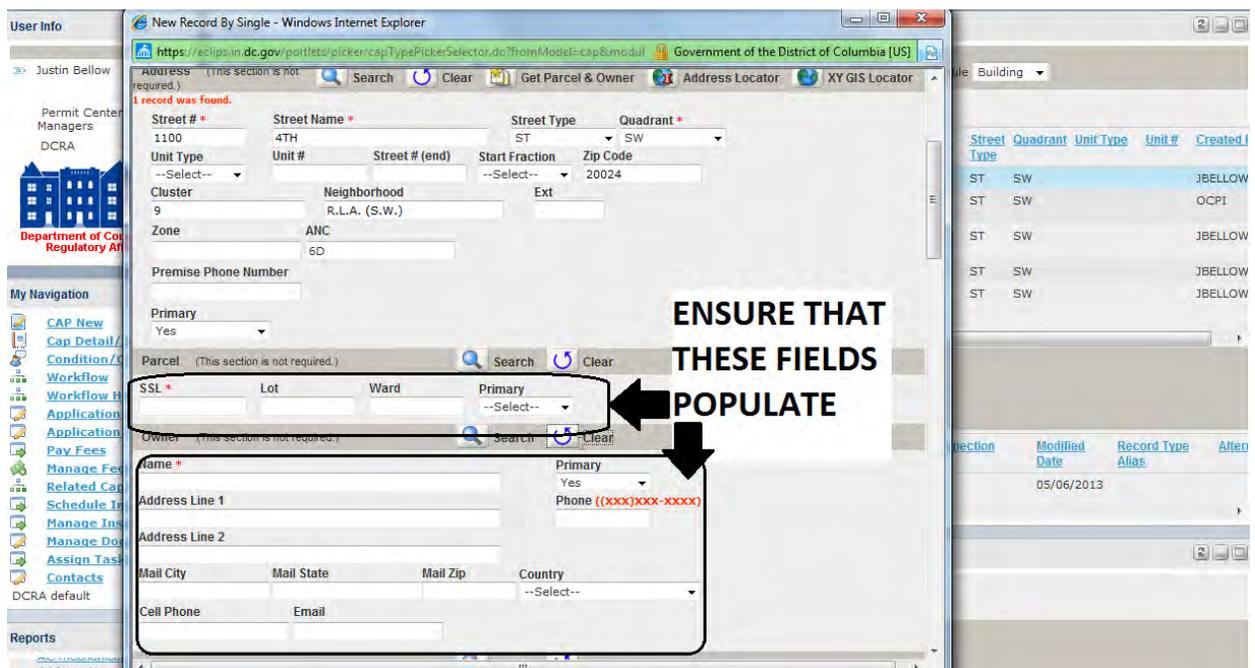
to schedule inspections via the Automated Inspection Request and Permit Information System, also known as IVR.

The screenshot shows a web browser window displaying the DCRA permit system. The main form area is titled "New Record By Single" and contains several sections. The "Address" section is highlighted with a red box and contains the following fields: Street # (1100), Street Name (4TH), Street Type (ST), Quadrant (SW), Unit Type, Unit #, Street # (end), Start Fraction, Zip Code (20024), Cluster, Neighborhood (R.L.A. (S.W.)), Ext, Zone, and Premise Phone Number. Below the "Address" section is the "Parcel" section, which includes fields for Parcel, Lot, Ward, and Primary. The "Owner" section is also visible, with a field for Name and a Primary checkbox. Two annotations with arrows point to specific fields: one points to the "Zone" field with the text "ENSURE THIS FIELD POPULATES", and another points to the "Primary" checkbox with the text "ENSURE THIS FIELD IS SET TO YES".

6. If Accela does not recognize the address, refer the customer to the agency's coordinator for addresses, the Permit Center Manager or his/her designee for address verification.
7. After populating the fields in the "Address" section, click "Get Parcel and Owner" twice to populate the Parcel and Owner information



- 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.

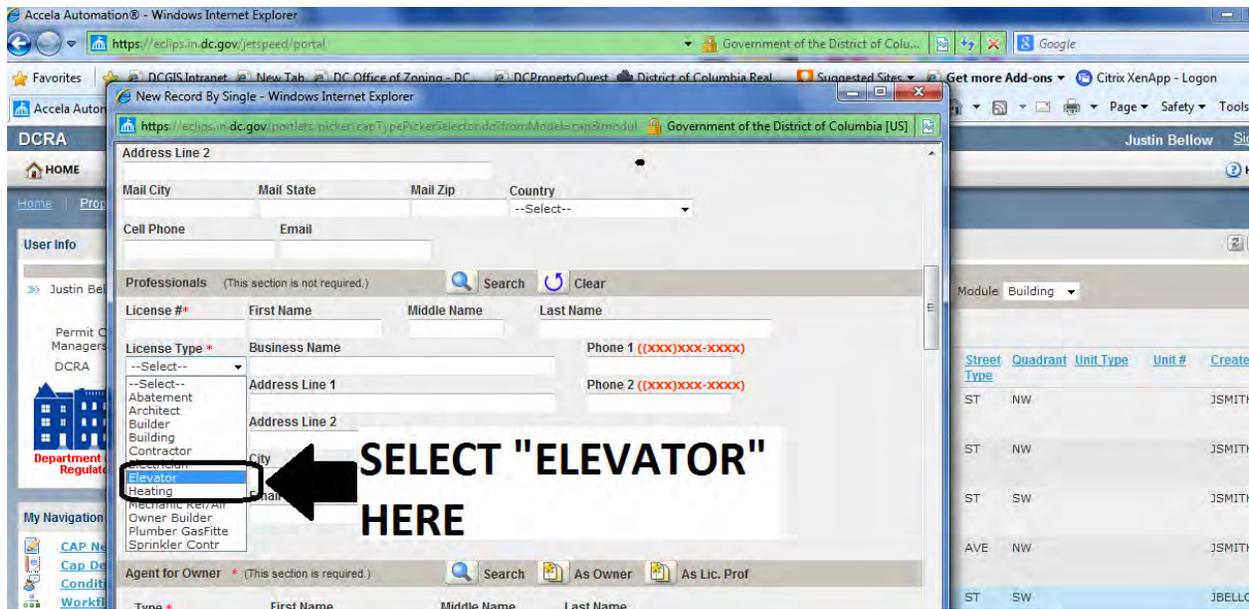


9. Scroll down the “Professionals” field and enter the BBL number in the “License #” field. Enter the business name, address, and phone number in the corresponding fields.

STEP 1 - ENTER BBL LICENSE NUMBER HERE

STEP 2 - ENTER BUSINESS INFORMATION HERE

10. Select “Elevator” from the “License Type” drop down menu.



11. Click the “As Lic. Professional” icon button and then select “Licensed Professional” from the “Relationship” drop down menu.

New Record By Single - Windows Internet Explorer

https://eclips.in.dc.gov/portlets/picker/capTypePickerSelector.do?fromModel=cap&modul Government of the District of Columbia [US]

Agent for Owner * (This section is required.)

Search As Own As Lic. Prof

Type * First Name Middle Name Last Name

Relationship Full Name

Organization Name

Address Line 1

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

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

City State Zip Code

Email

Investigator
Licensed Professional
 Limited Partnership
 Neighbor
 New Owner
 Other
 Owner
 Permit Expediter
 Plumbing Expediter
 Registered Agent
 Requestor
 Resident Agent
 Respondent
 Secretary
 Sole Proprietor

PERMIT (Text)

Payment Type * Half

Elevator permit number

File Room Bin No

Internet | Protected Mode: On 100%

STEP 1 - CLICK HERE

STEP 2 - SELECT "LICENSED PROFESSIONAL"

12. Scroll down and enter a "0" in the "Q-Matic Number" field and fill out the corresponding information in the following fields:

- Elevator Company
- Electrical contractor license number
- Elevator contractor basic business license number
- Number of Cabs
- Cost of installations

NEW ELEVATOR INSTALL PERMIT

Q-Matic Number * (Text) ← **STEP 1 - ENTER A "0" HERE**

STEP 2 - FILL OUT THESE FIELDS

- Elevator Company * (Text)
- Number of floors (Number)
- Electrical contractor license number (Number)
- Type of elevator (Text)
- Elevator contractor basic business license number (Number)
- Cost of installation Amount(Money)
- Material (Text)
- Number of Cabs * (Number)
- Platform area (Text)
- Speed per minute (Number)
- Size of car (Number)
- Weight lbs.(Number)
- Capacity of car (Number)

Street Type	Quadrant	Unit Type	Unit #	Created By
ST	NW			JSMITH
ST	NW			JSMITH
ST	SW			JSMITH
AVE	NW			JSMITH
ST	SW			JBELLOW

13. Scroll down and click the "Submit" icon button.

Type of shaft inclosure (Text)

What factor of safety has been allowed for the apparatus (Text)

Application Comments (Text)

Expiration Date (Text)

Was the Structure Built Before 1978 Yes No

Removing More Than 2 Sq Ft of Lead Paint Yes No

Structures (This section is not required.)

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

App Specific Info Tables

ELEVATOR TYPE Add Delete

Type of Elevator

ELEVATOR CERTIFICATE NUMBER Add Delete

Elevator Certificate Number(Text)

CLICK HERE → **Submit** Cancel

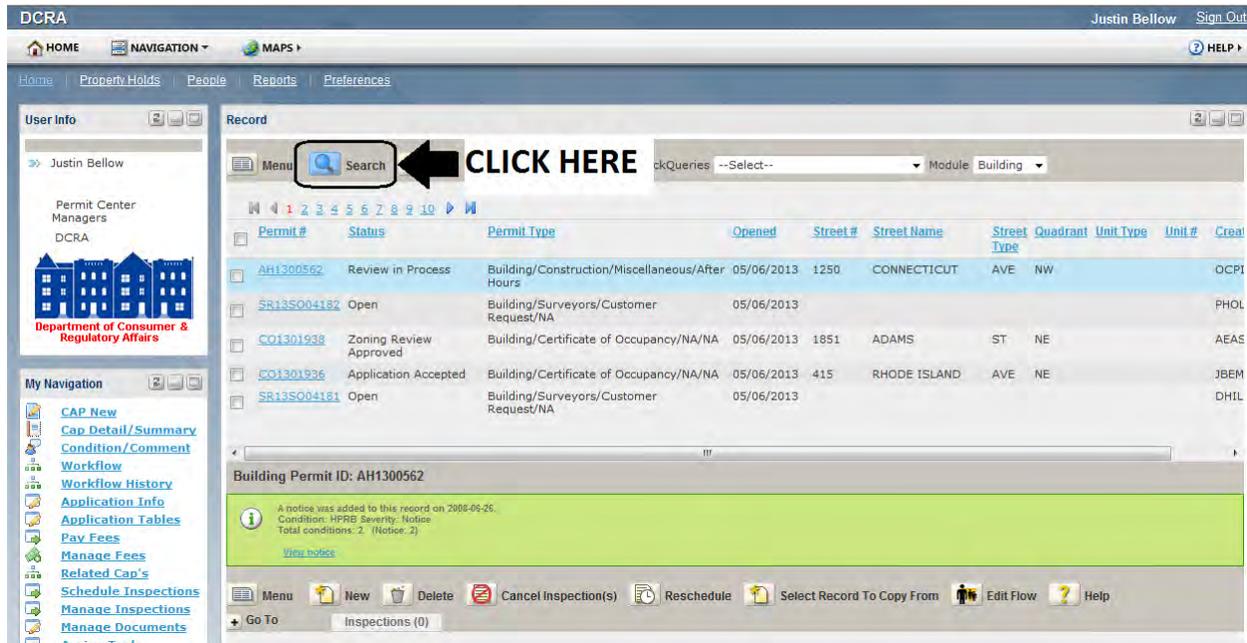
CHAPTER 7

SECTION 7.7.2

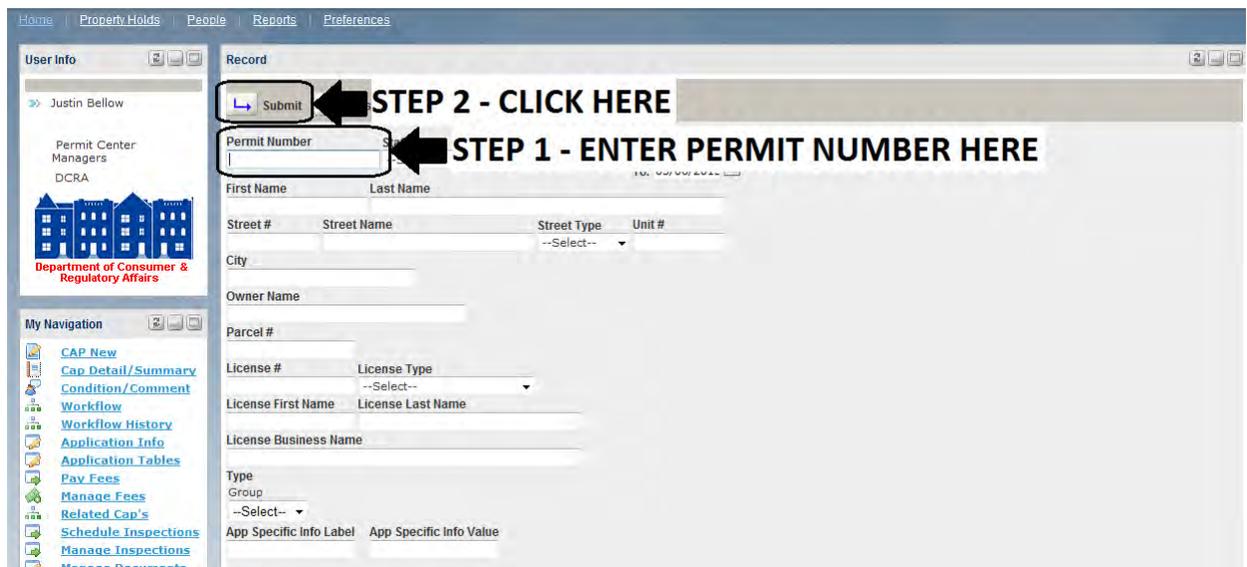
ISSUANCE

1.3.2 - Issuance

1. Examine the application. Ensure that the fire reviewer has signed off on the application. Once the plans and application have been verified, from the Accela homepage, click the “Search” icon button.



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



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

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

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

Permit#	Status	Permit Type	Opened	Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #	Created By
B1306530	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 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	

CLICK HERE

4. 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 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	
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	lectrica...	05/08/2013	Justin Be...
Fire Review	re Revi...	05/08/2013	Justin Be...
Structural Review	structura...	05/08/2013	Justin Be...
Plumbing Review	lumbing ...	05/08/2013	Justin Be...

ENSURE THAT "ISSUE PERMIT" IS HIGHLIGHTED

5. 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 division. If the fees are not specified, direct the customer to have the fees indicated on the application.

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

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

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

- 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.

The screenshot shows the software interface with the 'Invoice' button highlighted in the top right, and a black arrow points to it with the text 'STEP 2 - CLICK HERE'. Another black arrow points to a checkbox in the 'Fee Calc. Factor' column with the text 'STEP 1 - CLICK HERE'. The main window displays a table of fee records for Building Permit ID: B1306530.

Fee Calc. Factor	Job Value(Contractor)	Fee Total	Fee	Status	Date Assessed
<input type="checkbox"/>	\$0.00	\$150.15			
Enhanced Services Fee - Permi...	1	\$6.50	NEW	05/06/2013	
Enhanced Service Fee - Filli...	1	\$6.50	NEW	05/06/2013	
Addition/Alteration/Repair ...	65	\$65.00	NEW	05/06/2013	
Alteration & Repair Permit Fee	65	\$65.00	NEW	05/06/2013	
Green Building Fee	6.5	\$6.50	NEW	05/06/2013	
Enhanced Service Fee - Green...	1	\$0.65	NEW	05/06/2013	

- 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

- 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

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 S			INVOICED	05/06/2013
1230890	Enhanced S			INVOICED	05/06/2013
1230890	Enhanced S			INVOICED	05/06/2013
1230890	Alteration &			INVOICED	05/06/2013
1230890	Green Build			INVOICED	05/06/2013
1230890	Enhanced Service fee - green...	1	\$0.65	INVOICED	05/06/2013

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](#).

9. 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

- Abatement
- ABL
- ACA
- Agency Management
- Boilers
- ICA
- Inspections
- Inspections Managem
- OCT
- Permitting
- Permitting Managem
- 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 - Permi...	1	\$6.50	INVOICED	05/06/2013
1230890	Enhanced Service Fee - Fild...	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](#).

10. Once the "Permitting" menu has expanded, click the "Invoice" link.

My Navigation

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

DCRA default

Go To: Fee (6)

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

Invoice #	Description	Quantity	Fees	Status	Date Assessed
1230890	Enhanced Services Fee - Perm...	1	\$6.50	INVOICED	05/06/2013
1230890	Enhanced Service Fee - 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

FILE processing your request.

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

Reports

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

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

Department of Consumer & Regulatory Affairs

My Navigation

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

DCRA default

Reports

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

report set Parameter - Windows Internet Explorer

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

Submit

STEP 2 - CLICK HERE

Invoice Number *

STEP 1 - ENTER INVOICE NUMBER

Action By (

12. 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://dc.gov/... Government of the District of Columbia

CLICK HERE

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: April 25, 2013 **INVOICE**

Invoice Number: 1220243

Customer: USGBF WATERFRONT STATION LLC

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

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

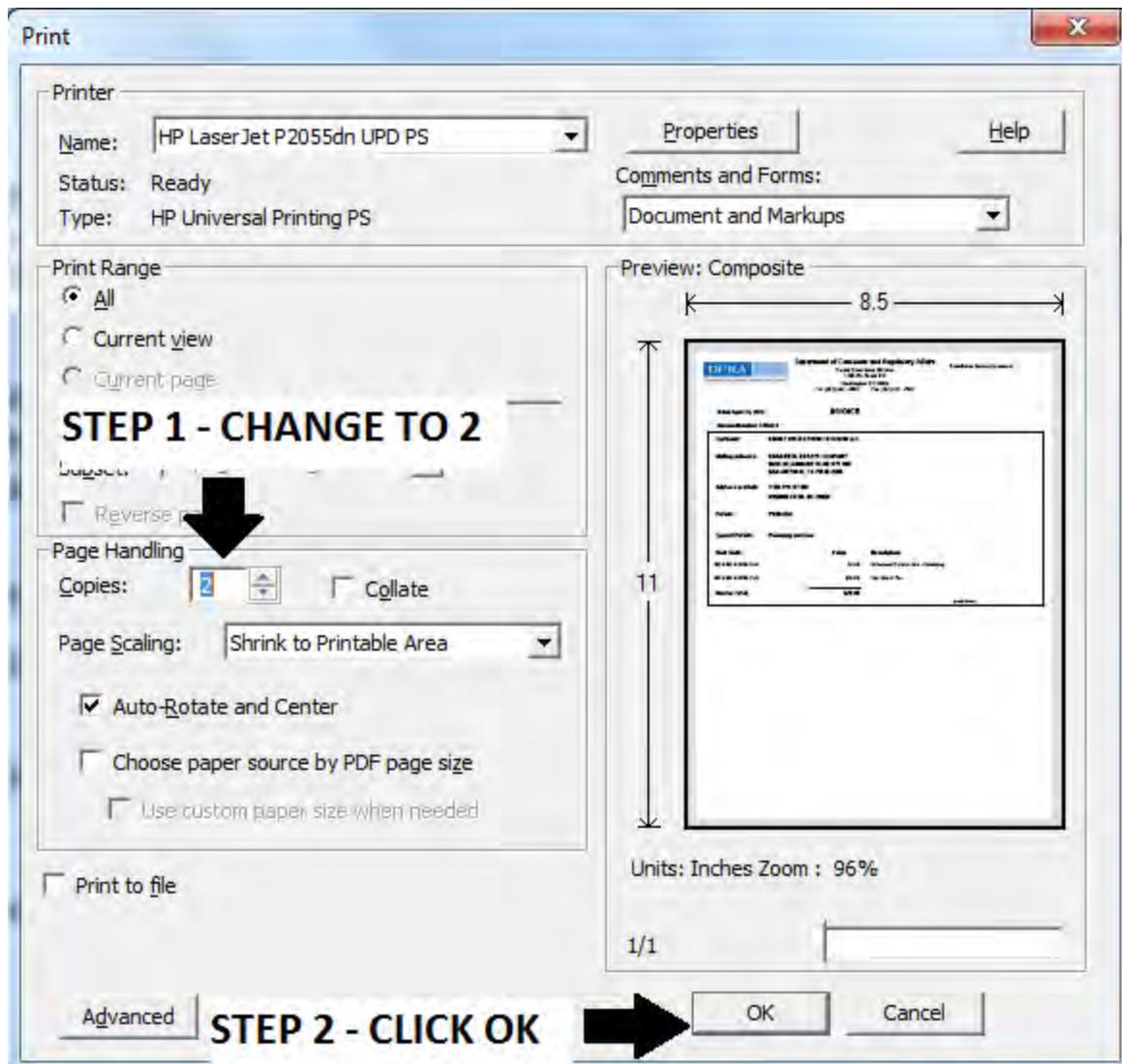
Permit: [REDACTED]

Type of Permit: [REDACTED]

Acct Code:	Fees:	Description:
3014-3014-1000-2141	\$4.00	Enhanced Service Fee - Mechanical
3014-3014-1000-2141	\$46.00	Class E (0 - 120,000 BTU/yr) Fee (Enter 1 to Calculate)
Invoice Total:	<u>\$50.00</u>	

Justin Bellon

13. 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.



14. 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.

15. 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-GNB877
Batch: 20955 Batch Date: 4/23/2013
Cashier: OFT19
Trans #: 7
DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS
Comment/Document: #1304
Payment Total: \$36.30
Payment Distribution:
2141 CRU (3014) 10001-Reg50 \$36.30
MS 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		

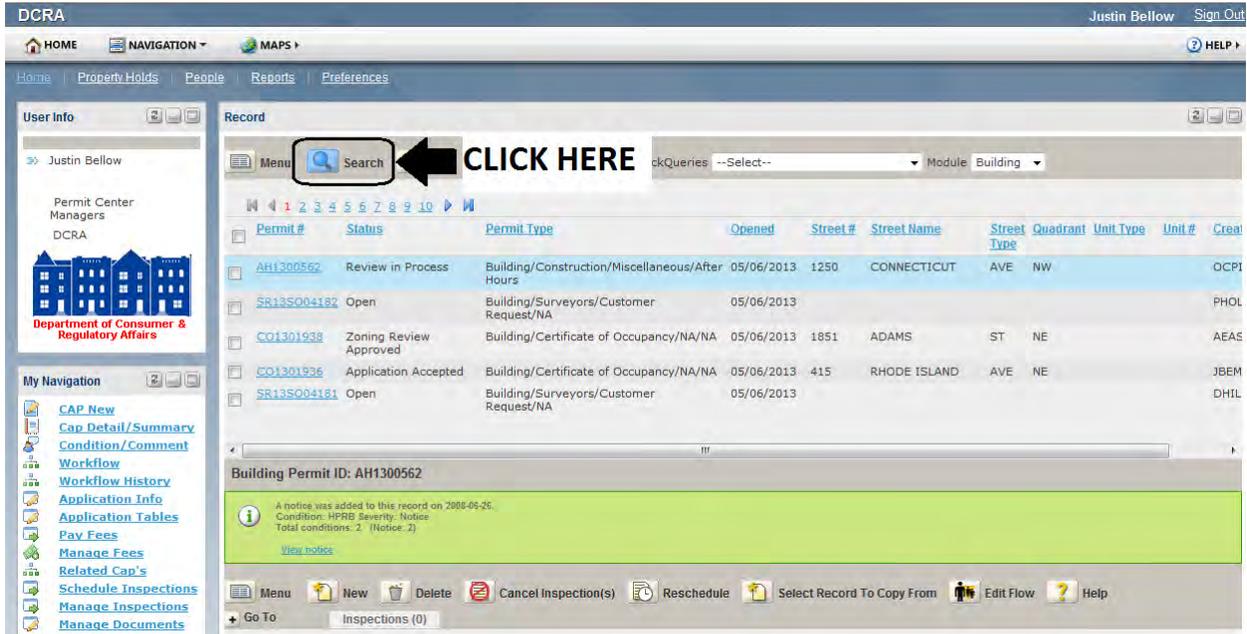
Keith Hawkins

NOTE THE RECEIPT #

- 16. 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.



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



18. 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 Form Fields:

- Submit
- Permit Number
- First Name, Last Name
- Street #, Street Name, Street Type, Unit #
- City
- Owner Name
- Parcel #
- License #, License Type
- License First Name, License Last Name
- License Business Name
- Type, Group
- App Specific Info Label, App Specific Info Value

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

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.

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

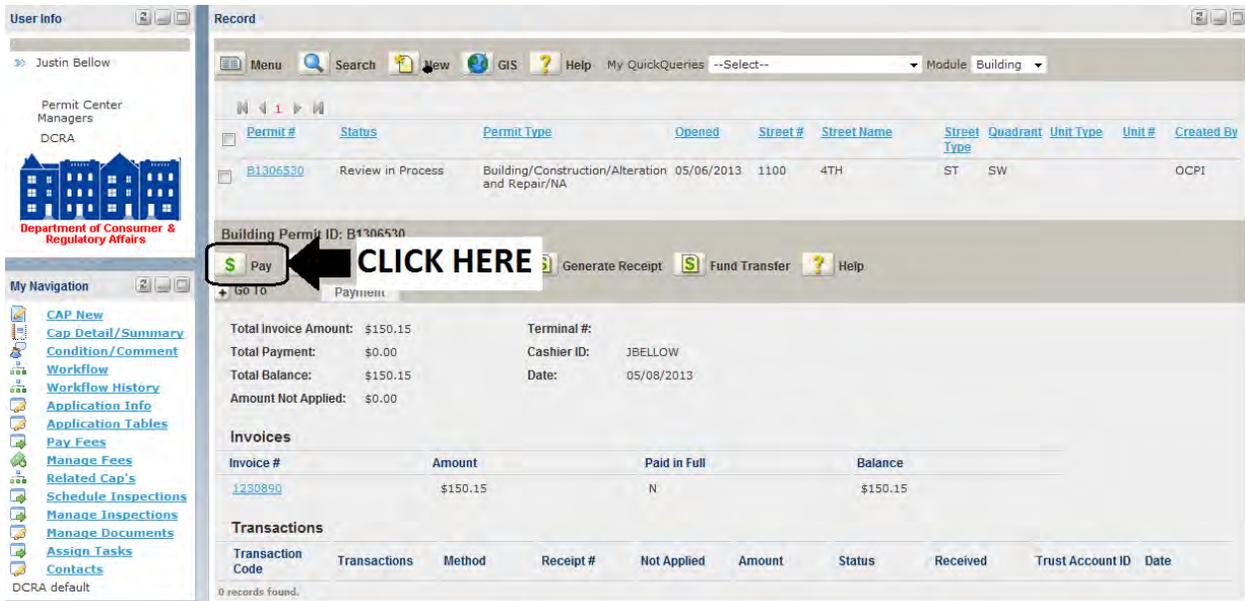
Record Form Fields:

- Menu, Search, New, GIS, Help, My QuickQueries
- Permit #, Status, Permit Type, Opened, Street #, Street Name, Street Type, Quadrant, Unit Type, Unit #, Created By
- 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
- Table with columns: Invoice #, Description, Quantity, Fees, Status, Date Assessed

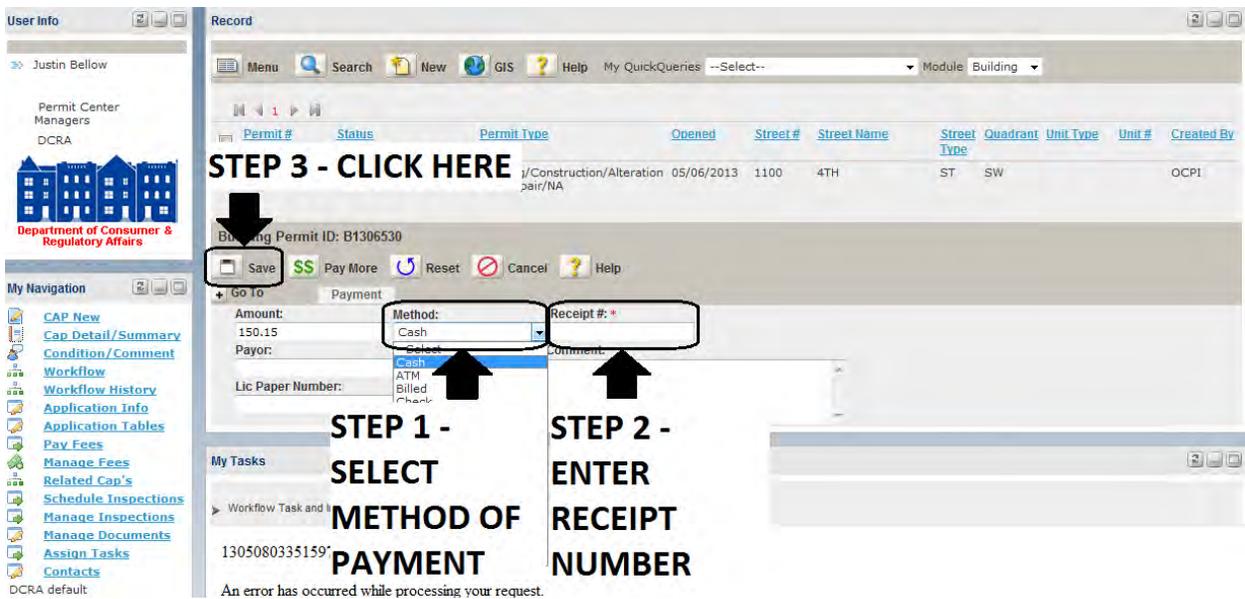
My Navigation:

- 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

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 the "Save" icon button.



22. 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

Building Permit ID: B1306530

Amount Not Applied: \$150.15

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

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

24. 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

- 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
- DDOE WSP Review
- Zoning Review
- Mechanical Review
- Electrical Review
- Fire Review
- Structural Review
- Plumbing Review
 - ProjectDox QA
 - Issue Permit** ← **CLICK HERE**
 - Inspection

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

25. 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** ← **STEP 2 - CLICK HERE** Help

Task Details - Issue Permit

Department * Current Department Staff * Current User Justin Bellow Status * --Select--

PERMIT INTAKE

Status Date * 05/08/2013 Due Date

Comments

Standard Comment

STEP 1 - SELECT PERMIT ISSUED →

- 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

26. 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

- Abatement
- 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 →

27. 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

B1306602 Review in Process Building/Construction/Addition 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 →

28. Accela will now generate a PDF of the permit.

PERM_ELEVATOR_Permit_v2_20130708_140628[1].pdf - Adobe Reader

File Edit View Window Help

1 / 1 130%

Tools Sign Commer

Print file (Ctrl+P)

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



ELEV

ELEVATOR PERMIT

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

Issue Date: 07/08/2013
 Print Date: 07/08/2013

PERMIT NO. EN1302070

Address of Project: 4 ATLANTIC ST SW	Suite No:	Zipcode: 20032	Zone:	Ward:	Square: 6172	Suffix:	Lot: 0806
Description Of Work: Type of Elevator : Two (2) new elevators/Hydraulic/passenger/service							
Permit Ttype: Elevator - New	Number of Elevators: 2	Elevator(s) Company: SCHINDLER ELEV CORP					
Permissson Is Hereby Granted To Community Of Hope Inc	Owner Address: 1717 MASS AVE NW STE 805 WASHINGTON, DC 20036-2010					PERMIT FEE: \$187.00	
Agent Name: SCHINDLER CORP	Agent Address: 6800 MUIRKIRK ROAD BELTSVILLE, MD 20705						
Contractor Name: Schindler Elevator Corp / Schindler Elevator Corp	Contractor Address: 6800 Muirkirk Road Beltsville, MD 20705						
Conditions/ Restrictions:							

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.

PERM_ELEVATOR_Permit_v2_20130708_140628[1].pdf - Adobe Reader

File Edit View Window Help

Tools Sign Comme

CLICK HERE

Print (Ctrl+P)

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



ELEVATOR PERMIT

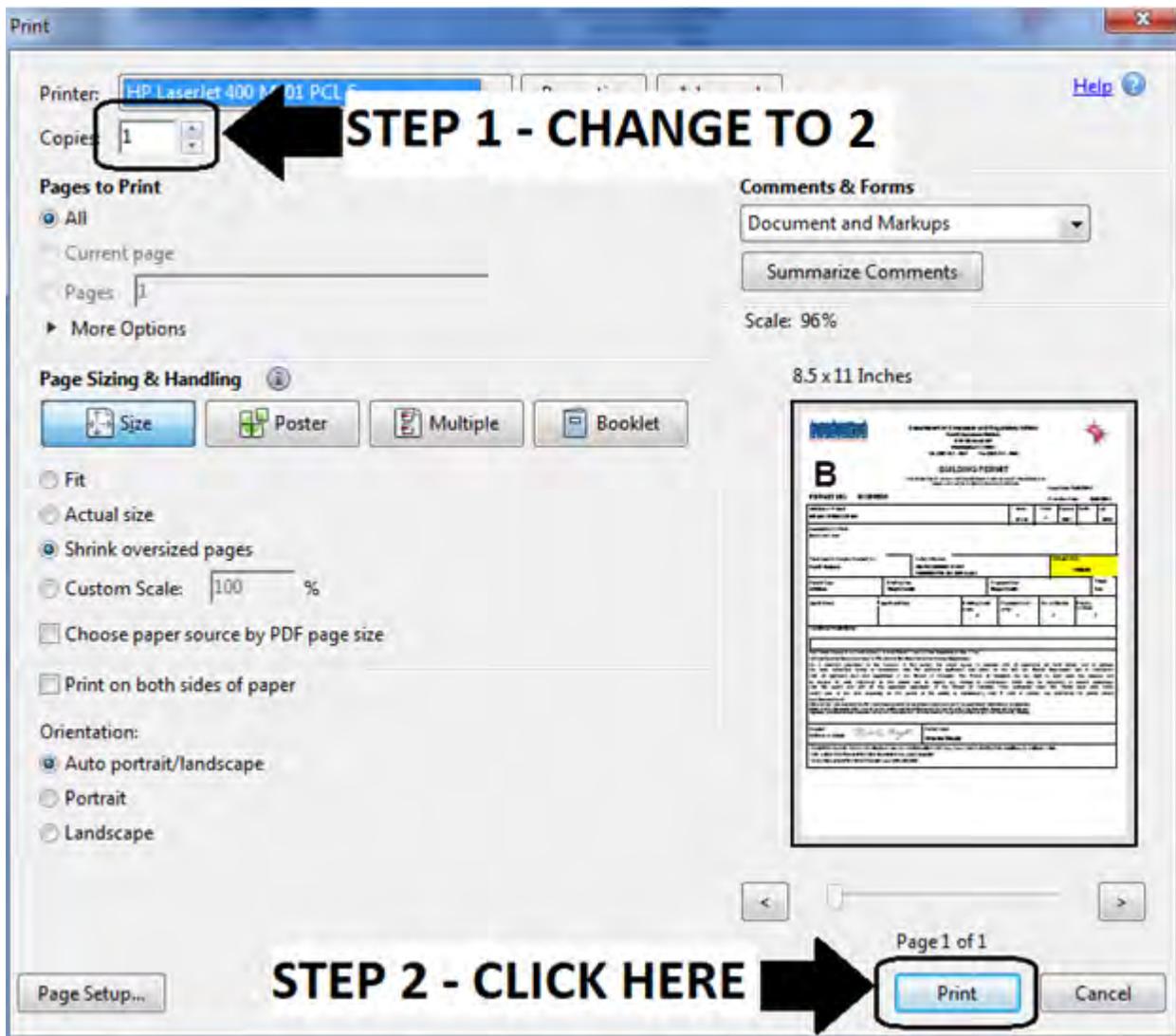
THIS PERMIT MUST ALWAYS BE CONSPICUOUSLY DISPLAYED AT THE ADDRESS OF WORK
 UNTIL WORK IS COMPLETED AND APPROVED

Issue Date: 07/08/2013
 Print Date: 07/08/2013

PERMIT NO. EN1302070

Address of Project: 4 ATLANTIC ST SW	Suite No:	Zipcode: 20032	Zone:	Ward:	Square: 6172	Suffix:	Lot: 0806
Description Of Work: Type of Elevator : Two (2) new elevators/Hydraulic/passenger/service							
Permit Type: Elevator - New	Number of Elevators: 2	Elevator(s) Company: SCHINDLER ELEV CORP					
Permisson Is Hereby Granted To Community Of Hope Inc	Owner Address: 1717 MASS AVE NW STE 805 WASHINGTON, DC 20036-2010					PERMIT FEE: \$187.00	

31. 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 twice. Place one piece of DCRA permit paper, right-side up, on printer’s manual load tray. When done, click the “OK” button.



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

33. Sign both permits and provide the permit printed on DCRA permit 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:

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

36. 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.

37. Below is a sample copy of an issued Elevator Permit.



ELEVATOR PERMIT

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

Issue Date: 07/08/2013
 Print Date: 07/08/2013

PERMIT NO. EN1302070

Address of Project: 4 ATLANTIC ST SW	Suite No:	Zipcode: 20032	Zone:	Ward:	Square: 6172	Suffix:	Lot: 0806
Description Of Work: Type of Elevator : Two (2) new elevators/Hydraulic/passenger/service							
Permit Type: Elevator - New	Number of Elevators: 2	Elevator(s) Company: SCHINDLER ELEV CORP					
Permisson Is Hereby Granted To Community Of Hope Inc	Owner Address: 1717 MASS AVE NW STE 805 WASHINGTON, DC 20036-2010					PERMIT FEE: \$187.00	
Agent Name: SCHINDLER CORP	Agent Address: 6800 MUIRKIRK ROAD BELTSVILLE, MD 20705						
Contractor Name: Schindler Elevator Corp / Schindler Elevator Corp	Contractor Address: 6800 Muirkirk Road Beltsville, MD 20705						
Conditions/ Restrictions: <p>This permit expires if no construction is started within 1 year or if the last inspection is over 1 year.</p> <p>All construction done according to the current construction codes and zoning regulations;</p> <p>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</p>							
Director: Nicholas A. Majett	Permit clerk Donya Jackson			Expiration Date: 07/08/2014			
<p>TO REPORT WASTE, FRAUD OR ABUSE BY ANY DC GOVERNMENT OFFICIAL, CALL THE DC INSPECTOR GENERAL AT 1-800-521-1639</p> <p>FOR CONSTRUCTION INSPECTION INQUIRIES CALL (202) 442-9557</p> <p>TO SCHEDULE INSPECTIONS PLEASE CALL (202) 442-9557</p>							

CHAPTER 7

SECTION 7.8

FUEL BURNING

1.4 - Fuel Burning

The following chapter will provide a step-by-step progression for processing Fuel Burning permits.

As per 12A DCMR 120.1.3:

Owner's Permits. The owner, or the owner's agent, of premises where mechanical equipment listed in items 1 through 3 below is to be installed, shall be authorized to apply for and obtain a permit for the installation of such equipment in said premises:

1. **Fuel burning equipment**, excluding gas fired hot water boilers with a gas input rating of less than 525,000 Btu/h (154 kW) and gas fired appliances in single-family dwellings.

CHAPTER 7

SECTION 7.8.1

INTAKE

1.4.1 - Intake

As per 12A DCMR 120.1:

Each application for mechanical permit shall be filed by the contractor responsible for the work to be done. Each application shall show the name and signature of the master mechanic employed to actually supervise the work. Said mechanical contractor and master mechanic shall be licensed and bonded in accordance with the applicable District of Columbia licensing and bonding regulations.

Below is a blank copy of the Fuel Burning permit, with all required fields identified.

DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS

**APPLICATION TO INSTALL FUEL BURNING EQUIPMENT
IN BUILDINGS**



PERMIT OPERATIONS DIVISION

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

Date: **REQUIRED**

**FB FUEL BURNING EQUIPMENT PERMIT APPLICATION
APPLICATION MUST BE COMPLETED IN ITS ENTIRETY**

Address of Work: REQUIRED	Suite/Room /Floor:	Square: REQ.	Building Permit #: REQUIRED
		Lot: REQ	
Owner of Building/Business:	Owner's Address:		Phone:

TYPE OF WORK: a. New <input type="radio"/> b. REQUIRED c. Remodeling <input type="radio"/> d. Repair <input type="radio"/>	PROPOSED USE (CURRENT USE IF NO CHANGE)		
	A. Single Family	E. Restaurant	I. Office
	B. Two Family Flat	F. REQUIRED	J. Garage
	C. Rooming House	G. Shop	K. Other (specify)
	D. Apartment	H. Theatre	

FUEL BURNING PERMIT

No. to be installed	REQUIRED
Gross Rating	REQUIRED
Fuel Type	REQUIRED
Steam Pressure (PSI)	REQUIRED
Output Capacity	REQUIRED

OTHER:

Heating Contractor: REQUIRED License No.: REQUIRED Contractor Address: REQUIRED	Authorized Agent Signature :  REQUIRED Phone: _____
TO REPORT WASTE, FRAUD OR ABUSE BY ANY DC GOVERNMENT OFFICE OR OFFICIAL, CALL THE INSPECTOR GENERAL AT 1-800-521-1639 ALL CALLS ARE CONFIDENTIAL	



CUSTOMER MUST PRINT NAME HERE

1/2013

1. Before proceeding in Accela, ensure that the customer is a Master Electrician by verifying the Master's Plumber or Gas Fitter. If the Master is not in possession of his/her license, direct the Master to the Office of Business and Professional Licensing on the 5th floor. This office can provide the Master with a letter confirming the status of the Master's license, which can be accepted as verification.
2. If the customer is not a Master, then the customer seeking the permit must be designated by the Master to secure permits on his/her behalf. In order for the designee to pull permits, the customer must have a letter, on company letterhead, authorizing the customer to pull permits on the Master's behalf, in addition to a copy of the Master's license.
3. Verify that the designee has a copy of the Master's license and a letter of authorization in hand or that copies of both documents are on file digitally.
 - To determine if copies of the Master's license and authorization letter are on file digitally, navigate to "My Computer."
 - Locate the "Network Connection" section and double-click on the "I" drive, which is labeled "Authorization Letters."
 - Locate the appropriate set of documents for the customer in the "Authorization Letters" folder. The documents are organized alphabetically by company name.



4. If a Master's designee provides new documents, place them in the provided bin for scanning after confirmation.

5. Once the customer has been confirmed, ensure that the application is filled out completely. The fields marked "Required" must be filled out on the Electrical application to be considered complete:
6. If the "Type of Work" is identified as "New" or "Remodeling" on the permit application, then a base Building Permit is required. Ensure that
 - The address of the base Building Permit matches the address on the application.
 - The customer provides a copy of the base Building Permit.
 - The customer indicates the Building Permit number on the application.
7. If the "Type of Work" is identified as "Replacement" or "Repair" on the permit application, then a base Building Permit is not required. Direct the customer to write the letter "B" in the "Building Permit #" space on the application.
8. Ensure that all required fields are completely filled out on the application and all necessary supporting documents have been provided. If the application is not complete, direct the customer to complete the application and return when complete.
9. Once the application has been verified as complete, you may provide an Issuance Q-Matic number to the customer.

