

CHAPTER 7

SECTION 7.9.3

ZONING REVIEW

1.1.1 - Zoning Review

Home Occupation Permit – Zoning Review

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

The screenshot shows the Accela DCRA home screen. The top navigation bar includes 'HOME', 'NAVIGATION', and 'MAPS'. Below this, there are links for 'Home', 'Property Holds', 'People', 'Reports', and 'Preferences'. The left sidebar contains 'User Info' for Justin Bellow, 'Permit Center Managers', and 'My Navigation' with various options like 'CAP New', 'Cap Detail/Summary', etc. The main area is titled 'Record' and features a search bar with a magnifying glass icon and the text 'CLICK HERE' with an arrow pointing to it. Below the search bar is a table of records with columns: Permit #, Status, Permit Type, Opened, Street #, Street Name, Street Type, Quadrant, Unit Type, Unit #, and Create. The table lists several records, including AH1300562 (Review in Process), SR13SO04182 (Open), CO1301938 (Zoning Review Approved), CO1301936 (Application Accepted), and SR13SO04181 (Open). Below the table, there is a section for 'Building Permit ID: AH1300562' with a notice: 'A notice was added to this record on 2008-06-26. Condition: HPRB Severity: Notice Total conditions: 2 (Notice: 2)'. At the bottom, there are icons for 'Menu', 'New', 'Delete', 'Cancel Inspection(s)', 'Reschedule', 'Select Record To Copy From', 'Edit Flow', and 'Help'.

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

The screenshot shows the Accela DCRA search results page. The top navigation bar is the same as in the previous screenshot. The left sidebar is also the same. The main area is titled 'Record' and shows a search form. The 'Submit' button is highlighted with a black box and an arrow pointing to it with the text 'STEP 2 - CLICK HERE'. Below the 'Submit' button is the 'Permit Number' field, which is also highlighted with a black box and an arrow pointing to it with the text 'STEP 1 - ENTER PERMIT NUMBER HERE'. Below the 'Permit Number' field are several other input fields: 'First Name', 'Last Name', 'Street #', 'Street Name', 'Street Type', 'Unit #', 'City', 'Owner Name', 'Parcel #', 'License #', 'License Type', 'License First Name', 'License Last Name', 'License Business Name', 'Type', 'Group', and 'App Specific Info Label' and 'App Specific Info Value'.

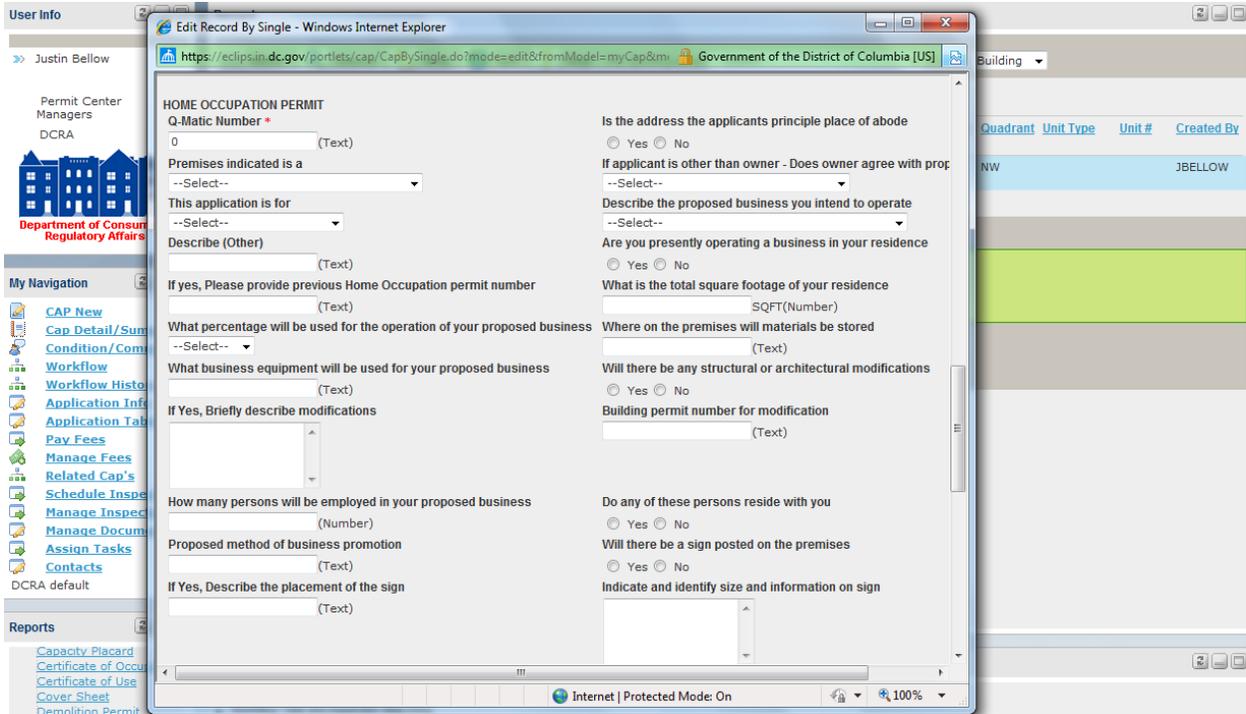
3. Click the “Summary” icon button.

The screenshot shows the Accela software interface. On the left is a navigation pane with 'My Navigation' options like 'CAP New', 'Cap Detail/Summary', 'Condition/Comment', 'Workflow', 'Workflow History', 'Application Info', 'Application Tables', 'Pay Fees', 'Manage Fees', 'Related Cap's', 'Schedule Inspections', 'Manage Inspections', 'Manage Documents', 'Assign Tasks', and 'Contacts'. The main area displays a table with one record: Permit # HO1300266, Status Application Accepted, Permit Type Building/Home Occupation/NA/NA, Opened 05/01/2013, Street # 433, Street Name M, Street Type ST, Quadrant NW, Unit Type, Unit #, and Created By JBELLOW. Below the table, a 'Building Permit ID: HO1300266' is shown. A green notice bar contains a message: 'A notice was added to this record on 2008-06-25. Condition: HPRB Severity: Notice Total conditions: 1 (Notice: 1)'. Below the notice, a 'Summary' button is highlighted with a black arrow and the text 'CLICK HERE'. The bottom section shows a form with fields for Permit No (HO1300266), Permit Type (Building/Home Occupation/NA/NA), Status (Application Accepted), and Opened Date (05/01/2013). A 'Description of Work' field is also visible.

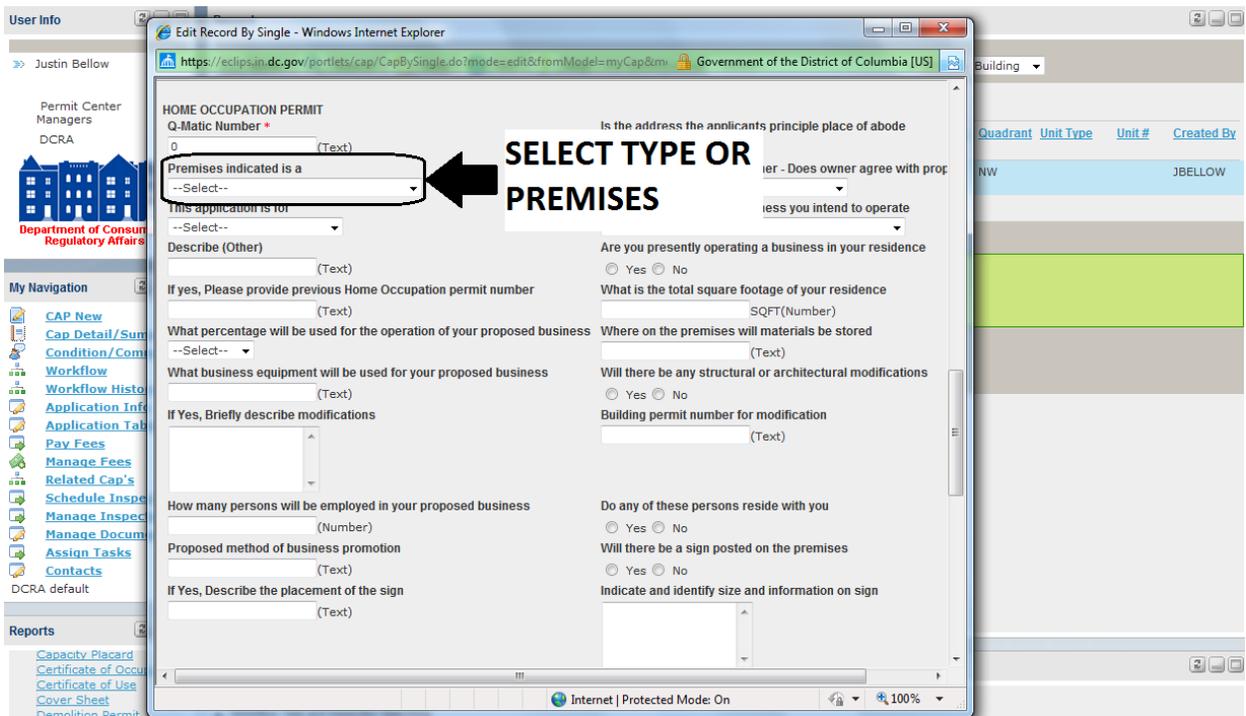
4. Accela will now open a new “Edit Record by Single” window. Enter the description of work in the “Description of Work” field.

The screenshot shows the 'Edit Record By Single' window in Accela software. The window title is 'Edit Record By Single - Windows Internet Explorer'. The URL is 'https://eclips.in.dc.gov/portlets/cap/CapBySingle.do?mode=edit&fromModel=myCap&w...'. The window contains a form with the following fields: Permit No (HO1300266), Permit Type (Building/Home Occupation/NA/NA), Status (Application Accepted), Description of Work (highlighted with a black arrow and the text 'ENTER DESCRIPTION OF WORK HERE'), Total Fee Invoiced (36.30), Total Paid (36.30), Balance (0.00), and Opened Date (05/01/2013). Below these fields, there are sections for Address (Street #, Street Name, Street Type, Quadrant, Unit Type, Unit #, Street # (end), Start Fraction, Zip Code), Cluster (7), Neighborhood (Old City 2), Ext (B), Zone (R-4), and Premise Phone Number. The Primary checkbox is checked. The bottom section is for Parcel information.

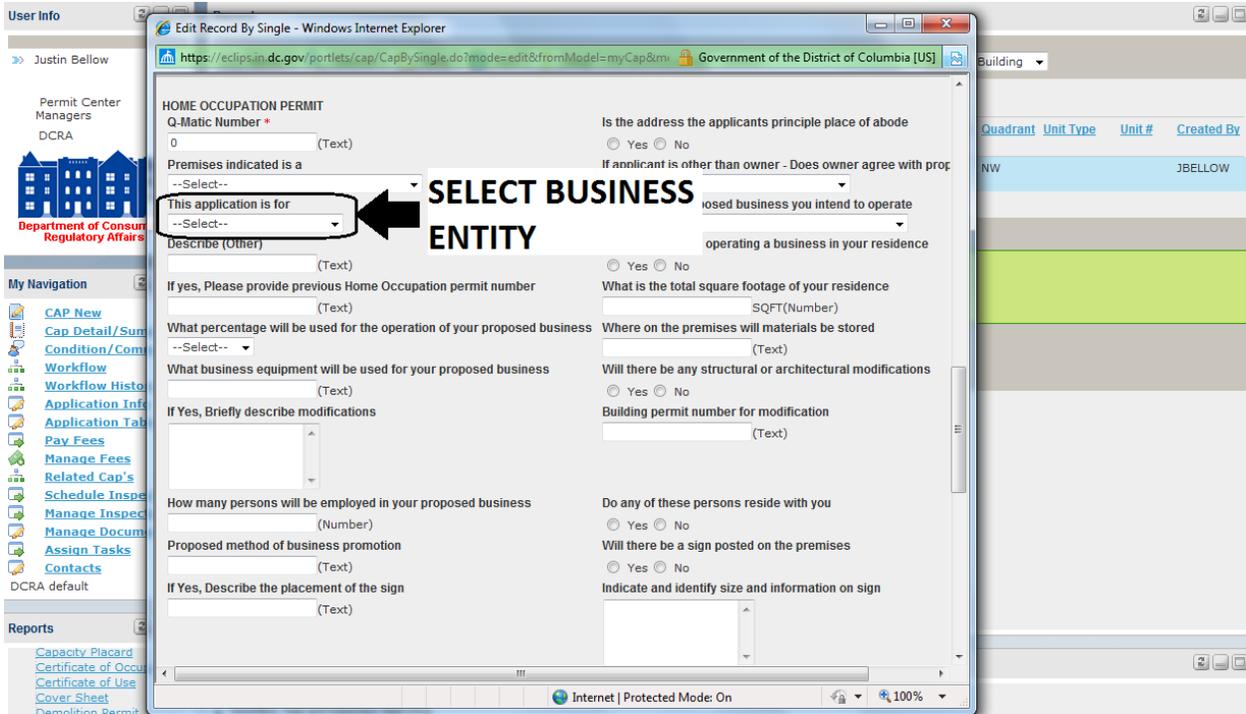
5. Scroll down to the “Home Occupation Permit” section.



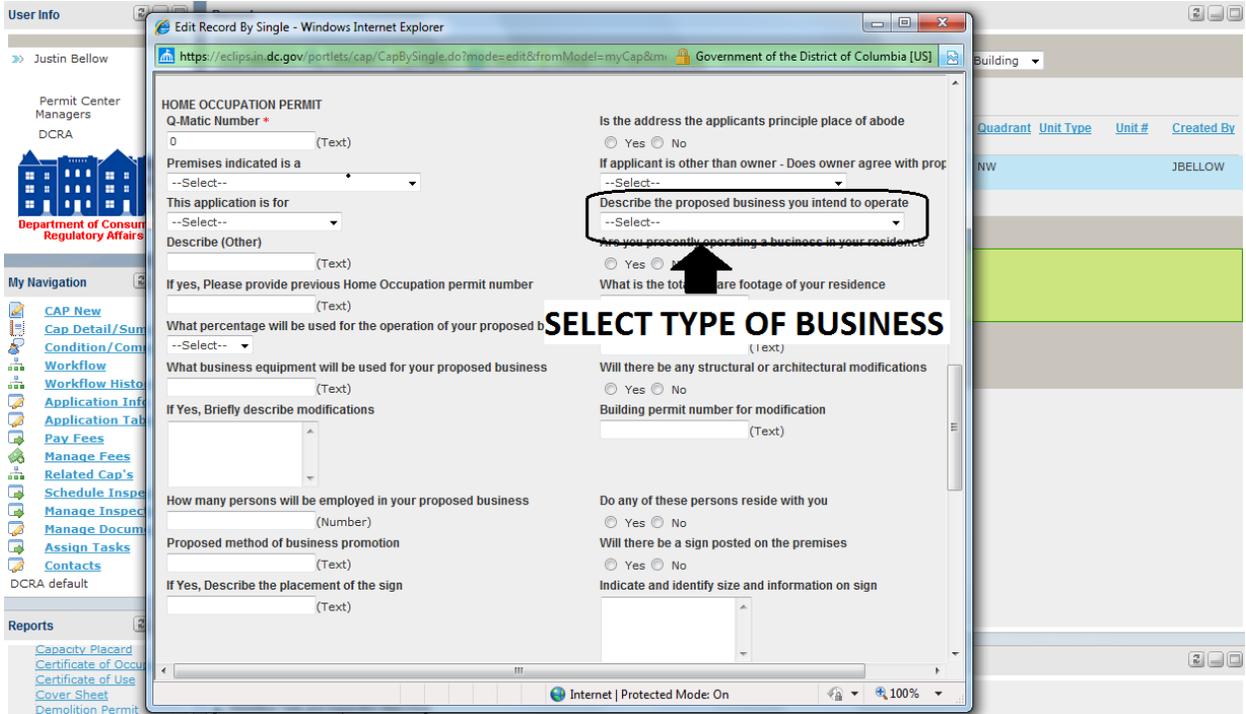
6. Select the type of premises from the “Premises indicated is a” drop down menu.



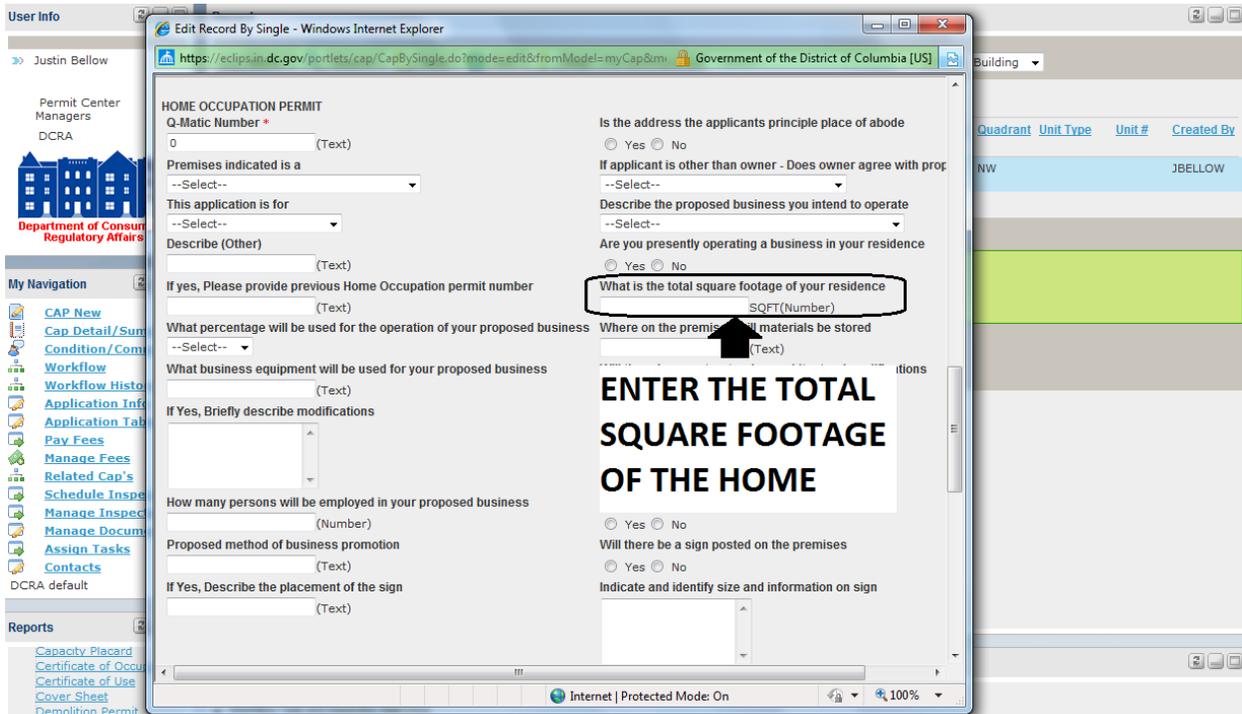
7. Select the business entity from the “The application is for” drop down menu.



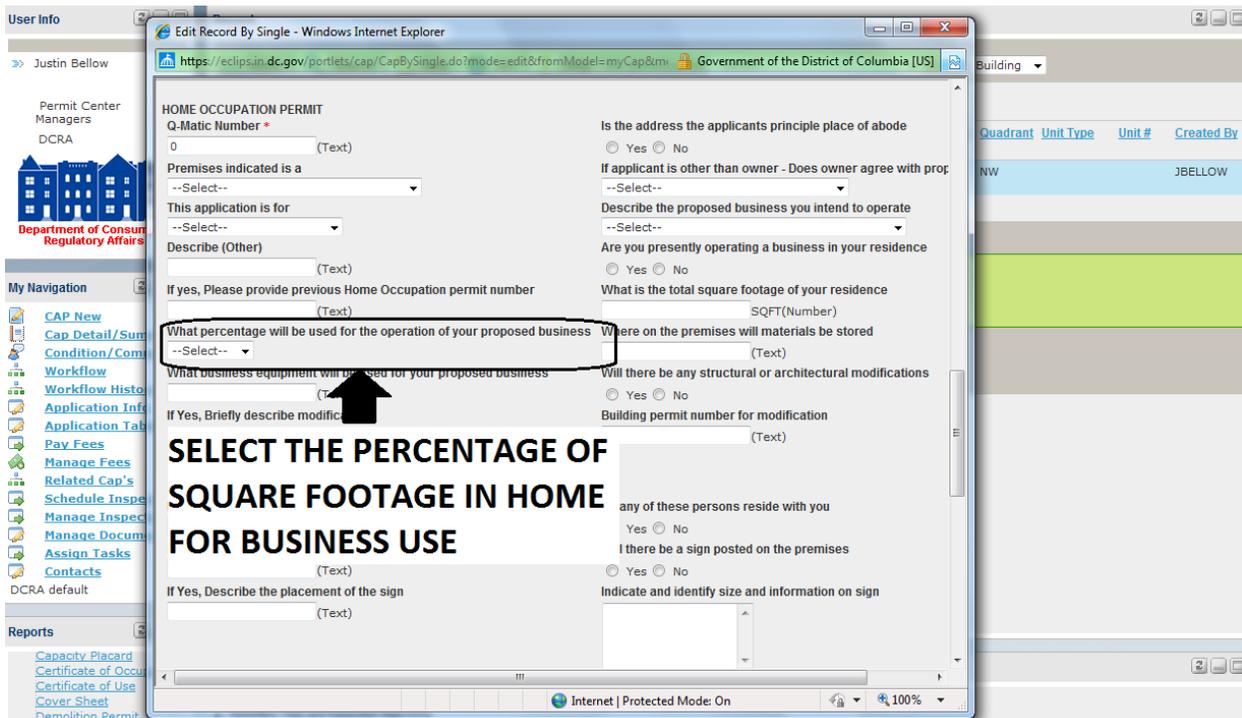
8. Select type of business from the “Describe the proposed business you intend to operate” drop down menu.



9. Enter the total square footage of the home in the “What is the total square footage of your residence” field.



10. Select the percentage of the home that is devoted to business use in the "What percentage will be used for the operation of the proposed business" drop down menu.



11. Specify if alterations are to be made to the home to accommodate the business. If alterations are to be made, specify the Building Permit number and describe the modifications.

The screenshot shows a web browser window displaying a form for a 'HOME OCCUPATION PERMIT'. The form includes several sections with text input fields and radio buttons. A large, bold text box is overlaid on the form, containing the text: 'DESCRIBE MODIFICATIONS IF ANY'. A black arrow points from this text box down to a text input field labeled 'If Yes, Briefly describe modifications'. Another black arrow points from the text box up to a text input field labeled 'Building permit number for modification'. A third, larger black text box is overlaid at the bottom of the form, containing the text: 'SPECIFY IF ALTERATIONS TO HOME ARE TO BE MADE - IF SO INDICATE BUILDING PERMIT'. The background shows the DCRA website interface with a navigation menu on the left and a table on the right.

12. Indicate the number of employees working in the business in the “How many persons will be employed in your proposed business” field and click the correct radial box indicating if any of the employees reside with you.

User Info: Justin Bellow
 Permit Center Managers DCRA
 Department of Consumer Regulatory Affairs
 My Navigation: CAP New, Cap Detail/Status, Condition/Complaint, Workflow, Workflow History, Application, Application, Pay Fees, Manage Fees, Related Cap, Schedule Inspection, Manage Inspection, Assign Task, Contacts, DCRA default, Reports

Edit Record By Single - Windows Internet Explorer
 https://eclips.in.dc.gov/portlets/cap/CapBySingle.do?mode=edit&fromModel=myCap&... Government of the District of Columbia [US]

How many persons will be employed in your proposed business (Number) Do any of these persons reside with you Yes No
 Proposed method of business promotion (Text) Will there be a sign posted on the premises Yes No
 If Yes, Describe the placement of the sign (Text) Indicate and identify size and information on sign
CAPTURE EMPLOYEE INFORMATION HERE
 Will the proposed business result in the creation of a product Yes No If Yes, Briefly describe the product (Text)
 Will chemical compounds be used in the operation of your business Yes No (Proposed hours of operation) From: (Text)
 (Proposed hours of operation) To: (Text) Indicate which days of the week (Text)
 Indicate the number of clients to be served in a one hour period (Number) Number of vehicles used in the operation of your business (Number)
 Describe vehicles (Text) Indicate the type of parking provided for clients, visitors, and (Text)
 Parking provided Yes No Indicate the number of spaces on the street (Number)
 Leased parking space(s) acquired Yes No Will you be operating a Bed and Breakfast Yes No
 If Yes, Indicate the number of sleeping rooms (Number) How many meals will be served per day (Number)
 Expiration Date Application Comments

13. Enter information about signage in the indicated fields.

User Info: Justin Bellow
 Permit Center Managers DCRA
 Department of Consumer Regulatory Affairs
 My Navigation: CAP New, Cap Detail/Status, Condition/Complaint, Workflow, Workflow History, Application, Application, Pay Fees, Manage Fees, Related Cap, Schedule Inspection, Manage Inspection, Assign Task, Contacts, DCRA default, Reports

Edit Record By Single - Windows Internet Explorer
 https://eclips.in.dc.gov/portlets/cap/CapBySingle.do?mode=edit&fromModel=myCap&... Government of the District of Columbia [US]

How many persons will be employed in your proposed business (Number) Do any of these persons reside with you Yes No
 Proposed method of business promotion (Text) Will there be a sign posted on the premises Yes No
 If Yes, Describe the placement of the sign (Text) Indicate and identify size and information on sign
ENTER INFORMATION ABOUT SIGNAGE IN THESE FIELDS
 Will the proposed business result in the creation of a product Yes No If Yes, Briefly describe the product (Text)
 Will chemical compounds be used in the operation of your business Yes No (Proposed hours of operation) From: (Text)
 (Proposed hours of operation) To: (Text) Indicate which days of the week (Text)
 Indicate the number of clients to be served in a one hour period (Number) Number of vehicles used in the operation of your business (Number)
 Describe vehicles (Text) Indicate the type of parking provided for clients, visitors, and (Text)
 Parking provided Yes No Indicate the number of spaces on the street (Number)
 Leased parking space(s) acquired Yes No Will you be operating a Bed and Breakfast Yes No
 If Yes, Indicate the number of sleeping rooms (Number) How many meals will be served per day (Number)
 Expiration Date Application Comments

14. Enter information about product creation in the indicated fields.

Yes No
 Will the proposed business result in the creation of a product

Yes No
 Will chemical compounds be used in the operation of your business

Yes No
 Will there be a sign posted on the premises

Yes No
 Will there be a sign posted on the premises

(Proposed hours of operation) From: _____ (Text)
 (Proposed hours of operation) To: _____ (Text)

Indicate which days of the week _____ (Text)

ENTER INFORMATION ABOUT PRODUCT CREATION HERE

15. Enter information about the hours and days of operation in the indicated fields.

Yes No
 Will the proposed business result in the creation of a product

Yes No
 Will chemical compounds be used in the operation of your business

Yes No
 Will there be a sign posted on the premises

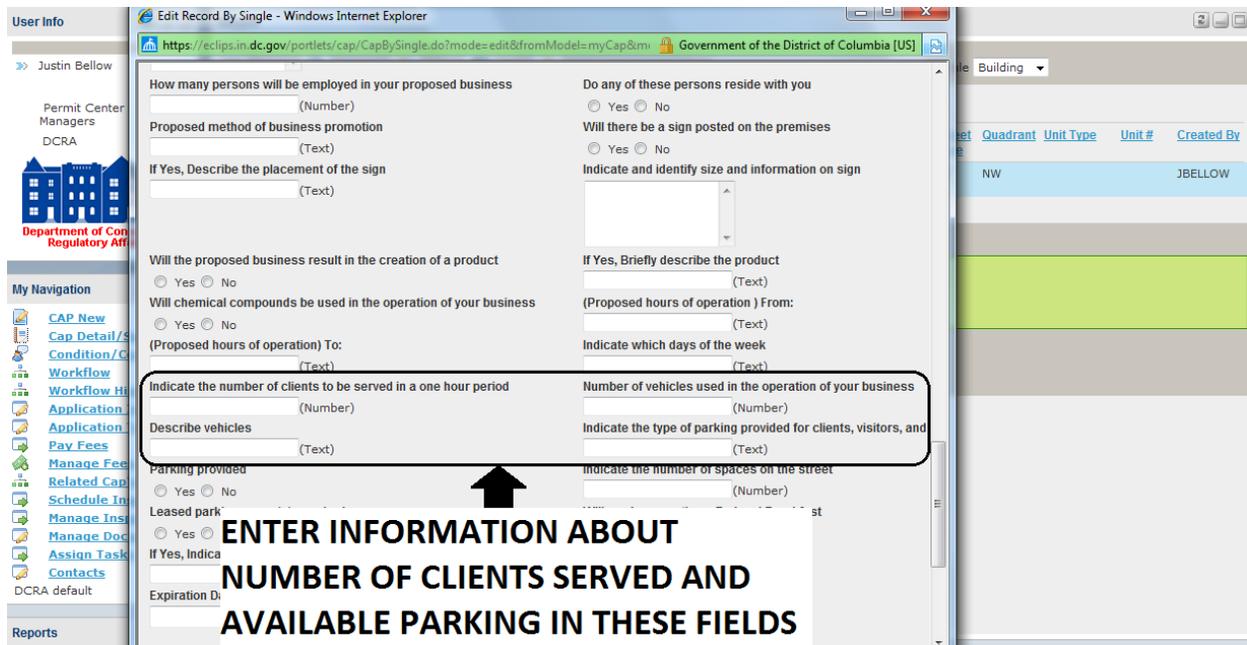
Yes No
 Will there be a sign posted on the premises

(Proposed hours of operation) From: _____ (Text)
 (Proposed hours of operation) To: _____ (Text)

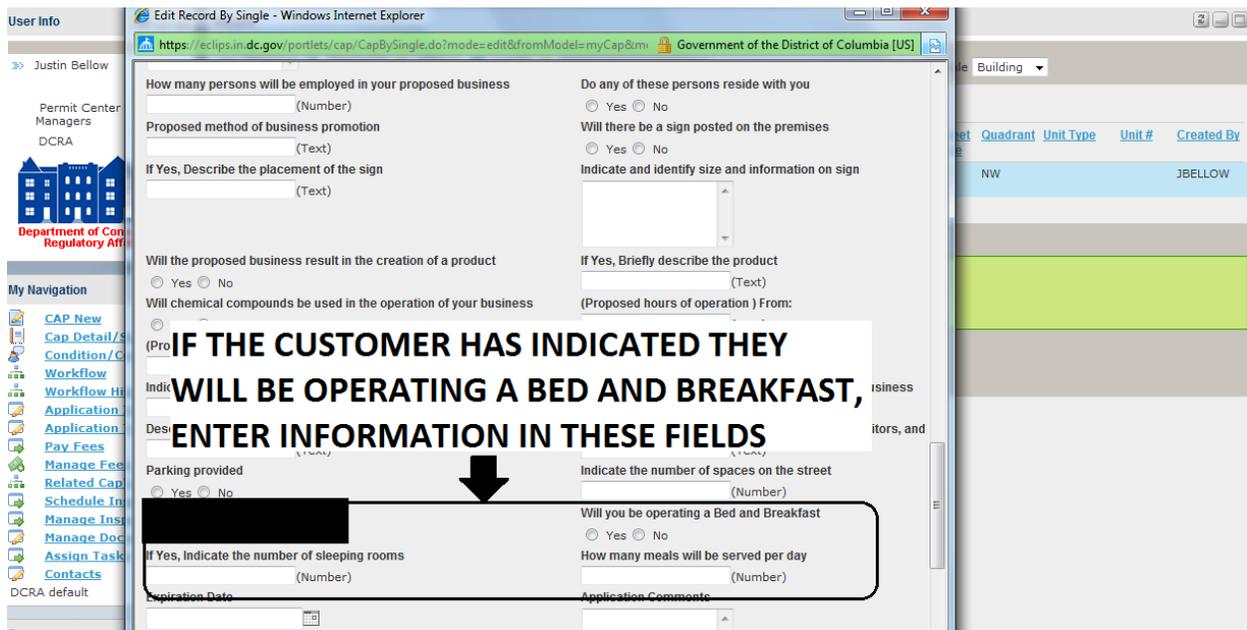
Indicate which days of the week _____ (Text)

ENTER INFORMATION ABOUT HOURS OF OPERATION IN THESE FIELDS

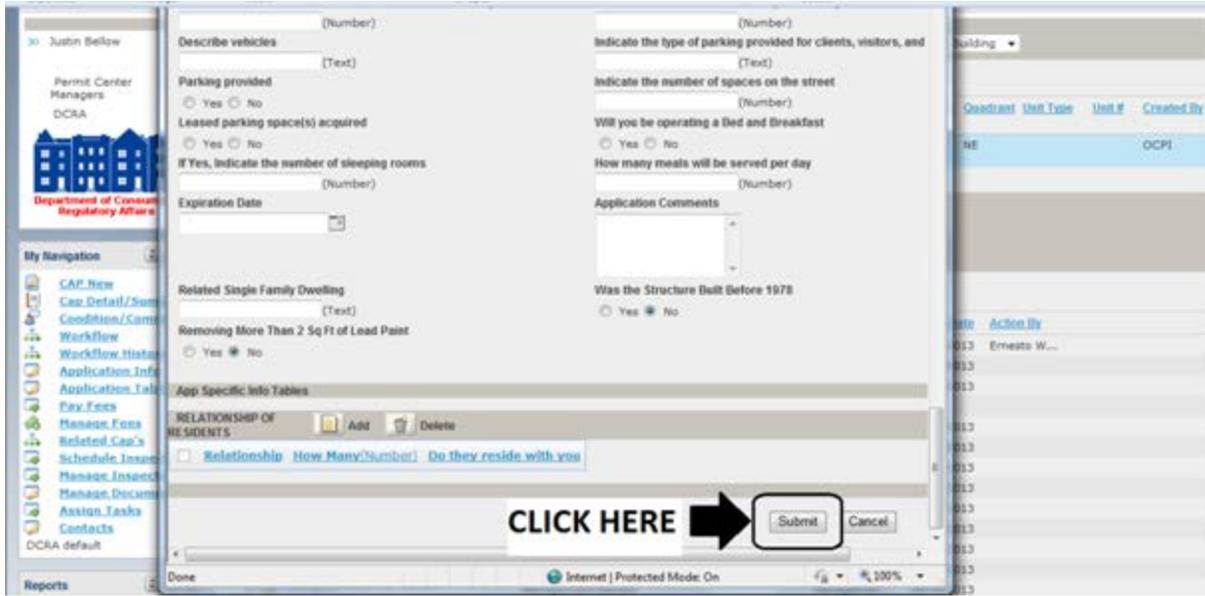
16. Enter information about the number of clients served in a one hour period, the type and number of vehicles involved in the business, and the type of parking available in the indicated fields.



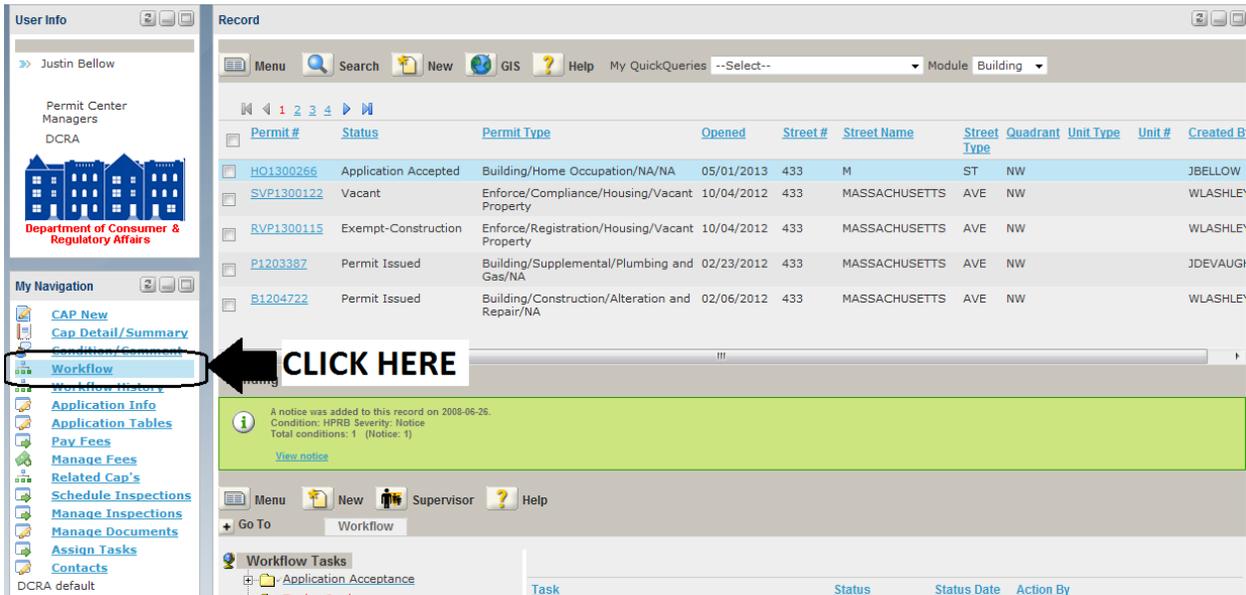
17. If the customer has indicated they will be operating a bed and breakfast, enter the appropriate information in the indicated fields.



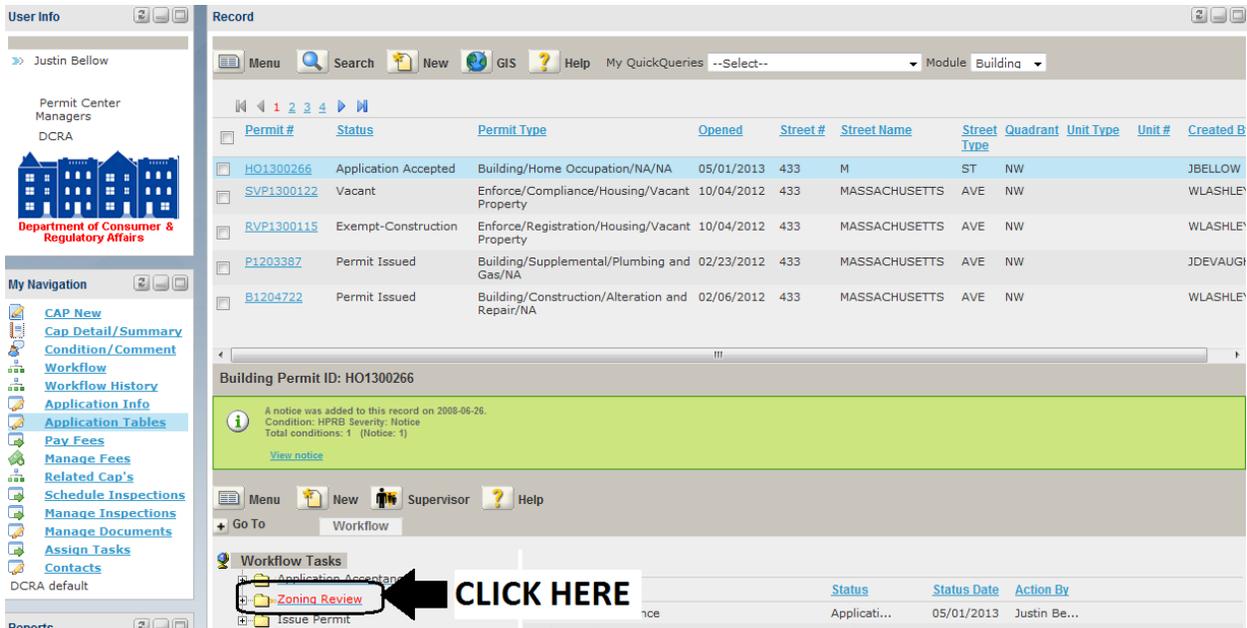
18. Scroll to the bottom of the window, and click the "Submit" icon button.



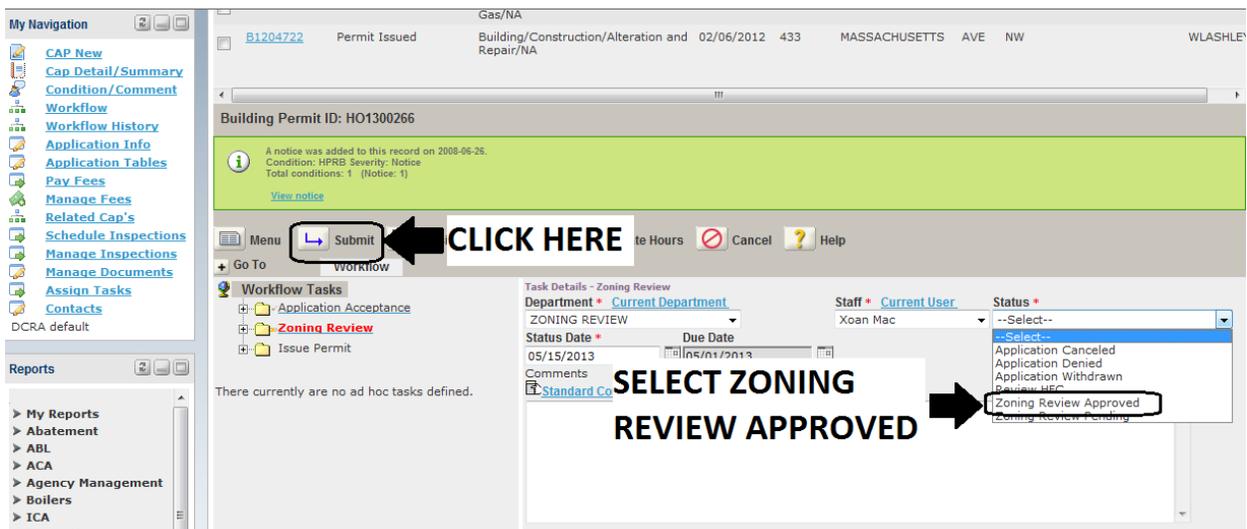
19. Accela will now close the window and return to the Accela home screen. Once all information has been entered and all forms have been verified, click on the “Workflow” link located in the “My Navigation” menu to begin the approval process.



20. Click the “Zoning Review” link in the “Workflow Tasks” menu.



21. Select "Zoning Review Approved" from the "Status" drop down menu, and then click the "Submit" icon button.



22. The application has now been approved by Zoning.

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

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 |
|-----------|-----------------|--------------------------------|------------|----------|-------------|-------------|----------|-----------|--------|------------|
| HO1300266 | Zoning Approved | Building/Home Occupation/NA/NA | 05/01/2013 | 433 | M | ST | NW | | | JBELLOW |

Building Permit ID: HO1300266

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

View notice

Menu New Supervisor Help

+ Go To Workflow

Workflow Tasks

- Application Acceptance
- Zoning Review
- Issue Permit

PERMIT IS NOW READY TO BE ISSUED

| Status | Status Date | Action By |
|--------------|-------------|--------------|
| Applicati... | 05/01/2013 | Justin Be... |
| Zoning Re... | 05/15/2013 | Justin Be... |

There currently are no ad hoc tasks de

23. Contact the customer and advise them that the application has been approved, and file the application in the designated location.

CHAPTER 7

SECTION 7.9.4

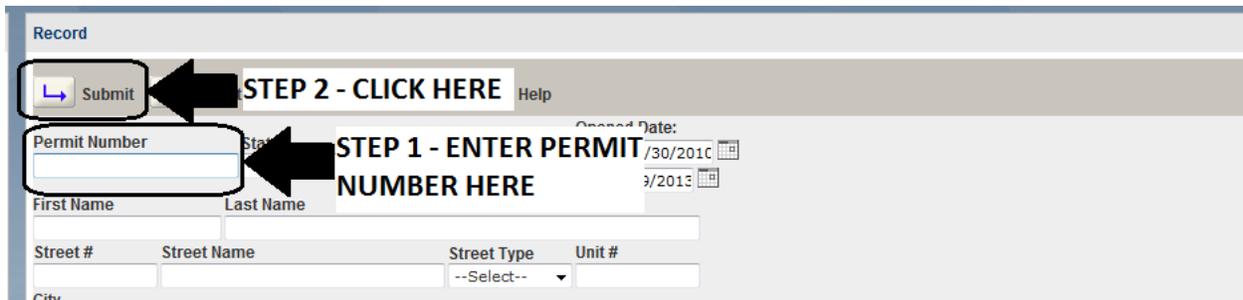
ISSUANCE

1.1.2 - Issuance

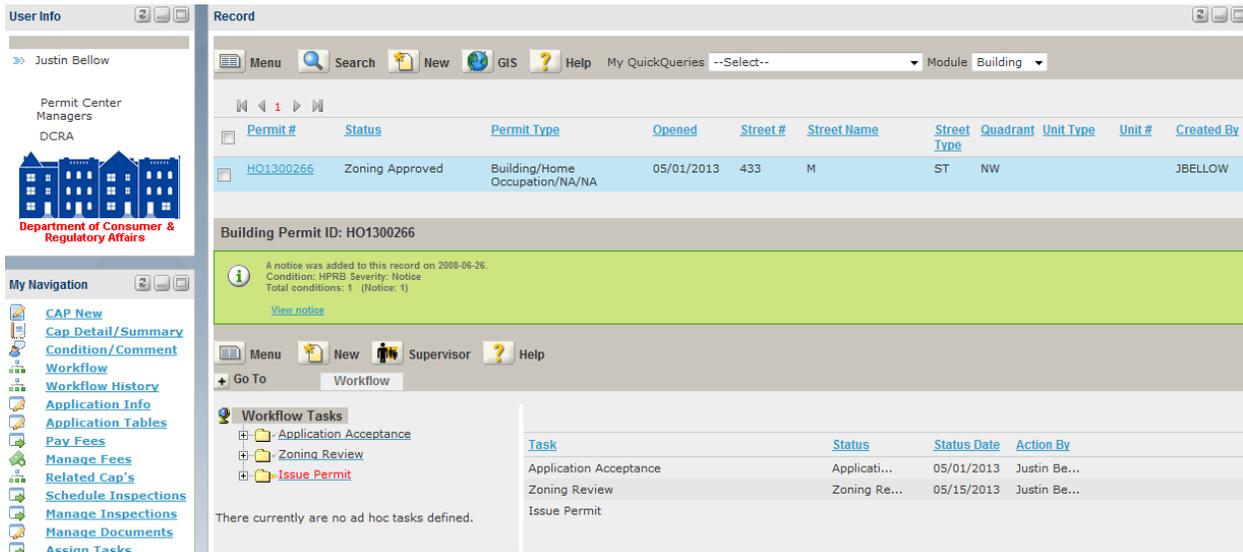
1. From the Accela home screen, click the “Search” icon button



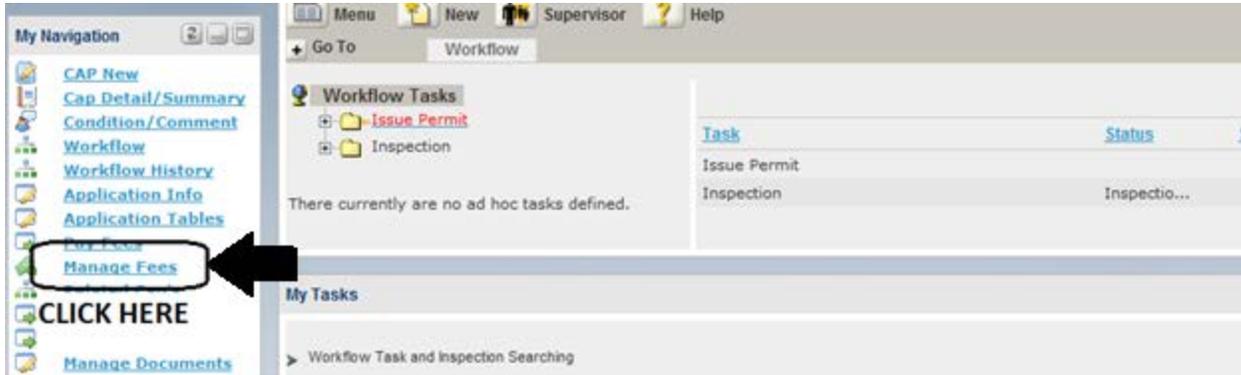
2. Enter the Home Occupation permit number in the “Permit Number” field, and then click the “Submit” icon button.



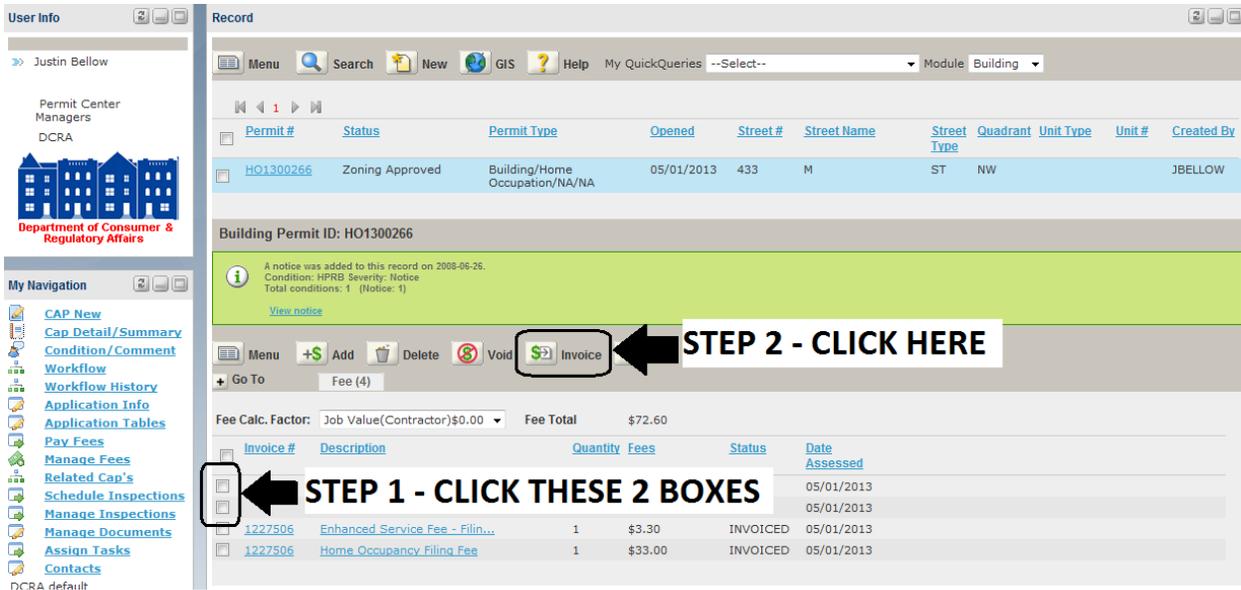
3. The permit record will now display in the “Record” section.



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



5. The remaining fees in Accela are correct. Click the boxes directly to the left of the first two record entries that have not yet been invoiced.



6. Accela has now generated a new invoice number for the remaining fees.

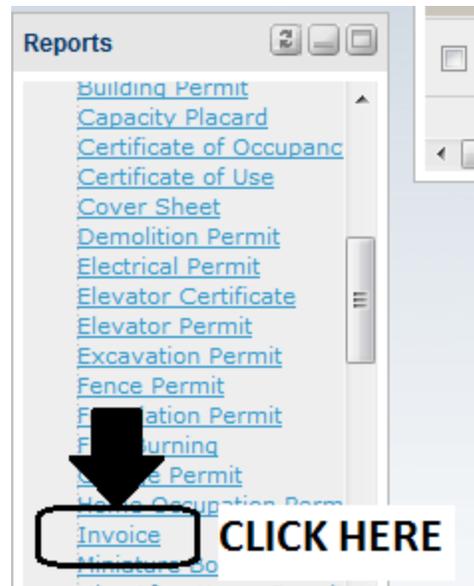
ACCELA HAS GENERATED A NEW INVOICE NUMBER FOR THE REMAINING FEES

| Invoice # | Description | Quantity | Fees | Status | Date Assessed |
|-----------|---------------------------------|----------|---------|----------|---------------|
| 1227506 | Enhanced Service Fee - Filin... | 1 | \$3.30 | INVOICED | 05/01/2013 |
| 1227506 | Home Occupancy Filing Fee | 1 | \$33.00 | INVOICED | 05/01/2013 |
| 1233686 | Enhanced Service Fee - HOP | 1 | \$3.30 | INVOICED | 05/01/2013 |
| 1233686 | Home Occupancy Issuance Fee | 1 | \$33.00 | INVOICED | 05/01/2013 |

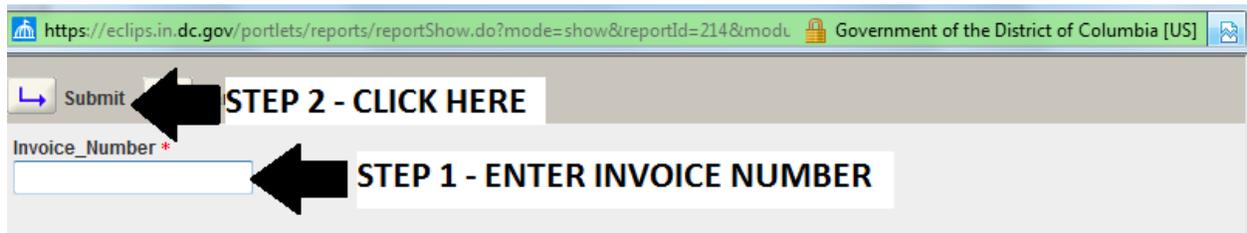
7. Navigate to the “Reports” menu located at the left hand side of the Accela home screen and click the “Permitting” link.

CLICK HERE

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



9. 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.



10. 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://edps.in.dc.gov/permits/reports/reportShow.do?value=%2FentryURL%2F%2Fpermits%2Freports%2FreportShow.do%2Fmode%3Dshow%2FreportId%3D214%2Fmodule%3D0& Government of the District of Columbia

CLICK HERE 1 / 1 100% Find

DCRA Department of Consumer and Regulatory Affairs
Permit Operations Division
1100 4th Street SW
Washington DC 20024
Tel (202) 442 - 4589 Fax (202) 442 - 4852

Remittance Source Document

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

Customer: USGBF WATERFRONT STATION LLC

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

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

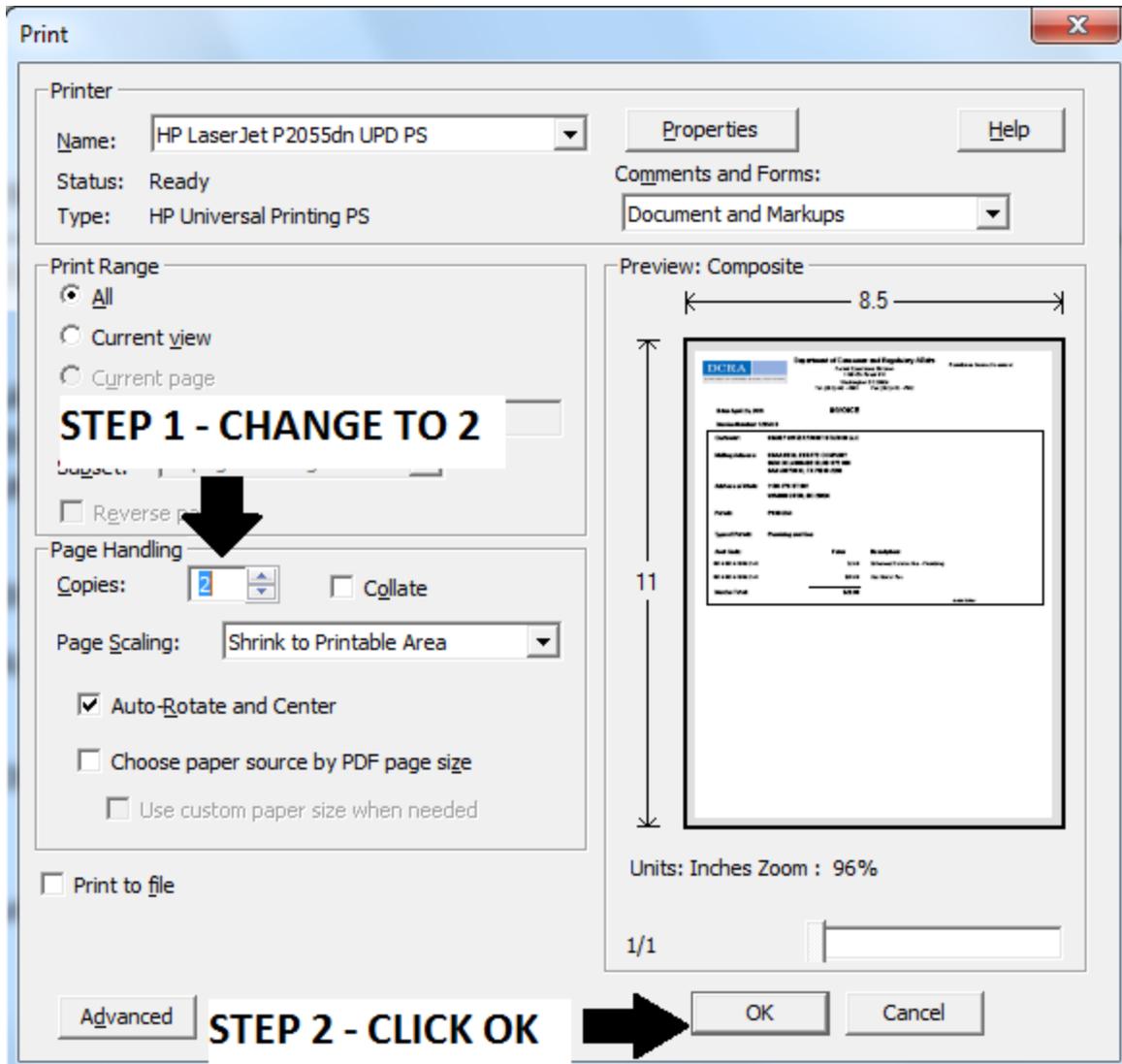
Permit: [REDACTED]

Type of Permit: Mechanical

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

Justin Below

11. 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.



12. 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.

13. When the customer returns, confirm that the permit has been paid by examining the invoice. The invoice should now have blue printing at the top right-hand corner of the invoice. (see Figure 2.39)



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

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

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

Date: April 23, 2013

INVOICE

Invoice Number: 1218584

Customer: CAPITOL HILL INVESTORS LLC

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

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

Permit: [REDACTED]

Type of Permit: Plumbing and Gas

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

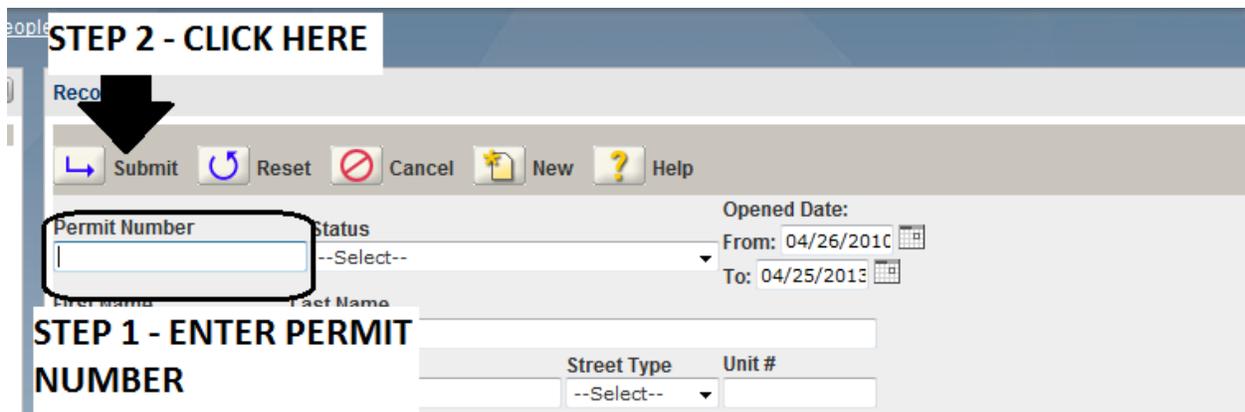
NOTE THE RECEIPT #

Keith Hawkins

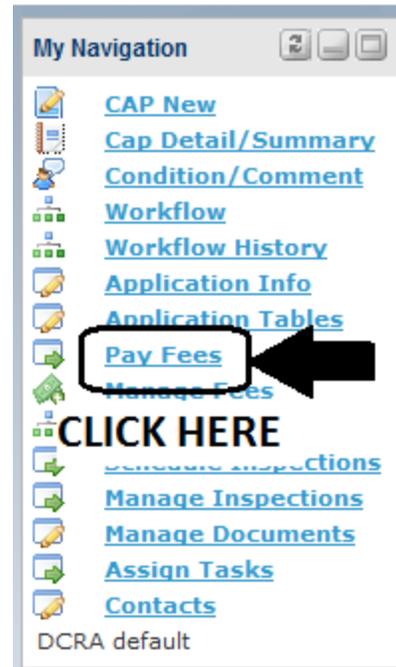
14. Upon confirming that the invoice has been paid, retain the copy of the invoice. The customer will also have either two or three small receipts from the Cashier – retain one of the small receipts.



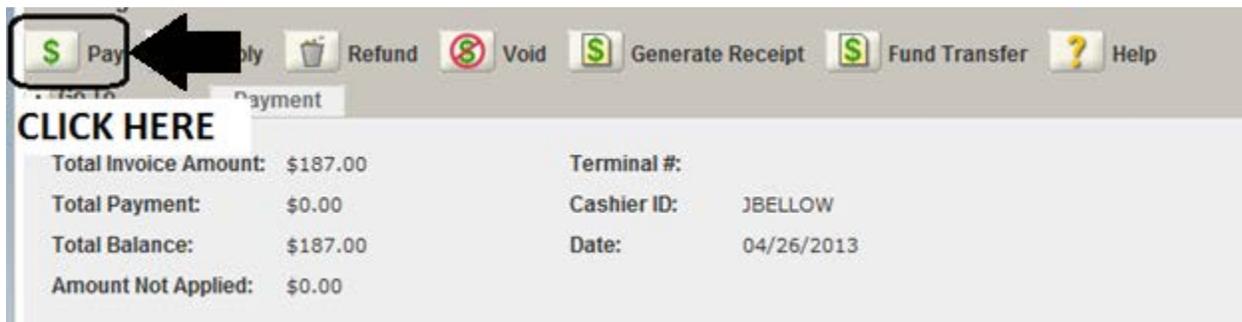
15. Once you have confirmed that the invoice has been paid, bring up the permit record by typing the permit number in the “Permit Number” field in the “Record” section. Then click the “Submit” icon.”



16. 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.



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



18. 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.



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

STEP 3 - CLICK HERE

STEP 2 - CLICK HERE

STEP 1 - CLICK HERE

| Invoice # | Fee Item | Quantity | Fee | Paid | Outstanding | Amount |
|-----------|-----------------------------------|----------|---------|---------|-------------|--------|
| 1227506 | Enhanced Service Fee - Filing Fee | 1 | \$3.30 | \$3.30 | \$0.00 | 0.00 |
| 1227506 | Home Occupancy Filing Fee | 1 | \$33.00 | \$33.00 | \$0.00 | 0.00 |
| 1227506 | | 1 | \$33.00 | \$0.00 | \$33.00 | 0.00 |
| 1227506 | | 1 | \$3.30 | \$0.00 | \$3.30 | 0.00 |
| Total | | | | | | |

20. 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.

CLICK HERE

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

DCRA default

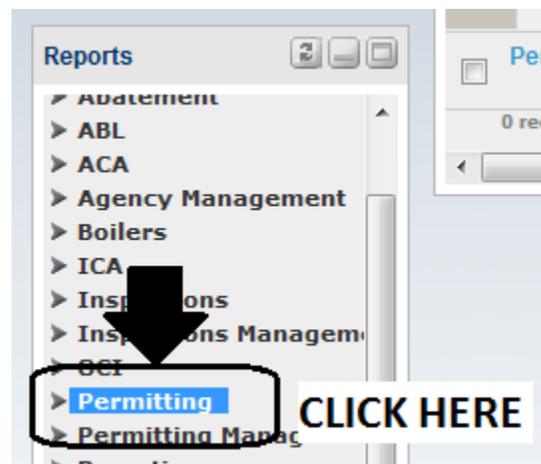
21. On the “Workflow” screen, click on the “Issue Permit” link, highlighted in red.



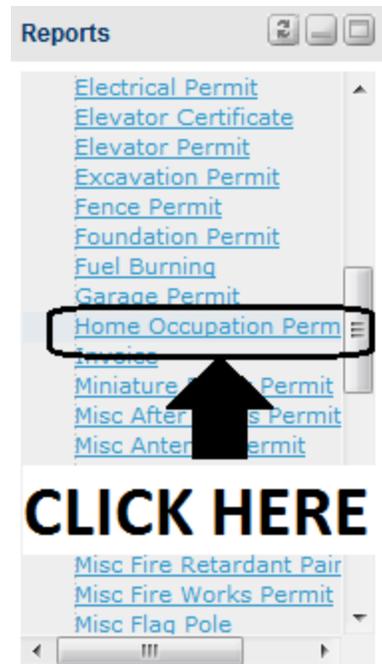
22. On the following page, select “Permit Issued” from the “Status” drop down menu, and then click the “Submit” icon.



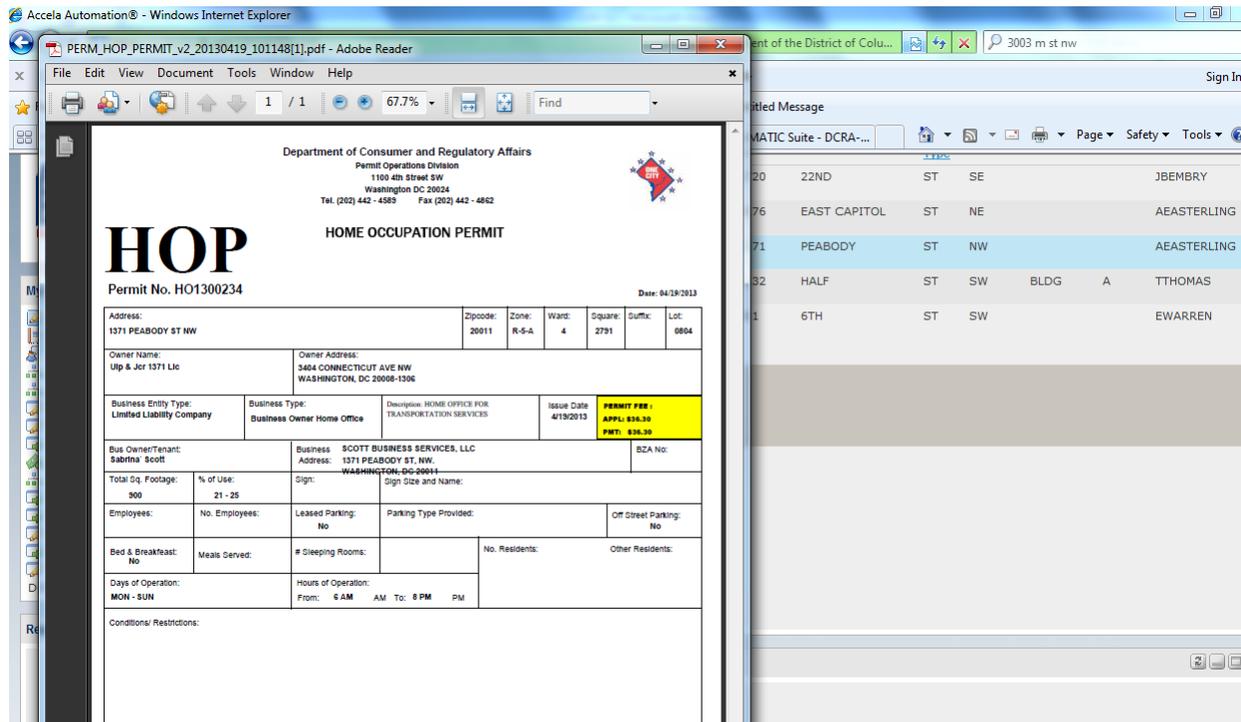
23. The permit is now in “Issued” status and can be printed. Navigate to the “Reports” menu located at the left hand side of the Accela home screen and click the “Permitting” link.



24. Clicking on the “Permitting” link will expand the menu. Once expanded, click the on the “Home Occupation Permit” link



25. Upon clicking the “Home Occupation Permit” link, Accela will generate a copy of the permit.



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

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

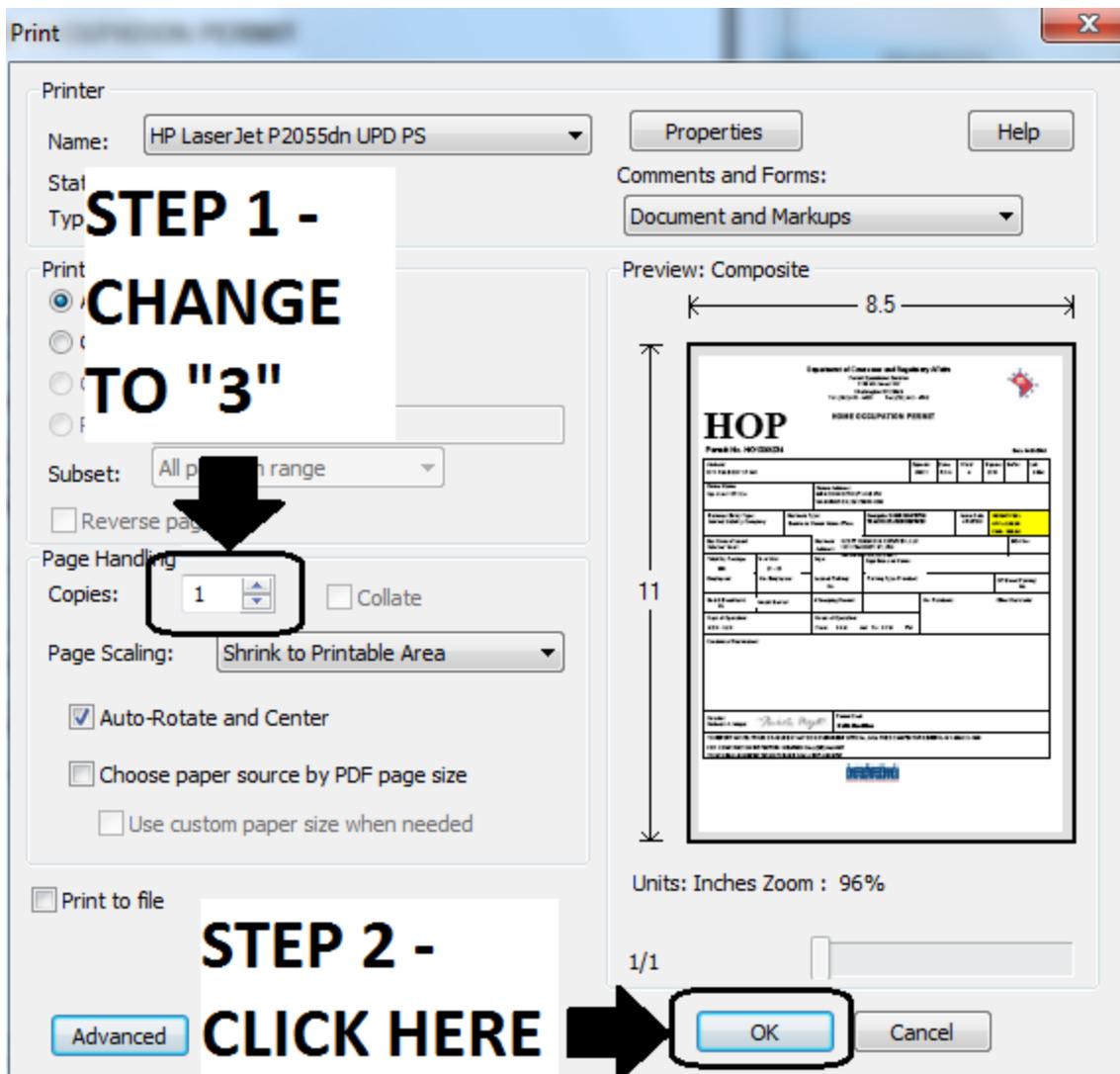
Department of Consumer and Regulatory Affairs
 Permit Operations Division
 1100 4th Street SW
 Washington DC 20024
 Tel: (202) 442-4589 Fax: (202) 442-4862

HOP
 HOME OCCUPATION PERMIT

Permit No. HO1300234 Date: 04/19/2013

| | | | | | | |
|--|--|--|----------------|---------------------------|--|--------------|
| Address: 1371 PEABODY ST NW | Zipcode: 20011 | Zone: R-5-A | Ward: 4 | Square: 2791 | Grftix: 0804 | Lot: 0804 |
| Owner Name: Ulp & Jcr 1371 Llc | Owner Address: 3404 CONNECTICUT AVE NW WASHINGTON, DC 20008-1306 | | | | | |
| Business Entity Type: Limited Liability Company | Business Type: Business Owner Home Office | Description: HOME OFFICE FOR TRANSPORTATION SERVICES | | Issue Date: 4/19/2013 | PERMIT FEE: APPL: \$36.30 PMT: \$36.30 | |
| Bus Owner/Tenant: Sabrina Scott | Business: SCOTT BUSINESS SERVICES, LLC Address: 1371 PEABODY ST, NW, WASHINGTON, DC 20008-1306 | | | SZA No: | | |
| Total Sq. Footage: 500 | % of Use: 21 - 25 | Sign: WASHINGTON DC 20008-1306 | | Sign Size and Name: | | |
| Employees: No. Employees: | Leased Parking: No | Parking Type Provided: | | Off Street Parking: No | | |
| Bed & Breakfast: No | Meals Served: | # Sleeping Rooms: | No. Residents: | | Other Residents: | |
| Days of Operation: MON - SUN | Hours of Operation: From: 6 AM AM To: 8 PM PM | | | | | |
| Conditions/ Restrictions: | | | | | | |

28. 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.



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

30. 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.

31. 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 - there will be two Invoices
- Receipts - If customer only paid for 1 permit

32. Place the completed application package in the designated storage area.
33. Below is a sample copy of an issued Home Occupation 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



HOP

HOME OCCUPATION PERMIT

Permit No. HO1300207

Date: 03/29/2013

| | | | | | | | |
|---|--|---|------------------------|-------------------------|---|---------------------------|--------------|
| Address: 17 6TH ST SE | | Zipcode: 20003 | Zone: CAP/R | Ward: 6 | Square: 0841 | Suffix: | Lot: 0023 |
| Owner Name: 1007 8th Street Ne Llc | | Owner Address: 17 6TH ST SE WASHINGTON, DC 20003-1127 | | | | | |
| Business Entity Type: Limited Liability Company | Business Type: Business Owner Home Office | Description: HOME OFFICE FOR HOME RENOVATION SERVICES | | Issue Date 3/29/2013 | PERMIT FEE : APPL: \$36.30 PMT: \$36.30 | | |
| Bus Owner/Tenant: Jessica M Crane | | Business J & J RENOVATIONS, LLC Address: 17 6TH ST SE WASHINGTON, DC | | | | BZA No: | |
| Total Sq. Footage: 1540 | % of Use: 1 - 5 | Sign: No | Sign Size and Name: | | | | |
| Employees: No | No. Employees: 0 | Leased Parking: | Parking Type Provided: | | | Off Street Parking: No | |
| Bed & Breakfast: No | Meals Served: | # Sleeping Rooms: | No. Residents: | | Other Residents: | | |
| Days of Operation: MON - FRI | | Hours of Operation: From: 9 AM AM To: 5 PM PM | | | | | |
| Conditions/ Restrictions: | | | | | | | |
| Director: Nicholas A. Majett | | Permit Clerk Keith Hawkins | | | | | |
| TO REPORT WASTE, FRAUD OR ABUSE BY ANY DC GOVERNMENT OFFICIAL, CALL THE DC INSPECTOR GENERAL AT 1-800-521-1639 FOR CONSTRUCTION INSPECTION INQUIRIES CALL (202) 442-9557 TO SCHEDULE INSPECTIONS PLEASE CALL (202) 442 9557 | | | | | | | |



CHAPTER 7

SECTION 7.10

MECHANICAL

1.2 - Mechanical

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 105.1.16:

Installation, replacement or repair of refrigerating or cooling equipment, pressure vessels or boilers, other than equipment exempt under Section 105.2.2.2, shall require a supplemental mechanical installation permit.

CHAPTER 7

SECTION 7.10.1

INTAKE

1.2.1 - Intake

1. Before proceeding in Accela, ensure that the customer is a Master Mechanical license holder by verifying the Master's license. If the customer is not a Master, proceed to step 2.
2. If the customer is a designee of the Master, 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, 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.

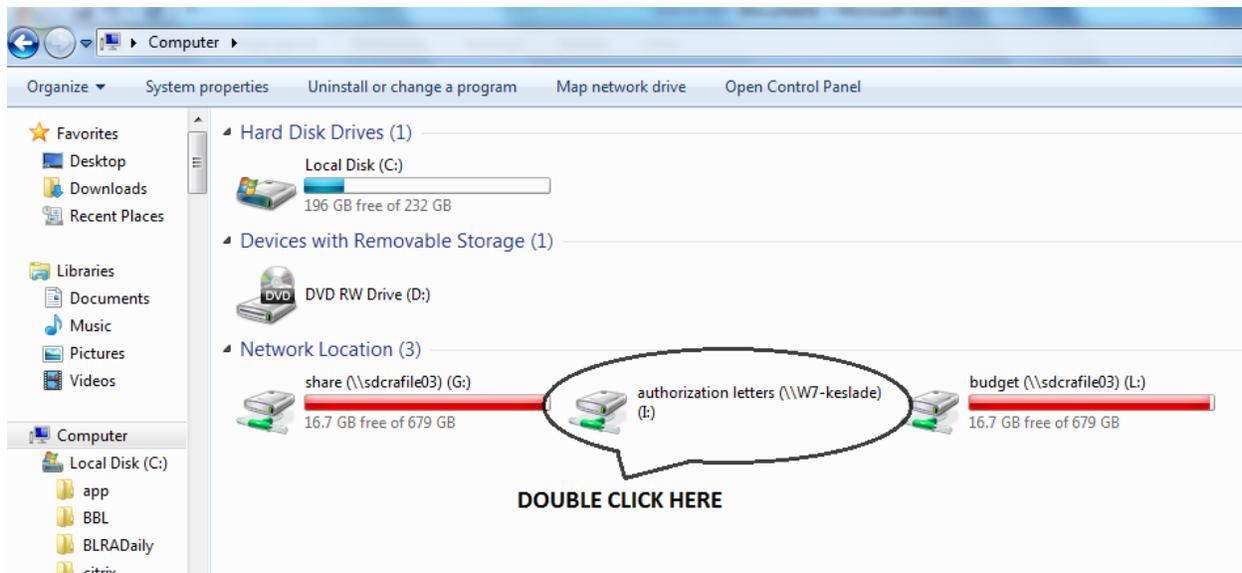


Figure 1.1

3. If the Master is not in possession of their license or the customer is not a Master and does not have the appropriate documents or in hand or on file digitally, direct the customer to secure the appropriate documents before allowing them to proceed further.
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 authorized, confirm that the application is filled out completely. The identified fields on the Mechanical permit provided below must be filled out on all applications to be considered complete:

DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS
APPLICATION TO INSTALL AIR CONDITIONING AND REFRIGERATION SYSTEMS IN BUILDINGS



PERMIT OPERATIONS DIVISION

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

Date: **REQUIRED**

A/C

AIR CONDITIONING AND REFRIGERATION PERMIT APPLICATION
 APPLICATION MUST BE COMPLETED IN ITS ENTIRETY

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

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

| | |
|---------------------|--|
| TYPE OF REFRIGERANT | R- REQ. |
| CONDENSER LOCATION | REQ. |
| COOLING METHOD | Air <input type="checkbox"/> Water <input type="checkbox"/> REQ. |
| POWER SOURCE | Electric <input type="checkbox"/> Gas <input type="checkbox"/> REQ. |

| | |
|---------------------------|-----------------|
| Refrigeration Contractor: | REQUIRED |
| Contractor License #: | REQUIRED |
| Address: | REQUIRED |

| Refrigerant Effect. | No. of Compressors |
|-------------------------------|--------------------|
| 0 - 120,000 BTU / h | |
| 120,001 - 600,000 BTU / h | REQUIRED |
| 600,001 - 1,200,000 BTU / h | |
| 1,200,001 - 2,400,000 BTH / h | |
| Over 2,400,000 BTH / h | |

| | |
|---------------|-----------------|
| Master A/C: | REQUIRED |
| Company Name: | REQUIRED |
| Address: | REQUIRED |
| Signature: | REQUIRED |
| License #: | REQUIRED |
| Phone #: | REQUIRED |

| | |
|------------------------|-----------------|
| EQUIPMENT MANUFACTURER | EQUIPMENT MODEL |
| REQUIRED | REQUIRED |

OTHER:

TO REPORT WASTE, FRAUD OR ABUSE BY ANY DC GOVERNMENT OFFICE OR OFFICIAL, CALL THE INSPECTOR GENERAL AT 1-800-521-1839

ALL CALLS ARE CONFIDENTIAL



CUSTOMER MUST PRINT NAME HERE

12/2012

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.
 8. Ensure that all required fields are completely filled out on the application and all necessary 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, initial the top of the application and provide the customer with a Q-Matic number for Issuance.

CHAPTER 7

SECTION 7.10.2

ISSUANCE

1.2.2 - Issuance

1. Ensure that the Contact Representative staffing the Information Desk has initialed the top of the application, which denotes that the application has been verified as complete. If the application is not initialed, send the applicant back to the Information Desk to have the application initialed.
2. Ensure that the application is filled out in its entirety, ensuring that
 - The customer has provided the lot and square on the application
 - If the type of work is identified as “New” or “Remodeling”, that the base Building Permit number is provided on the application and that a copy of the Building Permit is provided and that the address on the base Building Permit matches the address on the application
 - The Master has signed the application and indicated the license number on the application
 - The customer has printed their name at the bottom of the application
3. Once the application has been verified as complete, you may begin processing the application in Accela.
4. 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)

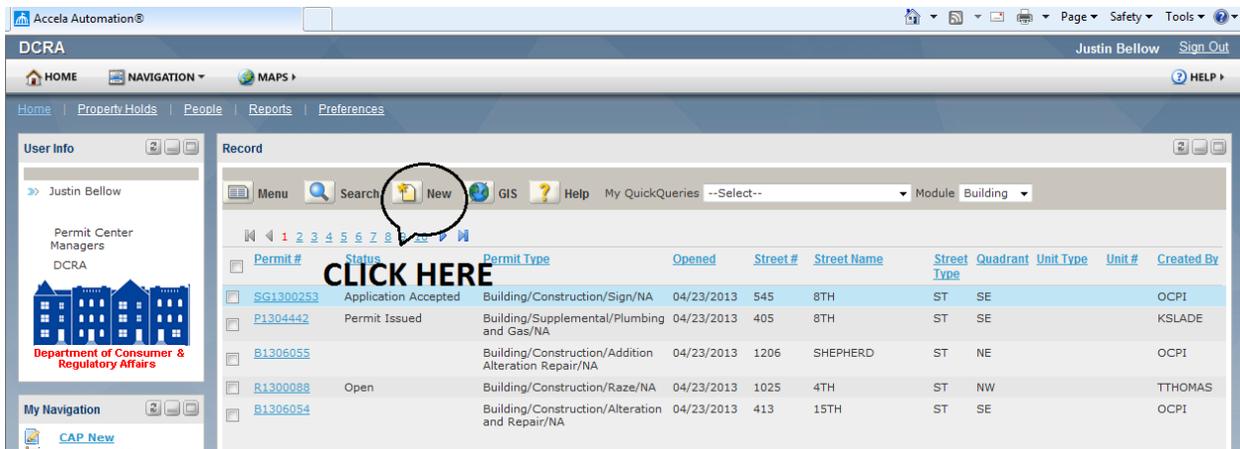


Figure 2.1

5. Accela will open a new window with three drop down menus. The first drop down menu, “Group” is pre-populated with “Building” (see Figure 2.2)
 - Select “Supplemental” from the “Type” drop down menu (see Figure 2.2)
 - Select “Mechanical” from the “Subtype” drop down menu (see Figure 2.2)

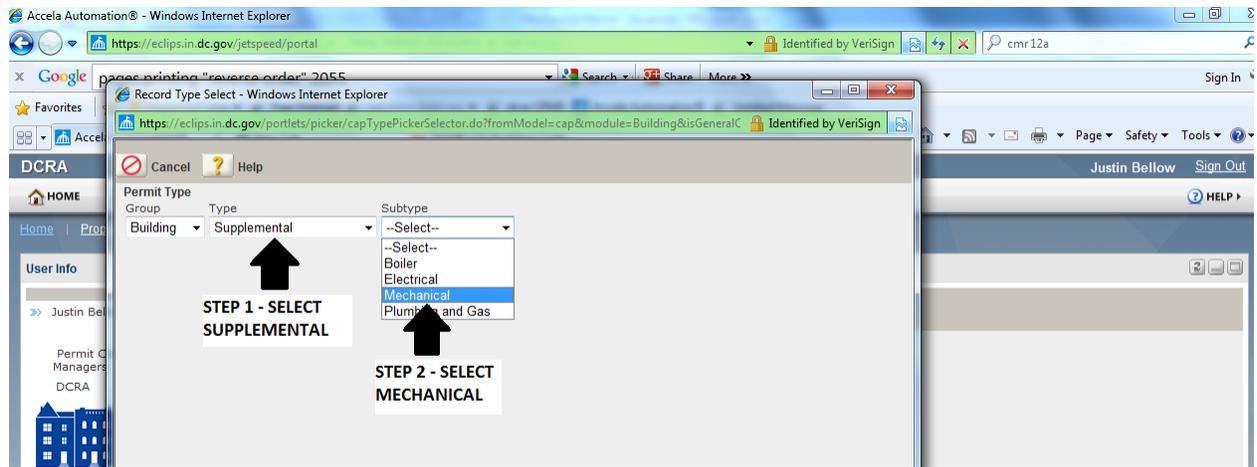


Figure 2.2

6. After selecting “Mechanical” from the “Subtype” drop down menu, Accela will automatically open a new window where the permit information will be entered. (see Figure 2.3)

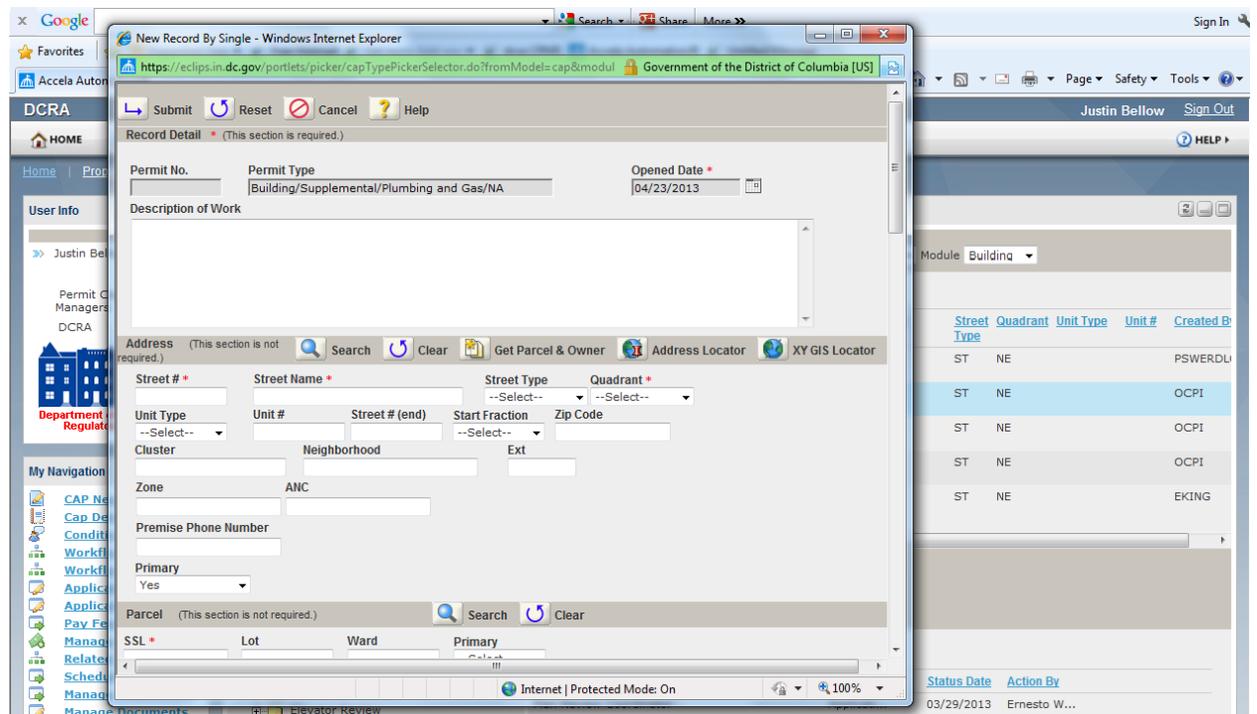


Figure 2.3

7. Input the complete address on the application, quadrant included, and then click the “Search” button. (see Figure 2.4)

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

Figure 2.4

8. 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. (see Figure 2.5).
9. Ensure that the “Primary” drop down menu is set to “Yes” (see Figure 2.5)

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 6D

Primary Yes

ENSURE THAT THIS FIELD POPULATES




Figure 2.5

10. 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.
11. After populating the fields in the “Address” section, click “Get Parcel and Owner” twice to populate the Parcel and Owner information (see Figure 2.6).

CLICK HERE

↓

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

record was found.

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

Figure 2.6

12. Ensure that the information in the “Parcel” and “Owner” sections populates (see Figure 2.7). Do not change any of the populated ownership information unless the customer provides a copy of a deed.

Parcel (This section is not required.) Search Clear

| SSL * | Lot | Ward | Primary |
|-------|------|------|---------|
| 0542 | 0870 | 0870 | 6 |

Owner (This section is not required.) Search Clear

Name *

USGBF WATERFRONT STATION LLC Primary

Address Line 1 Yes

USAA REAL ESTATE COMPANY Phone ((xxx)xxx-xxxx)

Address Line 2

9830 COLONNADE BLVD STE 600

| Mail City | Mail State | Mail Zip | Country |
|-------------|------------|------------|------------|
| SAN ANTONIO | TX | 78230-2209 | --Select-- |

Cell Phone Email

ENSURE THAT THIS INFORMATION POPULATES

Figure 2.7

13. After populating the fields in the “Parcel” and “Owner” section, you may begin populating the information in the “Professionals” field.
14. The “Professionals” field is where the Master Mechanical license holder’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
 %100

License Type* Business Name
 --Select--

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

15. 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)

--Select--

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

Yes

Address Line 2

City State Zip Code

Email

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

Agent for Owner * (This section is required.) Search As Owner AS LIC. PROT

Figure 2.9

16. 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)

| License Type | State License # | License State | Business Name | License Issue Date | License Last Renewal Date | License Expiration Date | First Name |
|------------------------------|---------------------------------|-------------------------------|-------------------------------|------------------------------------|---|---|----------------------------|
| Electrician | EJ903100 | DC | | | | 11/30/2013 | PAULINO |
| Mechanic Ref/Air | DRM100 | DC | R M THORNTON INC | | | 09/30/2014 | FRANK |
| Generator | PM1000100 | DC | | | | 03/31/2014 | CRAIG |
| | | | TRI STATE FIRE PROTECTION SVC | | | | |

SELECT THE MATCHING RECORD BY CLICKING ON THE PAGE ICON

Figure 2.10

17. 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 |
| DRM100 | FRANK | M | REAVES |
| License Type * | Business Name | Phone 1 ((xxx)xxx-xxxx) | |
| Mechanic Ref/Air | R M THORNTON INC | (301)365-4659 | |
| Primary | Address Line 1 | Phone 2 ((xxx)xxx-xxxx) | |
| Yes | 10221 SUNDANCE COURT | (301)350-5000 | |
| | Address Line 2 | | |
| | City | State | Zip Code |
| | POTOMAC | MD | 20854 4052 |
| | Email | | |
| | | | |
| | Business Address | Business City | Business State |
| | R M THORNTON INC,120 | CAPITOL HEIGHTS | MD |
| | Business Zip | Business Lic Type | |
| | 20743 3516 | B-RC | |

Figure 2.11

18. 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 |
| DRM100 | FRANK | M | REAVES |
| License Type * | Business Name | Phone 1 ((xxx)xxx-xxxx) | |
| Mechanic Ref/Air | R M THORNTON INC | (301)365-4659 | |
| Primary | Address Line 1 | Phone 2 ((xxx)xxx-xxxx) | |
| Yes | 10221 SUNDANCE COURT | (301)350-5000 | |
| | Address Line 2 | | |
| | City | State | Zip Code |
| | POTOMAC | MD | 20854 4052 |
| | Email | | |

DELETE THIS INFORMATION FROM THE RECORD

| | | |
|----------------------|-------------------|----------------|
| Business Address | Business City | Business State |
| R M THORNTON INC,120 | CAPITOL HEIGHTS | MD |
| Business Zip | Business Lic Type | |
| 20743 3516 | B-RC | |

Figure 2.12

19. 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 | | |
| --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 | | |
| | | | |

CLICK HERE

Figure 2.13

20. Once the fields in the “Agent for Owner” section have been populated, you can scroll down to the “App Specific Info” section. In the “General Information” sub-section, type either “N/A” or a number in the “Q-Matic Number” field. (see Figure 2.14)

GENERAL INFORMATION SECTION

Q-Matic Number * Building permit number Equipment manufacturer Equipment model

Proposed use Existing use Expiration Date

Application Comments

Figure 2.14

21. 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)

GENERAL INFORMATION SECTION

Q-Matic Number * Building permit number Equipment manufacturer Equipment model

Proposed use Existing use Expiration Date

Application Comments

Figure 2.15

22. 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)

GENERAL INFORMATION SECTION

Q-Matic Number * Building permit number Equipment manufacturer Equipment model

Proposed use Existing use Expiration Date

Application Comments

Figure 2.16

23. Enter the equipment manufacturer and the equipment model information indicated on the application in the “Equipment manufacturer” and “Equipment model” fields.

CAPTURE THIS INFORMATION FROM THE APPLICATION

GENERAL INFORMATION SECTION

Q-Matic Number * Building permit number

Equipment manufacturer Equipment model

Proposed use Existing use Expiration Date

Application Comments

Figure 2.17

24. 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.

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

GENERAL INFORMATION SECTION

Q-Matic Number * Building permit number Equipment ma

Proposed use Existing use Expiration Date

Application Comments

Figure 2.18

25. After capturing the information in the “General Information” section, you may now scroll down to the “AC/Mechanical Specific” section

26. Examine the application to determine the “Type of Work” and select the matching type of work from the drop down menu (See Figure 2.19)

CAPTURE THE TYPE OF WORK FROM THE APPLICATION

AC/MECHANICAL SPECIFIC SECTION

Type of work

Class A (Over 2,400,000 BTU/h)

Class D (120,001 - 600,000 BTU/h)

Class E (0 - 120,000 BTU/h)

ser location Cooling method

BTU/h) Class C (600,001 - 1,200,000 BTU/h)

Power source

Figure 2.19

27. Examine the application and enter the corresponding information in the “Type of refrigerant” and “Condenser location” fields. Also choose the appropriate selections for the “Cooling method” and “Power source” drop down menus. (see Figure 2.20)

AC/MECHANICAL SPECIFIC SECTION

| | | | |
|-----------------------------------|---------------------------------------|-------------------------------------|------------------------------|
| Type of work --Select-- | Type of refrigerant [] | Condenser location [] | Cooling method --Select-- |
| Class A (Over 2,400,000 BTU/h) | Class B (1,200,001 - 2,400,000 BTU/h) | Class C (600,001 - 1,200,000 BTU/h) | |
| Class D (120,001 - 600,000 BTU/h) | Class E (0 - 120,000 BTU/h) | Power source --Select-- | |

DDOE SECTION

CAPTURE THIS INFORMATION FROM THE APPLICATION

Figure 2.20

28. Enter the total number of compressors to be installed or repaired for each BTU/h Classification as indicated on the application.

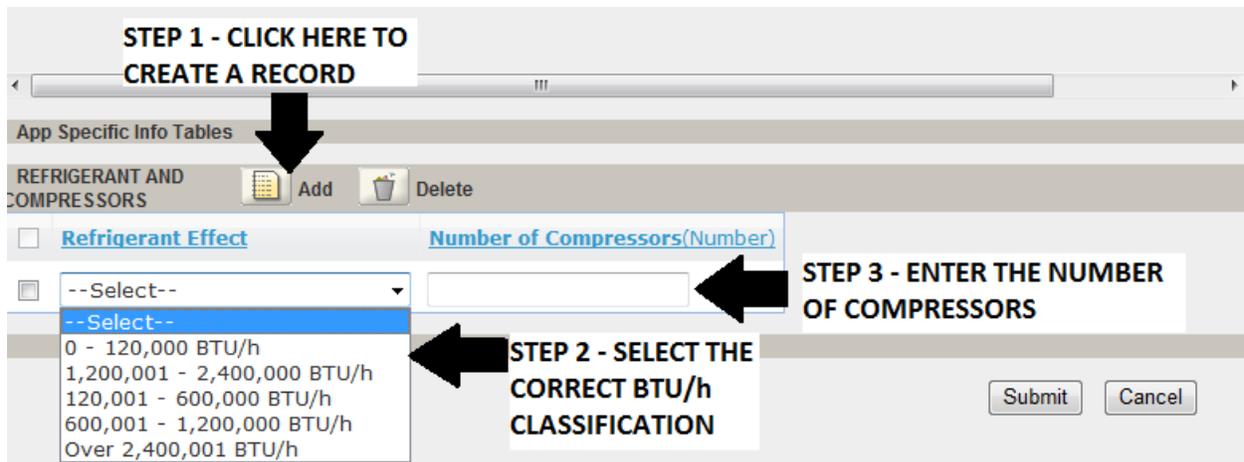
AC/MECHANICAL SPECIFIC SECTION

TYPE IN THE NUMBER OF REQUESTED COMPRESSORS FOR EACH CLASSIFICATION

| | | |
|-----------------------------------|---------------------------------------|--|
| Type of work --Select-- | Type of refrigerant [] | Type of condenser location --Select-- |
| Class A (Over 2,400,000 BTU/h) | Class B (1,200,001 - 2,400,000 BTU/h) | Class C (600,001 - 1,200,000 BTU/h) |
| Class D (120,001 - 600,000 BTU/h) | Class E (0 - 120,000 BTU/h) | [] |

Figure 2.20

29. Scroll down to the “Refrigerant and Compressors” section and create an individual record for each requested classification of compressor by pressing the “Add” button. Select the correct corresponding refrigerant effect from the “Refrigerant Effect” drop down menu, and enter the corresponding number of compressors in the “Number of Compressors” field.



30. If you need to remove an entry, click the box to the left of the entry and then click delete. (see Figure 2.21)



Figure 2.21

31. After confirming the accuracy of the entries, click the “Submit” button. (see Figure 2.22)

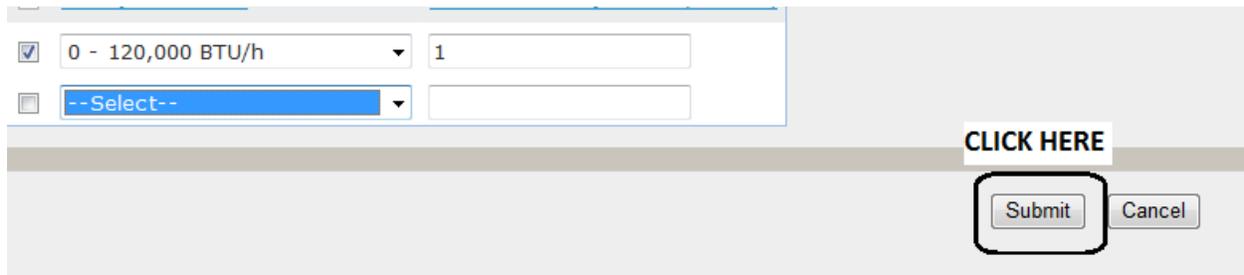


Figure 2.22

32. 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)

| Permit # | Status | Permit Type | Opened | Street # | Street Name | Street Type | Quadrant | Unit Type | Unit # | Created |
|--|----------------------|--|------------|----------|-------------|-------------|----------|-----------|--------|---------|
| THIS IS THE NEWLY CREATED PERMIT NUMBER | | | | | | | | | | |
| M1301514 | Open | Building/Supplemental/Mechanical/NA | 04/25/2013 | 1100 | 4TH | ST | SW | | | JBELLOW |
| B1306178 | | Building/Construction/Alteration and Repair/NA | 04/25/2013 | 62 | CHANNING | ST | NW | | | OCPI |
| B1306181 | | Building/Construction/Alteration and Repair/NA | 04/25/2013 | 2941 | NEWARK | ST | NW | | | OCPI |
| E1304817 | Application Approved | Building/Supplemental/Electrical/NA | 04/25/2013 | 731 | FERN | PL | NW | | | SWILLIA |

Figure 2.23

33. Write the newly created permit number on the top of the application and then click the link for the newly created record. (see Figure 2.24)

| | | | | | | | | | | |
|--------------------------|----------------------|--|------------|------|----------|----|----|--|--|---------|
| B1306178 | | Building/Construction/Alteration and Repair/NA | 04/25/2013 | 62 | CHANNING | ST | NW | | | OCPI |
| CLICK HERE | | | | | | | | | | |
| M1301514 | Open | Building/Supplemental/Mechanical/NA | 04/25/2013 | 1100 | 4TH | ST | SW | | | JBELLOW |
| B1306181 | | Building/Construction/Alteration and Repair/NA | 04/25/2013 | 2941 | NEWARK | ST | NW | | | OCPI |
| E1304817 | Application Approved | Building/Supplemental/Electrical/NA | 04/25/2013 | 731 | FERN | PL | NW | | | SWILLIA |

Figure 2.24

34. 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 35. (see Figure 2.25)

The screenshot shows the Accela application interface. On the left, the 'My Navigation' panel contains several links: 'CAP New', 'Cap Detail/Summary', 'Condition/Comment', 'Workflow', and 'Application Tables'. The 'Condition/Comment' link is circled in red. On the right, the permit details for 'M1301509' (Permit Issued) are displayed, including the 'Building Permit ID: M1301514'. Below the permit ID, there are buttons for 'Menu', 'Save', 'Reset', 'Summary', and 'Help'. At the bottom, there is a 'Go To' button and a 'Permit' button.

Figure 2.25

35. Click the “New” button to create a new Conditions and Comments field. (see Figure 2.26)



Figure 2.26

36. Enter the information or devices that the applicant has requested in the newly created Conditions and Comments field and click “Submit” when complete. (see Figure 2.27)

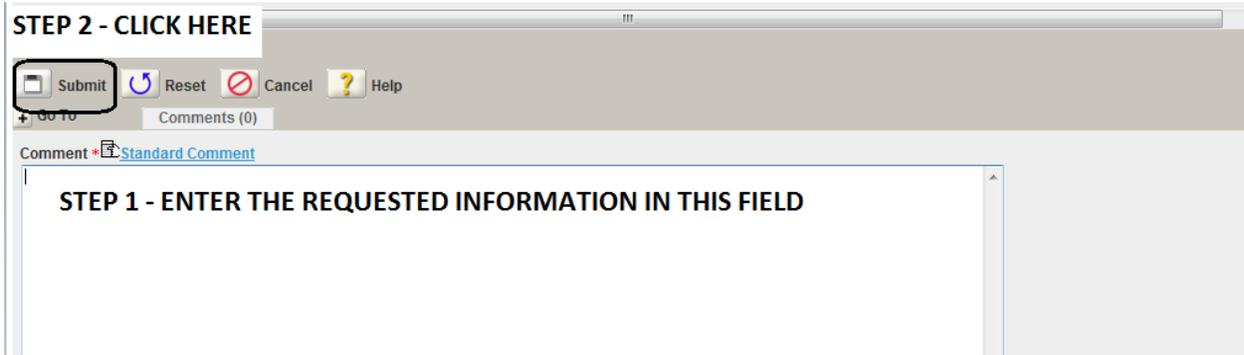


Figure 2.27

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

38. Click the “Manage Fees” link located in the “My Navigation” panel on the left side of the Accela home screen. (see Figure 2.28)

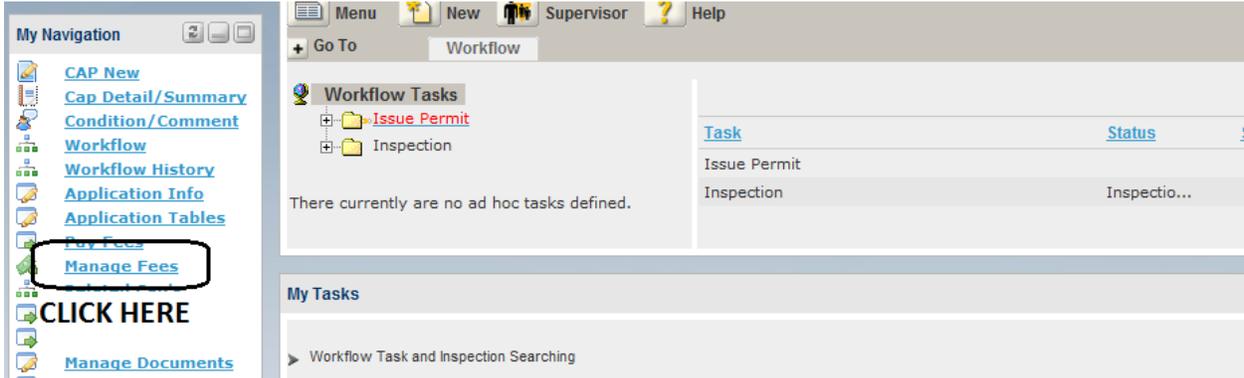


Figure 2.28

39. Accela automatically generates an Enhanced Service Fee that must be cleared prior to assessing the proper fees. To clear, click the box directly to the left of the

“Invoice #” to select the Enhanced Service Fees and then click the “Delete” icon. (see Figure 2.29)

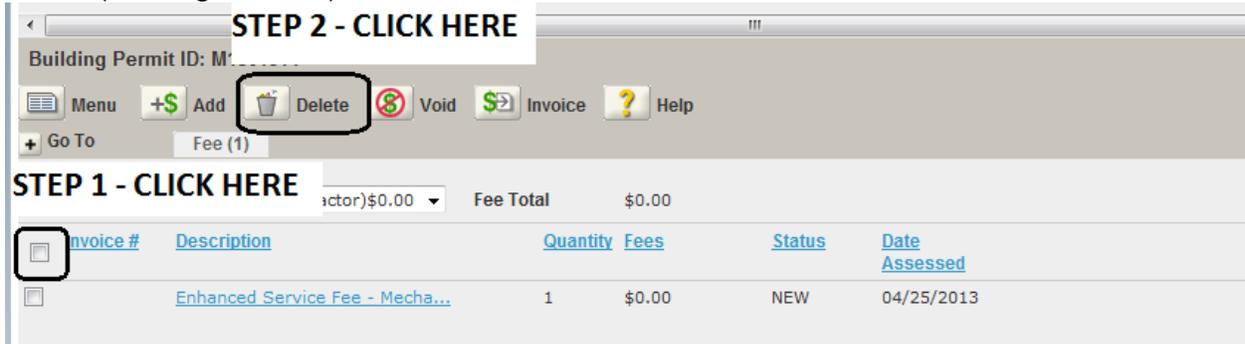


Figure 2.29

40. Once the Enhanced Service Fee has been cleared, click the “Add” icon in order to assess the proper fees, which will take you to a new screen.



Figure 2.30

41. Enter the number “1” in each corresponding Classification field that the customer has requested a compressor, regardless of the number of compressors requested. Enter the number “1” in the “Enhanced Service Fee – Mechanical” field, and click the “Submit” icon when finished. (see Figure 2.30)

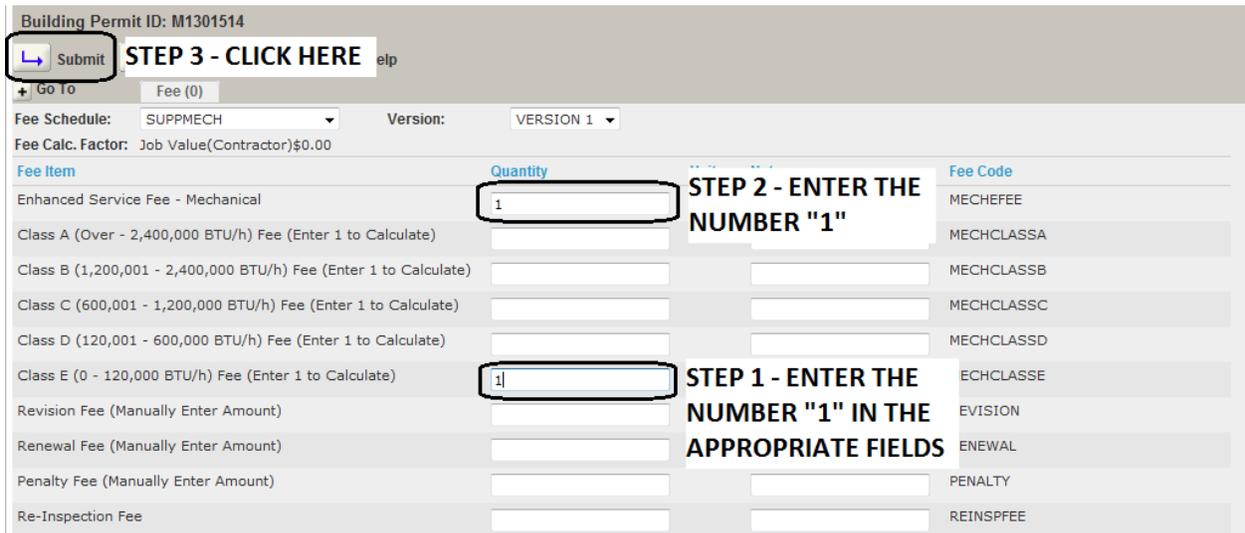


Figure 2.30

42. 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. (see Figure 2.32)

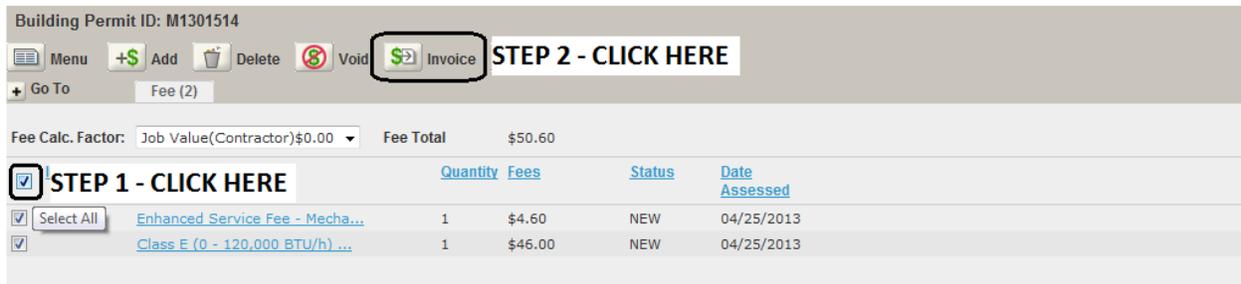


Figure 2.32

43. Accela has now generated an invoice number. (see Figure 2.33)

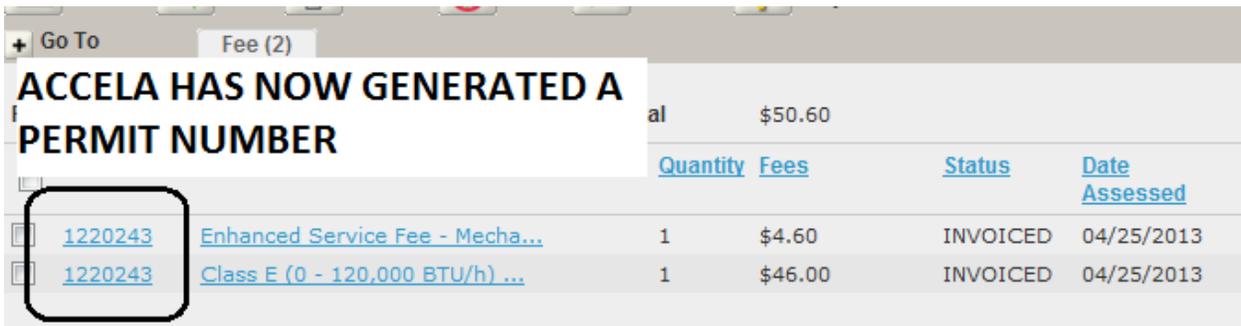


Figure 2.33

44. Navigate to the “Reports” menu located at the left hand side of the Accela home screen and click the “Permitting” link. (see Figure 2.34)

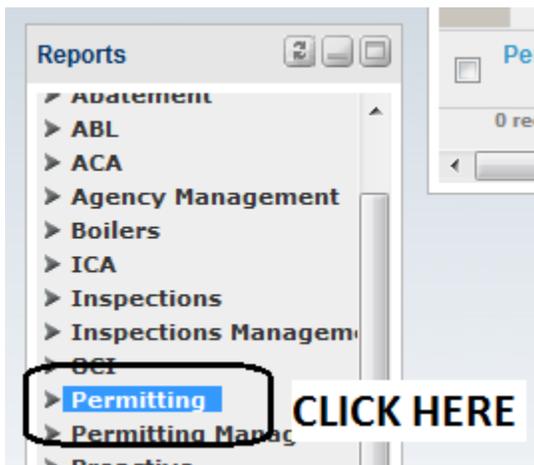


Figure 2.34

45. Clicking on the “Permitting” link will expand the menu. Once expanded, locate the “Invoice” link and click the “Invoice” link. (see Figure 2.35)

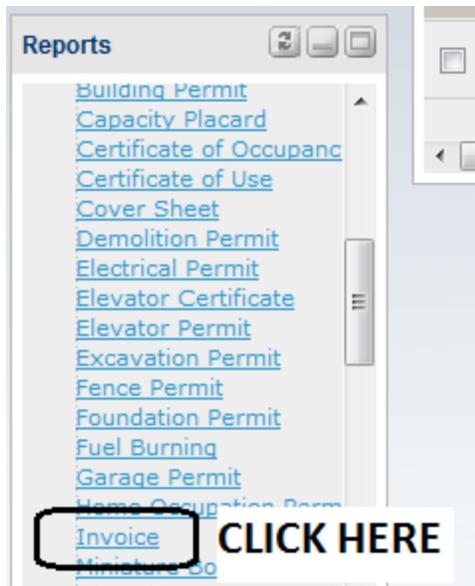


Figure 2.35

46. 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. (see Figure 2.36)

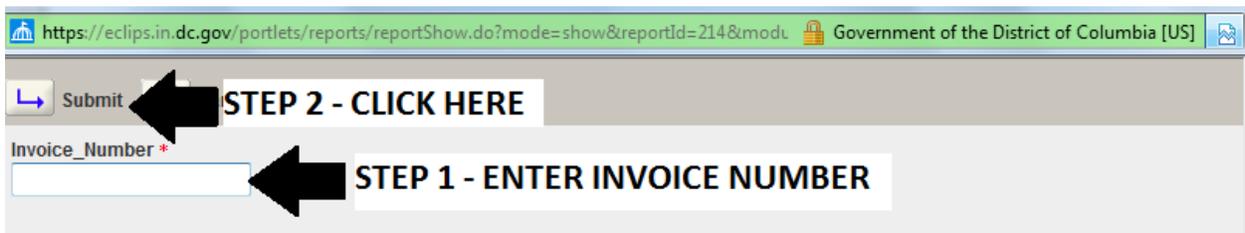


Figure 2.36

47. 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. (see Figure 2.37)

https://eclips.in.dc.gov/portlets/reports/reportShow.do?value%28FirstEntryURL%29=%2Fportlets%2Freports%2FreportShow.do%3Fmode%3Dshow%26reportId%3D214%26module%3DBui Government of the District of Columbia

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

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

Customer: USGBF WATERFRONT STATION LLC

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

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

Permit: M1301514

Type of Permit: Mechanical

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

Justin Bellow

Figure 2.37

48. 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)

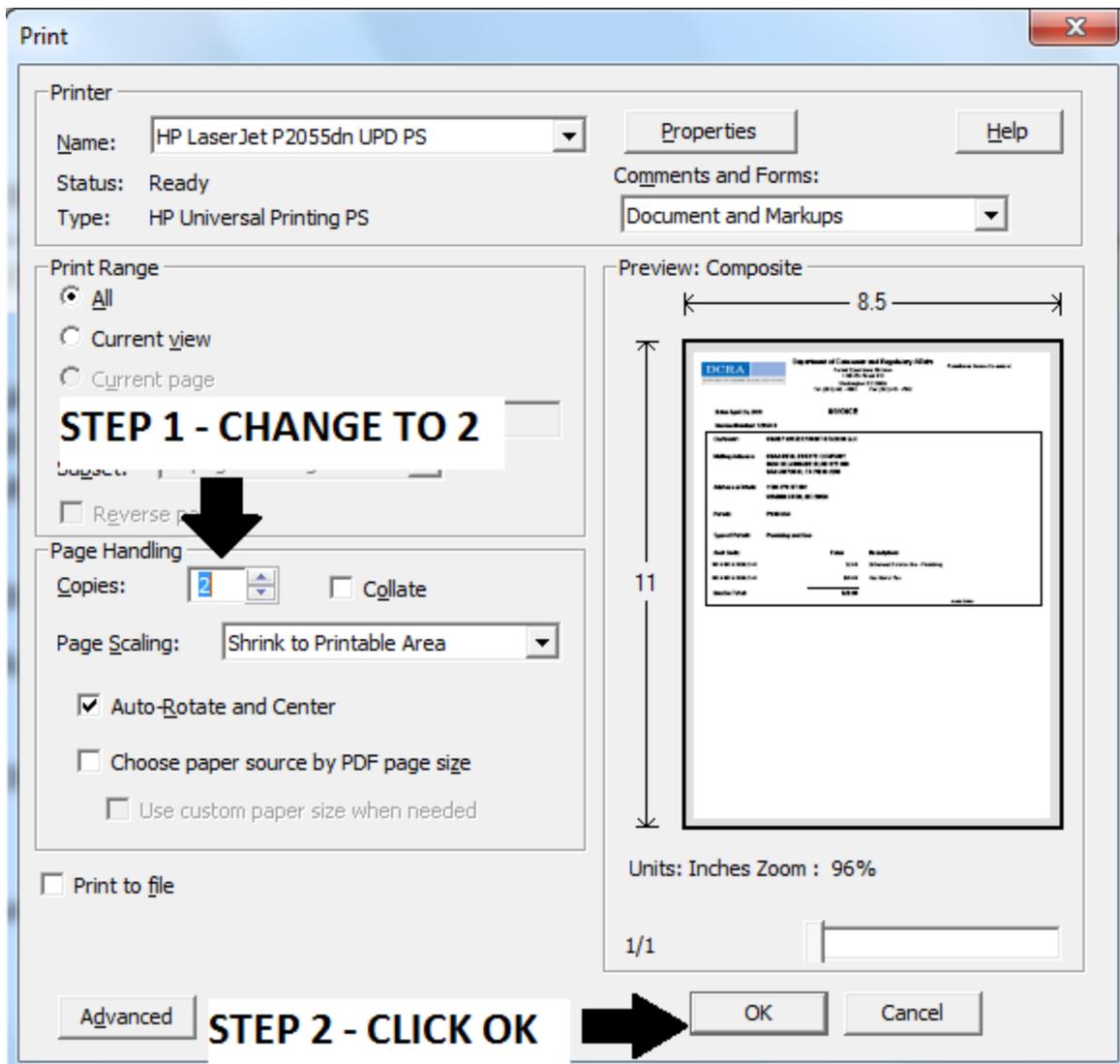


Figure 2.38

49. 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.
50. 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-CHB877
Batch: 20955 Batch Date 4/23/2013
Cashier: OFT19
Trans #: 7
DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS Rcpt: 01231601
Comment/Document: p1304440
Payment Total: \$36.30
Payment Distribution:
2141 CRO (3014) 10001-ops50 \$36.30
VS Tendered: \$36.30

Date: April 23, 2013

INVOICE

Invoice Number: 1218584

| | | | |
|---------------------|--|--------------------------------------|--|
| Customer: | CAPITOL HILL INVESTORS LLC | | |
| Mailing Address: | 7101 WISCONSIN AVE STE 1203 BETHESDA, MD 20814-4873 | | |
| Address of Work: | 405 8TH ST SE WASHINGTON, DC 20003 | | |
| Permit: | P1304440 | | |
| 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 #

Figure 2.39

- 51. 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. (see Figure 2.40)



Figure 2.40

52. 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.” (see Figure 2.41)

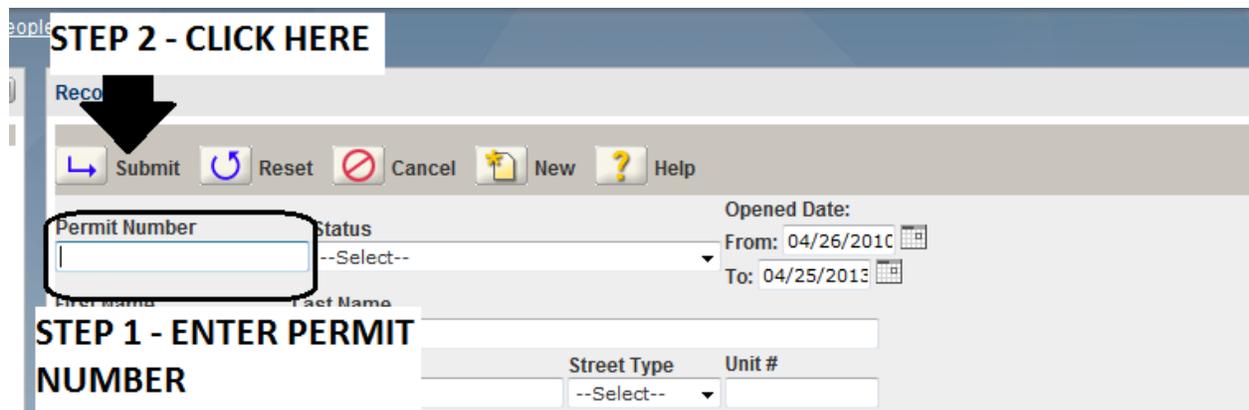


Figure 2.41

53. 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. (see Figure 2.42)

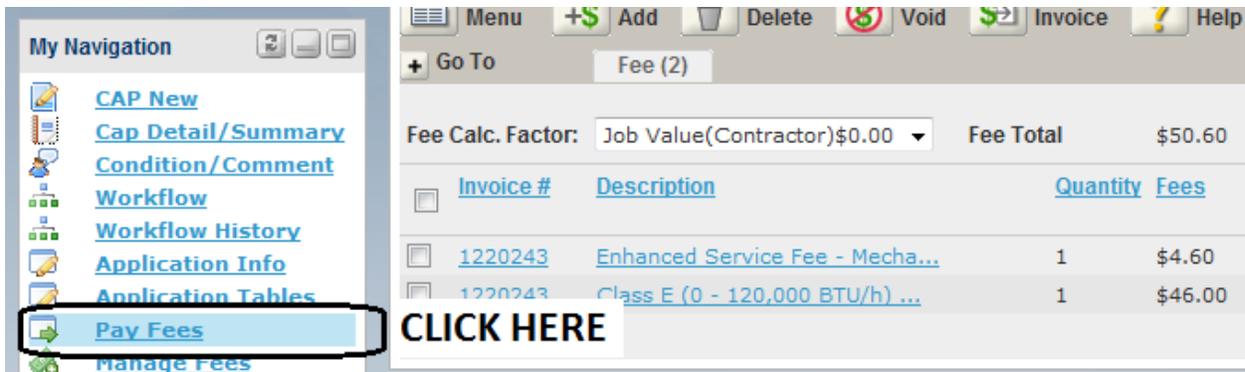


Figure 2.42

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

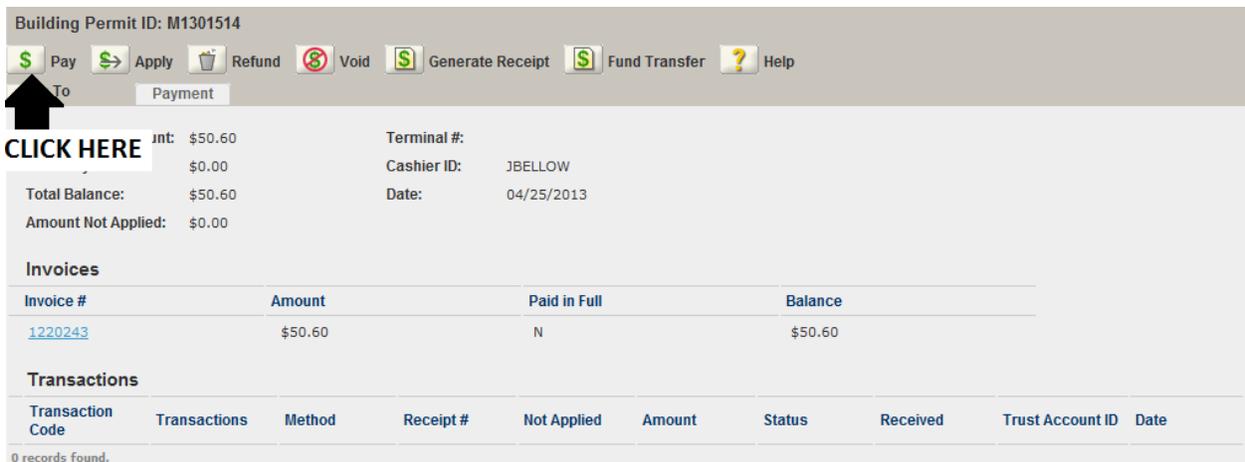


Figure 2.43

55. 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. (see Figure 2.44)

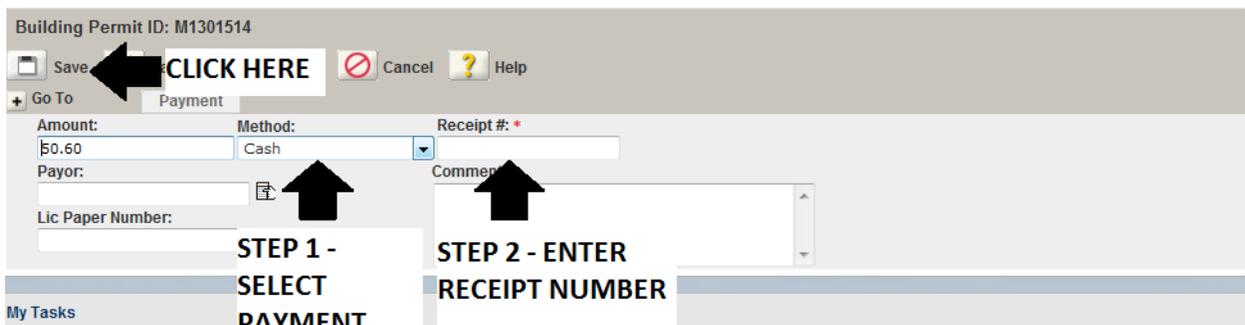


Figure 2.44

56. 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. (see Figure 2.45)

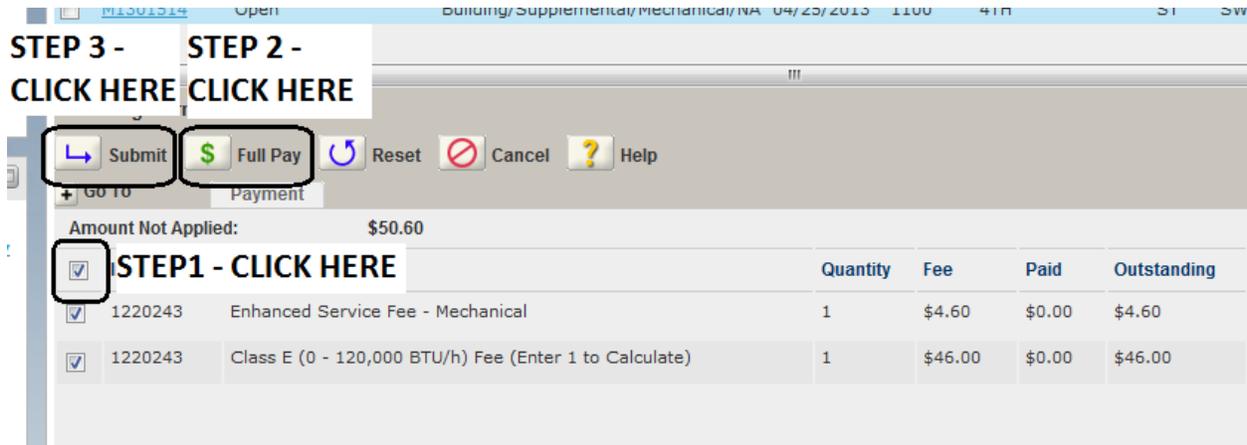


Figure 2.45

57. 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. (Figure 2.46)

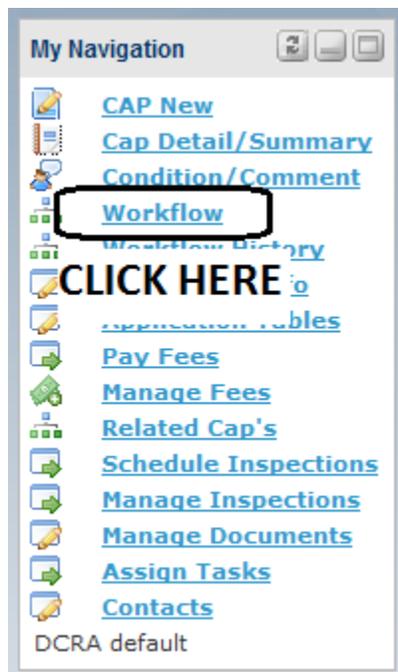


Figure 2.46

58. On the “Workflow” screen, click on the “Issue Permit” link, highlighted in red. (see Figure 2.47)



Figure 2.47

59. On the following page, select “Permit Issued” from the “Status” drop down menu, and then click the “Submit” icon. (see Figure 2.48)

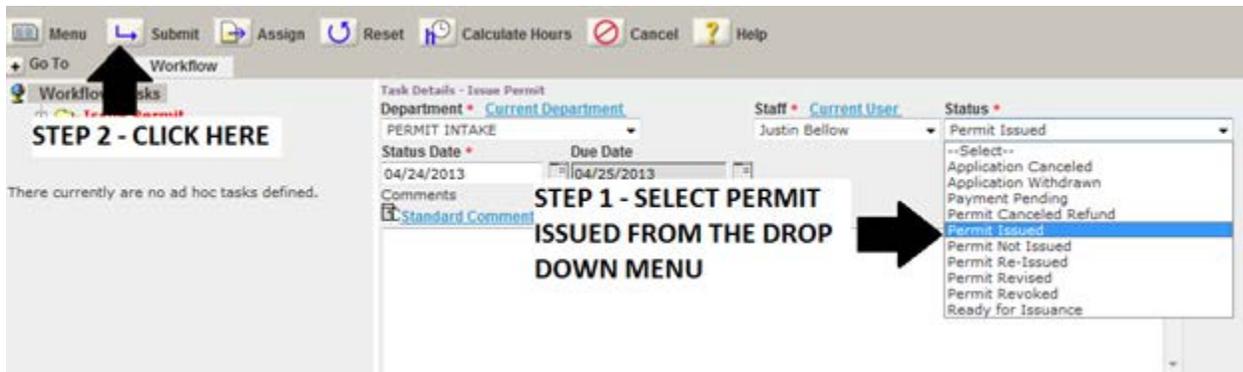


Figure 2.48

60. 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)

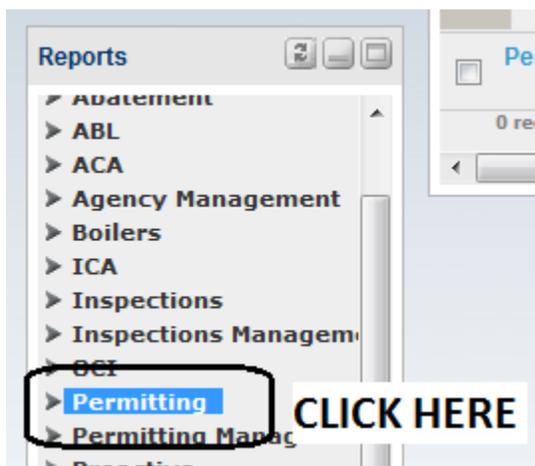
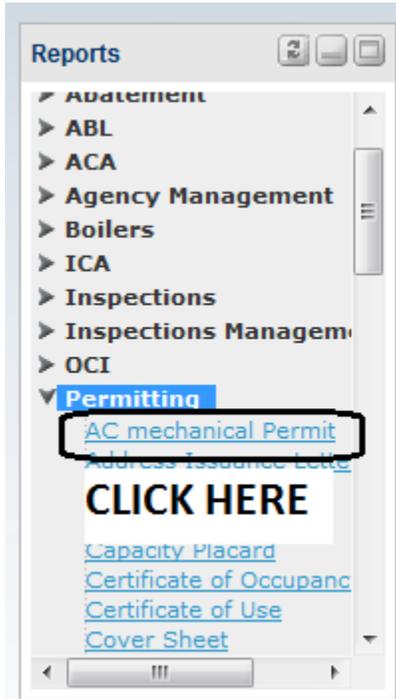


Figure 2.49

61. Clicking on the “Permitting” link will expand the menu. Once expanded, click the on the “AC Mechanical” link.(see Figure 2.50)



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

PERM_AIR_CONDITION_PERMIT_v1_20130425_154243[1].pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 1 100% Find

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



AC

AIR CONDITIONING PERMIT

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

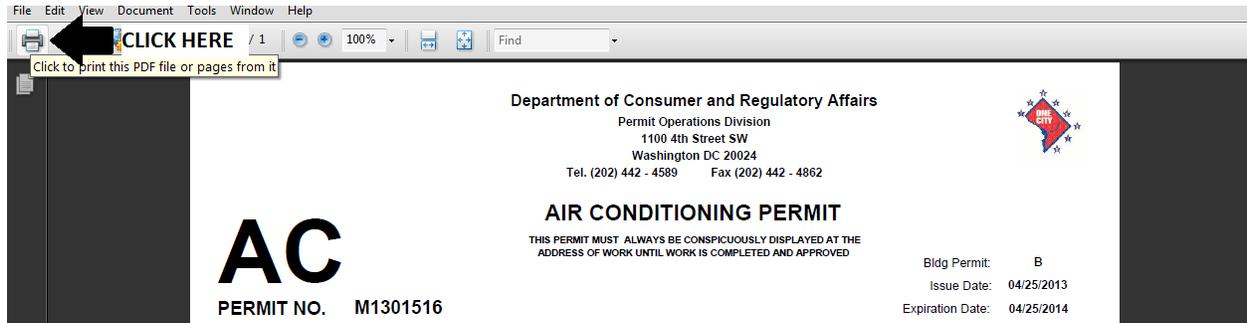
Bldg Permit: B
 Issue Date: 04/25/2013
 Expiration Date: 04/25/2014

PERMIT NO. M1301516

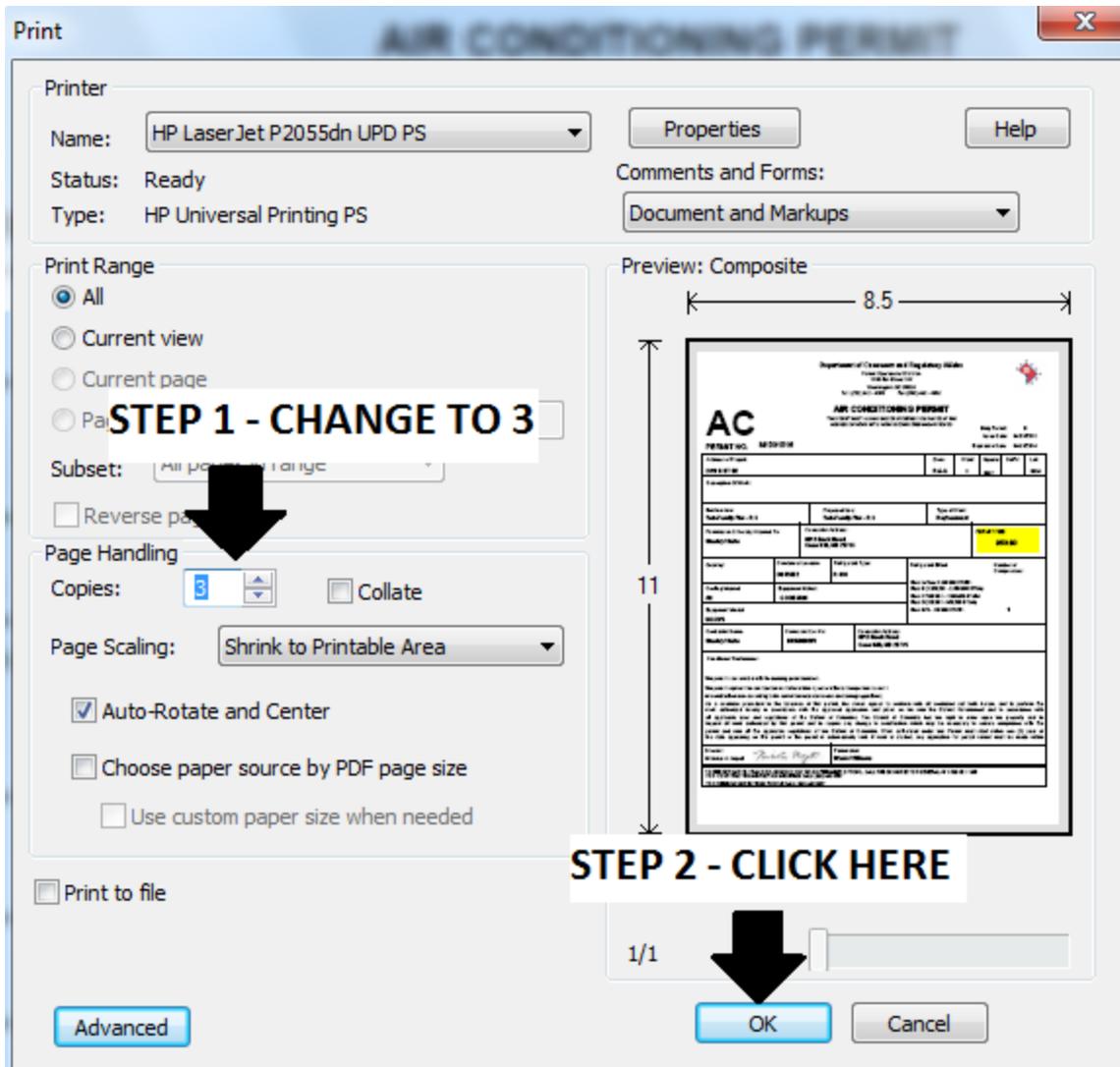
| | | | | | | |
|---|---------------------------------------|--|--|------------------------------|--------------------------------------|--------------|
| Address of Project: 2411 S ST SE | | Zone: R-5-A | Ward: 8 | Square: 5627 | Suffix: | Lot: 0054 |
| Description Of Work: | | | | | | |
| Existing Use: Two-Family Flat - R-3 | | Proposed Use: Two-Family Flat - R-3 | | Type of Work: Replacement | | |
| Permisson Is Hereby Granted To: Stanley Waite | | Contractor Address: 8013 Bock Road Oxon Hill, MD 20745 | | | PERMIT FEE: \$50.60 | |
| Quantity: | Condenser Location: OUTSIDE | Refrigerant Type: R-410 | Refrigerant Effect | | Number of Compressors: | |
| Cooling Method: Air | Equipment Maker: GOODMAN | | Class A (Over 2,400,000 BTU/h) Class B (1,200,001 - 2,400,000 BTU/h) Class C (600,001 - 1,200,000 BTU/h) Class D (120,001 - 600,000 BTU/h) Class E (0 - 120,000 BTU/h) | | 1 | |
| Equipment Model: KG5175 | | | | | | |

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

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



65. 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. (see Figure 2.52)



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

67. 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.

68. 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)

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

70. Below is a sample copy of an issued Mechanical 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

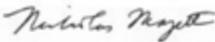
AC

PERMIT NO. M1201231

AIR CONDITIONING PERMIT

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

Bldg Permit: b1200861
 Issue Date: 03/05/2012
 Expiration Date: 03/05/2013

| | | | | | | |
|--|--|---|--|------------------------------------|-------------------------------|---------------------|
| Address of Project: 1100 4TH ST SW | | Zone: | Ward: 6 | Square: 0542 | Suffix: | Lot: 0871 |
| Description Of Work: | | | | | | |
| Existing Use: Other (Specify) | | Proposed Use: Other (Specify) | | Type of Work: Remodeling | | |
| Permissson Is Hereby Granted To: Douglas C Seal | | Contractor Address: 12329 Braddock Rd Fairfax, VA 22030 | | | PERMIT FEE: \$50.60 | |
| Quantity: | Condenser Location: internal | Refrigerant Type: 410a | Refrigerant Effect | | Number of Compressors: | |
| Cooling Method: Air | Equipment Maker: | | Class A (Over 2,400,000 BTU/h) Class B (1,200,001 - 2,400,000 BTU/h) Class C (600,001 - 1,200,000 BTU/h) Class D (120,001 - 600,000 BTU/h) Class E (0 - 120,000 BTU/h) | | 1 | |
| Equipment Model: | | | | | | |
| Contractor Name: Douglas C Seal | | Contractor Lic. No: DRM900143 | Contractor Address: 12329 Braddock Rd Fairfax, VA 22030 | | | |
| Conditions/ Restrictions: | | | | | | |
| <p>This permit is associated with the building permit number .</p> <p>This permit expires if no construction is started within 1 year or if the last inspection is over 1</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</p> | | | | | | |
| Director: Nicholas A. Majett  | | Permit clerk Kim Queen | | | | |
| <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 7.11

MINIATURE BOILER

1.3 - Miniature Boiler

The following chapter will provide a step-by-step progression for processing Miniature Boiler 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:

2. Fired pressure vessels less than 16 inches (401 mm) in diameter, working at a pressure of less than 100 psia (690 kPa) and with a heating surface of less than 20 square feet (1.86 m²), also classified as **miniature boilers**.

CHAPTER 7

SECTION 7.11.1

INTAKE

1.3.1 - 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 Miniature Boiler permit, with all required fields identified.

APPLICATION TO INSTALL FUEL BURNING EQUIPMENT IN BUILDINGS



PERMIT OPERATIONS DIVISION

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

Date: **REQUIRED**

| | |
|----|--|
| MB | MINIATURE BOILER 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"/> REQUIRED <input checked="" type="radio"/> c. Remodeling <input type="radio"/> d. Repair <input type="radio"/> | PROPOSED USE (CURRENT USE IF NO CHANGE) | | | | | | | | | | | | |
| | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">A. Single Family</td> <td style="width: 33%;">E. Restaurant</td> <td style="width: 33%;">I. Office</td> </tr> <tr> <td>B. Two Family Flat</td> <td style="text-align: center; font-weight: bold;">REQUIRED</td> <td>J. Garage</td> </tr> <tr> <td>C. Rooming House</td> <td>G. Shop</td> <td>K. Other (specify)</td> </tr> <tr> <td>D. Apartment</td> <td>H. Theatre</td> <td></td> </tr> </table> | A. Single Family | E. Restaurant | I. Office | B. Two Family Flat | REQUIRED | J. Garage | C. Rooming House | G. Shop | K. Other (specify) | D. Apartment | H. Theatre | |
| A. Single Family | E. Restaurant | I. Office | | | | | | | | | | | |
| B. Two Family Flat | REQUIRED | J. Garage | | | | | | | | | | | |
| C. Rooming House | G. Shop | K. Other (specify) | | | | | | | | | | | |
| D. Apartment | H. Theatre | | | | | | | | | | | | |

| Number | Make and Year | Pressure in lbs. | Type | Diameter (inches) | Length (feet/inches) | Heating surface (sq. ft.) |
|-------------|---------------|------------------|-------------------------|-------------------|----------------------|---------------------------|
| REQ. | REQ. | REQUIRED | New Used REQ. | | | REQUIRED |

| | |
|---|--|
| ASME Code Boiler Yes: (National Board Number): REQUIRED No: (D.C. Number): _____ | Location of Boiler in Building <p style="text-align: center; font-weight: bold;">REQUIRED</p> |
|---|--|

OTHER:

| | |
|---|---|
| Contractor: _____ <p style="text-align: center; font-weight: bold;">REQUIRED</p> License No.: _____ <p style="text-align: center; font-weight: bold;">REQUIRED</p> Contractor Address: _____ <p style="text-align: center; font-weight: bold;">REQUIRED</p> _____ _____ | Authorized Agent Signature : _____ <p style="text-align: center; font-weight: bold;">REQUIRED</p> _____ Phone: _____ <p style="text-align: center; font-weight: bold;">REQUIRED</p> _____ 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. Before proceeding in Accela, ensure that the customer is a Master Plumber or Mechanic 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, 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.