

CHAPTER 7

SECTION 7.13

PLUMBING

1.1 - Plumbing

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 plumbing installation permit.

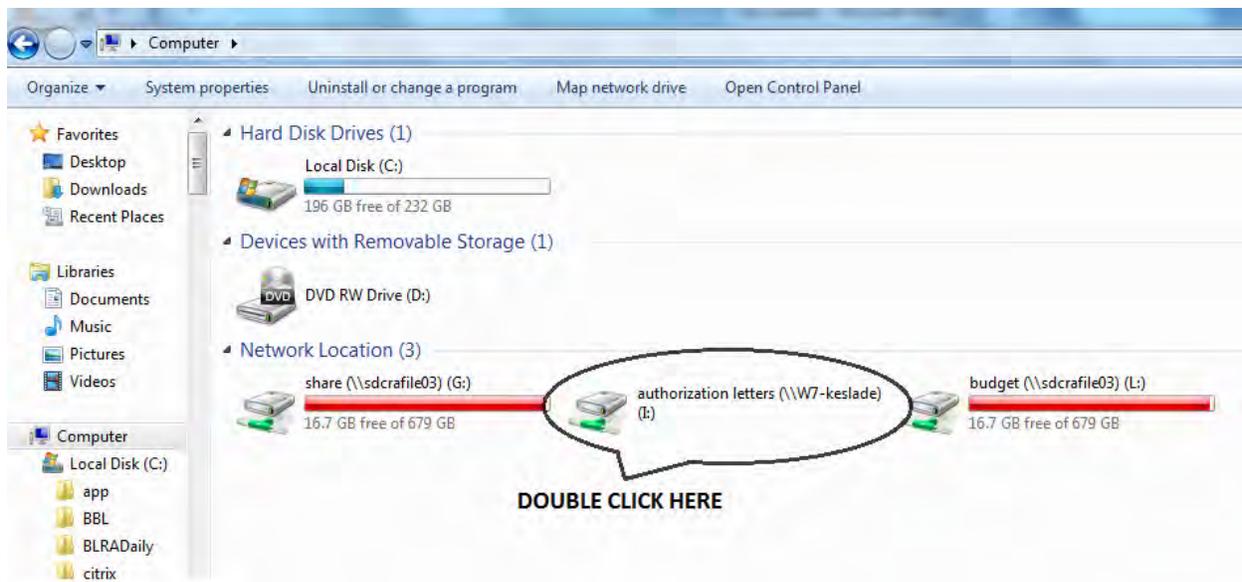
CHAPTER 7

SECTION 7.13.1

INTAKE

1.1.1 - Intake

1. Before proceeding in Accela, ensure that the customer is a Master Plumber of Gas Fitter by verifying the Master's license. If the customer is not a Master Plumber or Gas Fitter, proceed to step 2.
2. If the application is for a Fire Suppression system only, then a Master's License is not required. An application for a Fire Suppression system only will request the following device types, and no other device types:
 - i. Sprinkler NFPA 13
 - ii. Sprinkler NFPA 13D
 - iii. Sprinkler NFPA 13R
 - iv. Nozzles Hoods and Ducts
3. 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.
4. To determine if copies of the master's license and authorization letter are on file, navigate to "My Computer."
5. Locate the "Network Connection" section and double-click on the "I" drive, which is labeled "Authorization Letters."
6. Locate the appropriate set of documents for the customer in the "Authorization Letters" folder. The documents are organized alphabetically by company name.



7. 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.
8. If a Master's designee provides new documents, place them in the provided bin for scanning after confirmation.
9. Once the customer has been authorized, confirm that the application is filled out completely. The designated fields identified on the Plumbing permit provided below must be filled out to be considered complete.

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



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

Date: **REQUIRED**

P PLUMBING PERMIT APPLICATION			
APPLICATION MUST BE COMPLETE IN ITS ENTIRETY			
Address of Work: REQUIRED		Suite/Room /Floor:	Square: REQ. Lot: REQ.
Owner of Building/Business: REQUIRED		Building Permit #: REQUIRED	
		Owner's Address:	
		Phone:	
TYPE OF WORK:		PROPOSED USE (CURRENT USE IF NO CHANGE)	
a. New <input type="radio"/>		A. Single Family	E. Restaurant
REQUIRED		B. Two Family Flat	F. REQUIRED
c. Remodeling <input type="radio"/>		C. Rooming House	G. Shop
d. Repair <input type="radio"/>		D. Apartment	H. Theatre
		I. Office	J. Garage
		K. Other (specify)	
REQUIRED CUSTOMER MUST SELECT DEVICES	No.	Type	No.
		Backflow Preventer	Gas Boiler
		Backwater Valve	Gas Broiler
		Basins	Gas Fireplace
		Bath Tubs	Gas Fryers
		Coffee Maker	Gas Furnaces
		Condensate Pump	Gas Grill
		Dishwashers	Gas Line Cut
		Down Spouts	Gas Line Test
		Drinking Fountains	Gas Range
		Garbage Disposals	Gas Unit - Space Heaters
		Grease Interceptors	Nozzles Hoods and Ducts
		Hose Bibs	Relocate - Gas/Water Meter
		Ice Maker	Sewer Cap
		Laundry Tubs	Sewer Line Cut
		Refrigerator	Soil Waste Cut
		Sewer Ejector	Sprinkler NFPA 13
		Showers	Sprinkler NFPA 13D
		Sinks	Sprinkler NFPA 13R
		Slop Sinks	Vent Line Cut
		Sump Pump	Water Cap
		Urinals - Bidets	Water Heater
		Washer Box	Water Line Cut
		Water Closets	
Master Plumber & Company Name And Address REQUIRED			
Master Plumber or Gas Fitter Signature : REQUIRED			
License No.: REQUIRED			
Phone: REQUIRED			
OTHER:			
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

10. 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.

11. If the "Type of Work" is identified as "Replacement" or "Repair" on the permit application, then a base Building Permit is not required.

12. 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.

13. 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 7.13.2

ISSUANCE

1.1.2 - Issuance

Plumbing Permit - 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 Plumber 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)

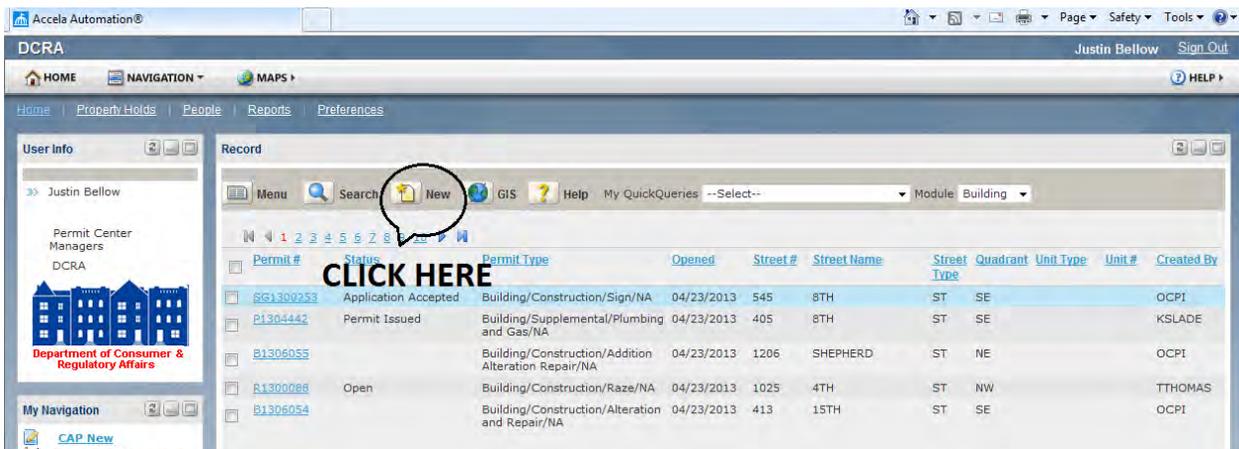


Figure 2.1

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 “Plumbing and Gas” from the “Subtype” drop down menu (see Figure 2.2)

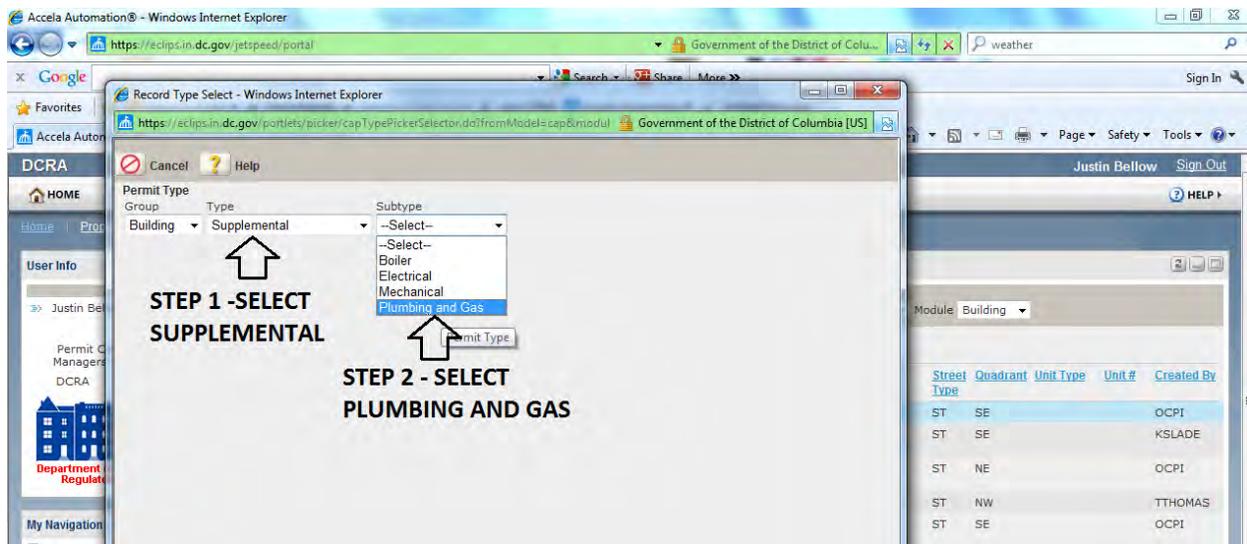


Figure 2.2

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

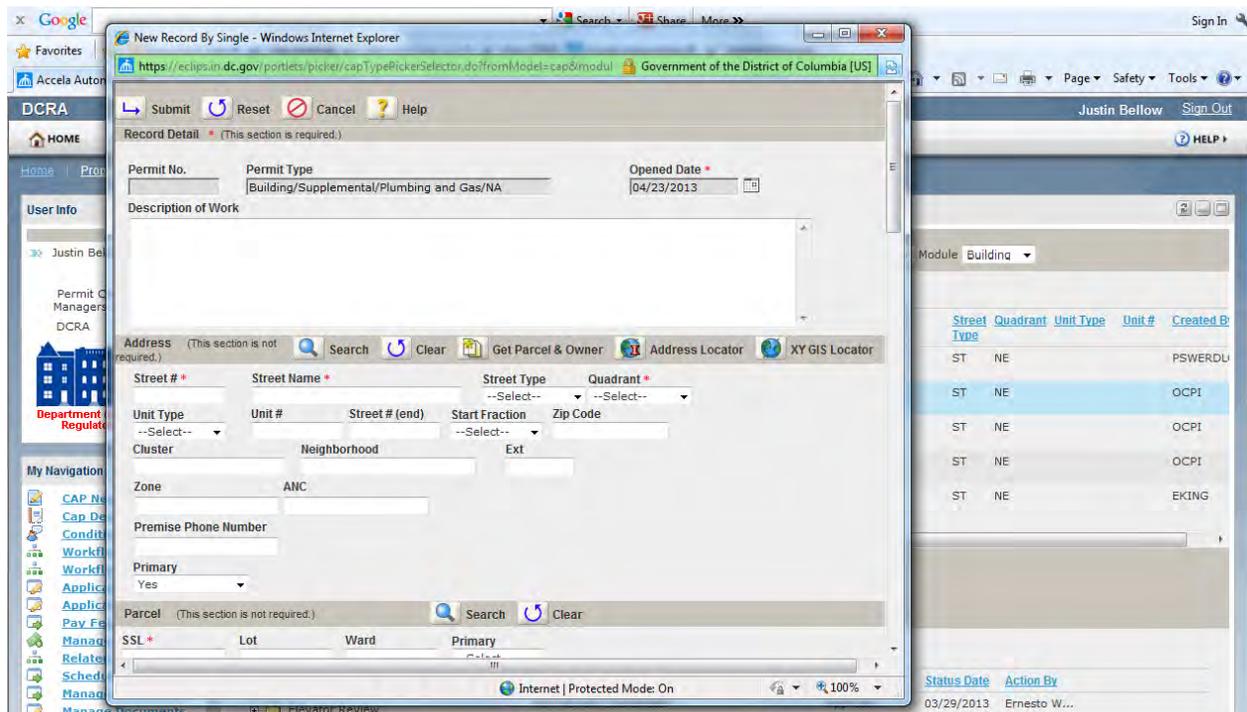


Figure 2.3

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

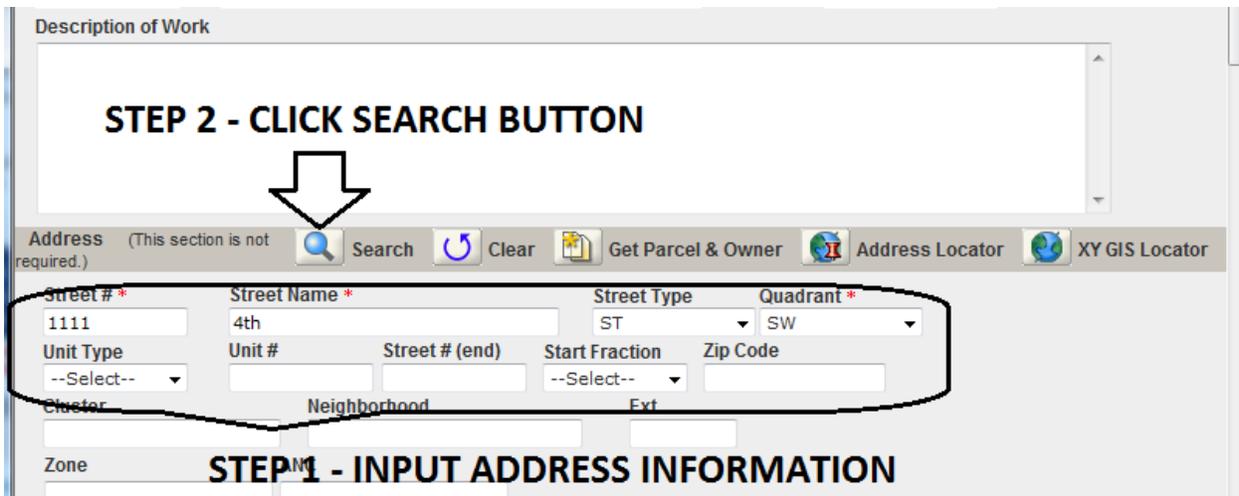


Figure 2.4

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)

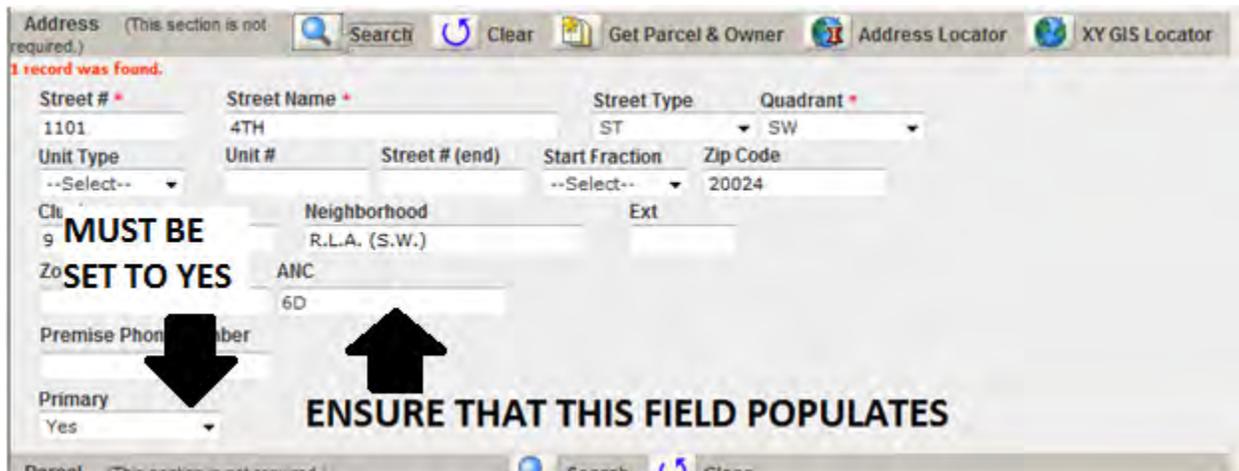


Figure 2.5

10. If Accela does not recognize the address, refer the customer to Joe Bembry or one of the Permit Center supervisors 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.)

record was found.

Street # * Street Name * Street Type Quadrant *

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.)

SSL * Lot Ward Primary

Owner (This section is not required.)

Name * Primary

Address Line 1 Phone

Address Line 2

Mail City Mail State Mail Zip Country

Cell Phone Email

ENSURE THAT THIS INFORMATION POPULATES

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 Plumber or Gas Fitter’s license 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 1 ((xxx)xxx-xxxx)
 Address Line 2 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

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
 --Select--

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

City State Zip Code

Email

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

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
Plumber GasFitt	PM1000100	DC				03/31/2014	CRAIG
Sprinkler Contr	S_0100	DC	TRI STATE FIRE PROTECTION SVC				

SELECT THE MATCHING RECORD BY CLICKING ON THE PAGE ICON

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
DPM1000600	CHE	J	GOMEZ
License Type *	Business Name	Phone 1 ((xxx)xxx-xxxx)	
Plumber GasFitt	FREE LINE, INC.	(301)499-0987	
Primary	Address Line 1	Phone 2 ((xxx)xxx-xxxx)	
Yes	9422 EAST HAMPTON DR 607	(301)499-0987	
	Address Line 2		
	City	State	Zip Code
	CAPITOL HEIGHTS	MD	20743
	Email		
	Business Address	Business City	Business State
	FREE LINE, INC.,9244 EA	CAPITOL HEIGHTS	MD
	Business Zip	Business Lic Type	
	20743	B-PC	

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
DPM1000600	CHE	J	GOMEZ
License Type *	Business Name	Phone 1 ((xxx)xxx-xxxx)	
Plumber GasFittz	FREE LINE, INC.	(301)499-0987	
Primary	Address Line 1	Phone 2 ((xxx)xxx-xxxx)	
Yes	9422 EAST HAMPTON DR 607	(301)499-0987	
	Address Line 2		
	City	State	
	CAPITOL HEIGHTS	MD	
	Email		

Business Address	Business City	Business State
FREE LINE, INC.,9244 EA	CAPITOL HEIGHTS	MD
Business Zip	Business Lic Type	
20743	B-PC	

DELETE THIS INFORMATION FROM THE RECORD

19. After deleting the information in the last two rows of the “Professionals” section, you may 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		

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 *

TYPE EITHER N/A OR A NUMBER

Application Comments

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)

GAS PLUMBING SPECIFIC SECTION

Building permit number

Type of work

Expiration Date

Proposed use

Existing use

IF A BUILDING PERMIT NUMBER WAS PROVIDED, INPUT THE BUILDING PERMIT #.

IF NO BUILDING PERMIT NUMBER WAS PROVIDED, TYPE THE LETTER "B."

22. Examine the application to determine the “Type of Work” and select the matching type of work from the drop down menu. (see Figure 2.16)

GAS PLUMBING SPECIFIC SECTION

Building permit number

Type of work

Expiration Date

Proposed use

Existing use

Are you replacing pipes

 Yes No

If replacing, length of pipe

If replacing, type of pipe

CAPTURE THE TYPE OF WORK FROM THE APPLICATION

23. 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 2.17)

GAS PLUMBING SPECIFIC SECTION

Building permit number Type of work Expiration Date

Proposed use Existing use

Are you replacing pipes Yes No If replacing, length of pipe If replacing, type of pipe

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

DDOE SEC

Was the Structure Built Before 1978 Yes No Removing Mo Yes No

Structures ID

0 records found.

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.

GAS PLUMBING SPECIFIC SECTION

Building permit number Type of work Expiration Date

Proposed use Existing use

Are you replacing pipes Yes No If replacing, length of pipe

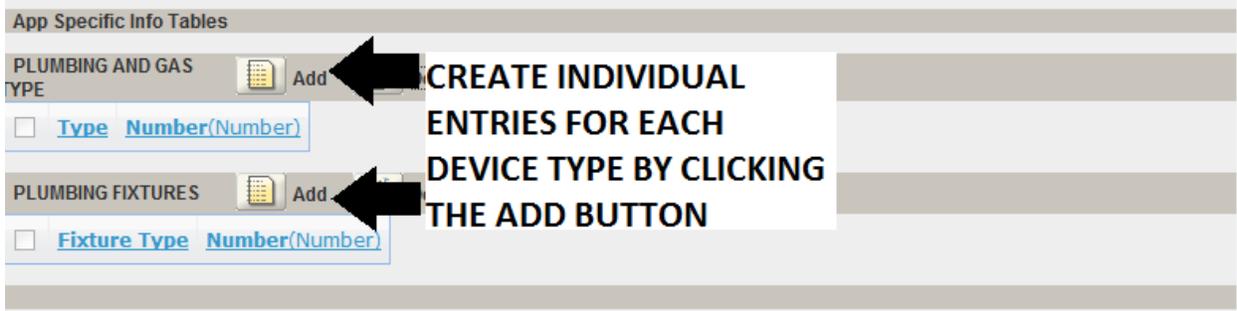
IF THE CUSTOMER IS SEEKING A PERMIT EXTENSION, TYPE IN THE CORRECT EXPIRATION DATE.

DDOE SECTION

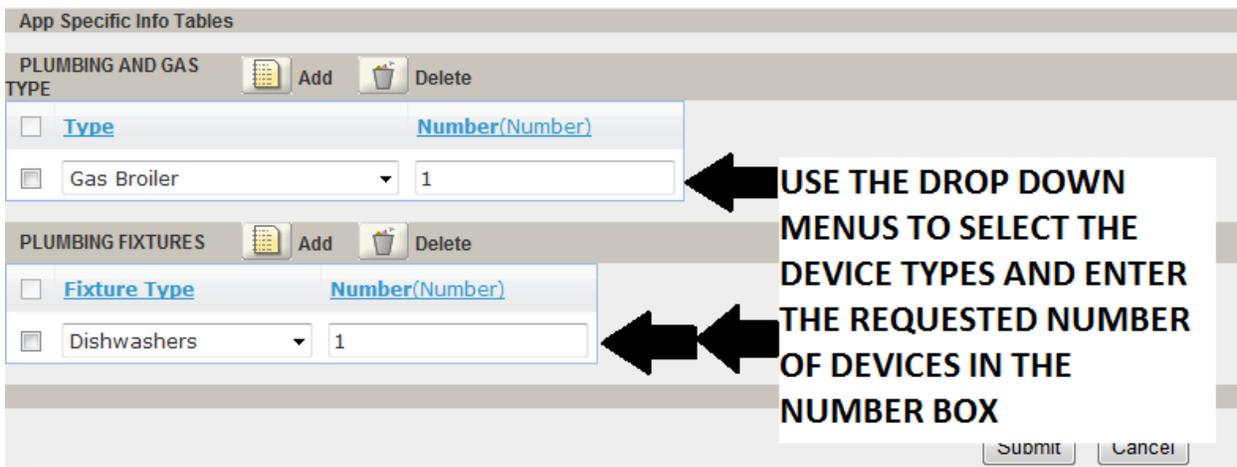
Was the Structure Built Before 1978 Yes No Removing Mo Yes No

25. After capturing the information in the “Gas Plumbing Specific Section,” you may now begin the process of entering the requested plumbing and gas devices on the application.

26. Create an individual entry for each requested plumbing and gas device type by pressing the “Add” button. (see Figure 2.19)

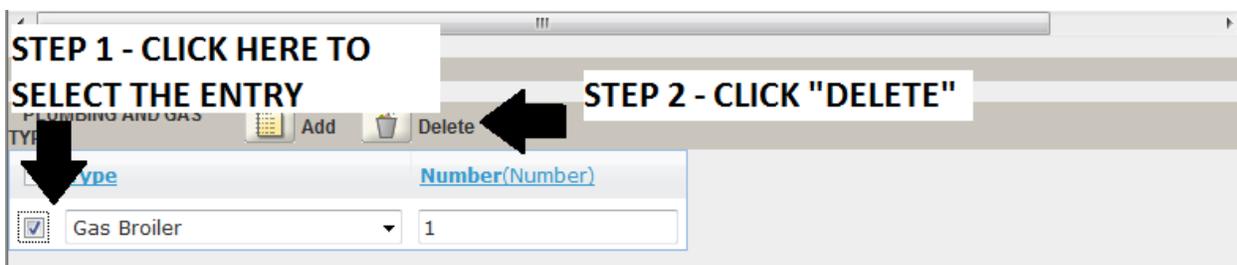


27. Once the entry has been created, select the correct device type from the drop down menu and enter the number of requested devices.



28. After creating entries for each requested device type and entering the number of requested devices for each device type, review the entries to ensure that the devices and number of devices have been entered in accurately.

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



30. After confirming the accuracy of the devices entries, click the "Submit" button. (see Figure 2.22)

PLUMBING FIXTURES Add Delete

Fixture Type Number(Number)

Dishwashers

Submit Cancel

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

THIS IS THE NEWLY CREATED PERMIT NUMBER

Permit #	Status	Permit Type	Opened	Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #	Created
P1304494	Open	Building/Supplemental/Plumbing and Gas/NA	04/24/2013	1100	4TH	ST	SW			JBELL
		Building/Supplemental/Boiler/Fuel Burning	04/24/2013	2030	M	ST	NW	A		KHAW
		Building/Construction/Miscellaneous/Tent	04/24/2013	2815	36TH	ST	NW	N/A		OCPI
		Building/Surveyors/Customer Request/NA	04/24/2013							RREI

32. 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)

CLICK HERE

Permit #	Status	Permit Type	Opened	Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #	Created
P1304494	Open	Building/Supplemental/Plumbing and Gas/NA	04/24/2013	1100	4TH	ST	SW			JBELL
	Permit Issued	Building/Supplemental/Boiler/Fuel Burning	04/24/2013	2030	M	ST	NW	A		KHAW

33. Examine the application, and determine if the customer has requested additional information or devices that do not appear in the drop down menus 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)

CLICK HERE

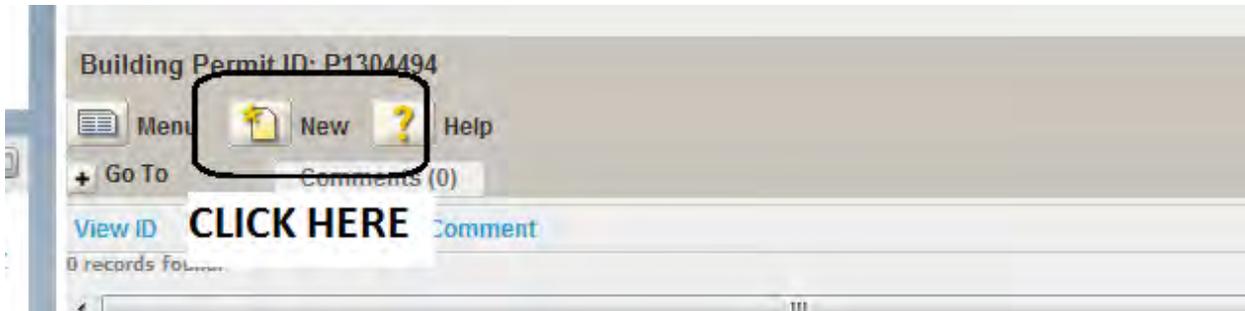
Condition/Comment

ding Permit ID: P1304494

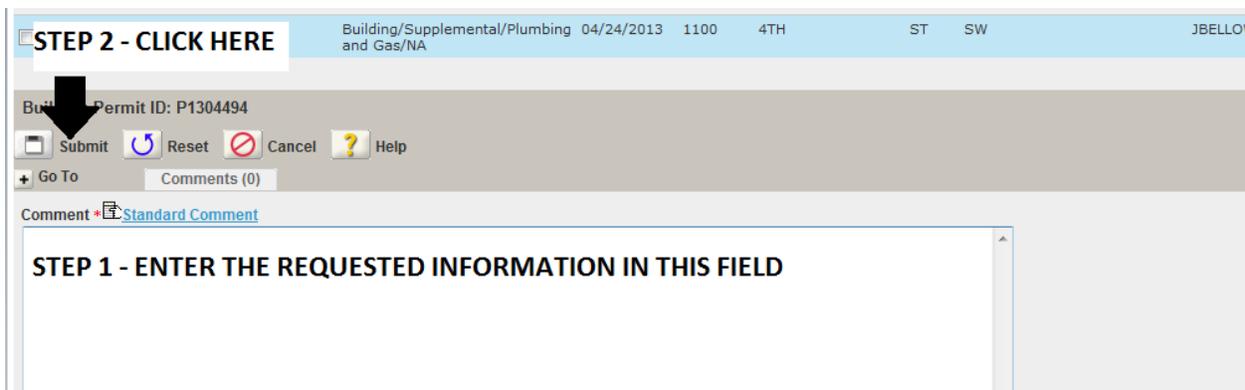
Menu +\$ Add 🗑 Delete Ⓜ Void 💰 Invoice ? Help

+ Go To Fee (?)

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

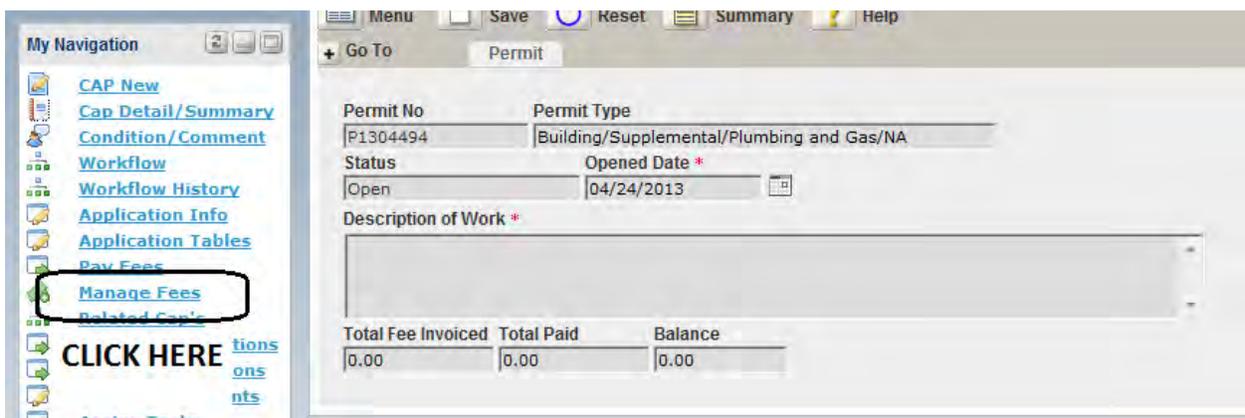


35. Enter the information or devices that the applicant has requested in the newly created Conditions and Comments field and click “Submit” when complete. (see Figure 2.27)



36. Now that all of the permit information has been entered, you can begin to prepare an invoice for the customer.

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



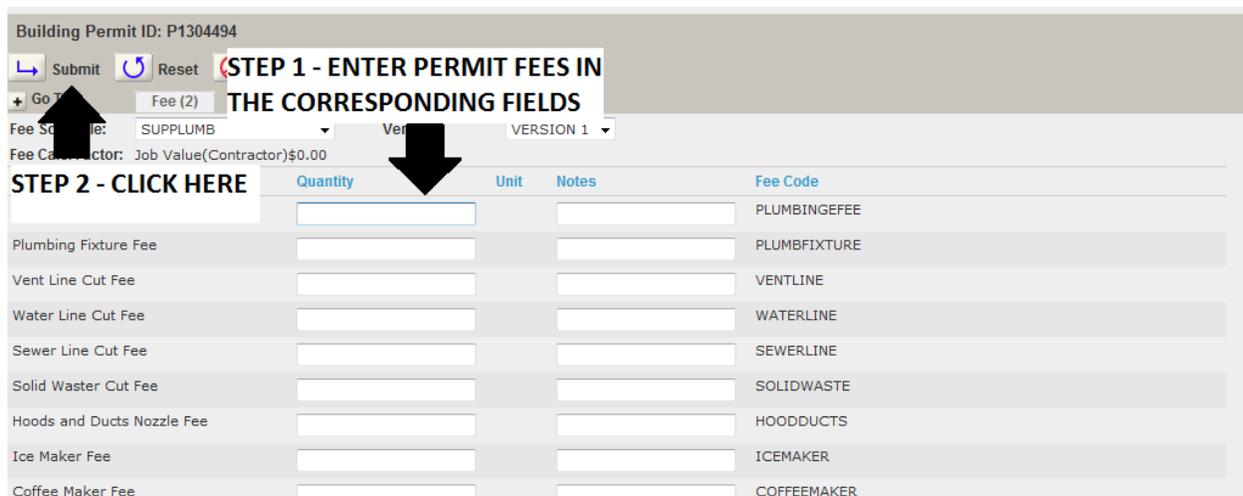
38. Accela will automatically generate the correct fees for the requested plumbing and gas devices, based on the number and type of each device requested. (see Figure 2.29)



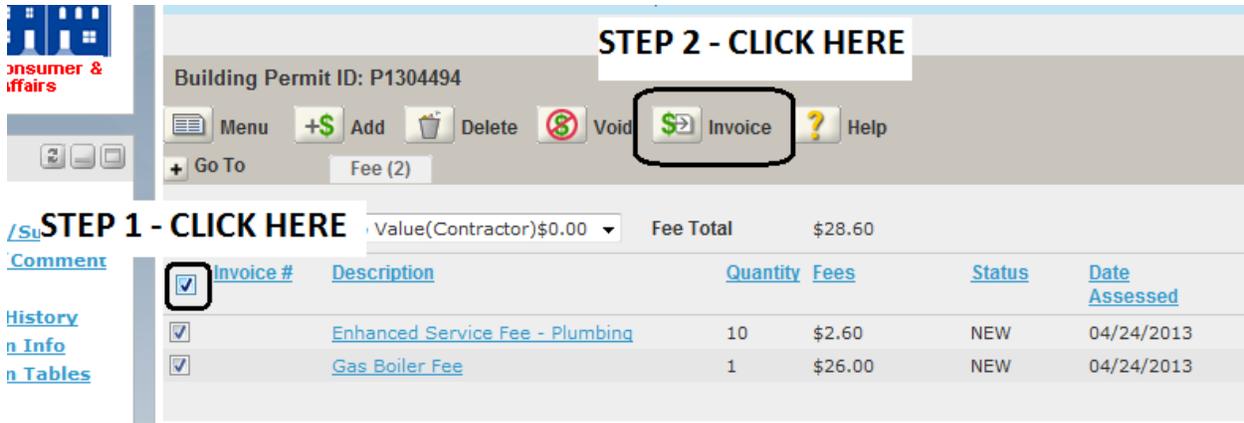
39. If the customer has requested additional devices via the “Other” box, you must manually add the fees for these devices. Click the “Add” button to initiate this process. (see Figure 2.30)



40. Enter the appropriate fees in the corresponding fields, and click the “Submit” icon when finished. (see Figure 2.31)



41. 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)



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



Figure 2.33

43. 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)

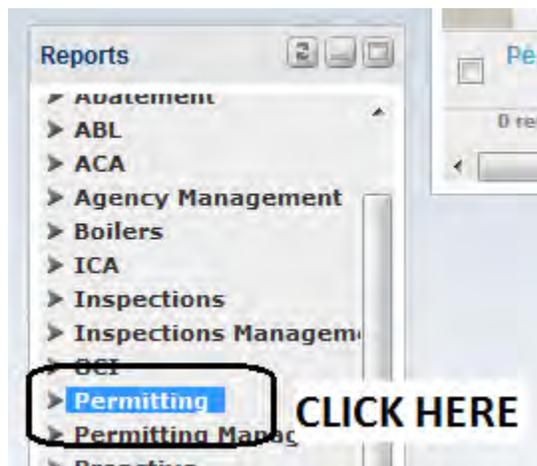


Figure 2.34

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

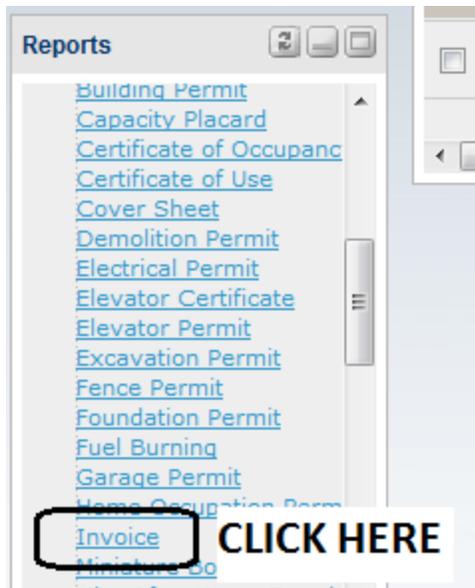


Figure 2.35

45. 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)

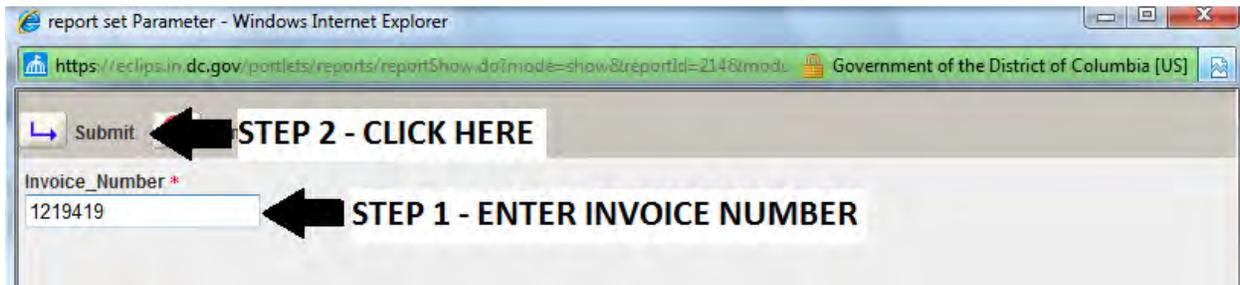


Figure 2.36

46. 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://edlps.in.dc.gov/portlets/reports/reportShow.do?value%38FirstEntryURL%29=%2Fportlets%2Freports%2FreportShow.do%3Fmode%3Dshow%26reportId%3D214%26module%3DBu Government of the District of Columbia

1 / 1 100% Find

Click to print this PDF file or pages from it

DCRA
DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS

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

Remittance Source Document

Date: April 24, 2013

INVOICE

Invoice Number: 1219419

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: P1304494

Type of Permit: Plumbing and Gas

Acct Code:	Fees:	Description:
3014-3014-1000-2141	\$2.60	Enhanced Service Fee - Plumbing
3014-3014-1000-2141	\$26.00	Gas Boiler Fee
Invoice Total:	<u>\$28.60</u>	

Justin Bellow

Figure 2.37

47. 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)

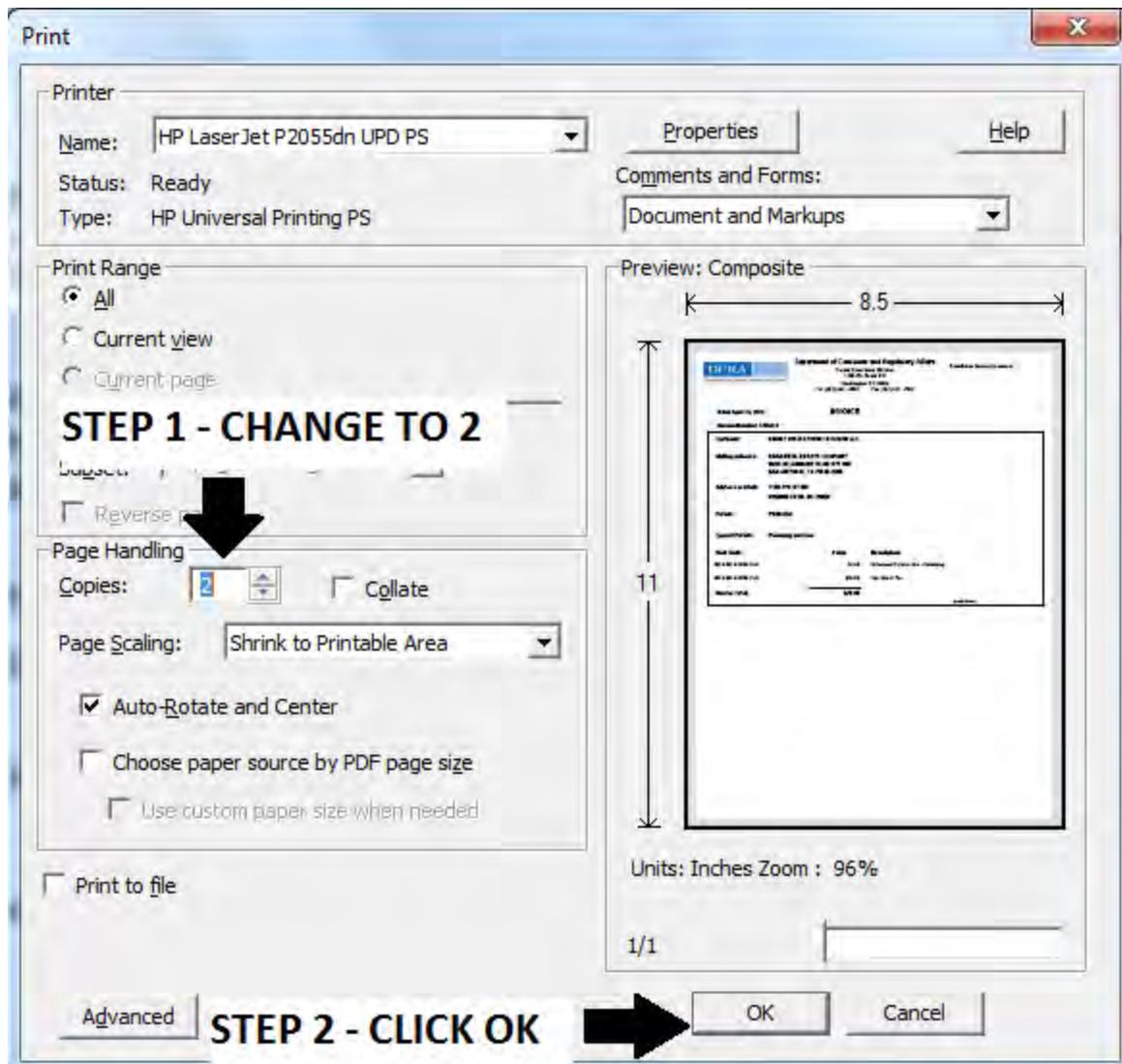


Figure 2.38

48. 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.
49. 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 Rcpt: 01231601
Comment/Document: p1304440
Payment Total: \$36.30
Payment Distribution:
2141 CR0 (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

- 50. 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.



51. 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.”

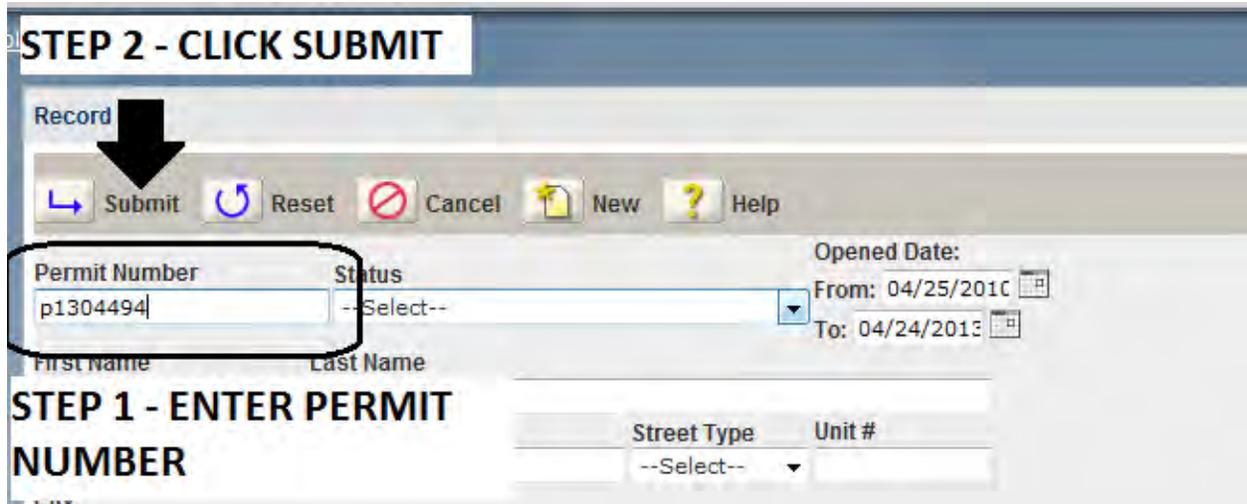


Figure 2.41

52. 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.

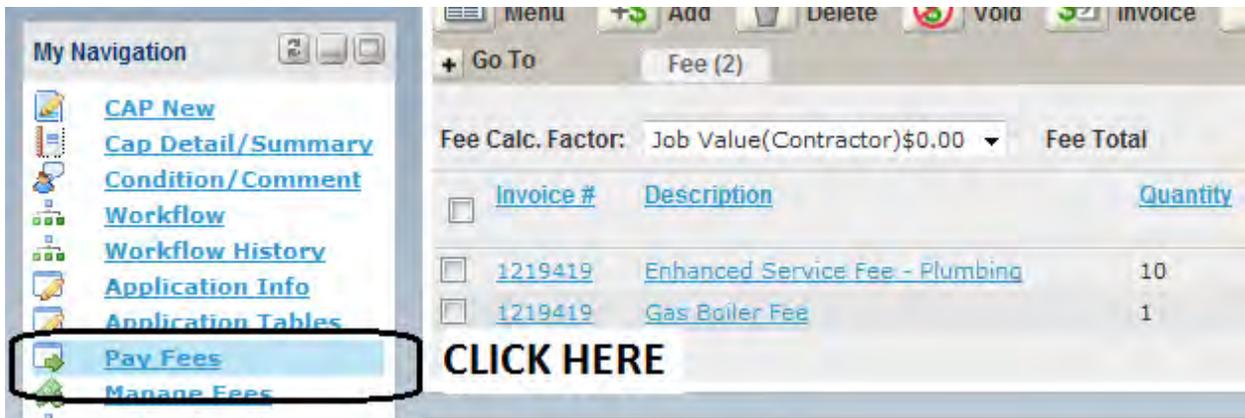


Figure 2.42

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

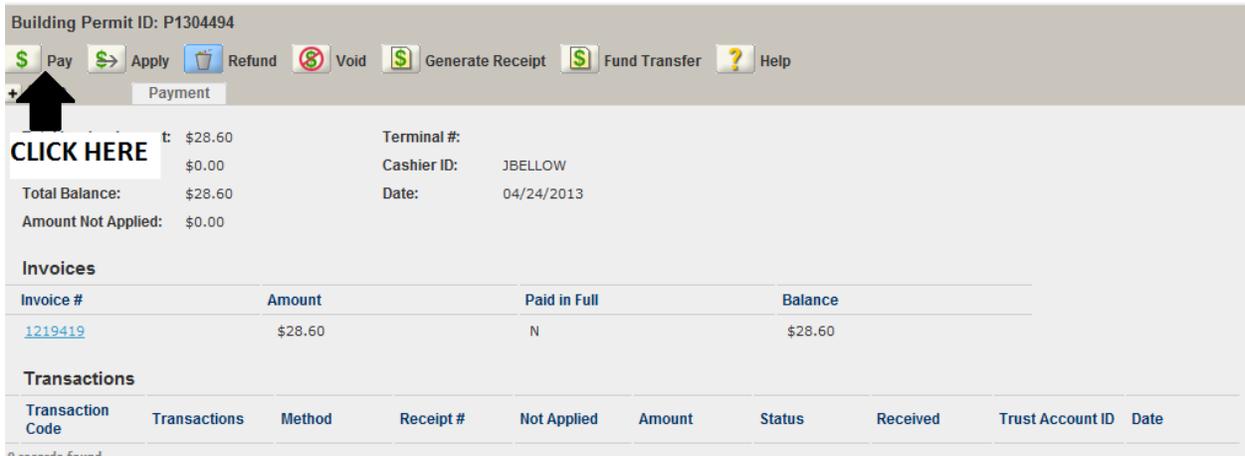
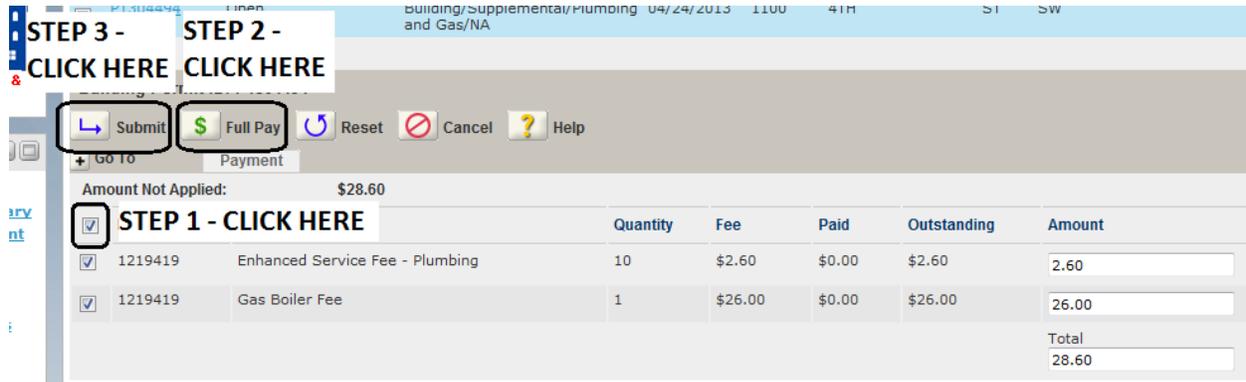


Figure 2.43

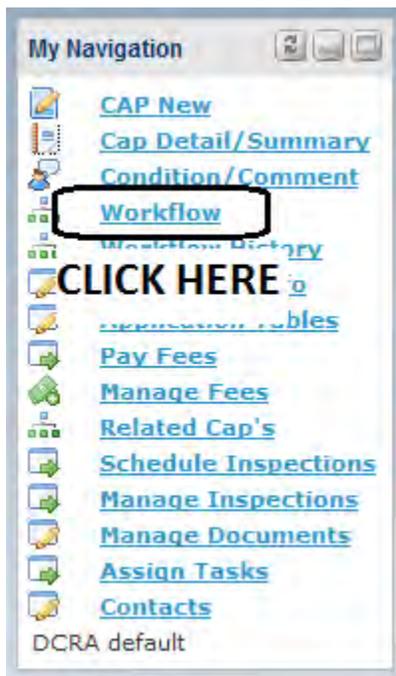
54. Examine the invoice or the receipt and discern what method of payment the customer used. Select this method of payment from the “Method” drop down menu. Now, examine the invoice or the receipt, locate the receipt number, and enter this number in the “Receipt #” field. Once this information is entered,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



55. 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)



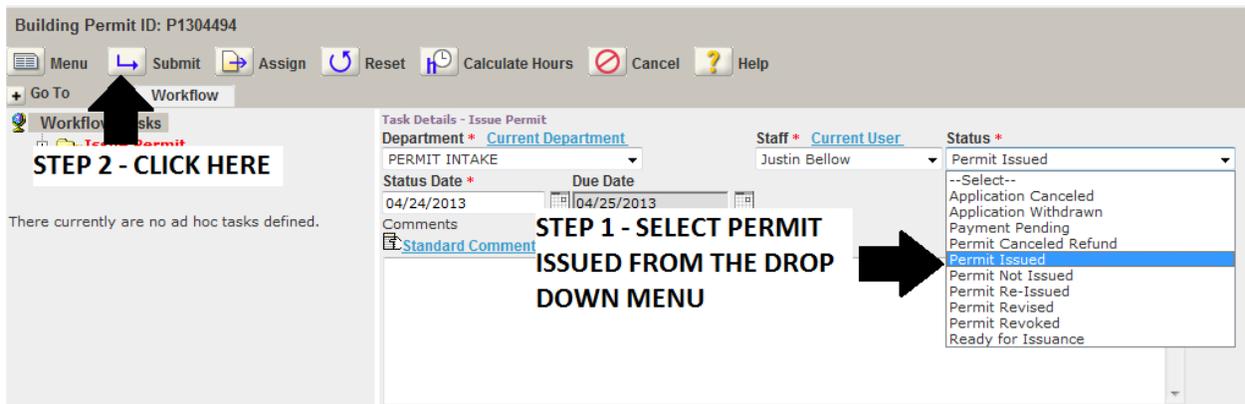
56. Once the fees have been applied, you may begin the finalization of the Issuance process. Click on the “Workflow” link which is located on the “My Navigation” menu on the left hand side of the Accela screen. (Figure 2.46)



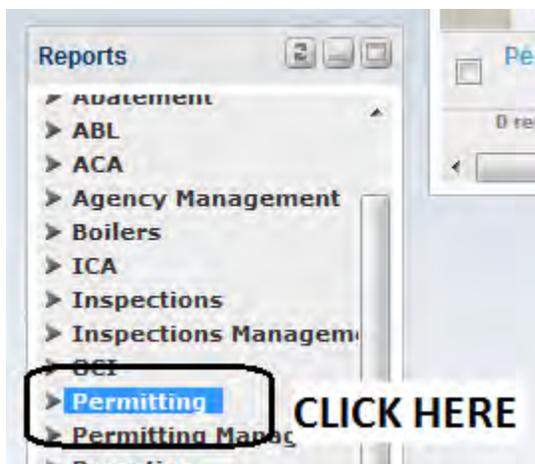
57. On the “Workflow” screen, click on the “Issue Permit” link, highlighted in red. (see Figure 2.47)



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

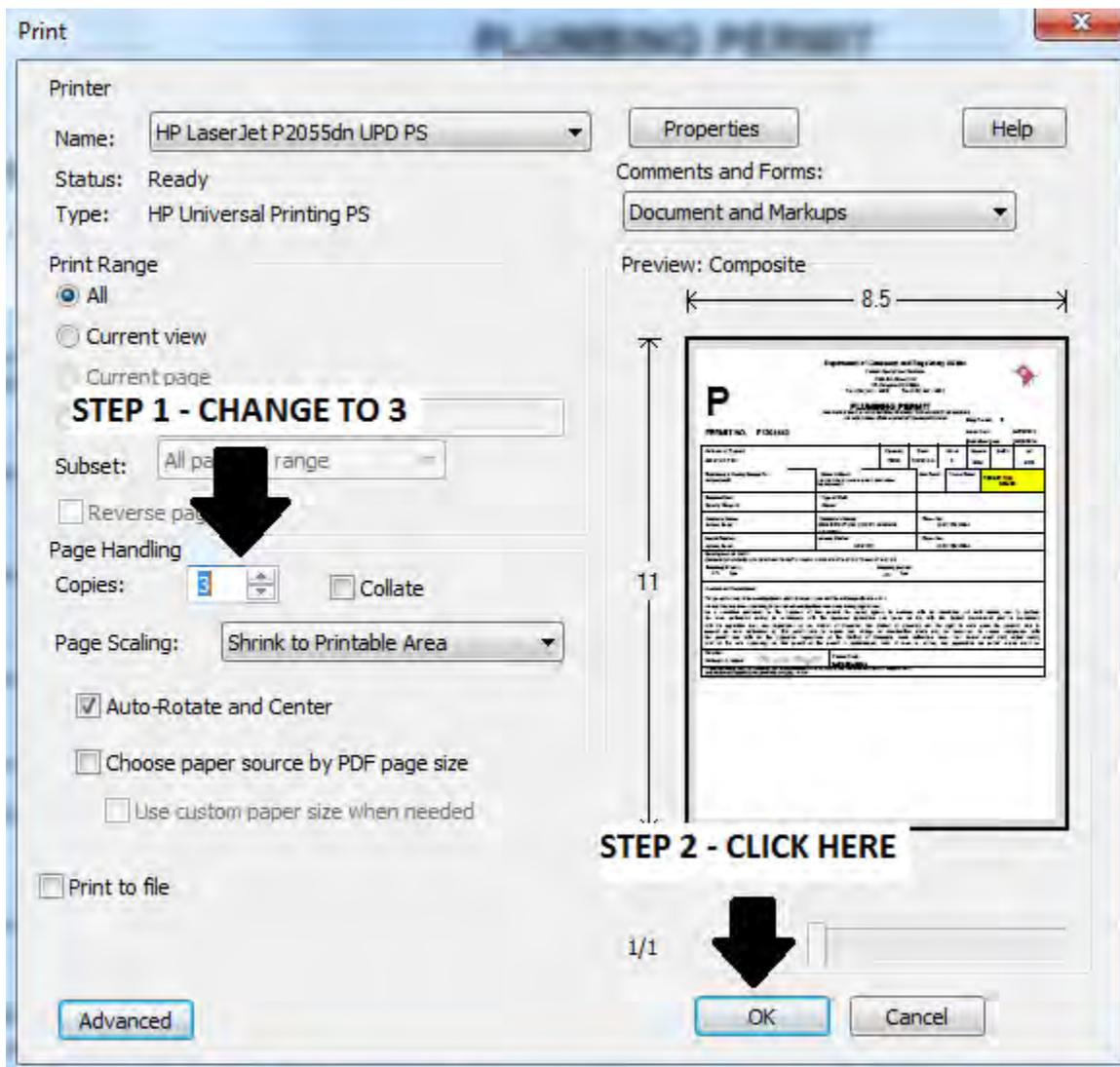


59. The permit is now in “Issued” status and can be printed. Navigate to the “Reports” menu located at the left hand side of the Accela home screen and click the “Permitting” link. (see Figure 2.49)



60. Clicking on the “Permitting” link will expand the menu. Once expanded, click the on the “Plumbing Permit” link.(see Figure 2.50)

62. Review the generated permit with the customer on the computer screen to ensure that all information has been captured correctly.
63. After reviewing the permit with the customer, click the printer icon located at the top left-hand corner of the window.
64. 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.



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

66. 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.

67. 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)

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

69. Below is a sample copy of an issued Plumbing permit.

Department of Consumer and Regulatory Affairs

Permit Operations Division

1100 4th Street SW

Washington DC 20024

Tel. (202) 442 - 4589 Fax (202) 442 - 4562

P

PLUMBING PERMIT

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

Dist. Permit: TL11000042

PERMIT NO. P1103755

Issue Date: 02/21/2011

Expiration Date: 02/21/2012

Address of Project: 1100 4TH ST SW		Zipcode: 20024	Zone:	Ward: 6	Square: 0542	Suffix:	Lot: 0823
Permission is hereby Granted To: J/k Group, Inc.		Owner Address: RAMPTER MANAGEMENT SERVICES, 1561 K ST NW STE 100, WASHINGTON, DC 20005-1417		New Pipes:	Type of Pipes:	PERMIT FEE: \$107.80	
Proposed Use: Office - B		Type of Work: Remodeling					
Contractor Name: Robert E Beavers		Contractor Address: ROBERT E BEAVERS		Phone No: (301) 805-0247			
Master Plumber: Robert E Beavers		License Number: DPM645		Phone No: (301) 805-0247			
Description of Work:							
Plumbing Fixtures:				Plumbing and Gas:			
QTY	Type	QTY	Type				
1	Sink	1	Water Line Cut				
1	Garbage Disposal	1	Water/Waste				
Conditions/Revisions:							
This permit expires if no construction is started within 1 year of the last inspection is over!							
All construction done according to the current construction codes and zoning regulations:							
As a condition precedent to the issuance of this permit, the owner agrees to conform with all conditions set forth herein, and to perform the work authorized hereby in accordance with the approved application and plans on file with the District Government and in accordance with all applicable laws and regulations of the District of Columbia. The District of Columbia has the right to enter upon the property and to inspect all work authorized by this permit and to require any change in construction which may be necessary to ensure compliance with the permit and with all the applicable regulations of the District of Columbia. Work authorized under this Permit must start within one(1) year of the date appearing on this permit or the permit is automatically void. If work is started, any application for partial refund must be							
Director: Nicholas A. Majumdar		Permit Clerk: Stacie Williams					
<small>TO REPORT WATER, FLOOD OR ISSUE BY ANY DC GOVERNMENT OFFICIAL, CALL THE DC PERMITTING DEPARTMENT AT 202-442-4589 FOR CONSTRUCTION INSPECTION SERVICES CALL (202) 442-4589 IF YOU HAVE ANY QUESTIONS CALL 202-442-4589</small>							

CHAPTER 7

SECTION 7.14

PERMIT EXTENSIONS

1.2 - Permit Extensions

As per 12A DCMR 105.5.1 and 105.5.2:

Permit Extensions: A permit extension is required if no work has begun within one year. Upon written request, and upon a showing of good cause, the code official is authorized to grant extensions of time not to exceed six (6) months per extension. Not more than three (3) extensions of time will be granted to any permit.

Exception: For any permit issued for work on premises or structures that have been deemed to be unsafe or unfit for human occupancy (in accordance with Section 115A), or abandoned or deteriorated property (in accordance with D.C. Official Code § 42-3171.01 et seq.), work must commence within thirty (30) days after the initial permit is issued, and be completed within six (6) months after the date work is begun, unless an extension of time is granted by the code official. If the work has not been completed within the thirty (30) day period, and any extension period granted by the code official, the Department is authorized to complete the work in accordance with D.C. Official Code § 42-3131.01 et seq. and to seek any other remedies or penalties authorized by law, including monetary fines, criminal prosecution or court orders directing correction or abatement of the violation.

Lapsed Permits. Permits issued under the Construction Codes shall not be extendable if permitted to expire, unless extension is approved in writing by the code official.

Permit Extensions - Overview

The expiration date on a first-time permit will, by default, be one year from the date of permit issuance. However, this does not mean that the permit automatically expires one year from the date of issuance. If an inspection occurs before the expiration date listed on the permit, the life of the permit is extended by one year beyond the most recent inspection date.

If work has not started by the expiration date as indicated on the permit or if no inspections have been performed by the expiration date as indicated on the permit, then the permit holder will need to apply for a permit extension.

In order to initiate this process, the permit-holder will initiate an application through OCPI as covered in an earlier chapter. Once the OCPI application has been accepted into Accela, the following changes will need to be made to the application.

Scope of Work

If not already done by the permit-holder, the scope of work needs to be formatted in the following manner:

“(1st, 2nd, or 3rd and final) extension to BXXXXXXXX to expire on XX/XX/XXXX.”

First, you must determine what number (1st, 2nd, or 3rd and final extension) the permit holder is eligible for. As per 12A DCMR 105.5.1, the original permit may be granted three six-month extensions beyond the original expiration date. However, it is not uncommon for a permit-holder to apply for an extension well after the original permit has expired.

The expiration schedule for permit extensions is governed by the original permit's expiration date.

For example, if the original permit's expiration date is 1/1/2013 and the permit-holder applies for a permit extension on 5/1/2013, then the permit-holder is within the 1st six-month extension window because the 1st permit extension window is open until 1/1/2013. Using the same expiration date of 1/1/2013, if the permit-holder applies for a permit extension on 8/1/2013, the 1st six-month extension window closed on 7/1/2013 and the permit-holder is now in the 2nd six-month extension window. It is important to note that just because the permit-holder may be applying for a permit extension for the first time, does not automatically mean that the first extension window is still open.

Second, you must be reference the original permit in the scope of work. Examine the expired permit and ensure that it is properly referenced as indicated in the scope of work.

Third, you must indicate the proper expiration date in the scope of work. As stated previously, the expiration schedule for permit extensions is governed by the original permit's expiration date, not by the application date of the permit extension. In order to determine what the proper expiration date is, you must first determine what number (1st, 2nd, or 3rd) extension the permit will be. Once that is determined, set the expiration date of the permit extension by the expiration date on the expired permit. For example, if the original permit expired on 1/1/2013 and the permit-holder is in the first extension window, then you will set the expiration date at 7/1/2013, six months after the original expiration date. Using the same original expiration date of 1/1/2013, if the permit-holder is in the second extension window, then you will set the expiration date at 1/1/2014, which is twelve months after the original expiration date.

Approval of Extensions

As per 12A DCMR 105.5.1, only the Code Official (Chief Building Official) is authorized to approve permit extensions. The Code Official may authorize designees to approve permit extensions on his behalf. Ensure that all permit extensions are approved by the Code Official or one of his/her designees.

Permit Cost

The cost for all permit extensions is \$36.30 because the permit fees have already been satisfied in the cost of the original permit. The \$36.30 fee is an administrative cost for the permit issuance only. However, if a permit holder is seeking an extension beyond the first extension and they have not previously secured a permit extension, then they must pay the cost for the preceding extensions that they did not secure.

For example, if a permit holder is seeking an extension and the first extension window has already passed and they did not secure an extension in the first window, then the cost of the permit will be \$72.60 ($\36.30×2). If the second extension window has closed and the permit holder had not previously paid for a permit extension, then the cost of the permit will be \$108.90 ($\36.30×3). Ensure that all permit fees are properly assessed in Accela before providing an invoice to the customer.

Recap

To recap, permit extensions must:

- Reference the number of the permit extension (1st, 2nd, or 3rd) in the scope of work.
- Reference the original permit number in the scope of work.
- Reference the new expiration date in the scope of work.
- Be approved by the Chief Building Official or one of his/her designees
- Have a cost of \$36.30 unless the permit holder is seeking an extension beyond the first window. If the permit holder is seeking a permit extension beyond the

first window and they have not previously secured a permit extension, then they must pay the costs of the preceding extensions they did not secure.

- Be assigned an updated expiration date in Accela. Accela will automatically assign an expiration date one year from the permit issuance date, which will be incorrect for all permit extensions.

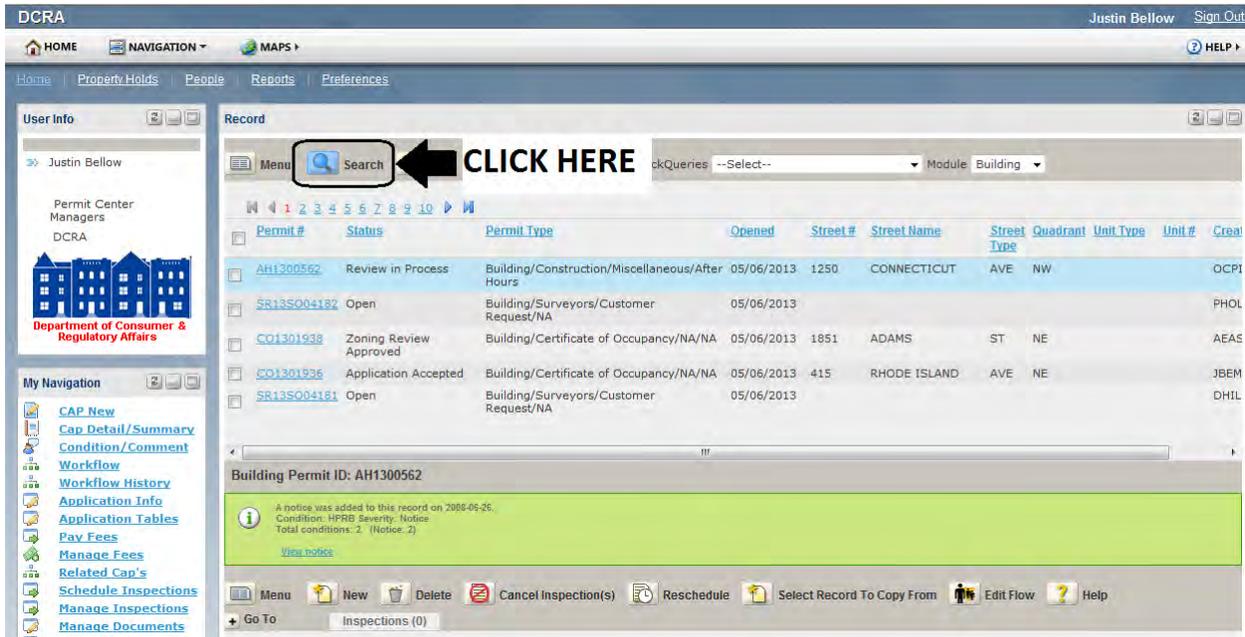
CHAPTER 7

SECTION 7.14.1

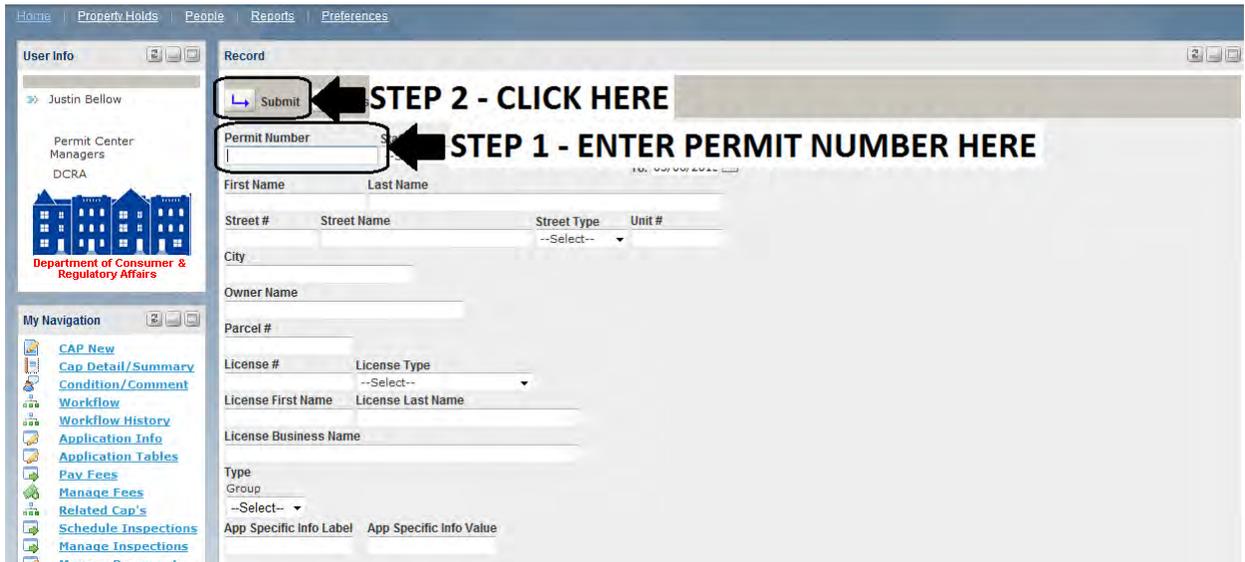
INTAKE

1.2.1 - Intake

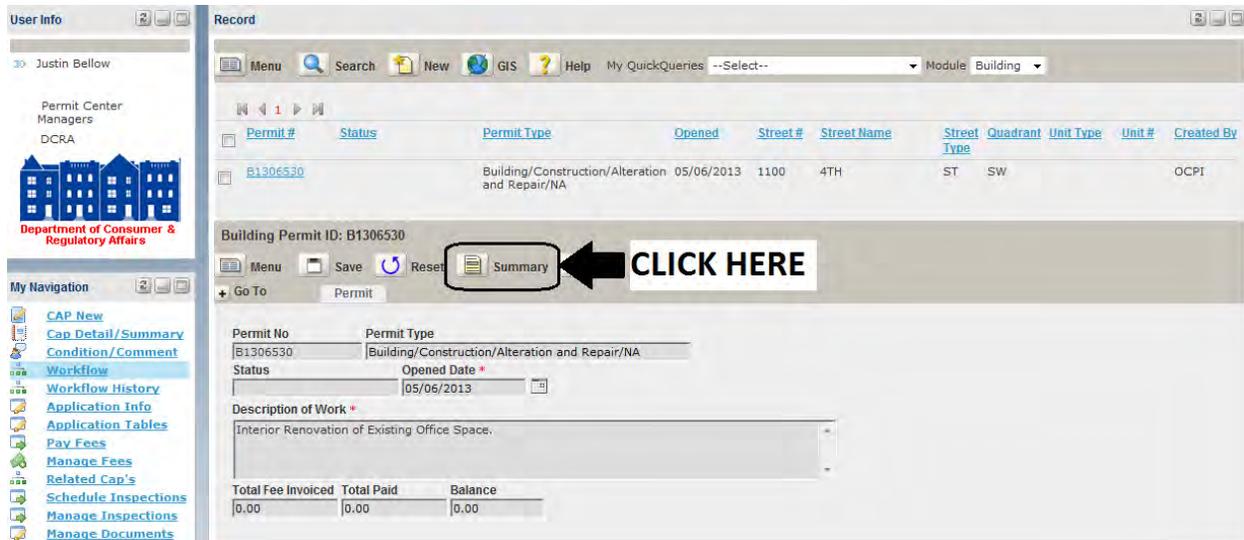
1. Once you have determined that the customer's application is complete, from the Accela home screen, click the "Search" icon button.



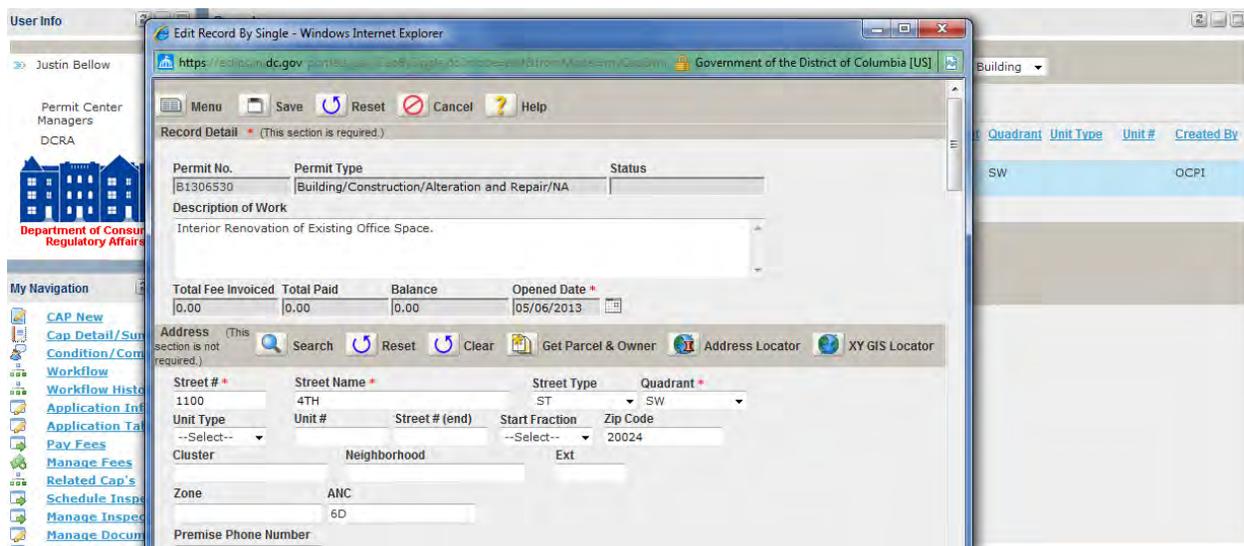
2. Enter the permit number in the "Permit Number" field then click the "Submit" icon button.



3. Click the "Summary" icon button.



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



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

Language Preference: English

GENERAL INFORMATION SECTION

Q-Matic Number: FJ-55817628

Plans submitted: Yes No

Number of plans: []

File Room Bin No: []

Job Classification: --Select--

Related to Stop Work: Yes No

Existing use of building or property: Office

Proposed use of building or property: Office

Proposed number of stories of building: 7

Existing number of stories of building: 7

Construction start date: []

Completion Date of work: []

Expiration: []

Number of Footings or Columns: []

Size of Footings or Columns: []

Wall Check Required: Yes No

Wall Check Completed: Yes No

Application Comments: []

DDOE SECTION

Method of moving construction debris: --Select--

(Other) Specify method: []

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

Is projection beyond building line: No - Skip Questions (A thru E)

(A) Number and type of projection: []

(B) Distance of projection: [] FT.

(C) Width of projection: [] FT.

(D) Width of building frontage: [] FT.

(E) Street width: [] FT.

ADDITIONAL INFO SECTION

Water or sewer excavation: Yes No

Driveway construction: Yes No

Sheeting or shoring necessary: Yes No

Elevators involved: Yes No

New or Repair elevator: --Select--

Plans certified by engineer: Yes No

FEE CALCULATIONS

Alteration and Repair cost: 5000

Total Valuation cost: 5000

Retaining Wall construction cost: []

Amount: --Select--

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

SQFT

GREEN BUILDING SECTION

Green Building: []

Total Area for Green Building Fee: []

LEED Certification Level: []

Owner Type: []

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

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

ADDITIONAL INFO SECTION
 Water or sewer excavation: Yes No
 Driveway construction: Yes No
 Sheeting or shoring necessary: Yes No
 Elevators involved: Yes No
 New or Repair elevator: --Select--
 Plans certified by engineer: Yes No

FEE CALCULATIONS
 Alteration and Repair cost: 5000 Amount: 0 FT. of Floors
 Total Valuation cost: 5000
 Remaining Wall construction cost: DOH Plan Review
 Amount: --Select--
 DOH Plan Review Square Feet Required for Plan Review Fee: 0 SQFT

GREEN BUILDING SECTION
 Green Building Total Area for Green Building Fee LEED Certification Level Owner Type

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

PDRM Held (2 Required): Yes No
 Bond Posted: Yes No
 Drawings Indexed: Yes No

GREEN DESIGN ELEMENTS

Cool Roof Energy Efficient HVAC System Energy Efficient Lighting Greywater Geothermal System Hazard Reducing Product Low Emitting Windows Low Flush Toilets Low Flow Shower Heads Passive Solar Energy Permeable Concrete Plant Building Material Wind Power Energy

OLD (DO NOT USE) Green Design Elements

Structures (This section is not required.)

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

CLICK HERE →

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

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

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

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

Building Permit ID: B1306530

Menu, Save, Reset, Summary, Help

Go To: Permit

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

Description of Work: Interior Renovation of Existing Office Space.

Total Fee Invoiced	Total Paid	Balance
0.00	0.00	0.00

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

11. Click the “Permit Review Coordinator” link.

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

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

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

Building Permit ID: B1306530

Menu, New, Supervisor, Task Activation, Help

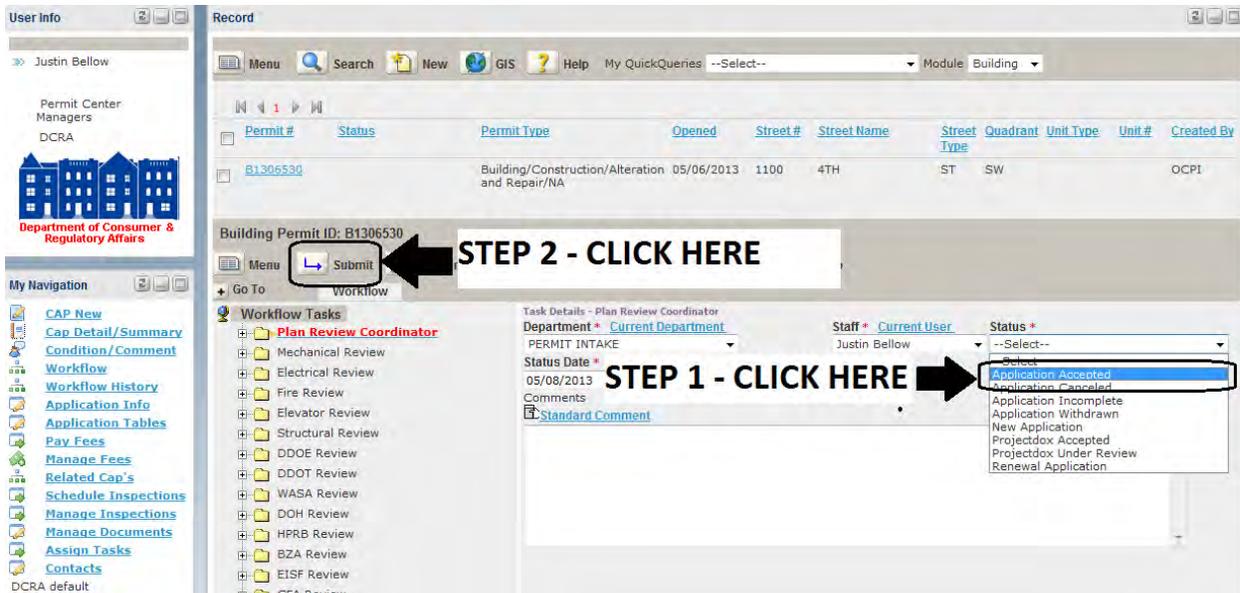
Go To: Workflow

Workflow Tasks

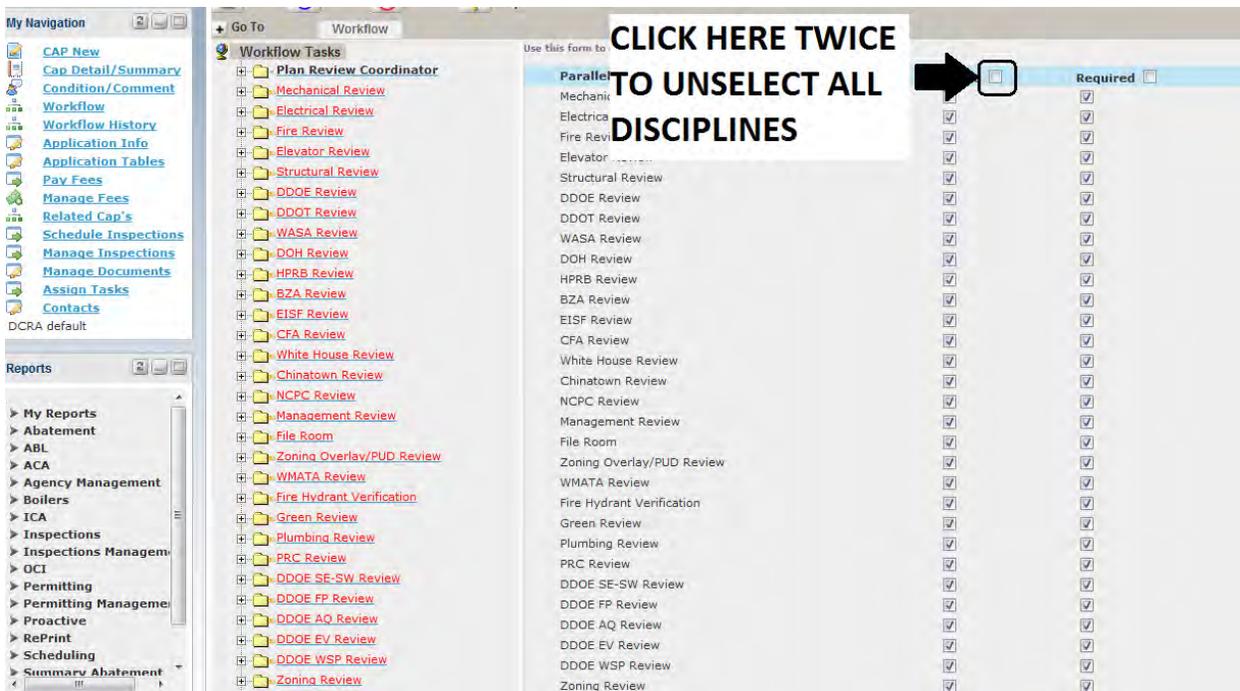
Task	Status	Status Date	Action By
Plan Review Coordinator			
Mechanical Review	New Appli...		
Electrical Review	Mechanica...		
Fire Review	Electrica...	05/08/2013	
Elevator Review	Fire Revi...	05/08/2013	
Structural Review	Elevator ...	05/08/2013	
DDOE Review	Structura...	05/08/2013	
DDOT Review	DDOE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

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

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



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



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

STEP 2 - CLICK HERE

STEP 1 - SELECT EITHER PRC OR MANAGEMENT REVIEW

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

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

CLICK HERE

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

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

My Navigation

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

DCRA default

Reports

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

Workflow Tasks

- 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
- 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

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

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

Accela Automation® - Windows Internet Explorer

https://eclipsim.dc.gov/jetspeed/portal

Government of the District of Columbia

Permitting-Cover_Sheet_v4_20121004_072243[1].pdf - Adobe Reader

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

Received: 10/4/2012
 Date: 10/4/2012

Engineering Coordinator: Ernesto Warren
 Address of Project: 2700 WOODLEY PL NW
 Application/Spec: GERALD PONASEK
 Job Classification: Job No:
 Permit No.: AH1300014

Existing Use:
 Proposed Use:
 Permit Type: Miscellaneous
 Description of Work:
 After hours permit from 7am to 5pm Monday 10/8/2012 "Columbus Day" only. In conjunction with B1119311.

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

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

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

Received: 5/8/2013
 Date: 5/8/2013
 Pins: Applicant

Applicant/Agent: Dora
 Job No. 306530
 Phone: 2024425555

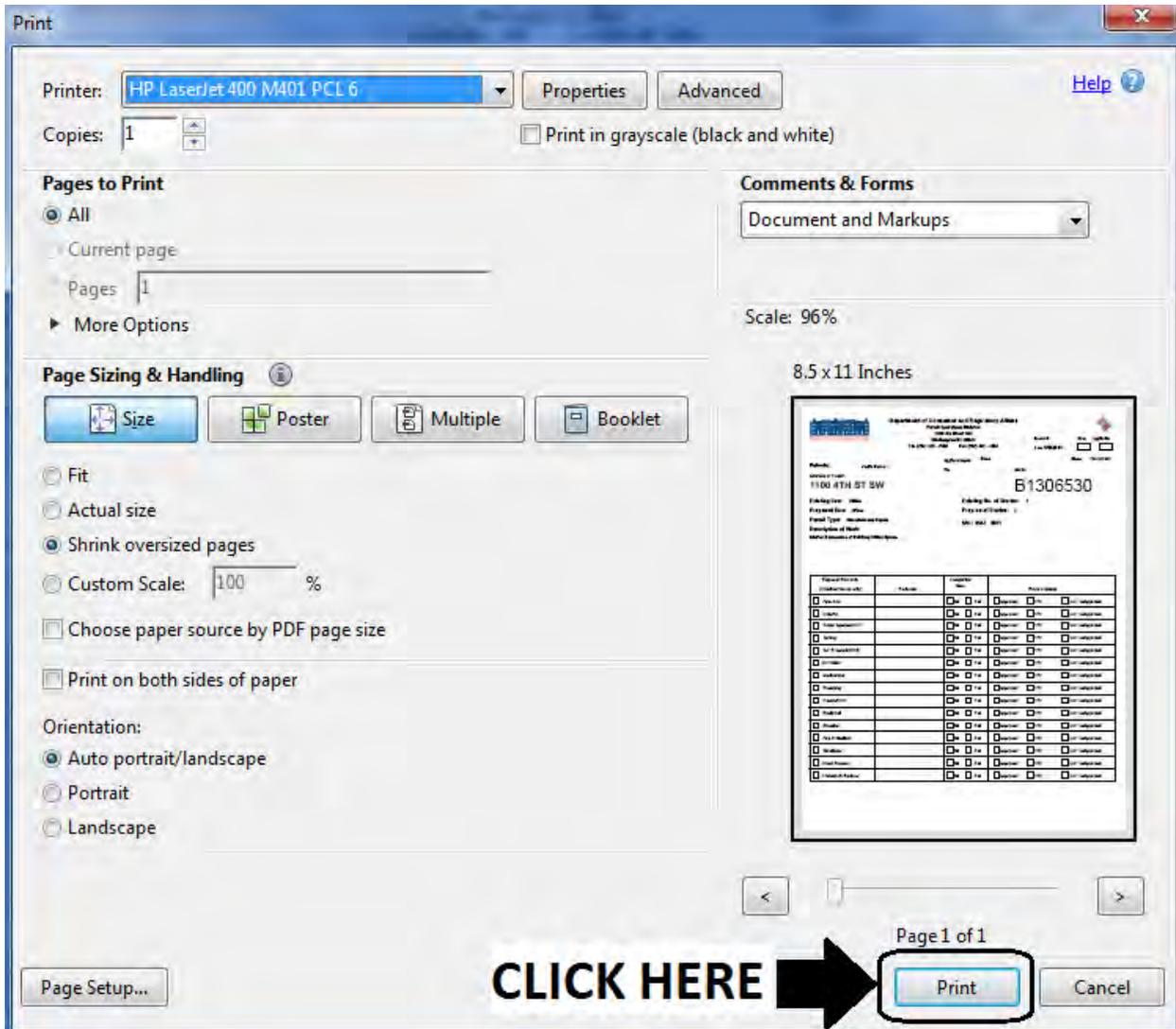
Engineering Justin Bellor
 Address of Project: 1100 4TH ST SW
 Existing Use: Office
 Proposed Use: Office
 Permit Type: Alteration and Repair
 Description of Work: Interior Renovation of Existing Office Space.

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

Required Reviews: (Checked boxes only)	Reviewer:	Review Status:
<input type="checkbox"/> Fine Arts:	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> Approved <input type="checkbox"/> HFC <input type="checkbox"/> Conf. w/Applicant
<input type="checkbox"/> Historic:		<input type="checkbox"/> Conf. w/Applicant
<input type="checkbox"/> Public Space/DDOT:		<input type="checkbox"/> Conf. w/Applicant
<input type="checkbox"/> Zoning:		<input type="checkbox"/> Conf. w/Applicant
<input type="checkbox"/> Soil Erosion/DDOE:		<input type="checkbox"/> Conf. w/Applicant
<input type="checkbox"/> DC Water:		<input type="checkbox"/> Conf. w/Applicant
<input type="checkbox"/> Mechanical:		<input type="checkbox"/> Conf. w/Applicant
<input type="checkbox"/> Plumbing:	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> Approved <input type="checkbox"/> HFC <input type="checkbox"/> Conf. w/Applicant
<input type="checkbox"/> Health/DOH:	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> Approved <input type="checkbox"/> HFC <input type="checkbox"/> Conf. w/Applicant
<input type="checkbox"/> Electrical:	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> Approved <input type="checkbox"/> HFC <input type="checkbox"/> Conf. w/Applicant

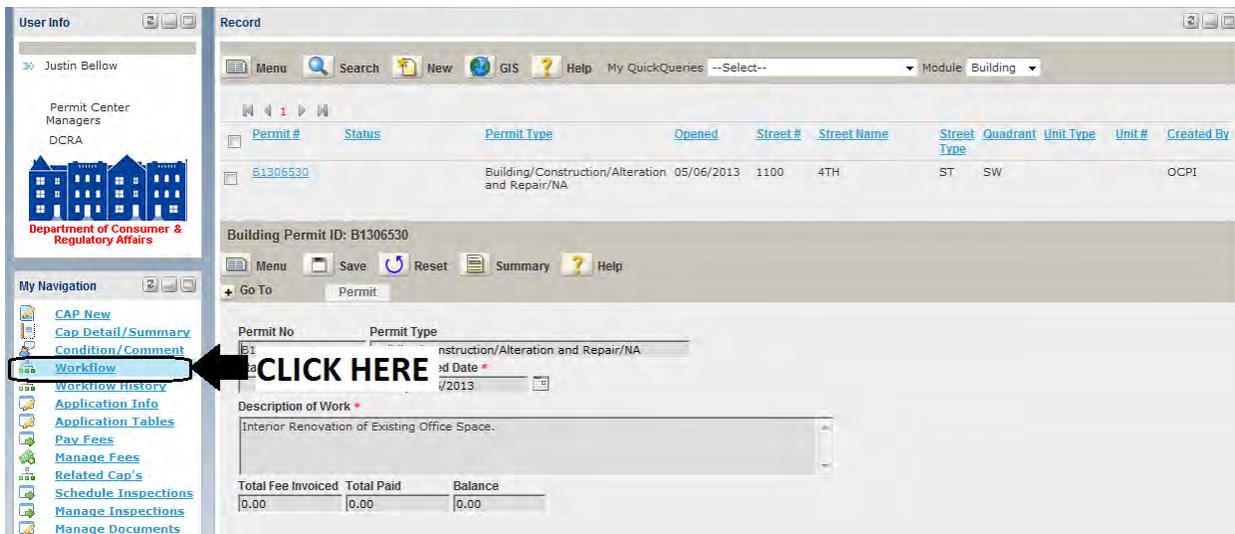
LEFT CLICK TO BRING UP PRINT MENU AND SELECT PRINT

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

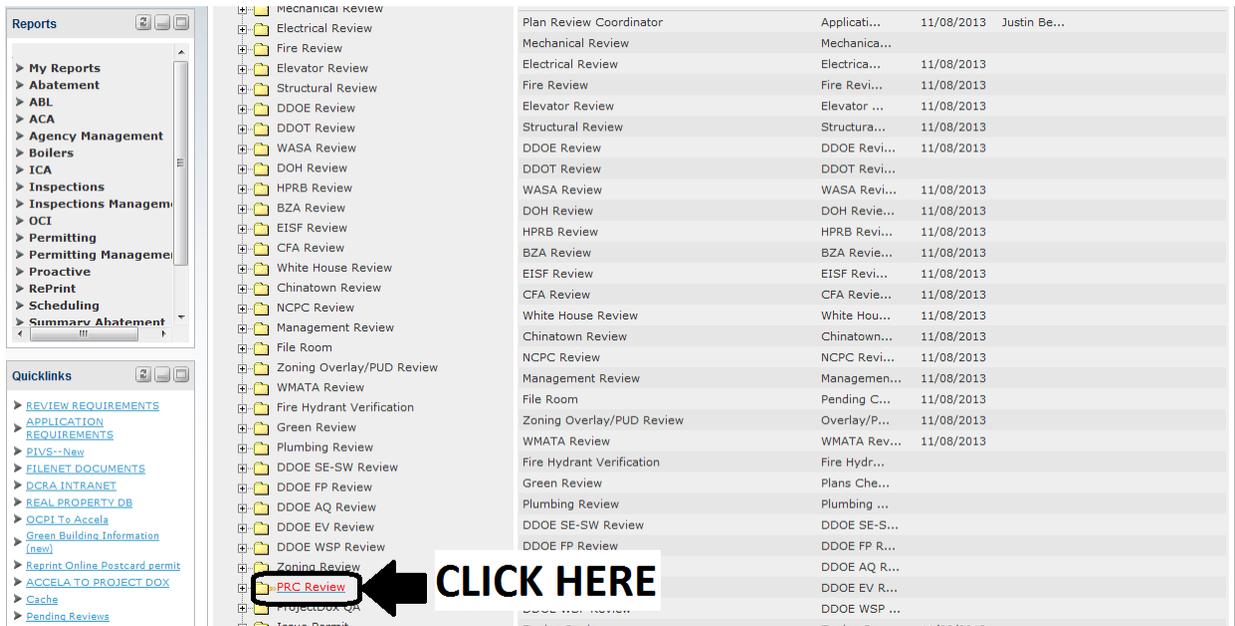


20. If the permit does not meet the criteria, direct the applicant to secure the approval of a manager. If the project meets the criteria, then you will now approve the application in Accela.

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



22. Click the “PRC Review” link.



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

STEP 2 - CLICK HERE

STEP 1 - SELECT PRC REVIEW APPROVED

The screenshot shows a web application interface for permit management. At the top, the permit ID is AH1400063. A notification banner indicates a notice was added on 2009-07-05. The main area is titled 'Building Permit ID: AH1400066'. On the left, there is a navigation menu with options like 'CAP New', 'Workflow History', and 'Reports'. In the center, there is a 'Submit' button with a left-pointing arrow. To the right, a dropdown menu for 'Status' is open, with 'PRC Review Approved' selected and highlighted by a right-pointing arrow. Other status options include 'PRC Review Pending' and 'PRC Review Rejected'. Below the status dropdown, there is a table with columns for 'Department', 'Staff', and 'Status'. The 'Department' is 'PLAN REVIEW COORDINATOR' and the 'Staff' is 'Aaron Easterling'.

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

THE PERMIT IS NOW APPROVED AND READY TO BE ISSUED

The screenshot shows a list of review tasks in a table. The table has columns for the review type, the reviewer, and the date. The 'Issue Permit' button is highlighted with a red box and a left-pointing arrow. The table contains the following data:

Review Type	Reviewer	Date
Elevator Review	Elevator ...	11/06/2013
Structural Review	Structura...	11/06/2013
DDOE Review	DDOE Rev...	11/06/2013
DDOT Review	DDOT Rev...	11/06/2013
WASA Review	WASA Rev...	11/06/2013
DOH Review	DOH Revie...	11/06/2013
HPRB Review	HPRB Rev...	11/06/2013
BZA Review	BZA Revie...	11/06/2013
EISF Review	EISF Rev...	11/06/2013
CFA Review	CFA Revie...	11/06/2013
White House Review	White Hou...	11/06/2013
Chinatown Review	Chinatown...	11/06/2013
NCPC Review	NCPC Revi...	11/06/2013
Management Review	Managemen...	11/06/2013
File Room	Pending C...	11/06/2013
Zoning Overlay/PUD Review	Overlay/P...	11/06/2013
WMATA Review	WMATA Rev...	11/06/2013
Fire Hydrant Verification	Fire Hydr...	11/06/2013
Green Review	Plans Che...	11/06/2013
DDOE SE-SW Review	DDOE SE-S...	11/06/2013
DDOE FP Review	DDOE FP R...	11/06/2013
DDOE AQ Review	DDOE AQ R...	11/06/2013
DDOE EV Review	DDOE EV R...	11/06/2013
DDOE WSP Review	DDOE WSP ...	11/06/2013
Zoning Review	oning Re...	11/06/2013
PRC Review	IC Revie...	11/06/2013
Inspection	Aaron Eas...	11/06/2013
Wall Check Verification	ermit No...	
	spectio...	
	all Chec...	

The 'Issue Permit' button is located in the left-hand navigation menu under the 'PRC Review' section. The interface also shows a 'Reports' section on the left and a 'Quicklinks' section at the bottom left. The status bar at the bottom indicates 'Internet | Protected Mode: On' and '100%' zoom.

CHAPTER 7

SECTION 7.14.2

ISSUANCE

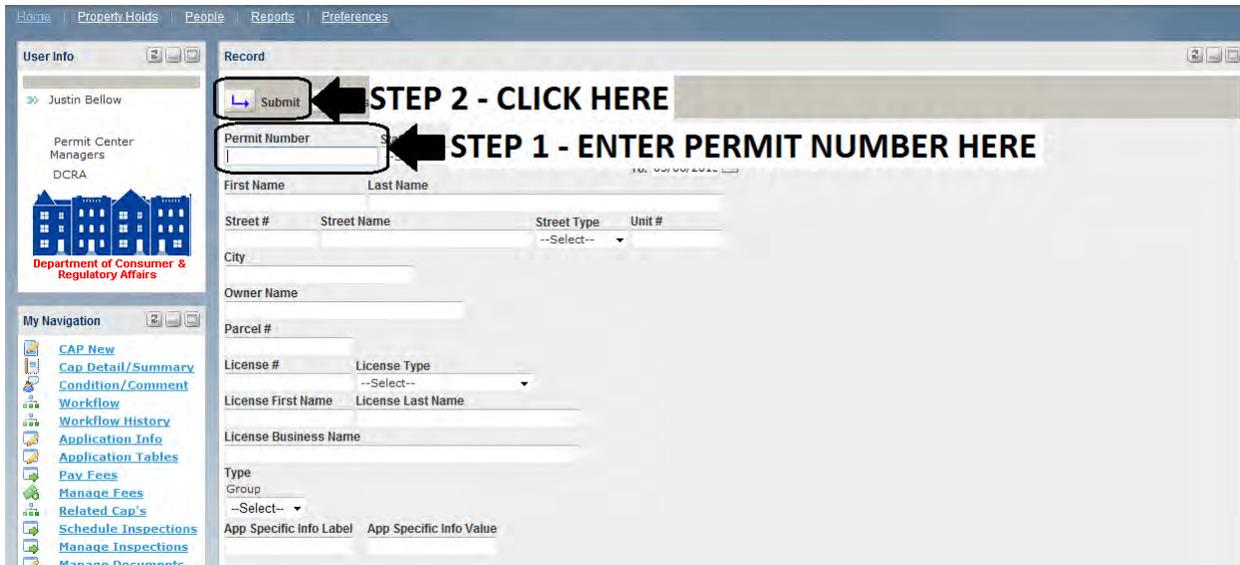
1.2.2 - Issuance

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

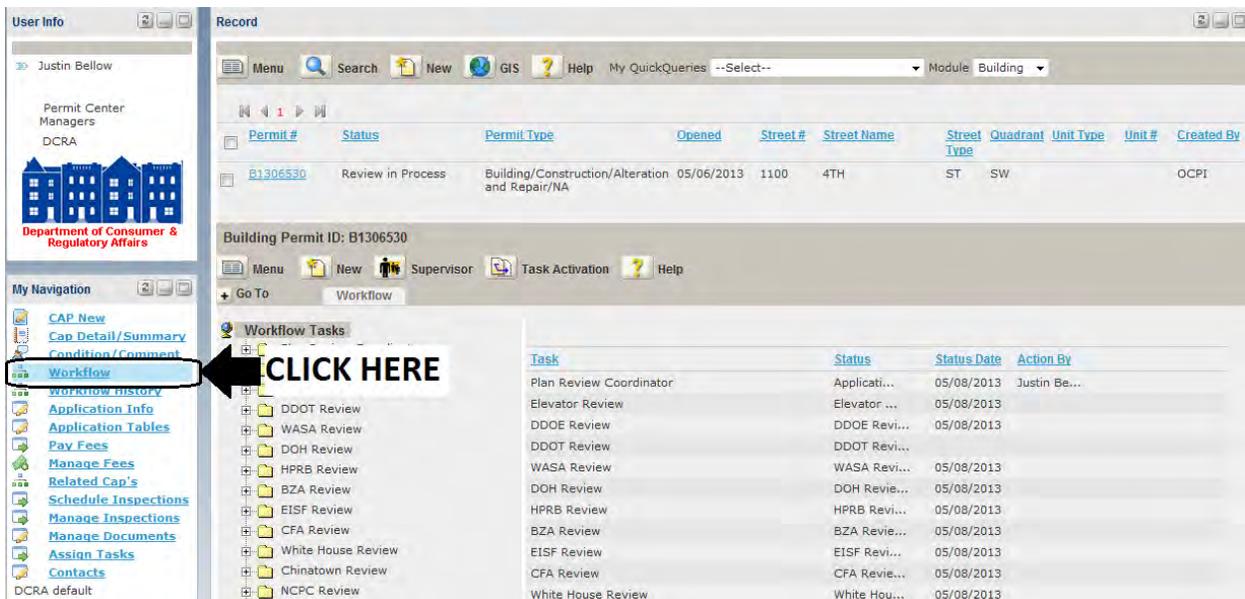
The screenshot displays the DCRA Accela system interface. The top navigation bar includes 'HOME', 'NAVIGATION', and 'MAPS'. The user 'Justin Bellow' is logged in. The main content area shows a 'Record' list with columns for Permit #, Status, Permit Type, Opened, Street #, Street Name, Street Type, Quadrant, Unit Type, and Unit #. A search bar is located at the top of the record list, with a magnifying glass icon and the text 'Search'. A black arrow points to this search bar with the text 'CLICK HERE'. Below the record list, a specific record for 'Building Permit ID: AH1300562' is expanded, showing a notice added on 2006-06-26. The bottom of the interface features a toolbar with icons for Menu, New, Delete, Cancel Inspection(s), Reschedule, Select Record To Copy From, Edit Flow, and Help.

Permit #	Status	Permit Type	Opened	Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #	Created
AH1300562	Review in Process	Building/Construction/Miscellaneous/After Hours	05/06/2013	1250	CONNECTICUT	AVE	NW			OCPI
SR13SQ04182	Open	Building/Surveyors/Customer Request/NA	05/06/2013							PHOL
CO1301938	Zoning Review Approved	Building/Certificate of Occupancy/NA/NA	05/06/2013	1851	ADAMS	ST	NE			AEAS
CO1301936	Application Accepted	Building/Certificate of Occupancy/NA/NA	05/06/2013	415	RHODE ISLAND	AVE	NE			JBEM
SR13SQ04181	Open	Building/Surveyors/Customer Request/NA	05/06/2013							DHIL

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



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



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

Workflow Tasks

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

ENSURE THAT "ISSUE PERMIT" IS HIGHLIGHTED

6. After confirming that all reviews have been entered in the system, open the application to verify that the fees have been specified by either the Fire or Structural divisions or one of the Division supervisors. If the fees are not specified, direct the customer to have the fees indicated on the application.

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

User Info
Justin Bellow

Record

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

Building Permit ID: B1306530

Workflow Tasks

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

CLICK HERE

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

STEP 2 - CLICK HERE

STEP 1 - CLICK HERE

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

- Acela has now generated a new invoice number.

ACELA HAS GENERATED AN INVOICE NUMBER

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

My Tasks

Workflow Task and Inspection Searching

130508033515977

An error has occurred while processing your request.

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

- Click the “Permitting” link located in the “Reports” menu

My Navigation

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

DCRA default

Reports

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

Go To: Fee (6)

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

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

My Tasks

Workflow Task and Inspection Searching

130508033515977

An error has occurred while processing your request.

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

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

My Navigation

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

DCRA default

Reports

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

Go To: Fee (6)

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

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

My Tasks

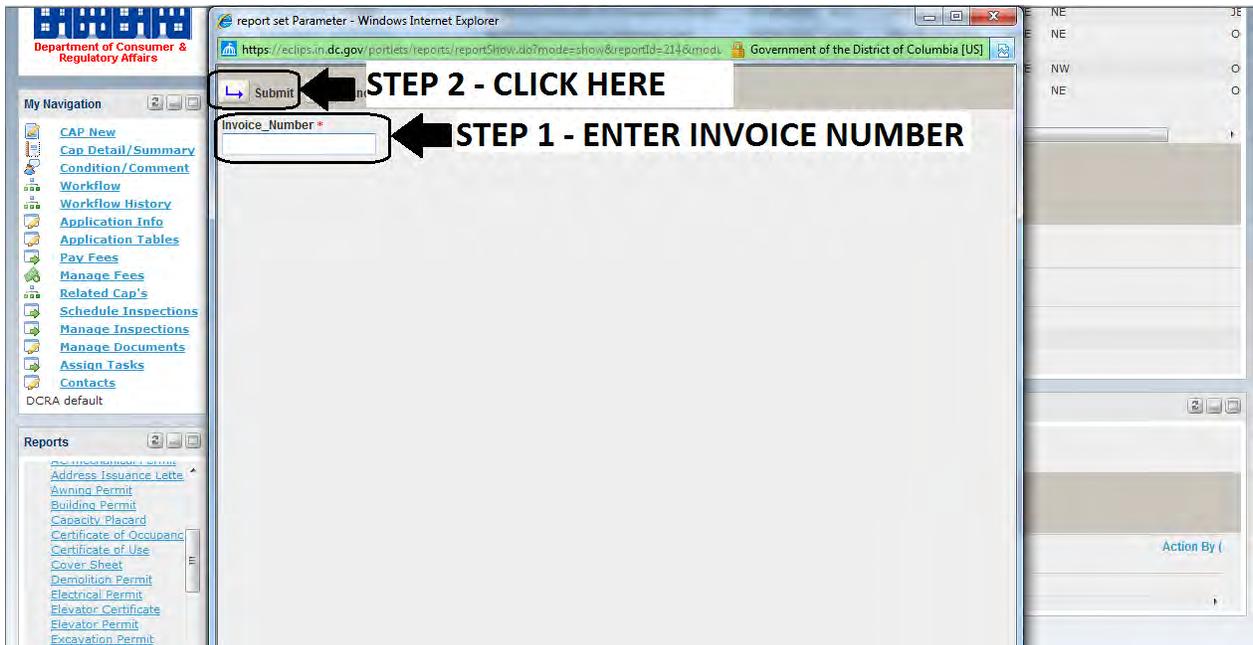
Workflow Task and Inspection Searching

130508033515977

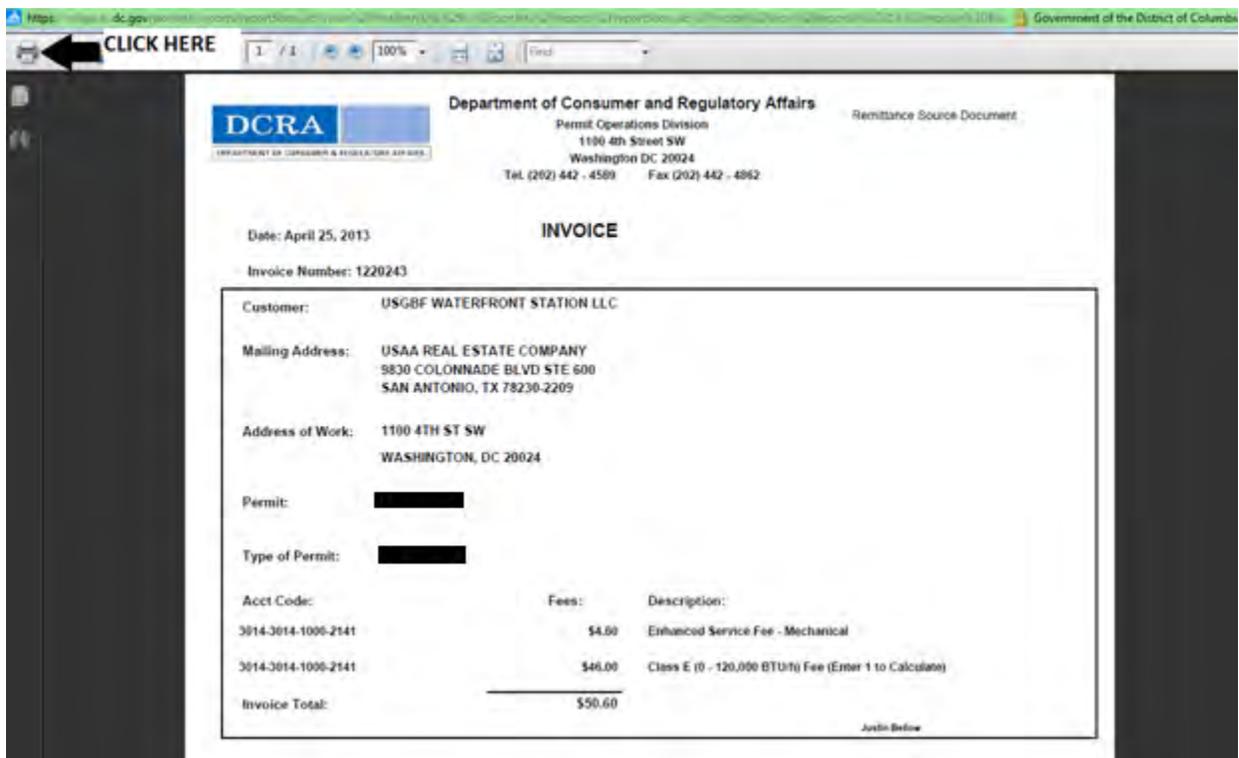
An error has occurred while processing your request.

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

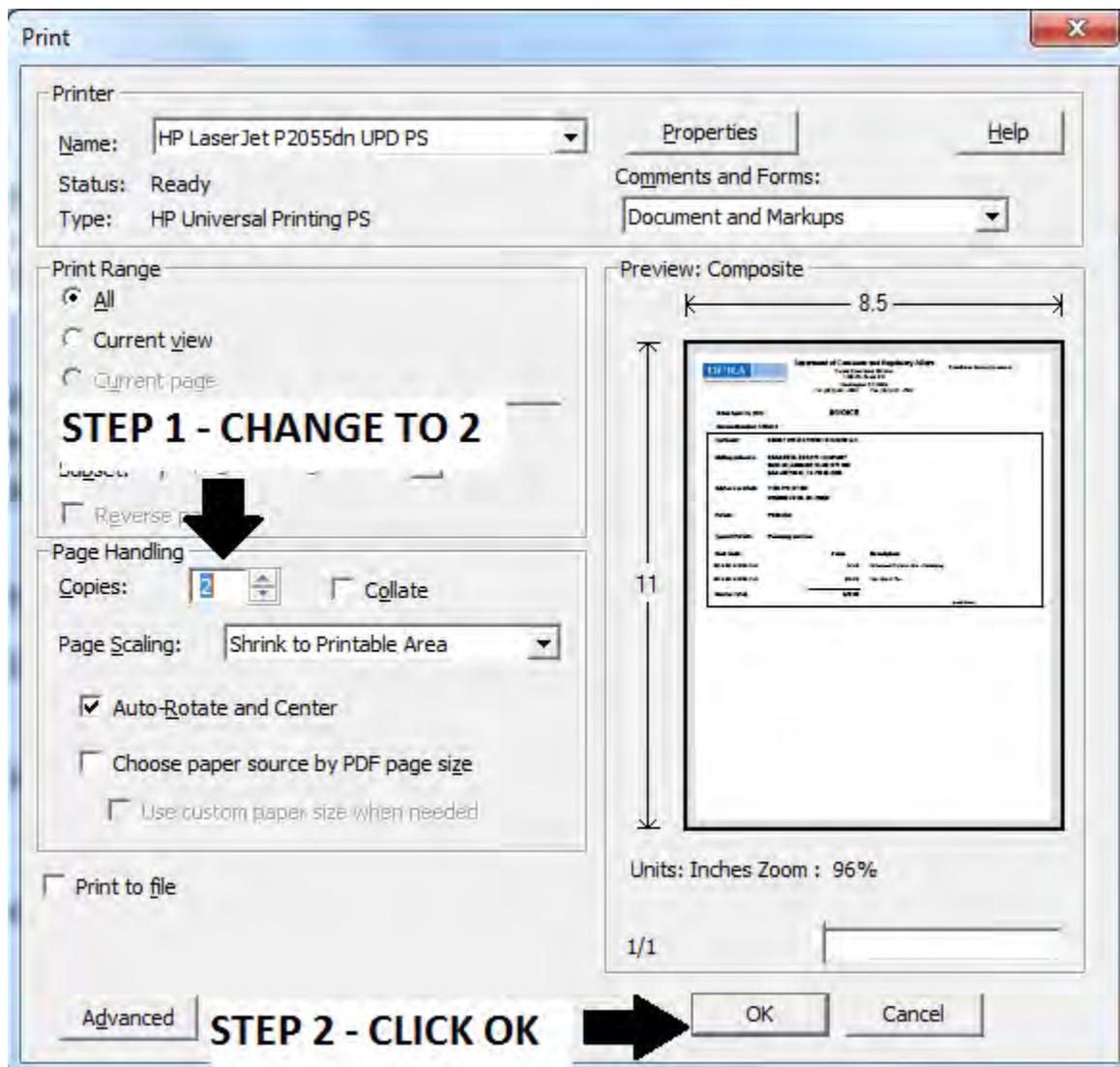
12. Clicking the “Invoice” link will open a new window. In the new window, enter the invoice number generated earlier in the “Invoice Number” field and click the “Submit” icon.



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



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



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

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



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

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

OFFICE OF FINANCE AND TREASURY
Date: 4/23/2013 12:30 PM
Office: DCRA Term: OFT-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	

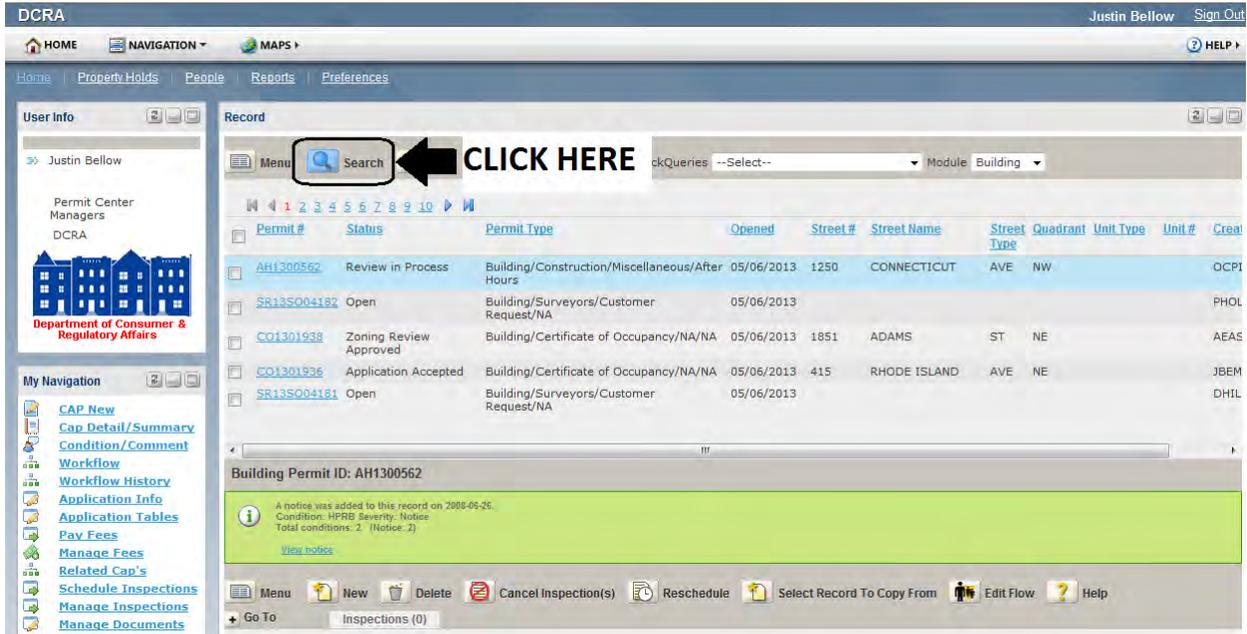
NOTE THE RECEIPT #

Keith Hawkins

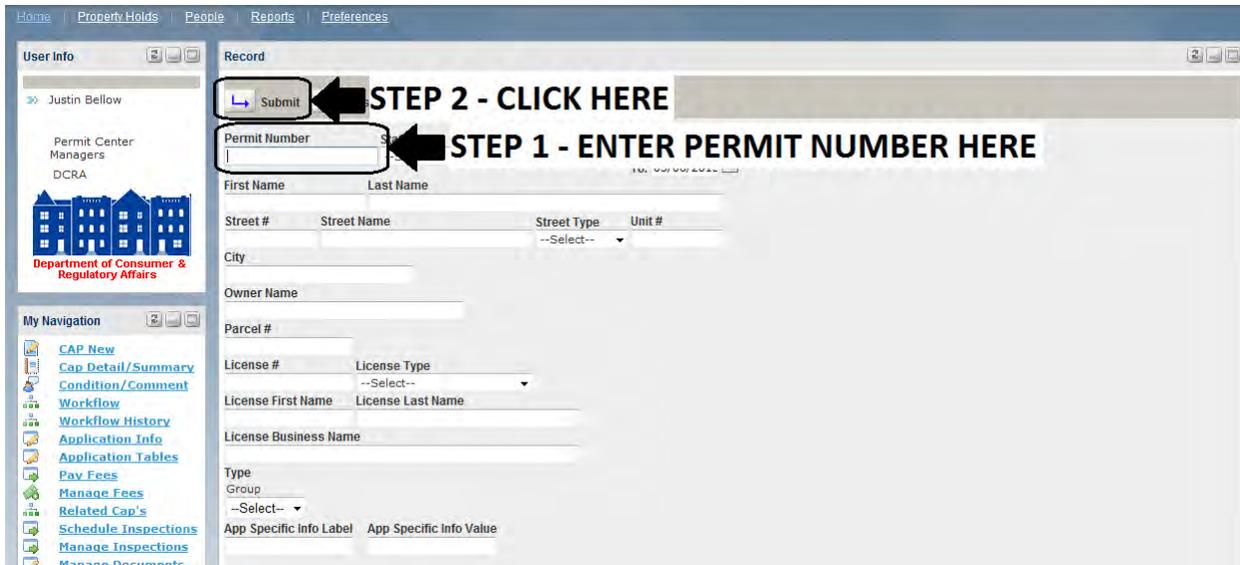
- 17. Upon confirming that the invoice has been paid, retain the copy of the invoice. The customer will also have either two or three small receipts from the Cashier – retain one of the small receipts.



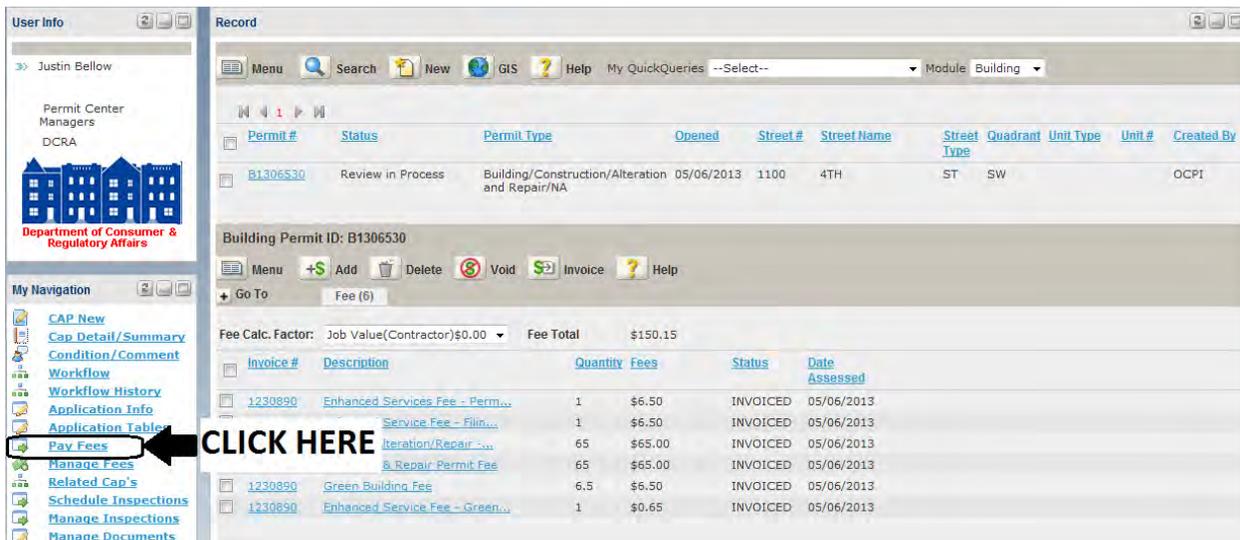
18. Once you have confirmed that the invoice has been paid, from the Accela home screen, click the “Search” icon button.



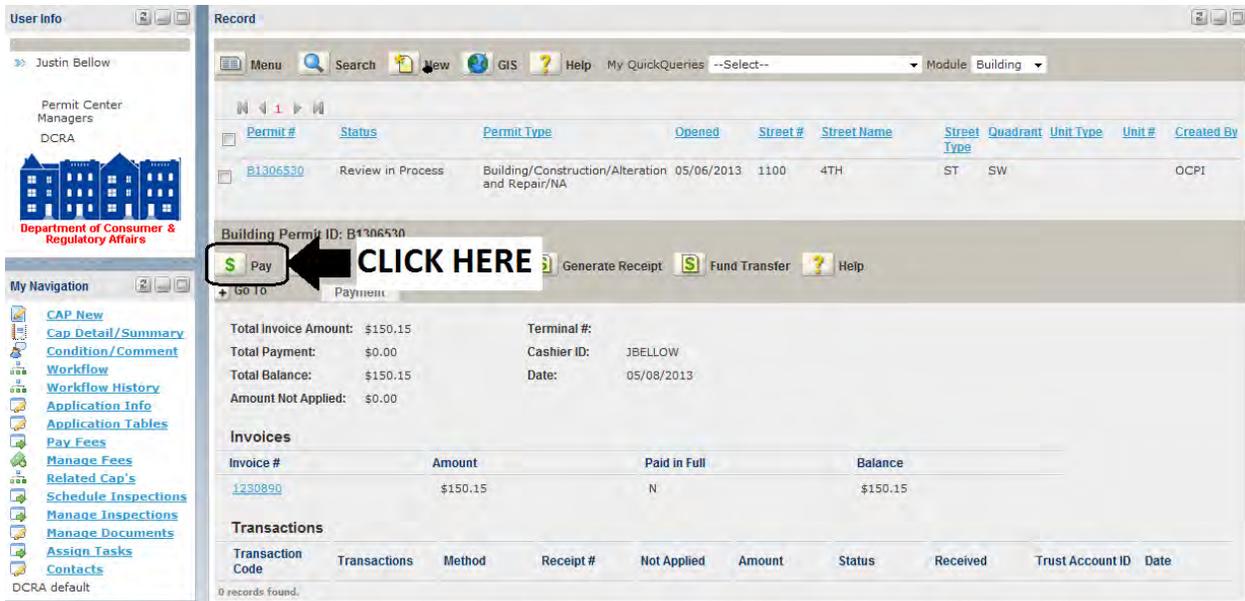
19. Enter the permit number in the “Permit Number” field then click the “Submit” icon button.



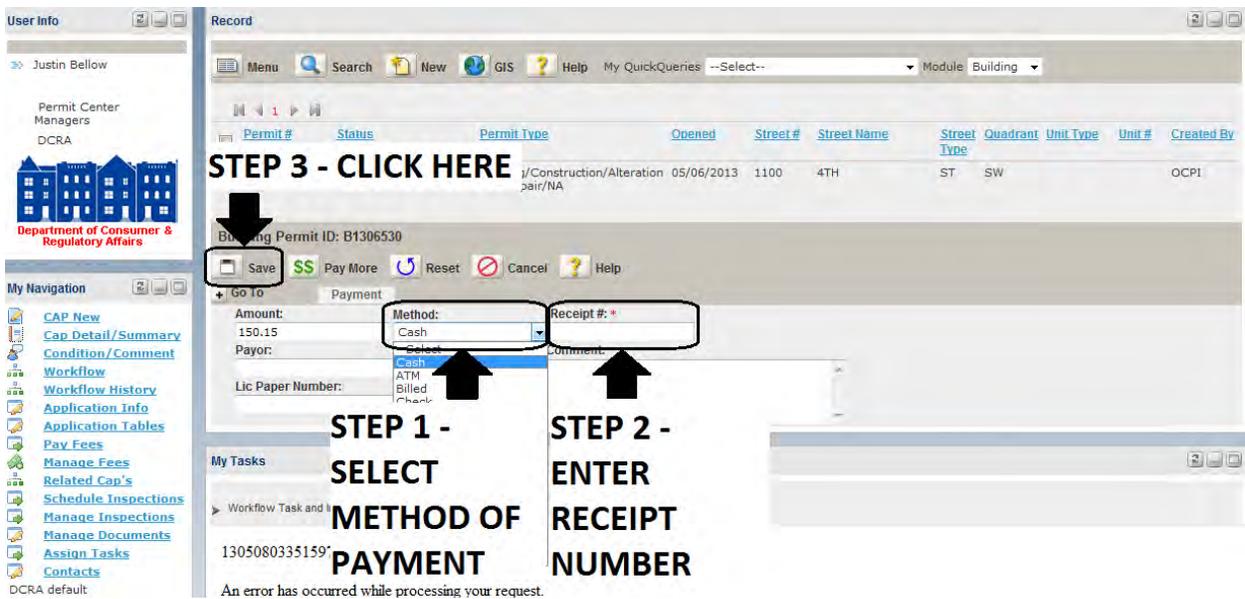
20. On the following screen, locate the “Pay Fees” link under the “My Navigation” menu located on the left hand side of the Accela home screen and click the “Pay Fees” link.



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



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



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

STEP 3 - CLICK HERE

STEP 2 - CLICK HERE

STEP 1 - CLICK HERE

Quantity	Fee	Paid	Outstanding	Amount				
<input type="checkbox"/>	1230890	Addition/Alteration/Repair - Filing Fee	65	\$65.00	\$0.00	\$65.00	0.00	<input type="text" value="0.00"/>
<input type="checkbox"/>	1230890	Alteration & Repair Permit Fee	65	\$65.00	\$0.00	\$65.00	0.00	<input type="text" value="0.00"/>
<input type="checkbox"/>	1230890	Green Building Fee	6.5	\$6.50	\$0.00	\$6.50	0.00	<input type="text" value="0.00"/>
<input type="checkbox"/>	1230890	Enhanced Services Fee - Permit Fee	1	\$6.50	\$0.00	\$6.50	0.00	<input type="text" value="0.00"/>
<input type="checkbox"/>	1230890	Enhanced Service Fee - Green Building	1	\$0.65	\$0.00	\$0.65	0.00	<input type="text" value="0.00"/>
<input type="checkbox"/>	1230890	Enhanced Service Fee - Filing Fee	1	\$6.50	\$0.00	\$6.50	0.00	<input type="text" value="0.00"/>
								Total

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

CLICK HERE

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 Review		
NCPC Review	NCPC Review		
White House Review	White Hou...	05/08/2013	

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

Workflow Tasks

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

Issue Permit ← **CLICK HERE**

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

Record

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

Building Permit ID: B1306530

Submit ← **STEP 2 - CLICK HERE**

Task Details - Issue Permit

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

PERMIT INTAKE Due Date 05/08/2013

Comments

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

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

My Navigation

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

DCRA default

Reports

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

Go To: Fee (6)

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

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

My Tasks

Workflow Task and Inspection Searching

130508033515977

An error has occurred while processing your request.

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

CLICK HERE →

28. 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 Alteration Repair/NA 05/07/2013 3846 WOODLEY RD NW OCPI

Building Permit ID: B1306606

Menu New Supervisor Task Activation Help

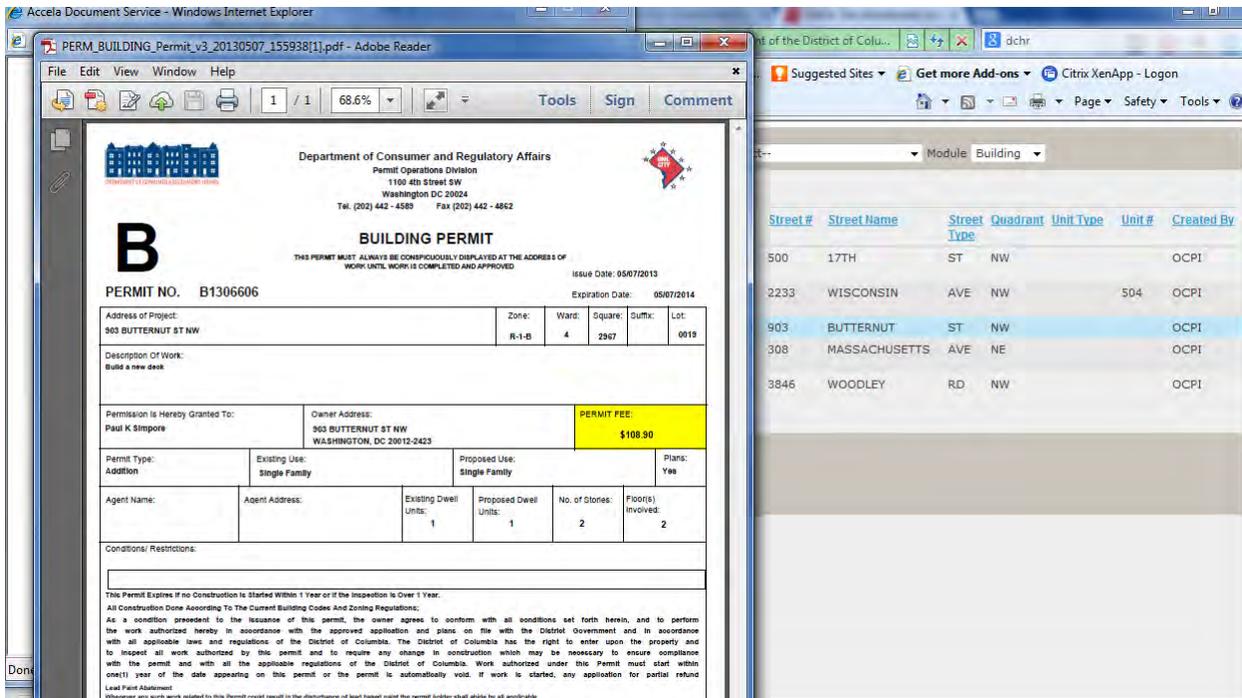
Go To: Workflow

Workflow Tasks

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

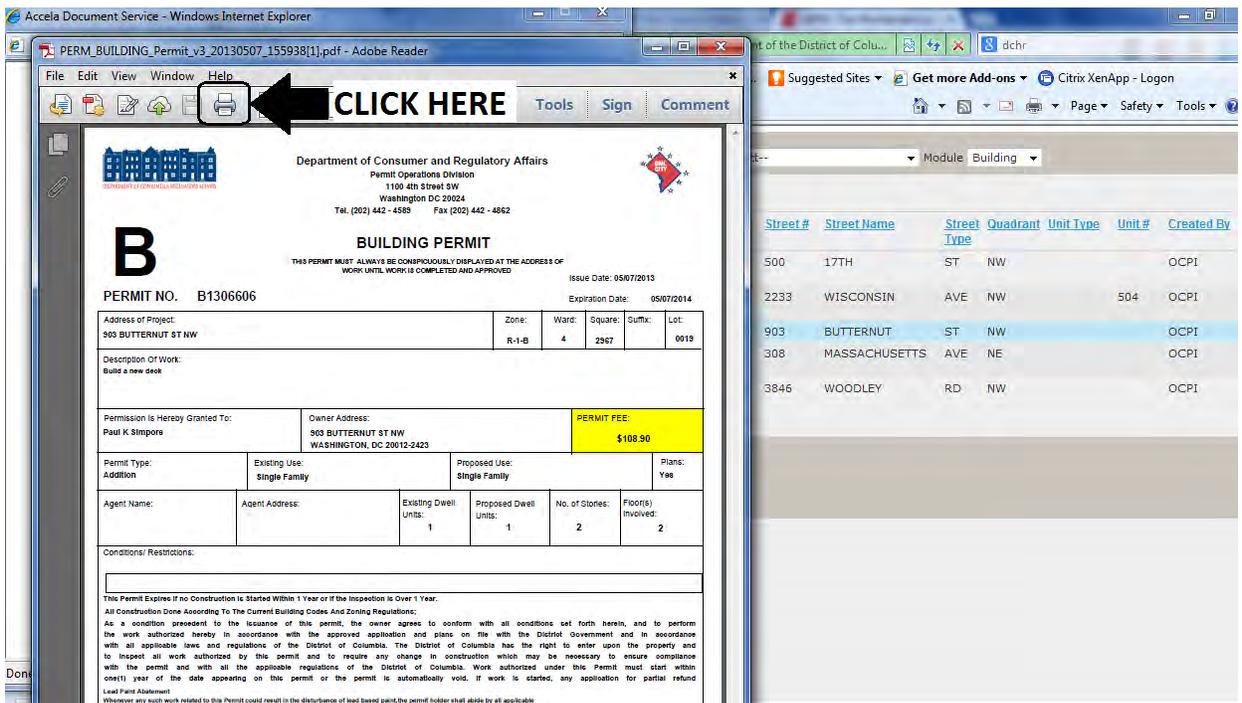
CLICK HERE →

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

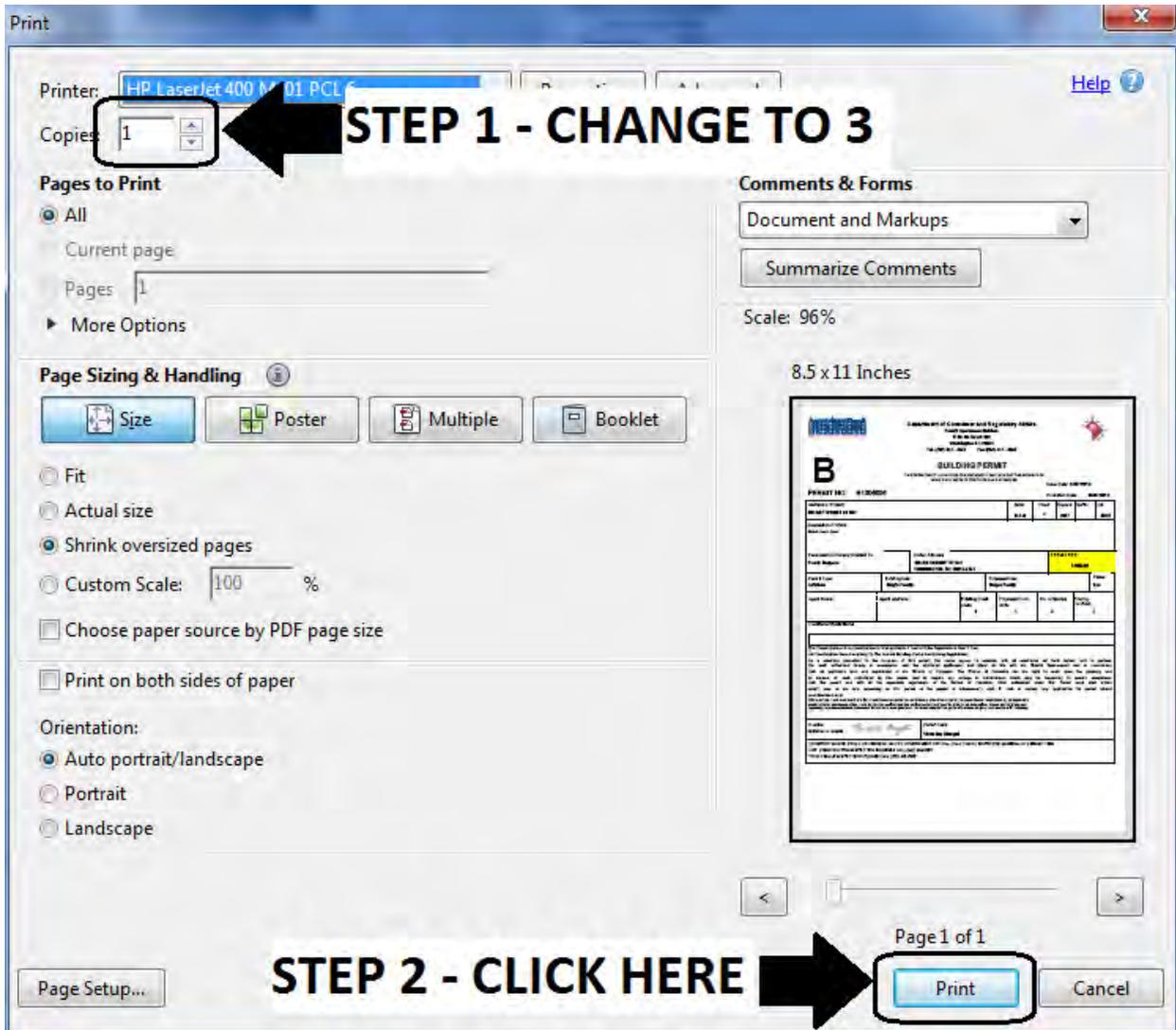


30. Review the generated permit with the customer on the computer screen to ensure that all information has been captured correctly.

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



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



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

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

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

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

- Application
- Invoice
- Receipt
- Bas

37. 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.

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

39. Below is a sample copy of an issued Building Permit.

Department of Consumer and Regulatory Affairs

Permit Operations Division

1100 4th Street SW

Washington DC 20024

Tel. (202) 442 - 4589 Fax (202) 442 - 4662

TO SCHEDULE INSPECTIONS PLEASE CALL (202) 442 9557

B

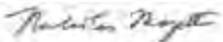
BUILDING PERMIT

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

Issue Date: 08/14/2012

PERMIT NO. B1008616

Expiration Date: 08/14/2013

Address of Project: 901 MASSACHUSETTS AVE NW		Zone: DD/C-3-C	Width: 2	Square: 6370	Sublot: 	Lot: 0801
Description Of Work: TO ERECT A 15 STORIES HOTEL FOR THE MARRIOTT MARQUIES HOTEL, AND 7 LEVELS BELOW GRADE BELOW GRADE WILL HOUSE A GRAND BALLROOM, JUNIOR BALLROOMS, MEETING ROOMS, BOARD ROOMS, KITCHENS, THE TOWER WILL CONTAIN THE GUEST ROOMS, RESTAURANTS, SPORTS AND BAR LOUNGE AND STARBUCK-RETAIL.						
Permission Is Hereby Granted To: District Of Columbia		Owner Address: SUITE 397 1350 PENNSYLVANIA AVE SE		PERMIT FEE: \$485,632.68		
Permit Type: New Building	Existing Use: Other (Specify)	Proposed Use: Hotel - R-1			Paint: Yes	
Agent Name: Carlos Rojas	Agent Address: 3686 NORTON PLACE, NW WASHINGTON, DC 20016	Existing Dwell Units: 	Proposed Dwell Units: 	No. of Stories: 15	Fibers/Involved: 	
Conditions/Restrictions: Approved with exception of windows. HPO to review when more information is provided about windows. South elevation should have 1 over 1 windows. East elevation should have 1 over 1 paired, with mullion in between. NO CERTIFICATE OF OCCUPANCY SHALL BE ISSUED UNTIL THE EXTERIOR OF THE HISTORIC AMERICAN FEDERATION OF LABOR BUILDING IS RESTORED AND RENOVATED FULLY WITH FORTY-TWO GUESTROOMS AND A PUBLIC RESTAURANT/BAR AT THE STREET LEVEL PER PUD 370 ZC 88-13 IN THE DD/C-3-C COMMERCIAL ZONE. WALL TEST REQUIRED. This Permit Expires if no Construction is Started Within 1 Year or if the Inspection is Over 1 Year. All Construction Done According To The Current Building Codes And Zoning Regulations. As a condition precedent to the issuance of this permit, the owner agrees to conform with all conditions set forth herein and to perform the work authorized hereby in accordance with the approved application and plans on file with the District Government and in accordance with all applicable laws and regulations of the District of Columbia. The District of Columbia has the right to enter upon the property and to inspect all work authorized by this permit and to require any change in construction which may be necessary to ensure compliance with the permit and with all the applicable regulations of the District of Columbia. Work authorized under this Permit must start within one(1) year of the date appearing on this permit or the permit is automatically void. If work is started, any application for partial refund must be made within six months of the date appearing on this permit. Lead Paint Abatement Whenever any such work related to this permit could result in the disturbance of lead based paint, the permit holder shall abide by all applicable permit activities provisions of the Lead Hazard Prevention and Elimination Act of 2007 and the EPA 'Lead, Renovation, Repair and Painting rule' regarding lead-based paint abatement to residential work practices. For more information, go to http://www.dh-gov, Lead and Healthy Housing.						
Director: Nicholas A. Majett 		Permit Clerk: Stacie Williams				
TO REPORT WASTE FRAUD OR ABUSE BY ANY DC GOVERNMENT OFFICIAL, CALL THE DC INSPECTOR GENERAL AT 1-800-521-1638 FOR CONSTRUCTION INSPECTION INQUIRIES CALL (202) 442-2557 TO SCHEDULE INSPECTIONS PLEASE CALL (202) 442-9557						

CHAPTER 7

SECTION 7.15

PROJECT DOX

1.3 - ProjectDox

Key Concepts

Task List

A task list is a list of to do items for end users that have been assigned for a workflow process. If a user doesn't have any tasks assigned to them in the ProjectDox application no Task List portal will display on the users Active Project's page. If a user has been assigned a task for a given workflow process the list will display in two areas of the ProjectDox site.

Global Task List

The global task list is displayed on the Active Project's page below the list of project's the user has been invited to. This task list will show all tasks assigned to a user across all projects. Tasks can be selected by clicking the link under the Task heading of this portal or select the Task List (PD Flow) button on the Active Project's page to display the task list as a separate window.

Project Specific Task List

A project specific task list contains is a focused view of a task for a specific project. It is accessed by first entering into a project and while inside the project selecting the Task List (Workflow Portals) button. Selection of this button while in the project will display a workflow page that will show any WF reports the user has access to, the project specific task assigned and the start workflow section if permission has been granted.

eForm

An eForm is an html form that is used by the workflow to transfer information and progress the workflow. A user only has access to the eForm when a task has been assigned to them and/or they have taken responsibility to perform a review for a given assignment.

First in Group

The first user who accepts a task takes responsibility of the assignment and the completion of the step. The Fire Department may consist of 5 persons. Using the concept of first-in-group the entire department will be notified of the review and a task issued to their task list. If user 1 of Fire accepts the task it will be assigned specifically to User 1 and the other 4 users of the group will have the task removed from their task lists.

Packaged Review

Electronic Plan Review uses the concept of packaged corrections where a single resubmit notice is sent to the Applicant after all review departments have completed their portion of the review process ("QA Review" and "Review Complete" steps must be completed before notice is sent to Applicant). The notice contains all departmental problems and issues to be resolved. The notice also contains links to the drawings and documents in question with respective markups and notes.

Project Creation from OCPI

A ProjectDox application must be initiated by using DCRA Online Construction Permit Intake (OCPI). An applicant must use OCPI to enter application information from either home or they can come to DCRA and use our Public Computers. Once the applicant completes the submission he/she receives a FJ number used to identify the submission. The applicant must submit this number to the PRC in person to continue the process. Note Once DCRA institute online payment for Permits this step will be eliminated.

A PROJECT CAN NOT BE CREATED IN PROJECTDOX UNTIL THE APPLICATION FEE HAS BEEN PAID THRU OCPI OR THE CASHIER

The screenshot displays the Accela Automation web application interface. The browser address bar shows the URL: https://av.accelaerial.dcrain.dc.gov/jetspeed/portal/media-type/html/user/DC.HWILLIAM/page/default.psm/js_pane/P-11afb491c67-10003. The page title is "Building Permit ID: B1100066". A notification banner states: "A notice was added to this record on 2008-05-26. Condition: ZO Severity: NOTICE". The main content area shows a form for permit details, including Permit No (B1100066), Permit Type (Building/Construction/New Building/NA), Status, Opened Date (05/27/2011), and Expiration Date. The Description of Work is "PROJECT DOX TEST RECORD". Below the form, there is a table for financial information:

Total Fee Involved	Total Paid	Balance
0.00	0.00	0.00

The "My Tasks" section displays a table of tasks:

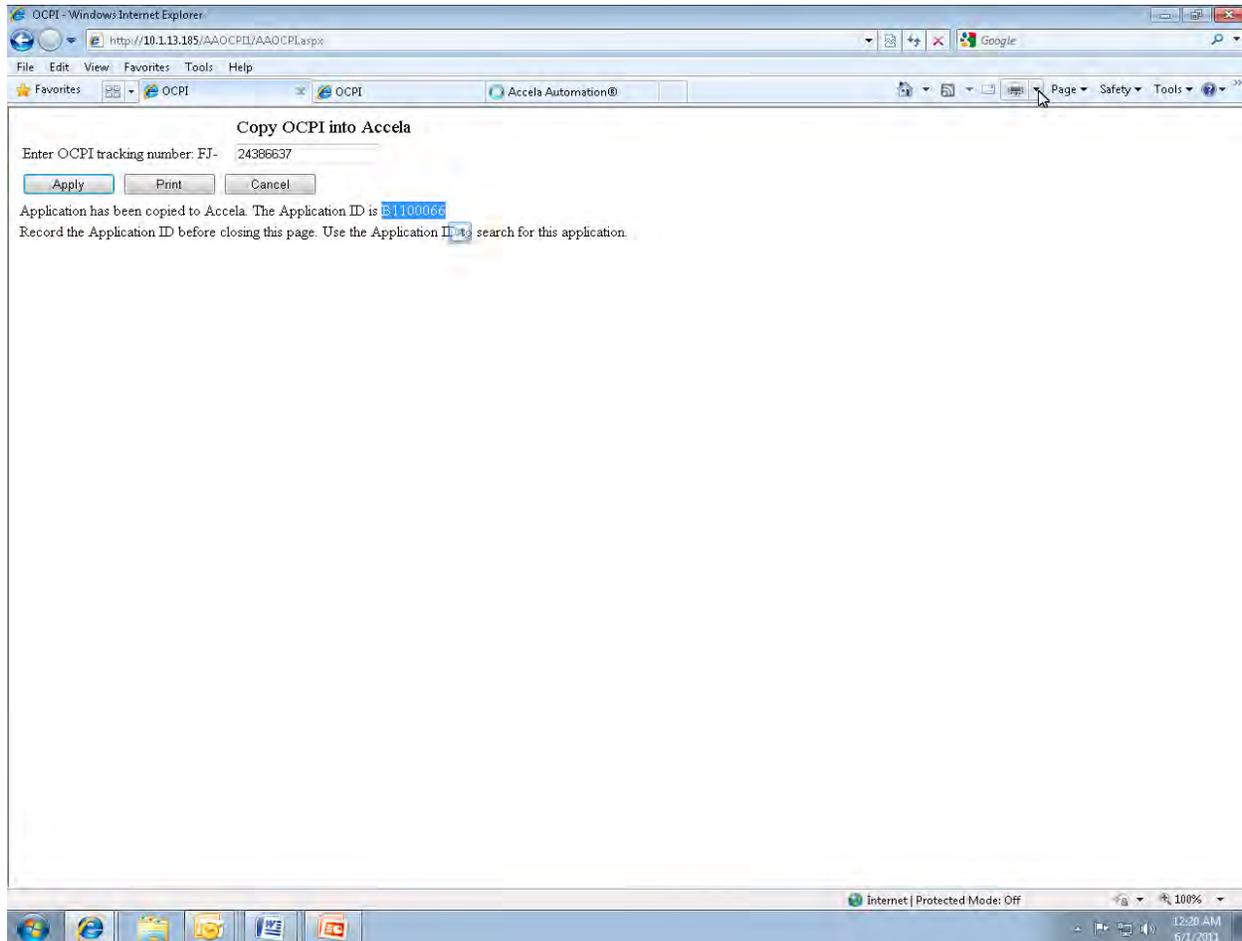
Permit #	Task	Status	Assigned Date	Due Date	Type
MS62521	BZA Review			11/13/2002	Building/Construction/Miscellaneous/NA
MS62519	CFA Review			11/13/2002	Building/Construction/Miscellaneous/NA
MS62523	CFA Review			11/13/2002	Building/Construction/Miscellaneous/NA
MS62527	Chinatown Review			11/13/2002	Building/Construction/Miscellaneous/NA
MS62519	Chinatown Review			11/13/2002	Building/Construction/Miscellaneous/NA
MS62521	Chinatown Review			11/13/2002	Building/Construction/Miscellaneous/NA
MS62523	Chinatown Review			11/13/2002	Building/Construction/Miscellaneous/NA
MS62521	DDOE Review	DDOE Review - HFC		11/13/2002	Building/Construction/Miscellaneous/NA
MS62519	DDOE Review			11/13/2002	Building/Construction/Miscellaneous/NA
MS62523	DDOE Review			11/13/2002	Building/Construction/Miscellaneous/NA
MS62527	DDOT Review (Public Space)			11/13/2002	Building/Construction/Miscellaneous/NA
MS62519	DDOT Review (Public Space)			11/13/2002	Building/Construction/Miscellaneous/NA
MS62523	DDOT Review (Public Space)			11/13/2002	Building/Construction/Miscellaneous/NA
MS62521	DDOT Review (Public Space)			11/13/2002	Building/Construction/Miscellaneous/NA
MS62527	DOR Review			11/13/2002	Building/Construction/Miscellaneous/NA

The left sidebar contains navigation menus: "Workflow" (Workflow History, Application Info, Application Tables, Pay Fees, Manage Fees, Related Cap's, Schedule Inspections, Manage Inspections, Manage Documents, Assign Tasks, Contacts), "Reports" (My Reports, ABL, Abatement, Agency Management, BCIB, Boiler, Commercial Inspections, Inspections, Inspections Management, Permitting, Proactive, RePrint, VPU, Zoning), and "Quicklinks" (REVIEW REQUIREMENTS, APPLICATION REQUIREMENTS, PLS, FILE NET DOCUMENTS, DCRA INTRANET, REAL PROPERTY DE, OCPI TO ACCELA, ACCELA TO PROJECT DOX, Bulletin Board). Two red arrows point from the "ACCELA TO PROJECT DOX" and "ACCELA TO ACCELA" links in the Quicklinks section to a text box below the screenshot.

The Links to convert The OCPI application to Accela and Project Dox

The PRC will take the number provided by the customer and enter it in the program that will convert the OCPI application to an Accela cap. The PRC can run this application from the Accela Quick Link Portlet or from this URL <http://10.1.13.185/AAOCPI1/AAOCPI.aspx>

The program will provide the PRC with an Accela Cap ID. Take note of the Cap Id you will use in the Next Step.



ProjectDox Creation

Before an application can be moved into ProjectDox the PRC must verify or populate the required fields in Accela. The required fields are;

Agent For Owner

- Last Name - This field must be filled in. If the applicant is a company enter the company name in this field
- Relationship - This field must be set to Agent for Owner. May be already populated by System
- Email - This field must be filled in for the applicant to receive any email

App Specific Info - General Information

- Qmatic Number
- Job Class - This field is required to allow ProjectDox to determine the processing path. Either 14 or 30 day review.

The screenshot shows a web browser window with the URL <https://avprod.dcrain.dc.gov/?mode=edit&fromModel=myCap&module=Building&isGeneralCAP=Y>. The page title is "Agent for Owner" and it includes a search bar and tabs for "As Owner" and "As Lic.Prof".

Agent for Owner (Section is required)

Type * Agent for Owner
First Name HEL Middle Name Last Name ARNOLD
Relationship --Select--
Primary
Yes
Organization Name
Address Line 1
Address Line 2 4014 12TH ST NE
Address Line 3
Phone 1 ((XXX)XXX-XXXX) (443) 320-8507
Phone 2 ((XXX)XXX-XXXX)
Fax ((XXX)XXX-XXXX)
City WASHINGTON State DC Zip Code 20017-1807
Email

App Specific Info

LANGUAGE PREFERENCE
Language Preference * English Other

GENERAL INFORMATION SECTION

Q-matic Number * A144 Plans submitted Yes No
Number of plans 0 File Room Bin No Job classification WT
Existing use of building or property Single Family Dwelling - R-3 Proposed use of building or property Single Family Dwelling - R-3
Existing number of stories of building 2 Proposed number of stories of building 2 Existing number of dwelling units 1
Proposed number of dwelling units 1 Wall Check Required Yes No Wall Check Completed Yes No
Construction start date Completion Date of work Expiration Date
Application Comments

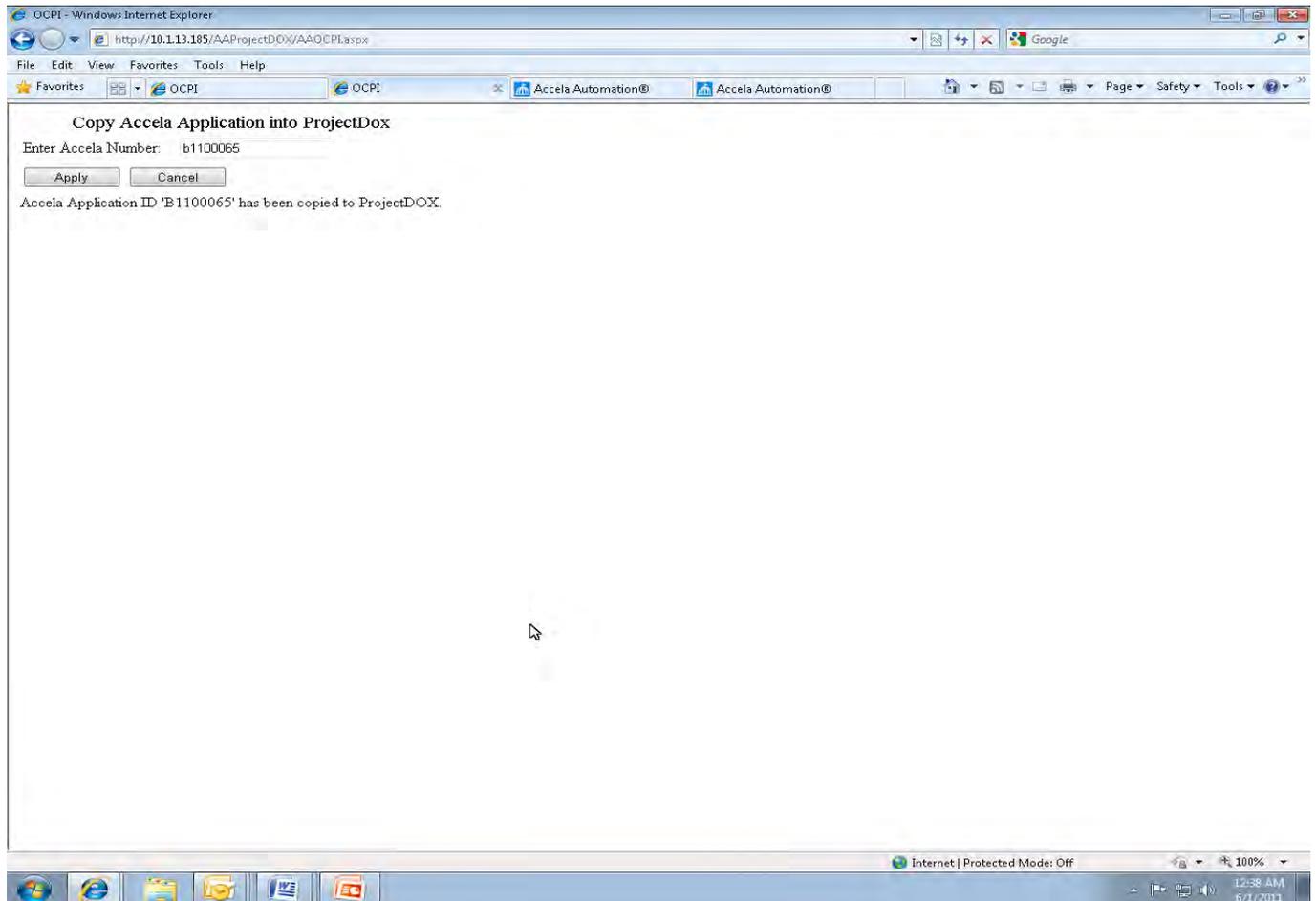
DDOE SECTION

Method of moving construction debris (Other) Specify method
Does the proposed work involve disturbing the earth or razing a building
(A) Is the area of disturbed earth more than 50 Sqft. (B) Soil erosion methods (C) Area of offsite drainage SQFT
Was the Structure Built Before 1978 Removing More Than 2 Sq Ft of Lead Paint

Once the PRC has completed the application including paying the fees in Accela the application can be move to ProjectDox for processing. To move the application to ProjectDox the PRC enters the Accela Cap Id into the program used to convert the Accela application to ProjectDox. Once the application has been move to ProjecDox,

the applicant is notified by email indicating the application has been accepted and a following Email will provide instructions for uploading Drawings.

The PRC can run Accela to ProjectDox application from the Accela Quick Link Portlet or from this URL <http://10.1.13.185/AAPProjectDOX/AAOCPI.aspx>



At this time the applicant receives a customize email notification detailing the submittal process. The First time applicants will be provided a temporary password (initial login only). When the applicant submits plans to the project the responsibility falls to the Plans Review Coordinators (PRC) to start the workflow process.

Once the Applicant has uploaded the Plans the PRC will receive an email indicating the drawings have been uploaded for pre-Screen review. If the drawings are acceptable the PRC then can Start the Workflow to begin the review Process



New File Notification

Attention Herbert Williams:

One or more files have been added to the project listed below.

Project:	B1100063
Path:	B1100063\Drawings
Uploaded by:	Applicant SGA Holdings LLC
Login to ProjectDox	

Files:

1. [0406A-214.pdf](#)
2. [0406A-214a.pdf](#)
3. [1st-floorarchitectural.dwg](#)
4. [1st-floorelectrical.dwg](#)

If you do not have access to the specified folder, please contact the [Project Administrator](#).

[Login to ProjectDox](#) | [Unsubscribe from this notification](#)

33 project(s) out of 33 for Herbert Williams (herbert.williams@dc.gov)

Project	Options	Description	Owner	Status
Applicant Example		Permit project description	Nikki Thorne	[None]
B1000114		New Building Permit	Building Permits	Pending Payment
B1100010		Addition Permit	Building Permits	Under Review
B1100011		Addition Permit	Building Permits	Under Review
B1100012		New Building Permit	Building Permits	Pre-Screen Acceptance
B1100013		Alteration and Repair Permit	Building Permits	Final Processing
B1100014		Addition Permit	Building Permits	Under Review
B1100018		New Building Permit	Building Permits	[None]
B1100019		Addition Permit	Building Permits	Under Review
B1100020		Alteration and Repair Permit	Building Permits	[None]
B1100021		New Building Permit	Building Permits	Pre-Screen Review
B1100030		New Building Permit	Building Permits	[None]
B1100031		New Building Permit	Building Permits	Under Review
B1100033		Alteration and Repair Permit	Building Permits	[None]
B1100035		Alteration and Repair Permit	Building Permits	[None]

Project Name	Task	Attached To	Status	Created On	Updated On	Updated By
B1100065	BeginReview	PRC	Accepted	6/1/2011 1:08:35 AM	6/1/2011 1:12:31 AM	herbert.williams@dc.gov
B1100019	ReviewQA	QA Review	Pending	5/30/2011 12:02:21 PM	5/30/2011 12:02:21 PM	
B1100063	BatchStamps	PRC	Pending	5/25/2011 12:44:28 PM	5/25/2011 12:44:28 PM	
B1100059	DepartmentReview	Structural Review Supervisor	Accepted	5/24/2011 5:51:23 PM	5/24/2011 5:51:47 PM	herbert.williams@dc.gov
B1100051	DepartmentReview	PRC	Pending	5/23/2011 11:07:34 AM	5/23/2011 11:07:34 AM	
B1100051	DepartmentReview	Structural Review Supervisor	Pending	5/22/2011 11:56:59 PM	5/22/2011 11:56:59 PM	
B1100047	DepartmentReview	Zoning Review Supervisor	Accepted	5/22/2011 2:45:04 AM	5/23/2011 3:09:36 PM	kathleen.beeton@dc.gov

You can access your assigned task by either selecting the specific project from Global Task List

or you can use the Project list Screen

Starting the Workflow (PRC)

The PRC Group is responsible for starting the workflow for the DCRA building process. When projects are created the applicant receives an email notification inviting the user to the site and project and providing instructions on how to upload documents to the

site. Once the applicant uploads plans/documents to the site an email notification [ProjectDox New File Notification] is sent to each user in the PRC Group. These emails are the indication that a WF (Workflow) may be started for a review. Below are the steps required to start a WF.

One person from the PRC Group accesses the project in ProjectDox and starts the workflow:

1. Login to ProjectDox
2. Select the Project Name from the available list of active projects verifying the project status is set to "[None]". None means no workflow has been started.
3. **Verify drawings/documents have been uploaded to the project before you start the workflow**
4. Select the Workflow Portal button.
5. Locate the Start Workflows Link in the right pane (at the bottom) and select the appropriate workflow. See next page (Red Arrow)
6. A dialog box will display "Are you sure you want to start this workflow?" Select OK to start the workflow.
 - a. Starting the workflow initiates an email to be sent to all members of the PRC group and assignment of a Pre-screen review task to their task list.
 - b. It is recommended that the user that starts the workflow perform the next step of the process the "PreScreenReview".

IMPORTANT

- **DO NOT CLICK THE START WORKFLOW LINK MORE THAN ONCE. THIS WILL CAUSE MULTIPLE WORKFLOWS ALLOWING THE APPLICANT TO UPLOAD ADDITIONAL DOCUMENT AND CONFUSING THE REVIEWERS.**
- Electronic Plan Review requests that have not had the workflow started will show with a status of [NONE] on the users Active Projects Page. Reviews that have been started will show some other Status of the project on the Active Project's Page.
- A workflow should not be started until documents are available in the project. Once a WF is started the applicant's ability to upload documents is removed.

http://projectdoxtest.dhra.dc.gov/?ProjectID=94 - ProjectDox - Windows Internet Explorer

System Administrator
avolve
software

B1100065

Main Contact: Williams Herbert

Workflow Portals | Info | Notes | Email | Edit

Expand current | Collapse | **New Building Permit**

Show All Tasks For All Users

Task	Attached To	Status	Created On	Updated On	Updated By	Action
------	-------------	--------	------------	------------	------------	--------

Page 1 of 1 (1 items)

Available reports:

Name:	Description:	Workflow, Date Started, Status:
Agency Review Status	Display each department assigned to the review and the status	B1100065 Building Workflow, 5/27/2011 1:11:00 PM, Idled
Current Project - Workflow Routing...	Task status, user group, user, and cycle for the workflow	B1100065 Building Workflow, 5/27/2011 1:11:00 PM, Idled
Current Project - Task Time Report	Track the time a task is in the responsibility of a user or user ...	B1100065 Building Workflow, 5/27/2011 1:11:00 PM, Idled

Page 1 of 1 (3 items)

Start Workflows:

Start EForm in Dev mode

- [StartBuildingReview_14](#)



Click the Link to Start Workflow. The system will display the appropriate link depending on the Job class entered in Accela. So it is important to select the correct job class before moving the record to ProjectDox. The 14 Day review link (StartBuildingReview_14). The 30 Day link (StartBuildingReview)

Department of Consumer & Regulatory Affairs



Pre-Screen Review Task Assignment

,
You have been assigned a task on B1100065. Please log into ProjectDox to review the initial document submissions from the Applicant for this permit request.

Project Name:

B1100065

Assigned By:

Herbert Williams

Task Assignment:

PreScreenReview

[Project Access](#) | [Login To ProjectDox](#)

@ 2010 Department of Consumer and Regulatory Affairs

Group Notification Email Sent to PRC Group requesting a project Pre Screening review.

http://projectdoctest.d.cra.dc.gov/?ProjectID=94 - ProjectDox - Windows Internet Explorer

System Administrator
avolve™ software

B1100065 Main Contact: Williams Herbert

Workflow Portals Info Notes Email Edit

Expand current | Collapse

New Building Permit

Show All Tasks For All Users

Task	Attached To	Status	Created On	Updated On	Updated By	Action
PreScreenReview	PRC	Pending	5/27/2011 1:11:07 PM	5/27/2011 1:11:07 PM		

Page 1 of 1 (1 items)

Available reports:

Name:

- [Agency Review Status](#)
- [Current Project - Workflow P](#)
- [Current Project - Task Time](#)

Workflow, Date Started, Status:

- review and the status B1100065 Building Workflow, 5/27/2011 1:11:00 PM, Idled
- for the workflow B1100065 Building Workflow, 5/27/2011 1:11:00 PM, Idled
- ility of a user or user ... B1100065 Building Workflow, 5/27/2011 1:11:00 PM, Idled

Start Workflows:

Start EForm in Dev mode

- StartBuildingReview 14

Message from webpage

Do you want to accept this task?

OK Cancel

Page 1 of 1 (3 items)

javascript:_doPostBack('ctl00\$Main\$ctl00_Main_Grid_0_1_0\$LaunchEForm','')

Internet | Protected Mode: Off

1:25 PM
5/27/2011

Pre Screen Review (PRC)

This is the first step in the process and is used to review the uploaded drawings/documentation for the project prior to assigning the review to the departments. It replaces the manual intake of the plans done at the counter when an Applicant applies for a permit in the business center. After a workflow is started by a PRC, the PRC group is notified via email that a Pre Screen Review task has been assigned to

them and a task has been placed on their task list in ProjectDox. At this time no person has accepted the assignment allowing any person in the PRC Group to complete this step. A best practice is for the person who starts the workflow to complete the initial pre-screen review by following the below steps:

1. Login to ProjectDox
2. Locate the Project
3. Click Workflow Portal if necessary
4. Select the task link "PreScreenReview" found under the heading **Task** on the Task List to open the eForm.
5. A dialog box will display "Do you want to accept this task? ". Select "OK" to accept responsibility for completing the task.
6. Click the Save button on the eForm to save the task until you have completed the pre screen review.
7. Navigate to the Drawings and Supporting Documents folders and review the documentation as required based on your business rules to determine if the review will be Approved, Rejected or cancelled (Void).
8. Select the Pre Screen task again from workflow portal to show the eForm and choose the appropriate button. Button selection will determine the progress of the WF.
 - a. **Approve** – WF will progress forward to the Begin Review step where the PRC will route the reviews to the required departments.
 - b. **Reject** – WF will send an email to the applicant, restore the applicant's upload permission and place a task on their task list to complete. When rejecting a review the comment text box can be used to provide information to the applicant explaining the reason for the resubmit request.
 - c. **Void Review** – WF will be cancelled. History will be maintained on the Workflow tab of the project (available to SA/PA) to show the WF was run.
9. Once the appropriate button is selected the eForm will close and the task removed from the PRC's task list.

Applicants Response to Rejected Plans

Correction Complete (Applicant)

This step is used to notify the applicant of issues with the uploaded drawings/documentation and requests for more information or correction of information prior to the departments being assigned. This step is the responsibility of the applicant and initiated by the PRC when the "Reject" button is selected in the pre-screen review.

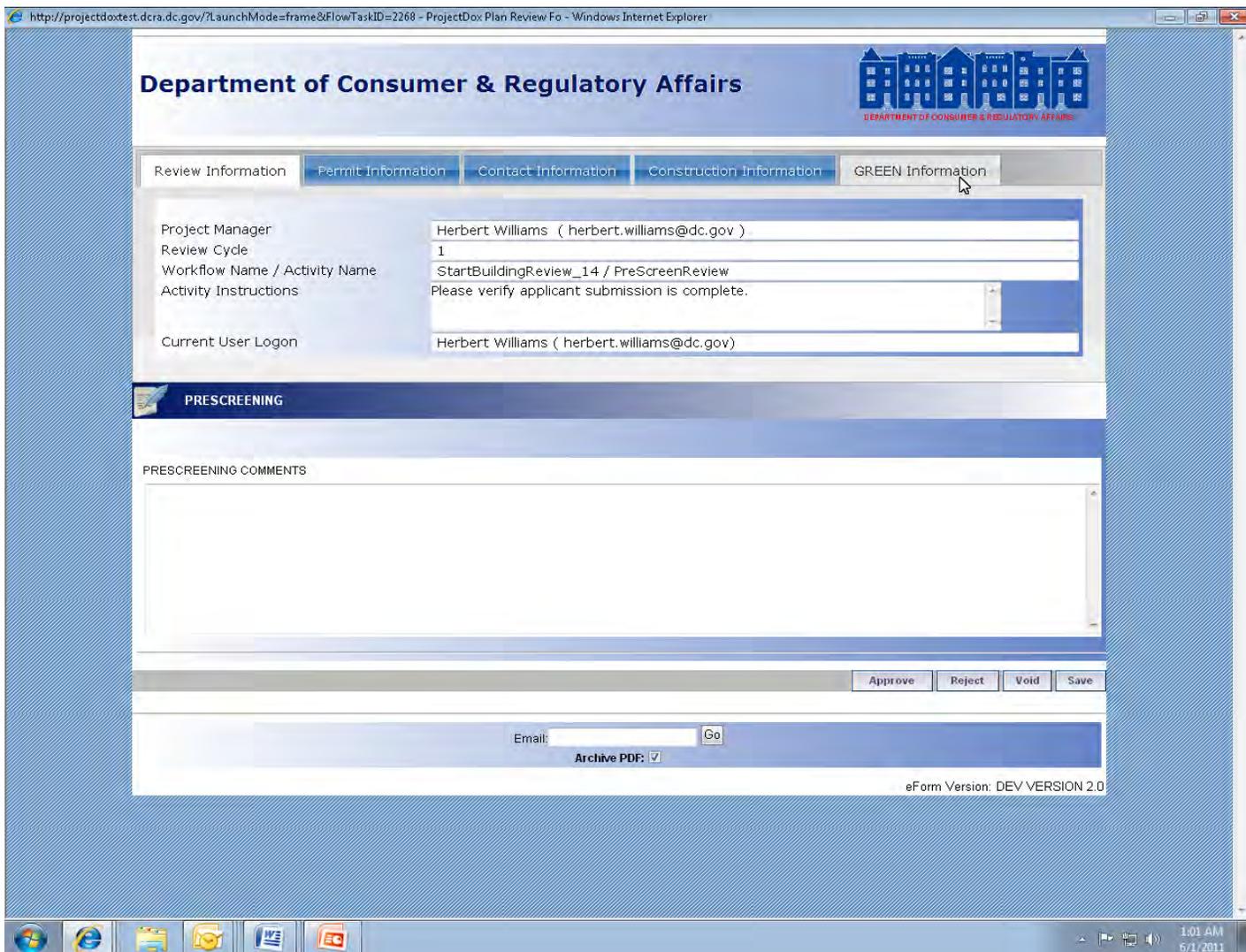
The applicant will receive an email notification informing them of the resubmit request and to login to ProjectDox to get more information. The applicant has 30 days to resubmit to DCRA.

The applicant should perform the below steps to complete the task.

1. Login to ProjectDox
2. Locate the permit number on either their global or project specific task list.
3. Select workflow Portal button
4. Select the task link "CorrectionComplete" found under the heading **Task** on the Task List to open the eForm.
5. Review the comments provided by the PRC (if applicable) on the eForm.
6. Click Save button on the eform.
7. Upload to the respective folder in ProjectDox the additional documents or drawings as requested
8. From workflow portal click the "CorrectionComplete" link to Navigate back to the eForm and select the checkbox to indicate items have been provided. This action enables the "**Correction Complete**" button to become enabled.
9. Select the "**Correction Complete**" button to close the eForm, complete the task and remove it from the task list.
 - a. Selection of this button will allow for the following:
 - i. Email notification sent to the PRC Group inviting them to perform the prescreen review again
 - ii. Revoke the applicant's upload permission

IMPORTANT

- The applicant has 30 days to complete the resubmit during the "Correction Complete" step. If no action is taken by the Applicant the WF will programmatically jump to the "pre-screen review" step giving control to the PRC Group to determine how to proceed with the review (Approve, Reject or Cancel). The Applicant, PRC and File Room groups will be notified via email that the 30 days has expired.



The pre screen process is used to make sure all the supporting document and the submitted plans are in order, if everything is in order then click the Approved button. If the applicant has not fulfilled all of the requirement, then enter comment in the pre screening comment box and click the Reject button. This will send the applicant a message informing them that the submission is incorrect as discussed on the previous page.

ProjectDox Task Assignment Notification for B1100065 - Message (HTML)

Message

Reply Reply Forward Delete Move to Create Other Block Safe Lists Categorize Follow Mark as Find Send to
 Respond to All to All Actions Actions Actions Junk Sender Not Junk Options Up Unread Related Select OneNote
 Junk E-mail Find

From: pdtest@dcra.dc.gov
 To: Williams, Herbert R. (DCRA)
 Cc:
 Subject: ProjectDox Task Assignment Notification for B1100065

Sent: Wed 6/1/2011 1:09 AM

Department of Consumer & Regulatory Affairs


DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS

Task Assignment

You have been assigned a task in Project: **B1100065**. Please log into ProjectDox and select/verify the required agencies for the review.

Project Name:	B1100065
Assigned By:	Herbert Williams
Task Assignment:	BeginReview

[Login To ProjectDox](#)

© 2010 Department of Consumer and Regulatory Affairs

I

1:09 AM
6/1/2011

If the PRC approved the submission an Email is sent to the PRC indicating that a task has been assigned. This task is to Begin the Review. This step is where the PRC will assign the Review departments and send Email to all selected reviewers.

http://projectdoxtest.dhra.dc.gov?ProjectID=94 - ProjectDox - Windows Internet Explorer

System Administrator
avolve software

B1100065

Main Contact: Williams Herbert

Expand/collapse | Collapse | New Building Permit

Workflow Portals | Info | Notes | Email | Edit

B1100065

- Incoming
- Drawings (12 Files - 0 New)
- Supporting Documents
- Approved Drawings
- Approved Supporting Documents

Show All Tasks For All Users

Task	Attached To	Status	Created On	Updated On	Updated By	Action
BeginReview	PRC	Pending	6/1/2011 1:08:35 AM	6/1/2011 1:08:35 AM		

Page 1 of 1 (1 items)

Available reports:

Name:	Description:	Workflow, Date Started, Status:
Current Project - Workflow Routing...	Task status, user group, user, and cycle for the workflow	
Agency Review Status	Display each department assigned to the review and the status	B1100065 Building Workflow, 5/27/2011 1:11:00 PM, Idled
Current Project - Task Time Report	Track the time a task is in the responsibility of a user or user...	B1100065 Building Workflow, 5/27/2011 1:11:00 PM, Idled

Page 1 of 1 (3 items)

Start Workflows:

- Start EForm in Dev mode
 - [StartBuildingReview_14](#)

Internet | Protected Mode: Off | 100%

1:11 AM 6/1/2011

Formal Review Process

Begin Review (PRC)

The main function of this step is to route the review to the required departments/users. Once the pre-screen review is approved an email notification is sent to the PRC Group and a task added to the user's task list. Upon selection of the task the eForm will display all possible departments available to assign the review to. While there are two

types of assignment that can be used all groups in the **Begin Review** step use the concept of First-In-Group (explained below).

First Selection Approach (FirstInGroup)

PRC assigns the review task to all Department Reviewers. The first Reviewer to select and accept the review task has it assigned to him/her. The review task is then removed from the other Department Reviewers' task lists.

Supervisor (Individual)

This option allows a department manager or supervisor to assign a plan review task to a specific Plan Reviewer. The department manager can review the application review request and decide who on their staff should complete the required tasks, based on Reviewer availability, skill set, etc. (Note Structural and Zoning use this option)

To Begin Reviews use the following steps;

1. Login to ProjectDox
2. Select the task link "BeginReview" found under the heading **Task** on the Task List to open the eForm for the project.
3. A dialog message will display Do you want to accept this task? Select OK to take responsibility for the task completion removing it from the others task lists.
4. On the eForm locate the **Select** column in the Department Review table
 - a. **NOTE:** Five departments will be programmatically selected indicated by a checkmark in the checkbox for the following departments: Electrical, Fire, Mechanical, Plumbing, Structural Review Supervisor, and Zoning Review Supervisor.
5. Verify the pre-selected departments are required and add or remove departments as needed.
 - a. Add new departments by placing a checkmark in the checkbox of the select column for the department
 - b. Deselect a department by removing the checkmark from the checkbox for the department
6. Select the "**Begin Review**" button a dialog box will display "Completing this task will finish your participation in this step and cannot be undone." Continue? ". Select "Ok" to initiate the review and send the email invite notifications to the selected departments and their corresponding users.
 - a. The eForm will close, the task completed and the task removed from the users task list.

IMPORTANT

- Only departments with a checkmark in the checkbox will be invited to the review.
- Once the Begin Review button is selected and the dialog response given the PRC will no longer have access to the eForm to add additional departments or make changes.

http://projectdoxtest.dcr.dca.dc.gov/?LaunchMode=frame&FlowTaskID=2301 - ProjectDox Plan Review Fo - Windows Internet Explorer

Current User Logon: Herbert Williams (herbert.williams@dca.gov)

ASSIGN REVIEWERS

CYCLE	SELECT	DEPARTMENT	ASSIGNMENT	REVIEWER
1	<input type="checkbox"/>	CFA REVIEW	First In Group	Anne Brockett
1	<input type="checkbox"/>	CHINATDWN REVIEW	First In Group	Anne Brockett
1	<input type="checkbox"/>	DDOE REVIEW	First In Group	Nykia Barnes
1	<input type="checkbox"/>	DDOT REVIEW	First In Group	Juan Amaya
1	<input type="checkbox"/>	DDH REVIEW	First In Group	Bruce Fippens
1	<input type="checkbox"/>	EISF REVIEW	First In Group	Toni Taylor
1	<input checked="" type="checkbox"/>	ELECTRICAL REVIEW	First In Group	Leslie Gardner
1	<input type="checkbox"/>	ELEVATOR REVIEW	First In Group	Luchi Lu
1	<input checked="" type="checkbox"/>	FIRE REVIEW	First In Group	Silroy Brown
1	<input type="checkbox"/>	GREEN REVIEW	First In Group	Tay Garnett
1	<input type="checkbox"/>	HPRB REVIEW	First In Group	Anne Brockett
1	<input checked="" type="checkbox"/>	MECHANICAL REVIEW	First In Group	Chrys Edet
1	<input type="checkbox"/>	NCPC REVIEW	First In Group	Anne Brockett
1	<input checked="" type="checkbox"/>	PLUMBING REVIEW	First In Group	Chrys Edet
1	<input checked="" type="checkbox"/>	STRUCTURAL REVIEW SUPERVISOR	First In Group	Robert Chen
1	<input type="checkbox"/>	WASA REVIEW	First In Group	Kevin Cole
1	<input type="checkbox"/>	WHITE HOUSE REVIEW	First In Group	Robert Henry
1	<input type="checkbox"/>	WMATA REVIEW	First In Group	Robert Henry
1	<input checked="" type="checkbox"/>	ZONING REVIEW SUPERVISOR	First In Group	Kathleen Beeton

Buttons:

Email:

Archive PDF:

eForm Version: DEV VERSION 2.0

1:20 AM 6/1/2011

ADDITIONAL FEATURES

Change Assignment Type

When the eForm displays there are 3 columns that are enabled for the end user to make selections from they include the Select, Assignment and Reviewer columns. Upon display the Assignment column displays the intended assignment type (FirstInGroup). The PRC can select the dropdown to change the assignment from FirstInGroup to Individual or vice versa for exceptions in the assignment process.

1. Select the checkbox for the required department
2. In the Assignment column select the dropdown box and choose Individual for the specific department
3. In the Reviewer column select the name of the single person that should perform the review for the selected department

Request for Additional Groups Received

A task can be assigned back to the QA Group by a department while in the Department Review Step requesting an additional group added to the review. When a plan reviewer selects the "Request Additional Groups" button on the eForm (WF is in the Department Review step) a task is assigned to the QA Group. The QA will receive an email notification stating in the subject line a new group has been requested. The department reviews are not affected by this request; however the Request Additional Groups button will show as disabled until the QA fulfills this request. A QA should follow the below steps to complete this task:

1. Login to ProjectDox
2. Select the task link "DepartmentReview" found under the heading **Task** on the Task List screen and accept the task by selecting "OK" to the dialog message.
3. Review the Requested Groups section of the eForm for the group being requested.
4. Navigate to the "Select Reviewers" section and select the checkbox for the new department(s) to be assigned.
5. Click the "**Assign/Remove Reviewers**" button
 - a. The **Assign/Remove Reviewers** button must be selected to initiate the invitation to the selected group
6. Click the "**Complete Group Request**" button to close the eForm and complete the task.

Removing an Assigned Department

A department can be removed by a QA when the Request Additional Groups button is selected as long as no plan reviewer for the department has accepted the task. If the task for the department to be removed shows as Assigned the below steps can be followed to remove a department.

1. On the eForm remove the checkmark from the Select Column of the Select Reviewers table on the eForm.
2. Click the "**Assign/Remove Reviewers**" button.

- a. The page will refresh and the row displayed in the Department Review table will be removed and the task removed from the task list of the users associated to the group.
3. Click the **“Complete Group Request”** button to close the eForm and complete the task or follow the above steps to add an Additional Group.

IMPORTANT

Departments cannot be added and removed in the same action. The addition or removal of users must be a done sequentially if both actions are required.

Update Accela Workflow

The last step for the PRC is to update the Accela Workflow.

The screenshot displays the Accela Automation web application in a Windows Internet Explorer browser. The address bar shows the URL: <https://av.accelatnrial.dcr.in.dc.gov/jetspeed/portal>. The page title is "Accela Automation® - Windows Internet Explorer".

The main content area shows a table of building permits. The table has columns for Permit ID, Status, Description, Date, and other details. The following table represents the data shown in the screenshot:

Permit ID	Status	Description	Date	Other
B1100065	Projectdox Acc...	Building/Construction/New Building/NA	05/27/2011	300 M ST SE ONLINE
B1100063	Review In Process	Building/Construction/New Building/NA	05/25/2011	300 M ST SE ONLINE
B1100064	Open	Building/Construction/Addition Alteration Repair/NA	05/25/2011	300 M ST SW 00NG1 HWILLI
B1100062	Review in Process	Building/Construction/New Building/NA	05/24/2011	300 M ST SE ONLINE

Below the table, the "Building Permit ID: B1100064" is displayed. A green notification banner states: "A notice was added to this record on 2010-05-26 Condition: YMATA Severity: NOTICE".

The "Workflow Tasks" section is visible, showing a list of tasks for the selected permit. A red arrow points to the "Plan Review Coordinator" task. The tasks listed are:

- Plan Review Coordinator
- Mechanical Review
- Electrical Review
- Fire Review
- Elevator Review
- Structural 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
- Green Review
- Plumbing Review
- Zoning Review

The left sidebar contains navigation options such as "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", "Reports", and "Quicklinks".

The status must be changed to "ProjectDox Under Review." This will allow progression.

The screenshot displays the Accela Automation web application interface. The browser address bar shows the URL: <https://av.accelatinal.dcr.in.dc.gov/jetspeed/portal>. The interface includes a navigation sidebar on the left with sections like "My Navigation" and "Reports". The main content area shows a table of permits with columns for Permit #, Description, Building/Construction, Date, and Status. Below the table, the details for Building Permit ID: B1100064 are displayed, including a notice, a menu bar, and a form for task details. The "Status" dropdown menu is open, showing options such as "Application Accepted", "Application Canceled", "Application Incomplete", "Application Withdrawn", "New Application", "ProjectDox Accepted", and "Renewal Application". A red arrow points to the right side of the interface.

Permit #	Task	Status	Assigned Date	Due Date	Type
B1100065	Projectdox Acc...	Building/Construction/New Building/NA	05/27/2011	300	M
B1100063	Review In Process	Building/Construction/New Building/NA	05/25/2011	300	M
B1100064	Open	Building/Construction/Addition Alteration Repair/NA	05/25/2011	300	M
B1100062	Review in Process	Building/Construction/New Building/NA	05/24/2011	300	M

Building Permit ID: B1100064

A notice was added to this record on 2008-05-26.
Condition: VMATA Severity: NOTICE

Menu Submit Assign Reset Calculate Hours Cancel Help

Task Details - Plan Review Coordinator
Department: PLAN REVIEW COORDINATOR
Staff: Current User (Joseph Bemby)
Status: --Select--
Status Options: Application Accepted, Application Canceled, Application Incomplete, Application Withdrawn, New Application, ProjectDox Accepted, Renewal Application
Status Date: 06/01/2011
Due Date: 05/26/2011
Comments: Standard Comment
Start Time: End Time: Hours Spent:

My Tasks
Menu Search Help My QuickQueries: --Select--

Permit #	Task	Status	Assigned Date	Due Date	Type
MS62521	BZA Review			11/13/2002	Building/Construction/Miscellaneous/NA
MS62519	CFA Review			11/13/2002	Building/Construction/Miscellaneous/NA
MS62523	CFA Review			11/13/2002	Building/Construction/Miscellaneous/NA
MS62527	Chinatown Review			11/13/2002	Building/Construction/Miscellaneous/NA
MS62514	Chinatown Review			11/13/2002	Building/Construction/Miscellaneous/NA

CHAPTER 7

SECTION 7.16

RAZE

1.4 - Raze

In order to raze a building (take a building down to the ground), the property owner or contractor must first get a raze permit) in order to disconnect utilities and gain further regulatory approvals.

Raze Permit fees are assessed based on the cubic volume of the structure that is to be razed; any fee adjustment necessary after field inspection will be assessed on issuance of the Raze Permit. Razing a building before you get a Raze Permit is a violation of the Construction Code and can result in significant fines and penalties.

- Sidewalk deposits and/or tap bills may be required before Raze Permit issuance. Contact DDOT's Public Space Management Administration at (202) 442-4670 to get more information.
- Get the soil erosion package for Raze Contractors from DDOE's Soil Erosion Unit, located in the Permit Center, to prepare your raze operation plan.
- A plumbing supplemental permit, obtained by a plumber Registered and Licensed in the District of Columbia, is required for any water/sewer line cap.
- Fees are required for abandonment of the water/sewer services in the public easement (paved road).
- You must pay any outstanding water bills before a Raze Permit can be issued.
- You are required to obtain a sign-off by any adjacent property owners when the raze involves party walls.

Step 1. Complete Areas 1-4 and Section A of the Raze Application Package and submit:

1. Certification for Raze Permit Application
2. Current Certificate of Insurance – General Liability
3. Environmental Intake Form (EIF)
4. Photo(s) accurately depicting premises

Step 2. For residential property, DCRA staff will prepare and forward clearance letters to the Rent Administrator for review and approval.

Step 3. DCRA staff will prepare and give letters to the applicant for the Historic Preservation Review Board and/or the US Commission of Fine Arts, if applicable.

Step 4. Payment of the Raze Permit fee is required. Fee calculation is based upon the volume of the structure in cubic feet times .02.

Step 5. DCRA staff will prepare and issue clearance letters to the applicant for these agency approvals/sign-offs:

- DCRA (Construction Inspection)
- Department Of Health (Vector Control)
- Washington Gas (Utility Cut-Off)
- DCRA (Plumbing Inspection)
- DDOT (Public Space)
- DC Water (Sewer/water line cut)
- DDOE (Asbestos Abatement)
- PEPCO (Utility Cut-Off)
- DDOE (Soil Erosion Control)
- Verizon (Utility Cut-Off)
- DCRA Zoning Administration (Overlay Impacts on Site)

Step 6. The applicant is responsible for submitting clearance letters to required agencies, paying any required fees to the agencies, getting written approvals, and returning the originals to DCRA.

Step 7. Before DCRA will issue a Raze Permit, the building(s) must be unoccupied. If the building is still occupied, DCRA will accept and process the Permit Application, but will not issue the Permit until the applicant notifies the Permit Division that the building is vacant.

Step 8. After the applicant has provided all required approved clearance letters, vacated the property, and paid any additional fees as determined by the field inspection, DCRA will issue a Raze Permit granting the applicant the authority to raze the structure by the razing method specified in the Application.

- Any fee adjustment necessary after field inspection will be assessed on issuance of the Raze Permit.
- A plumbing supplemental permit, obtained by a plumber registered and licensed in the District of Columbia, is required for any water/sewer line cap.

- Fees are required for abandonment of the water/sewer services in the public easement (paved road).
- The applicant is required to obtain a sign-off by any adjacent property owners when the raze involves party walls.
- **Insurance Coverage**
 1. The applicant must submit a Certificate of Insurance covering the raze operation/contractor – unless the building you plan to raze is an accessory building 500 square feet or less in area and not more than one story, wholly detached from any other building on the same or adjoining premises.
 2. The Certificate should:
 - Show the holder of the insurance as: Deputy Director, Permit Division, 1100 4th St SW Washington DC 20024
 - Include a 30-day advance notice cancellation clause.
 - Include these amounts of insurance coverage: Bodily Injury, \$100,000; Aggregate, \$300,000; and Property Damage, \$100,000.
 - State that the insurance covers “Razing Operations in the District of Columbia,” if the scope of the insurance is for blanket coverage.
 - If the insurance is for one specific address only, state that, “Razing Operations at _____”

CHAPTER 7

SECTION 7.16.1

INTAKE

1.4.1 - Intake

- Below is a copy of the application for a Raze permit. This application must be filled out in its entirety and the applicant must provide pictures of the structure to be razed along with a Certificate of Insurance.

Print Form



Government of the District of Columbia

APPLICATION FOR RAZE PERMIT

Application can be downloaded and is fillable except for signature area. If not filling out on computer, please type or print legibly in ink. Please provide **detailed information**. Write N/A (non-applicable) for items that do not apply. Erasing, crossing out, whitening out, or otherwise altering any entered information will void this application. The owner of record must sign the application with an original signature.

Applicable code sections are in the 2008 DC Building Code Supplement Chapter 1 § 105.1.7, 105.1.7.1, 105.1.7.1.1, 105.1.7.1.2, 105.1.7.2, and Section 155A.

Application Date:

1. INFORMATION ON PROPERTY					
1. Address of Proposed Work	2. Quad	3. Ward	4a. Square	4b. Suffix	5. Lot
<input style="width: 95%;" type="text"/>	N	One	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

2. APPLICANT INFORMATION			
6. Property Owner	7. Complete mailing address (include zip)	8. Phone Number(s)	9. Email
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
10. Agent/Contractor for Owner (if applicable)	11. Complete mailing address (include zip)	12. Phone Number(s)	13. Email
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

3. TYPE OF PERMIT
14. Check all that apply: <input type="checkbox"/> Raze Permit

4. DESCRIPTION OF BUILDING			
15. Description of Building to be Razed (e.g., two story brick single family dwelling)	16. Existing Number of Stories of Bldg:		
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>		
17. Use(s) of Property (specifically indicate if any use is residential.)	18. Materials of Building (brick, wood, etc.)		
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>		
19. Bldg Length (ft)	20. Bldg Width (ft)	21. Bldg Height (ft)	22. Bldg Volume (cu ft) (L x W x H)
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

OFFICIAL USE ONLY

CONDITIONS/ COMMENTS:

SECTION A. RAZE PERMIT		
23. Raze Contractor's Name	24. Contractor's Address (including zip code)	25. Contractor's Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
26. Historic District?	<input type="checkbox"/> Yes <input type="checkbox"/> No	33. Raze Contractor Signature
27. CFA?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
28. Raze Entire Building?	<input type="checkbox"/> Yes <input type="checkbox"/> No	34. Property Owner Signature
29. Building Condemned?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
30a. Party Wall?	<input type="checkbox"/> Yes <input type="checkbox"/> No	30b. If yes, adjacent property owner signature is required.
		30c. Any raze permit application for a building(s) involving party walls must include 2 copies of a plan that show how the party wall(s) will be protected.
31. Building Vacant?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Building must be vacant before Raze Permit issuance.
32. Public Space Vault?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Official Use Only
		Fee <input type="text"/> By <input type="text"/> Date <input type="text"/>
33. Plumber's Name	34. Plumber's License Number	35. Raze Method (ball, bulldozer, by hand, etc.)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<p>1. You must submit a Certificate of Insurance covering the raze operation/contractor-- unless the building you plan to raze is an accessory building 500 square feet or less in area and not more than one story, wholly detached from any other building on the same or adjoining premises.</p> <p>2. The Certificate should:</p> <ul style="list-style-type: none"> • Show the holder of the insurance as: Deputy Director, Permit Division, 1100 4th St SW, Washington, DC 20024 • Include a 30-day advance notice cancellation clause. • Include these amounts of insurance coverage: Bodily Injury, \$100,000; Aggregate, \$300,000; and Property Damage, \$100,000. • State that the insurance covers "Razing Operations in the District of Columbia," if the scope of the insurance is for blanket coverage. • If the insurance is for one specific address only, state that, "Razing Operations at _____" (address of raze operation) 		
36. Insurance Company	37. Policy or Certificate No.	38. Expiration Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
39. Asbestos in Building? If yes, indicate location:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Official Use Only
		Fee <input type="text"/> By <input type="text"/> Date <input type="text"/>



APPLICATION FOR RAZE PERMIT INSTRUCTIONS

GENERAL INFORMATION

- In order to raze a building, the Property Owner or Contractor must first get a Raze Permit, which starts the process of utility disconnections and further regulatory approvals.
- The Owner or Contractor must get a Raze Permit, which approves the razing method and certifies that the utilities have been properly disconnected.
- Razing a building before you get a Raze Permit is a violation of the Construction Code (DCMR 12) – and can result in significant fines and penalties.
- Raze Permit fees are assessed based on information you provide; any fee adjustment necessary after field inspection will be assessed on issuance of the Raze Permit.
- Sidewalk deposits and/or tap bills may be required before Raze Permit issuance. Contact DDOT's Public Space Management Administration at 202 442 4670 to get more information.
- Get the soil erosion package for Raze Contractors from DDOE's Soil Erosion Unit, located in the Permit Center, to prepare your raze operation plan.
- A plumbing supplemental permit, obtained by a plumber Registered and Licensed in the District of Columbia, is required for any water/sewer line cap.
- Fees are required for abandonment of the water/sewer services in the public easement (paved road).
- You must pay any outstanding water bills before a Raze Permit can be issued.
- You are required to obtain a sign-off by any adjacent property owners when the raze involves party walls.

RAZE PERMIT APPLICATION PROCESS

Raze Permit

1. Complete Areas 1-4 and Section A of the application and submit:
 - a. Certification for Raze Permit Application
 - b. Current Certificate of Insurance – General Liability
 - c. Environmental Intake Form (EIF)
 - d. Photo(s) accurately depicting premises
2. For residential property, DCRA staff will prepare and forward clearance letters to the Rent Administrator for review and approval.
3. DCRA staff will prepare and give letters to the applicant for the Historic Preservation Review Board and/or the US Commission of Fine Arts, if applicable. The applicant must get the necessary approvals and submit them to the Permit Division.
4. Payment of the Raze Permit fee is required. Fee calculation is based upon the volume of the structure in cubic feet times .02.
5. DCRA staff will prepare and issue clearance letters to the applicant for these agency approvals/sign-offs:

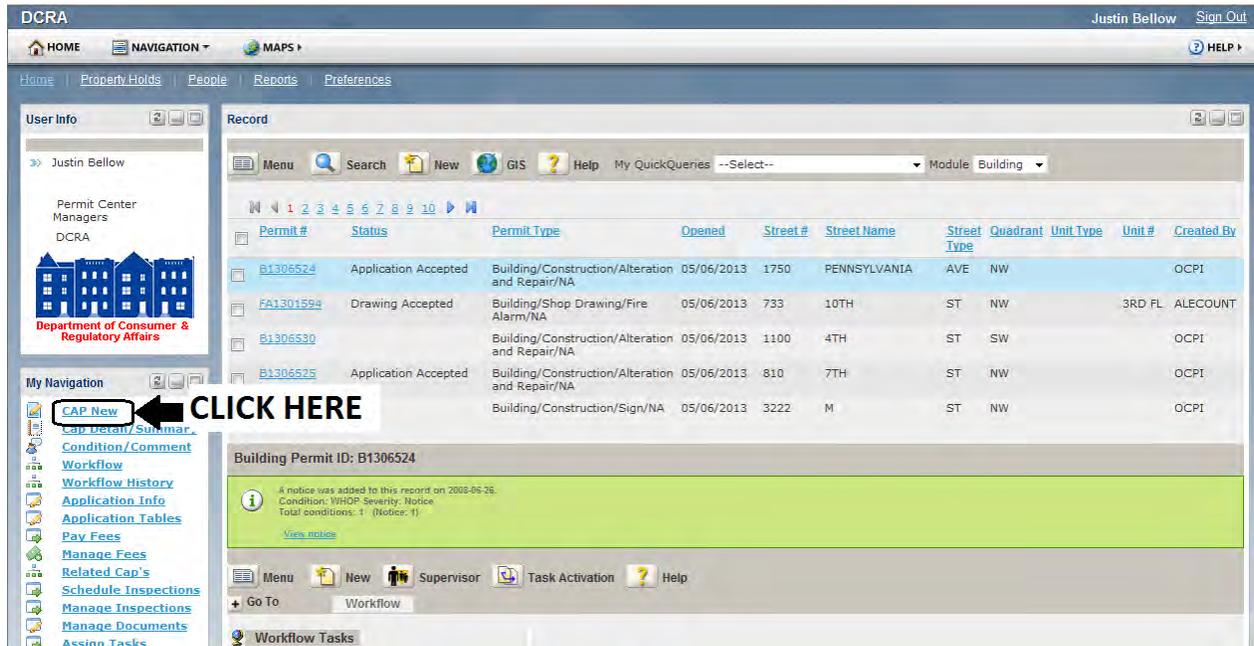
DCRA Construction Inspection	DOH Vector Control	Washington Gas - Utility cut off
DCRA Plumbing Inspection	DDOT Public Space	WASA - Sewer/water line cut
DDOE Asbestos Abatement	PEPCO - Utility cut off	DCRA Zoning Administrator - Overlay impacts on site
DDOE Soil Erosion Control	Verizon Telephone Co - Utility cut off	
6. The applicant is responsible for submitting clearance letters to required agencies, paying any required fees to the agencies, getting written approvals, and returning the originals to DCRA.
7. Before DCRA will issue a Raze Permit, the building(s) must be unoccupied. If the building is still occupied, DCRA will accept and process the Permit Application, but will not issue the Permit until the applicant notifies the Permit Division that the building is vacant.
8. After the applicant has provided all required approved clearance letters, vacated the property, and paid any additional fees as determined by the field inspection, DCRA will issue a Raze Permit granting the applicant the authority to raze the structure by the razing method specified in the Application.

NOTE: DCRA will not issue any Raze Permits before the end of the applicable 30-day Advisory Neighborhood Commission (ANC) notification period.

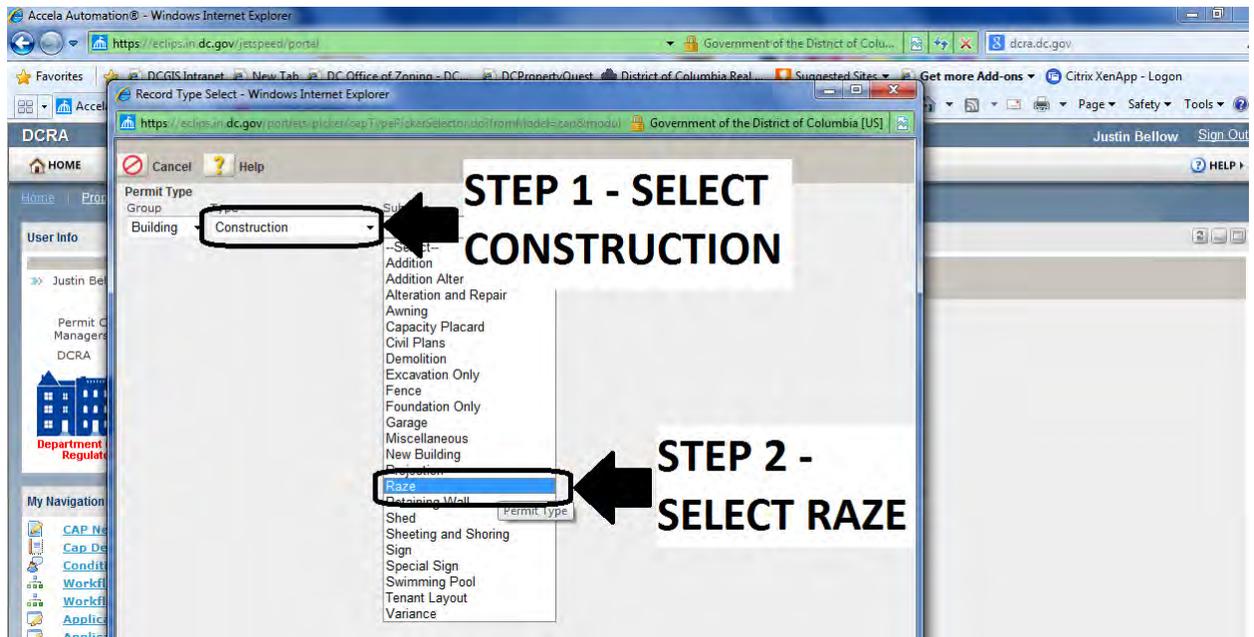
GOVERNMENT OF THE DISTRICT OF COLUMBIA
**CERTIFICATION FOR
RAZE PERMIT APPLICATION**

<p>This certifies that <input style="width: 250px;" type="text"/> (referred to as Owner) owns the property at <input style="width: 150px;" type="text"/> (Legal Name of Property Owner) and that the person signing below has the legal authority to execute this Certification <input style="width: 150px;" type="text"/> (Property Address) and to make the representations and certifications below, on behalf of the Owner.</p> <p>I am applying for a Raze Permit for the subject property.</p> <p>I understand that the Raze Permit must be issued prior to any raze activity or operations.</p> <p>If I do not have a Raze Permit before I start any activity or operations to raze the structure, I will be subject to criminal or civil penalties under District of Columbia laws.</p> <p style="text-align: right;">_____ (Initial here to certify that you have read and understand this paragraph)</p>
<p>A. Use of Property as Housing Accommodation</p> <p>I hereby certify that the structure to be razed <input style="width: 50px;" type="text"/> is <input style="width: 50px;" type="text"/> a housing accommodation. <small>(1818 1104)</small></p>
<p><small>If the structure is a housing accommodation, complete Section B. If the structure is not a housing accommodation, skip to Section C and the signature block.</small></p> <p>B. Additional Provisions Applicable to Razing of "Housing Accommodations"</p> <p>I agree, in accordance with DC Official Code (DCOC) §§ 42-3506.02(a)-(b) and 14 DCMR § 4400.2, not to use the permits to:</p> <ul style="list-style-type: none">Demolish any housing accommodation or rental unit for the purpose of constructing or expanding a hotel, motel, inn, or other transient residential accommodation.Construct or expand a hotel, motel, inn, or other transient residential occupancy on the site of a housing accommodation or rental unit demolished after July 17, 1985. <p style="text-align: right;">_____ (Initial here to certify that you have read and understand this paragraph)</p> <p>I acknowledge that I must comply with the requirements in the "Tenants Opportunity to Purchase Act," codified in DCOC § 42-3404.02, <i>et seq.</i>, and in subchapter VII of the "Rental Housing Act," codified in DCOC §§ 42-3507.01 to 42-3507.03 with implementing regulations in 14 DCMR § 4401. These requirements include, but are not limited to:</p> <ul style="list-style-type: none">Providing tenants with an opportunity to purchase the housing accommodation, via a written copy of an offer for sale, before issuing a Notice to Vacate for purposes of demolition or discontinuance of housing use.Providing tenants with a 180-day Notice to Vacate that complies with and notifies each tenant of his/her potential right to relocation assistance. <p style="text-align: right;">_____ (Initial here to certify that you have read and understand this paragraph)</p>
<p>C. Execution and Certification Applicable to All Applicants</p> <p>I certify that I have read and understand the requirements in this certification and that any representations I made here are true and accurate to the best of my knowledge. If I fail to follow the above requirements, I acknowledge that this application, and any permits issued as a result of it, may be revoked under DCRA's authority and discretion. I acknowledge that I have been advised that failure to get a Raze Permit before I start operations to raze the structure may subject me to criminal and/or civil penalties.</p> <p>Name of Owner: <input style="width: 150px;" type="text"/> Signature: _____ <small>(Print Name of Owner)</small></p> <p>Name of Agent: <input style="width: 150px;" type="text"/> Signature: _____ <small>(Print Name of Authorized Agent)</small></p>

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. Select “Construction” menu, and then select “Raze” from the “Subtype” drop down menu.



3. Accela will now open a new window.

The screenshot shows the 'New Record By Single' form in a web browser. The 'Record Detail' section is required and contains the following fields:

- Permit No. (empty)
- Permit Type: Building/Construction/Raze/NA
- Opened Date: 11/04/2013
- Description of Work (empty text area)

The 'Address' section is not required and includes the following fields:

- Street # (empty)
- Street Name (empty)
- Street Type (empty)
- Quadrant (empty)
- Unit Type (empty)
- Unit # (empty)
- Street # (end) (empty)
- Start Fraction (empty)
- Zip Code (empty)
- Cluster (empty)
- Neighborhood (empty)
- Ext (empty)
- Zone: ANC
- Premise Phone Number (empty)
- Primary: Yes

Below the address section is a 'Parcel' section with a search button.

4. Enter the description of the building to be razed in the “Description of Work” field.

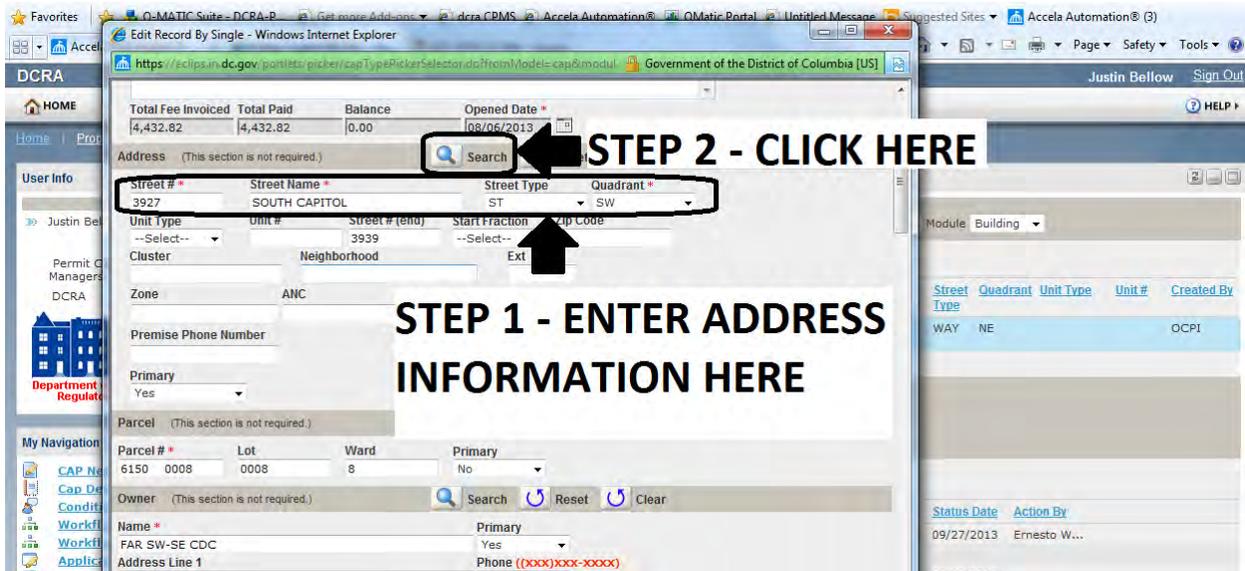
The screenshot shows the 'Edit Record By Single' form. The 'Description of Work' field is now filled with the text 'ONE STORY COMMERCIAL BUILDING'. A red box highlights this field. A red arrow points to the 'Search' button in the 'Address' section. The text 'ENTER DESCRIPTION OF BUILDING HERE' is overlaid on the form.

The 'Address' section includes the following fields:

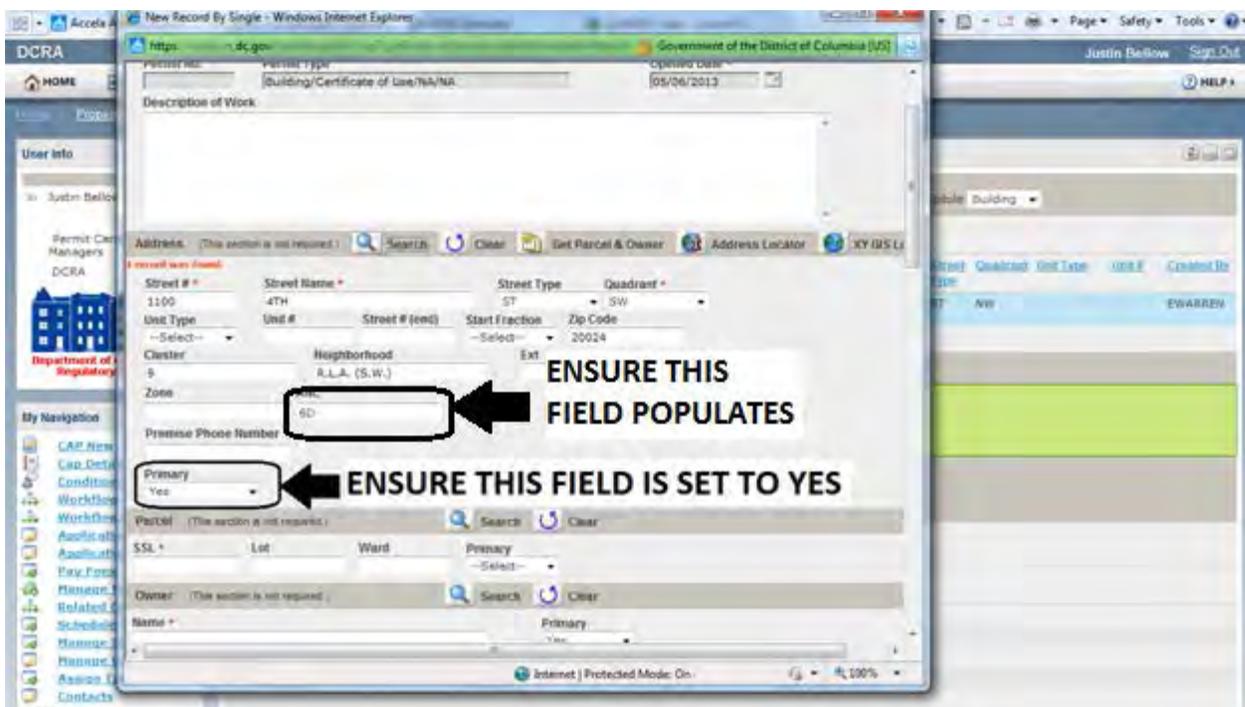
- Street # (empty)
- Street Name (empty)
- Street Type (empty)
- Quadrant (empty)
- Unit Type (empty)
- Unit # (empty)
- Street # (end) (empty)
- Start Fraction (empty)
- Zip Code (empty)
- Cluster (empty)
- Neighborhood (empty)
- Ext (empty)
- Zone (empty)
- Premise Phone Number (empty)

The 'Parcel' section is also visible at the bottom.

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



6. 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.



7. 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.

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

STEP 1 - CLICK HERE

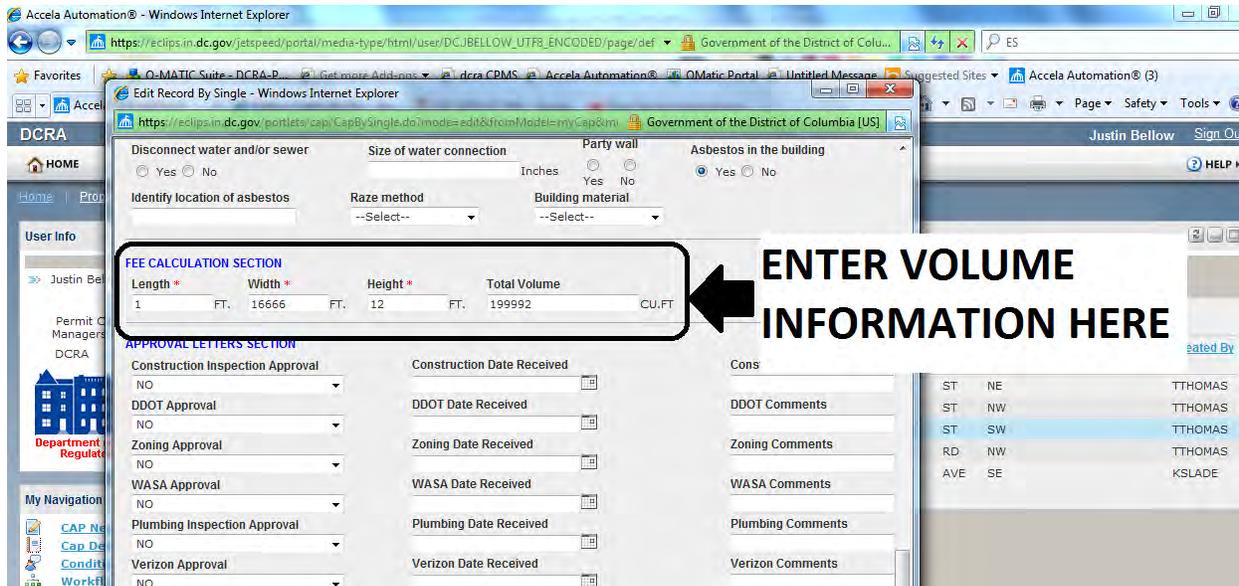
STEP 2 - ENSURE THAT THESE FIELDS POPULATE

9. Enter the Agent and Contractor's information as provided on the application.

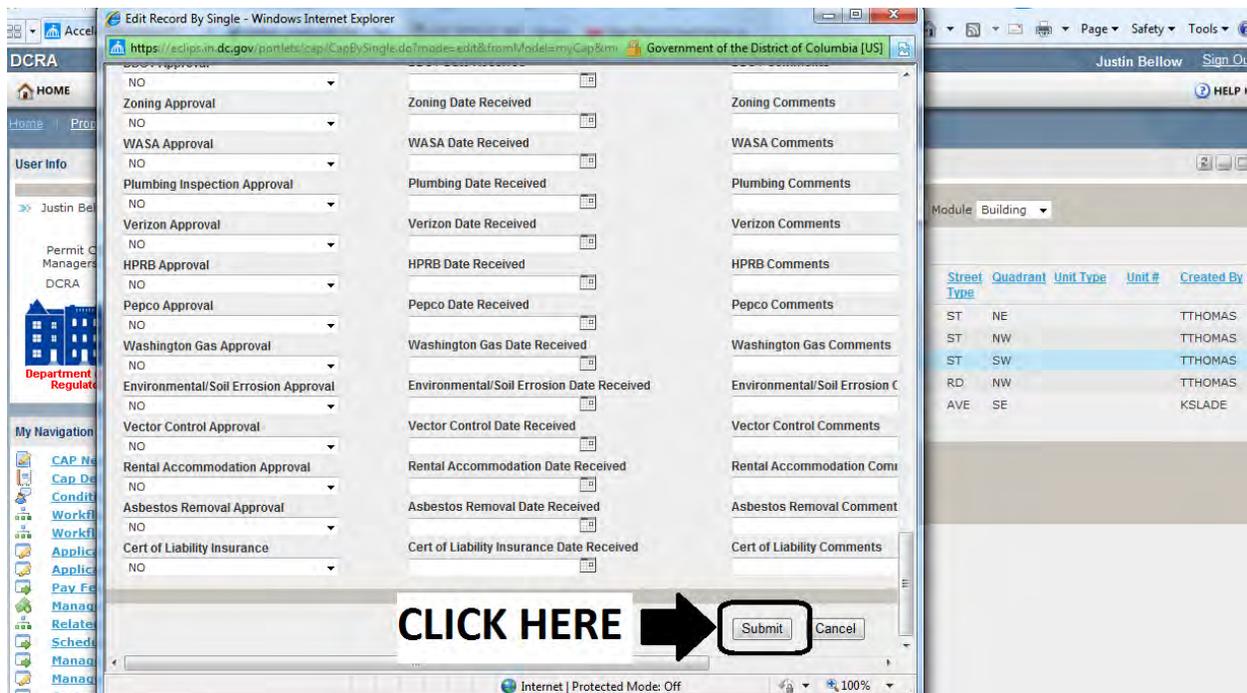
STEP 1 - ENTER AGENT INFO IF PROVIDED

STEP 2 - ENTER CONTRACTOR INFORMATION HERE

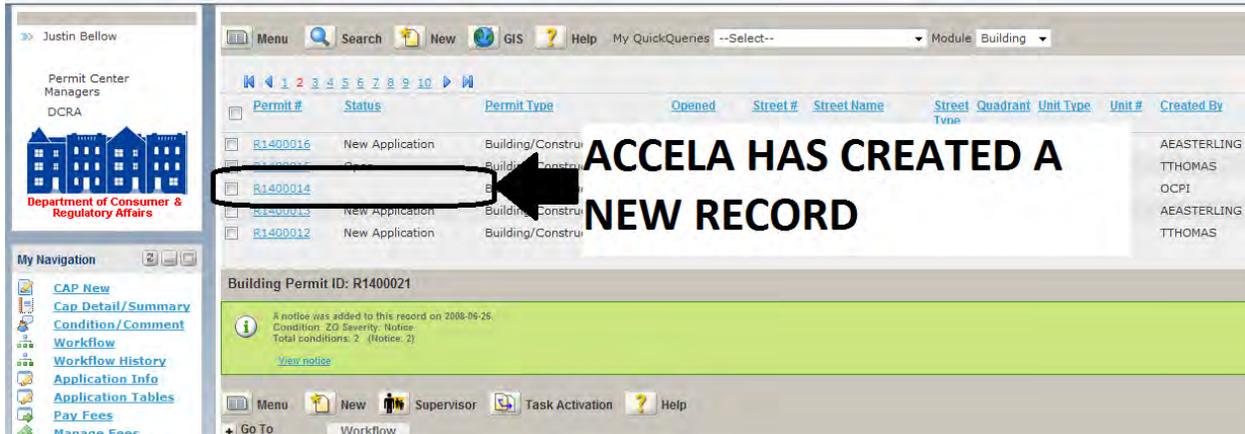
10. Enter the measurements of the building in the indicated fields.



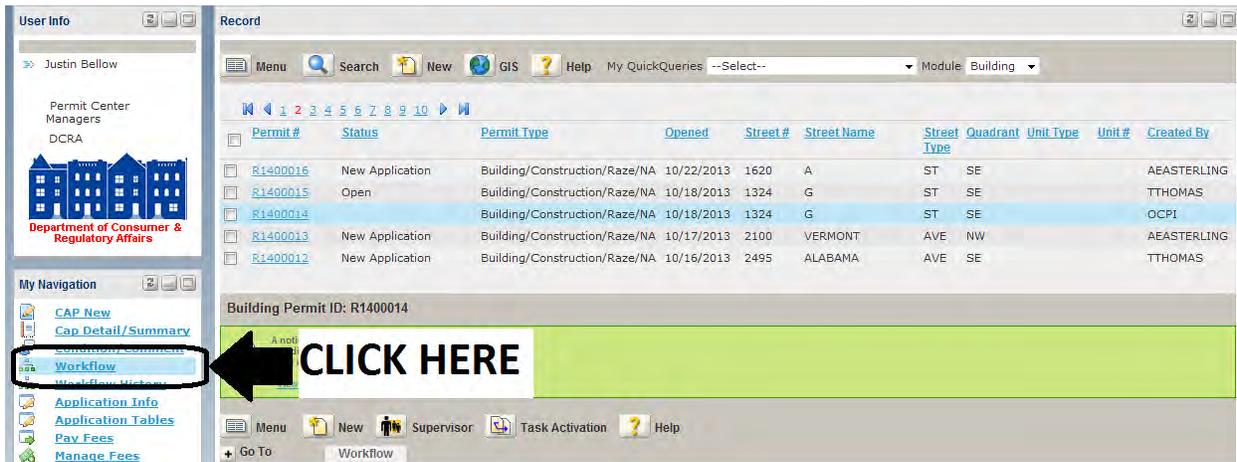
11. Once all information has been completed, scroll down and click the “Submit” icon button.



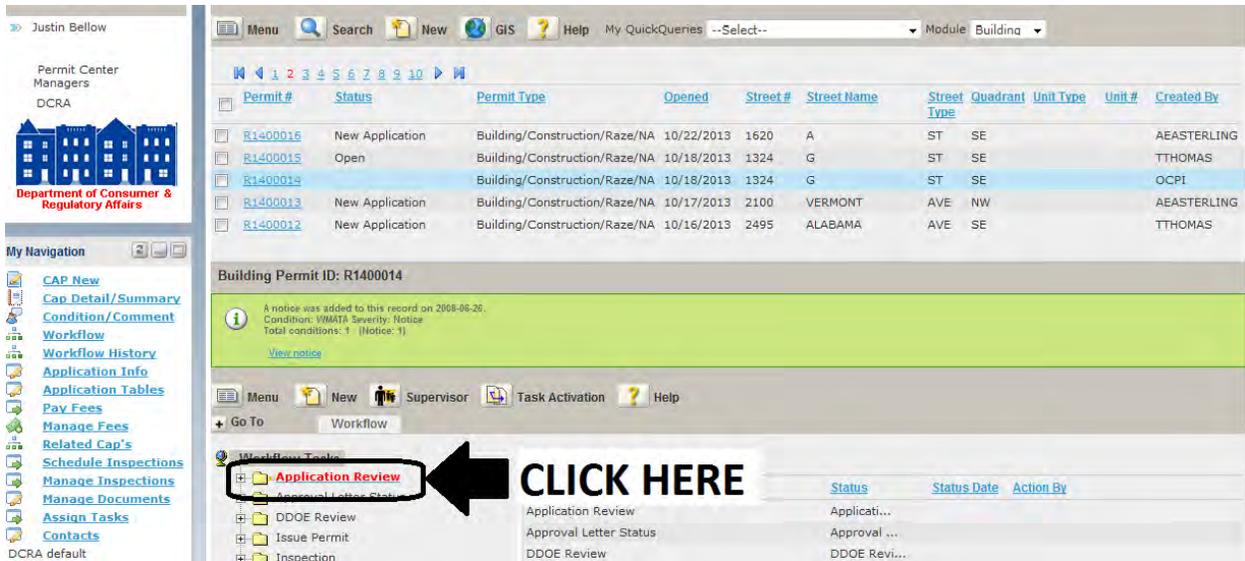
12. After clicking “Submit”, Accela will close the “New Record” window and return to the home screen. The newly created record will now display in the Record Menu.



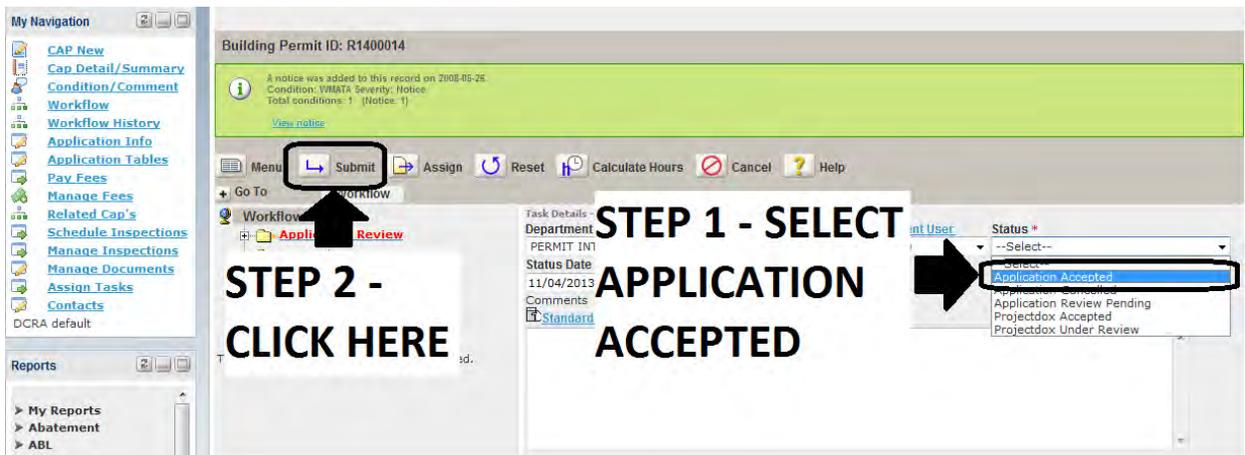
13. Accela will now return you to the home screen. Click the “Workflow” link located in the “My Navigation” menu.



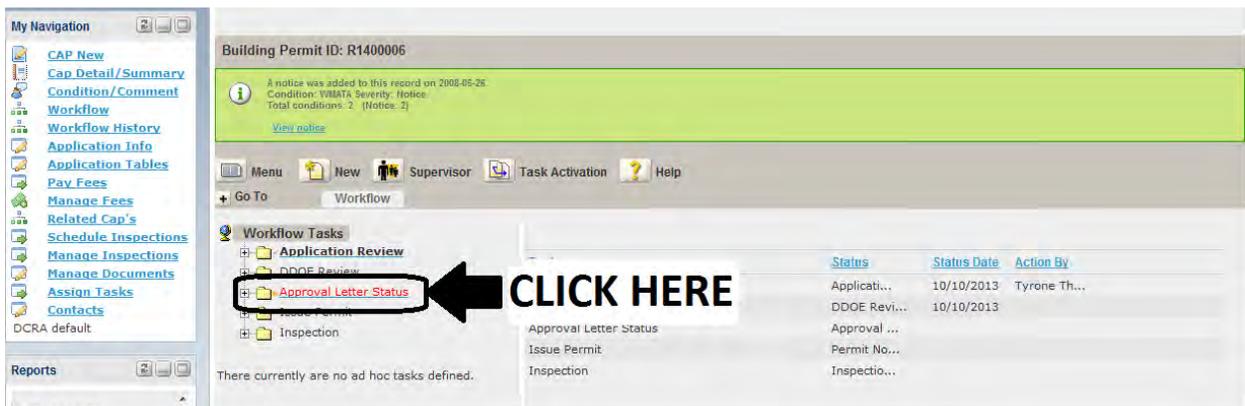
14. Click the “Application Review” link.



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



16.



Justin Bellow

Permit Center Managers
DCRA
Department of Consumer & Regulatory Affairs

My Navigation

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

DCRA default

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

Permit #	Status	Permit Type	Opened	Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #	Cre
B1401104	Open	Building/Construction/Alteration and Repair/NA	10/28/2013	1100	4TH	ST SW				EWAI
CQ1400212	Application Canceled	Building/Certificate of Occupancy/NA/NA	10/23/2013	1100	4TH	ST SW				KSLA
B1311023	Open	Building/Construction/Alteration and Repair/NA	09/13/2013	1100	4TH	ST SW				JBEM
AH3300862		Building/Construction/Miscellaneous/After Hours	08/30/2013	1100	4TH	ST SW				OCPI
B1310189	Application Accepted	Building/Construction/Alteration and Repair/NA	08/20/2013	1100	4TH	ST SW				OCPI

Building Permit ID: B1311023

Menu Save Reset Summary Help

To To

Permit # B1311023 Building/Construction/Alteration and Repair/NA

Status Open Opened Date * 09/13/2013

Description of Work *

CLICK HERE

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

DCRA default

Reports

- My Reports
- Abatement
- ABL
- ACA
- Agency Management
- Boilers
- ICA
- Inspections
- Inspections Management
- OCI
- Permitting
- Permitting Management
- Proactive

Building Permit ID: R1400014

A notice was added to this record on 2013-06-25.
Condition: WIMATA Severity: Notice
Total conditions: 1 (Notice: 1)

View notice

Menu +S Add Delete Void Invoice Help

+ Go To Fee (4)

Fee Calc. Factor: Job Value(Contractor)\$0.00 Fee Total \$59.84

Invoice #	Description	Quantity	Fees	Status	Date Assessed
	Enhanced Service Fee - Raze	1	\$2.72	NEW	10/18/2013
	Enhanced Service Fee - Filing	1	\$2.72	NEW	10/18/2013
	Raze Permit Fee	27.2	\$27.20	NEW	10/18/2013
	Raze Permit Filing Fee	27.2	\$27.20	NEW	10/18/2013

My Tasks

Workflow Task and Inspection Search

131104122146178

An error has occurred while processing your request.

For more detail [Click Here](#) or contact your account manager.

ACCELA HAS GENERATED FEES BASED ON THE VOLUME INDICATED IN ACCELA

Off 100%

My Navigation

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

DCRA default

Reports

- My Reports
- Abatement
- ABL
- ACA
- Agency Management
- Boilers
- ICA
- Inspections
- Inspections Management
- OCI
- Permitting
- Permitting Management
- Proactive

Building Permit ID: R1400014

A notice was added to this record on 2013-06-25.
Condition: WIMATA Severity: Notice
Total conditions: 1 (Notice: 1)

View notice

Menu +S Add

+ Go To Fee (4)

Fee Calc. Factor: Job Value(Contractor)\$0.00 Fee Total \$59.84

Invoice #	Description	Quantity	Fees	Status	Date Assessed
	Enhanced Service Fee - Raze	1	\$2.72	NEW	10/18/2013
	Enhanced Service Fee - Filing	1	\$2.72	NEW	10/18/2013
	Raze Permit Fee	27.2	\$27.20	NEW	10/18/2013
	Raze Permit Filing Fee	27.2	\$27.20	NEW	10/18/2013

CLICK HERE

Building Permit ID: R1300200

Submit **STEP 2 - CLICK HERE**

Fee Schedule: RAZE Version: VERSION 1

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

Fee Item	Quantity	Unit	Notes	Fee Code
Enhanced Service Fee - Raze				RAZEEFEE
Enhanced Service Fee - Filing Fee				
Raze Permit Fee				
Raze Permit Filing Fee	33			
Raze Permit Fee (Manually Enter Amount)				
Revision Fee (Manually Enter Amount)				
Renewal Fee (Manually Enter Amount)				RENEWAL
Penalty Fee (Manually Enter Amount)				PENALTY
Re-Inspection Fee				REINSPFEE
Adjustment Fee (Enter Negative Amount to Subtract)				ADJUSTRAZE

STEP 1 - ENTER "33" HERE

Building Permit ID: R1300200

Menu +S Add Delete Void Invoice **STEP 2 - CLICK HERE**

Go To Fee (6)

Fee Calc. Factor: Job Value(Contractor)\$0.00 Fee Total: \$1,431.10

Invoice #	Description	Quantity	Fees	Status	Date Assessed
	Enhanced Service Fee - Raze	1	\$60.50	NEW	09/06/2013
	Enhanced Service Fee - Filing...	1	\$63.80	NEW	09/06/2013
	Enhanced Service Fee - Filing...	1	\$63.80	NEW	11/04/2013
	Raze Permit Fee	605	\$605.00	NEW	09/06/2013
				EW	09/06/2013
				EW	11/04/2013

STEP 1 - CLICK HERE

Building Permit ID: R1400017

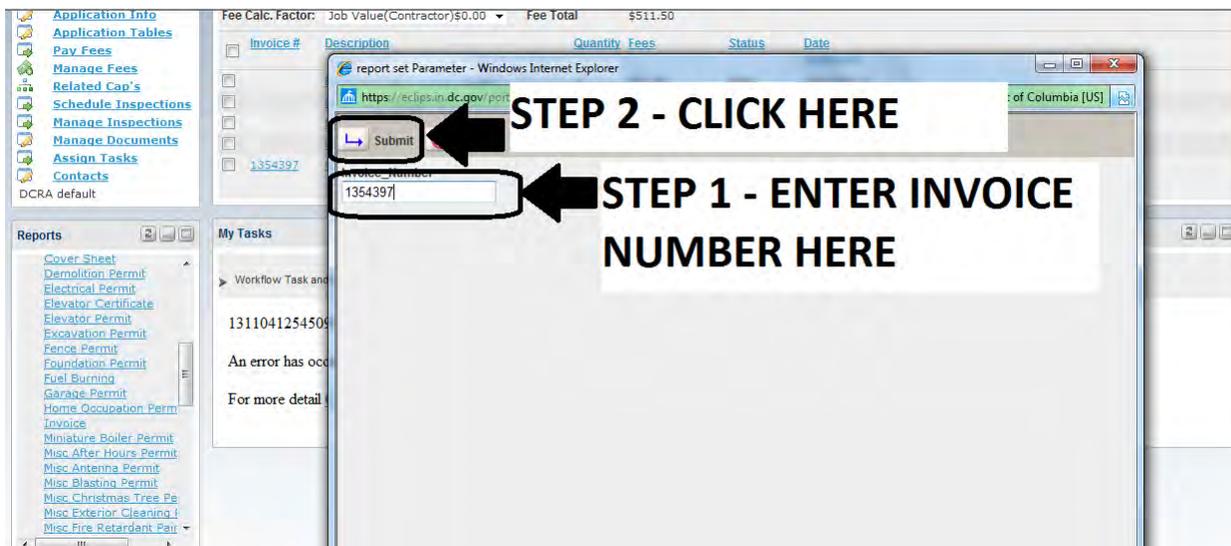
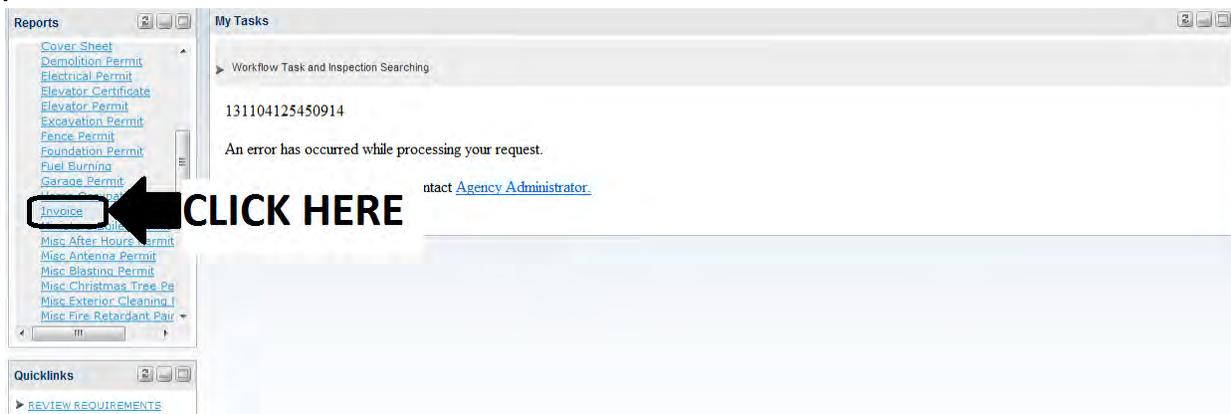
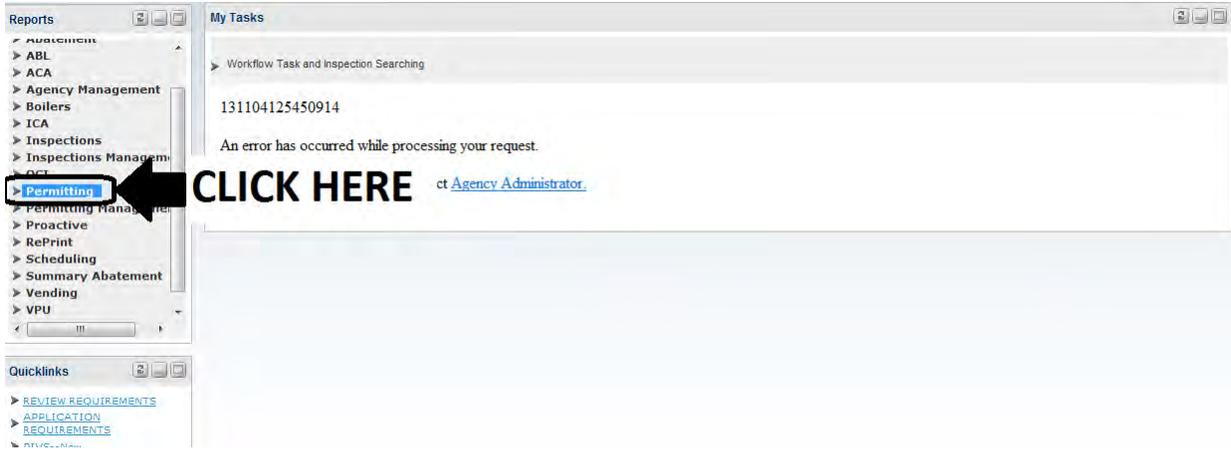
Menu +S Add Delete Void Invoice ? Help

Go To Fee (5)

Fee Calc. Factor: Job Value(Contractor)\$0.00 Fee Total: \$511.50

Invoice #	Description	Quantity	Fees	Status	Date Assessed
	Enhanced Serv				0/23/2013
	Enhanced Serv				0/23/2013
	Raze Permit Fe				0/23/2013
	Raze Permit Fe				0/23/2013
1354397					0/23/2013

ACCELA HAS NOW GENERATED A NEW INVOICE NUMBER



File Edit View Window Help

1 / 1 130%

Tools Sign Comment



DCRA
DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS

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

Remittance Source Document

INVOICE

Date: October 23, 2013

Invoice Number: 1354397

Customer: SAA BLADENSBURG HOUSING LLC

Mailing Address: 1275 K ST NW STE 1200
WASHINGTON, DC 20005-4069

Address of Work: 2615 BLADENSBURG RD NE
WASHINGTON, DC 20018

Permit: R1400017

Type of Permit: Raze

Acct Code:	Fees:	Description:
3012-3034-1000-1910	\$33.00	Raze Permit Filing Fee
Invoice Total:	\$33.00	

Tyrone Thomas

DCRA Justin Bellow Sign Out

HOME NAVIGATION MAPS HELP

Home Property Holds People Reports Preferences

User Info

Justin Bellow

Permit Center Managers
DCRA



Department of Consumer & Regulatory Affairs

My Navigation

- [CAP New](#)
- [Cap Detail/Summary](#)
- [Condition/Comment](#)
- [Workflow](#)

Record

STEP 2 - CLICK HERE

STEP 1 - ENTER PERMIT NUMBER HERE

First Name Last Name

Street # Street Name Street Type Unit #
--Select--

City

Owner Name

Parcel #

License # License Type
--Select--

License First Name License Last Name

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

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
R1300196	Permit Issued		08/29/2013	1137	GIRARD	ST	NW			TTHOMAS
R1300195	Permit Issued		08/26/2013	1217	K	ST	NE			TTHOMAS
R1300194	New Applic		08/27/2013	1101	RHODE ISLAND	AVE	NW			JBEMBRY
R1300193	New Application	Building/Construction/Raze/NA	08/27/2013	1100	Q	ST	NW			JBEMBRY
R1300192	New Application	Building/Construction/Raze/NA	08/26/2013	1101	24TH	ST	NW			TTHOMAS

CLICK HERE

Building Permit ID: R1400022

A notice was added to this record on 2008-06-25.
Condition: WMATA Severity: Notice
Total conditions: 3 (Notice: 3)

Menu New Supervisor Task Activation ? Help

Go To Workflow

Justin Bellow

Permit Center Managers
DCRA

Department of Consumer & Regulatory Affairs

My Navigation

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

Record

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

Permit #	Status	Permit Type	Opened	Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #	Created By
R1400017	New Application	Building/Construction/Raze/NA	10/23/2013	2615	BLADENSBURG	RD	NE			TTHOMAS
R1400016	New Application	Building/Construction/Raze/NA	10/22/2013	1620	A	ST	SE			AEASTERLING
R1400015	Open	Building/Construction/Raze/NA	10/18/2013	1324	G	ST	SE			TTHOMAS
R1400014	Building/Construction/Raze/NA	10/18/2013	1324	G	ST	SE				OCPI
R1400013	New Application	Building/Construction/Raze/NA	10/17/2013	2100	VERMONT	AVE	NW			AEASTERLING

CLICK HERE

Building Permit ID: R1400014

A notice was added to this record on 2008-06-25.
Condition: WMATA Severity: Notice
Total conditions: 1 (Notice: 1)

Invoice ? Help

Fee Calc. Factor: Job Value(Contractor)\$0.00 Fee Total \$96.14

Invoice #	Description	Quantity	Fees	Status	Date Assessed
	Enhanced Service Fee - Raze	1	\$2.72	NEW	10/18/2013
	Enhanced Service Fee - Fillin...	1	\$6.02	NEW	10/18/2013

My Navigation

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

DCRA default

Reports

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

Building Permit ID: R1400014

A notice was added to this record on 2008-06-25.
Condition: WMATA Severity: Notice
Total conditions: 1 (Notice: 1)

Pay Invoice Receipt Fund Transfer ? Help

Total Invoice Amount: \$33.00 Terminal #: Total Payment: \$0.00 Cashier ID: JBELLOW Total Balance: \$33.00 Date: 11/04/2013 Amount Not Applied: \$0.00

Invoices

Invoice #	Amount	Paid in Full	Balance
1360523	\$33.00	N	\$33.00

Transactions

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

CLICK HERE

Building Permit ID: R1400014

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

STEP 3 - CLICK HERE (points to Save button)

STEP 2 - ENTER RECEIPT NUMBER (points to Receipt # field)

STEP 1 - SELECT METHOD OF PAYMENT (points to Method dropdown menu)

Method:
Cash
--Select--
Cash
ATM
Billed
Check
Coupon
Credit Card
Debit Card
Interac
Journal
Misc Credit
Money Order

Amount: 33.00
Payor:
Lic Paper Number:
Payment

My Tasks

Workflow Task at 13110415324!
An error has occurred
For more details

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
<input type="checkbox"/> R1400012	New Application	Building/Construction/Raze/NA	10/16/2013	2495	ALABAMA	AVE	SE			TTHOMAS
<input type="checkbox"/> R1400009	New Application	Building/Construction/Raze/NA	10/15/2013	2726	12TH	ST	NE			KSLADE
<input type="checkbox"/> R1400008	New Application	Building/Construction/Raze/NA	10/15/2013	2724	12TH	ST	NE			KSLADE
<input type="checkbox"/> R1400011	New Application	Building/Construction/Raze/NA	10/15/2013	1049	FRANKLIN	ST	NE			KSLADE
<input type="checkbox"/> R1400010	New Application					ST	NE			KSLADE

ACCELA NOW SHOWS THAT THE APPLICATION FEE HAS BEEN PAID (points to Invoices table)

Building Permit ID: R1400010

Pay Apply Refund

Go To Payment

Total Invoice Amount: \$33.00
Total Payment: \$33.00
Total Balance: \$0.00
Amount Not Applied: \$0.00
Date: 11/04

Invoice #	Amount	Paid in Full	Balance
1351319	\$33.00	Y	\$0.00

Transactions



Government of the District of Columbia
Department of Consumer and Regulatory Affairs
Permit Operations Division
1100 4th Street SW Second Floor
Washington, DC 20024

****PUBLIC NOTICE****

RAZE PERMIT APPLICATION NOTIFICATION

NOTIFICACION PUBLICA DE APLICACION PARA PERMISO DE DEMOLICION

AN APPLICATION TO RAZE THE STRUCTURE LOCATED AT THE PROPERTY ADDRESS LISTED BELOW
HAS BEEN FILED WITH THE PERMIT OPERATIONS DIVISION OF DCRA.

DATE OF SUBMISSION FECHA DE SOLICITUD:	_____
ADDRESS DIRECCION:	_____
APPLICANT APLICANTE:	_____
CONTRACTOR CONTRATISTA:	_____

IDENTIFICACION DE PROPIEDAD/PROPERTY IDENTIFICATION

Square/Cuadrado	Lot/Lote	Zone/Zona	Ward/Sección	ANC
-----------------	----------	-----------	--------------	-----

Pursuant to Section 105.1.7.3 of Title 12A The District of Columbia Municipal Regulations, this Public Notice must be posted for at least 30 days on the street frontage exterior of the building identified above.
De acuerdo a la sección 105.1.7.3 del Título 12A de las Regulaciones Municipales del Distrito de Columbia, esta notificación pública deberá ser ubicada por lo menos 30 días en el exterior frente a la calle del edificio identificados anteriormente.



**Government of the District of Columbia
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 8657

Date: October 03, 2013

Cap Id: R1400002

Department of Health
Bureau of Community Hygiene/Rodent Control Division
899 North Capitol Street, NE
Washington, DC 20002

Re: Request for clearance of premises subject to razing operations

An application to raze the structure identified below, located in the District of Columbia, was filed on this date with the Permit Operations Division. The applicant has been instructed to proceed to exterminate rodents in the premises and to contact your Branch to request a subsequent inspection.

Address:

1801 HAMLIN ST NE

LOT: **0825** SQUARE: **4210** TYPE:

VACANT: **Yes**

Please notify our office of the satisfactory completion of your inspection of the premises, by filling out the clearance section below and returning this form to the D.C.R.A. Permit Operation Division, 1100 4th Street S.W., Washington D.C. 20024

CLEARANCE

This is to inform you that the structure identified above was inspected by the Vector Control Branch and we have no objections to proceeding with the proposed razing of said structure. This clearance expires if the razing does not take place on or before

Date: _____ Signature: _____

Name of releasing Rodent Control Official. (print) _____



Government of the District of Columbia
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 9657

Date: October 03, 2013

Cap Id: R1400002

VERIZON
3901 Calverton Blvd
Beltsville, MD

Tel# 301-282-2461 Fax# 301-282-2317

Re: Request for removal of telephone services to the premises subject to razing operations

An application to raze the structure identified below, located in the District of Columbia, was filed on this date with the Permit Operations Division. We are hereby requesting your company to remove all telephone service connections to said structure, as well as all of your appurtenant equipment located therein.

Address:
1801 HAMLIN ST NE

LOT: 0825 SQUARE: 4210 TYPE:

VACANT: Yes

Please notify our office of the satisfactory completion of your inspection of the premises, by filling out the clearance section below and returning this form to the D.C.R.A. Permit Operations Division, 1100 4th Street S.W., Washington D.C. 20024

CLEARANCE

This is to inform you that the telephone service to the structure identified above was disconnected and our appurtenant equipment has been removed. Therefore Bell Atlantic has no objections to proceeding with the proposed razing of said structure.

Date: _____ Signature: _____

Name of releasing Verizon Official. (print) _____



Government of the District of Columbia
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 9657

Date: October 03, 2013

Cap Id: R1400002

Potomac Electric Power Company
701 9th Street, NW - Room 6005
Washington, DC 20068

Re: Request for removal of electric clearance of premises subject to razing operations

An application to raze the structure identified below, located in the District of Columbia, was filed on this date with the Permit Operations Division. We are hereby requesting your company to remove all electric service connections to said structure, as well as all of your appurtenant equipment located therein.

Address:
1801 HAMLIN ST NE

LOT: 0825 SQUARE: 4210 TYPE: VACANT: Yes

Please notify our office of the satisfactory completion of your inspection of the premises, by filling out the clearance section below and returning this form to the D.C.R.A. Permit Operations Division, 1100 4th Street S.W., Washington D.C. 20024

CLEARANCE

This is to inform you that the electric service to the structure identified above was disconnected and our appurtenant equipment has been removed. Therefore PEPCO has no objections to proceeding with the proposed razing of said structure.

Date: _____ Signature: _____

Name of releasing Official. (print) _____



**Government of the District of Columbia
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 9657

Date: October 03, 2013

Cap Id: R1400002

Washington Gas and Light Company
6801 Industrial Road Rm. 373 rear
Springfield, Virginia 22151

Re: Request for removal of gas service to the premises subject to razing operations

An application to raze the structure identified below, located in the District of Columbia, was filed on this date with the Permit Operations Division. We are hereby requesting your company to remove all gas services connections to said structure, as well as all of your appurtenant equipment located therein.

Address:
1801 HAMLIN ST NE

LOT: **0825** SQUARE: **4210** TYPE:

VACANT: **Yes**

Please notify our office of the satisfactory completion of the disconnection, by filling out the clearance section below and returning this form to the D.C.R.A. Permit Processing Division, 1100 4th Street S.W., Washington D.C. 20024

CLEARANCE

This is to inform you that the gas service to the structure identified above was disconnected and our appurtenant equipment has been removed. Therefore Washington Gas has no objections to proceeding with the proposed razing of said structure.

Date: _____ Signature: _____

Name of releasing WGLC Official. (print) _____



Government of the District of Columbia
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 8657

Date: October 03, 2013

Cap Id: R1400002

DC Water
Water & Sewer Counter
1100 4th Street, SW , Room E250
Washington, DC 20024

Re: Request for clearance of premises subject to razing operations

An application to raze the structure identified below, located in the District of Columbia, was filed on this date with the Permit Operations Division. The applicant has been instructed to contact your office to make all required deposits, as determined by your application/plans reviewer currently assigned to the Permit Operations Division.

Address:

1801 HAMLIN ST NE

LOT: 0825 SQUARE: 4210 TYPE:

VACANT: Yes

Please notify our office of the satisfactory completion of your inspection of the premises, by filling out the clearance section below and returning this form to the D.C.R.A. Permit Operations Division, 1100 4th Street S.W., Washington D.C. 20024

CLEARANCE

This is to inform you that the applicant for the proposed razing of the structure identified above has completed our permit process and has satisfied all of our requirements. We have no objections to proceeding with the proposed razing of said structure.

Date: _____ Signature: _____

Name of releasing DC Water Official. (print) _____



**Government of the District of Columbia
Department of Consumer and Regulatory Affairs**

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

Date: October 03, 2013

Cap Id: R1400002

Department of Transportation
Public Space Permits Division
Transportation Counter Room E250
1100 4th Street S.W. 4th Floor
Washington, DC 20024

Re: Request for clearance of premises subject to razing operations

An application to raze the structure identified below, located in the District of Columbia, was filed on this date with the Permit Operations Division. The applicant has been instructed to contact your office to make all required deposits, as determined by your inspection of the premises.

Address:

1801 HAMLIN ST NE

LOT: 0825 SQUARE: 4210 TYPE:

VACANT: Yes

Please notify our office of the satisfactory completion of your inspection of the premises, by filling out the clearance section below and returning this form to the D.C.R.A. Permit Operations Division, 1100 4th Street S.W., Washington D.C. 20024

CLEARANCE

This is to inform you that the structure identified was inspected and the applicant satisfied all of our requirements. We have no objections to proceeding with the proposed razing of said structure.

Date: _____ Signature: _____

Name of releasing DDOT Official. (print) _____



Government of the District of Columbia
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

Date: October 03, 2013

Cap Id: R1400002

D.C. Historic Preservation Office
1100 4th Street S.W. , Rm E650
Washington, DC 20024

Re: Request for clearance of premises subject to razing operations:

An application to raze the structure identified below, located in the District of Columbia, was filed on this date with the Permit Operations Division. Our records do not reveal any kind of conservation holds on this property. We are hereby requesting confirmation from your office, in order to release the subject permit.

Address:
1801 **HAMLIN ST NE**

LOT: **0825** SQUARE: **4210** TYPE: _____ VACANT: **Yes**

Please notify our office of the satisfactory completion of your inspection of the premises, by filling out the clearance section below and returning this form to the D.C.R.A. Permit Operations Division, 1100 4th Street S.W. Washington D.C. 20024

CLEARANCE

This is to inform you that we researched our records concerning the structure identified above and we have no objections to proceeding with the proposed razing of said structure.

Date: _____ Signature: _____

Name of releasing HPO Official. (print) _____



**Government of the District of Columbia
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 9657

Date: October 03, 2013

Cap Id: R1400002

District Department of Environment (DDOE)
Environmental Health Administration
Bureau of Environmental Quality
1200 1st Street, NE 5th Floor
Washington, DC 20002

Re: Request for clearance of premises subject to razing operations

An application to raze the structure identified below, located in the District of Columbia, was filed on this date with the Permit Service Center. The applicant has been instructed to notify your office of the razing intent and to obtain an approval for any/all related inspections done by a Certified Asbestos contractor, subsequent to the subject property and to contact your Department to request an inspection.

Address:
1801 HAMLIN ST NE

LOT: 0825 SQUARE: 4210 TYPE:

VACANT: Yes

Please notify our office of the satisfactory completion of your inspection of the premises, by filling out the clearance section below and returning this form to the D.C.R.A. Permit Operations Division, 1100 4th Street S.W., Washington D.C. 20024

CLEARANCE

This is to inform you that the structure above was reviewed by the Air Quality Division and we have no objections to proceeding with the proposed razing of said structure.

Date: _____ Signature: _____

Name of releasing DDOE Air Quality Official. (print) _____



Government of the District of Columbia
Department of Consumer and Regulatory Affairs

Permit Operations Division
1100 4th Street SW
Washington DC 20024
Tel (202) 442 - 4585 Fax (202) 442 - 4862
TO SCHEDULE INSPECTIONS PLEASE CALL (202) 442 8667

Date: October 03, 2013

Cap Id: R1400002

District Department of Environment (DDOE)
Environmental Health Administration
Soil Resources Management Division
Soil Erosion Counter, Room E250
1100 4th Street, S.W.
Washington, DC 20024

Re: Request for clearance of premises subject to razing operations

An application to raze the structure identified below, located in the District of Columbia, was filed on this date with the Permit Operations Division. The applicant has been instructed to contact your office to obtain clearance for the proposed raze permit as determined by the material/information submitted.

Address:

1801 HAMLIN ST NE

LOT: **0825** SQUARE: **4210** TYPE:

VACANT: **Yes**

Please notify our office of the satisfactory completion of your inspection of the premises, by filling out the clearance section below and returning this form to the D.C.R.A. Permit Operations Division, 1100 4th Street S.W., Washington D.C. 20024

CLEARANCE

This is to inform you that the applicant for the proposed razing of the structure identified above has completed our permit process and satisfied all of our requirements. We have no objections to proceeding with the proposed razing of said structure.

Date: _____ Signature: _____

Name of releasing DDOE Soil Erosion Official. (print) _____



**Government of the District of Columbia
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 9657

Date: October 03, 2013

Cap Id: R1400002

Department of Consumer and Regulatory Affairs
Office of the Zoning Administrator
1100 4th Street, SW , Rm E240
Washington, DC 20024

Re: Request for clearance of premises subject to razing operations

An application to raze the structure identified below, located in the District of Columbia, was filed on this date with the Permit Operations Division. We are hereby requesting your review and approval, ensuring that this application has satisfied all of the zoning regulations of the District of Columbia.

Address:

1801 HAMLIN ST NE

LOT: 0825 SQUARE: 4210 TYPE:

VACANT: Yes

Please notify our office of the satisfactory completion of your inspection of the premises, by filling out the clearance section below and returning this form to the Permit Operations Division, D.C.R.A., 1100 4th Street S.W., Washington D.C. 20024

CLEARANCE

This is to inform you that the applicant for the proposed razing of the structure identified above has completed our permit process and satisfied all of our requirements. We have no objections to proceeding with the proposed razing of said structure.

Date: _____ Signature: _____

Name of releasing Zoning Reviewer. (print) _____



**Government of the District of Columbia
Department of Consumer and Regulatory Affairs**

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

Date: October 03, 2013

Cap Id: R1400002

Department of Housing and Community Development
Housing Regulation Administration (HRA)
1800 Martin Luther King, Jr. Avenue, SE
Washington, DC 20020 (202) 442-7200

Re: Request for clearance to issue Raze Permit
1801 **HAMLIN ST NE**

LOT: 0825 SQUARE: 4210 TYPE: VACANT: Yes

An application to raze the structure located at the above-referenced address was filed on this date with the Department of Consumer and Regulatory Affairs, Permit Operations Division. The applicant certifies that if the structure is a housing accommodation or rental unit, (1) the structure will not be razed for the purpose of constructing or expanding a hotel, motel, inn, or other structure used for transient, residential occupancy; and (2) the applicant shall complete and serve on each tenant a 180-Day Notice to Vacate for Demolition, on a form provided by the Housing Regulation Administration, Rental Accommodations Division, in advance of any action to recover possession of the housing accommodation or rental unit occupied by the tenant.

The applicant further certifies that if the structure is a housing accommodation or rental unit, the tenant(s) have been provided the opportunity to purchase the housing accommodation or rental unit, but failed to exercise their rights, in accordance with the tenant opportunity to purchase requirements codified in the Rental Housing Conversion and Sale Act of 1980, as amended (D.C. Official Code 42-3401.01 et seq.) and Subchapter VII of the Rental Housing Act of 1985, as amended (D.C. Official Code 42-3501.01 et seq.), including all relevant regulations in Title 14, Sections 4401 and 4700 of the District of Columbia Municipal Regulations.

A complete copy of the raze permit application and applicant's certifications are attached. Please notify our office of the satisfactory completion of your processing of this permit by filling out the clearance section below and returning this form to the Permit Operations Division, D.C.R.A., 1100 4th Street S.W., Washington D.C. 20024

CLEARANCE

This is to inform you that the applicant for the proposed razing of the structure identified above has completed all RACD elements of the Raze Permit process and satisfied all of our requirements. We have no objections to proceeding with the proposed razing of said structure.

Date: _____ Signature: _____

Name of releasing RACD Official. (print) _____