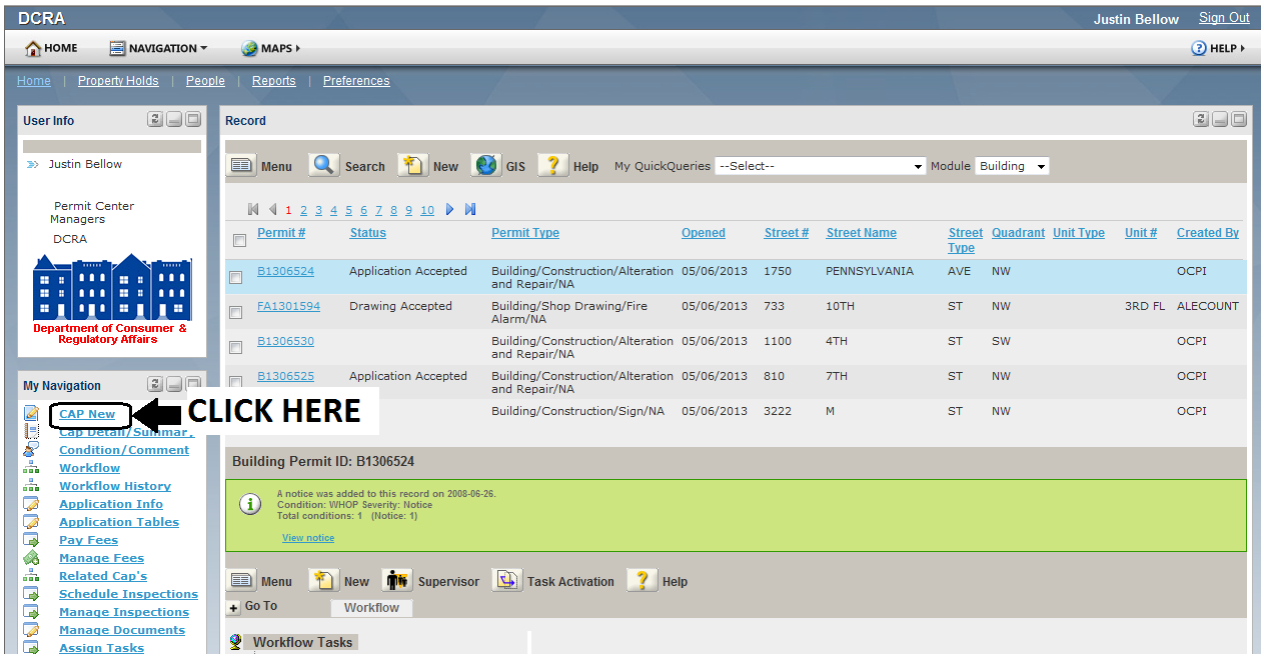
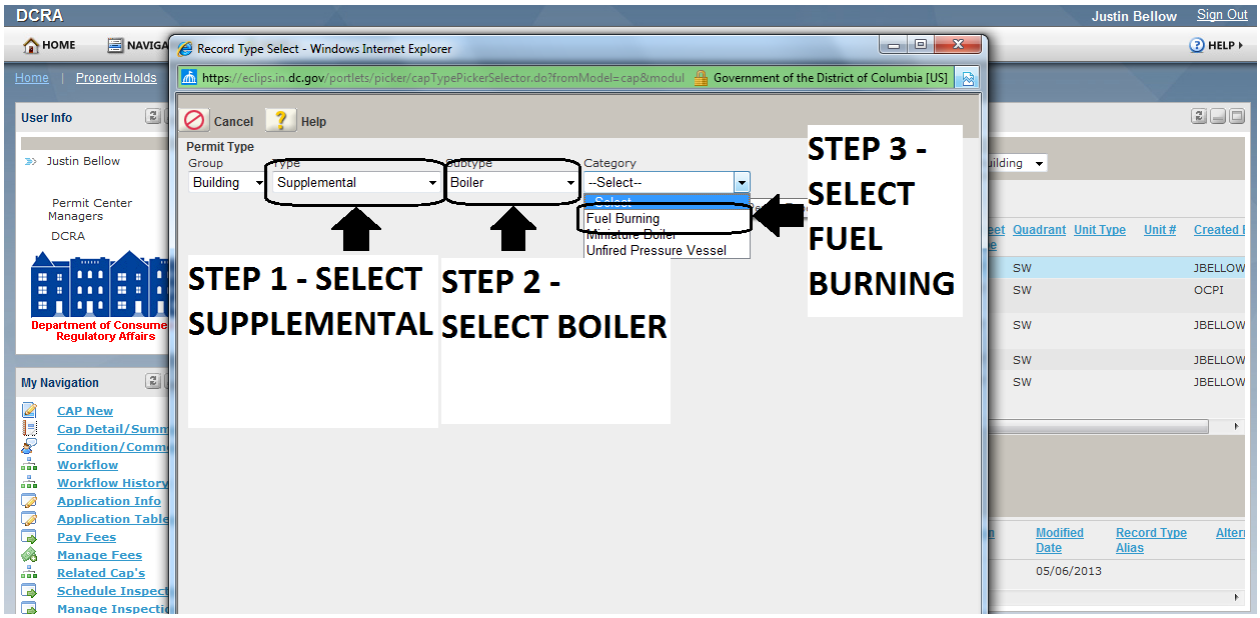
1.1.1 - Issuance

Fuel Burning - Issuance

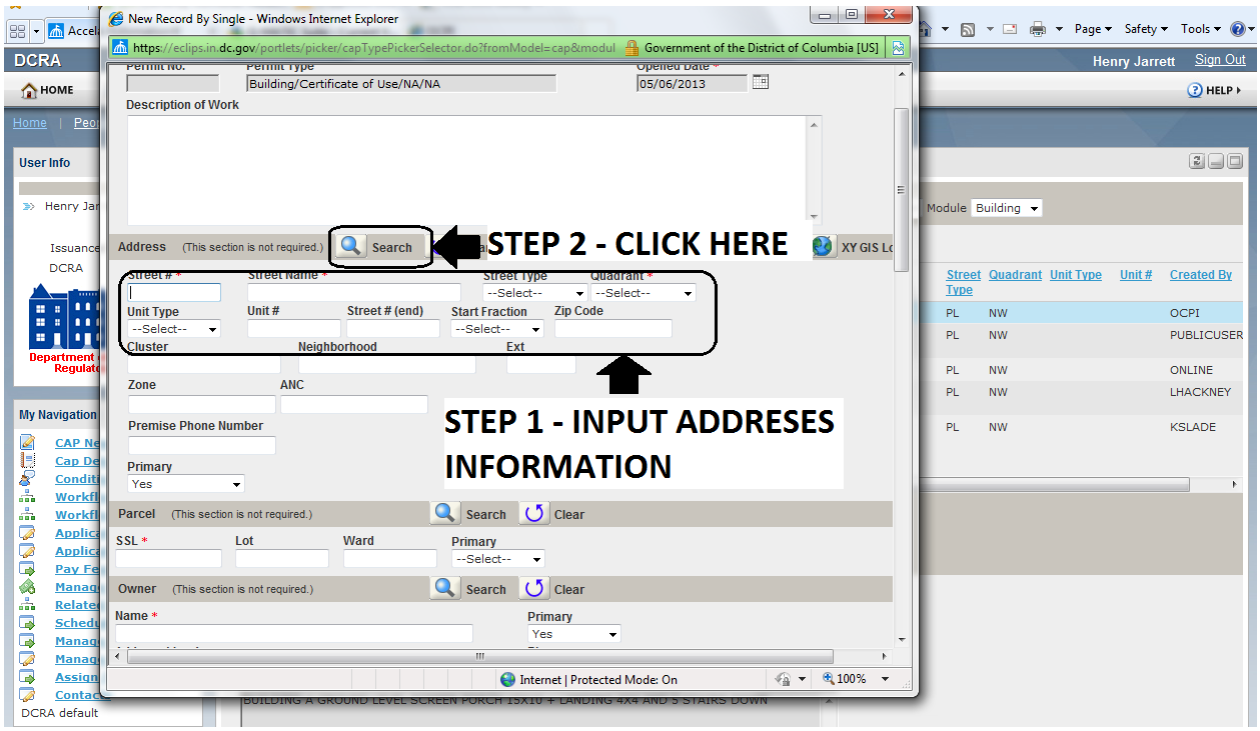
1. From the Accela home screen, click the “CAP New” link in the “My Navigation” menu.



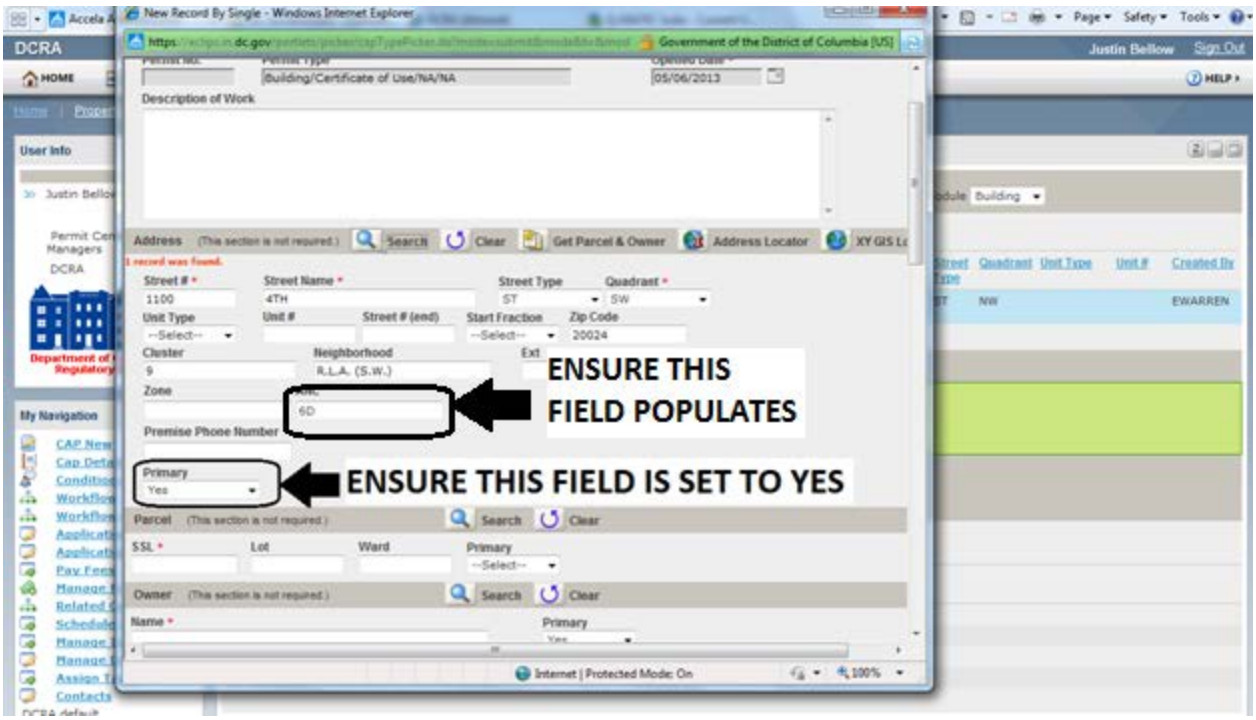
2. Accela will now open a new “Record Type Select” window. Select “Supplemental” from the “Type” drop down menu, select “Boiler” from the “Subtype” drop down menu, and then select “Fuel Burning” from the “Category” drop down menu.



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

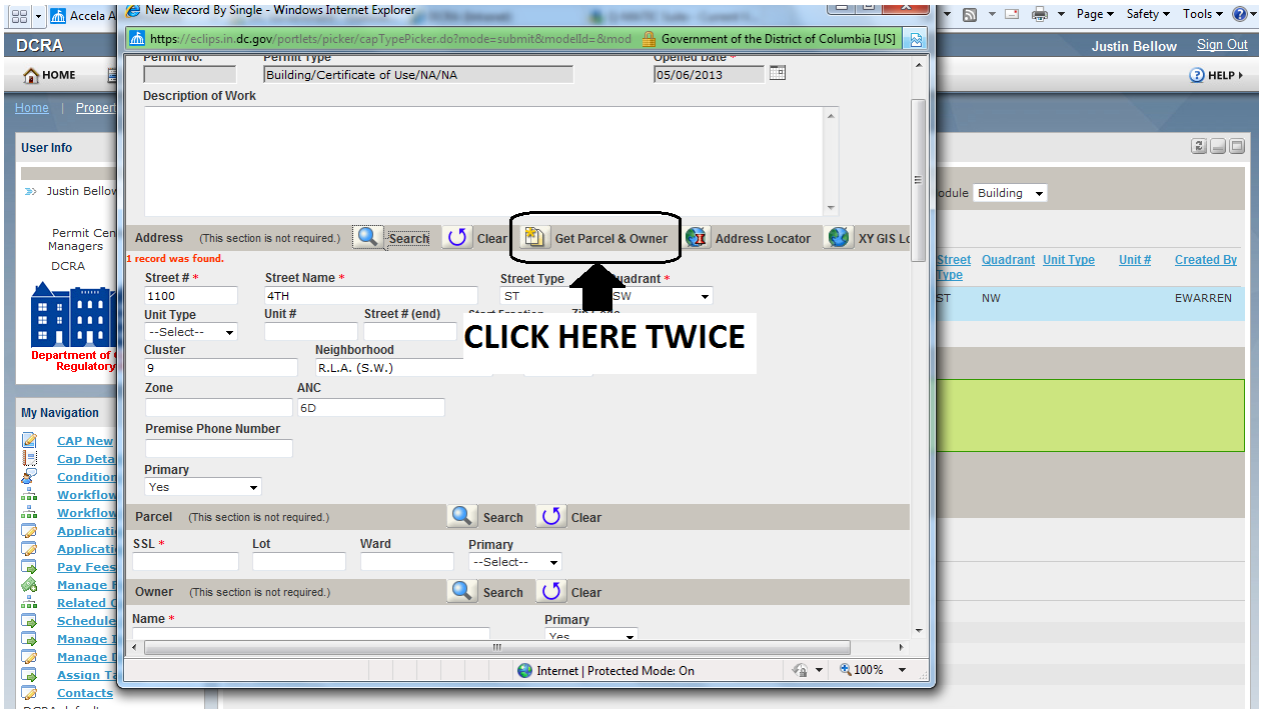


4. If the address is valid and recognized by Accela, then Accela will display that the record was found in red at the top of the address field. Ensure that the “ANC” field populates, because if this field is not populated, the applicant will not be able to schedule inspections via the Automated Inspection Request and Permit Information System, also known as IVR.

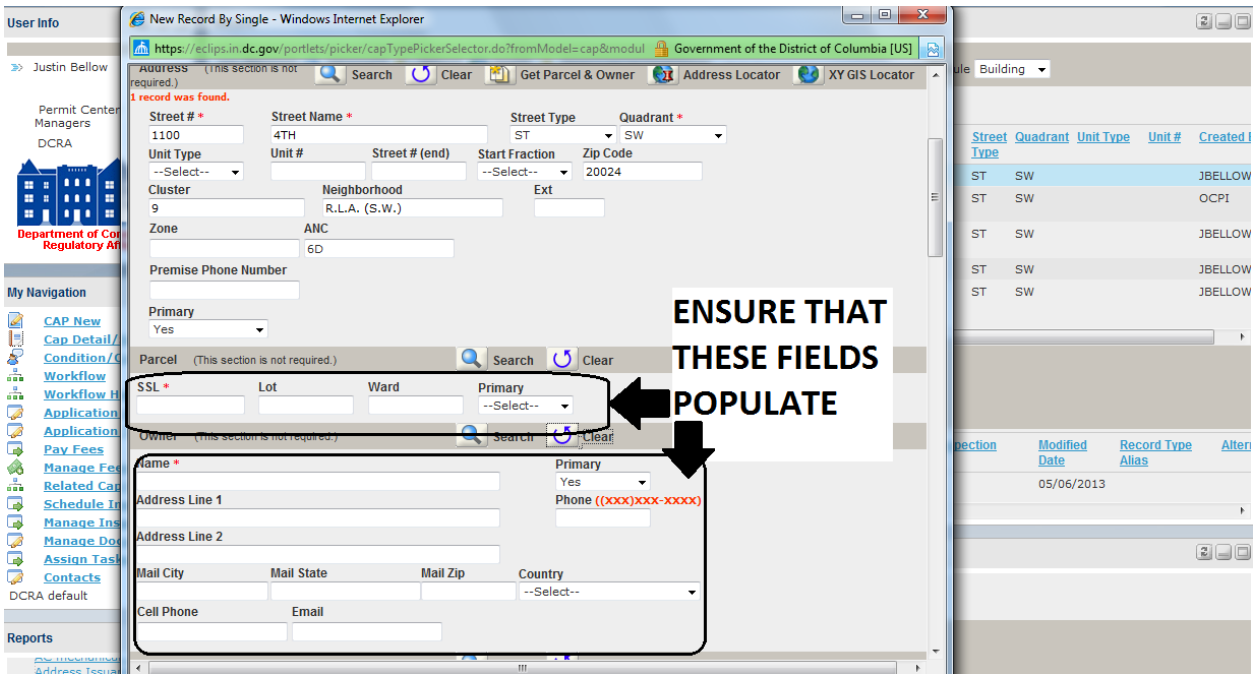


5. If Accela does not recognize the address, refer the customer to the agency's coordinator for addresses, the Permit Center Manager or his/her designee for address verification.

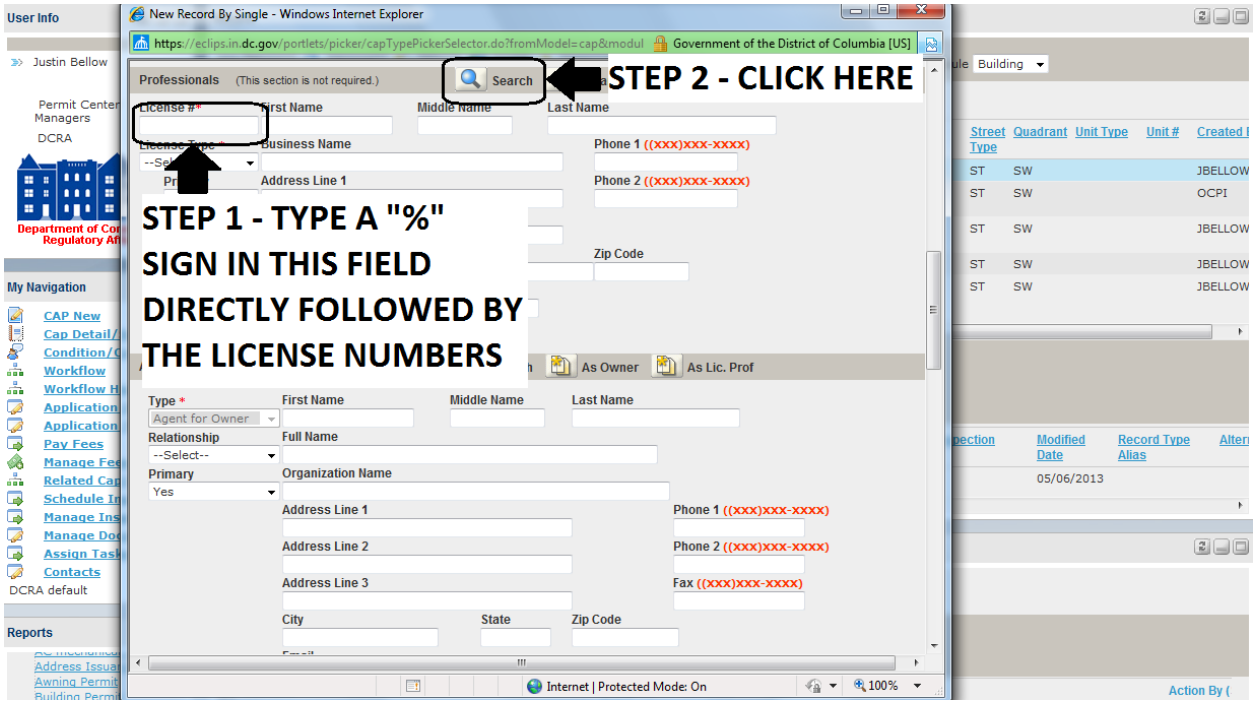
6. After populating the fields in the "Address" section, click "Get Parcel and Owner" twice to populate the Parcel and Owner information



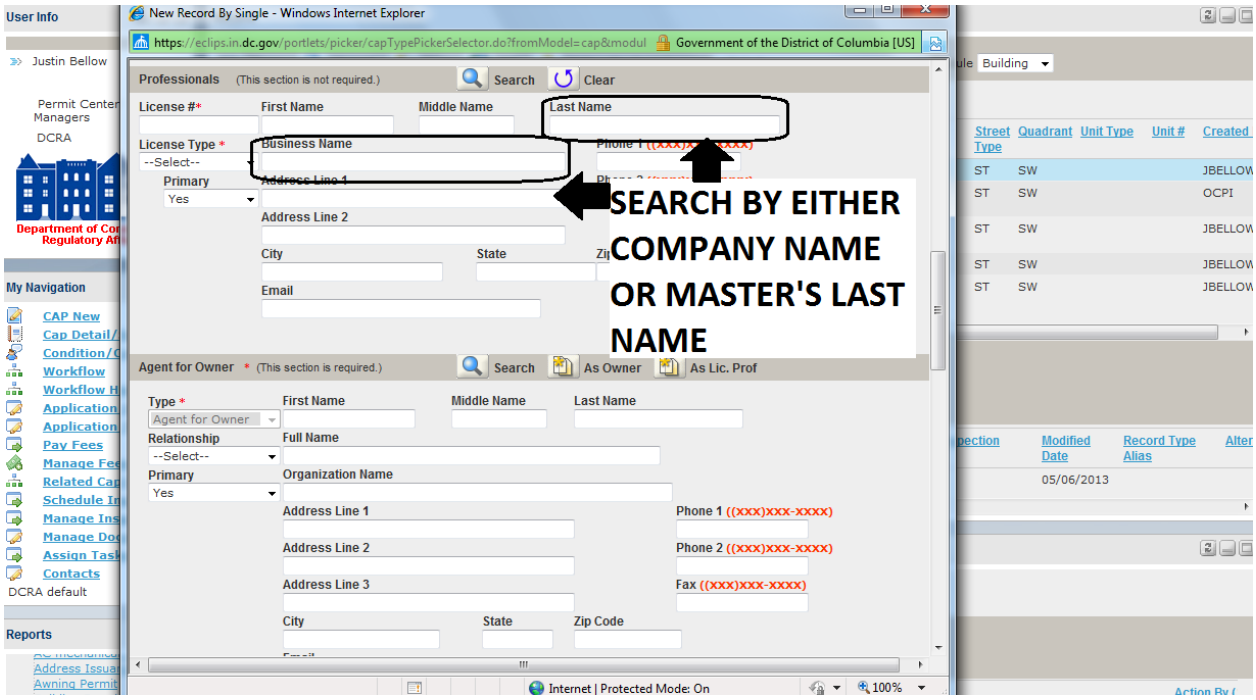
7. Ensure that the information in the “Parcel” and “Owner” sections populates. If the customer has provided a deed which does not match the information the “Owner” section, change the information in the “Owner” section to reflect the ownership information on the deed. If a deed was not provided, then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



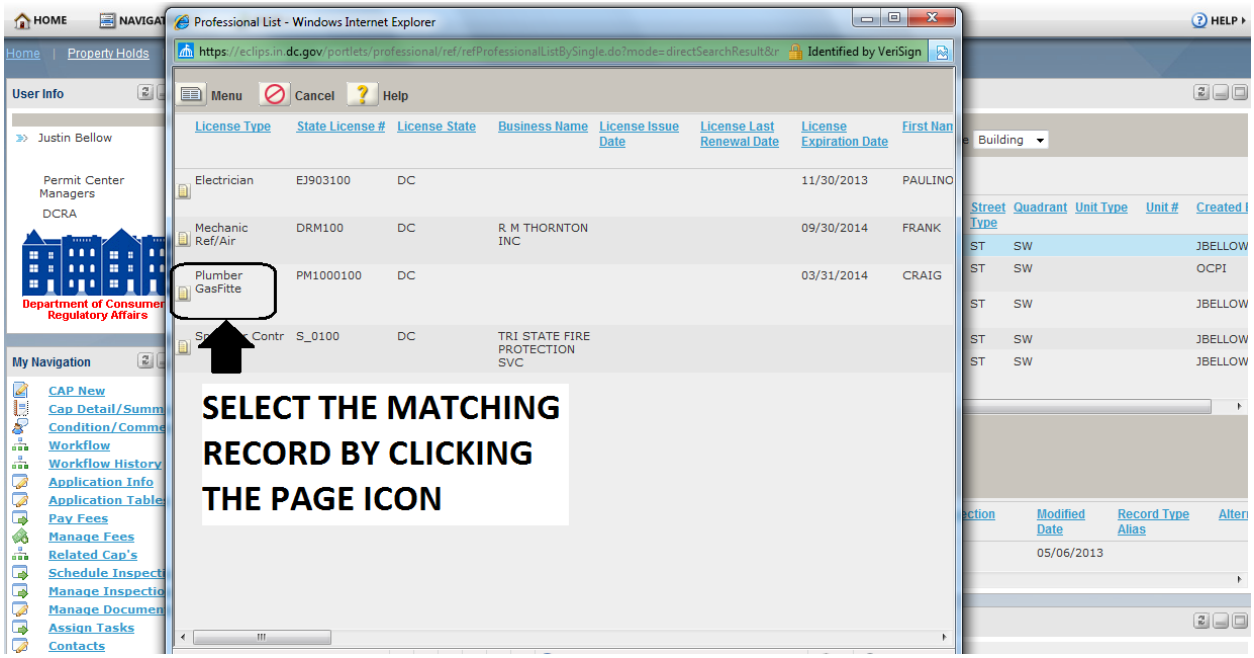
8. Scroll down to the “Professionals” section. The “Professionals” section is where the Master’s information is displayed. To populate the Master’s information, first search by the license number that is indicated on the application. To search by the Master’s license number, type the “%” sign in the “License #” field, directly followed by the license numbers. Then click the “Search” button.



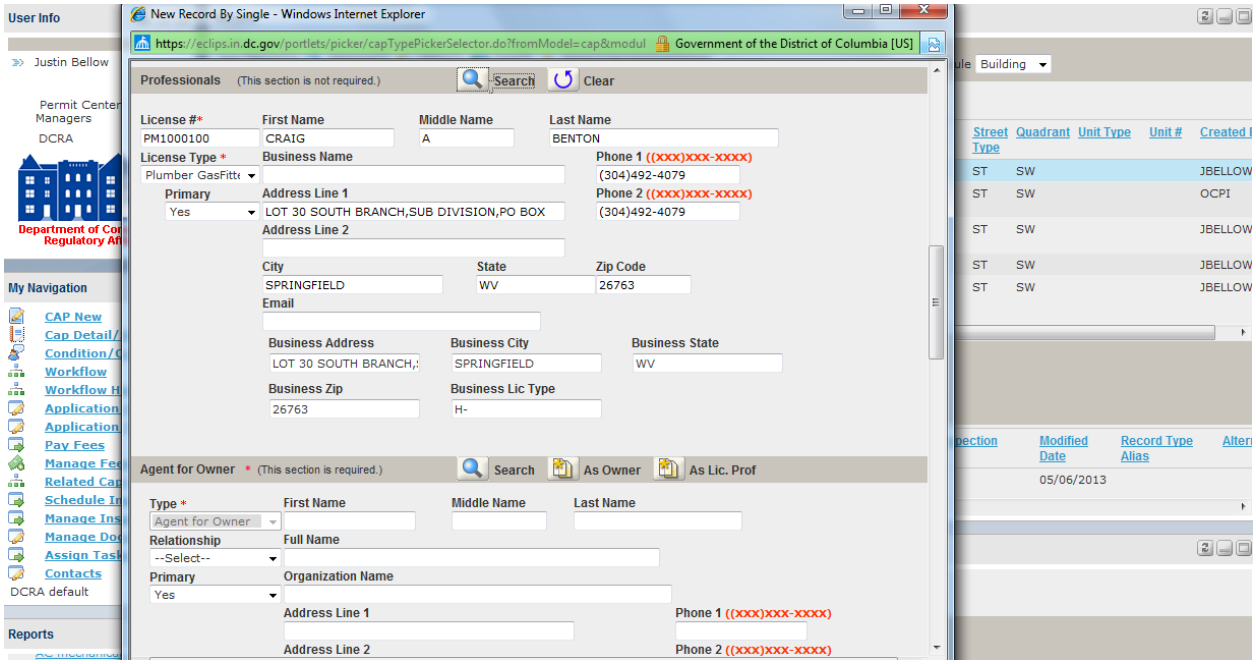
9. If the license information does not populate after searching by the Master’s license number, search by the company name or the Master’s last name.



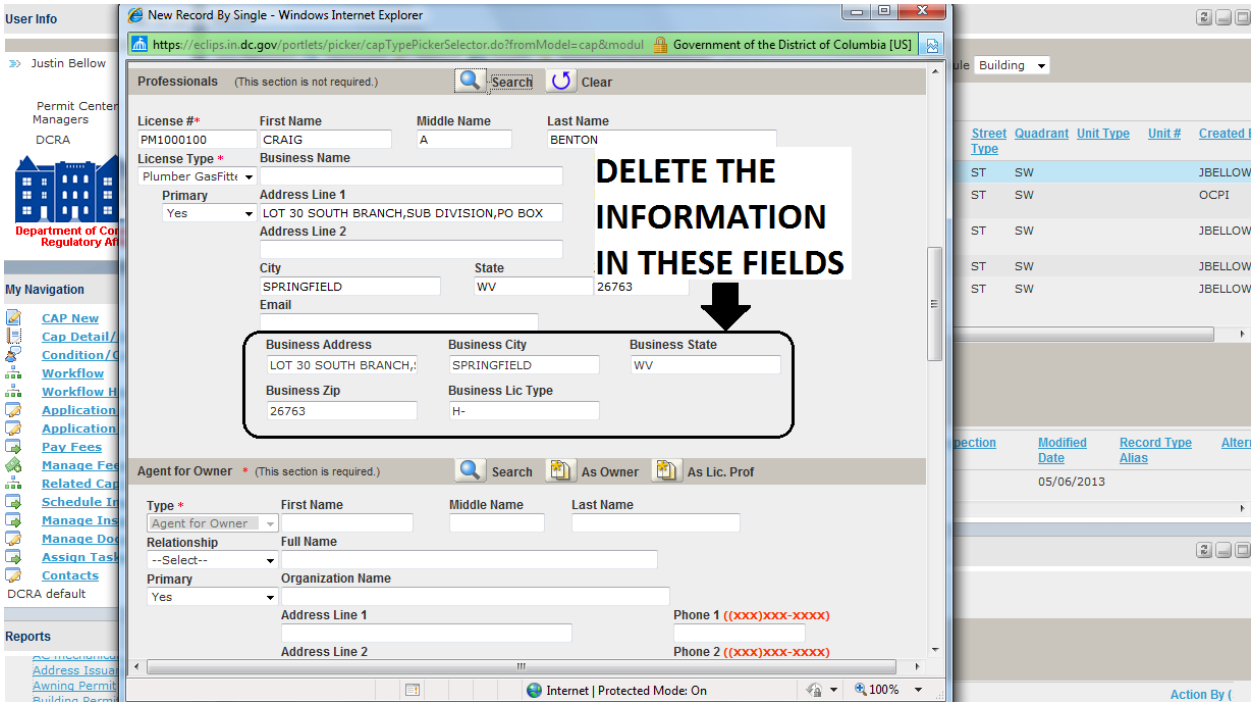
10. The search may yield multiple license records. Select the record that matches the Master's license information on the application and ensure that the populated license information in Accela matches the information on the application. In the case of multiple entries for the same license, selected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



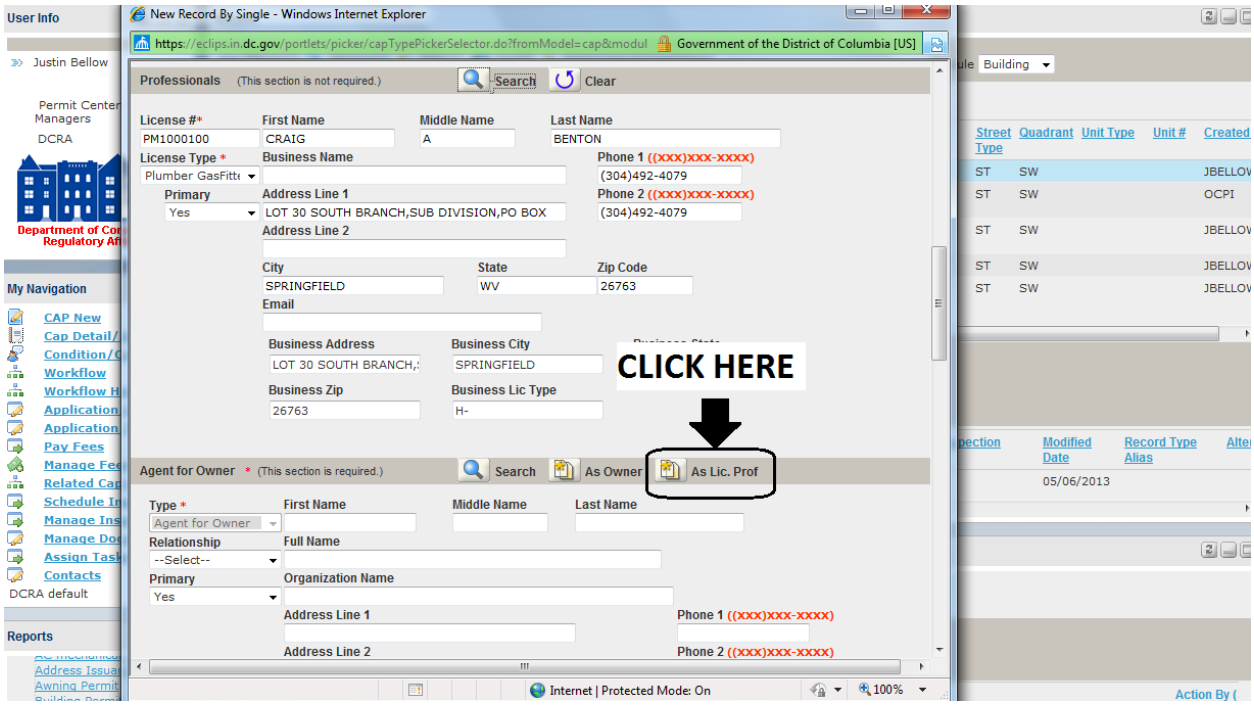
11. Once selected, Accela will populate the Master's license information. Confirm that the populated information matches the Master's license number.



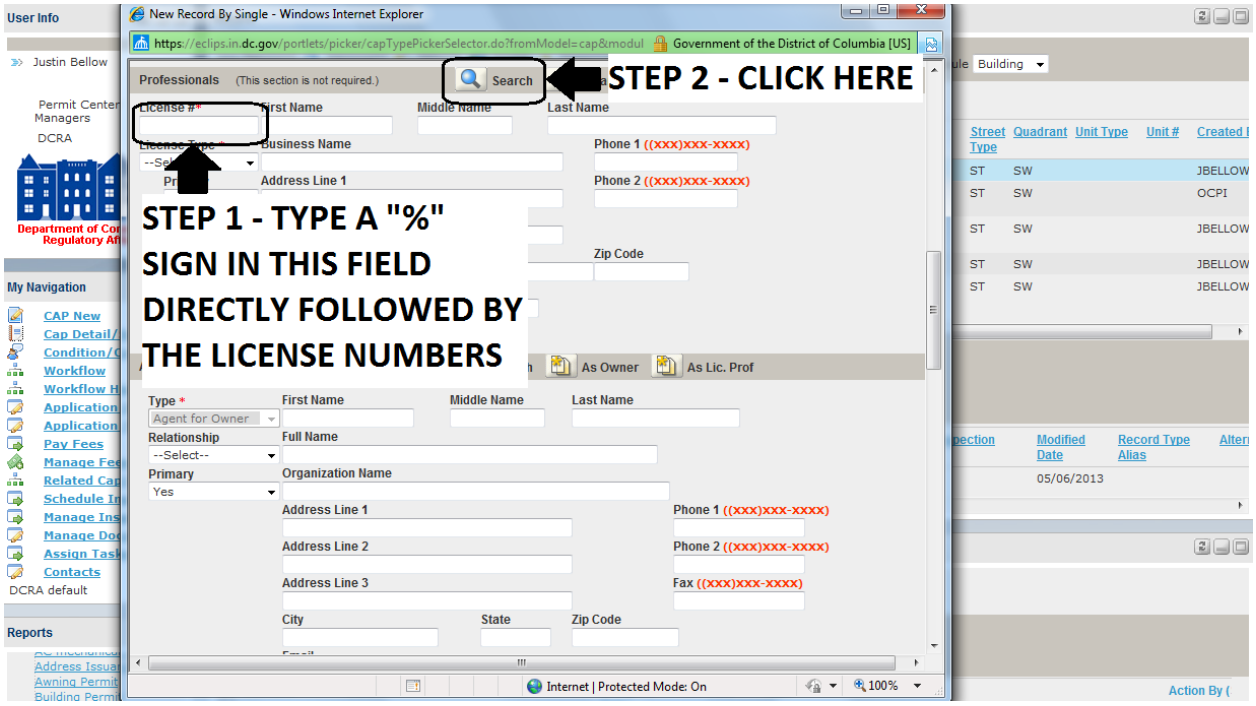
12. After the Master's information has populated, delete the information in the bottom two rows of the "Professionals" section.



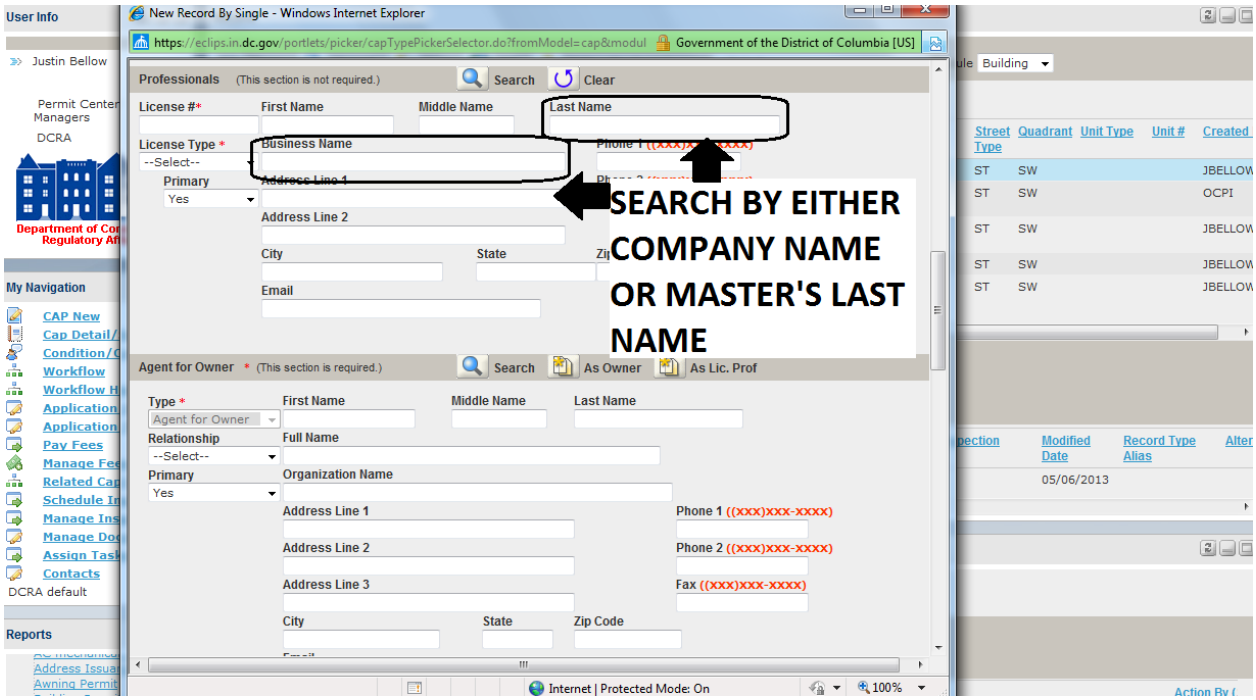
13. After deleting the information in the last two rows of the "Professionals" section, scroll down to the "Agent for Owner" section. Populate the fields in this section by clicking "As Lic. Prof."



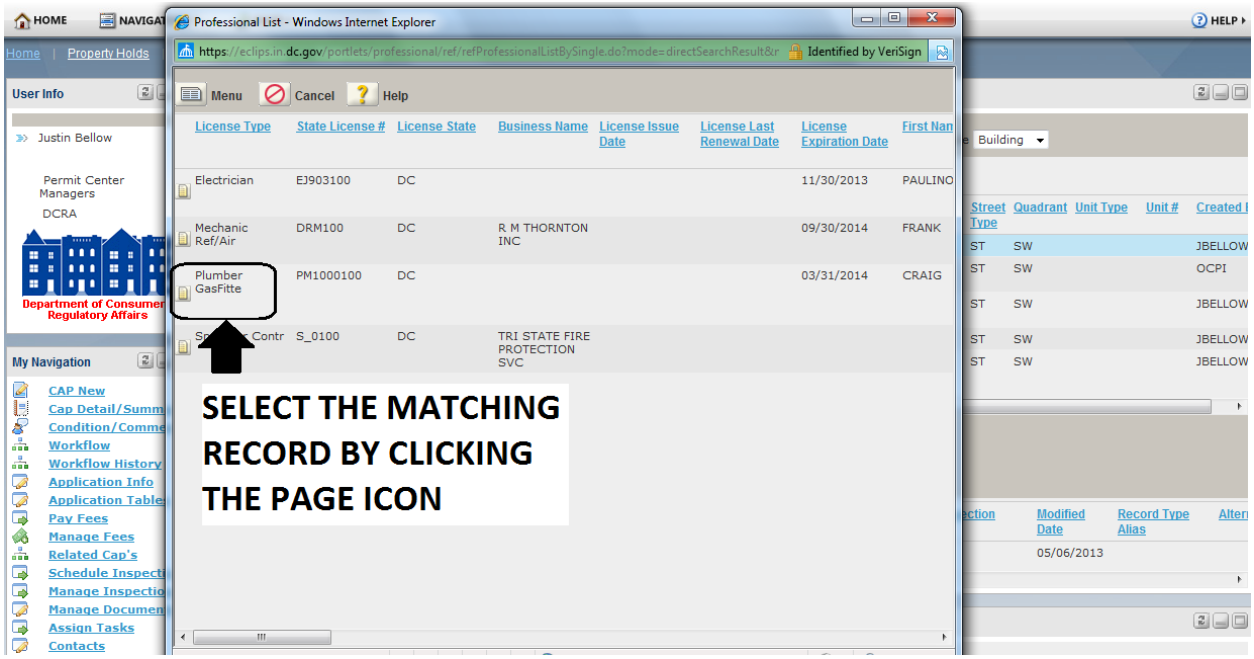
1. Scroll down to the “Fuel Burning Equipment Section” in the “App Specific Info” Scroll down to the “Professionals” section. The “Professionals” section is where the Master’s information is displayed. To populate the Master’s information, first search by the license number that is indicated on the application. To search by the Master’s license number, type the “%” sign in the “License #” field, directly followed by the license numbers. Then click the “Search” button.



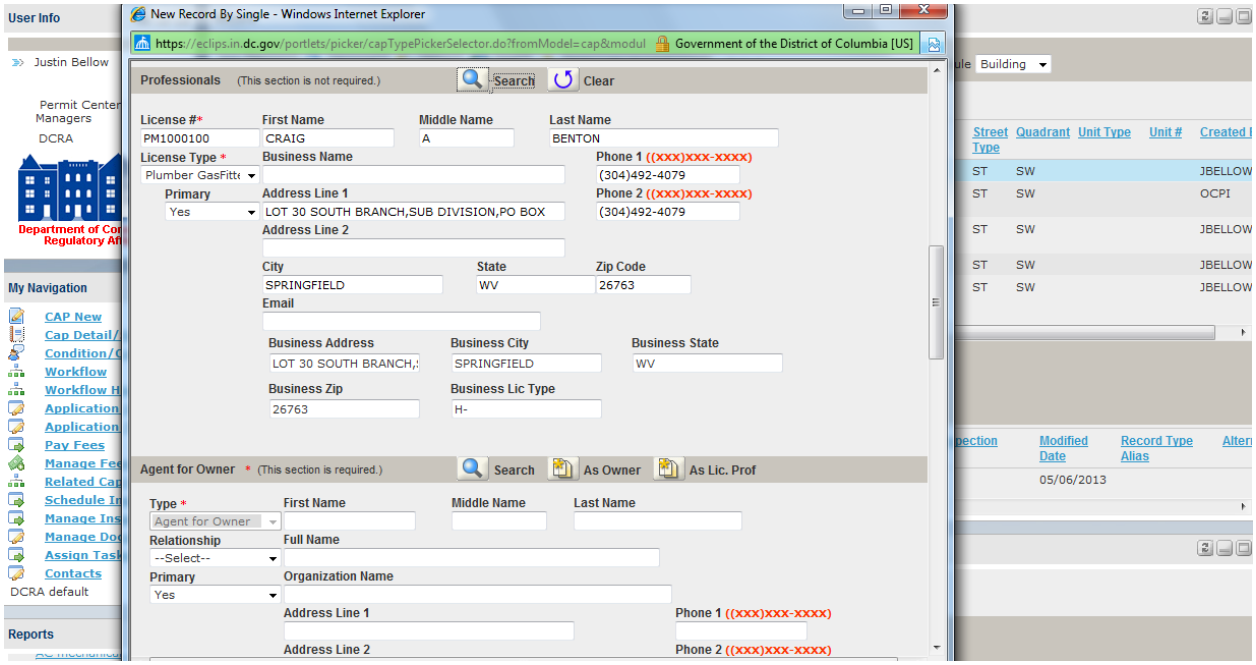
2. If the license information does not populate after searching by the Master's license number, search by the company name or the Master's last name.



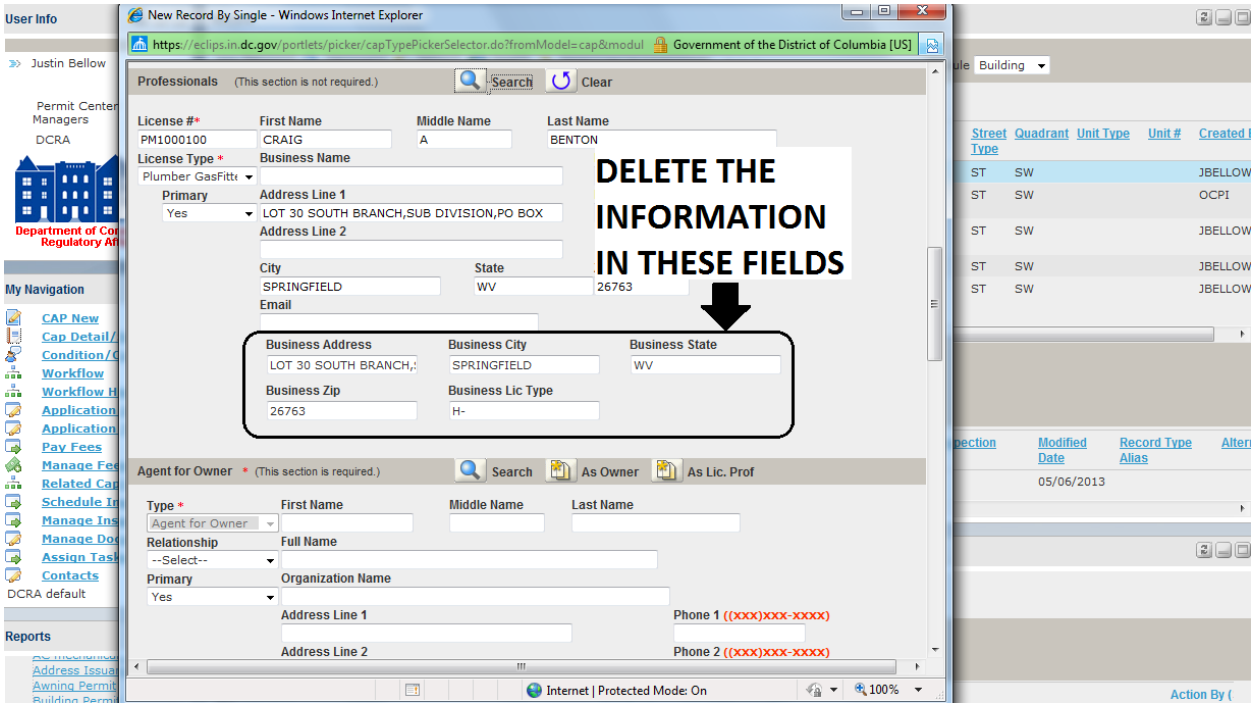
3. The search may yield multiple license records. Select the record that matches the Master's license information on the application and ensure that the populated license information in Accela matches the information on the application. In the case of multiple entries for the same license, selected the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



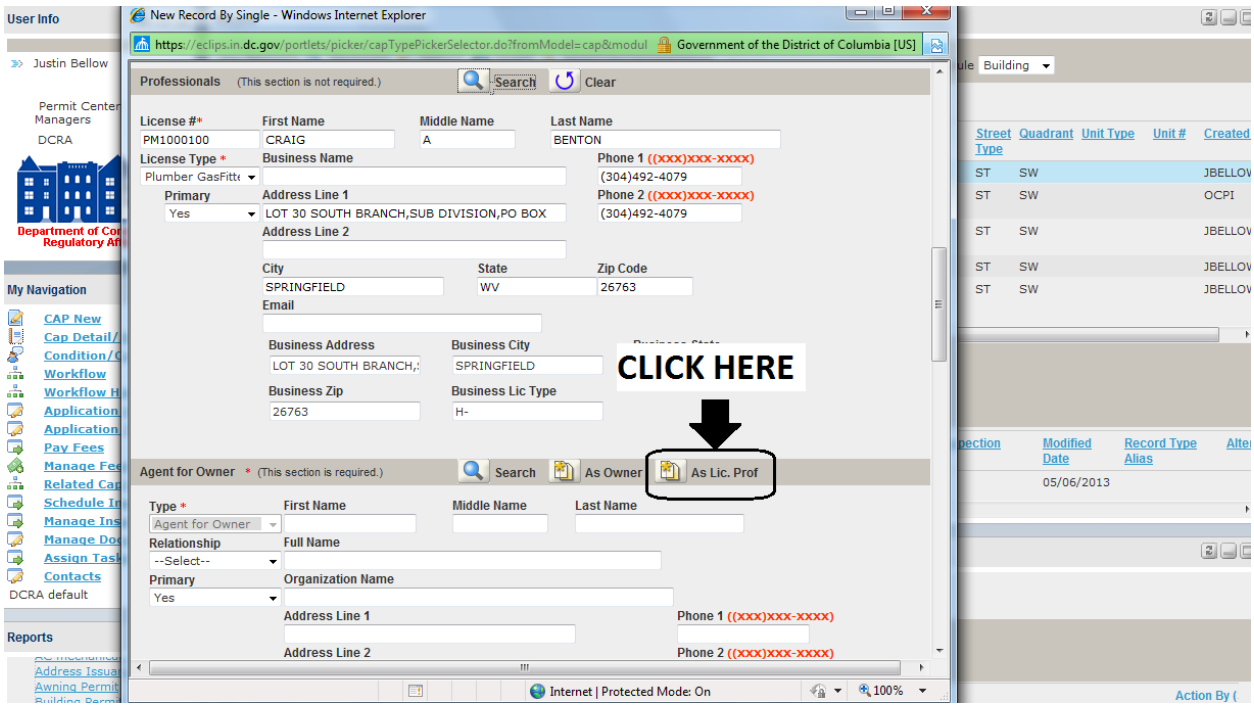
4. Once selected, Accela will populate the Master's license information. Confirm that the populated information matches the Master's license number.



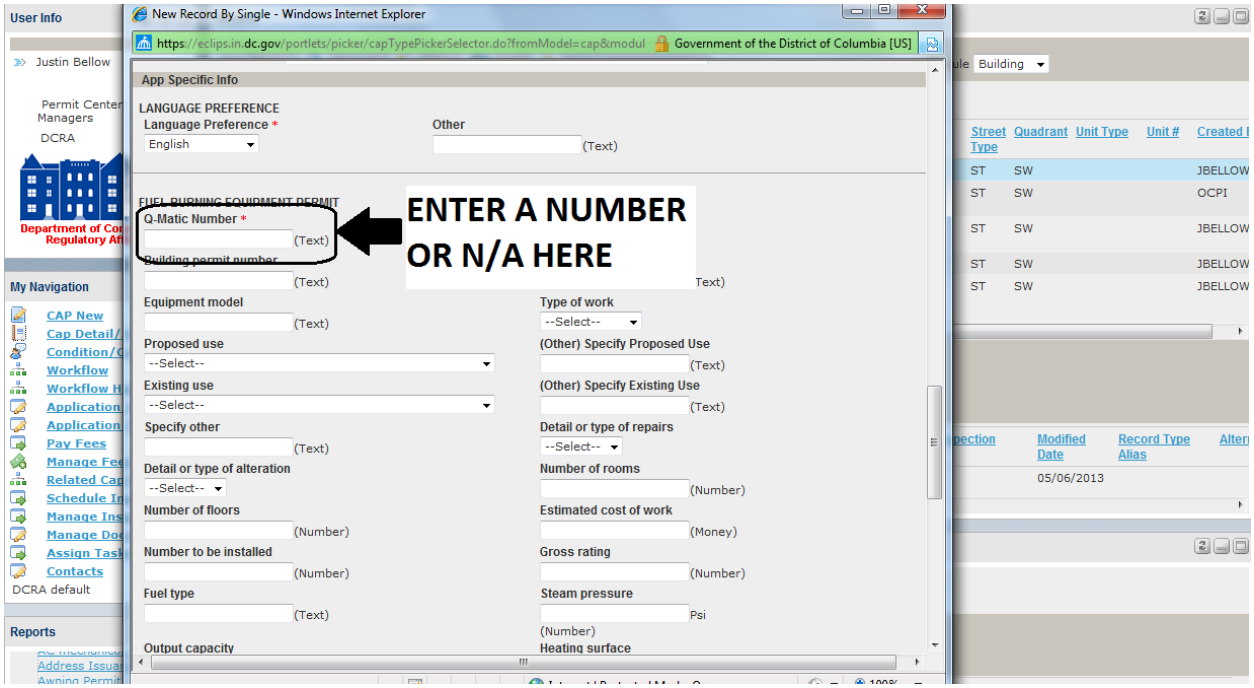
5. After the Master's information has populated, delete the information in the bottom two rows of the "Professionals" section.



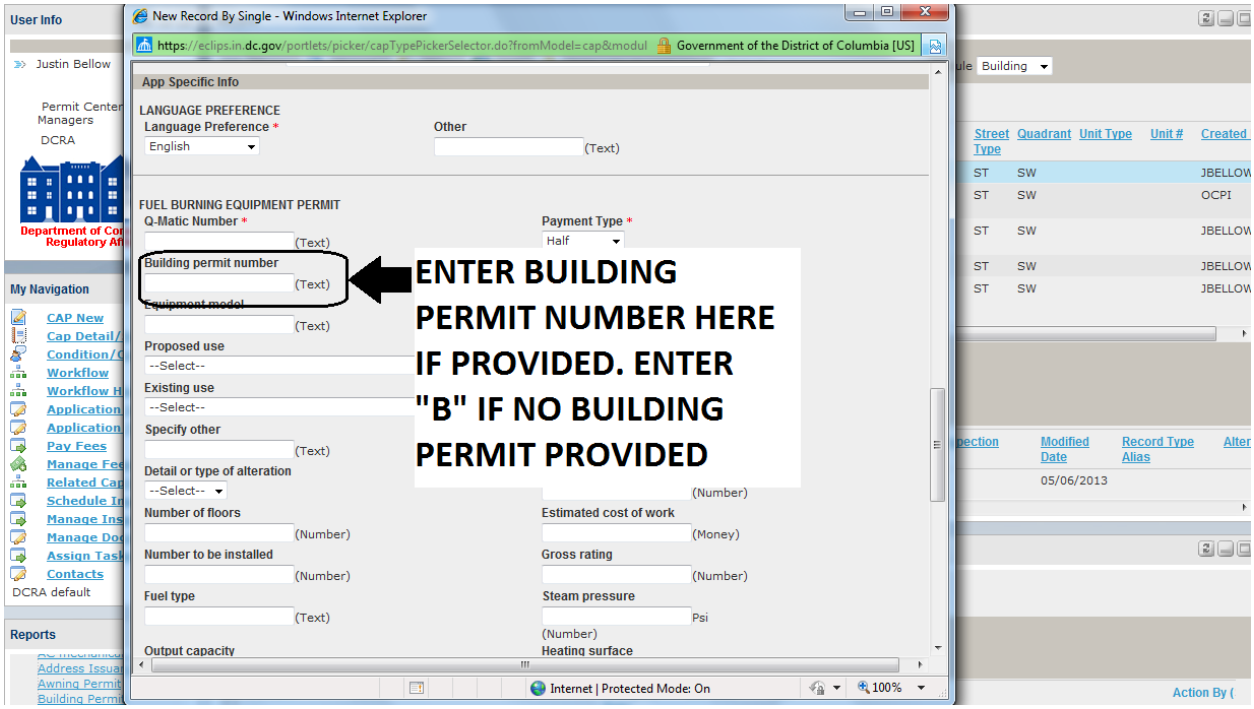
6. After deleting the information in the last two rows of the “Professionals” section, scroll down to the “Agent for Owner” section. Populate the fields in this section by clicking “As Lic. Prof.”



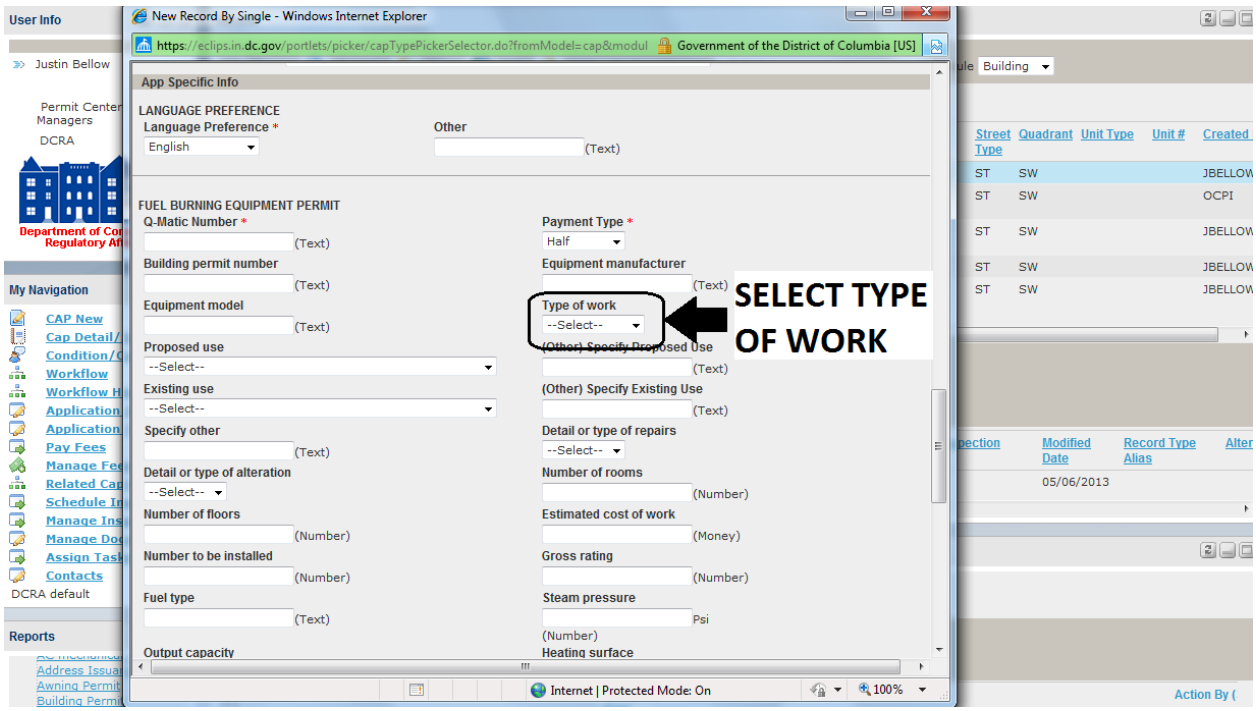
7. section and type either “N/A” or a number in the “Q-Matic Number” field.



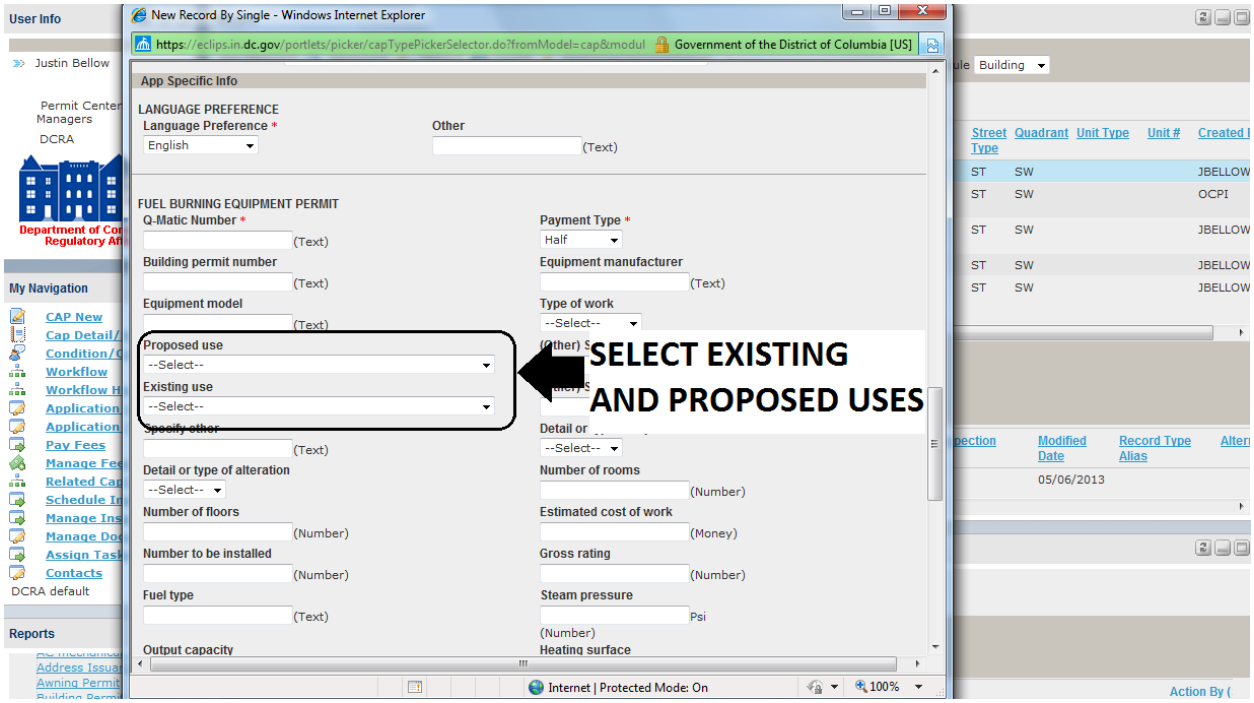
8. If a Building Permit number was provided, input the Building Permit number in the “Building permit number” field. If no Building Permit was provided, type the letter “B” in the “Building permit number” field.



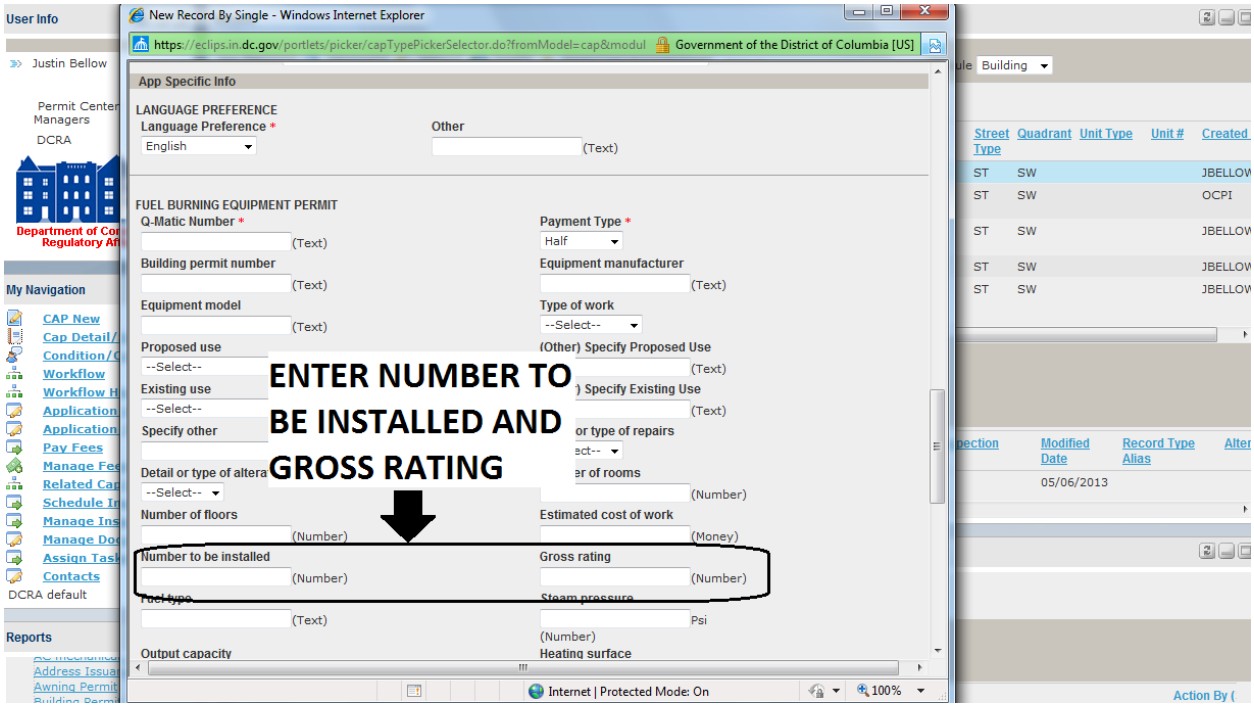
9. Examine the application to determine the type of work, select the matching type of work from the “Type of work” drop down menu



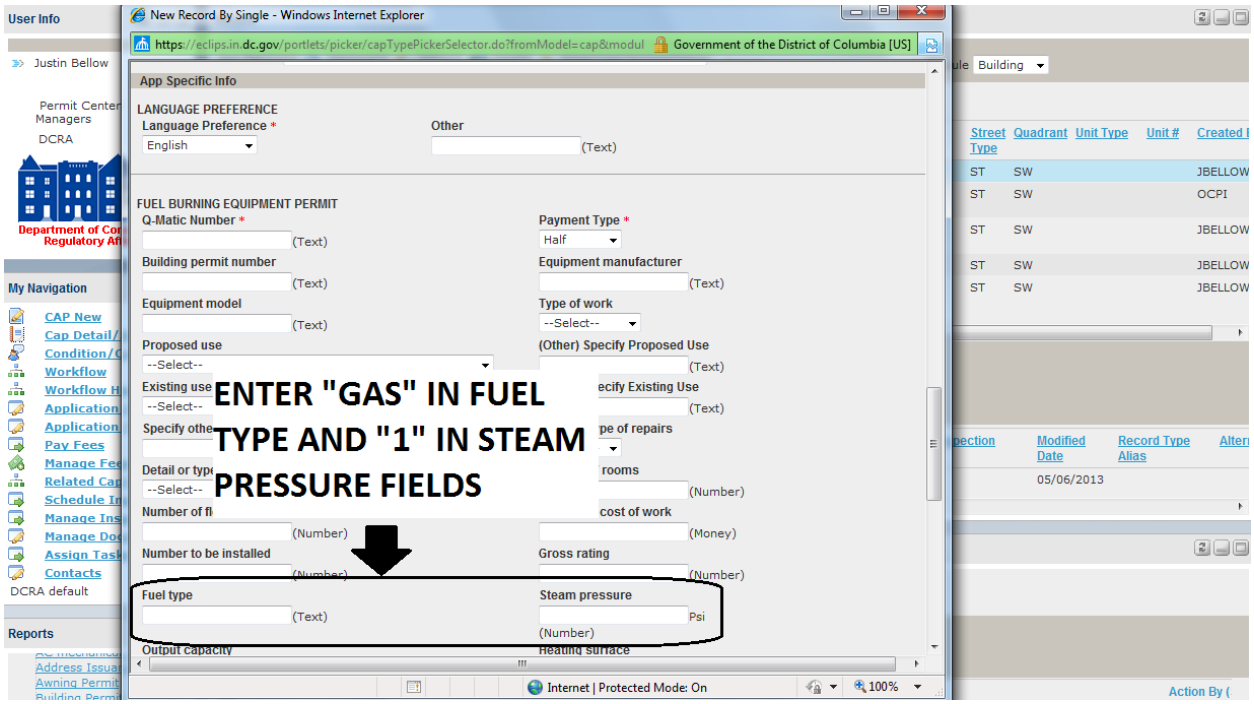
10. If a Building Permit was provided, capture the proposed and existing uses from the Building Permit. If no Building permit was provided, capture the proposed and existing uses from the application.



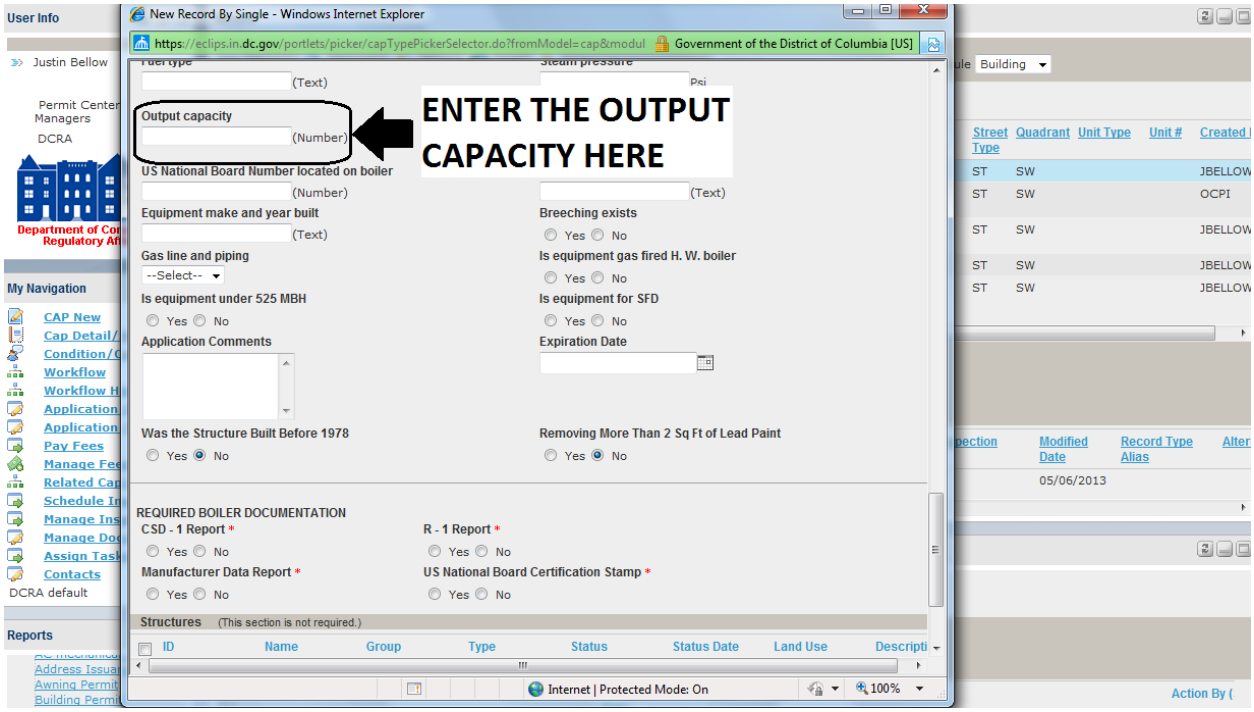
11. Enter number of fuel burning devices to be installed in the “Number to be installed” field and enter the gross rating in the “Gross rating” field.



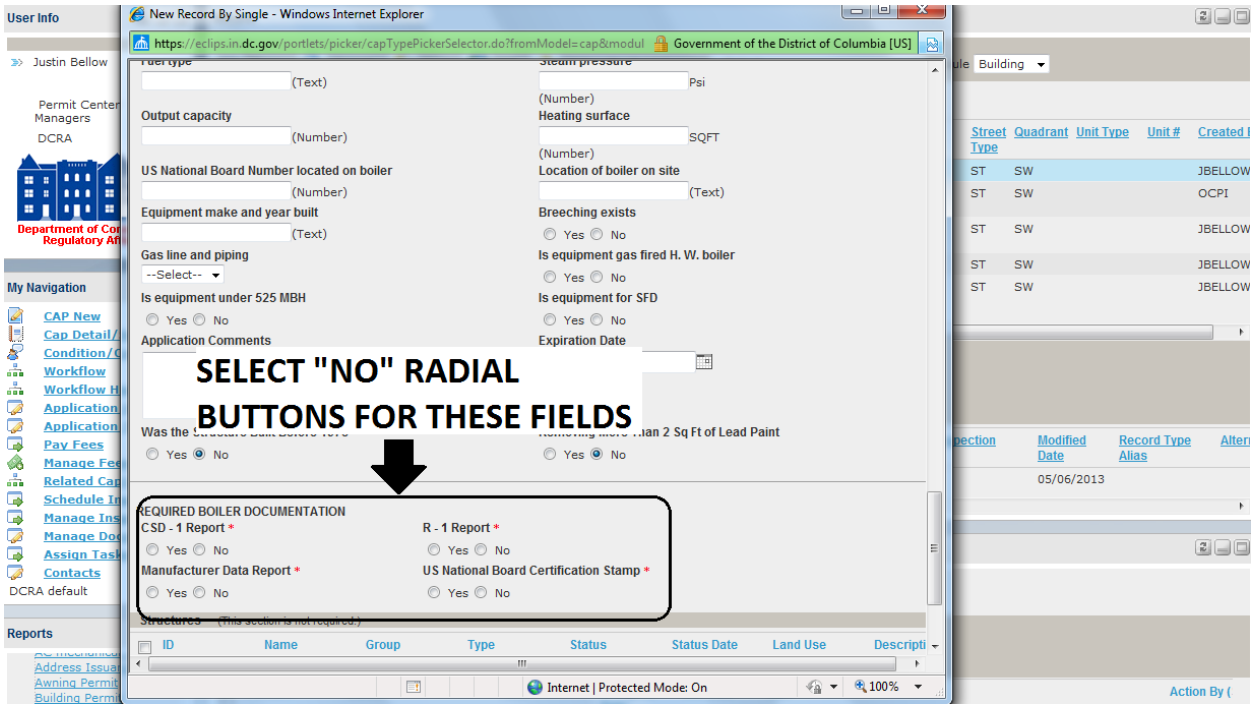
12. Enter “gas” in the “Fuel type” field and the number “1” in the “Steam pressure” field



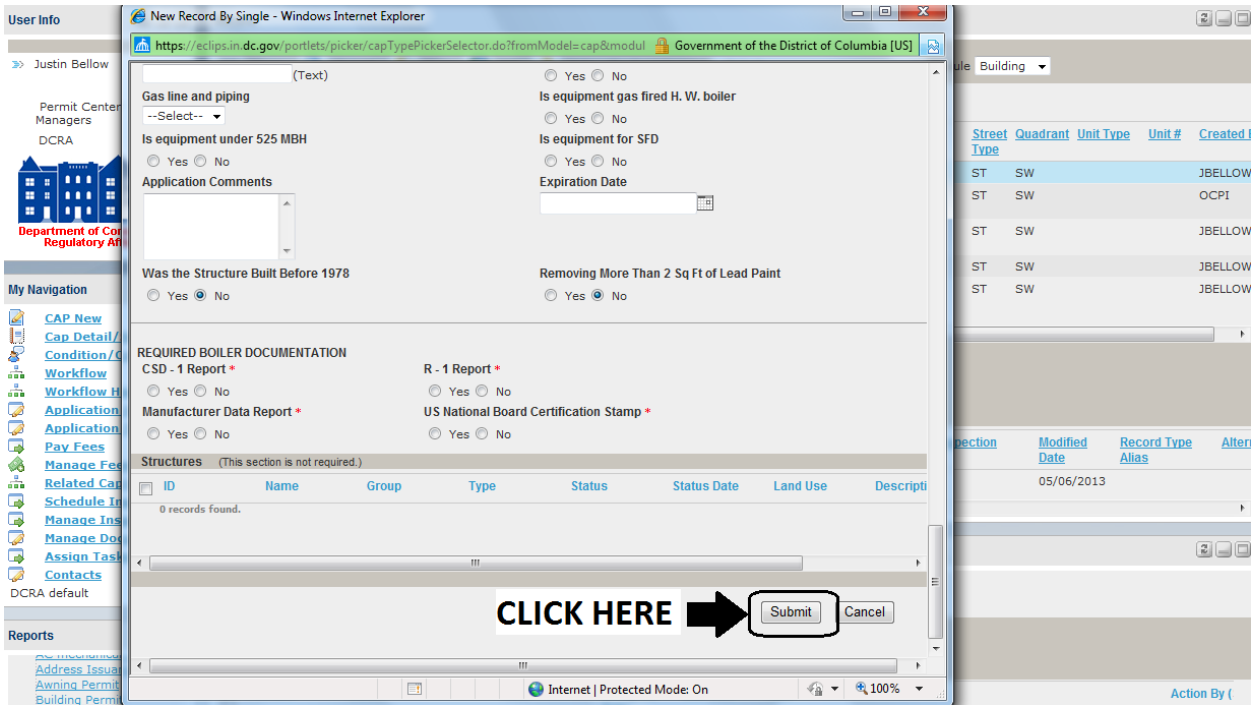
13. Enter the output capacity in the “Output capacity” field. This figure should be in Mbh.



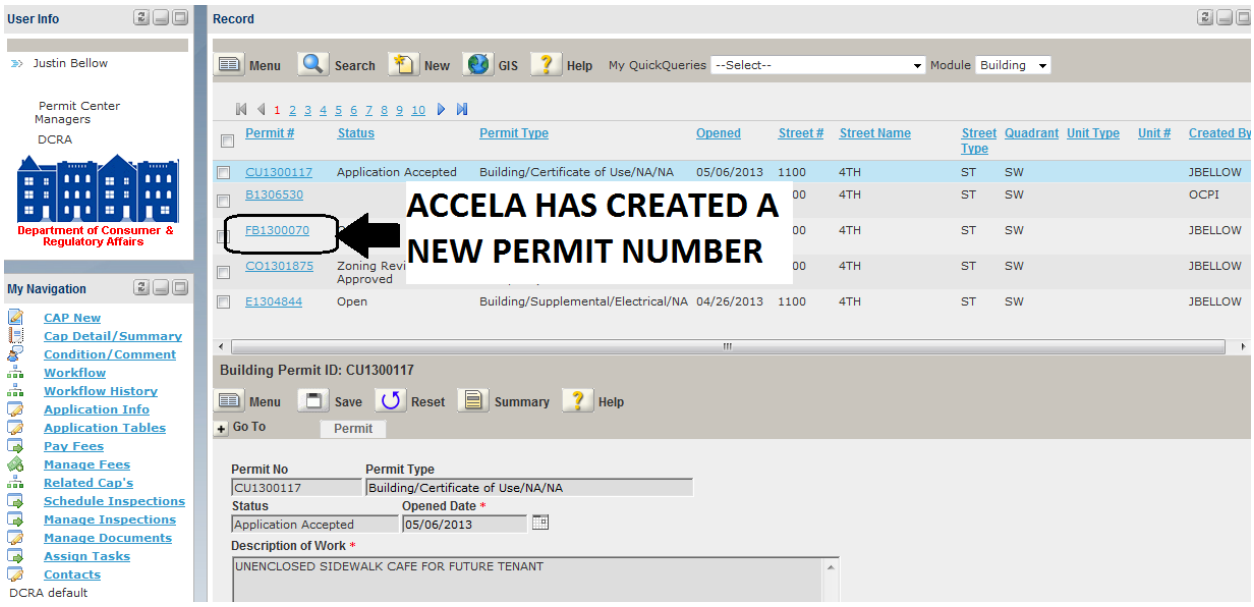
14. Click the “No” radial button for the “CSD-1 Report,” “R-1 Report,” “Manufacturer Data Report,” and “US National Board Certification Stamp” fields.



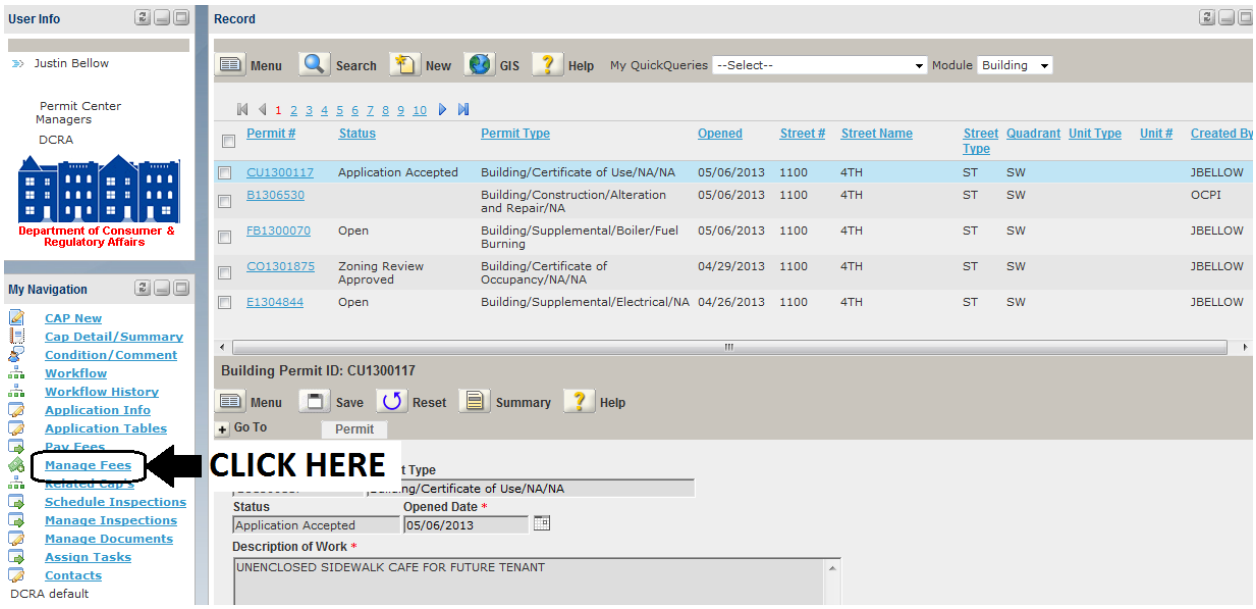
15. Scroll down to the bottom of the window, and click the “Submit” icon button.



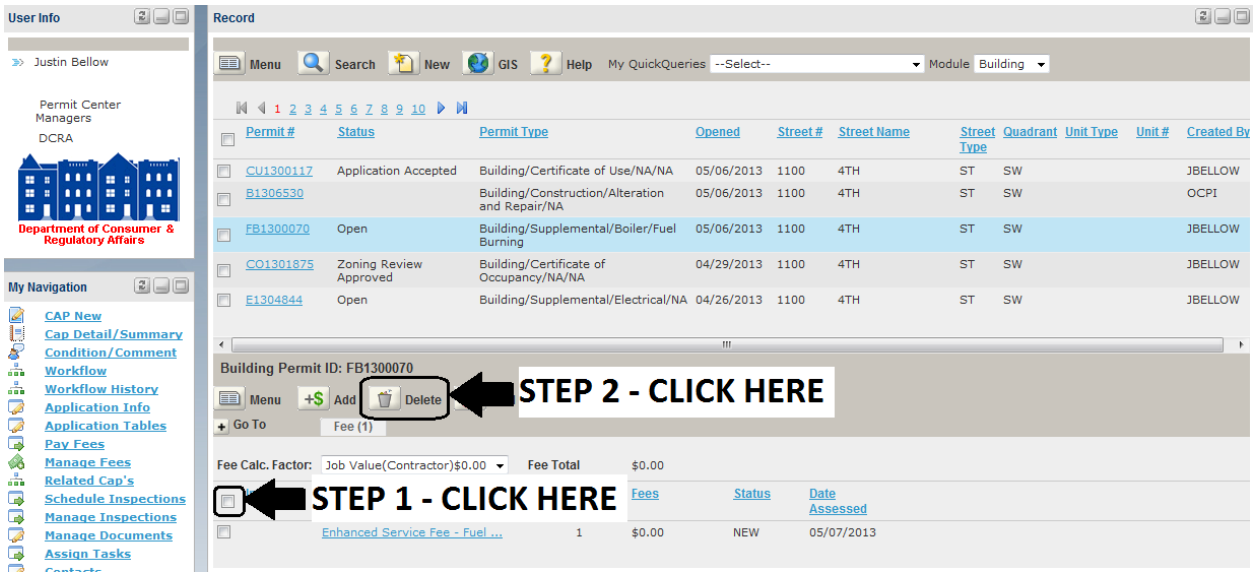
16. After clicking “Submit”, Accela will close the “New Record” window and return to the home screen. The newly created record will now display in the Record Menu.



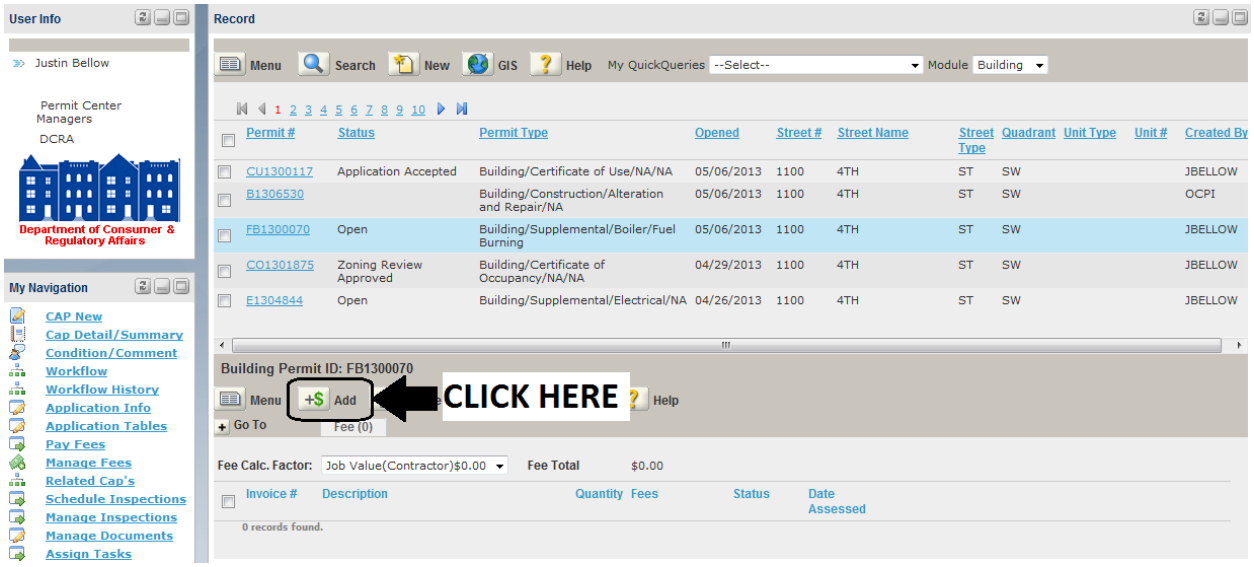
17. Write the new permit number at the top of the permit application, and then click the “Manage Fees” link in the “My Navigation” menu.



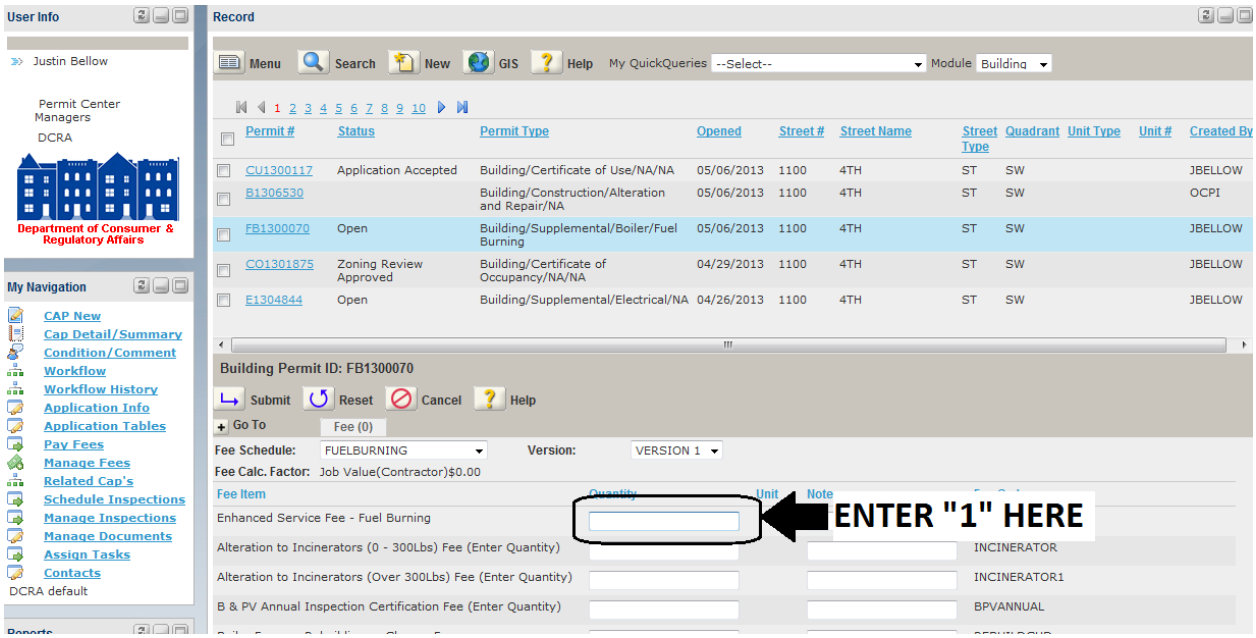
18. Remove all populated fees by clicking the box directly under the “Fee Calc. Factor” heading, and then click the “Delete” icon button.



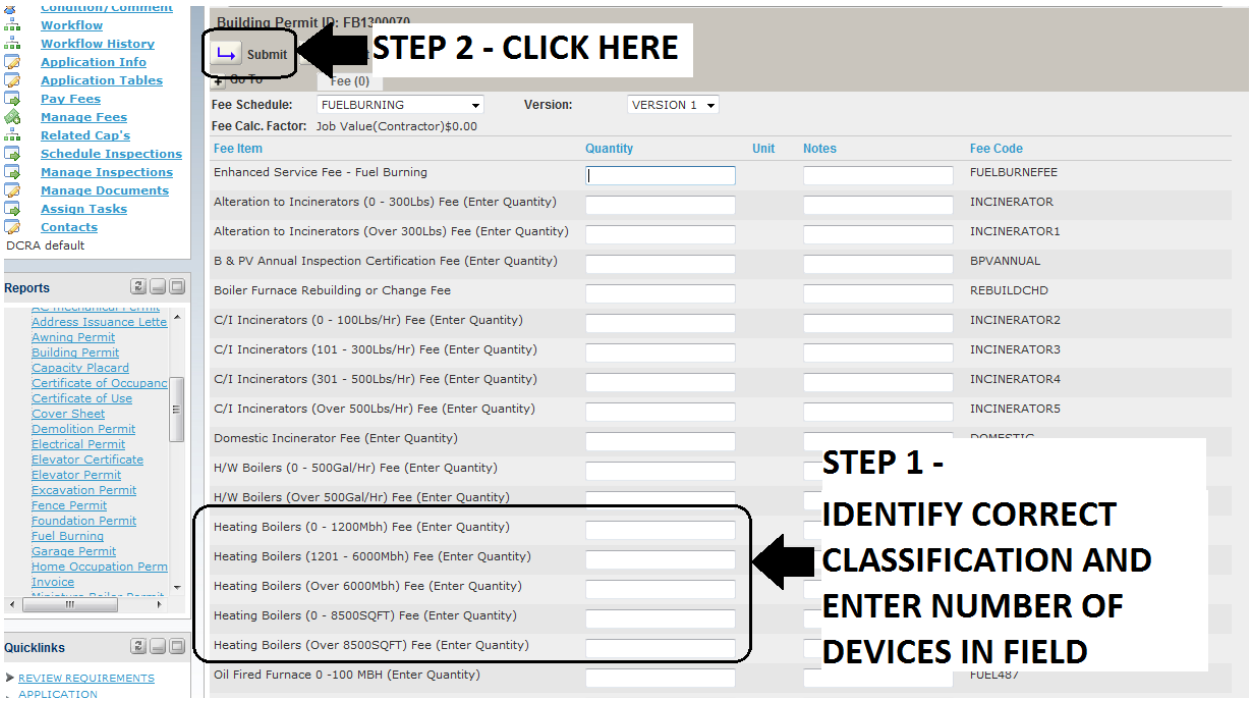
19. Accela has now removed all fees. Click the “Add” icon button to apply the correct fees.



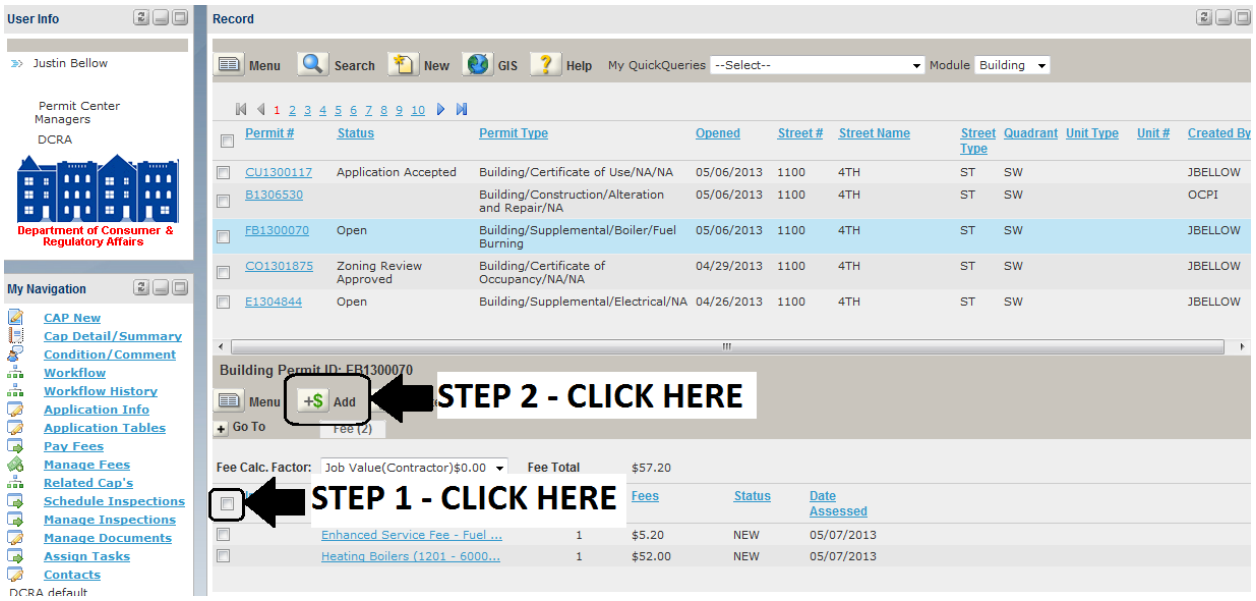
20. Enter the number “1” in the “Enhanced Service Fee – Fuel Burning” field.



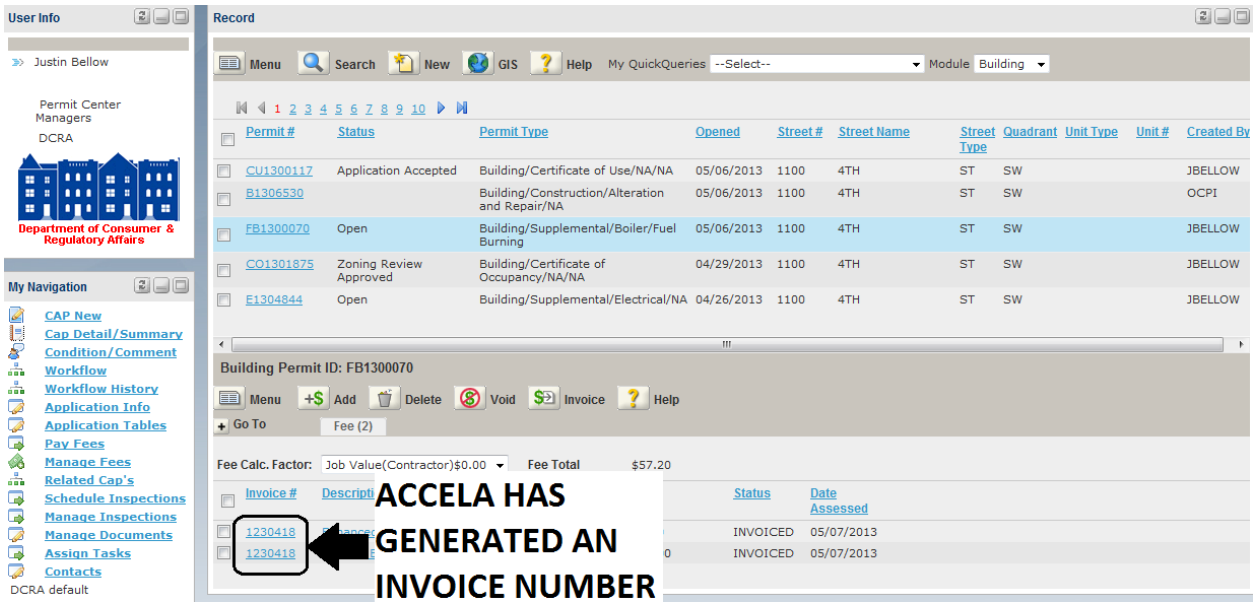
21. Scroll down to the heating boilers listings, and identify the correct classification, enter the number of requested devices in the appropriate field, and then click the “Submit” icon button.



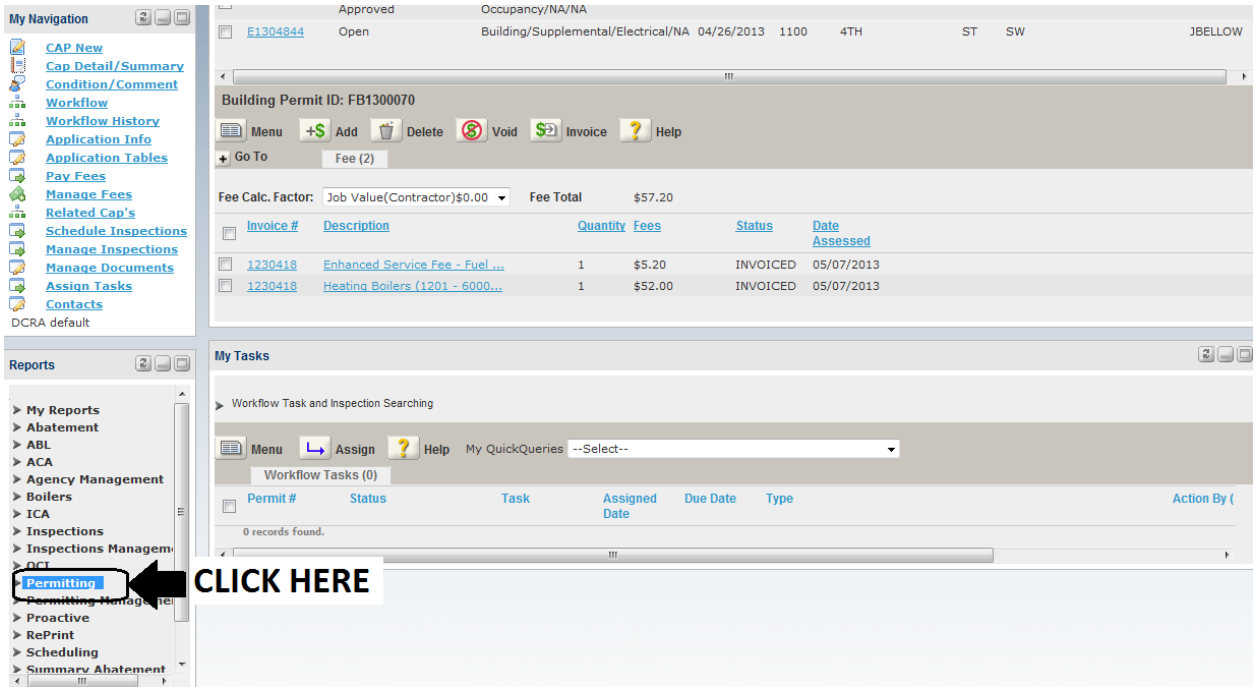
22. Click the box directly below the “Fee Calc. Factor” heading to select all payment records, and then click the “Add” icon button.



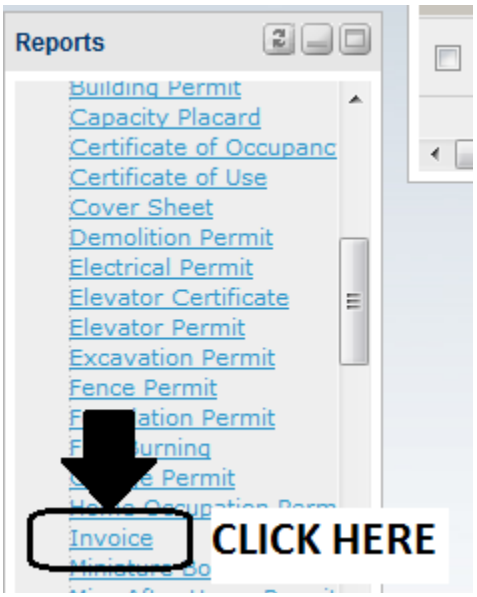
23. Accela has now generated a new invoice number.



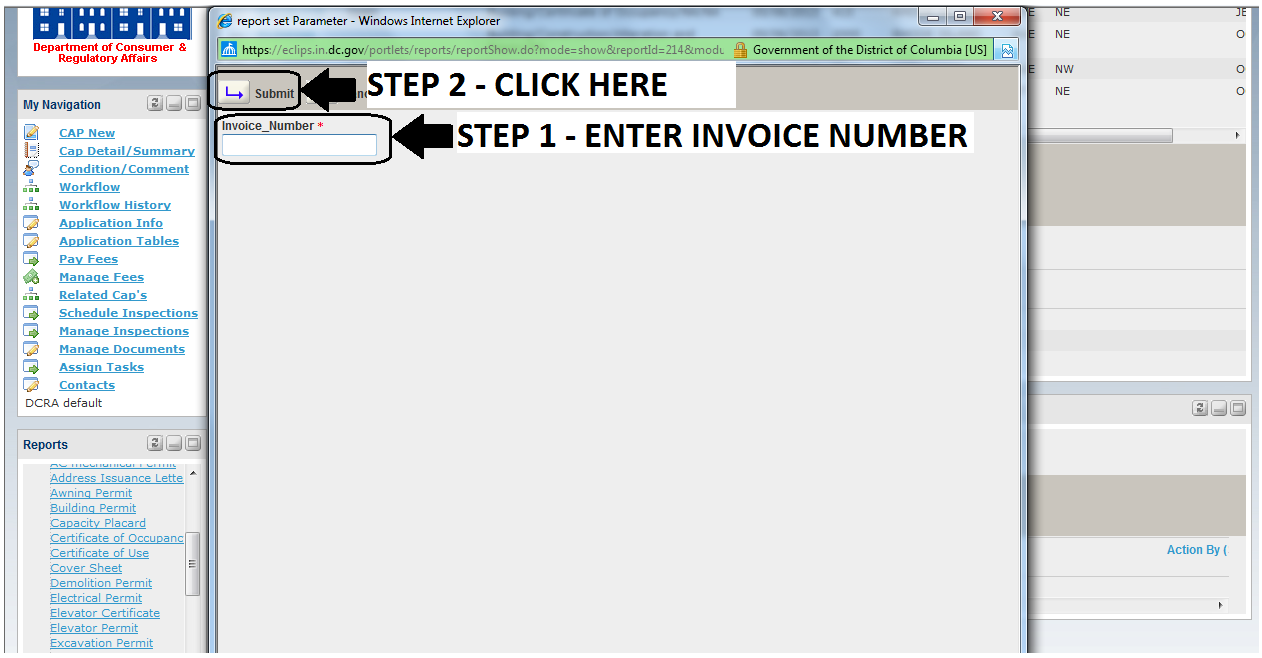
24. Click the “Permitting” link located in the “Reports” menu.



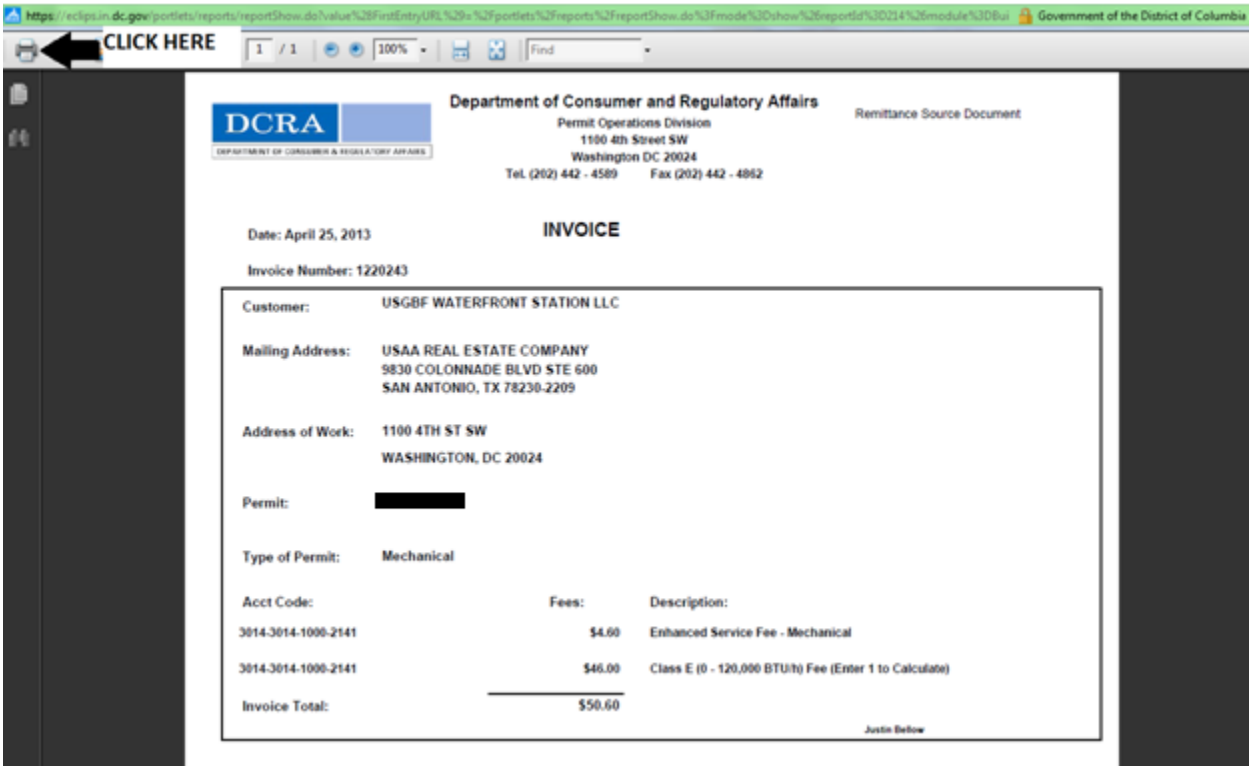
25. Clicking on the “Permitting” link will expand the menu. Once expanded, click the “Invoice” link.



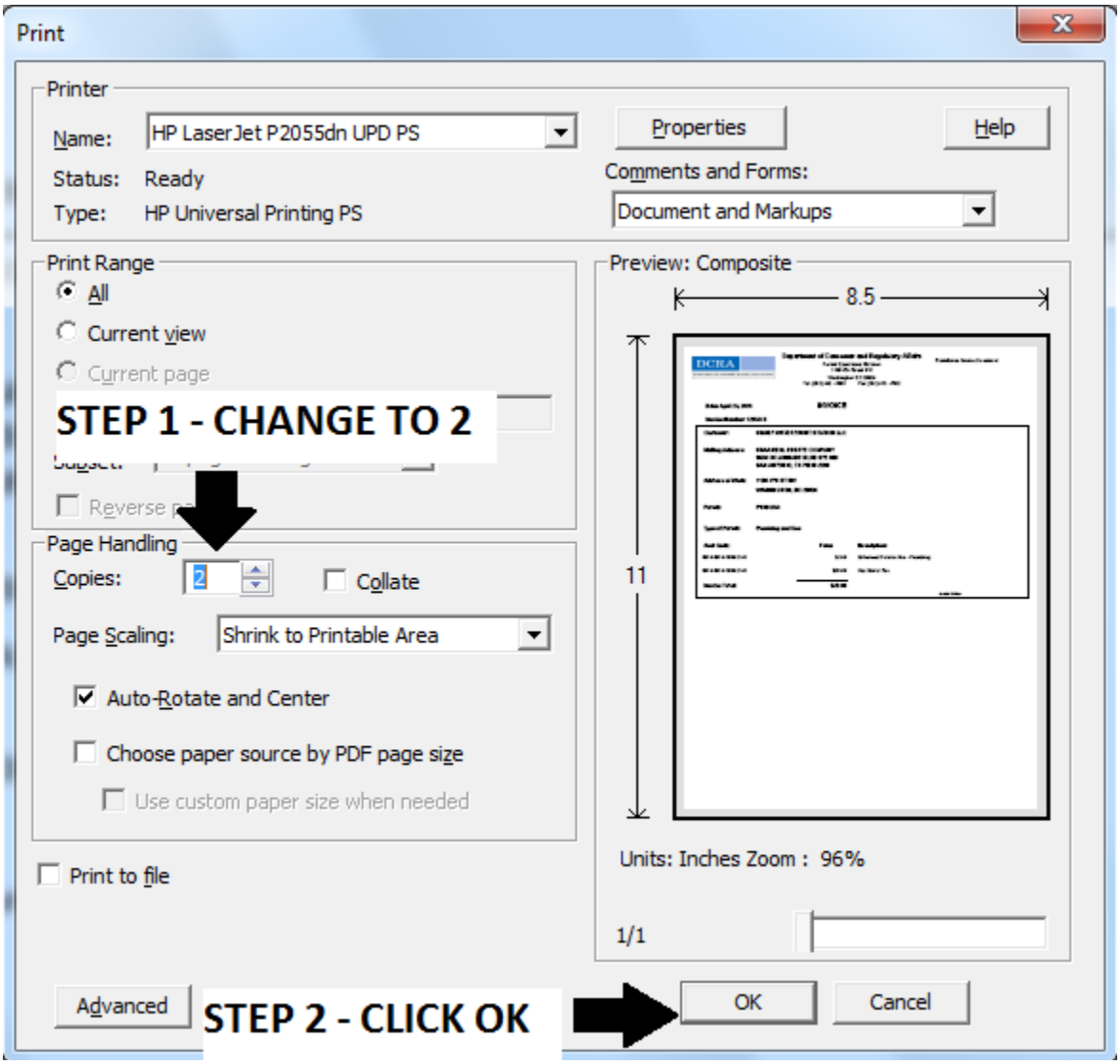
26. Clicking the “Invoice” link will open a new window. In the new window, enter the invoice number generated earlier in the “Invoice Number” field and click the “Submit” icon.



27. 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.

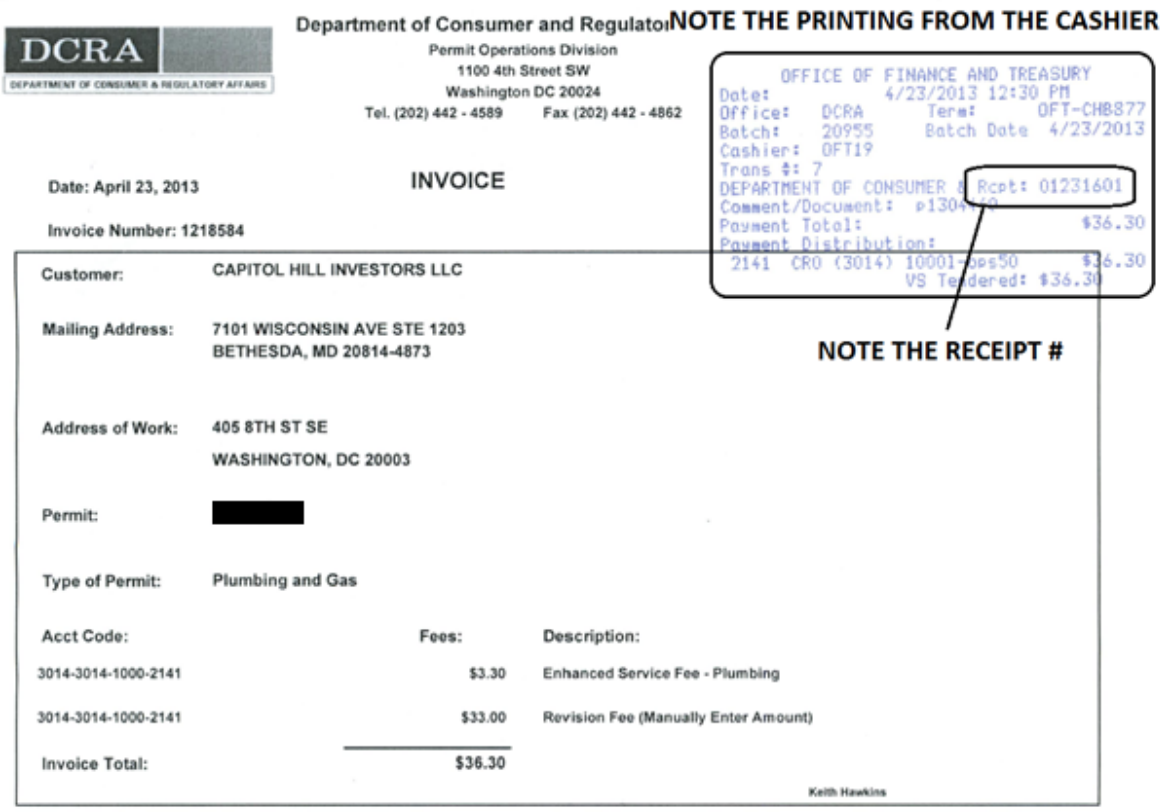


28. A Print Dialogue box will now open. Change the number of copies to “2” by either inputting the number “2” in the “Copies” field, or by pressing the up arrow to the right of the “Copies” field and then click on the “OK” button.



29. 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.

30. 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.



DCRA
DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS

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

NOTE THE PRINTING FROM THE CASHIER

OFFICE OF FINANCE AND TREASURY
Date: 4/23/2013 12:30 PM
Office: DCRA Term: OFT-CHB877
Batch: 20955 Batch Date 4/23/2013
Cashier: OFT19
Trans #: 7
DEPARTMENT OF CONSUMER & Rcpt: 01231601
Comment/Document: p1304[illegible]
Payment Total: $36.30
Payment Distribution:
2141 CRO (3014) 10001-[illegible]50 $36.30
VS Tendered: $36.30

NOTE THE RECEIPT #

INVOICE

Date: April 23, 2013

Invoice Number: 1218584

Customer: CAPITOL HILL INVESTORS LLC

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

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

Permit: [redacted]

Type of Permit: Plumbing and Gas

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

Keith Hawkins

31. 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.

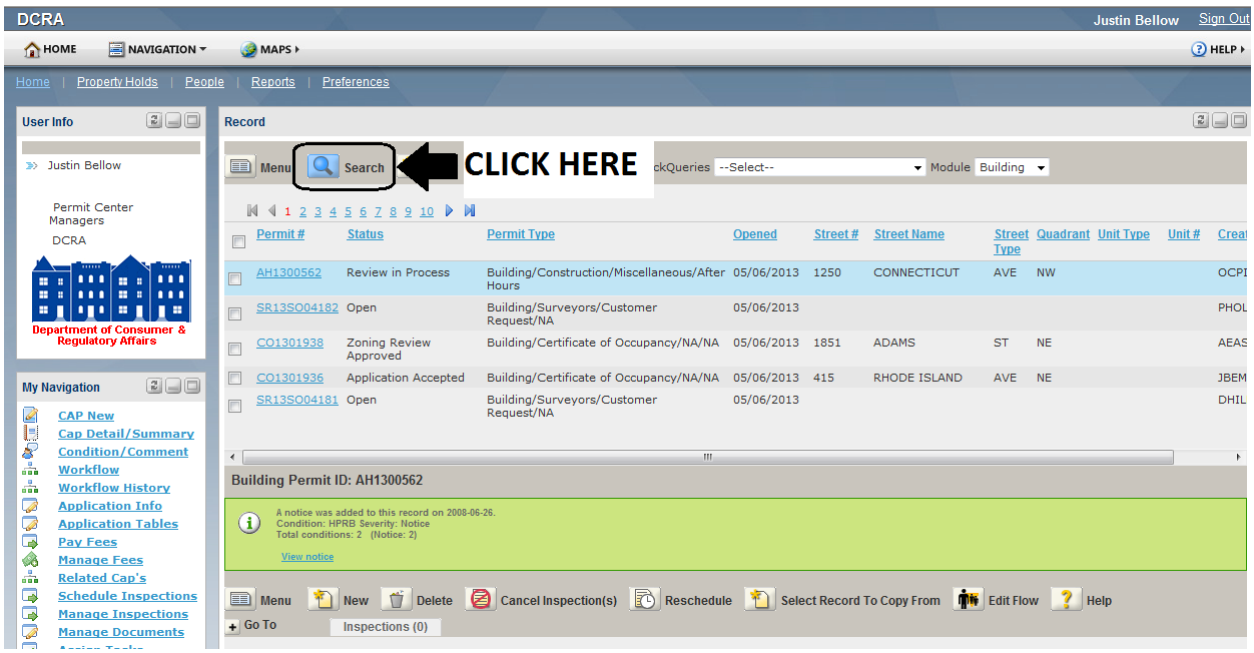
Office of Finance
and Treasury
Date: 4/23/2013 12:30 PM
Office: DCRA Term:OFT-CHB8771
Batch: 20955 Batch Date: 4/23/2013

NOTE THE RECEIPT #

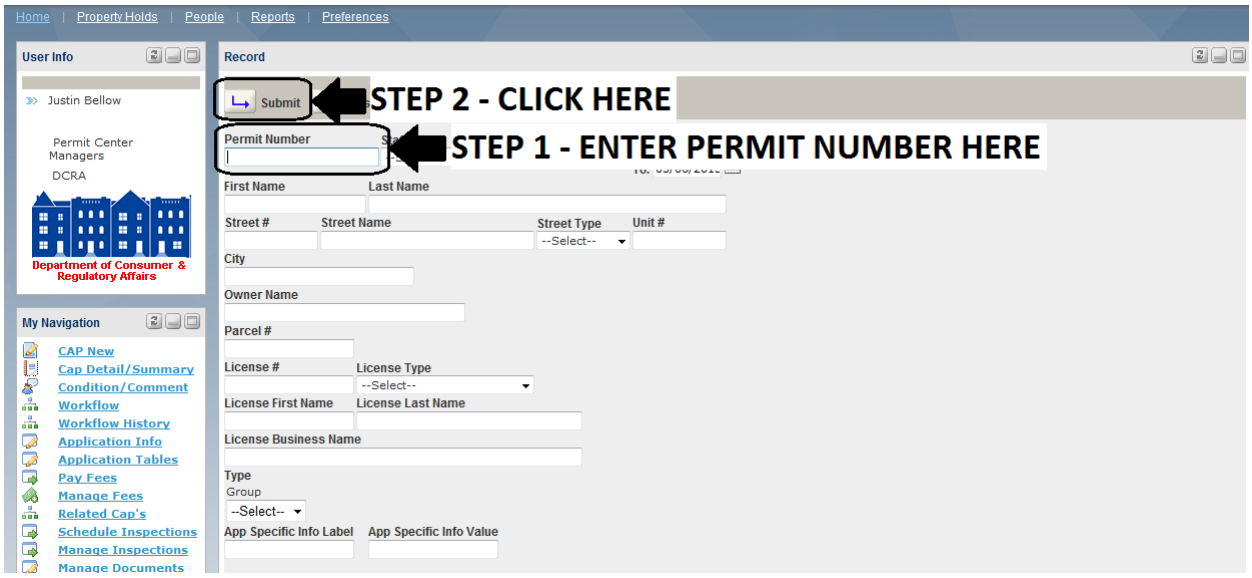
DEPARTMENT OF CONSUMER A Rcpt: 01231601
Comment/Document [redacted]
Payment Total: $36.30
Payment Distribution:
2141 CRO (3014) 10001-ops50 $36.30
VS Tendered: $36.30

Thank you for your payment.
Have a nice day!

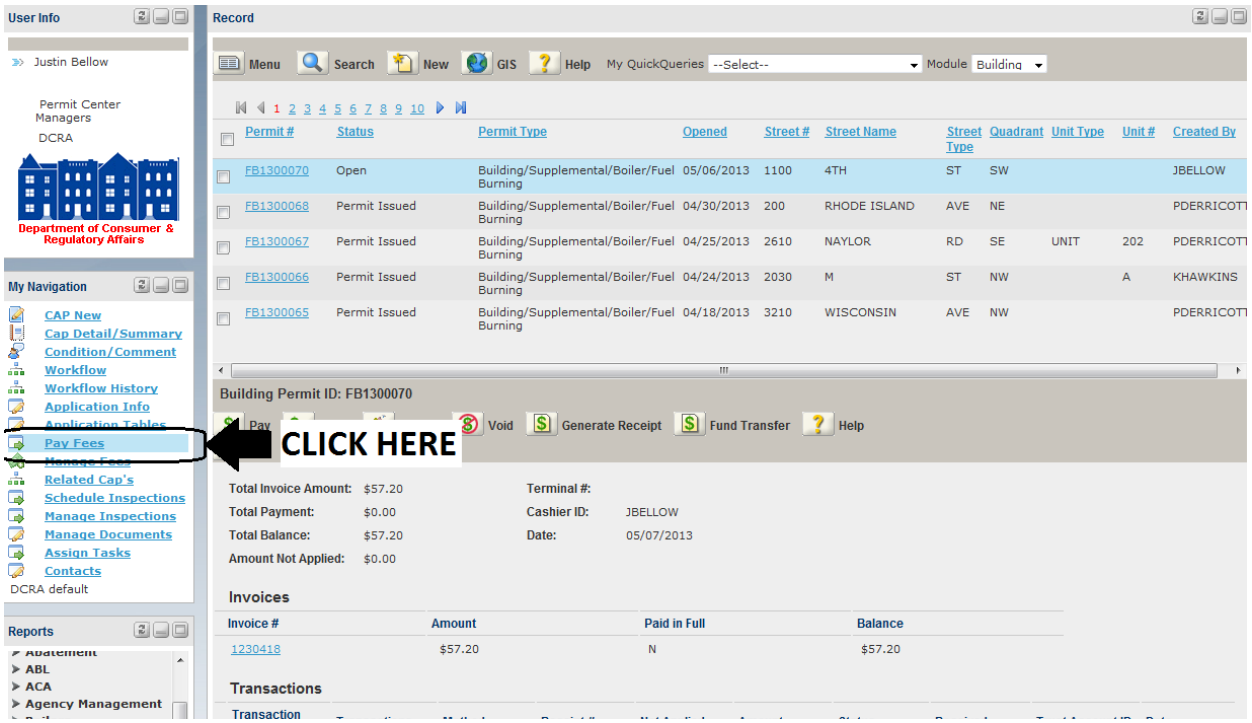
32. Once you have confirmed that the invoice has been paid, from the Accela home screen, click the “Search” icon button.



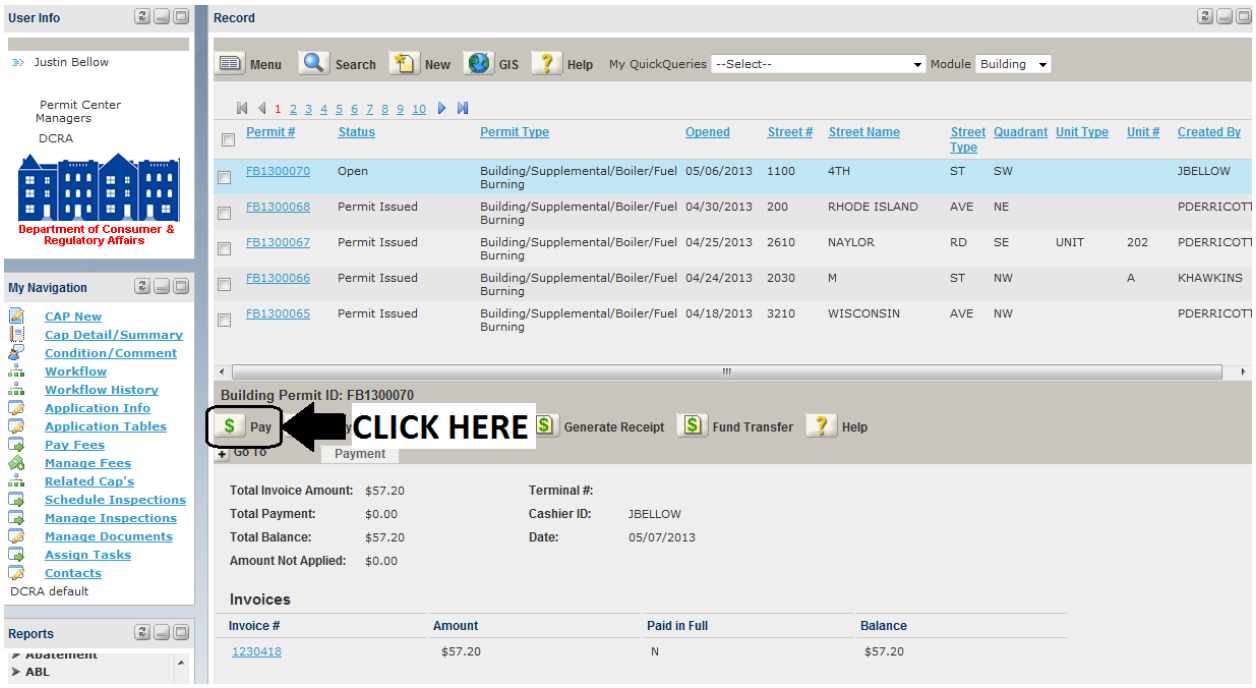
33. Enter the permit number in the “Permit Number” field then click the “Submit” icon button.



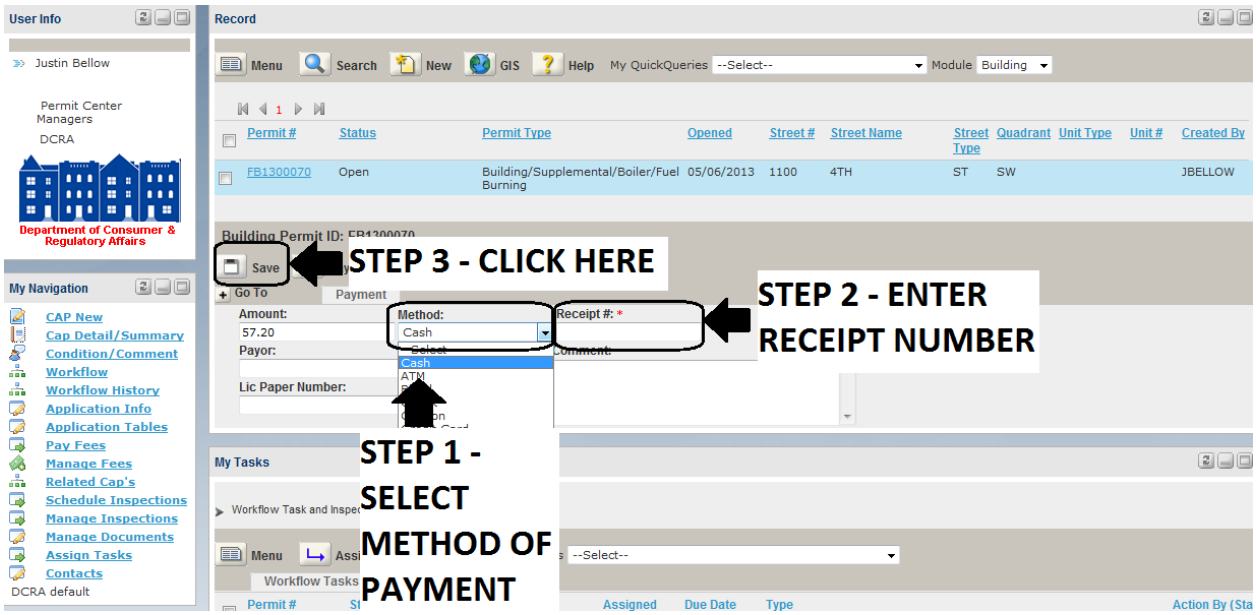
34. On the following screen, locate the “Pay Fees” link under the “My Navigation” menu located on the left hand side of the Accela home screen and click the “Pay Fees” link.



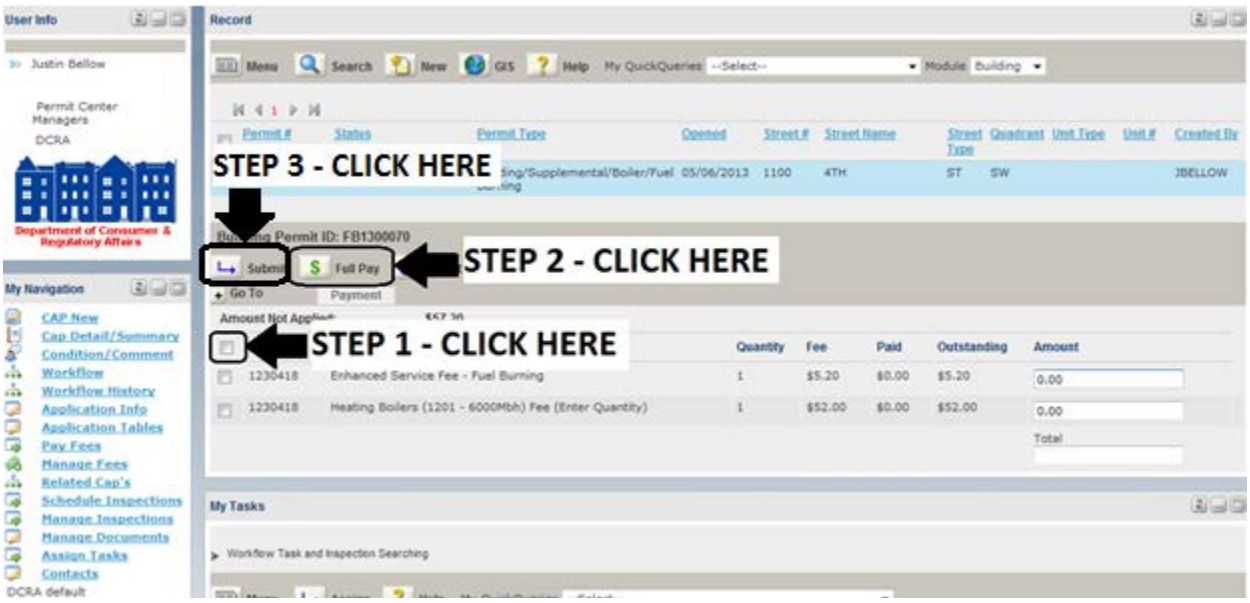
35. On the “Pay Fees” page, click on the “Pay” icon located at the top left hand corner of the “Payment” section.



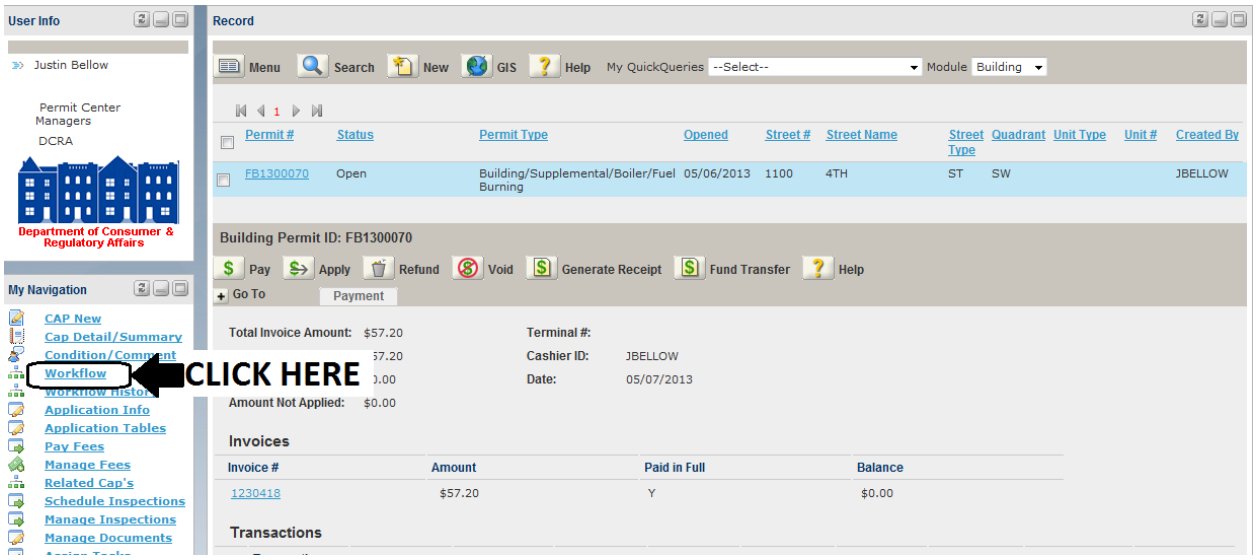
36. Examine the invoice or the receipt and discern what method of payment the customer used. Select this method of payment from the “Method” drop down menu. Now, examine the invoice or the receipt, locate the receipt number, and enter this number in the “Receipt #” field. Once this information is entered,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



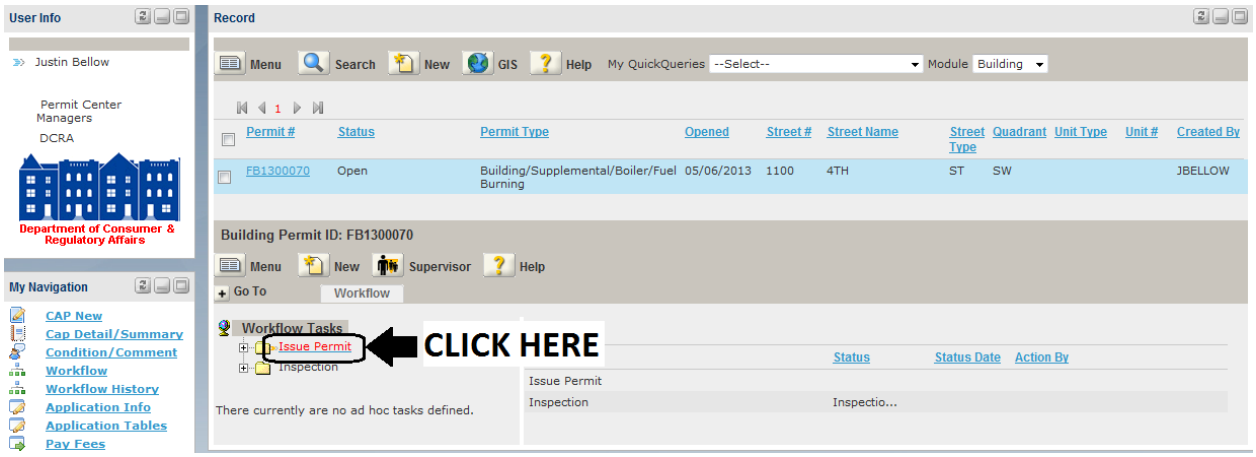
37. On the “Apply Fees” page, click on the box directly below the heading “Amount Not Applied” in order to select all of the outstanding fee entries. Next, click on the “Full Pay” icon in order to apply full payment for the outstanding entries. Finally, click on the “Submit” icon in order to complete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



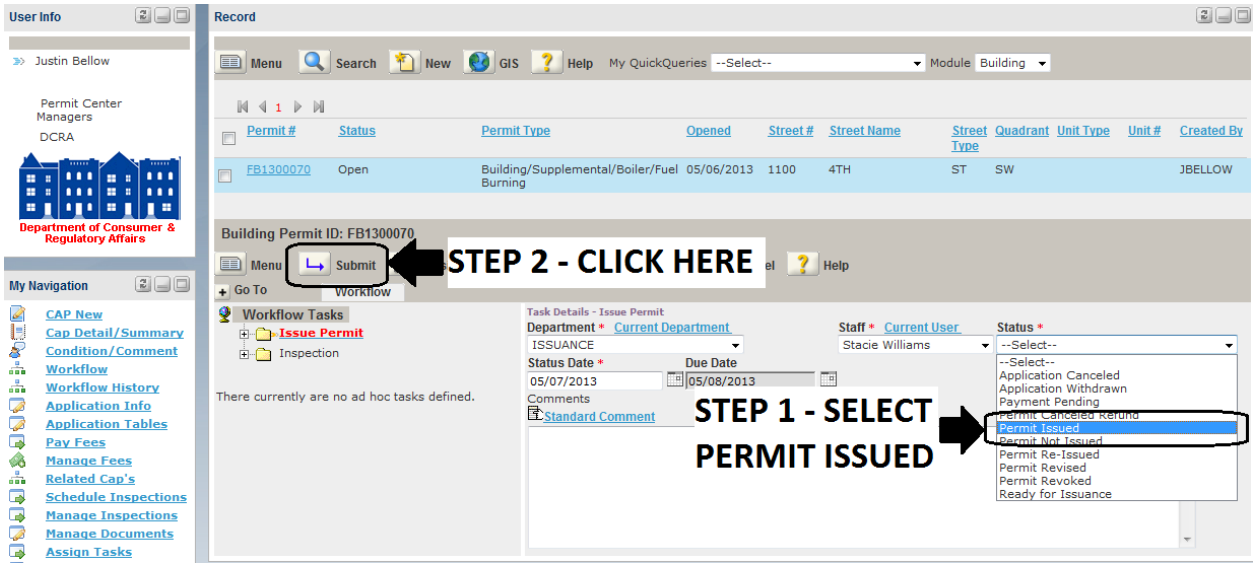
38. The fees have now been applied and you may begin the finalization of the Issuance process. Click the “Workflow” link located on the “My Navigation” menu.



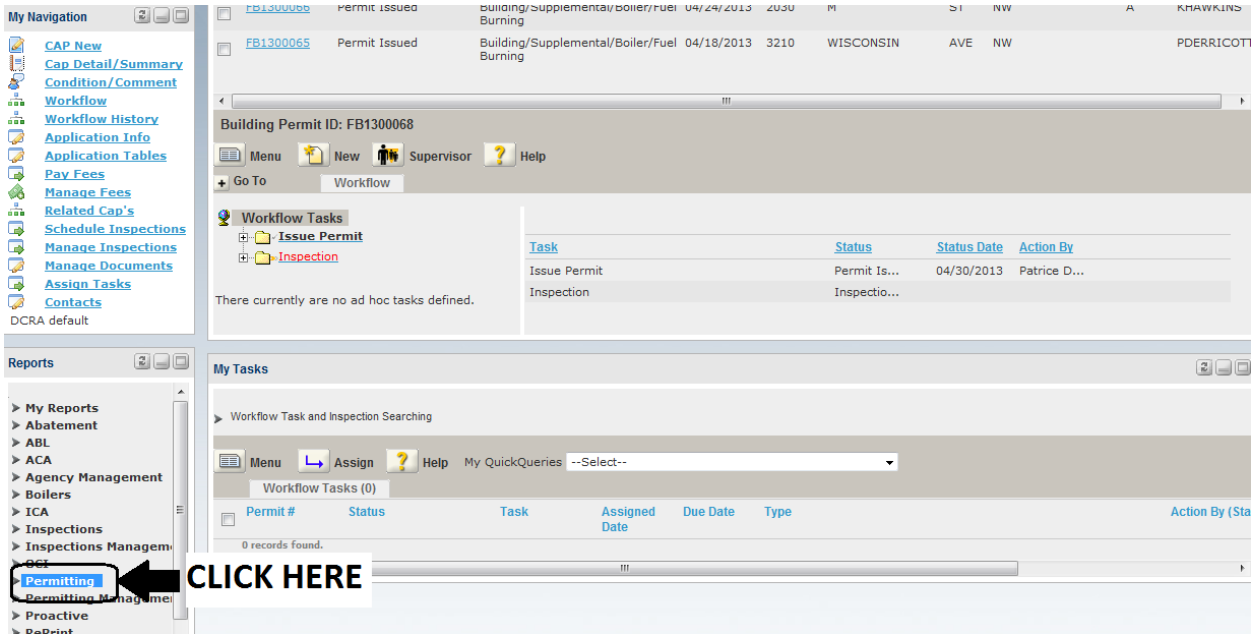
39. On the “Workflow” screen, click on the “Issue Permit” link, highlighted in red.



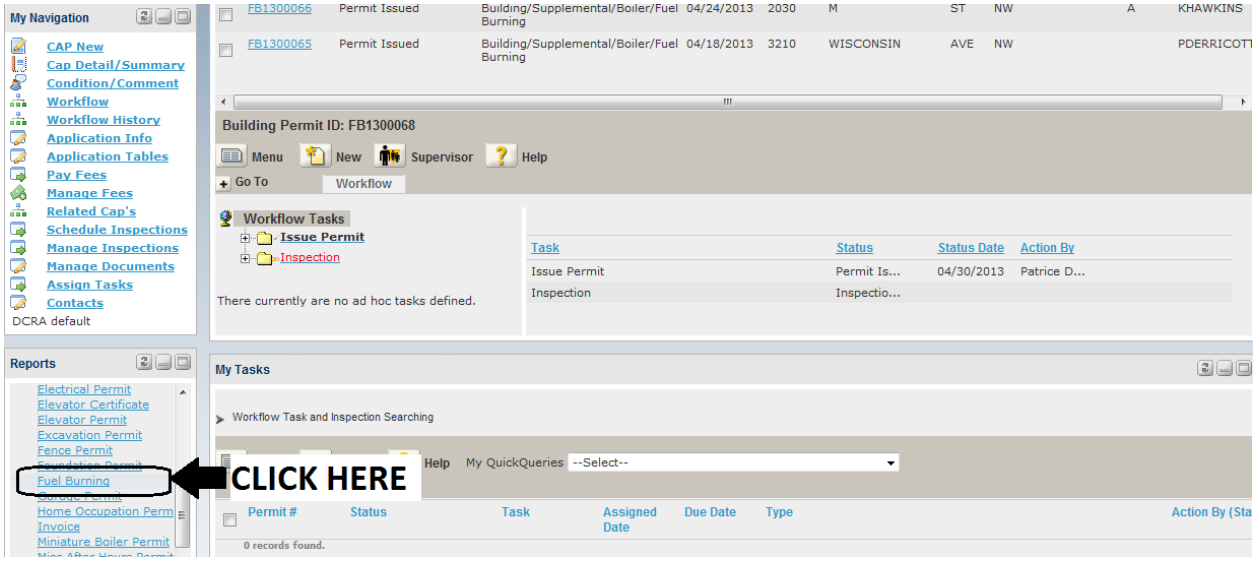
40. On the following page, select “Permit Issued” from the “Status” drop down menu, and then click the “Submit” icon.



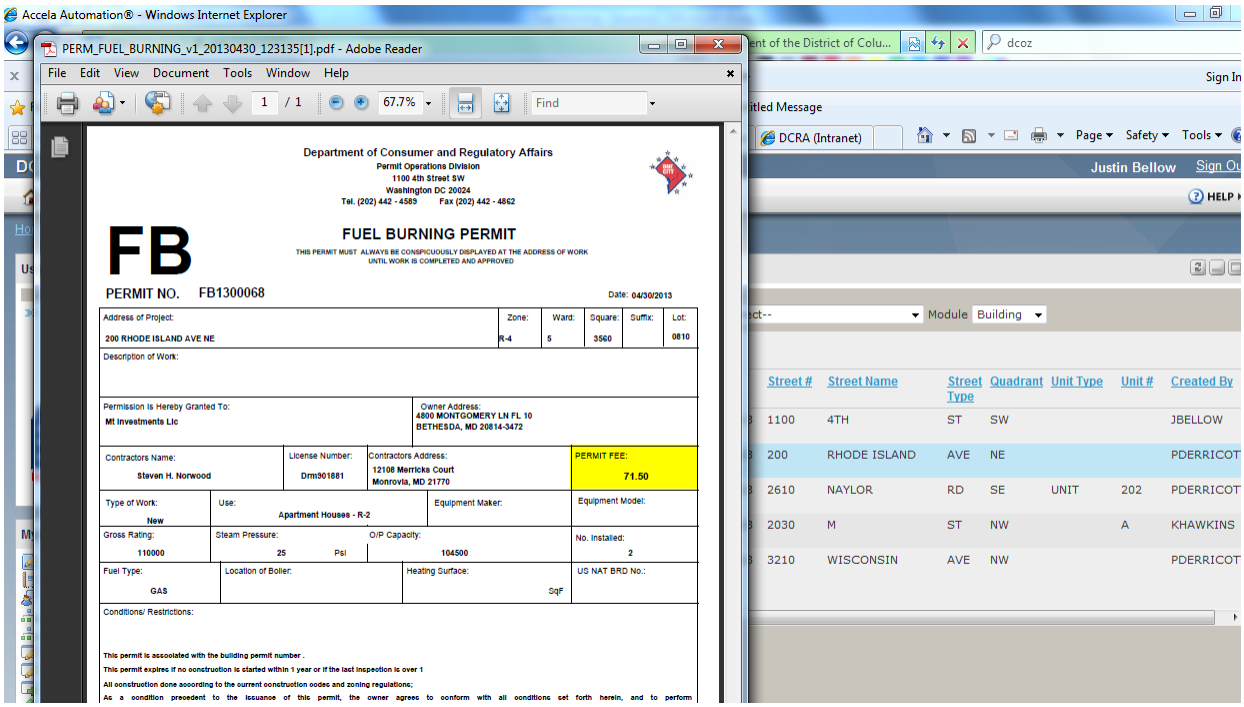
41. The permit is now in “Issued” status and can be printed. Click the “Permitting” link located in the “Reports” menu on the left side of the Accela home screen.



42. Clicking on the “Permitting” link will expand the menu. Once expanded, click the on the “Fuel Burning” link.

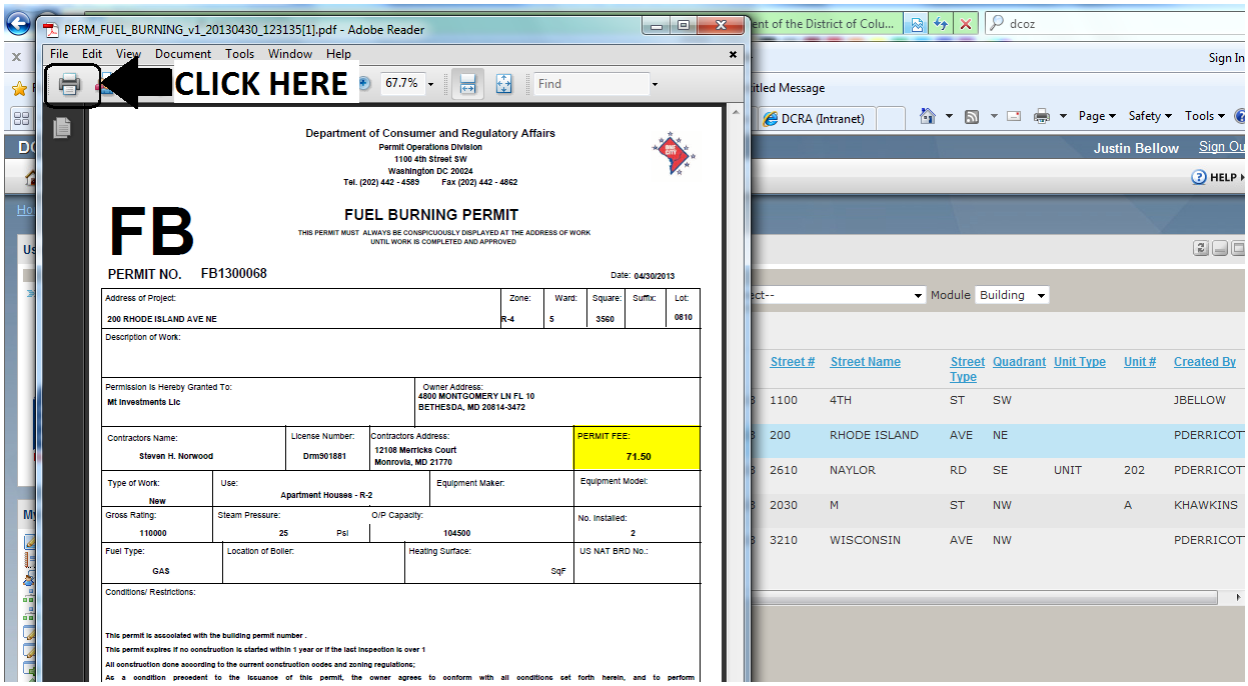


43. Accela will now generate a PDF of the Fuel Burning permit.

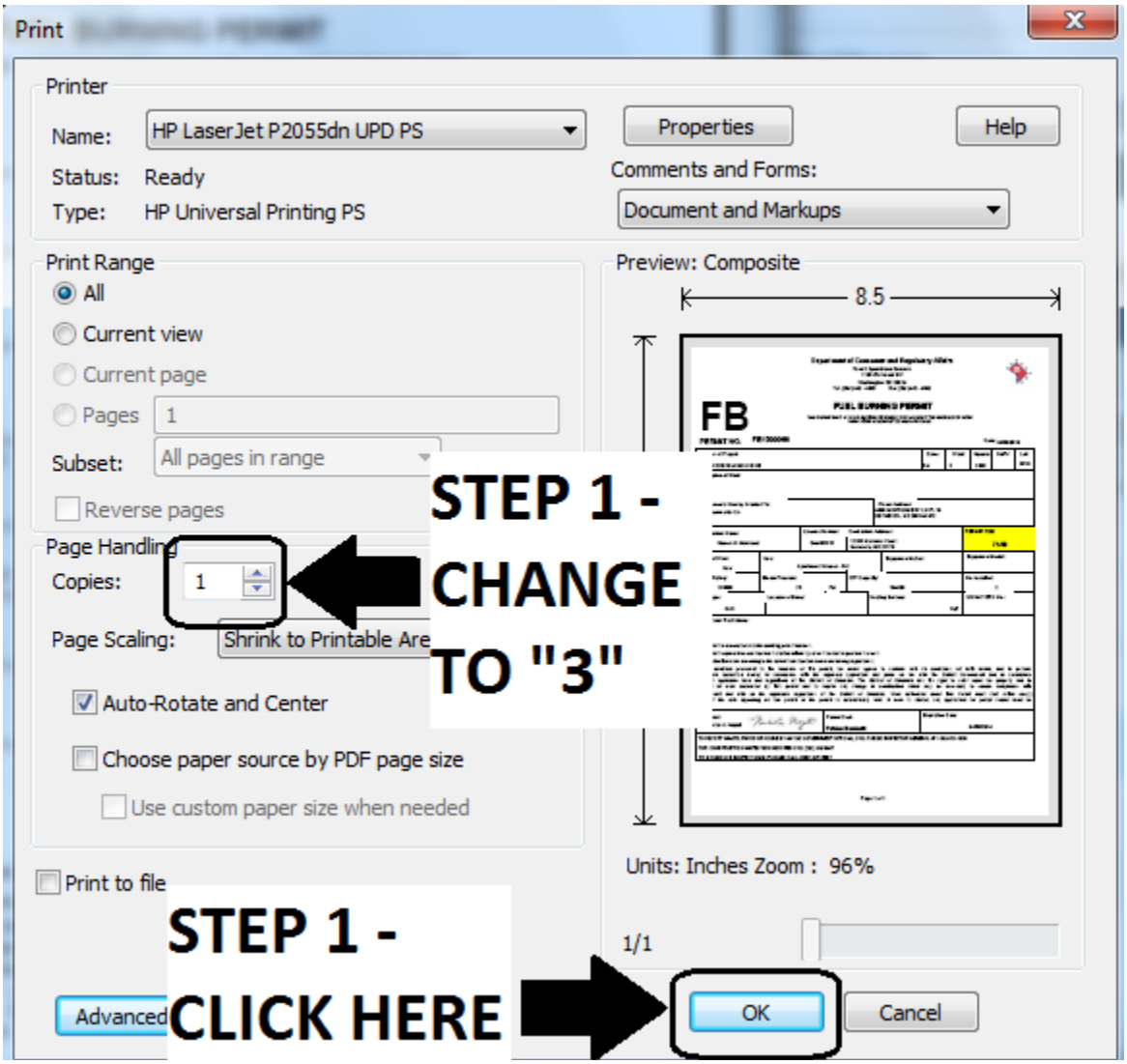


44. Review the generated permit with the customer on the computer screen to ensure that all information has been captured correctly.

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



46. 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.



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

48. 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.

49. 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:

50. 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

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

52. Below is a sample copy of an issued Fuel Burning permit.

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

FB

FUEL BURNING PERMIT

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

PERMIT NO. FB1300068

Date: 04/30/2013

Address of Project:	Zone:	Ward:	Square:	Suffix:	Lot:
200 RHODE ISLAND AVE NE	R-4	5	3560		0810

Description of Work:

Permission is Hereby Granted To:	Owner Address:
Mt Investments Llc	4800 MONTGOMERY LN FL 10 BETHESDA, MD 20814-3472

Contractors Name:	License Number:	Contractors Address:	PERMIT FEE:
Steven H. Norwood	Drm901881	12108 Merricks Court Monrovia, MD 21770	71.50

Type of Work:	Use:	Equipment Maker:	Equipment Model:
New	Apartment Houses - R-2		

Gross Rating:	Steam Pressure:	O/P Capacity:	No. Installed:
110000	25 Psi	104500	2

Fuel Type:	Location of Boiler:	Heating Surface:	US NAT BRD No.:
GAS		SqF	

Conditions/ Restrictions:

This permit is associated with the building permit number .

This permit expires if no construction is started within 1 year or if the last inspection is over 1

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:	Permit Clerk	Expiration Date:
Nicholas A. Majett	Patrice Derricott	04/30/2014

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

FOR CONSTRUCTION INSPECTION INQUIRIES CALL (202) 442-9557

TO SCHEDULE INSPECTIONS PLEASE CALL (202) 442 9557

CHAPTER 7

SECTION 7.9

HOME OCCUPATION PERMIT

1.2 - Home Occupation Permit

As per 11 DCMR 203.1, the purpose of the home occupation provisions shall be to allow home occupations as accessory uses to residential uses; provided, that they are compatible with the residential neighborhood in which they are located. The intent is to protect residential areas from adverse effects of activities associated with home occupations, while permitting residents of the community the opportunity to use the home as a workplace and source of livelihood under specific regulatory conditions.

This section provides a comprehensive step-by-step instruction guide for processing Home Occupation Permits from Intake to Issuance.

CHAPTER 7

SECTION 7.9.1

INTAKE

1.2.1 - Intake

1. Ensure that the customer has either a utility bill (Electric, Gas, or Water) in their name that matches the application address or that the customer's driver's license matches the application address. If the customer is using a Driver's License in support of their application, ensure that a copy of the Driver's License is provided and attach it to the application.

2. If the customer's business entity is identified as a corporation, ensure that the applicant has Articles of Incorporation, Listing of Corporate Officers, and a Letter of Good Standing, and attach them to the application.

3. If the customer classifies themselves as a Licensed Professional (e.g. Attorney, Medical Doctor, Dentist, Certified Public Accountant, Registered Nurse, Architect), ensure that a photocopy of the license issued by the District of Columbia is provided, and attach to the application.

4. Examine the application and ensure that it is filled out its entirety.

DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS

HOME OCCUPATION PERMIT APPLICATION

DCRA OFFICE OF THE ZONING ADMINISTRATOR
www.dcra.dc.gov

DATE:

The Zoning Regulations state in **11 DCMR 203.1 and 203.2** that the purpose of the home occupation provisions shall be to allow home occupations as accessory uses to residential uses; provided, that they are compatible with the residential neighborhood in which they are located. The intent is to protect residential areas from adverse effects of activities associated with home occupations, while permitting residents of the community the opportunity to use the home as a workplace and source of livelihood under specific regulatory conditions. For purposes of this section, a home occupation is a business, profession, or other economic activity conducted full-time or part-time in a dwelling unit that serves as the principal residence of the practitioner of the home occupation.

APPLICANT INFORMATION

☐ Mr.
☐ Ms.

1. Applicant's Name: Last _____ First_____ Middle _____

2. Residence Address: _____

Address # **Street Name** **Apt #** **Zip Code**

PREMISE INFORMATION

3. Is the above address your principal place of residence ☐Yes ☐No

4. Applicant is the: ☐ Owner ☐ Tenant (Attach copy of driver's license)

4a. Premises indicated in question #3 is a:

☐ Owner-Occupied Single Family Dwelling ☐ Rented Apartment House Dwelling
☐ Condominium/Cooperative Dwelling ☐ Flat (two family dwelling)
☐ Rented Single Family Dwelling

ADDITIONAL APPLICANT INFORMATION

5. Number and relationship of persons residing with you:
Spouse___ Parent___ Children___ Siblings___ In-Laws___ Other___

BUSINESS INFORMATION

6. This application is for (check the appropriate box below):

☐ Sole Proprietorship ☐ Corporation* ☐ Partnership** ☐ Limited Liability Company
☐ Limited Partnership ☐ Licensed Professional***

*** Attach to this application a copy of your Articles of Incorporation, Listing of Corporate Officers, and Letter of Good Standing (obtainable from the Corporations Division on the second floor in this building).**

**** Indicate partner's Name: _____in each form of business ownership listed above, APPLICANT'S RESIDENCE must be official premise for activities of proposed business enterprise.**

***** Attach a photocopy of your license to practice your professions in the District of Columbia. Examples of Professions requiring Professional Licensure: e.g. Attorney, Medical Doctor, Dentist, Certified Public Accountant, Registered Nurse, Funeral Director, Real Estate Sales, Architects.**

3/2013

7. Describe the proposed business you intend to operate: _____

8. Is this business sexually oriented? ☐ Yes ☐ No

9. Are you presently operating a business in your residence? ☐ Yes ☐ No If yes, HOP#_____

10. The DC Zoning Regulations allow for no more than the larger of 250 sq. ft or 25 percent of the available floor area of your home to be used in the operation of your proposed business.

10a. What is the total square footage of your residence? _____sq. ft. *(Obtainable from the DC Office of Tax and Revenue)*

10b. What percentage of the available square feet in your residence will be used in he operation of your proposed business? ____%

10c. Will the proposed business utilize the basement or cellar? _____

11. Where on the premises will materials (if any) used in the proposed business be stored? _____

(Note: According to the Zoning Regulations 203.4 (b) a basement or cellar, shed, garage or other accessory structure may be used in the operation of a home-based business.)

12. What equipment will be used in the operation of your proposed business? (ex. personal computer, file cabinet, etc.)

13. Will the operation of your proposed business require any architectural or structural modifications to your residence? ☐ Yes ☐ No If "Yes", describe modifications: _____

14. The DC Zoning Regulations do not allow for employment of more than ONE non-resident employee in home-based business. How many non-family members will be employed in your proposed business? _____

15. Do any of these persons reside with you? ☐ Yes ☐ No If No, explain _____

16. How do you propose to notify the public of the services available from your home based business?

17. Will there be a sign posted on the proposed business premise? ☐ Yes ☐ No

If Yes , describe the placement of the sign, its size and the identifying information to be placed on sign:

Size _____Information _____

(Note: 12 inches by 12 inches is the maximum allowable square footage)

18. Will the proposed business result in the creation of a product? ☐ Yes ☐ No

If Yes, briefly describe the product:

19. Will chemical compounds be used in the operation of your proposed business? ☐ Yes ☐ No

20. Indicate the proposed hours of operation of your business?

_____am to _____pm (hours) / _____to_____(days) (M-F) (Sat-Sun)

21. How many clients will be served on the premises within a one hour period? _____

22. How many vehicles will be used in the operation of your proposed business? _____

23. What type of parking will be provided for clients/visitors/employees of the proposed business? (check one)

☐ No Parking Provided ☐ Off Street Parking ☐ Street Parking

Please read 11 DCMR 203.8 for regulations regarding Bed & Breakfast Home Occupations:

24. Will you be operating a Bed & Breakfast business? ☐ Yes ☐ No If "Yes", submit a copy of your driver's license.

25. How many sleeping rooms are available for overnight guests:

26. How many meals will be served per day? _____

27. How many parking spaces are available? _____

Attach to the application a dimensioned DC Surveyor's Plat showing all existing structures and parking spaces for the applicant and guests of the bed and breakfast.

3/2013

ATTESTATION AND CERTIFICATION

I certify that the information provided on this application for a Home Occupation Permit is true to the best of my knowledge and belief. I further certify that I understand that any information provided on this application, pertaining to the business that I propose to conduct which is found to be false, will result in this application or resulting permit being voided.

Name of proposed business (as it is to appear on your Home Occupation Permit):

_____

Applicant Printed Name _____

Applicant Signature _____

Daytime Telephone Number _____

Email Address _____

To the Applicant: A FALSE STATEMENT ON THIS CERTIFICATION REQUIRES THE DEPARTMENT PROCEED IMMEDIATELY TO REVOKE THE LICENSE OR PERMIT FOR WHICH YOU ARE NOW APPLYING AND FINE YOU A MINIMUM OF $1,000.00. THIS CERTIFICATION IS REQUIRED BY THE A CLEAN HANDS BEFORE RECEIVING A LICENSE OR PERMIT ACT OF 1996, EFFECTIVE MAY 11, 1996, DC LAW 11-118, DC CODE 47-2681 ET SEQ.

CERTIFICATION

I, _____(print name), certify that as of _____(date), I do not owe more than $100.00 to the District of Columbia government as a result of:

1. Fines, penalties or interest assessed permanent to the Litter Control Administration Action of 1985, effective March 25,
1986 (DC Law 6-100; DC Code 6-2901 et seq.)

2. Fines, penalties or interest assessed permanent to the Illegal Dumping Enforcement Act of 1994, effective March 20,
1994 (DC Law 10-117; DC Code 6-2911 et seq.)

3. Fines, penalties or interest assessed permanent to the Department of Consumer and Regulatory Affairs Civil Infraction
Act of 1985, effective October 5, 1986 (DC Law 6-42; DC Code 6-2701 et seq.)

4. Past Due District of Columbia Taxes

I understand that if I knowingly falsify this Certification, the Department will move to revoke the permit for which I am applying, and to fine me $1,000.00. I further understand that the Department may conduct an investigation to ascertain the validity of this certification.

I understand that this certification is now required as documentation to accompany my application for a license or permit, and that by completing the Certification, I am not guaranteed approval of this application for same.
Home occupations are non-transferrable from person to person and address to address.

_____	_____	_____
Signature of Applicant	Title of Applicant	Date

OFFICIAL USE ONLY

Approved: Pursuant to DCMR Title II, Zoning Chapter 2, Accessory Uses (R-1) and 203 Home Occupation (R-1) the Zoning Administrator has determined that the Applicant has met all the conditions necessary for the issuance of a Home Occupation Permit, based on the information in this application and the administrative review process.

Approved Date _____ By:_____

Denied: Pursuant to DCMR Title II, Zoning Chapter 2, Section 202 Accessory Uses and 203 Home Occupation, the Zoning Administrator has determined that while the Applicant appears to have met the conditions necessary for a Home Occupation Permit, the proposed business is inconsistent with the general purpose and intent of the zoning regulations for the following reason(s): _____

Denied Date _____ By:_____

OFFICIAL USE ONLY

Pending Reasons:

- ☐ A report from the Inspection Division is required
- ☐ Does not satisfy Section _____
- ☐ Articles of Incorporation required
- ☐ Copy of Professional License Required
- ☐ Signature of Applicant missing
- ☐ Square footage exceeds the max allowable according to Zoning Regulation
- ☐ More than one employee indicated on No. 14 of submitted application.
- ☐ Other _____

5. After verifying that the application is complete, and all supporting documents have been provided, you may issue a Q-Matic number to the Permit Review Coordinators.

CHAPTER 7

SECTION 7.9.2

PERMIT REVIEW COORDINATOR

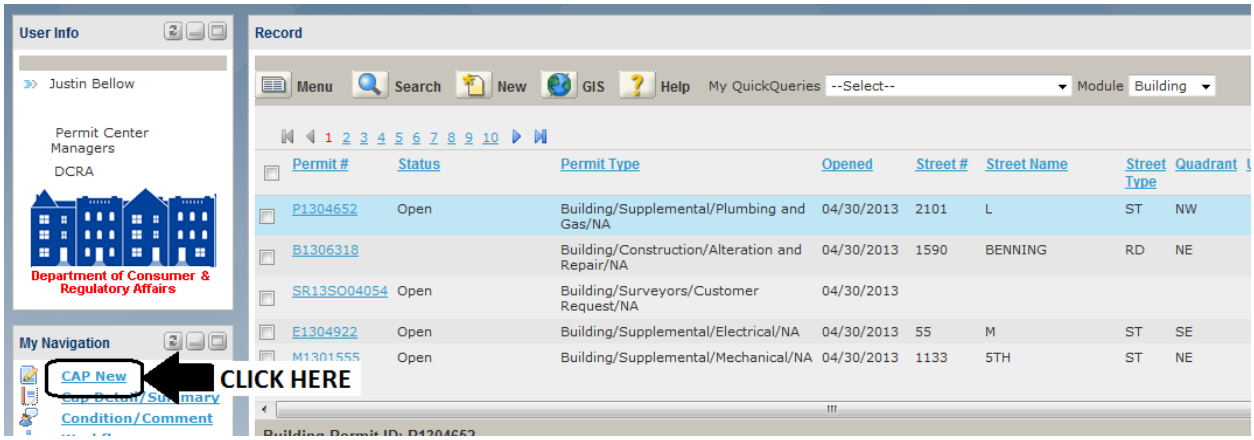
1.2.2 - Permit Review Coordinator

1. Ensure that the customer has either a utility bill (Electric, Gas, or Water) in their name that matches the application address or that the customer's driver's license matches the application address. If the customer is using a Driver's License in support of their application, ensure that a copy of the Driver's License is provided and attach it to the application.

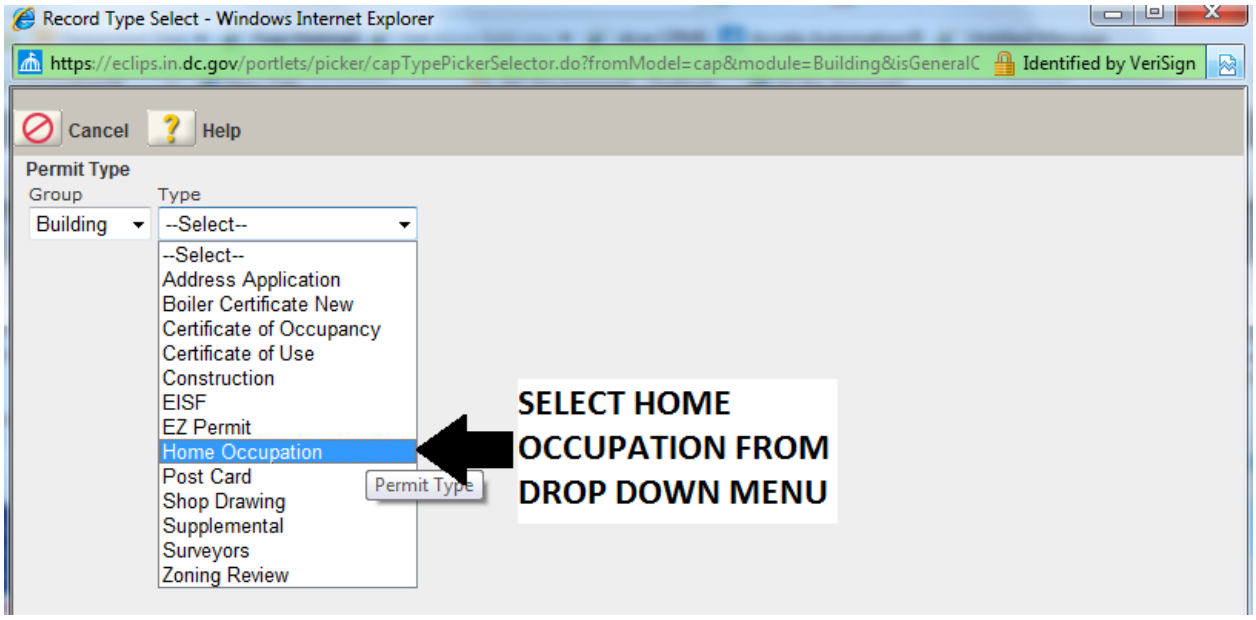
2. If the customer's business entity is identified as a corporation, ensure that the applicant has Articles of Incorporation, Listing of Corporate Officers, and a Letter of Good Standing, and attach them to the application.

3. If the customer classifies themselves as a Licensed Professional (e.g. Attorney, Medical Doctor, Dentist, Certified Public Accountant, Registered Nurse, Architect), ensure that a photocopy of the license issued by the District of Columbia is provided, and attach to the application.

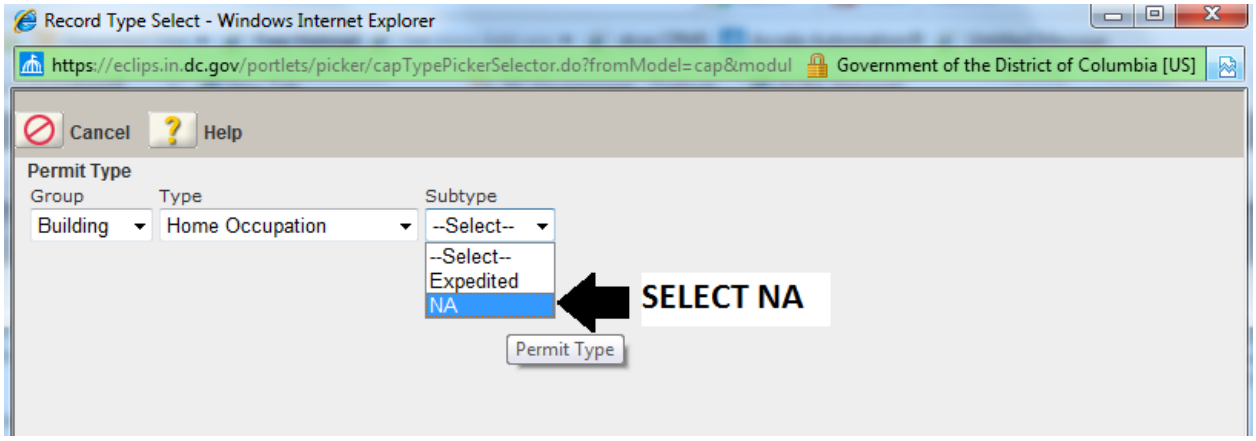
4. Once the customer's primary place of residence has been verified, from the Accela home screen, click the "CAP New" icon button located in the "My Navigation" menu on the left-hand side of the screen



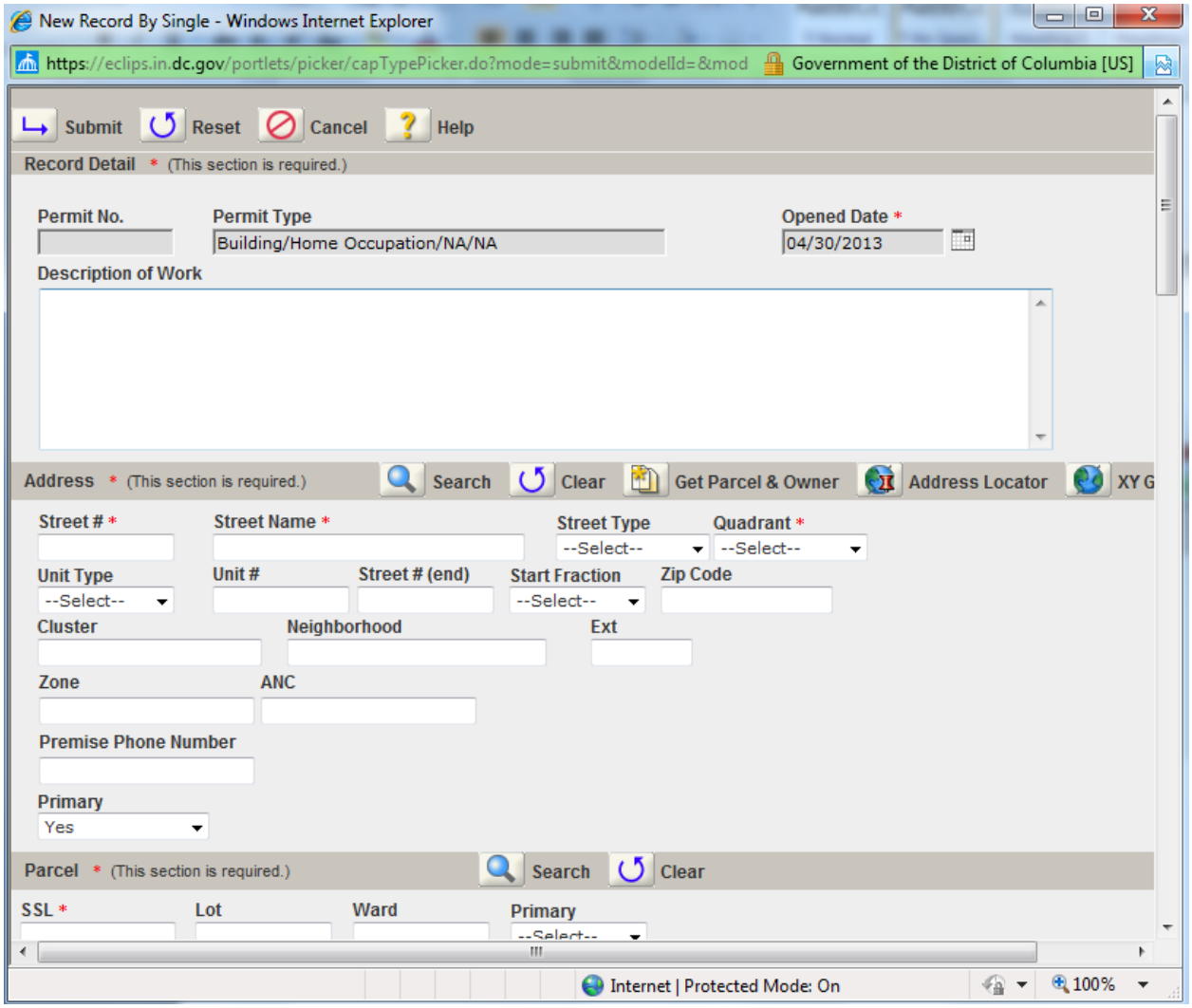
5. Accela will now open a new "Record Type Select window. Select "Home Occupation" from the "Type" drop down menu.



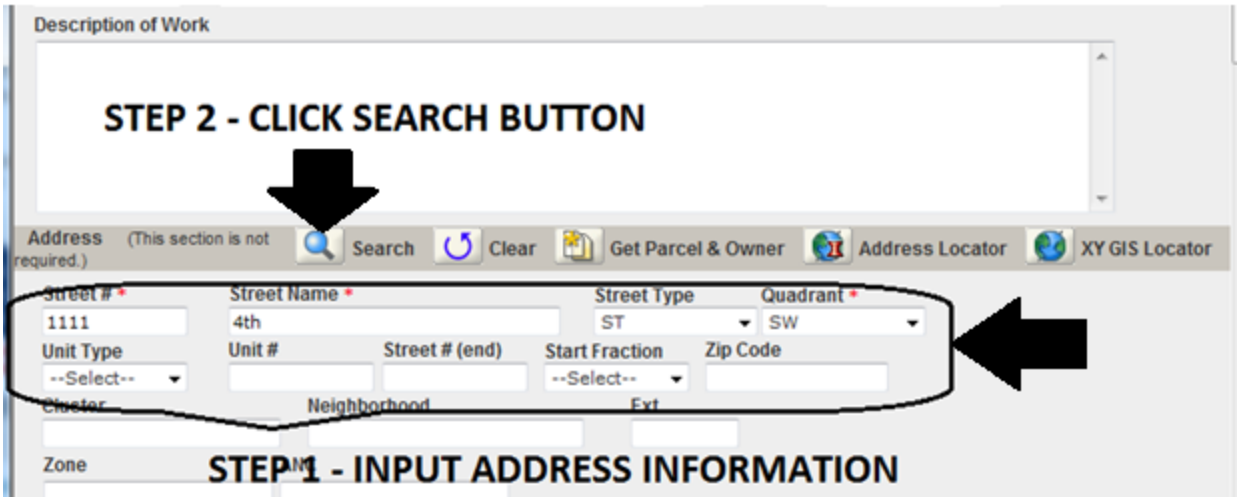
6. Accela will now reveal a new “Subtype” drop down menu. Select “NA” from the “Subtype” drop down menu



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

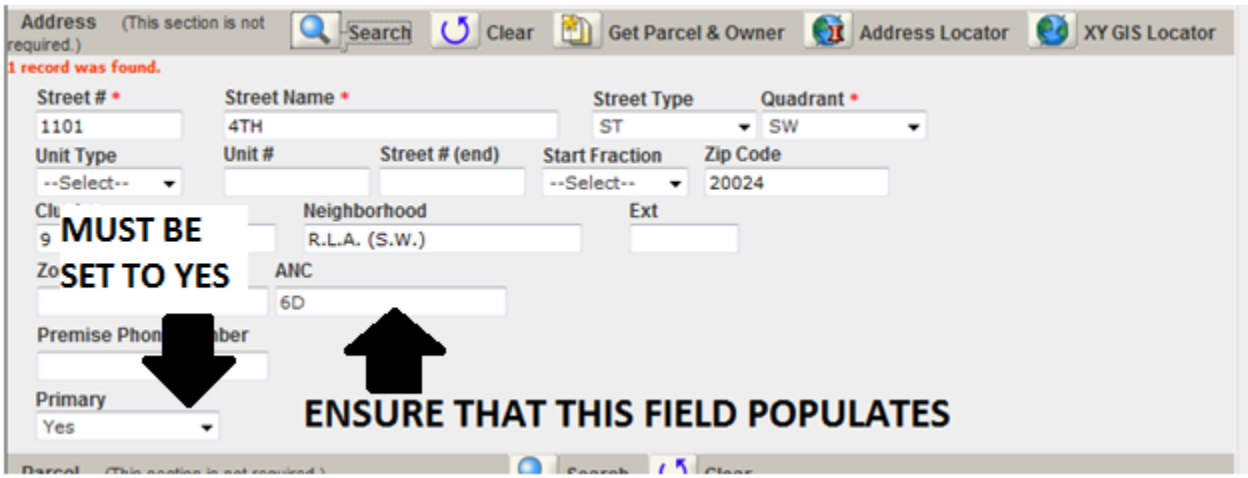


8. Scroll down to the “Address” section, and input the complete address on the application, quadrant included, and then click the “Search” button.



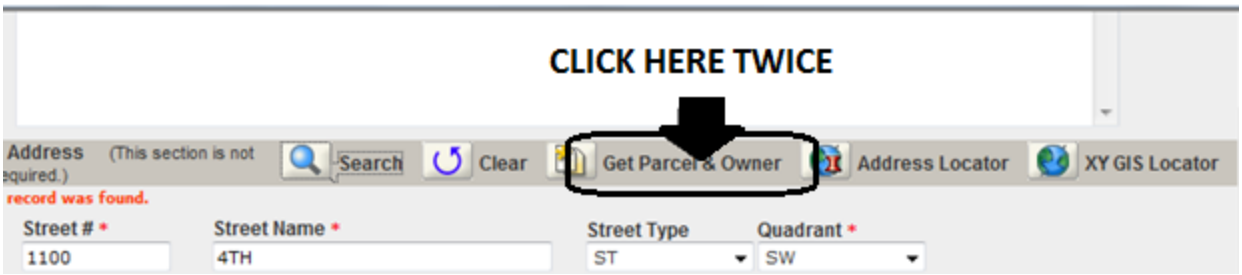
9. If the address is valid and recognized by Accela, then Accela will display that the record was found in red at the top of the address field. Ensure that the “ANC” field populates, because if this field is not populated, the applicant will not be able to schedule inspections via the Automated Inspection Request and Permit Information System, also known as IVR.

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

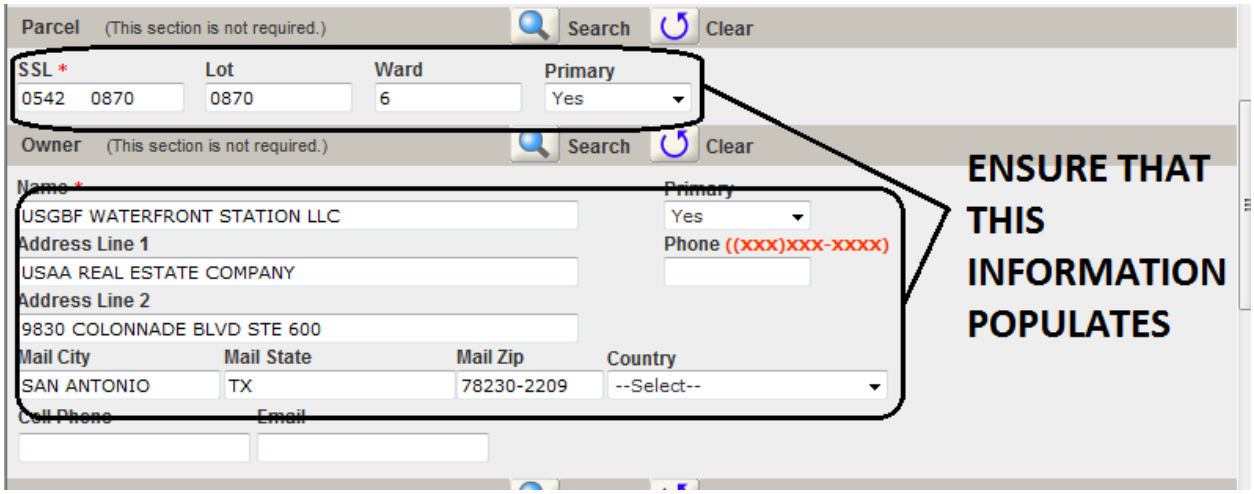


11. If Accela does not recognize the address, refer the customer to agency’s coordinator for addresses, the Permit Center Manager or his/her designee for address verification.

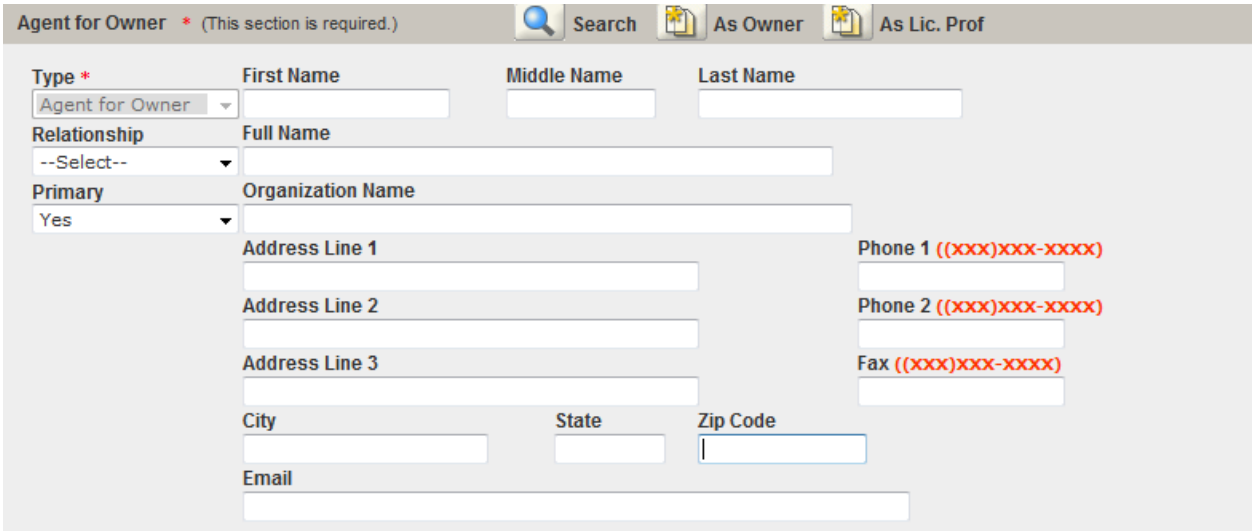
12. After populating the fields in the “Address” section, click “Get Parcel and Owner” twice to populate the Parcel and Owner information



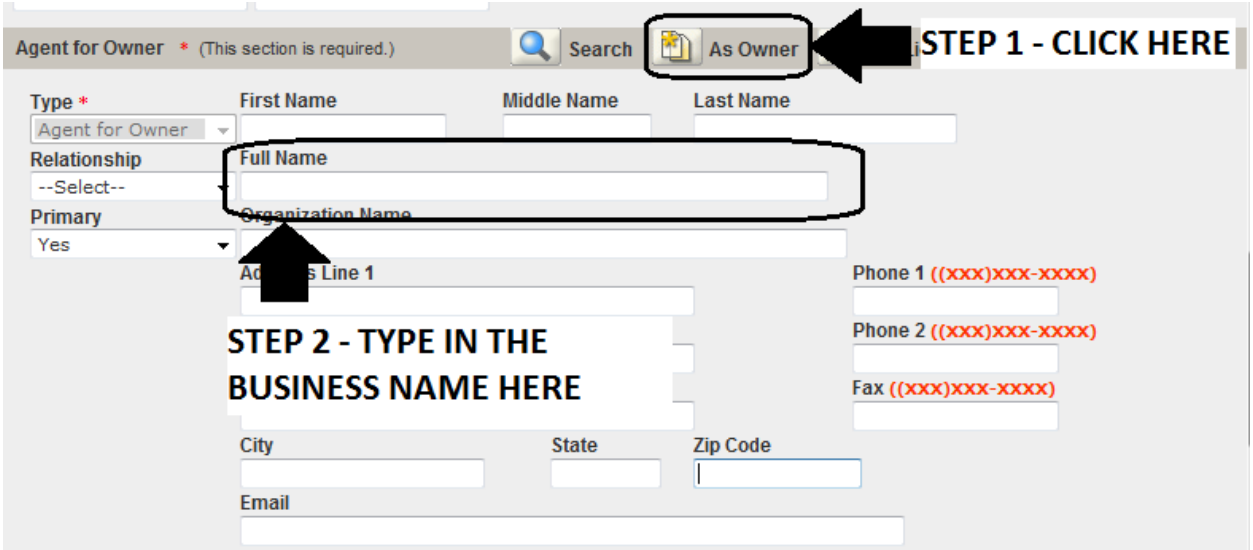
13. Ensure that the information in the “Parcel” and “Owner” sections populates. If the customer has provided a deed which does not match the information the “Owner” section, change the information in the “Owner” section to reflect the ownership information on the deed. If a deed was not provided, then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



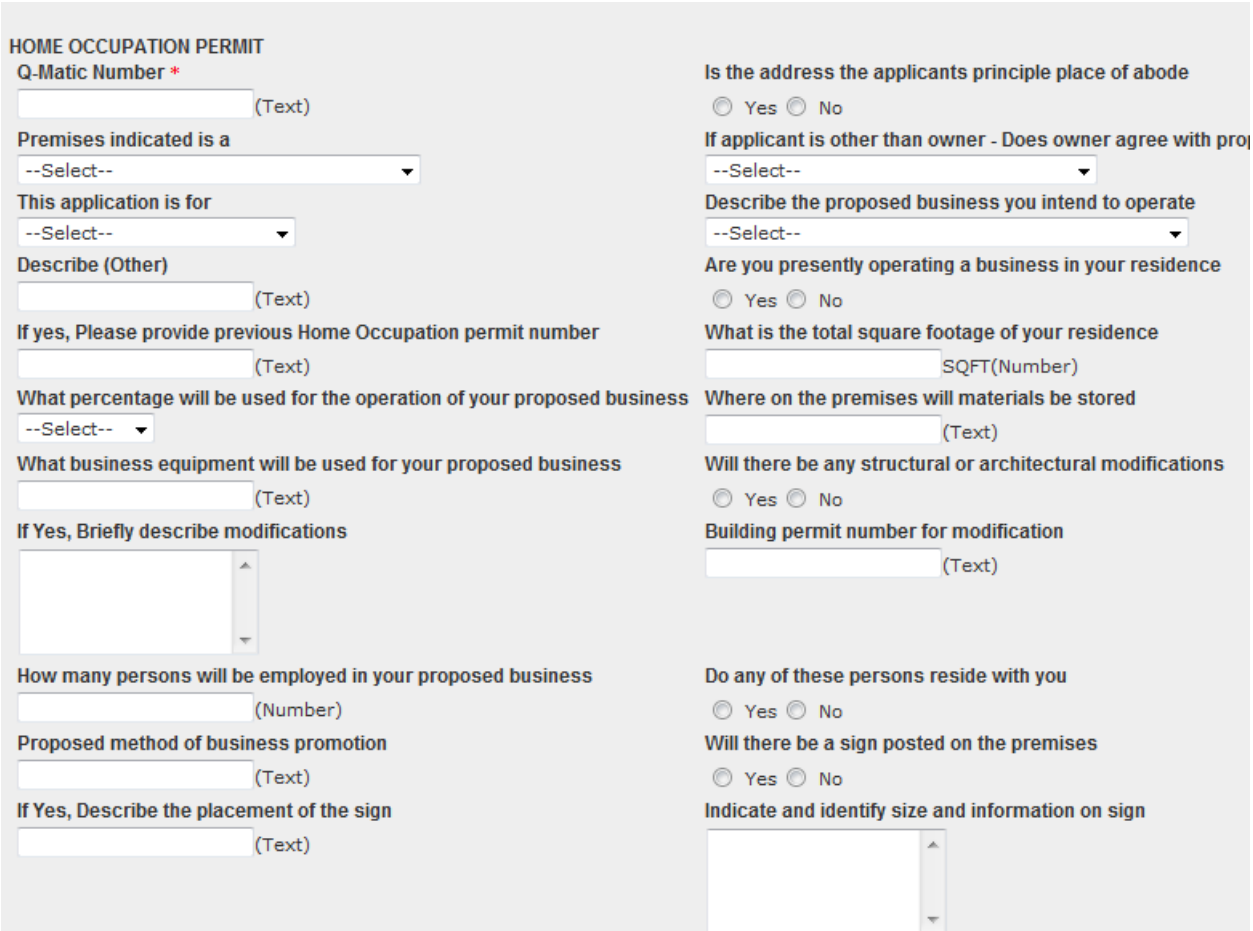
14. Scroll down to the “Agent for Owner” section. This is the section where the business name information is entered.



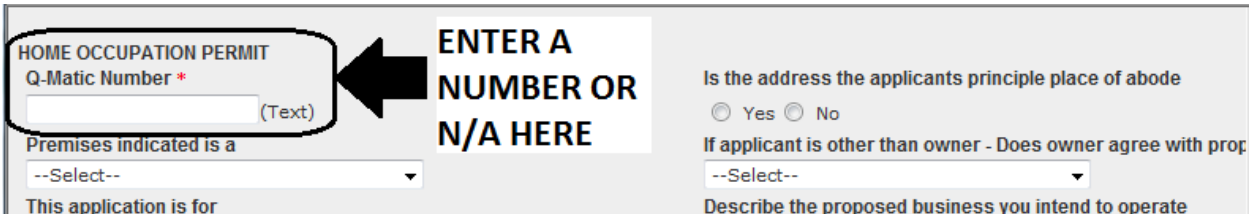
15. Click the “As Owner” button to populate the fields in this section. After this information populates type in the business name as identified on the application in the “Full Name” field.



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

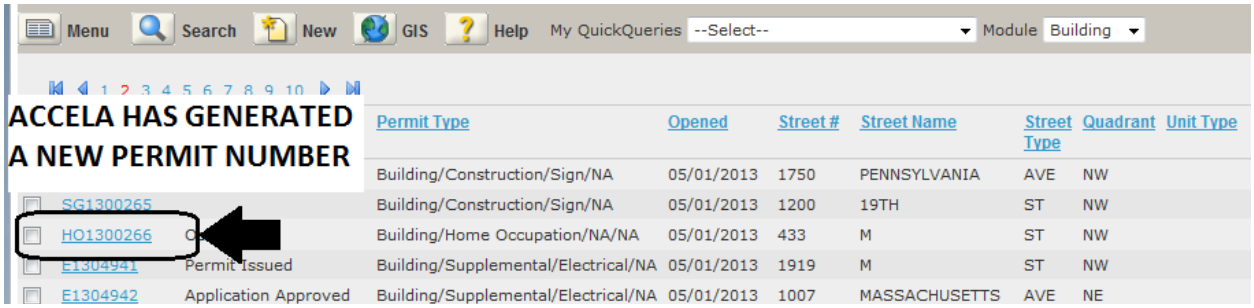


17. Enter either a number or “N/A” in the “Q-Matic Number” field.

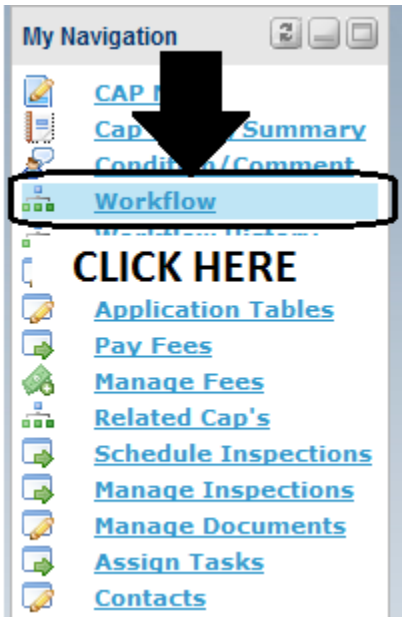


18. Scroll down to the bottom of the “New Record by Single” window and click the “Submit” icon button.

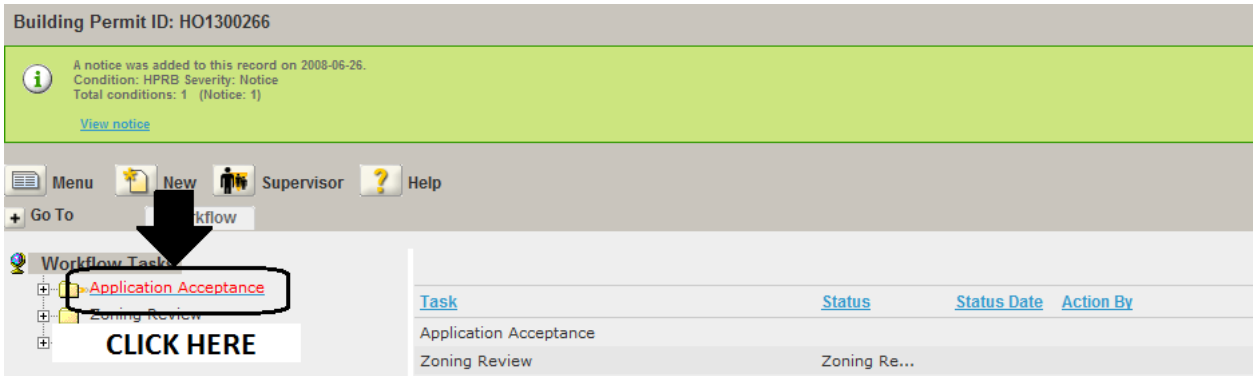
19. Accela will now close the “New Record by Single” window and return you to the Accela home screen. Note that Accela has generated a new Home Occupation Permit number.



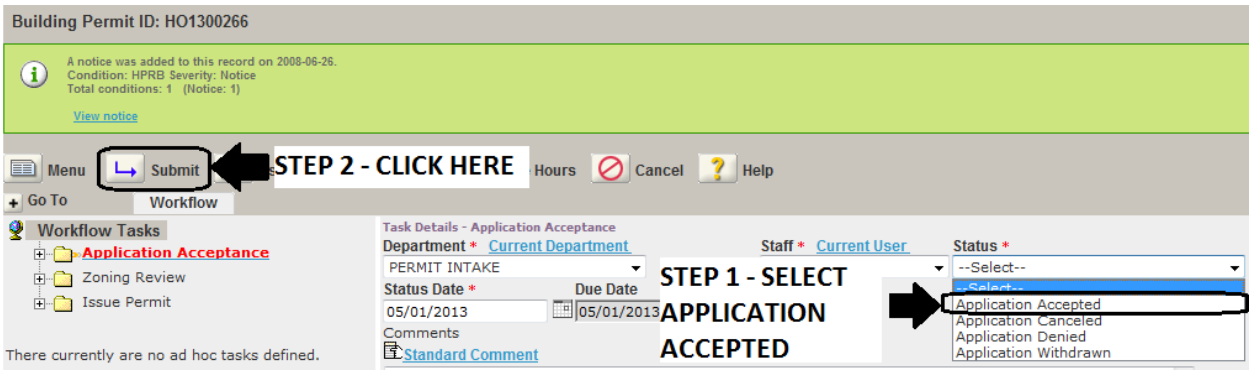
20. Click the “Workflow” link in the “My Navigation” menu located on the left-hand side of the screen.



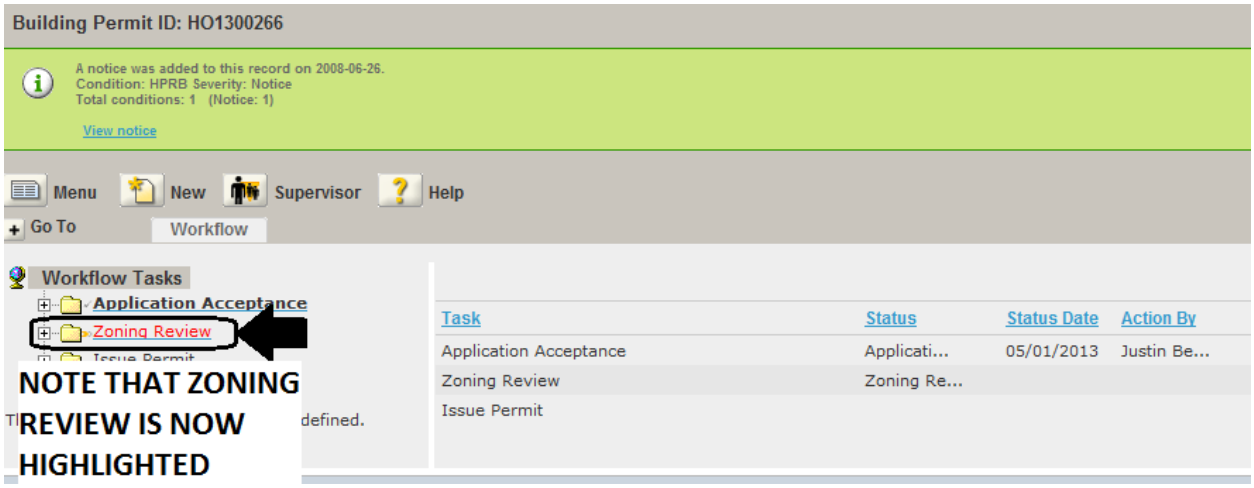
21. Click the “Application Acceptance” link



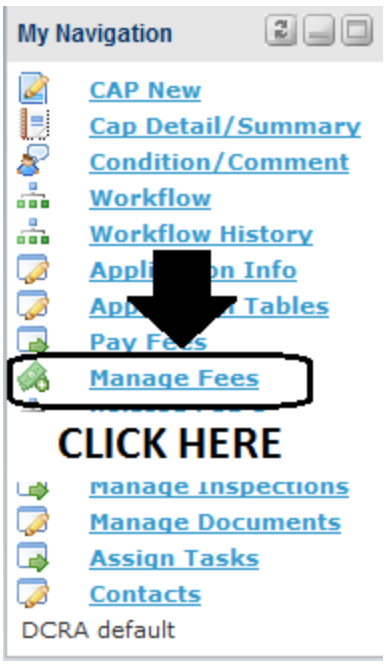
22. Select “Application Accepted” from the “Status” drop down menu, then click the “Submit” icon button.



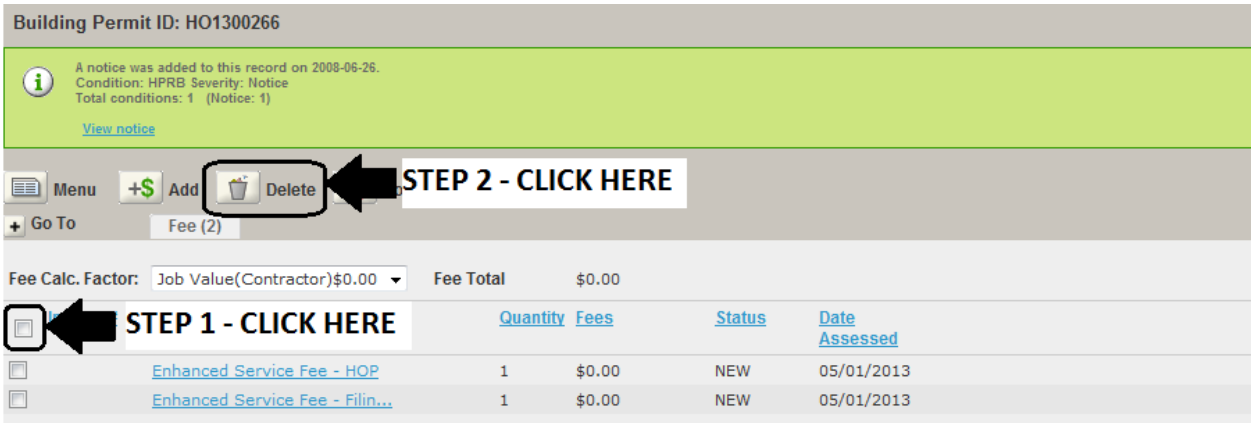
23. Note that “Zoning Review” is now highlighted.



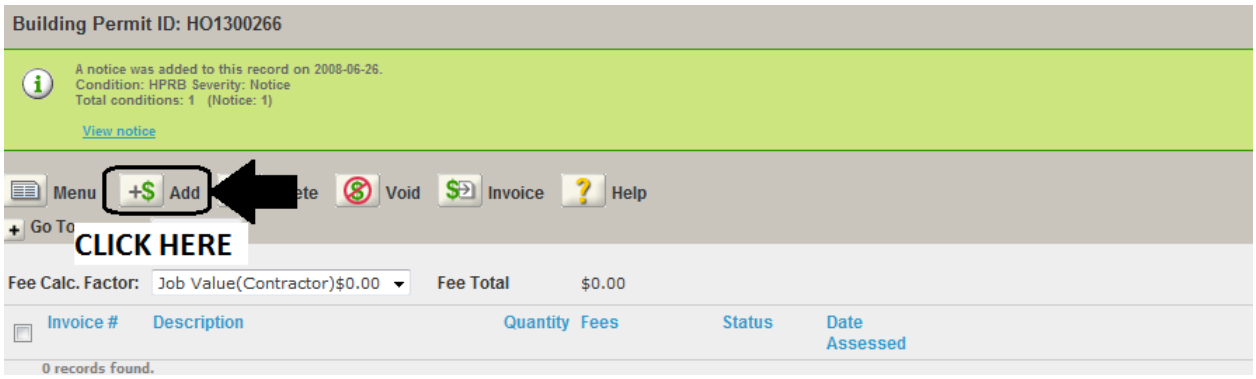
24. Customers seeking a Home Occupation Permit are required to pay half of the total permit fee upfront. Click the “Manage Fees” link in the “My Navigation” menu located on the left-hand side of the screen.



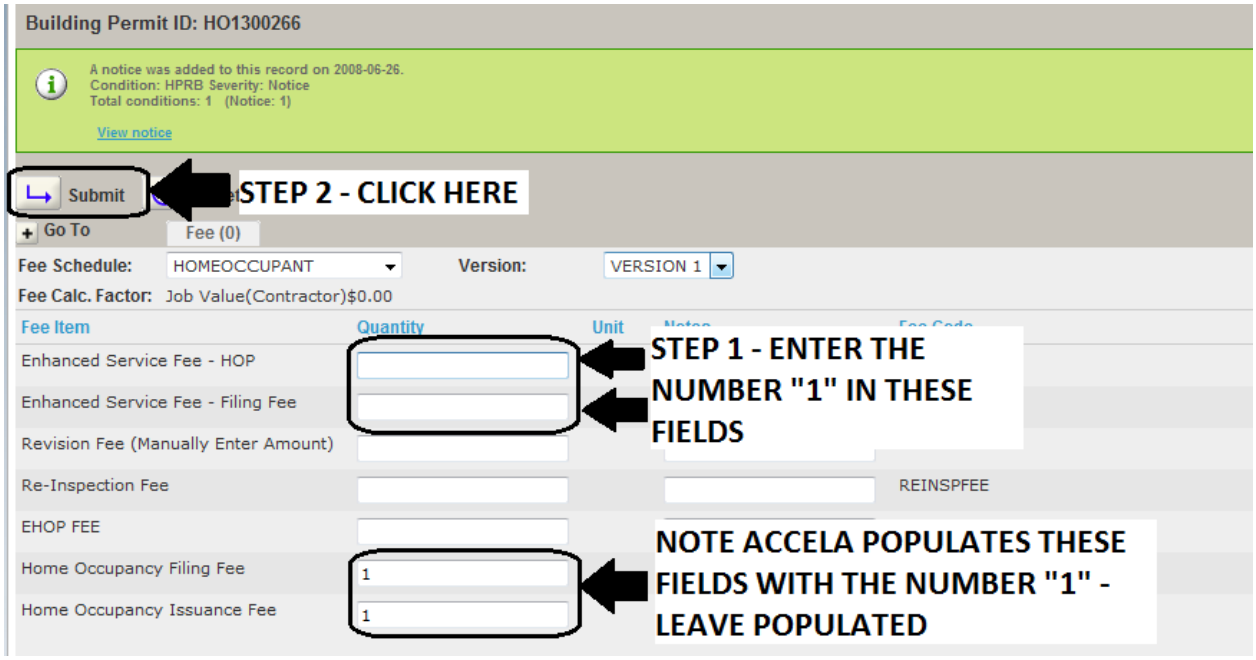
25. Accela does not correctly apply the fees for Home Occupation Permits, and the default fees must be removed. Click the box directly below the “Fee Calc. Factor” heading to select the incorrect records and then click the “Delete” icon button.



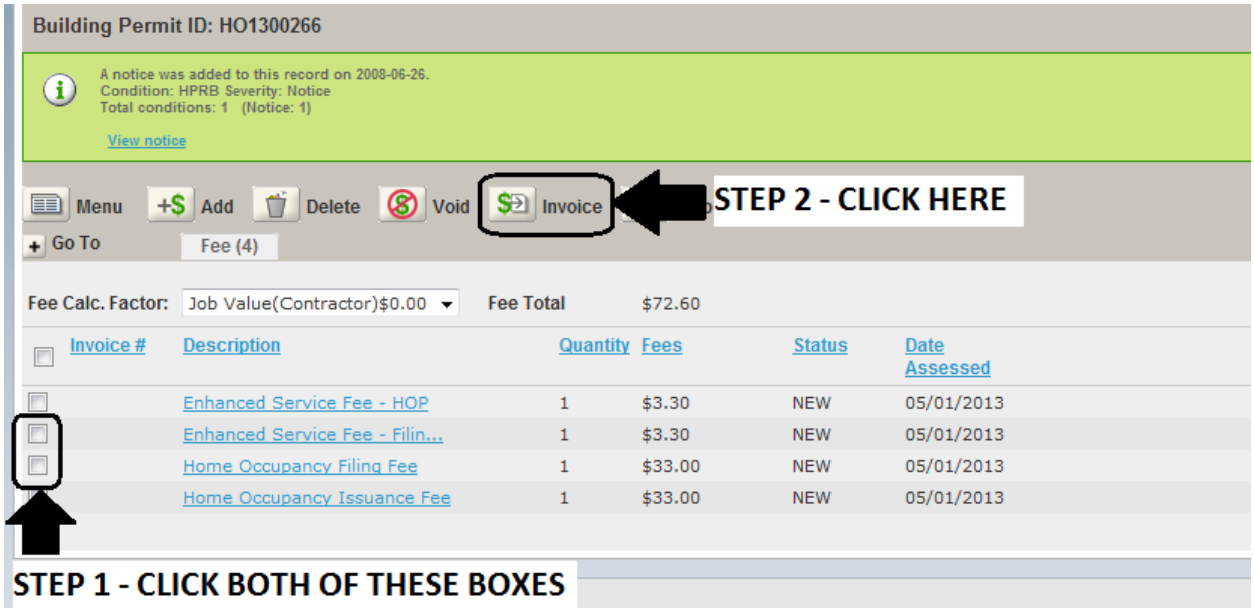
26. Once the fees have been removed, click the “Add” icon button.



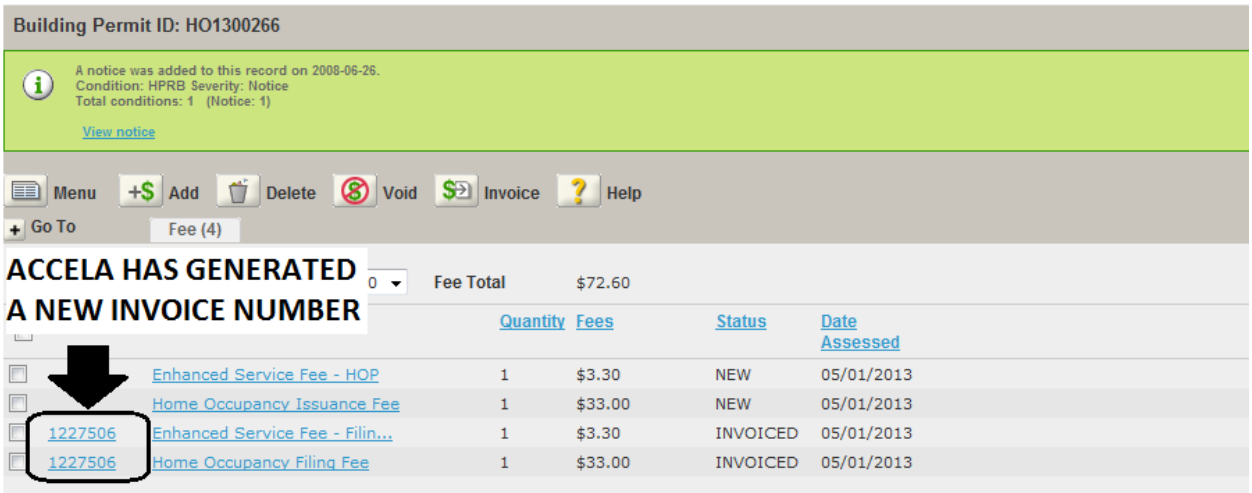
27. Note that Accela has already populated the number “1” in the “Home Occupancy Filing Fee” and “Home Occupancy Issuance Fee.” Do not alter these fields. Enter the number “1” in the “Enhanced Service Fee – HOP” and the “Enhanced Service Fee – Filing Fee” fields, and then click the “Submit” icon button.



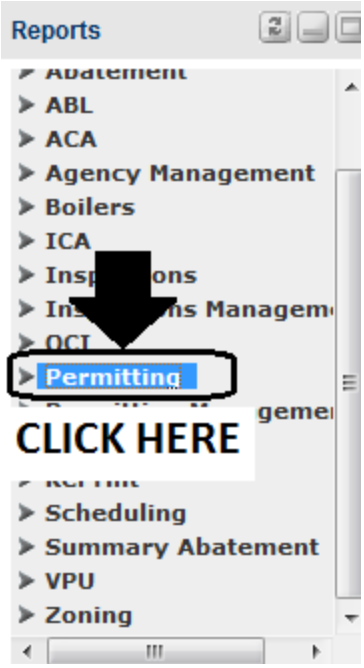
28. Select the box directly to the left of the “Enhanced Service Fee – Filing Fee” and “Home Occupancy Filing Fee” entries and then click the “Add” icon button.



29. Note that Accela has now generated a new invoice number for the Filing Fee.

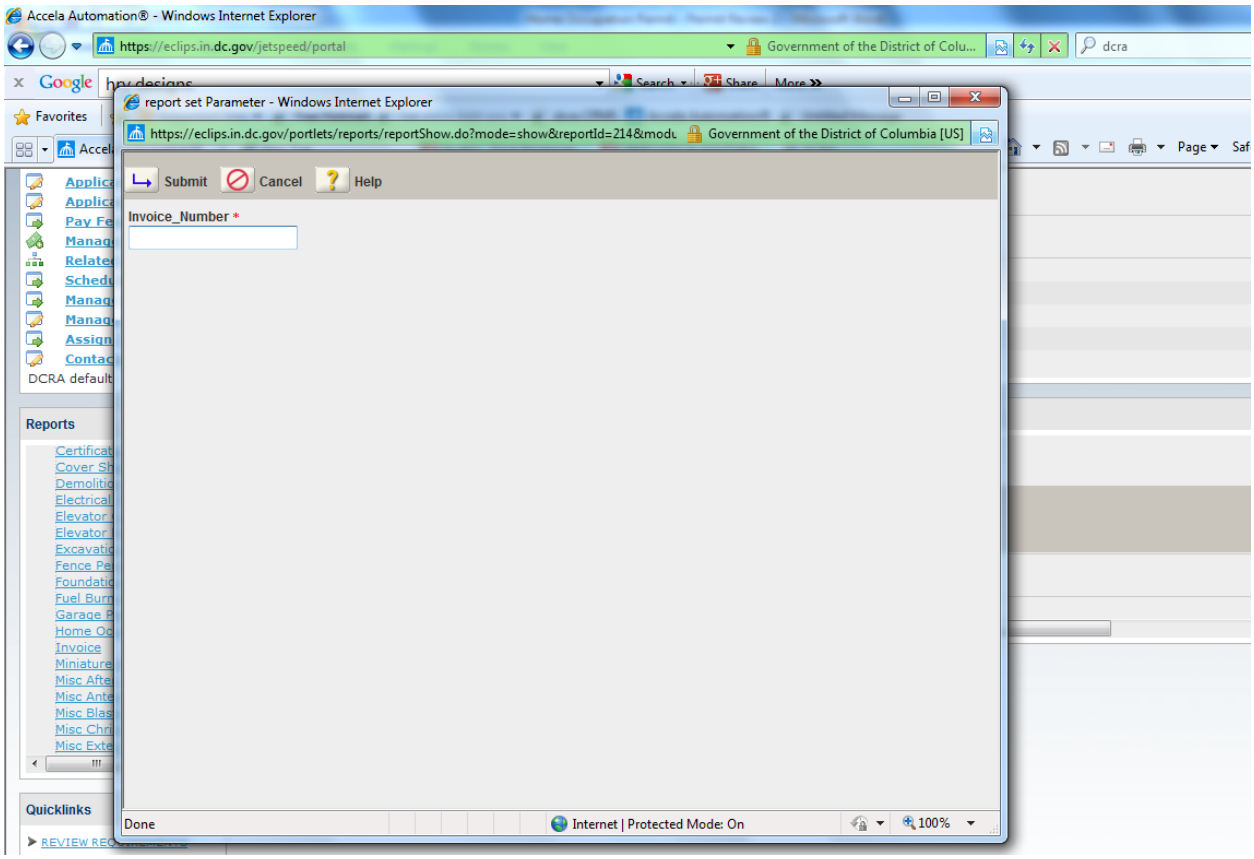


30. Click the “Permitting” link in the “Reports” menu located on the left side of the screen

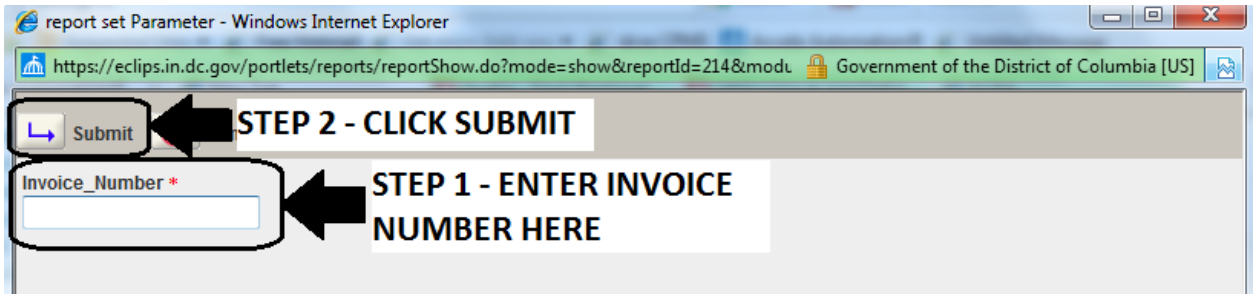


31. Once the “Permitting” menu has been expanded, click the “Invoice” link

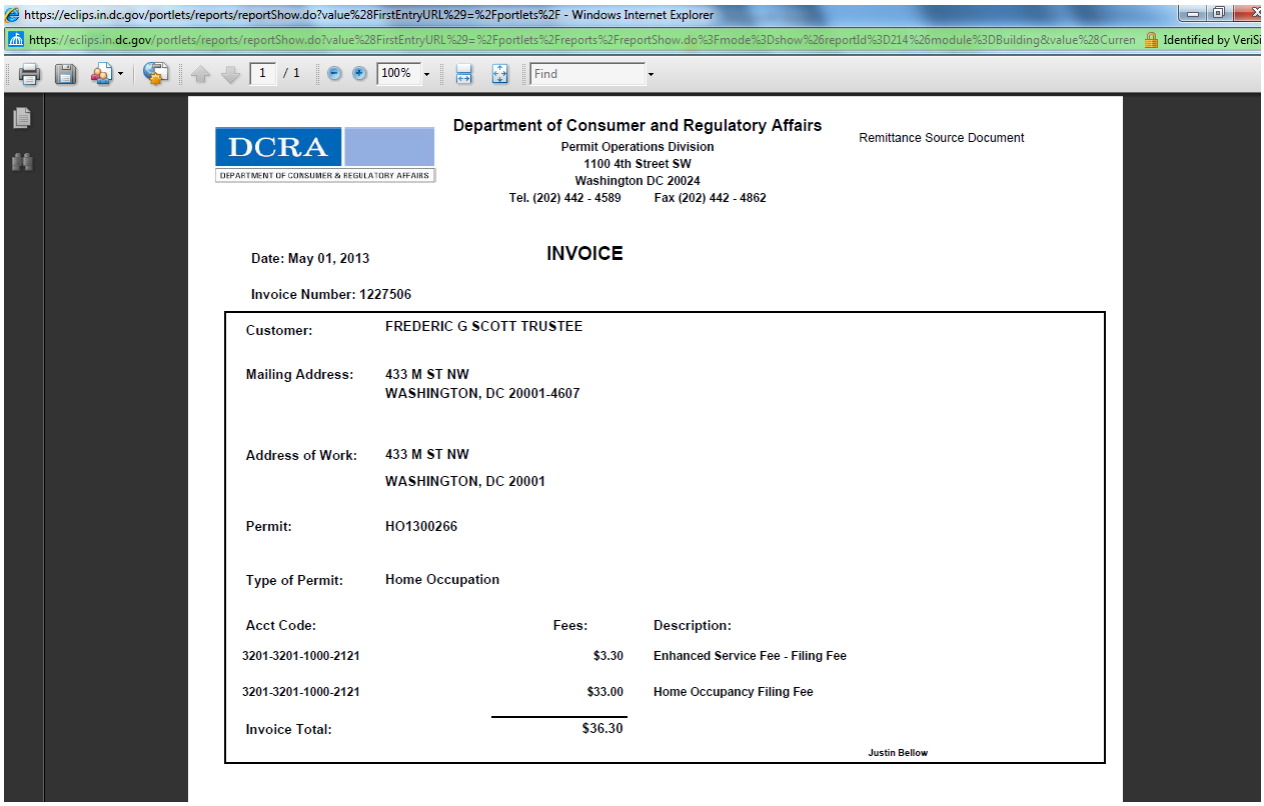
32. Accela will now open a new window.



33. Enter the previously generated invoice number in the “Invoice Number” field and then click the “Submit” icon button.



34. Accela will now generate an invoice



https://eclips.in.dc.gov/portlets/reports/reportShow.do?value%28FirstEntryURL%29=%2Fportlets%2F - Windows Internet Explorer

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: May 01, 2013

INVOICE

Invoice Number: 1227506

Customer:	FREDERIC G SCOTT TRUSTEE
Mailing Address:	433 M ST NW WASHINGTON, DC 20001-4607
Address of Work:	433 M ST NW WASHINGTON, DC 20001
Permit:	HO1300266
Type of Permit:	Home Occupation

Acct Code:	Fees:	Description:
3201-3201-1000-2121	$3.30	Enhanced Service Fee - Filing Fee
3201-3201-1000-2121	$33.00	Home Occupancy Filing Fee
Invoice Total:	$36.30	

Justin Bellow

35. Click the printer icon located at the top left-hand corner of the window.

https://eclips.in.dc.gov/portlets/reports/reportShow.do?value%28FirstEntryURL%29=%2Fportlets%2F - Windows Internet Explorer

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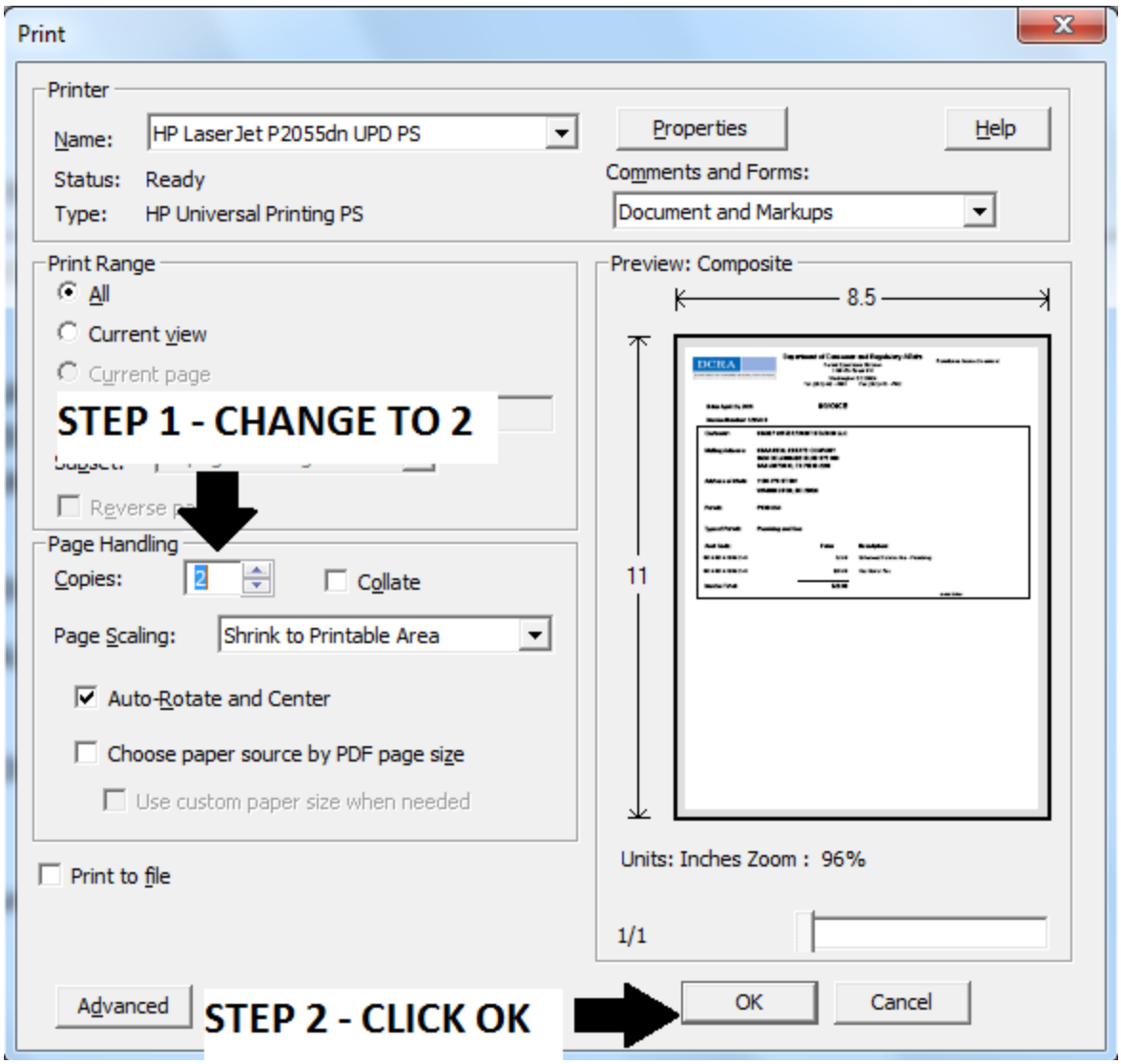
Remittance Source Document

Date: May 01, 2013

INVOICE

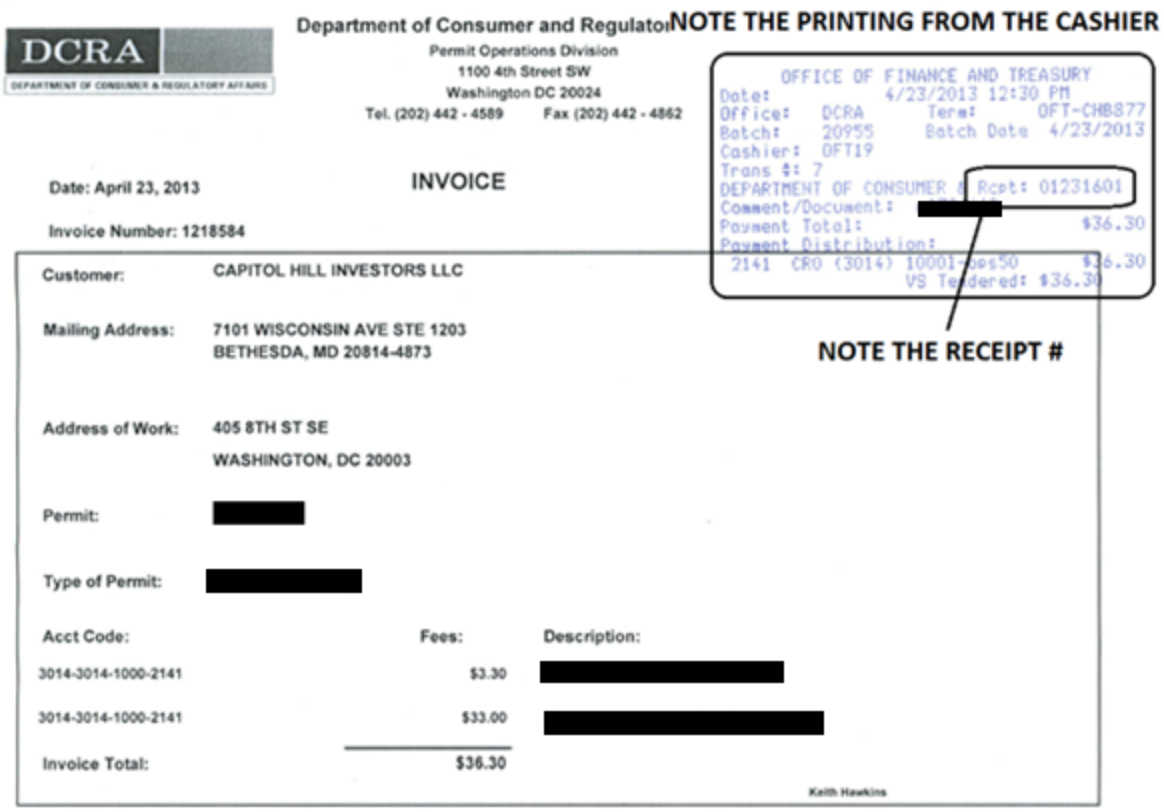
Invoice Number: 1227506

36. 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.



37. 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.

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



DCRA
DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS

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

NOTE THE PRINTING FROM THE CASHIER

OFFICE OF FINANCE AND TREASURY
Date: 4/23/2013 12:30 PM
Office: DCRA Term: OFT-CHB877
Batch: 20955 Batch Date 4/23/2013
Cashier: OFT19
Trans #: 7
DEPARTMENT OF CONSUMER & Rcpt: 01231601
Comment/Document: [redacted]
Payment Total: $36.30
Payment Distribution:
2141 CRO (3014) 10001-pes50 $36.30
VS Tendered: $36.30

NOTE THE RECEIPT #

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	[redacted]
3014-3014-1000-2141	$33.00	[redacted]
Invoice Total:	$36.30	

Keith Hawkins

39. 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.

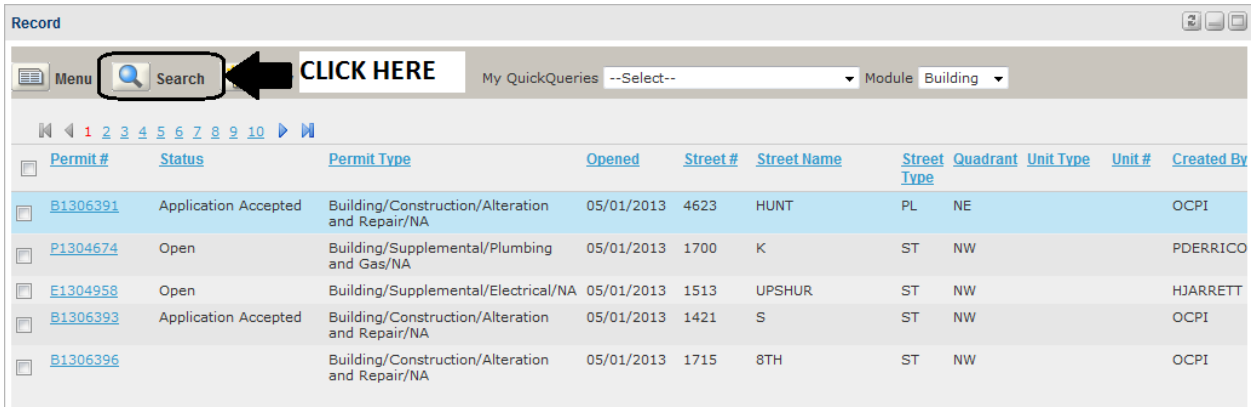
Office of Finance
and Treasury
Date: 4/23/2013 12:30 PM
Office: DCRA Term:OFT-CHB8771
Batch: 20955 Batch Date: 4/23/2013

NOTE THE RECEIPT #

DEPARTMENT OF CONSUMER A Rcpt: 01231601
Comment/Document [redacted]
Payment Total: $36.30
Payment Distribution:
2141 CRO (3014) 10001-ops50 $36.30
VS Tendered: $36.30

Thank you for your payment.
Have a nice day!

40. Once you have confirmed that the invoice has been paid, bring up the permit record by clicking the “Search” icon button located in the “Record” section.



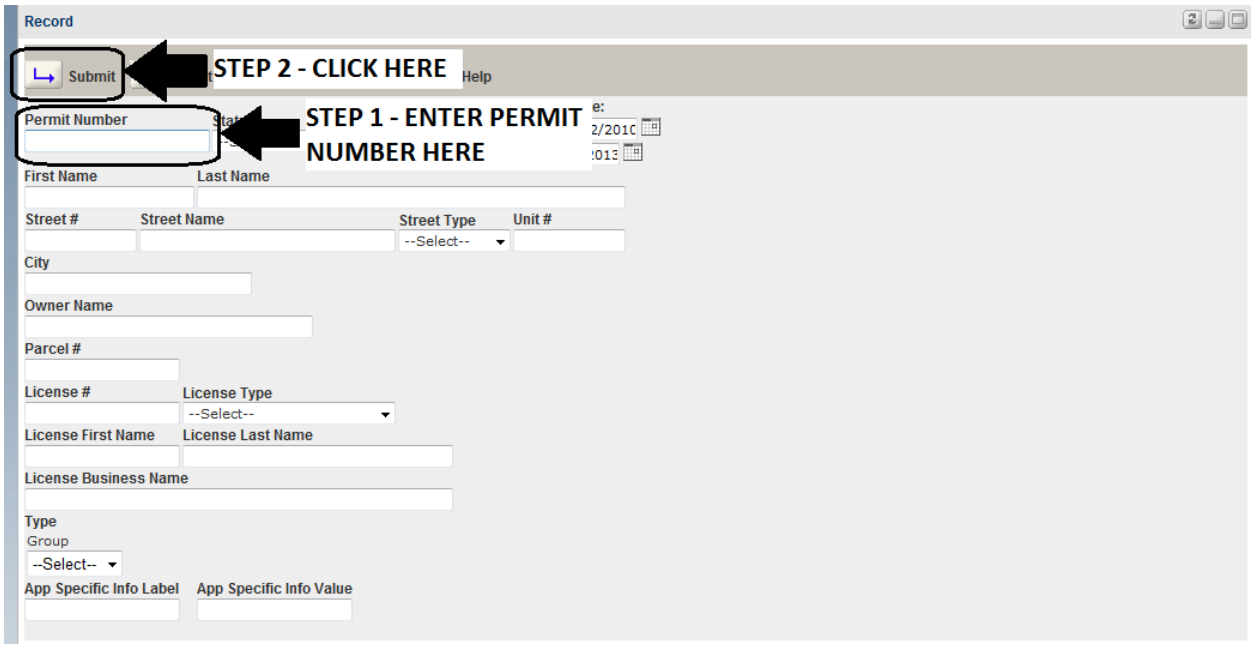
Record

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

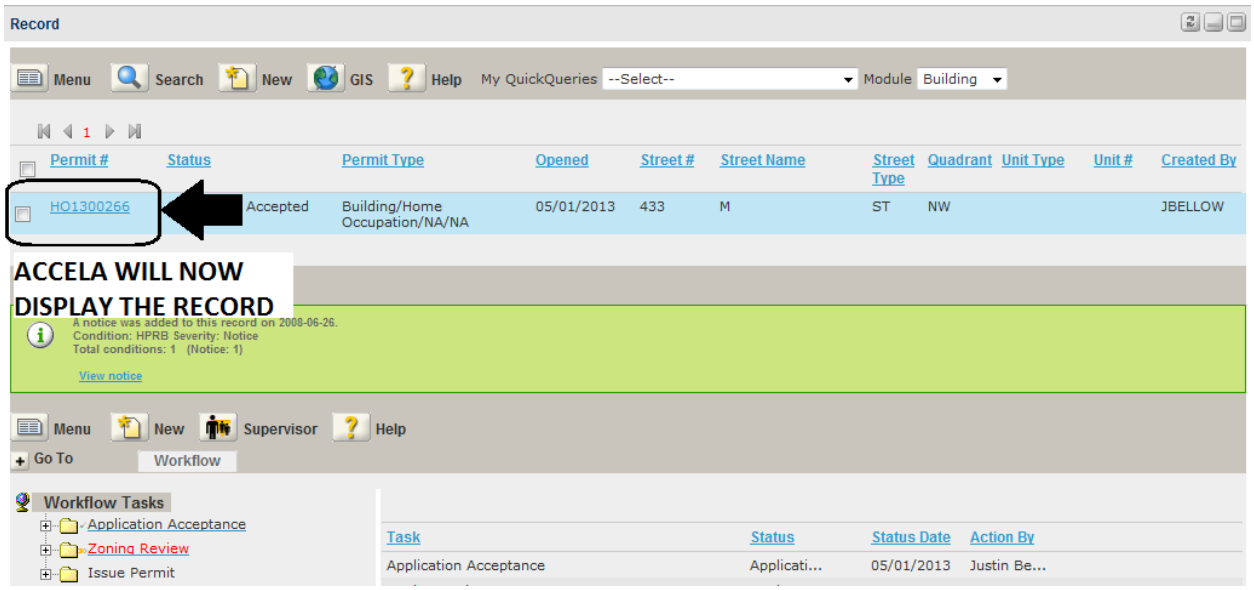
1 2 3 4 5 6 7 8 9 10

Permit #	Status	Permit Type	Opened	Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #	Created By
B1306391	Application Accepted	Building/Construction/Alteration and Repair/NA	05/01/2013	4623	HUNT	PL	NE			OCPI
P1304674	Open	Building/Supplemental/Plumbing and Gas/NA	05/01/2013	1700	K	ST	NW			PDERRICO
E1304958	Open	Building/Supplemental/Electrical/NA	05/01/2013	1513	UPSHUR	ST	NW			HJARRETT
B1306393	Application Accepted	Building/Construction/Alteration and Repair/NA	05/01/2013	1421	S	ST	NW			OCPI
B1306396		Building/Construction/Alteration and Repair/NA	05/01/2013	1715	8TH	ST	NW			OCPI

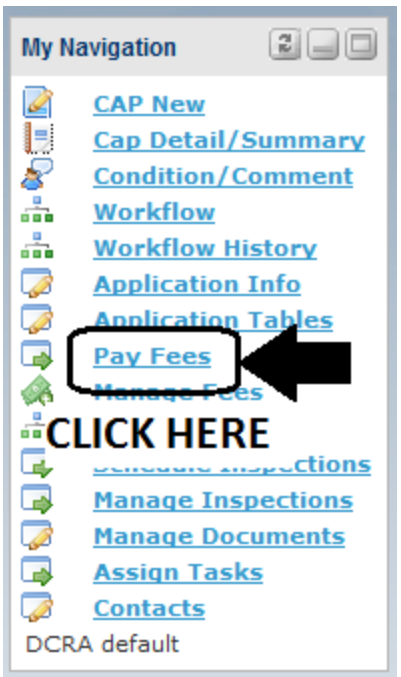
41. Enter the permit number in the “Permit Number” field in the “Record” section. Then click the “Submit” icon.”



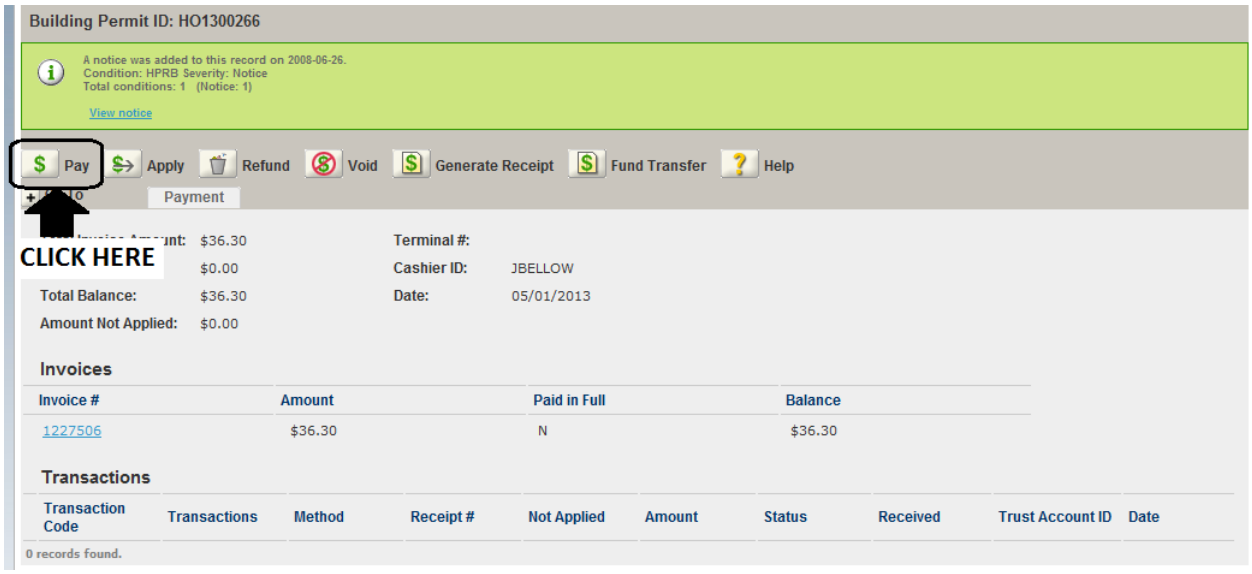
42. Accela will now display the permit record.



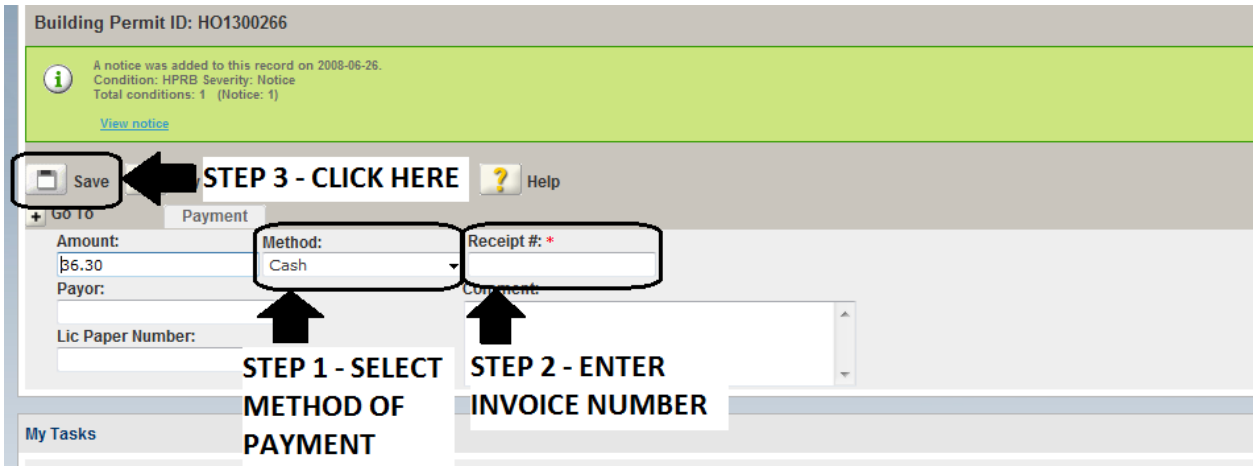
43. Click on the “Pay Fees” link in the “My Navigation” menu located on the left side of the screen.



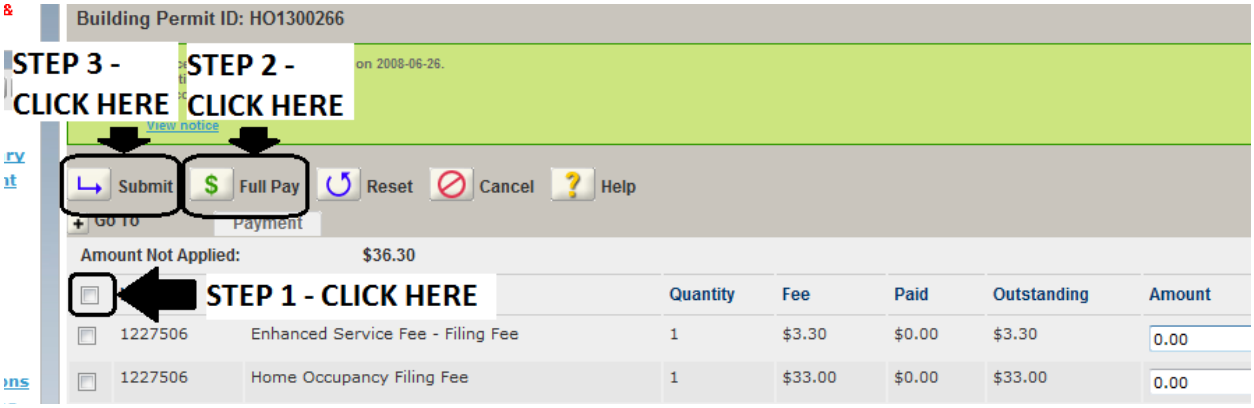
44. Click the “Pay” icon button.



45. Select the correct method of payment as identified on the invoice from the “Method” drop down menu,



46. Click the box directly below the “Amount Not Applied” header to select all available payment entries, then click the “Full Pay” icon button to populate the fees, and finally click the “Save” icon button.



47. Note that the fees have now been applied.

48. At this point, staple the permit application with the paid invoices and receipt, and place the packet in the designated storage area to be forwarded to Zoning for review. Inform the customer that there is a 10 business day review process, and that they will be contacted by Zoning when the HOP has been reviewed.