

## 1.1.1 - Issuance

### Miniature Boiler - Issuance

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

The screenshot shows the Accela DCRA home screen. The user is Justin Bellow. The 'My Navigation' menu is visible on the left, with 'CAP New' highlighted and a black arrow pointing to it with the text 'CLICK HERE'. The main area displays a table of records with columns: Permit #, Status, Permit Type, Opened, Street #, Street Name, Street Type, Quadrant, Unit Type, Unit #, and Created By. The table contains several rows of data. Below the table, there is a section for 'Building Permit ID: B1306524' with a notice added on 2008-06-25.

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 “Miniature Boiler” from the “Category” drop down menu.

The screenshot shows the 'Record Type Select' window. The 'Permit Type' is set to 'Building'. The 'Type' dropdown is set to 'Supplemental', the 'Subtype' dropdown is set to 'Boiler', and the 'Category' dropdown is set to 'Miniature Boiler'. Three arrows point to these dropdowns with text boxes: 'STEP 1 - SELECT SUPPLEMENTAL', 'STEP 2 - SELECT BOILER', and 'STEP 3 - SELECT MINIATURE BOILER'. The background shows the 'My Navigation' menu and a table of records.

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

The screenshot shows a web browser window displaying the Accela application. The main content area is a form for creating a new record. The 'Address' section is highlighted with a red border. A search button is located to the right of the address input field. Two annotations are present: 'STEP 1 - INPUT ADDRESSES INFORMATION' with an arrow pointing to the address input area, and 'STEP 2 - CLICK HERE' with an arrow pointing to the search button. The form includes various dropdown menus and text input fields for address-related information.

| Street Type | Quadrant | Unit Type | Unit # | Created By |
|-------------|----------|-----------|--------|------------|
| PL          | NW       |           |        | OCPI       |
| PL          | NW       |           |        | PUBLICUSER |
| PL          | NW       |           |        | ONLINE     |
| PL          | NW       |           |        | LHACKNEY   |
| PL          | NW       |           |        | KSLADE     |

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.

DCRA  
HOME  
User Info  
Justin Bellow  
Permit Center Managers  
DCRA  
Department of Regulatory Services  
My Navigation  
CAE New  
Can. Defa  
Condition  
Workflow  
Applicati  
Applicati  
Pay Fees  
Managem  
Related  
Schedule  
Managem  
Assign T  
Contacts

New Record By Single - Windows Internet Explorer  
https://cpa.dcr.dc.gov/permits/permissionsTypePicker.do?module=submit&moduleId=3&single=1  
Government of the District of Columbia [US]  
Justin Bellow Sign Out  
HELP

Permit No. Permit Type  
[Building/Certificate of Use/NA/NA] [05/06/2013]

Description of Work

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

1 record was found.

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

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

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

Zone  
0D

Premise Phone Number

Primary  
Yes

Parcel (This section is not required.) Search Clear

SSL Lot Ward Primary  
--Select--

Owner (This section is not required.) Search Clear

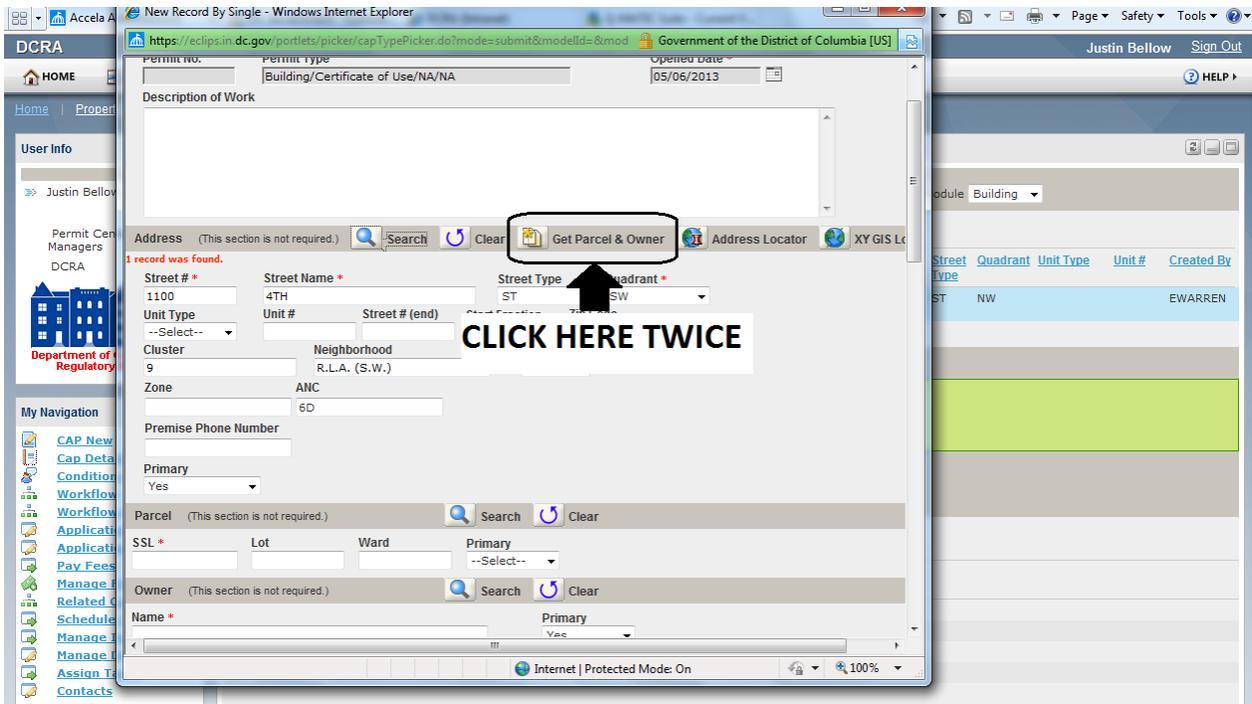
Name Primary  
Yes

Internet | Protected Mode: On

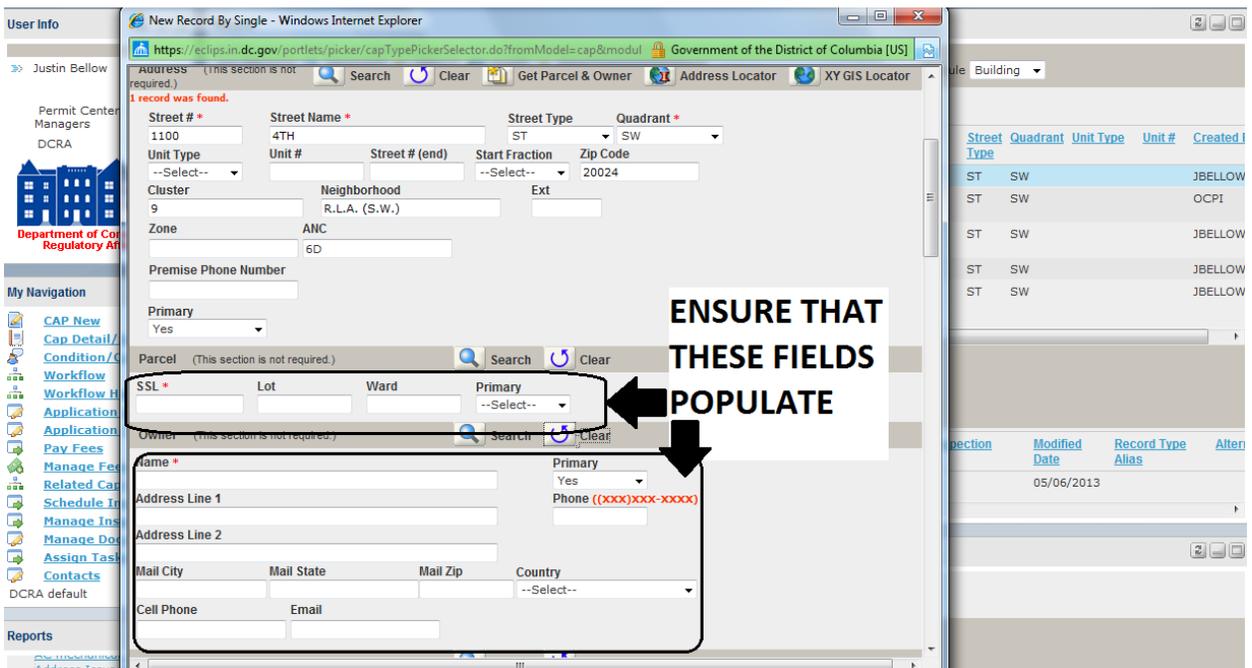
ENSURE THIS FIELD POPULATES

ENSURE THIS FIELD IS SET TO YES

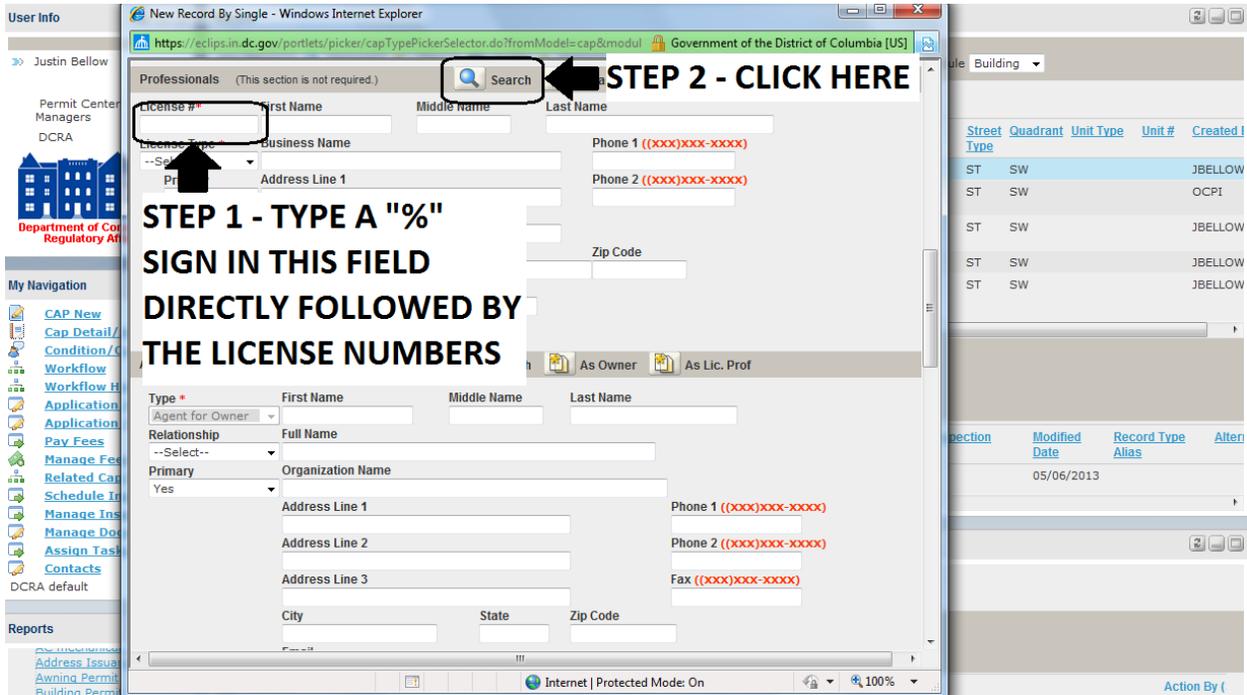
5. If Accelea does not recognize the address, refer the customer to the agency's coordinator for addresses, the Permit Center Manager or his/her designee for address verification.
6. After populating the fields in the "Address" section, click "Get Parcel and Owner" twice to populate the Parcel and Owner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



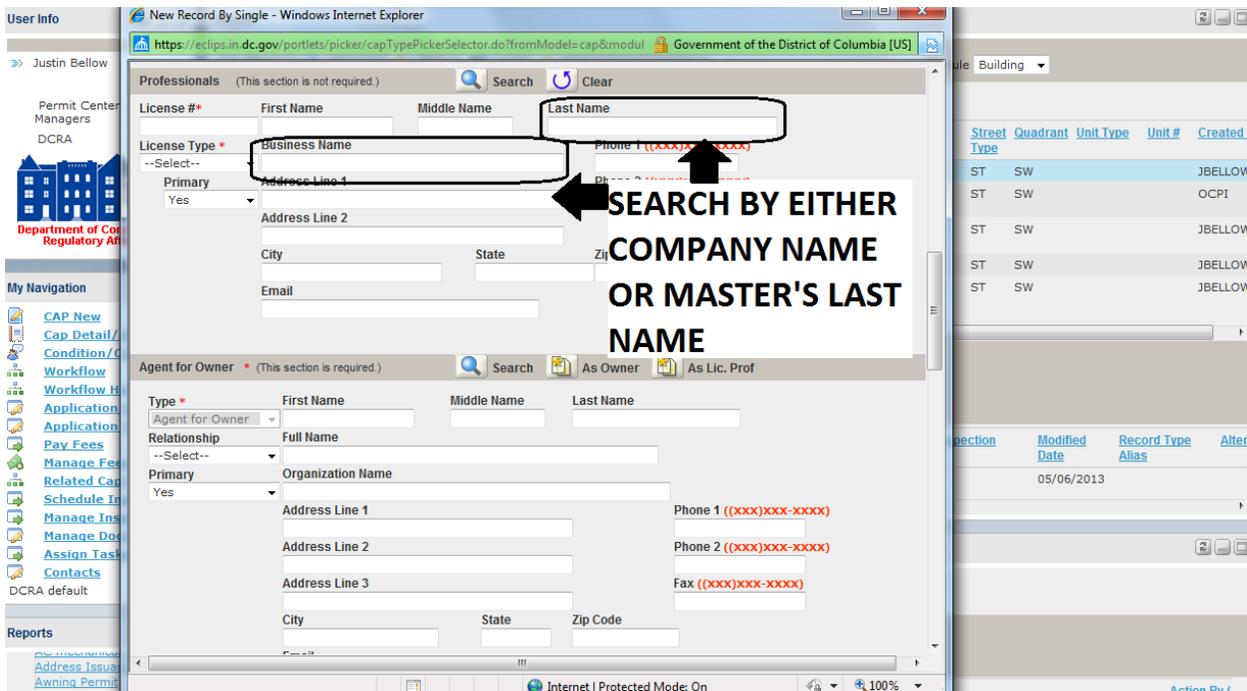
7. Ensure that the information in the "Parcel" and "Owner" sections populates. If the customer has provided a deed which does not match the information the "Owner" section, change the information in the "Owner" section to reflect the ownership information on the deed. If a deed was not provided, then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



- 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.



- 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.



- 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.

**SELECT THE MATCHING RECORD BY CLICKING THE PAGE ICON**

| 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      |
| Sp... Contr      | S_0100          | DC            | TRI STATE FIRE PROTECTION SVC |                    |                           |                         |            |

- 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.)

License #\* PM1000100    First Name CRAIG    Middle Name A    Last Name BENTON

License Type\* Plumber GasFitt    Business Name    Phone 1 ((xxx)xxx-xxxx) (304)492-4079

Primary Address Line 1 LOT 30 SOUTH BRANCH, SUB DIVISION, PO BOX    Phone 2 ((xxx)xxx-xxxx) (304)492-4079

Address Line 2

City SPRINGFIELD    State WV    Zip Code 26763

Email

Business Address LOT 30 SOUTH BRANCH,    Business City SPRINGFIELD    Business State WV

Business Zip 26763    Business Lic Type H-

**Agent for Owner** \* (This section is required.)

Type\* Agent for Owner    First Name    Middle Name    Last Name

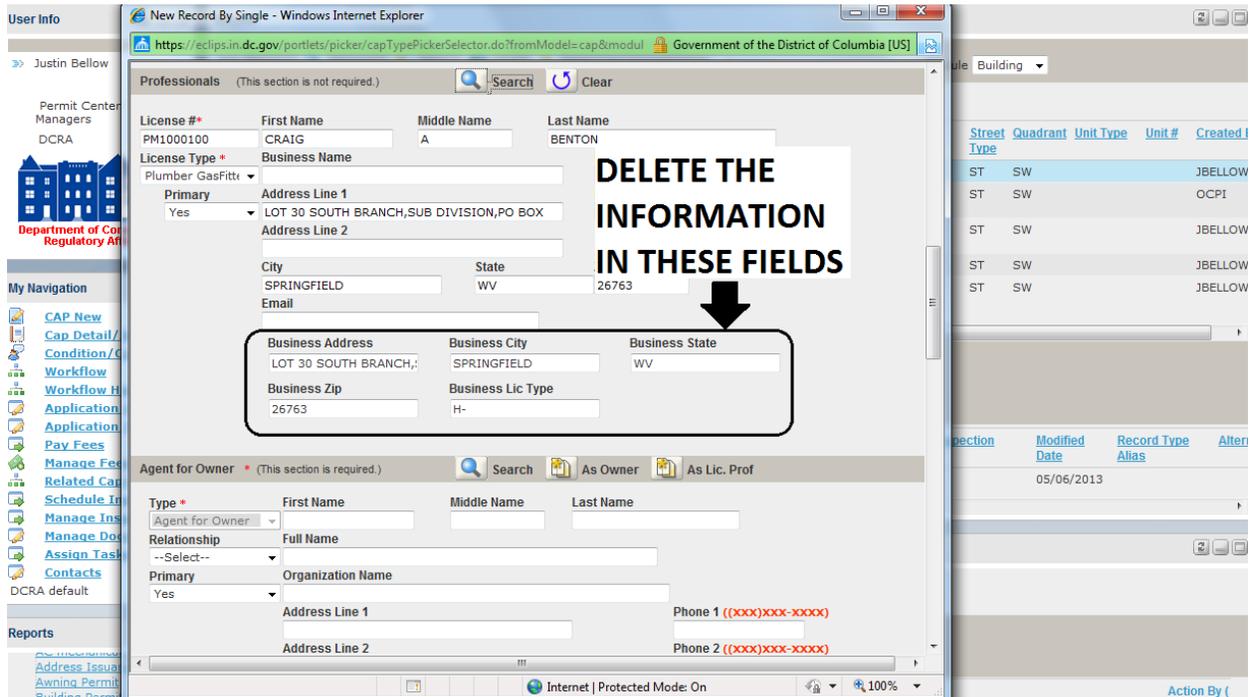
Relationship Full Name

Primary Organization Name

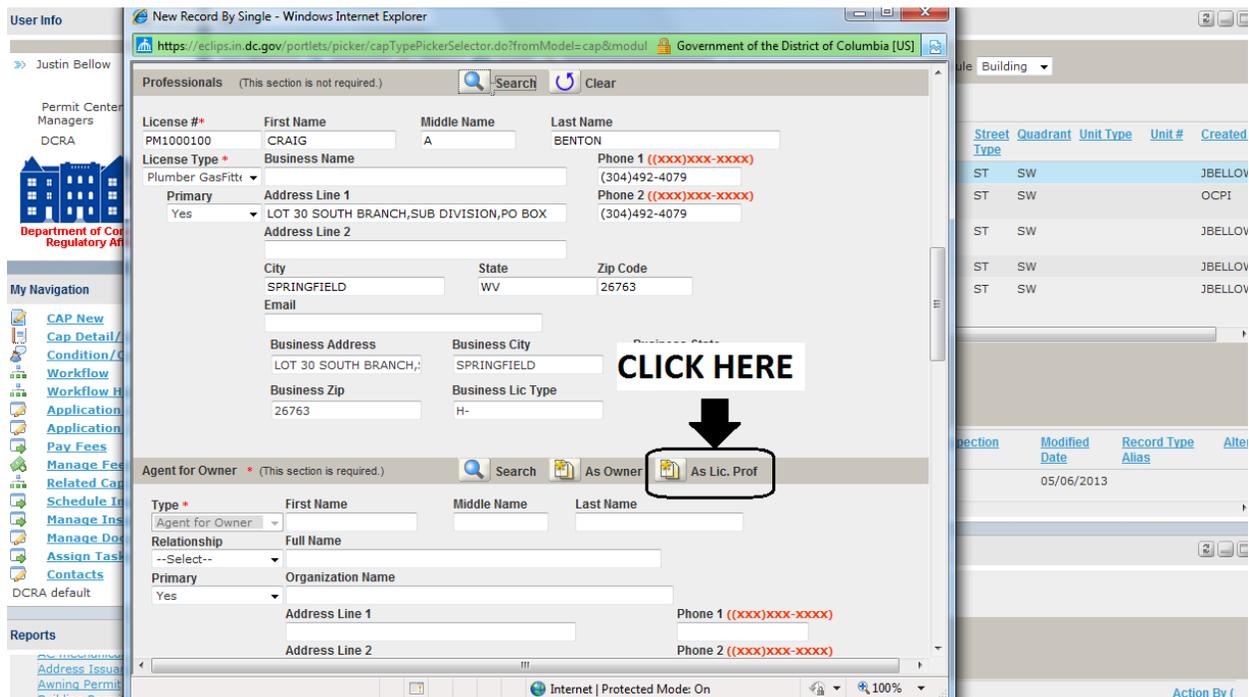
Address Line 1    Phone 1 ((xxx)xxx-xxxx)

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

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."



14. Scroll down to the “Miniature Boiler Permit Section” in the “App Specific Info” section and type either “N/A” or a number in the “Q-Matic Number” field.

App Specific Info

LANGUAGE PREFERENCE  
Language Preference \*  
English (Text) Other (Text)

MINIATURE BOILER PERMIT  
Q-Matic Number \* (Text) **ENTER A NUMBER OR N/A HERE**

Building permit number (Text)

Detail or type of alterations (Text) Proposed use (Text)

(Other) Specify Proposed Use (Text) --Select--

(Other) Specify Existing Use (Text) Existing use (Text) --Select--

Number to be installed (Number) Type of work (Text) --Select--

Fuel type (Text) Gross rating (Number)

Output capacity (Number) Steam pressure (MAWP) (Psi)(Number)

US National Board Number located on boiler (Number) ASME Code boiler (Text) --Select--

Location of boiler on site (Text) Heating surface (SQFT)(Number)

Equipment maker and year built (Text)

Breeching exists (Text) Gas line and piping (Text) --Select--

Yes No

15. 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.

App Specific Info

LANGUAGE PREFERENCE  
Language Preference \*  
English (Text) Other (Text)

MINIATURE BOILER PERMIT  
Q-Matic Number \* (Text)

Building permit number (Text) **ENTER BUILDING PERMIT HERE IF PROVIDED. IF NO BUILDING PERMIT IS PROVIDED ENTER "B"**

Detail or type of alterations (Text) Proposed use (Text)

(Other) Specify Proposed Use (Text) --Select--

(Other) Specify Existing Use (Text) Existing use (Text) --Select--

Number to be installed (Number) Type of work (Text) --Select--

Fuel type (Text) Gross rating (Number)

Output capacity (Number) Steam pressure (MAWP) (Psi)(Number)

US National Board Number located on boiler (Number) ASME Code boiler (Text) --Select--

Location of boiler on site (Text) Heating surface (SQFT)(Number)

Equipment maker and year built (Text)

Breeching exists (Text) Gas line and piping (Text) --Select--

Yes No

16. 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.

App Specific Info

LANGUAGE PREFERENCE  
Language Preference \*  
English

Other (Text)

MINIATURE BOILER PERMIT

Q-Matic Number \* (Text)

Building permit number (Text)

Detail or type of alterations (Text)

(Other) Specify Proposed Use (Text)

(Other) Specify Existing Use (Text)

Number to be installed (Number)

Fuel type (Text)

Output capacity (Number)

US National Board Number located on boiler (Number)

Location of boiler on site (Text)

Breaching exists  
 Yes  No

Payment Type \*  
Half

Detail or type of repairs (Text)

Proposed use  
--Select--

Existing use  
--Select--

Type of work  
--Select--

Gross rating (Number)

Heating surface (Number)

Equipment maker and year built (Text)

Gas line and piping  
--Select--

**SELECT EXISTING AND PROPOSED USES**

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

App Specific Info

LANGUAGE PREFERENCE  
Language Preference \*  
English

Other (Text)

MINIATURE BOILER PERMIT

Q-Matic Number \* (Text)

Building permit number (Text)

Detail or type of alterations (Text)

(Other) Specify Proposed Use (Text)

(Other) Specify Existing Use (Text)

Number to be installed (Number)

Fuel type (Text)

Output capacity (Number)

US National Board Number located on boiler (Number)

Location of boiler on site (Text)

Breaching exists  
 Yes  No

Payment Type \*  
Half

Detail or type of repairs (Text)

Proposed use  
--Select--

Existing use  
--Select--

Type of work  
--Select--

Gross rating (Number)

Steam pressure (MAWP)  
Psi (Number)

ASME Code boiler  
--Select--

Heating surface (Number)

Equipment maker and year built (Text)

Gas line and piping  
--Select--

**SELECT TYPE OF WORK**

18. Enter number of miniature boiler devices to be installed in the “Number to be installed” field

App Specific Info

LANGUAGE PREFERENCE  
Language Preference \* English (Text) Other (Text)

MINIATURE BOILER PERMIT

Q-Matic Number \* (Text)

Building permit number (Text)

Detail or type of alterations (Text)

(Other) Specify Proposed Use (Text)

(Other) Specify Existing Use (Text)

Number to be installed (Number) **ENTER NUMBER OF DEVICES TO BE INSTALLED**

Fuel type (Text)

Output capacity (Number)

US National Board Number located on boiler (Number)

Location of boiler on site (Text)

Breeching exists  Yes  No

Payment Type \* Half (Text)

Detail or type of repairs (Text)

Proposed use --Select--

Existing use --Select--

Type of work

ASME Code boiler --Select--

Heating surface SQFT(Number)

Equipment maker and year built (Text)

Gas line and piping --Select--

| Street Type | Quadrant | Unit Type | Unit # | Cre  |
|-------------|----------|-----------|--------|------|
| RD          | NW       |           |        | XMAC |
| LN          | NW       |           |        | PUBL |
| AVE         | SW       |           |        | HJAR |
| ST          | NW       |           |        | OCPI |

19. Enter the pressure in pounds in the “Steam Pressure (MAWP)” field.

App Specific Info

LANGUAGE PREFERENCE  
Language Preference \* English (Text) Other (Text)

MINIATURE BOILER PERMIT

Q-Matic Number \* (Text)

Building permit number (Text)

Detail or type of alterations (Text)

(Other) Specify Proposed Use (Text)

(Other) Specify Existing Use (Text)

Number to be installed (Number)

Fuel type (Text)

Output capacity (Number)

US National Board Number located on boiler (Number)

Location of boiler on site (Text)

Breeching exists  Yes  No

Payment Type \* Half (Text)

Detail or type of repairs (Text)

Proposed use --Select--

Existing use --Select--

Type of work

ASME Code boiler --Select--

Heating surface SQFT(Number)

Equipment maker and year built (Text)

Gas line and piping --Select--

Gross rating (Number)

Steam pressure (MAWP) Psi(Number) **ENTER PRESSURE IN POUNDS HERE**

| Street Type | Quadrant | Unit Type | Unit # | Cre  |
|-------------|----------|-----------|--------|------|
| RD          | NW       |           |        | XMAC |
| LN          | NW       |           |        | PUBL |
| AVE         | SW       |           |        | HJAR |
| ST          | NW       |           |        | OCPI |

20. Select “Yes” in the “ASME Code Boiler” drop down menu and then enter “1” in the US National Board Number located on boiler.

App Specific Info

LANGUAGE PREFERENCE  
Language Preference \*  
English (Text)

MINIATURE BOILER PERMIT

Q-Matic Number \* (Text)

Building permit number (Text)

Detail or type of alterations (Text)

(Other) Specify Proposed Use (Text)

(Other) Specify Existing Use (Text)

Number to be installed (Number)

Fuel type (Text)

Output capacity (Number)

US National Board Number located on boiler (Number)

Location of boiler on site (Text)

Breeching exists  
 Yes  No

Payment Type \*  
Half

Detail or type of repairs (Text)

Proposed use  
--Select--

Eviction use  
--Select--

Steam pressure (PSI) (Number)

ASME Code boiler  
--Select--

Heating surface (SQFT)(Number)

Equipment maker and year built (Text)

Gas line and piping  
--Select--

Building

| Street Type | Quadrant | Unit Type | Unit # | Created |
|-------------|----------|-----------|--------|---------|
| RD          | NW       |           |        | XMAC    |
| LN          | NW       |           |        | PUBL    |
| AVE         | SW       |           |        | HJARI   |
| ST          | NW       |           |        | OCPI    |

21. Enter square footage of heating surface in the "Heating surface" field.

App Specific Info

LANGUAGE PREFERENCE  
Language Preference \*  
English (Text)

MINIATURE BOILER PERMIT

Q-Matic Number \* (Text)

Building permit number (Text)

Detail or type of alterations (Text)

(Other) Specify Proposed Use (Text)

(Other) Specify Existing Use (Text)

Number to be installed (Number)

Fuel type (Text)

Output capacity (Number)

US National Board Number located on boiler (Number)

Location of boiler on site (Text)

Breeching exists  
 Yes  No

Payment Type \*  
Half

Detail or type of repairs (Text)

Proposed use  
--Select--

Eviction use  
--Select--

Steam pressure (PSI) (Number)

ASME Code boiler  
--Select--

Heating surface (SQFT)(Number)

Equipment maker and year built (Text)

Gas line and piping  
--Select--

Building

| Street Type | Quadrant | Unit Type | Unit # | Created |
|-------------|----------|-----------|--------|---------|
| RD          | NW       |           |        | XMAC    |
| LN          | NW       |           |        | PUBL    |
| AVE         | SW       |           |        | HJARI   |
| ST          | NW       |           |        | OCPI    |

22. Enter location of boiler in "Location of boiler on site" field and enter boiler equipment maker and year built in "Equipment maker and year built" field.

Location of boiler on site (Text) Equipment maker and year built (Text)

Breaching exists  Yes  No Gas line and piping --Select--

Boiler horsepower rating Application Comments

**ENTER LOCATION OF  
BOILER AND YEAR AND  
MAKER OF BOILER**

Expiration before 1978

Removing  Yes  No

**REQUIRED BOILER DOCUMENTATION**

CSD - 1 Report \*  Yes  No R - 1 Report \*  Yes  No

Manufacturer Data Report \*  Yes  No US National Board Certification Stamp \*  Yes  No

Structures (This section is not required.)

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

Submit Cancel

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

Location of boiler on site (Text) Equipment maker and year built (Text)

Breaching exists  Yes  No Gas line and piping --Select--

Boiler horsepower rating (Number) Application Comments

**SELECT "NO" RADIAL  
BUTTONS FOR ALL FIELDS**

Expiration before 1978

Removing More Than 2 Sq Ft of Lead Paint  Yes  No

**REQUIRED BOILER DOCUMENTATION**

CSD - 1 Report \*  Yes  No R - 1 Report \*  Yes  No

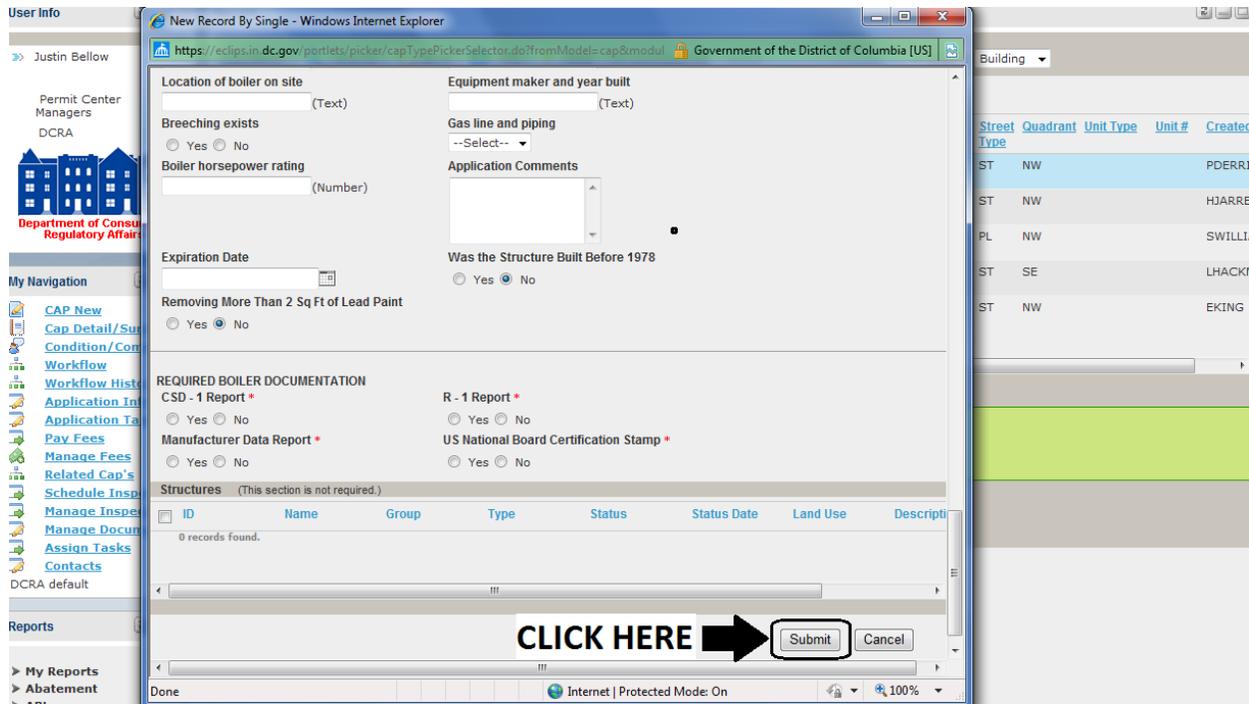
Manufacturer Data Report \*  Yes  No US National Board Certification Stamp \*  Yes  No

Structures (This section is not required.)

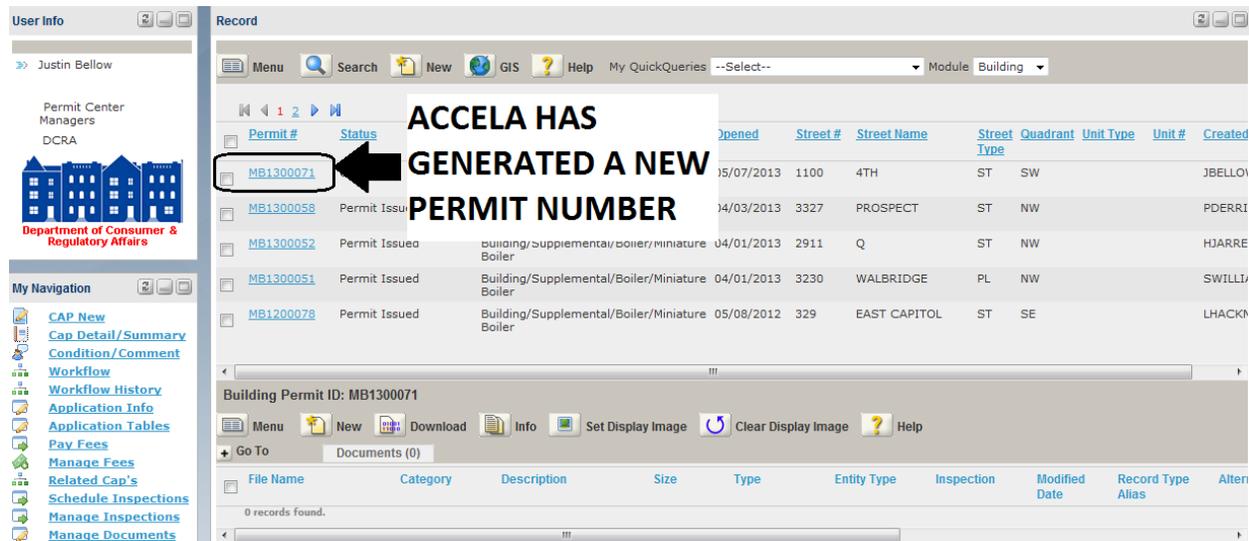
| ID               | Name | Group | Type | Status | Status Date | Land Use | Description |
|------------------|------|-------|------|--------|-------------|----------|-------------|
| 0 records found. |      |       |      |        |             |          |             |

Submit Cancel

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



25. 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.



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

The screenshot shows the 'User Info' panel on the left with the user 'Justin Bellow' and the 'Department of Consumer & Regulatory Affairs'. The 'My Navigation' menu includes options like 'CAP New', 'Cap Detail/Summary', 'Workflow', and 'Manage Fees'. The 'Record' panel displays a table of permit records for Building Permit ID: MB1300071.

| Permit #  | Status        | Permit Type                                   | Opened     | Street # | Street Name  | Street Type | Quadrant | Unit Type | Unit # | Created |
|-----------|---------------|---|------------|----------|--------------|-------------|----------|-----------|--------|---------|
| MB1300071 | Open          | Building/Supplemental/Boiler/Miniature Boiler | 05/07/2013 | 1100     | 4TH          | ST          | SW       |           |        | JBELLO  |
| MB1300058 | Permit Issued | Building/Supplemental/Boiler/Miniature Boiler | 04/03/2013 | 3327     | PROSPECT     | ST          | NW       |           |        | PDERRI  |
| MB1300052 | Permit Issued | Building/Supplemental/Boiler/Miniature Boiler | 04/01/2013 | 2911     | Q            | ST          | NW       |           |        | HJARRE  |
| MB1300051 | Permit Issued | Building/Supplemental/Boiler/Miniature Boiler | 04/01/2013 | 3230     | WALBRIDGE    | PL          | NW       |           |        | SWILLI  |
| MB1200078 | Permit Issued | Building/Supplemental/Boiler/Miniature Boiler | 05/08/2012 | 329      | EAST CAPITOL | ST          | SE       |           |        | LHACKN  |

An arrow points to the 'Manage Fees' option in the navigation menu with the text 'CLICK HERE'.

27. Accela will correctly populate the fees for Miniature Boiler permits. Click the box directly under the "Fee Calc. Factor" heading to select all payment records, and then click the "Submit" button icon.

The screenshot shows the 'Record' panel for Building Permit ID: MB1300071. The 'Fee Calc. Factor' is set to 'Job Value(Contractor)\$0.00' and the 'Fee Total' is \$50.60. The 'Invoice' button is highlighted with a box and an arrow pointing to it with the text 'STEP 2 - CLICK HERE'. Below the fee summary is a table of fee records.

| Invoice # | Description                     | Quantity | Fees    | Status | Date Assessed |
|-----------|---------------------------------|----------|---------|--------|---------------|
|           | Enhanced Service Fee - Boile... | 1        | \$4.60  | NEW    | 05/07/2013    |
|           | Miniature Boiler Permit Fee ... | 1        | \$46.00 | NEW    | 05/07/2013    |

An arrow points to the 'Invoice' button with the text 'STEP 2 - CLICK HERE'. Another arrow points to the 'Invoice #' column header in the table with the text 'STEP 1 - CLICK HERE'.

28. Accela has now generated a new invoice number.

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

Record

| Permit #  | Status        | Permit Type                                   | Opened     | Street # | Street Name  | Street Type | Quadrant | Unit Type | Unit # | Created |
|-----------|---------------|---|------------|----------|--------------|-------------|----------|-----------|--------|---------|
| MB1300071 | Open          | Building/Supplemental/Boiler/Miniature Boiler | 05/07/2013 | 1100     | 4TH          | ST          | SW       |           |        | JBELLO  |
| MB1300058 | Permit Issued | Building/Supplemental/Boiler/Miniature Boiler | 04/03/2013 | 3327     | PROSPECT     | ST          | NW       |           |        | PDERRI  |
| MB1300052 | Permit Issued | Building/Supplemental/Boiler/Miniature Boiler | 04/01/2013 | 2911     | Q            | ST          | NW       |           |        | HJARRE  |
| MB1300051 | Permit Issued | Building/Supplemental/Boiler/Miniature Boiler | 04/01/2013 | 3230     | WALBRIDGE    | PL          | NW       |           |        | SWILLI  |
| MB1200078 | Permit Issued | Building/Supplemental/Boiler/Miniature Boiler | 05/08/2012 | 329      | EAST CAPITOL | ST          | SE       |           |        | LHACK   |

Building Permit ID: MB1300071

Fee Calc. Factor: Job Value(Contractor)\$0.00 Fee Total \$50.60

| Invoice # | Description | Quantity | Fees | Status | Date Assessed |
|-----------|-------------|----------|------|--------|---------------|
| 1230802   |             |          |      |        | 05/07/2013    |
| 1230802   |             |          |      |        | 05/07/2013    |

**ACCELA HAS GENERATED AN INVOICE NUMBER**

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

My Navigation

Reports

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

My Tasks

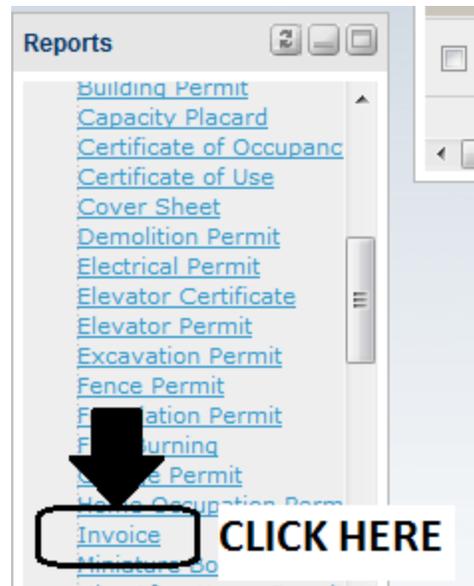
Workflow Task and Inspection Searching

Workflow Tasks (0)

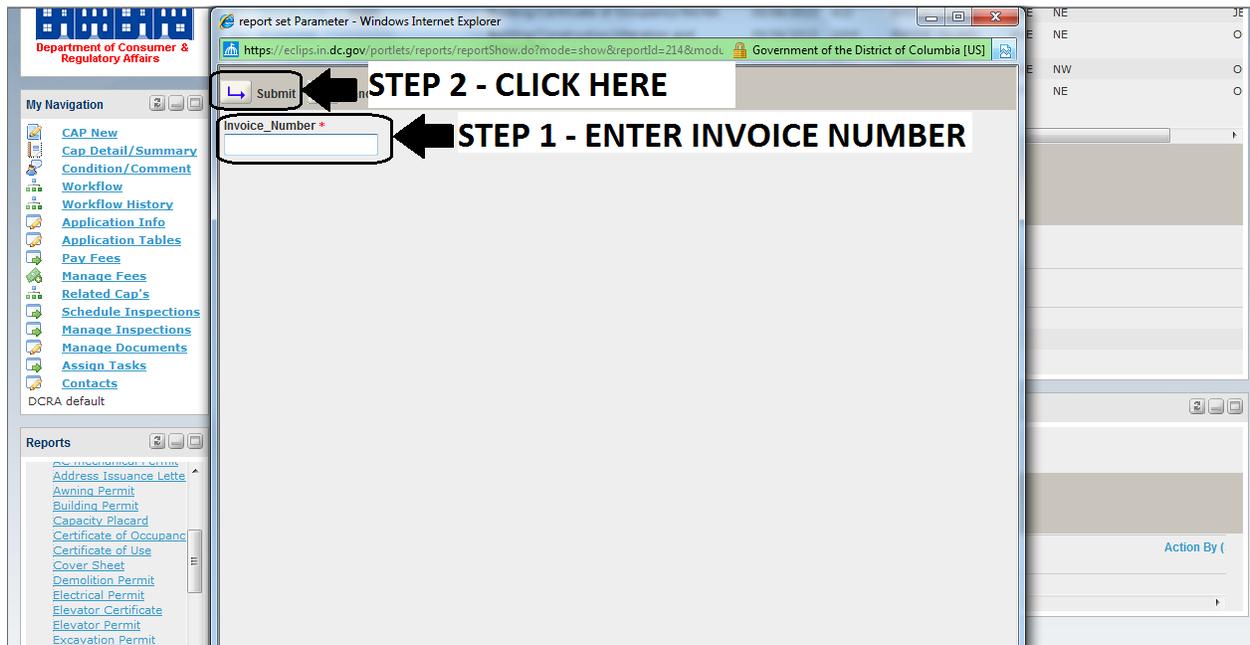
| Permit # | Status | Task | Assigned Date | Due Date | Type | Action By ( |
|----------|--------|------|---------------|----------|------|-------------|
|          |        |      |               |          |      |             |

**CLICK HERE**

30. Clicking the "Permitting" link will expand the menu. Once expanded, click the "Invoice" link.



31. 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.



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

https://edps.dc.gov/permits/reports/reportShow.do?value=%2FentryURL%29%2Fpermits%2Freports%2FreportShow.do%2Fmode%3Dshow%2FreportId%3D214%2Fmodule%3D0&ul Government of the District of Columbia

CLICK HERE 1 / 1 100% Find

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

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

Customer: USGBF WATERFRONT STATION LLC

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

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

Permit: [REDACTED]

Type of Permit: Mechanical

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

Justin Below

33. 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.





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

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

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

Date: April 23, 2013

**INVOICE**

Invoice Number: 1218584

Customer: CAPITOL HILL INVESTORS LLC

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

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

Permit: [REDACTED]

Type of Permit: Plumbing and Gas

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

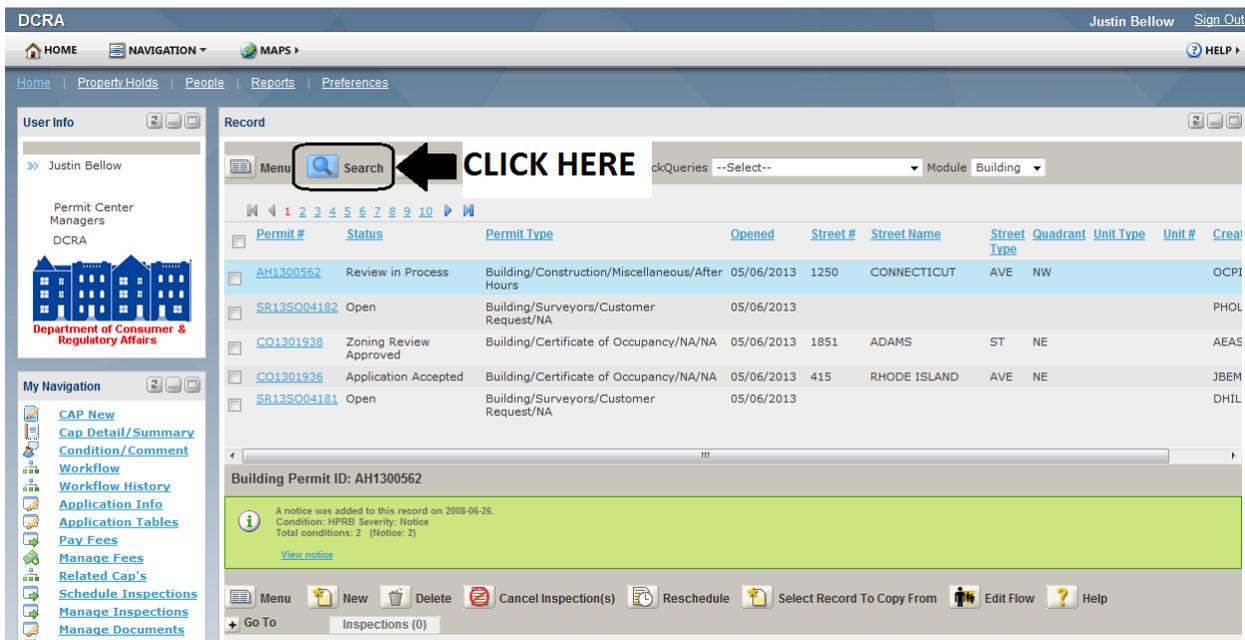
**NOTE THE RECEIPT #**

Keith Hawkins

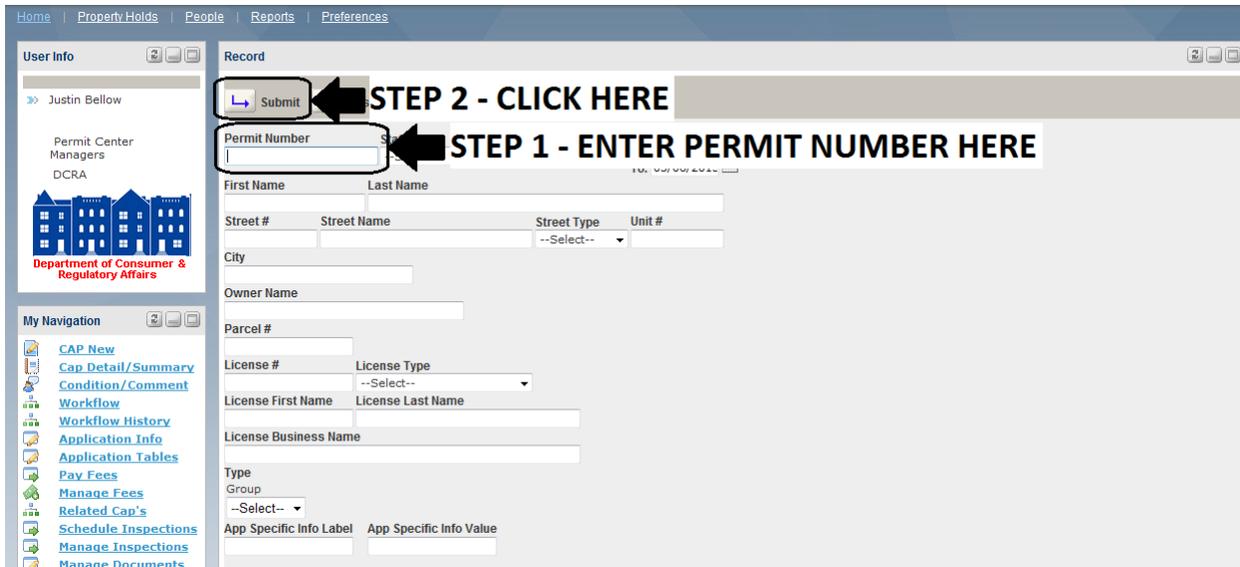
36. Upon confirming that the invoice has been paid, retain the copy of the invoice. The customer will also have either two or three small receipts from the Cashier – retain one of the small receipts.



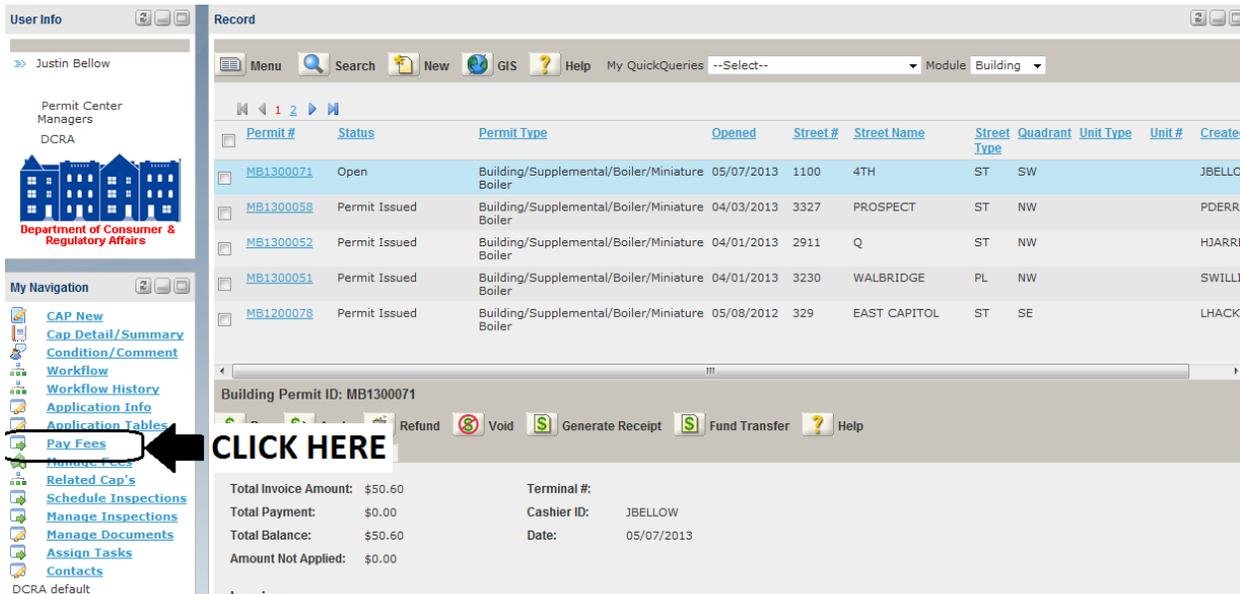
37. Once you have confirmed that the invoice has been paid, from the Accela home screen, click the “Search” icon button.



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



39. 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.



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

The screenshot shows a software interface with a 'Record' window displaying a table of permits. Below the table, there is a 'Payment' form for Building Permit ID: MB1300071. A red arrow points to the 'Pay' button in the form.

| Permit #  | Status        | Permit Type                                   | Opened     | Street # | Street Name  | Street Type | Quadrant | Unit Type | Unit # | Created |
|-----------|---------------|---|------------|----------|--------------|-------------|----------|-----------|--------|---------|
| MB1300071 | Open          | Building/Supplemental/Boiler/Miniature Boiler | 05/07/2013 | 1100     | 4TH          | ST          | SW       |           |        | JBELLO  |
| MB1300058 | Permit Issued | Building/Supplemental/Boiler/Miniature Boiler | 04/03/2013 | 3327     | PROSPECT     | ST          | NW       |           |        | PDERRI  |
| MB1300052 | Permit Issued | Building/Supplemental/Boiler/Miniature Boiler | 04/01/2013 | 2911     | Q            | ST          | NW       |           |        | HJARRE  |
| MB1300051 | Permit Issued | Building/Supplemental/Boiler/Miniature Boiler | 04/01/2013 | 3230     | WALBRIDGE    | PL          | NW       |           |        | SWILLI  |
| MB1200078 | Permit Issued | Building/Supplemental/Boiler/Miniature Boiler | 05/08/2012 | 329      | EAST CAPITOL | ST          | SE       |           |        | LHACKN  |

Payment Form Summary:

|                       |         |             |            |
|-----------------------|---------|-------------|------------|
| Total Invoice Amount: | \$50.60 | Terminal #: |            |
| Total Payment:        | \$0.00  | Cashier ID: | JBELLOW    |
| Total Balance:        | \$50.60 | Date:       | 05/07/2013 |
| Amount Not Applied:   | \$0.00  |             |            |

41. 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.

The screenshot shows the same software interface as above, but with annotations for the payment process. A red arrow points to the 'Save' button. Another red arrow points to the 'Method' dropdown menu, which is set to 'Cash'. A third red arrow points to the 'Receipt #' field, which is empty.

**STEP 3 - CLICK HERE**

**STEP 1 - SELECT PAYMENT METHOD**

**STEP 2 - ENTER RECEIPT NUMBER**

42. On the “Apply Fees” page, click on the box directly below the heading “Amount Not Applied” in order to select all of the outstanding fee entries. Next, click on the

“Full Pay” icon in order to apply full payment for the outstanding entries. Finally, click on the “Submit” icon in order to complete the application of fees.

**STEP 3 - CLICK HERE**

**STEP 2 - CLICK HERE**

**STEP 1 - CLICK HERE**

| Permit #  | Status        | Permit Type                                   | Opened     | Street # | Street Name  | Street Type | Quadrant | Unit Type | Unit # | Created |
|-----------|---------------|---|------------|----------|--------------|-------------|----------|-----------|--------|---------|
| MB1300071 | Open          | Building/Supplemental/Boiler/Miniature Boiler | 05/07/2013 | 1100     | 4TH          | ST          | SW       |           |        | JBELLO  |
| MB1300058 | Permit Issued | Building/Supplemental/Boiler/Miniature Boiler | 04/03/2013 | 3327     | PROSPECT     | ST          | NW       |           |        | PDERRI  |
| MB1300052 | Permit Issued | Building/Supplemental/Boiler/Miniature Boiler | 04/01/2013 | 2911     | Q            | ST          | NW       |           |        | HJARRE  |
| MB1300051 | Permit Issued | Building/Supplemental/Boiler/Miniature Boiler | 04/01/2013 | 3230     | WALBRIDGE    | PL          | NW       |           |        | SWILLI  |
| MB1200078 | Permit Issued | Building/Supplemental/Boiler/Miniature Boiler | 05/08/2012 | 329      | EAST CAPITOL | ST          | SE       |           |        | LHACK   |

| Quantity | Fee     | Paid   | Outstanding | Amount |
|----------|---------|--------|-------------|--------|
| 1        | \$4.60  | \$0.00 | \$4.60      | 0.00   |
| 1        | \$46.00 | \$0.00 | \$46.00     | 0.00   |

43. 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 |
|--------------|--------|-------------|-----------|
| Issue Permit |        |             |           |
| Inspection   |        |             |           |

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

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

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

| Permit #  | Status        | Permit Type                                   | Opened     | Street # | Street Name  | Street Type | Quadrant | Unit Type | Unit # | Created |
|-----------|---------------|---|------------|----------|--------------|-------------|----------|-----------|--------|---------|
| MB1300071 | Open          | Building/Supplemental/Boiler/Miniature Boiler | 05/07/2013 | 1100     | 4TH          | ST          | SW       |           |        | JBELLO  |
| MB1300058 | Permit Issued | Building/Supplemental/Boiler/Miniature Boiler | 04/03/2013 | 3327     | PROSPECT     | ST          | NW       |           |        | PDERRI  |
| MB1300052 | Permit Issued | Building/Supplemental/Boiler/Miniature Boiler | 04/01/2013 | 2911     | Q            | ST          | NW       |           |        | HJARRE  |
| MB1300051 | Permit Issued | Building/Supplemental/Boiler/Miniature Boiler | 04/01/2013 | 3230     | WALBRIDGE    | PL          | NW       |           |        | SWILLI  |
| MB1200078 | Permit Issued | Building/Supplemental/Boiler/Miniature Boiler | 05/08/2012 | 329      | EAST CAPITOL | ST          | SE       |           |        | LHACK   |

Building Permit ID: MB1300071  
Menu New Supervisor Help  
Go To Workflow  
Workflow Tasks  
Issue Permit  
Inspection  
Status Status Date Action By  
There currently are no ad hoc tasks defined.

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

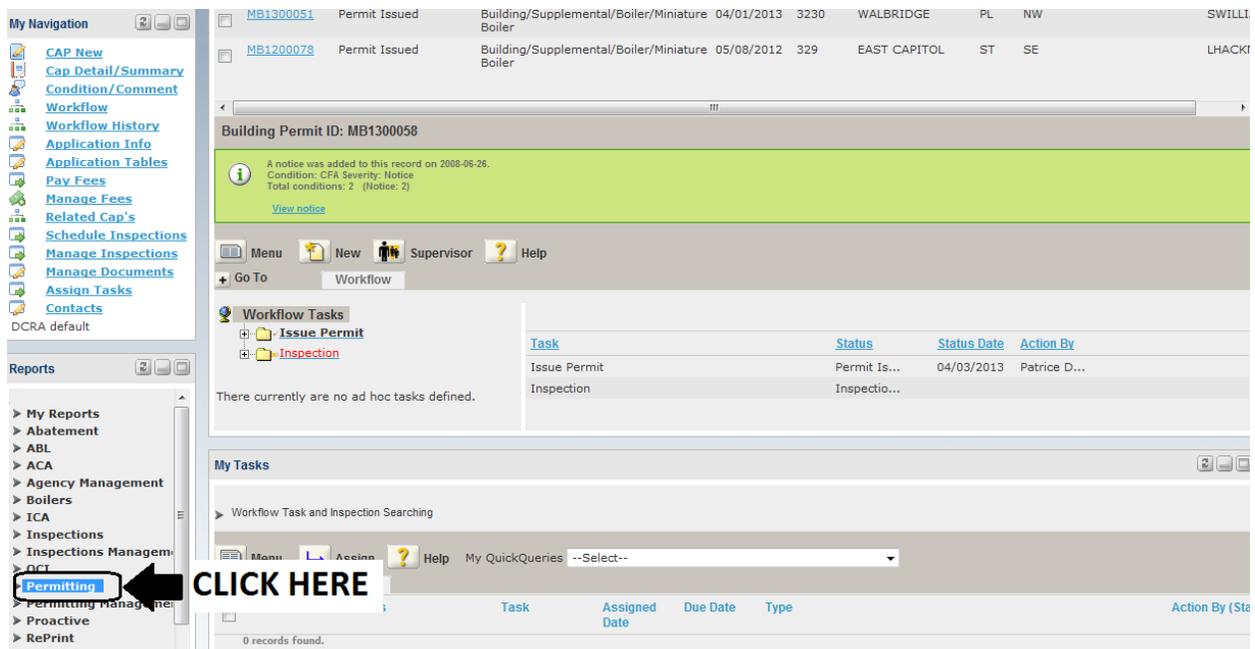
**User Info**  
Justin Bellow  
Permit Center Managers  
DCRA  
Department of Consumer & Regulatory Affairs

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

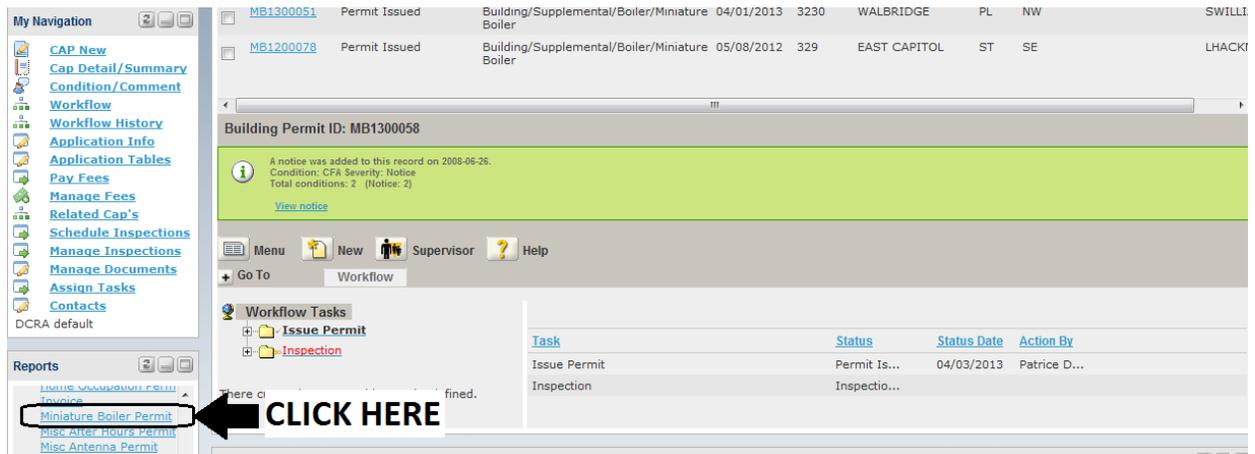
| Permit #  | Status        | Permit Type                                   | Opened     | Street # | Street Name  | Street Type | Quadrant | Unit Type | Unit # | Created |
|-----------|---------------|---|------------|----------|--------------|-------------|----------|-----------|--------|---------|
| MB1300071 | Open          | Building/Supplemental/Boiler/Miniature Boiler | 05/07/2013 | 1100     | 4TH          | ST          | SW       |           |        | JBELLO  |
| MB1300058 | Permit Issued | Building/Supplemental/Boiler/Miniature Boiler | 04/03/2013 | 3327     | PROSPECT     | ST          | NW       |           |        | PDERRI  |
| MB1300052 | Permit Issued | Building/Supplemental/Boiler/Miniature Boiler | 04/01/2013 | 2911     | Q            | ST          | NW       |           |        | HJARRE  |
| MB1300051 | Permit Issued | Building/Supplemental/Boiler/Miniature Boiler | 04/01/2013 | 3230     | WALBRIDGE    | PL          | NW       |           |        | SWILLI  |
| MB1200078 | Permit Issued | Building/Supplemental/Boiler/Miniature Boiler | 05/08/2012 | 329      | EAST CAPITOL | ST          | SE       |           |        | LHACK   |

Building Permit ID: MB1300071  
Menu Submit Help  
Go To Workflow  
Workflow Tasks  
Issue Permit  
Inspection  
Task Details - Issue Permit  
Department \* Current Department Staff \* Current User Stacie Williams Status \*  
ISSUANCE  
Status Date \* 05/07/2013 Due Date 05/08/2013  
Comments  
Standard Comment  
--Select--  
--Select--  
Application Canceled  
Application Withdrawn  
Payment Pending  
Permit Canceled Refund  
Permit Issued  
Permit Re-Issued  
Permit Revised  
Permit Revoked  
Ready for Issuance

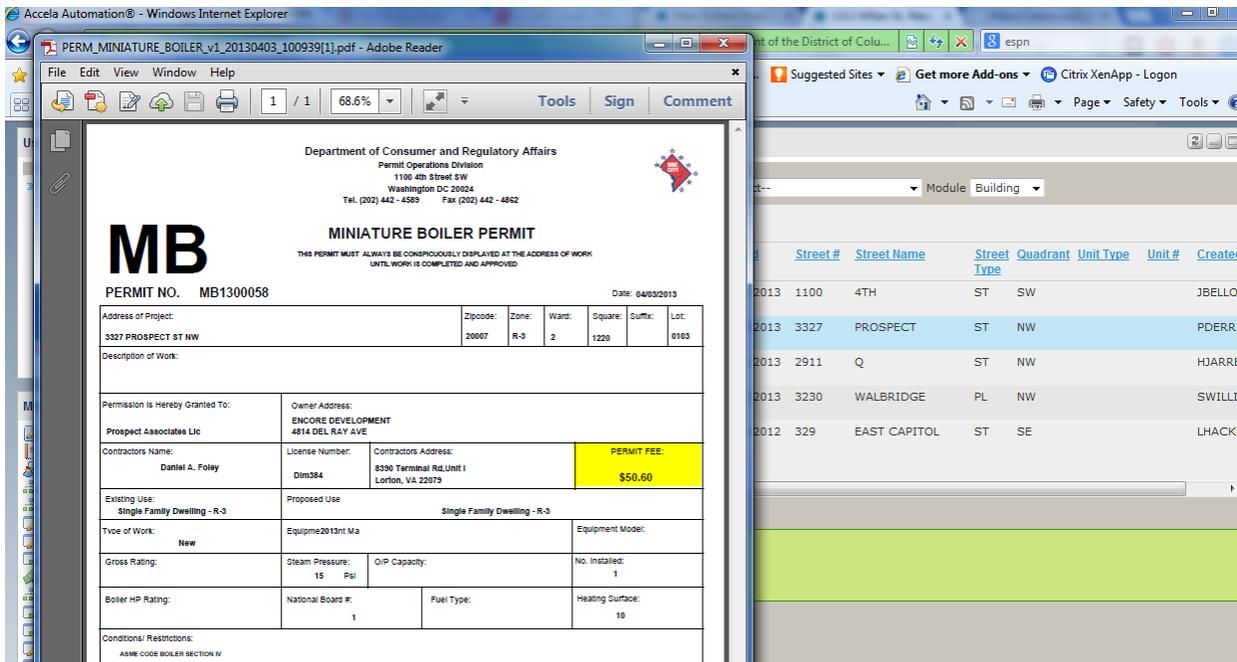
46. The permit is now in “Issued” status and can be printed. Click the “Permitting” link located in the “Reports” menu on the left side of the Accela home screen.



47. Clicking on the “Permitting” link will expand the menu. Once expanded, click the on the “Miniature Boiler” link.

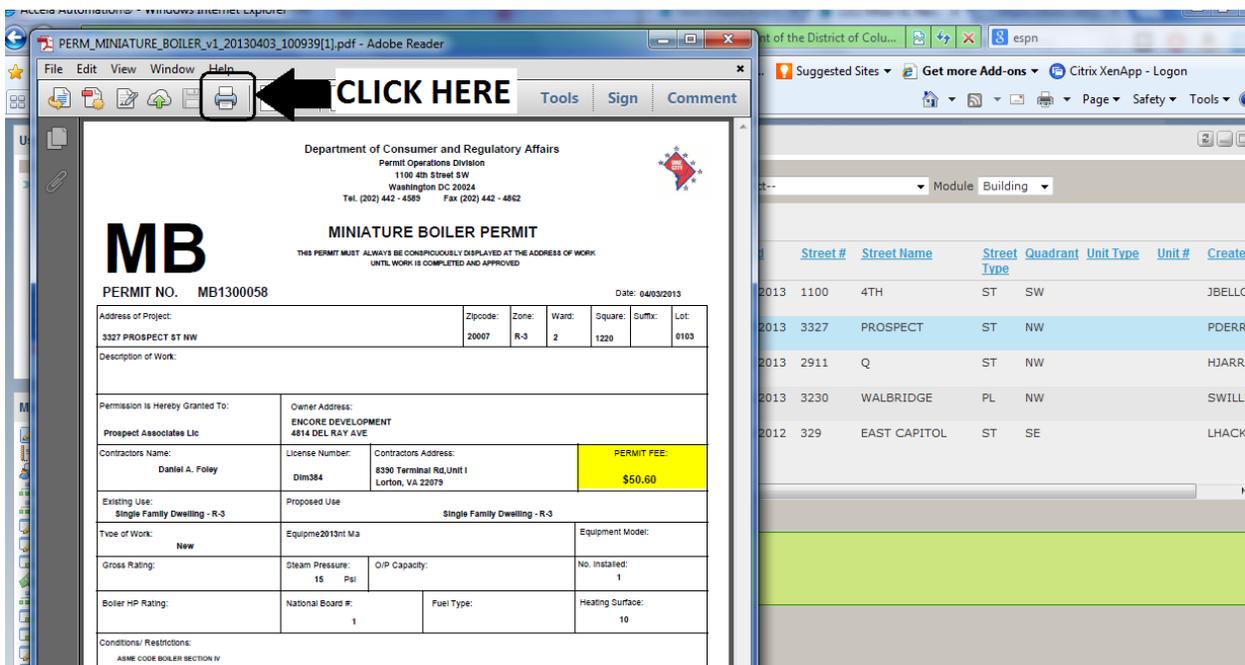


48. Accela will now generate a PDF of the Miniature Boiler permit



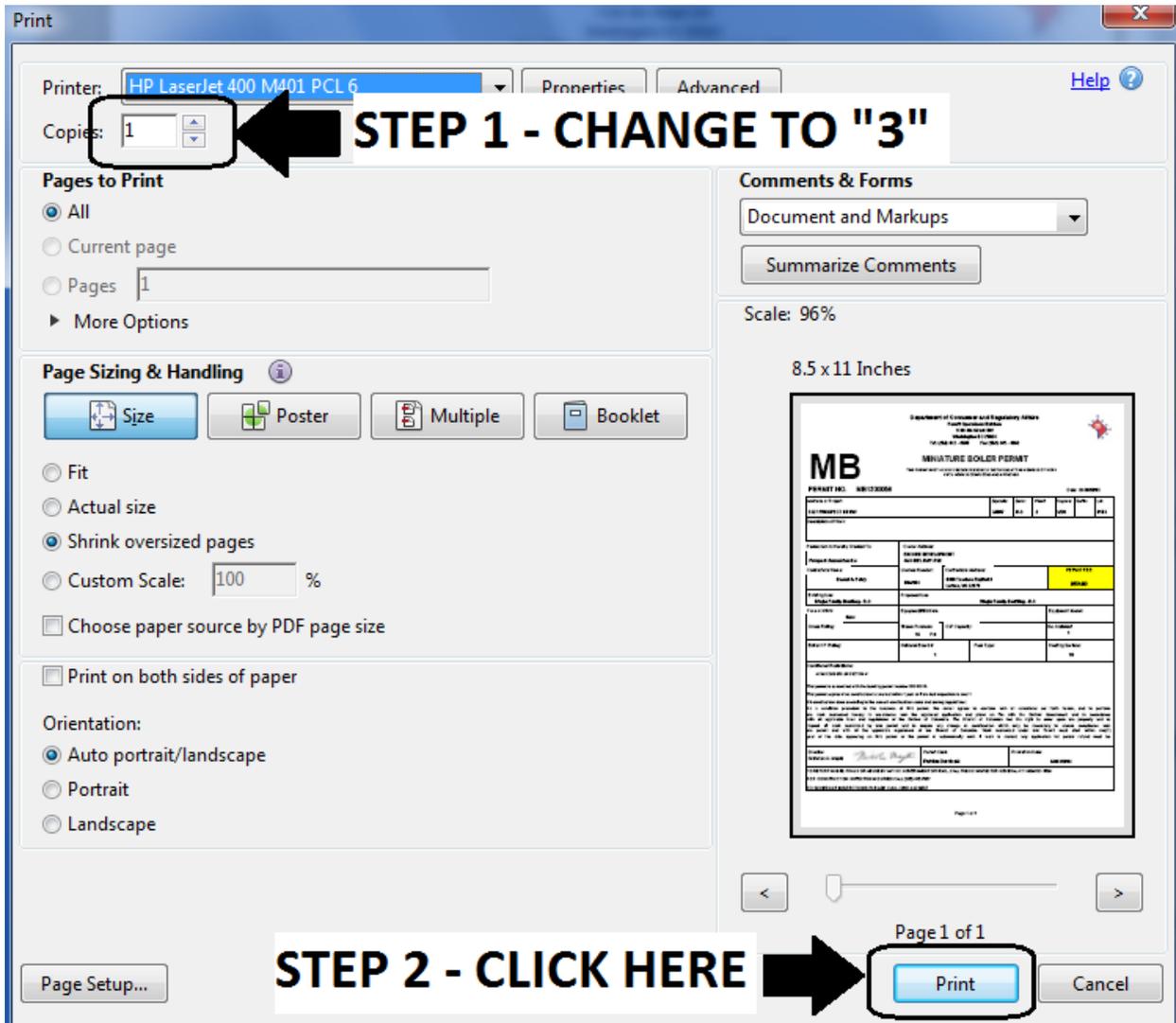
49. Review the generated permit with the customer on the computer screen to ensure that all information has been captured correctly.

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



51. 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.



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

53. 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.

54. 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:

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

- Application

- Invoice
- Receipt, if no other permit was issued
- Building Permit (for jobs with “New” or “Remodel” as the “Type of Work,” or if the customer provided a Building Permit otherwise)

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

57. Below is a sample copy of an issued Miniature Boiler permit.



# MB

## MINIATURE BOILER PERMIT

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

PERMIT NO. MB1300058

Date: 04/03/2013

|   |  |  |  |            |                                |                            |              |
|---|--|--|--|------------|--------------------------------|----------------------------|--------------|
| Address of Project:<br>3327 PROSPECT ST NW  |  | Zipcode:<br>20007  | Zone:<br>R-3   | Ward:<br>2 | Square:<br>1220                | Suffix:                    | Lot:<br>0103 |
| Description of Work:  |  |  |  |            |                                |                            |              |
| Permission Is Hereby Granted To:<br>Prospect Associates Llc   |  | Owner Address:<br>ENCORE DEVELOPMENT<br>4814 DEL RAY AVE |  |            |                                |                            |              |
| Contractors Name:<br>Daniel A. Foley  |  | License Number:<br>Dlm384                                | Contractors Address:<br>8390 Terminal Rd, Unit 1<br>Lorton, VA 22079 |            |                                | PERMIT FEE:<br><br>\$50.60 |              |
| Existing Use:<br>Single Family Dwelling - R-3   |  | Proposed Use<br>Single Family Dwelling - R-3             |  |            |                                |                            |              |
| Type of Work:<br>New  |  | Equipme2013nt Ma   |  |            | Equipment Model:               |                            |              |
| Gross Rating:   |  | Steam Pressure:<br>15 Psi                                | O/P Capacity:  |            |                                | No. Installed:<br>1        |              |
| Boiler HP Rating:   |  | National Board #:<br>1                                   | Fuel Type:   |            | Heating Surface:<br>10         |                            |              |
| Conditions/ Restrictions:<br>ASME CODE BOILER SECTION IV<br><br>This permit is associated with the building permit number B1301366.<br>This permit expires if no construction is started within 1 year or if the last inspection is over 1<br>All construction done according to the current construction codes and zoning regulations;<br>As a condition precedent to the issuance of this permit, the owner agrees to conform with all conditions set forth herein, and to perform<br>the work authorized hereby in accordance with the approved application and plans on file with the District Government and in accordance<br>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<br>inspect all work authorized by this permit and to require any change in construction which may be necessary to ensure compliance with<br>the permit and with all the applicable regulations of the District of Columbia. Work authorized under this Permit must start within one(1)<br>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:<br>Nicholas A. Majett   |  | Permit Clerk:<br>Patrice Derricott                       |  |            | Expiration Date:<br>04/03/2014 |                            |              |
| TO REPORT WASTE, FRAUD OR ABUSE BY ANY DC GOVERNMENT OFFICIAL, CALL THE DC INSPECTOR GENERAL AT 1-800-521-1639<br>FOR CONSTRUCTION INSPECTION INQUIRIES CALL (202) 442-9557<br>TO SCHEDULE INSPECTIONS PLEASE CALL (202) 442 9557   |  |  |  |            |                                |                            |              |



# **CHAPTER 7**

## **SECTION 7.12**

**NEW ADDRESSES**



## 1.2 - New Addresses

What is the MAR?

The MAR

- Is a comprehensive address database that provides a broad range of uses in the efficient delivery of government services in Washington, DC.
- Has more than 140,000 unique, valid full addresses assembled and researched from more than 25 unique sources.
- Is much more than just an address database. It contains various critical geographies for each address such as Ward and Police District, the X,Y, coordinates, as well as attribution that links back to the District's Street Spatial Database (SSD)
- MAR also contains information regarding intersections, block information and place names (aliases).
- Is the applications that give access to the data in the MAR.
- Set of standards for geographical information; most notably addresses, blocks, intersections and place names (aliases).

### **What are the benefits of the MAR?**

“The MAR allows the District Government to more easily compare information across databases and agencies. The format and quality of address information varies across government systems, making it nearly impossible for government to identify all the activity associated with a given address. Now, addressing standards are built into the MAR. These standards define the valid components of DC addresses (AID, Number, Street Name, Street Type, and Quadrant), including their correct formatting and spelling. (DC GIS Website) ”

Nearly, 80% of databases in local government contain some spatial data. Similarly, a large percentage of DC Government databases contain spatial data. The most common is an address. Addresses are used in all sorts of city databases including crime incidents, student, building permits, health inspections, voter rolls, business licenses.

An address database with reliable information is critical in easily locating addresses. It is even more important for addresses which are located in illogical places.

### **How can one access the MAR?**

- MAR Sample Client
- MAR Web Services w/ XML
- DCGISCENTRAL SDE
- DC GIS Data Clearinghouse / Catalog
- MAR Batch Geocoder
- Google Earth for DC
- DC Atlas
- DC Guide

### **Who is responsible for the MAR?**

DC GIS, which is a group within OCTO (Office of the Chief Technology Officer), is responsible for maintaining the MAR. Our website is located

at:

<http://octo.dc.gov/DC/OCTO/Maps+and+Apps/Online+Mapping/All+Online+Maps/Master+Address+Repository>

DCRA is responsible for approving new addresses. The DC Department of Transportation is responsible for maintaining certain information regarding streets

### **How is it maintained?**

The MAR is maintained using a plethora of sources (please see the question: What are the sources for the MAR?) to ensure a high quality. DC GIS also works closely with DCRA employees who are responsible for approving new addresses.

### **Does MAR have a slogan?**

Yes. It is "Every address is important."

### **Is there a glossary of terms for the MAR?**

No, there is not a glossary of terms that is exclusively used in the MAR. DC GIS does have a general GIS Glossary of Terms which includes MAR terms and is located on our website at:

<http://octo.dc.gov/DC/OCTO/Maps+and+Apps/Geospatial+Services/DC+GIS+Glossary>

## **What are the biggest weaknesses in the MAR?**

- Missing thousands of residential units
- Missing full addresses - some of the 1/2 addresses, new addresses and on the military areas

## **Where can one find additional documentation regarding the MAR?**

On the MAR Website there is a large amount of documentation. The website is located at:

<http://octo.dc.gov/DC/OCTO/Maps+and+Apps/Online+Mapping/All+Online+Maps/Master+Address+Repository>

**Who can be contacted regarding MAR issues? DC GIS: [dcgis@dc.gov](mailto:dcgis@dc.gov)**

## **2. MAR Address Table**

### **Why can't a particular address be found in the MAR?**

There are multiple reasons why an address cannot be found in the MAR. Here are the most common reasons:

- Address does not exist
- Misspelled street name
- Wrong Street Type
- Wrong Quadrant
- The address exists, but the MAR is missing it.
- Recognized as a unit in MAR and a address number suffix in submitted address

There can be multiple reasons why a submitted address is not in the MAR. It is very unlikely that an address that exists will not be found in the MAR (does not include the unit).

One can confirm if the address is deliverable via the United States Postal Service

at <http://zip4.usps.com/zip4/welcome.jsp> . [Newly approved addresses as well as addresses for demolished buildings are unlikely to be deliverable (receiving mail delivery).]

Addresses that are not found using the MAR Web Services Sample Client and which are located along a valid address range on a street have the option of being submitted for review by knowledgeable address specialists.

The MAR Sample Client is located at <http://dcatlas.dcgis.dc.gov/mar/> . Go to the site and type in an address and click submit. If the address is within a valid address range, and it is not in the MAR an option will appear entitled 'Select this link to report a New Location or to change an existing location,' Click on the link and fill in the form. Click 'Submit for Verification'. A member of the MAR Data Team will research the address and respond within a couple of business days.

### **What geographies are associated with an address?**

- Ward (2002 & 2012)
- Voter Precinct
- Police District
- Police Service Area
- ZipCode
- Neighborhood Cluster
- Single Member District (SMD)
- Advisory Neighborhood Commission (ANC)
- Census Tract (2010)
- Census Block Group (2010)
- Census Block (2010)
- Focus Improvement Area
- Assessment Neighborhood
- Assessment Sub Neighborhood
- CFSA
- HotSpot
- New Community Selected 2006

- New Community Candidate

### **How are individual addresses verified?**

Many sources are checked during the address verification process. The more sources that recognize the candidate address, the more likely it will be added to the MAR. Below are some sources that are being used for address verification:

- United States Postal Service (USPS) Data
- Orthophotography Imagery
- Pictometry Imagery
- Street Centerlines
- Existing Addresses
- Internet Searches
- Field Research (site visit)
- Other DC Government databases (ex: DC Employees, Voter Rolls, Driver Licenses)

Based on these sources the MAR Data Team will determine if an address is valid and can thus be digitized and included in the MAR. Addresses for which there is minimal evidence for its validity will not be added to the MAR.

Sometimes, it is determined that the address cannot be solved in the office environment and thus field research is required. However, it is preferable to solve address issues in the office environment rather than physically visiting the site. Field research consumes much time, but it is often necessary as part of the address verification process.

### **What about addresses for buildings that have been demolished?**

If the building has been demolished since about 2002 it should be contained in the MAR as an address whose status is 'RETIRE'. However, if a new building has been completed which has the same full address as the demolished building the address will have a status of 'ACTIVE' and have its location reflect the current building which uses that address.

### **How many addresses are there in DC?**

There are about 142,000 primary addresses (does not include secondary units) in Washington,

DC. There are estimated 204,000 to 215,000 residential units (with a secondary address designation (condos and apartments)).

### **Are there many cases of illogical addresses?**

Yes. There are dozens of addresses that are illogical. These are illogical because they do not follow the normal rules of Washington, DC's addressing grid system. These illogical addresses are also referred to as address anomalies. DC GIS maintains an address anomalies list which can be viewed and downloaded on the following webpage:

<http://octo.dc.gov/DC/OCTO/Agency+Support/IT+Standards/Geography+Standards/MAR+Address+Anomalies>

DC GIS has spent hundreds of hours tracking down these cases and ensuring that the address database matches the reality on the street.

### **How does the MAR deal with illegal addresses?**

An illegal address is an address that has not been authorized by the Department of Consumer & Regulatory Affairs (DCRA). The MAR contains both legal and illegal addresses, and does not distinguish between them. It is estimated that there are thousands of illegal addresses in Washington, DC. It is the responsibility of DCRA to enforce the laws regarding addresses.

### **What about addresses located in alleys?**

Almost every address which is located in an alley is already in the MAR. DC GIS has spent a significant amount of time tracking down these addresses. The majority of these addresses have been visited by DC GIS personnel. It is especially important that these addresses are properly in the MAR as they are often difficult to locate.

Examples: Groff Court NE, Blagden Alley NW, Linden Court NE.

### **What is the relationship between an address and a building?**

It is a many to many relationship. One building can have multiple entrances each with its own primary address (example: office building with separate retail addresses). Also, one address can represent multiple buildings / businesses (a main house and the garage behind it). This relationship between an address and a building is not stored in the MAR.

### **What is the relationship between an address and a SSL (property record)**

It is a many to many relationship. One SSL (Square, Suffix, Lot) can have multiple addresses located on it. This often includes garden style apartment complexes as well as corner addresses with separate addresses facing each adjacent street. One address can also sit upon multiple properties. One single family residence can sit upon multiple lots. The address records only contain one 'base' SSL (usually comes from OwnerPly). The cross reference table contains the many to many relationship between Address ID and SSL. Some addresses do not have an associated SSL (such as metro entrances or many addresses on Federal property). In, the address table, each address record will only be associated with one SSL. That SSL will be the base SSL, which is the SSL under which the building rests upon.

### **What is the difference between an address number suffix and a unit?**

- 1/2 designations are always be considered address number suffixes.
- 'REAR' designations which are a separate building will be considered as address number suffixes. 'REAR' designations which are in the same building as the primary non 'REAR' address will be considered units.
- All numeric numeric designations are considered to be units
- All letter designations which are not on a separate property and also represent one occupancy will be considered units (except for addresses on military areas).
- Address Number Suffix: 4211 A FAKE STREET NE [address number suffix designation between address number and street name ]
- Unit: 4211 FAKE STREET NE A [ unit designation after the quadrant.

### **Why are there addresses without address numbers?**

Addresses that are lacking an address number (and thus don't have a full address) represent place that do not have an address number, but are included because it is important to identify their locations. These include places such as the Washington Monument, Jefferson Memorial and Saint Elizabeth's Power House. These records will have a value of 'PLACE' in the 'TYPE\_' field. These records are all associated with alias names in the alias table.

### **What about addresses that existed in the past and are not in the MAR?**

As a general rule addresses that existed before the year 2002 and are not already in the MAR (as STATUS = 'RETIRE') will NOT be added to the MAR in most circumstances. Exceptions include:

- Really important historic addresses
- Addresses that appear in many DC Government Agencies' databases.

### **How many missing full addresses are there in Washington, DC?**

It is estimated that the MAR contains more than 99.9% of all full addresses in Washington, DC. It is estimated that is missing less than 150 addresses. Most of these missing addresses are basement locations which have the 1/2 designation as an address number suffix.

### **How are addresses reactivated?**

Addresses that represent existing buildings should have a status of 'ACTIVE.' If the building containing the address is demolished the address' status will change to 'RETIRE.' If a new building is built with the same address then the address will now have a status of 'ACTIVE.' [ Also its coordinates will move to reflect the new building's location. Additionally there may be changes in the address' property identifiers.]

### **How does the MAR deal with empty lots?**

Usually, empty lots will not have an address record associated with it. However, if there is a DCRA approved address for the lot, there should be an address record whose status is 'assigned'. If there was a building, that existed on the lot between 1999 to last year, and that building was demolished then it is highly likely that there will be an address record whose status is 'RETIRE'. The 'RETIRE' status indicates that the building is demolished and / or that the address is no longer in existence.

It is of low importance to the MAR Data Team to add new addresses for buildings that were demolished many years ago. (their status would be 'RETIRE').

### **How spatially accurate are the Address Records?**

The address records have a very high level of spatial accuracy. Address records should be located either at or near the center of the building or near the main entrance of the address.

It is estimated that there are less than .1% (~ 140) of addresses that are not located within the correct building footprint. There has been a tremendous amount of time (thousands of human hours) invested in ensuring a very high level of spatial accuracy. This allows for excellent point in polygon analysis.

### **What do the different statuses in the address table mean?**

- ACTIVE - addresses for buildings or structures which are currently standing. The overwhelming majority of addresses have the 'ACTIVE' status.
- ASSIGNED - addresses which have been assigned (approved) by DCRA, but whose buildings have not yet been constructed.
- RETIRE - addresses for buildings that have been demolished or for addresses which represented space which has since been occupied by a different address (example: a retail store closing and being taken over by a neighboring store which knocks the wall down)
- TEMPORARY - addresses which will exist for a relatively short period of time. Construction trailers, special event tents may be given this TEMPORARY designation. Addresses which have not been assigned by DCRA, and which represent buildings that are likely to be built might be given a TEMPORARY status.
- MISTAKE - addresses which are incorrect (these addresses never existed). These MISTAKE addresses are automatically deleted each and every weekday evening.

### **What are the sources for the Address Table?**

The plethora of sources used for compiling the address table, is one of MAR's strengths. Below is a list of most of the sources used for the MAR:

- United States Postal Service (USPS) Data
- Address Applications (from DCRA)
- Orthophotography Imagery
- Pictometry Imagery
- DC Department of Transportation (DDOT) - Street Centerline
- Internet Searches
- Field Research (site visits)
- DC Employees Database
- Military Data
- Sanborn Maps
- MiniMAR

- Building Permits
- Real Estate Databases
- ADC 2005 Maps
- Owner Points form Office of Tax & Revenue
- Mobile Video
- Vector Property Map
- Water and Sewer Authority (WASA)
- Metropolitan Police Department (MPD) –Addresses
- Department of Motor Vehicle (DMV) - Drivers License
- DMV - Registered Vehicles
- Dunn & Bradstreet Business Directory
- Mayor's Call Center (MCC)
- OTR - Property Inventory
- Board of Elections (BOE) - Registered Voters
- Google Maps
- Blogs

### **How are new addresses issued by DC Government?**

The Department of Consumer and Regulatory Affairs (DCRA) is responsible for issuing new addresses. New addresses need to be approved by DCRA. DC GIS works closely with DCRA on address issues.

### **For more information about obtaining a new address from DCRA:**

<http://dcra.dc.gov/DC/DCRA/Permits/Get+a+Permit/All+Building+Permit+Services/Get+A+New+DC+Address>

DCRA Address Application: <http://dcra.dc.gov/DC/DCRA/Permits/New+Address+Form>

### **Does the ADDRESS\_ID field in the MAR contain unique values?**

Yes. The ADDRESS\_ID field contains unique values. Each ADDRESS\_ID represents one unique address record. Leaving aside the primary addresses which are NULL (for places which do not have address number (Washington Monument)), a primary address (FULLADDRESS) are also unique and will have a one to one relationship with the ADDRESS\_ID. [ The SITE\_ADDRESS\_PK will always have the same value as the ADDRESS\_ID for any record].

### **How can one determine if an address is residential or not?**

The RES\_TYPE field contains values "RESIDENTIAL", "MIXED USE" or "NON RESIDENTIAL". All addresses are given one of these three classifications. Residential addresses include, apartments, condos, residential row houses, detached single family homes, and residential duplexes. Mixed use addresses include, apartment or condo addresses which also include retail (usually stores on the first floor), row houses which contain both apartments and offices. Non residential addresses includes, office buildings, warehouses, statues, memorials, metro stations, parks, schools and stores.

### **3. Non Address Tables**

#### **What are the other key non address, tables in the MAR?**

- Alias
- Intersection
- Block
- Address / SSL Cross Reference
- Residential Unit
- Street Name Alias

#### **What types of alias (place) names are in the MAR?**

The Alias table contains building names, historical sites, statues, metro station entrances, museums, federal buildings, hospitals, embassies, hotels and more. Examples include , White House, Washington Monument, US Capitol, as well as Barney Circle. There are over 6,000 alias records, each of which is associated with an address. Using the MAR Sample

Client [ <http://dcatlas.dcgis.dc.gov/mar/> ] alias names can be searched. Each and every alias record is associated with an address record. Multiple alias records can be associated with one address record (if one address has two building names).

#### **What is the Intersection Table?**

The Intersection table contains thousands of intersections. These are locations where streets cross each other. An example is the intersection of Benning Road SE and G Street SE which is also referred to as G Street SE and Benning Road SE. There are about intersection 15,000 records.

The Intersection now contains overpasses and underpasses (these are not at grade intersections). The TYPE for these records will be 'OVERPASS' or 'UNDERPASS'. An example of an overpass is 16TH STREET NW OVER MILITARY ROAD NW.

At grade intersections which are not ramps will have a TYPE of 'REGULAR.' An example of a "REGULAR" intersection is ALABAMA AVENUE SE AND 15TH PLACE SE. Also, 'RAMP' and named 'ALLEY' intersection types are included in the intersection table.

### **What is the Block Table?**

The block table contains over 16,000 records which describe a block. This would be from a street intersection to the next street intersection. An example is: 1500 BLOCK OF R STREET NW. This block is also known as R STREET NW BETWEEN 15TH STREET NW AND 16TH STREET NW. All blocks also have X,Y coordinates for the center of the block (the midway point along the street between the two intersections).

The Cross Reference table stores the relationship between an address and an SSL (property identifier). The relationship between these two items is a many to many. It stores over 200,000 records. One SSL (Square, Suffix, Lot) can have multiple addresses located on it. This often includes garden style apartment complexes as well as corner addresses with separate addresses facing each adjacent street. One address can also sit upon multiple properties. One single family residence can sit upon multiple lots. The address records only contain one 'base' SSL (usually comes from OwnerPly). The cross reference table contains the many to many relationship between Address ID and SSL. Some addresses do not have an associated SSL (such as metro entrances or many addresses on Federal property).

### **How is the Address / SSL Cross Reference Table maintained?**

The Address / SSL Cross Reference Table is maintained by an automated process that is run each weekend. The table is completely repopulated each and every weekend. The table is created based on the following sources:

- Vector Property Map (VPM)
- Address Records
- Condo Relate

- Residential Units
- OwnerPts
- Selected Building Polygons

### **What is the Residential Unit Table?**

The residential unit table contains unit values and other related information regarding residential units. There are an estimated 204,000 to 212,000 residential units (a secondary address). Each residential unit is associated with an address from the address table (via the ADDRESS\_ID field). Example unit values include '101', '201', 'A', '910', '1', '6' and 'A2.' This data includes both rental and condo units which is noted in the 'UNIT\_TYPE' field. For condo units the condo's SSL values and condo book and page number is also stored.

### **What are the remaining weaknesses in the Residential Unit Table?**

- Special use residential facilities (University Dorms, Group Homes, Retirement, Nursing Home and Military Barracks)
- Multi unit row houses
- Buildings which were constructed during the last year

### **What are some of the challenges while creating the Residential Unit Table?**

The biggest challenge is just dealing with acquiring the the huge quantity of active residential units which is estimated at 204,000 to 212,000. Another challenge is matching the residential unit information with condo units from Office of Tax & Revenue's ITS Public Extractable. Unfortunately, in the ITS Public Extract table there is a tremendous amount of incomplete and incorrect data. This is especially true when it comes to the premise address and unit number columns.

### **What is the Street Name Alias Table?**

The Street Name Alias table contains a list of abbreviations, former names and misspellings for streets names. There are about a thousand records in this table. Examples include: 'MLK' for 'Martin Luther King JR' and 'Conn' for 'Connecticut' The street name alias table is utilized when searching the address table. It assists in transforming non standardized addresses into standardized address. It works as a sort of find & replace. There are over 1,000 records in the Street Name Alias Table.



# **CHAPTER 7**

## **SECTION 7.12.1**

**ADDRESS STANDARDS**



## 1.2.1 - Address Standards

### Introduction

The government of the District of Columbia (DC) GIS's Address Standards document has been developed to describe the addressing standards used for the Master Address Repository (MAR). The MAR is DC Government's official address database and is widely used across the City of Washington, DC. DC GIS, which is part of the Office of the Chief Technology Officer (OCTO), is responsible for maintaining the MAR.

### Purpose

The purpose of the address standards is to provide important information to those who use the Master Address Repository. These standards provide consistency when dealing with addresses, place names (aliases) and streets. The main benefit of having address standards which are widely implemented is that it allows addresses to quickly be matched to each other.

An address is the most important and widely used geographic piece of data found in DC Government databases. When individuals call 911, addresses are the most commonly used type of location. An address specifies a location, for example an address, in much the same way as a geographic coordinate (X, Y coordinate) does. However, addresses are merely

text strings containing an address number, address number suffix, street name, street type, quadrant, etc. In order to successfully use a geocoding-based application, for example the MAR's web-based application (MAR Sample Client), the user must follow the MAR's Address Standards. Essentially, the MAR's Address Standards provide consistency when dealing with addresses, place names and streets across the differing DC government agencies and databases.

### Application

These addressing and data format standards are to be applied to addresses that are within the corporate limits of Washington, DC. They are not intended for use with mailing addresses, including post office boxes and addresses outside of the corporate limits. The data format standards should be applied to mailing list addresses, but it is not the purpose of this document to provide standards for non-site addresses or addresses outside of Washington, DC, which are commonly contained in mailing lists. The MAR's Address Standards only apply to addresses that are within the corporate limits of Washington, DC. They are not intended for use with mailing addresses that are outside the corporate limits of Washington, DC and/or United States Postal Service-issued Post Office Box Addresses. It should be noted that DCRA also has their own Address Standards which are separate from the Master Address Repository standard, but for the most part are consistent standards.

### Addresses & Units

## **Components of an Address**

Addresses shall be parsed into the following component parts and order:

- Address Number: 4228
- Address Number Suffix: 1/2
- Street Name: MAIN
- Street Type: STREET
- Quadrant: NW
- Unit Number: B

There are six components of an address which are concatenated together when creating an address: 4228 1/2 MAIN STREET NW B

### **Address Number**

- Address numbers are numeric.
- There shall be no address numbers that are higher than “8500.” Fractions (for example “1/2”) as part of an address are sometimes present and are always considered as address number suffixes.

### **Address Number Suffix**

Fractions (for example “1/2”) and “REAR” designations are not address numbers. Rather, they are considered address number suffixes.

Note: Effective as of December 1, 2010, address number suffixes with an alphabetical designation (for example “B” – 1731 “B” STREET NW) are no longer classified as an “address number suffix,” with an exception for addresses located on military bases or where the occupancy sits on its own property (no other addresses there) and building; rather address number suffixes with an alphabetical designation are now classified as a unit.

### **Street Name**

All street names should be spelled out fully in accordance to the MAR’s Master Street Name list. Common aliases for street names, including common abbreviations (e.g., ‘MLK’ for ‘MARTIN LUTHER KING JR’) are found in the MAR’s Street Name Alias table. The street name does not include the street type for example “ROAD or “STREET.”

### **Street Type**

Street types should be spelled out fully. Street types include, but are not limited to “ROAD”, “STREET”, “AVENUE”, “COURT”.

### **Quadrant**

The quadrants are Northeast (NE), Northwest (NW), Southeast (SE) and Southwest (SW) and shall be abbreviated as shown above. All addresses in Washington DC have a quadrant attached to them (with the exception of the Capitol Hill Building, which is at the central point of the addressing grid). These quadrant designations are critical to location of addresses in Washington DC, and must be incorporated into every address.

### **Unit Number**

Unit number denotes a housing occupancy which has a secondary designation. These can be an apartment or a condo unit. Most of these units have an interior entrance to the occupancy. Examples of unit numbers are: "A", "1", "101", "B1".

Unit number are stored in the MAR Residential Unit Table.

### **Case**

All data shall be recorded and stored in all upper case characters.

### **Use of Prefix Directional**

Prefix directional designations (for example North, South, East, West, Northeast, Northwest, Southeast and Southwest) shall not be used when assigning new street names.

Note: There are exceptions to this rule. DC government has "grandfathered" certain street names containing the prefix directional designation (for example "SOUTH CAPITOL"). However, this prefix directional designation is considered as part of the street name, only.

### **Handling of Fractions**

Per MAR policy, no new fractional (example: 123 1/2 MAIN STREET NW) addresses shall be created. If the two (or more) occupancies are co-equal in a building, each shall have a separate address assignment or unit assignment. If one unit is subsidiary to another (for example a basement or garage apartment), then the subsidiary unit shall be given a unit designation and thus a unit number, for example unit '2'. Where possible, existing fractional addresses shall be replaced with unit numbers consisting of alphanumeric characters (for example 'A' or '1').

### **Punctuation**

No punctuation shall be used within an address with the exception of the apostrophe, as found in "L'ENFANT" or "CADY'S ALLEY."

### **Address Assignment**

The Department of Consumer and Regulatory Affairs (DCRA) is solely responsible for the assignment of new addresses within the corporate limits of Washington, DC

- Address assignment is normally carried out when a new building is built on vacant land.
- Major redevelopment of existing properties which already have existing addresses often results in the creation of additional addresses.

It is critical that new and altered addresses (the building has been reconfigured) be entered into the MAR as soon as they are created.

Note: When a building is razed and a new building is built in its place and if the owner applies for a new address. Then, the old address that was associated with the razed building is now classified as "RETIRE." However if the address of the new building is the same as the razed building, then the owner is not required to reapply for a new address, and the address will be classified as 'ACTIVE'.

### **Starting Point**

All addresses emanate from the U.S. Capitol Building. This is the center point for the quadrants (NW, SW, NE and SE) also. The U.S. Capitol Building is the only building that does not have a quadrant in its address.

### **Even and Odd Addresses**

Even address numbers are assigned on the left side in ascending order. Odd numbers are assigned on the right side of the street in ascending order. Determining which side of the street is left or right is based on one's direction facing away from the U.S. Capitol Building. There are exceptions to this rule.

### **Assigning of an Address Number**

Generally, address numbers should be assigned along the block on an interpolated basis. Hence, a building in the middle of a hundred block should be given an address number whose last two digits is around "50,"(for example "150 ADAMS STREET NW") Also, a new building's address number should also be logically consistent with the other existing addresses on the block.

### **Address Model and Linkages**

The addressing model provides for addressing at up to three different levels: the land parcel, the structure, and the individual occupancy within a structure. In some cases, for example a single family residence, all three of these levels would be represented by the same address . However in a situation where a land parcel contains several apartment buildings and each apartment building is associated with a set number of residential

units, there shall be an assigned address for each apartment building (primary address - 3636 16TH ST NW ) and a unit number (secondary address - 3636 16TH ST NW A1001) for each unit.

### **Location of Addresses within Building Footprint**

The coordinates for addresses shall generally be located in the center of the building's footprint. In cases where there are multiple addresses in one building, then each address, except for the main address, shall be placed near the door of that address. An example would be a large office building with ground floor retail which has separate entrances and addresses. The ground floor retail addresses would be located near their respective entrances while the main address for the office building would be located in the center of the building.

### **Number of Addresses Per Structure**

The number of addresses and unit numbers per structure should be the minimum necessary in keeping with clearly identifying each individual occupancy.

Note: a building can be represented by no addresses (garages), one address, or have multiple addresses. An example of one building having multiple addresses is 1050 17TH STREET NW (main building)

- 1020 17TH STREET NW (separate address, part of the main building - 1050 17TH STREET NW)
- 1030 17TH STREET NW (separate address, part of the main building - 1050 17TH STREET NW)
- 1040 17TH STREET NW (separate address, part of the main building - 1050 17TH STREET NW)

### **Differences Between an Address Number Suffix and a Unit**

There is often confusion in Washington, DC regarding what is considered an address number suffix and a unit. Listed below are examples of how the two are used differently:

Address Number Suffix (examples)

- 1/2 designations shall always be considered as an address number suffix
- 'REAR' designations which are a physically separate from the primary building shall always be considered as an address number suffix. However, 'REAR' designations which are physically part of the primary non REAR building are considered as non - 'REAR' address and shall be considered as a unit.

Units (examples)

- All numeric numeric designations ( for example "709 MAIN STREET SE 1") are considered to be units.

- All letter designations (for example 3312 MAIN STREET NE B) which are not on a separate property and also represent one occupancy will be considered units (except for addresses on military areas/installations).

## **Residential Units**

- Residential units shall only be entered into the MAR Residential Units table. The MAR Residential Units Table should not include commercial or industrial units. Residential units are considered secondary postal designations.
- All occupancies within a building which have main entrances from an interior space (for example a hallway/corridor) shall have unit designations. These occupancies shall be stored in the MAR Residential Unit table. These unit designations can be either alphabetic or numeric characters.
- A multi-family rowhouse with a basement apartment (for example 917 D STREET NE) shall be assigned a Unit designation of "B". Currently, there are hundreds of "legacy" residential units with a "1/2" address designation in Washington, DC, which represent basement residences in multi-family rowhouses. This method is no longer used and/or accepted for designating a new basement apartment.
- A separate address shall not be issued unless there is a separate exterior entrance to the building for the occupancy. Even in the case of separate exterior entrances, a unit designation is often the preferred method.

What is Considered a Residential Unit:

- Apartment and condo units
- Dorm rooms (universities)
- Boarded up units / abandoned units

What is Not Considered a Residential Unit:

- Office Suites, office condos
- Rooms in hostels (even if people dwell there)
- Jail Cells
- Garages and unimproved land
- Horizontal condos (which are usually classified as a "townhouse") are not included. An example is the Brummel Court or Justice Court townhouse developments
- Loading hangars
- Warehouse numbers

## **Non-Residential Units**

- For non-residential occupancies, individual occupancy addresses mainly consist of floor, suite, office or unit numbers. These are associated with the main address of the building.
- Where a building is divided into separate occupancies, each with a separate entrance from the street, and where there is no significant internal connection between

occupancies in a building, separate street addresses may be granted to each occupancy. In most cases there would be retail addresses.

- Non residential units (for example office suites, retail suites,, or warehouse space) are not to be included in the MAR's Residential Unit table.

### **Building Codes for New Construction or Remodeling (office and commercial)**

DC's building codes (enforced through DCRA) for new construction or the remodeling of existing office or commercial buildings with multiple street frontage must adhere to the following requirements:

- The office or commercial building shall have a primary address for the main entrance providing access to the interior of the building, elevators, and offices or residential units on the upper floors.
- Where there are separate retail or office tenancies on the ground floor of an office or commercial building with individual store-front entrances, each of these retail or office occupancies shall be assigned an individual address.

### **Non Standard Conditions**

#### **Vacant Land**

- Vacant land shall not have an address. It should have a property identifier (Square, Suffix, and Lot - SSL). When a new building is planned on the vacant land an address application needs to be submitted to the DCRA. The DCRA will determine the address for the planned building.
- Vacant land, which previously had a building that was subsequently razed, will have an address whose status is classified as 'RETIRE'.

#### Multiple buildings on one land parcel

In most cases where multiple buildings, which are not garages or storage sheds, exist on a single parcel of land, each building shall have its own address.

#### One building on multiple land parcels

Attempts should be made to merge the land parcels to avoid confusion.

#### Curved and Angled Streets

Streets that are curved and angled shall be addressed as follows:

- Streets that are at a 30-degree angle to the grid shall be addressed as east/west streets.
- Streets at a 45-degree angle shall be determined by the Address Administrator, with assistance from the Addressing Task Force, and shall be based upon historical precedent.

- Streets that are at a 60-degree angle to the grid shall be addressed as north/south streets.
- Curved streets shall be addressed by the direction of the longest portion of the street, or according to existing addressing.
- Circles shall be addressed starting at the southernmost intersection, in a clockwise order.

### **Property without Street Frontage**

- New lots without street frontage cannot be created, for more information please go to the DCRA's website.
- Existing vacant lots without street frontage that are to be developed shall be assigned an address based upon its point of ingress/egress (easement or other access rights) , for more information please go to the DCRA's website.
- Existing lots that are developed but do not have street frontage should be reviewed (DCRA administrative review) to determine whether their addresses matches their point of ingress/egress to a public street, for more information please go to the DCRA's website.

### **Address Anomalies**

An address anomaly is an illogical address whose location does not conform to Washington, DC's addressing standards and/or addressing grid system. Most of the address anomalies have been 'grandfathered' into the MAR. All address anomalies shall be documented in the Address Anomalies Report, excluding U.S. military bases/installations.

### **Streets, Alleys, Freeways, etc Streets with Multiple Names**

Where multiple names are utilized for a single roadway or segment of a roadway, the primary name shall be determined by the DDOT, and the alternative names shall be placed in the Street Name Alias Table. This includes such designations as a Federal Route and Interstate numbers and honorary names that have been assigned either temporarily or permanently.

### **Obsolete or Previous Names**

Where a street has been renamed, the previous name shall be placed in the Street Name Alias Table and linked to the current street name.

### **Alleys**

- Alleys with names shall be addressed as streets.
- Alleys without names shall not have addresses assigned to them.

- Alleys that are used as the primary access method to a building should be named.
- No new address numbers shall be assigned to buildings that front on alleys that do not have an official name.
- Alleys that have assigned names in the MAR's Master Street Name Table shall be classified as streets for addressing purposes.

### Freeways, Ramps, Bridges, and Tunnels

Freeways, ramps, bridges, and tunnels are not assigned an address. However, bridges are identified in the MAR database by their "alias" names (for example the FRANCIS SCOTT KEY BRIDGE).

### Street Name Duplication

- When a new street name is created, it must not be a duplicate of an existing street name listed in the MAR Master Street Index table.
- When a new street name is created, it must not sound similar to an existing street names listed in the MAR Master Street Index table.
- Existing cases of street names where confusion may occur should be studied by DDOT to determine if one of the streets could be renamed.

### Abbreviations for Street Types

Street type abbreviations (for example 'ST' or 'CIR'), in accordance to the U.S. Postal Service's Standard Suffix Abbreviation list, should be spelled out to its "Primary Street Suffix Name" (for example 'ST' = 'STREET', 'CIR = CIRCLE') when using the MAR.

### Address Ranges

The Master Address Repository contains theoretical address ranges for roadway segment found in the District. This information is stored in the MAR Block Table. The theoretical address ranges represent all possible addresses on a given street segment (as opposed to the actual addresses of existing buildings). An example is "100 - 199 BLOCK OF C STREET NE."

### Aliases

Aliases are place names which includes building names, historical sites, statues, metro station entrances, museums, federal buildings, hospitals, embassies, hotels, etc. These alias names are stored in the Address Alias table. All alias names are to be fully capitalized ('WHITE HOUSE'). All Alias names are linked to and address record.

### Parks and Monuments

The common name of a park or monument (for example the 'LINCOLN MEMORIAL') shall be stored in the Alias Table.

### **Building Names**

Building names (for example 'SENATE OFFICE BUILDING', 'CATHEDRAL APARTMENTS' ) shall be stored in the Alias Table.

### **Public Facilities**

Public facilities and places of assembly, for example stadiums, police and fire stations, hospitals, schools, embassies, metro, rail and bus stations, and major government office buildings, should be included in Alias Name table.

### **Common Place Names**

Common place names, such as 'JEFFERSON MEMORIAL' or 'WHITE HOUSE' shall be stored in the Alias Table.

### **Vanity Addresses**

Vanity addresses shall be discouraged where possible. An example of a vanity address is 'One Judiciary Square.' If a vanity address exists, it shall be stored in the Alias Table.

### **Marinas**

Along the Potomac and Anacostia Rivers, there are marinas, docks, launching ramps, and other recreational boating facilities. Some of the facilities are in Virginia and Maryland, although the water area is within the District of Columbia. Each marina or dock facility shall be given a standard address. If the facility's land area is outside of DC, then the address assigned by the jurisdiction shall be used.

# **CHAPTER 7**

## **SECTION 7.12.2**

**MAR TOOL**



## 1.2.2 - MAR Tool

### Introduction

The MAR Maintenance Tool has been developed to add, modify and retire addresses and load them into the Master Address Repository on the fly. The added addresses will be visible on MAR web sites immediately as it makes changes to the MAR Production Database as well. This tool will be extremely helpful in address approval and permit process at DCRA. The MAR Maintenance Tool has the ability to:

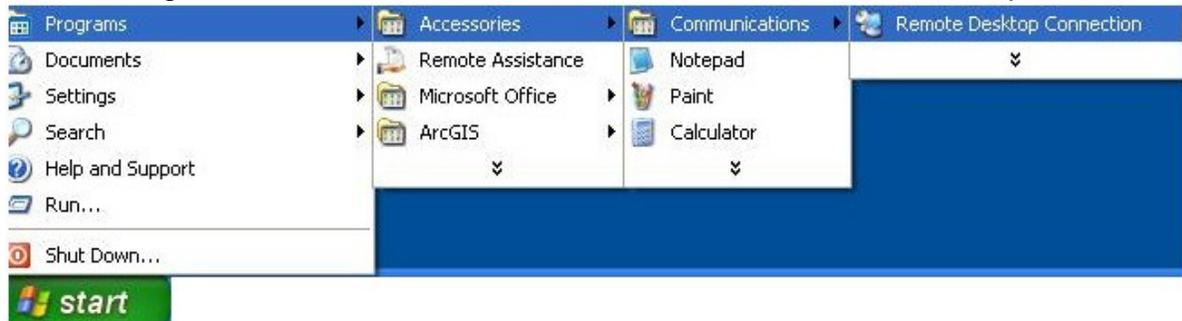
- ./ Add New Addresses
- ./ Add New Units
- ./ Modify Existing Addresses (with some exceptions)
- ./ Retire Addresses

### Accessing the MAR Tool

The MAR Maintenance Tool sits on a terminal that is located at OCTO GIS. Users need to connect to the MAR tool through a remote login. A user name and password will be assigned to all users. To access the MAR tool remotely, users need to start a Remote Desktop Connection.

To start a Remote Desktop Connection go to:

Start -> Programs -> Accessories -> Communications -> Remote Desktop Connection



It will bring up the 'Remote Desktop Connection' dialog box



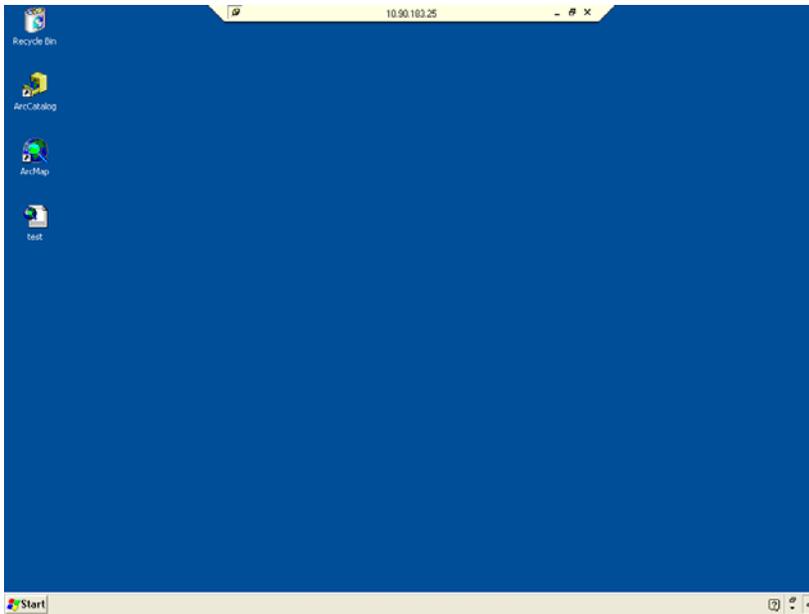
Y Type in the IP Address in the box - 10.90.183.25  
Y Click 'Connect'

It will bring up the following 'Log On' dialog box

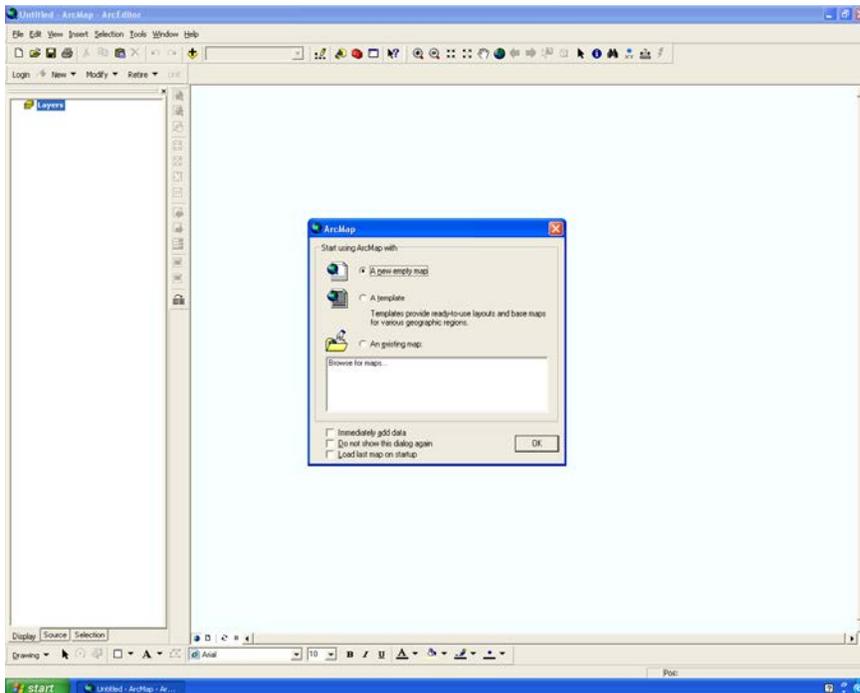


Y Enter 'User name' Y Enter 'Password' Y Click 'OK'

It will open the 'Desktop Window' of the remote terminal



Y Double click on the 'ArcMap' icon to open the 'ArcMap' window.



- Y By default 'A New Empty Map' will be selected.
- Y Click OK to open an empty ArcMap window.

## [Using The MAR Maintenance Tool](#)

When clicked OK, the MAR tool bar will be displayed on the top left side of the window.



The MAR Tool bar has following options-

./ Login

./ MAR Gazetteer



./ New Address

./ Modify Address

./ Retire Address

./ Unit

User need to log in first to make tool options active. To login:

Y Click on 'Login'.

Y 'MAR Maintenance Login' dialog box will appear

A dialog box titled 'MAR Maintenance Login' with a blue header bar. The main area has a light beige background. It contains two text input fields: 'Username:' and 'Password:'. Below the 'Password:' field is a note: 'note: password is case-sensitive'. At the bottom, there are two buttons: 'Login' and 'Cancel'.

Y Type in the 'Username'

Y Type in the 'Password'

Once successfully logged in:

The MAR Tool will load the basic map layers. It may take time to load GIS layer so be patient. Also, after logging in the MAR Tool buttons will become active and 'Login' inactive.



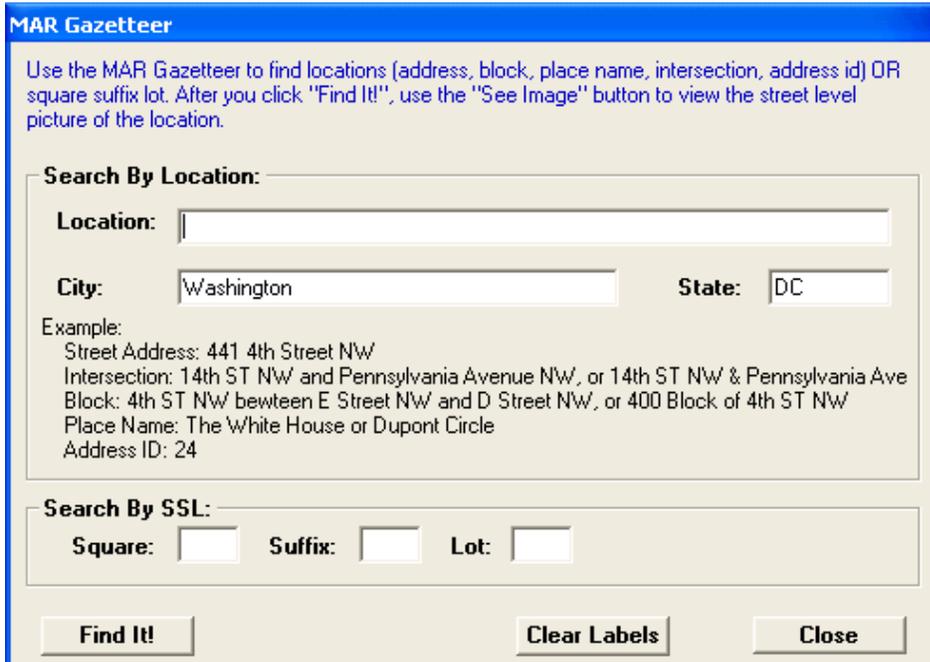
Before adding/ editing addresses, it is important to get familiar with the MAR Gazetteer. Gazetteer helps users to find addresses in several ways.

[MAR Gazetteer](#)

MAR Gazetteer tool can be used for finding locations. This tool allows the user to find locations by address, place name, block, intersection or SSL (property identifier). For the MAR Tool the search by address and Square, Suffix & Lot (SSL) are very handy.

To access:

Y Click on the  flag to open the MAR Gazetteer dialog box



**MAR Gazetteer**

Use the MAR Gazetteer to find locations (address, block, place name, intersection, address id) OR square suffix lot. After you click "Find It!", use the "See Image" button to view the street level picture of the location.

**Search By Location:**

**Location:**

**City:**  **State:**

**Example:**  
Street Address: 441 4th Street NW  
Intersection: 14th ST NW and Pennsylvania Avenue NW, or 14th ST NW & Pennsylvania Ave  
Block: 4th ST NW bewteen E Street NW and D Street NW, or 400 Block of 4th ST NW  
Place Name: The White House or Dupont Circle  
Address ID: 24

**Search By SSL:**

**Square:**  **Suffix:**  **Lot:**

**Find It!** **Clear Labels** **Close**

Y The 'Location' box helps user find "Address, Intersection, Block, Place Name & Address ID" by typing in the info inside the box and then click "Find It"

Y If the location is found precisely the MAR Tool will automatically zoom to the location.

Y In case on several matches; search results will appear under the Multiple Records drop down box.

**MAR Gazetteer**

Use the MAR Gazetteer to find locations (address, block, place name, intersection, address id) OR square suffix lot. After you click "Find It!", use the "See Image" button to view the street level picture of the location.

**Search By Location:**

**Location:**

**City:**  **State:**

Example:  
 Street Address: 441 4th Street NW  
 Intersection: 14th ST NW and Pennsylvania Avenue NW, or 14th ST NW & Pennsylvania Ave  
 Block: 4th ST NW bewteen E Street NW and D Street NW, or 400 Block of 4th ST NW  
 Place Name: The White House or Dupont Circle  
 Address ID: 24

**Search By SSL:**

**Square:**  **Suffix:**  **Lot:**

**Multiple Records:**

Done

441 4TH STREET NE --- 85  
 441 4TH STREET NW --- 85

- Y Select the address you are looking for from the drop down list.
- Y Click on 'Find it' to zoom to the selected location.

Similarly to search by Square, Suffix & Lot (SSL)-

- Y Enter the info in the Square, Suffix & Lot boxes
- Y Click on 'Find it' to zoom to the selected location.

Once an address is selected then the View Image button will be added to the MAR Gazetteer dialog box.

**Multiple Records:**

Done

If there is an image associated with the search outcome then click on 'View Image' to see that image.

[Adding A New Address](#)

Using MAR Tool users can add new addresses to the MAR dataset on the fly. However, before adding an address user needs to go to the location where new address needs to be digitized. It is suggested to use the MAR Gazetteer to go to the location. Once at the location:

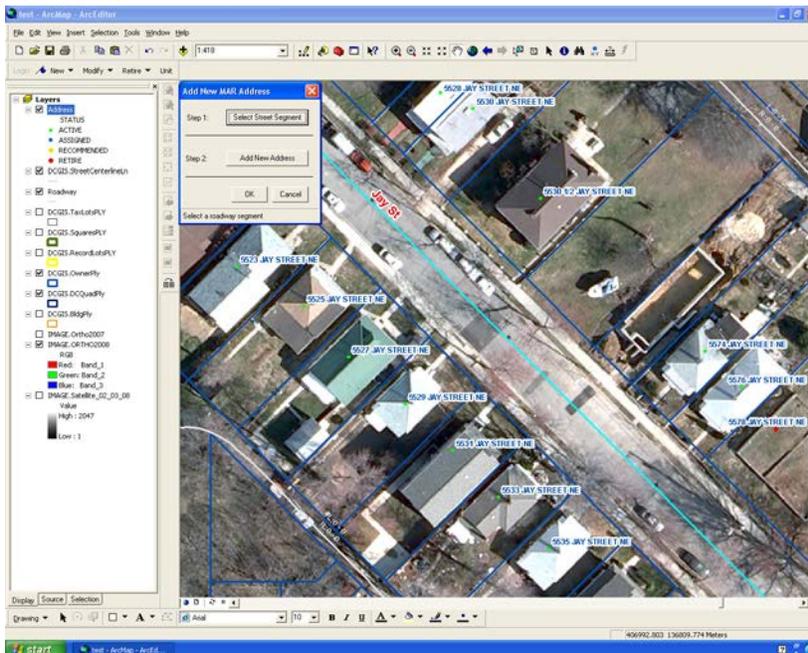
Y Click on the 'New Address' Button to open the 'Add New MAR Address' dialog box



Y Click on the 'Select Street Segment' (step 1)

Y Select the street segment on which the address is supposed to be digitized.

Street selection can be done by drawing a box, with the cursor, around the street. Zoom to the location if not clear. In the following picture Jay Street NE has been selected using the tool.



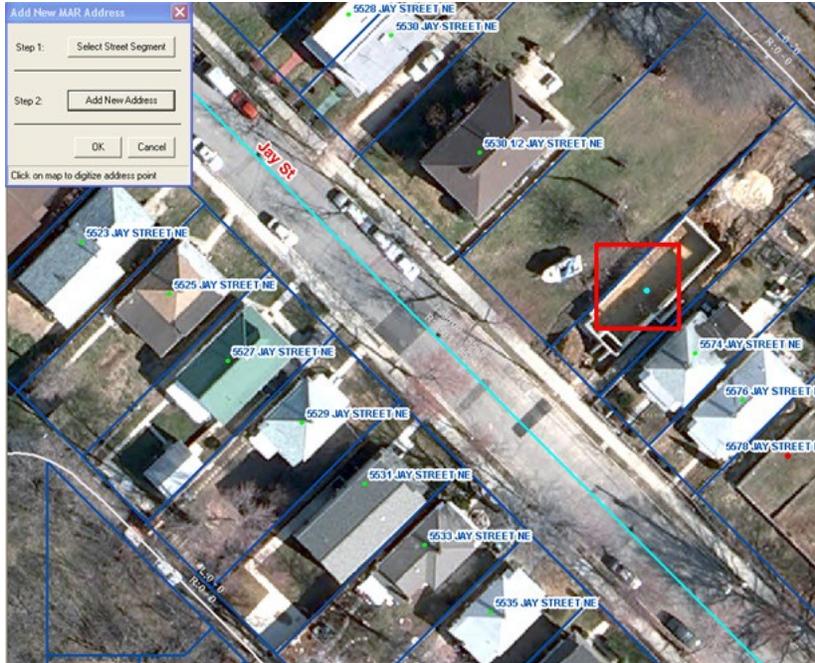
Once street is selected, the Add New Address (Step 2) option will be active.



Y Click on the 'Add New Address' button.

Y Click on the location to digitize the new address location.

While digitizing, it is highly recommended to consider adjacent addresses, property lines and building footprints (polygons) as well as the latest imagery. In the following image the digitized location is displayed inside the red rectangle.



Once digitized on the location

Y Click on the 'OK' button to open the following dialog box. The selected street name will be displayed in the dialog box.

**Add New MAR Address**

JAY STREET NE

Address Number  Suffix

SSL

Status

Comments

Store Cancel

User don't need to enter the street name, street type and quadrant values as it gets pulled automatically by the selection of the street segment. Enter the following information into the respective fields

| Information               | Required/Optional      | Example for this case  |
|---------------------------|------------------------|------------------------|
| Address Number            | Required               | 5532                   |
| Suffix                    | Optional (when needed) | --                     |
| SSL (Square, Suffix, Lot) | Optional               | 5214 0051              |
| Status                    | Required               | ACTIVE                 |
| Comments                  | Optional               | Newly approved address |

**Add New MAR Address**

5532 JAY STREET NE

Address Number  Suffix

SSL

Status

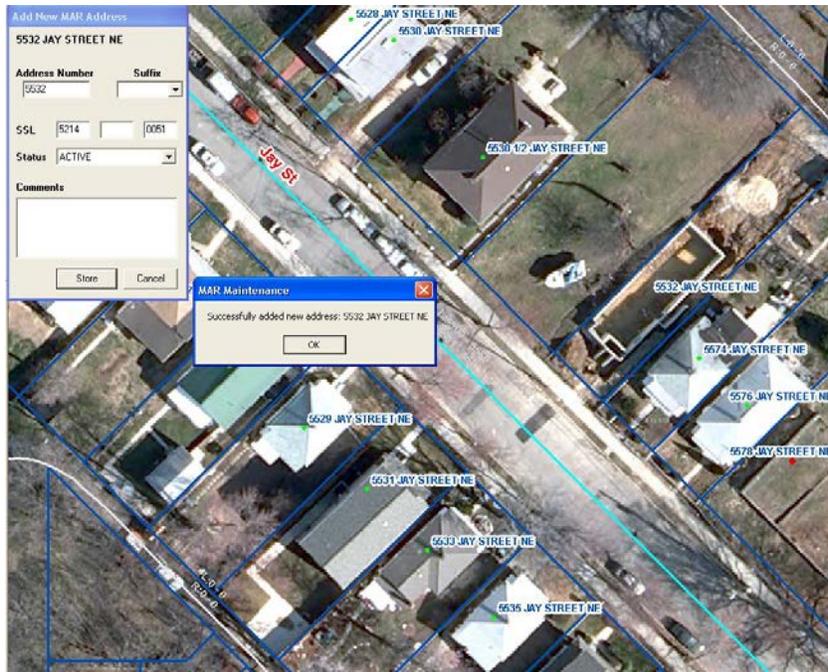
Comments

Store Cancel

Review the entered information

Y Click on 'Store', it may take some time so be patient.

A message will pop up confirming the newly added address. The digitized address can be seen on the map as well.



Y Click OK.

Now the address '5532 Jay Street NE' has been added to the MAR dataset and can be viewed immediately through the MAR Web Services.

Please note that in the following scenarios a warning message will pop up:

- ./ In case of adding an address that already exists in the MAR. This prevents duplicate addresses.
- ./ In case of entered address number is not within the selected street number range Segment
- ./ In case of entered address number being out of sequence with adjacent addresses.

Recheck the entries if any of the above messages appear.

### [Modifying An Address](#)

MAR Tool can be used to modify the following

- ./ Status of an Address
- ./ Address Location
- ./ Roadway Segment of an Address
- ./ SSL value

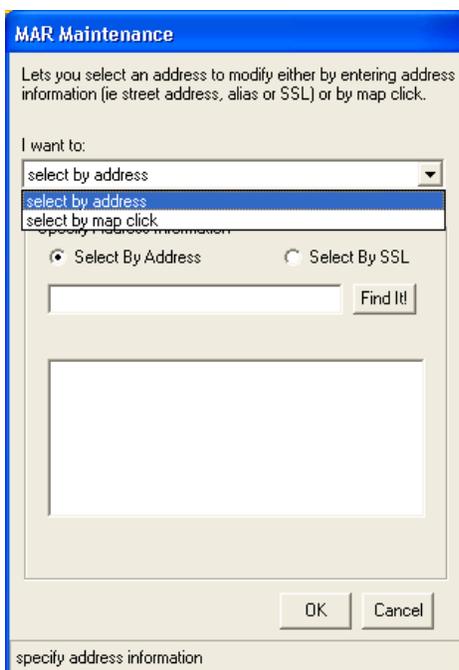
To modify attributes of an address, user needs to select the address first. The address can be selected in different ways. To start,

Y Click on 'Modify Address' to open the 'MAR Maintenance' dialog box for address selection.

### Address Selection

User will have different options to select an address. The address selection process is same for Modifying, Retiring and Units. To start address selection process

Y Choose 'select by address' or 'by map click' option from the 'I want to' drop down list.



### Select By Address

If chosen 'select by address', the following dialog box will open:

**MAR Maintenance**

Lets you select an address to modify either by entering address information (ie street address, alias or SSL) or by map click.

I want to:  
select by address

Specify Address Information

Select By Address  Select By SSL

2430 WISCONSIN AVENUE NW Find It!

OK Cancel

specify address information

- Y 'Select By Address' will be selected by default
- Y Enter the address that needs to modify in the 'Find it' box.
- Y Click 'Find it'.

The address will appear below the 'Find it' box.

**MAR Maintenance**

Lets you select an address to modify either by entering address information (ie street address, alias or SSL) or by map click.

I want to:  
select by address

Specify Address Information

Select By Address  Select By SSL

2430 WISCONSIN AVENUE NW Find It!

**2430 WISCONSIN AVENUE NW --- 100**

View Image

OK Cancel

specify address information

- Y Click 'OK' to go to the selected address location.

### Select By SSL

If chosen select by SSL, boxes to enter SSL info will be added in the window.

- Y Enter the Square, Suffix & Lot info
- Y Click 'Find it'

- Y The address belonging to the entered SSL will be displayed

On some occasions, there could be more than one address under one square and lot. In that case select the address from the list that needs to be modified.

- Y Click OK.

### Select By Map Click

This option helps user to select an address directly on the map. To select an address using this option:

Y Chose 'select by map click' from the 'I want to' drop down list.

The following dialog box will appear.

**MAR Maintenance**

Lets you select an address to modify either by entering address information (ie street address, alias or SSL) or by map click.

I want to:  
select by map click

Specify Address Information

Select By Address     Select By SSL

Find It!

OK    Cancel

click on map to select address

Y Select the address from the map using cursor.

Once an address is selected by using any of the above options:

Y Click OK to close the dialog box and open the following dialog box..

**MAR Maintenance**

1901 3RD STREET NW

SSL      3088      0020

Roadway Seg ID      34202

XY Coordinate      398673.27 138692.01

Status      ACTIVE

Comments

Store      Cancel

From the above dialog box following can be modified/changed-

- ./ SSL (Square, Suffix & Lot)
- ./ Roadway Segment of an Address
- ./ Address location
- ./ Status of an Address

### Change The SSL Value

SSL changes/modifications are required mostly when a new subdivision takes place and/or an existing address is moved to a different lot.

To modify the SSL (Square, Suffix & Lot) values:

Y Make changes in the SSL field(s)

The tool will only allow values up to 4 characters for Square, Suffix and Lot fields.

Y Click 'Store'

Y A message will pop up confirming the change.

**MAR Maintenance**

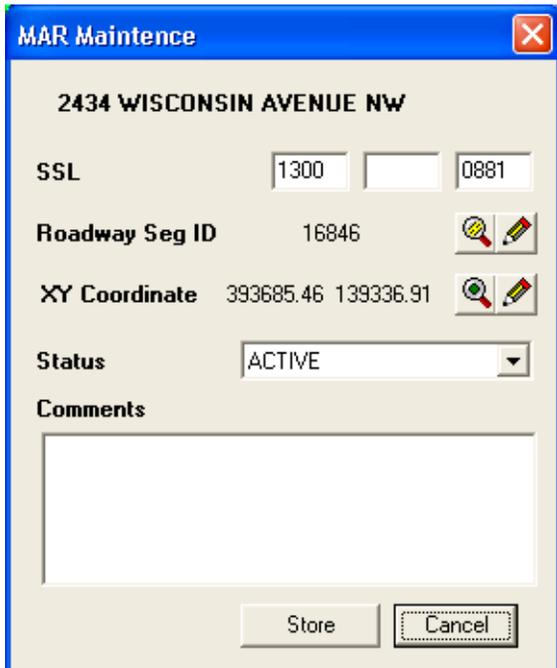
Successfully modified address 1901 3RD STREET NW

OK

### Change Roadway Seg ID

Roadway Seg ID changes/modifications are required when an address move to a different location and or Roadway Seg ID has been changed by DDOT.

To change the Roadway Seg ID, from the following dialog box



MAR Maintenance

2434 WISCONSIN AVENUE NW

SSL 1300 0881

Roadway Seg ID 16846  

XY Coordinate 393685.46 139336.91  

Status ACTIVE

Comments

Store Cancel

- ./ Click on the highlight  button in front of the Roadway Seg ID
- ./ It will select the Roadway Segment associated with the address.
- ./ Click on the edit 'Roadway Segment'  button.
- ./ Select the new roadway segment.
- ./ Click 'Store'.
- ./ A message will pop up confirming the change.

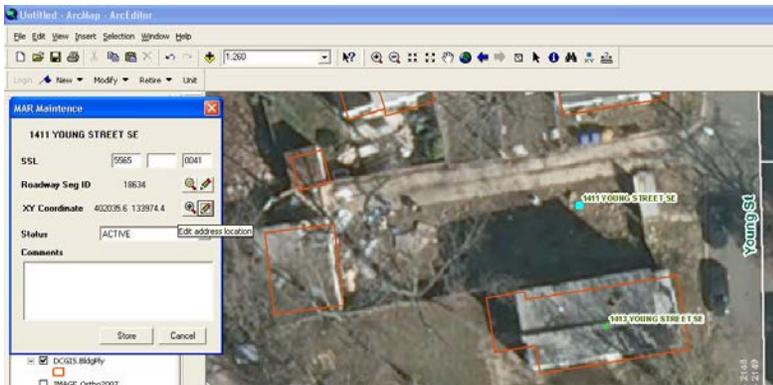
### Moving Address

The MAR tool can be used to move addresses up to 250 feet away from its original location. It should also have same Roadway Segment, Street Name, Street Type and Quadrant of the existing address.

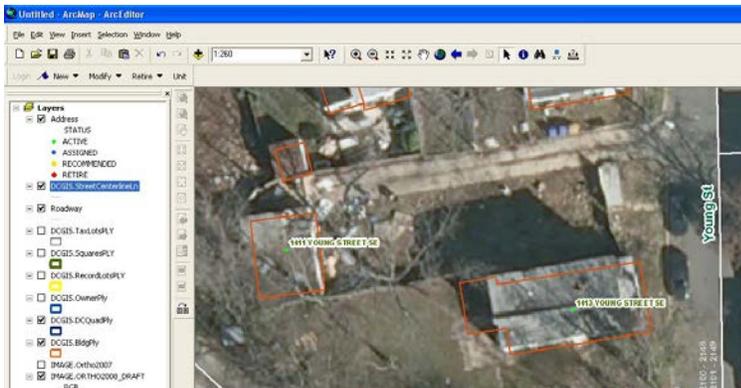
To move an address:

- Y Click on the 'Highlight Address Point'  button.
- Y It will highlight the selected address.

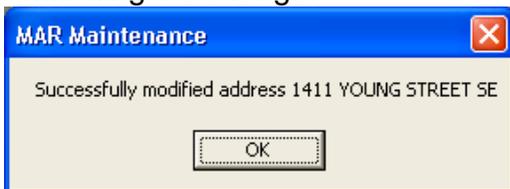
In the following picture 1411 Young Street SE has been selected to move.



- Y Click on the 'Edit Address Location'  button.
- Y Digitize the address on the desired location.



- While digitizing please make sure that it belongs to the same street.
- ./ Click Store.
- ./ The address will be moved to a different location and a message will pop up confirming the change.



### Change Status of an Address

The MAR tool can be used to change the status of an address as well. To change status of an Address:

- Y From the 'Status' drop down list, select one from the given options
- Y Click 'Store'

**MAR Maintenance**

**1837 VERMONT AVENUE NW**

SSL: 0334 [ ] 0032

Roadway Seg ID: 20082

XY Coordinate: 397730.65 138582.59

Status: ACTIVE

Comments: ACTIVE, ASSIGNED, RECOMMENDED, TEMPORARY, MISTAKE, RETIRE

Store Cancel

Following status options are listed in the drop down list:

**ACTIVE** – This option is for addresses that are in use. Select this option to make an address active.

**RECOMMENDED** – This option is for addresses that have been recommended; addresses that have been reviewed and suggested, but have not yet been approved by DCRA. Select this option for a recommended address.

**RETIRE** – This option is for an address whose buildings has been demolished or addresses which are not is use anymore.

**ASSIGNED** – This option is for newly approved address where construction of the building structure has not yet begun.

**MISTAKE** – This option is for addresses that have been incorrectly entered into the dataset. These addresses will automatically be **deleted at 10:15pm** every evening. The MAR Tool does not allow addresses to be directly deleted. Select this option for an incorrect address.

**TEMPORARY** – This option is for addresses that represent temporary structures this would include construction trailers.

### [Retire Address](#)

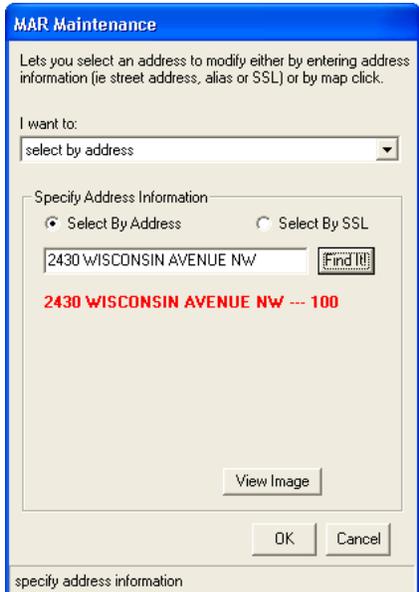
Retiring address is one of the most important aspects in maintaining the MAR.

Retirement of an address takes place when a building(s) has been demolished or address (es) is not in use anymore. To retire an address,

./ Click on 'Retire Address' to open the 'MAR Maintenance' address selection dialog box.

./ Select the address that needs to be retired. For address selection details please refer to page number 14<sup>th</sup> to 17<sup>th</sup>.

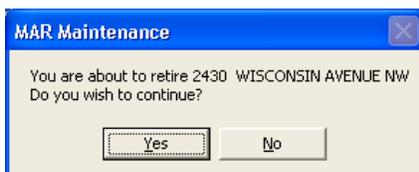
For example, in the following window 2430 Wisconsin Avenue NW has been selected to retire.



The screenshot shows a dialog box titled "MAR Maintenance" with a blue header. The main text reads: "Lets you select an address to modify either by entering address information (ie street address, alias or SSL) or by map click." Below this, there is a dropdown menu labeled "I want to:" with "select by address" selected. Underneath is a section titled "Specify Address Information" containing two radio buttons: "Select By Address" (which is selected) and "Select By SSL". A text input field contains "2430 WISCONSIN AVENUE NW" and a "Find It!" button is to its right. Below the input field, the address "2430 WISCONSIN AVENUE NW --- 100" is displayed in red text. At the bottom of the dialog are "View Image", "OK", and "Cancel" buttons. A status bar at the very bottom says "specify address information".

./ Click OK once the address is selected.

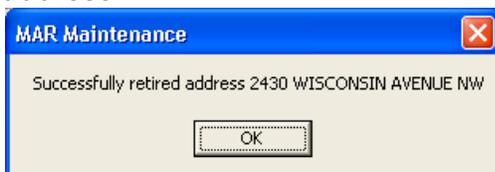
./ It will zoom to the selected address location and the following message will appear



The screenshot shows a dialog box titled "MAR Maintenance" with a blue header and a close button in the top right. The main text reads: "You are about to retire 2430 WISCONSIN AVENUE NW Do you wish to continue?". Below the text are two buttons: "Yes" and "No".

./ Click 'Yes' to retire and 'No' to cancel.

./ If selected 'Yes' then the following message will appear confirming the retired address.



The screenshot shows a dialog box titled "MAR Maintenance" with a blue header and a close button in the top right. The main text reads: "Successfully retired address 2430 WISCONSIN AVENUE NW". Below the text is an "OK" button.

## Units

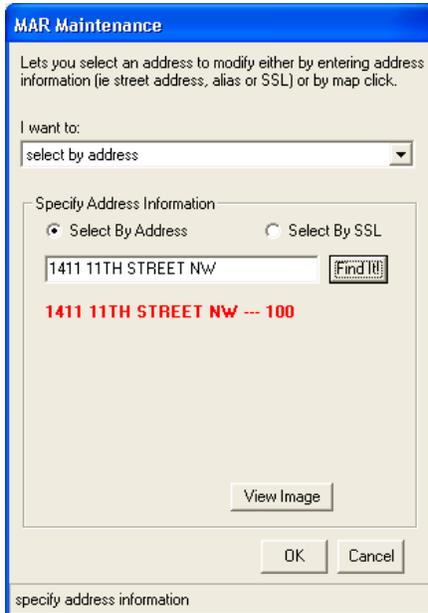
The MAR tool has the capability to add, retire and update units for any existing address. To add, retire and/or update units of an address, users need to select the address first.

The address can be searched/selected in several ways. To start,

./ Click on 'Unit' to open the 'MAR Maintenance' address selection dialog box.

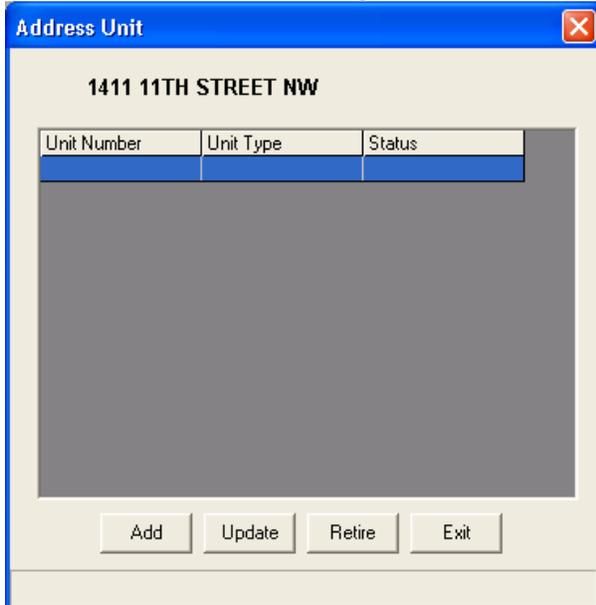
./ Select the address that needs to be retired. For address selection details please refer to page number 14<sup>th</sup> to 17<sup>th</sup>.

For example in the following window 1411 11<sup>th</sup> Street NW has been selected to add units.



The 'MAR Maintenance' dialog box has a blue title bar and a light beige background. It contains a dropdown menu set to 'select by address', a 'Specify Address Information' section with radio buttons for 'Select By Address' (selected) and 'Select By SSL', a text input field containing '1411 11TH STREET NW', a 'Find!' button, a list box showing '1411 11TH STREET NW --- 100', a 'View Image' button, and 'OK' and 'Cancel' buttons at the bottom.

./ Click OK after selecting an address. This will open the following dialog box



The 'Address Unit' dialog box has a blue title bar with a close button and a light beige background. It displays the address '1411 11TH STREET NW' at the top. Below is a table with three columns: 'Unit Number', 'Unit Type', and 'Status'. The table is currently empty. At the bottom, there are four buttons: 'Add', 'Update', 'Retire', and 'Exit'.

| Unit Number | Unit Type | Status |
|-------------|-----------|--------|
|-------------|-----------|--------|

### Add Units

To add units click on 'Add' to open the 'Unit' dialog box.

The image shows a dialog box titled "Unit" with a blue title bar and a close button (X) in the top right corner. The dialog contains the following fields and controls:

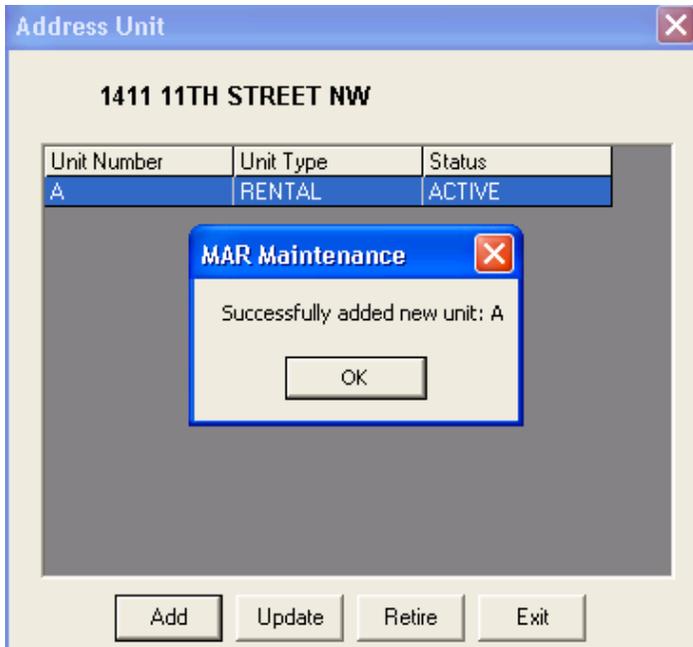
- Unit Number:** An empty text input field.
- Unit Type:** A dropdown menu currently showing "CONDO".
- Status:** A dropdown menu currently showing "ACTIVE".
- Comments:** A large empty text area for entering notes.
- Buttons:** "Store" and "Cancel" buttons are located at the bottom center.

- Y Enter the 'Unit Number'.
- Y Select the type of unit from the Unit Type drop down list.

The image shows the same "Unit" dialog box, but with the "Unit Type" dropdown menu open. The dropdown list contains two options: "CONDO" and "RENTAL", with "RENTAL" selected and highlighted in blue. The "Status" dropdown menu is also open, showing "RENTAL" as the selected option. The "Unit Number" field remains empty, and the "Comments" text area is also empty. The "Store" and "Cancel" buttons are still present at the bottom.

- Y Select the unit status from the Status drop down list.
- Y In case of any comments, enter comments.
- Y Click 'Store'.
- Y This will add the unit and a message confirming that will be displayed.

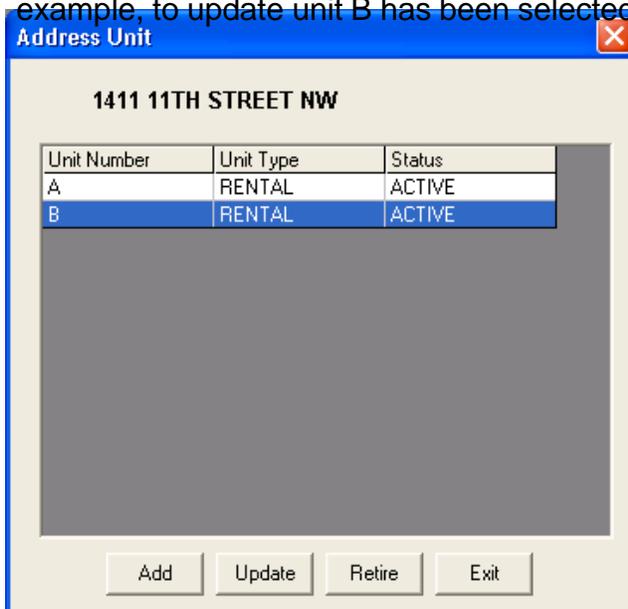
In the following image a units has been added to 1411 11<sup>th</sup> Street NW.



### Update Unit

To update a unit,

Y Select the unit that needs to be updated from the 'Address Unit' dialog box' For example, to update unit B has been selected in the following picture;



Y Click 'Update'. It will open the following dialog box with the unit info.

The image shows a dialog box titled "Unit" with a blue header and a red close button. It contains three input fields: "Unit Number" with the value "B", "Unit Type" with a dropdown menu showing "RENTAL", and "Status" with a dropdown menu showing "ACTIVE". Below these fields is a large empty text area labeled "Comments". At the bottom of the dialog are two buttons: "Store" and "Cancel".

Y Make changes.

Changes can be made for unit number, unit type and/or status.

Y After making changes click 'Store'.

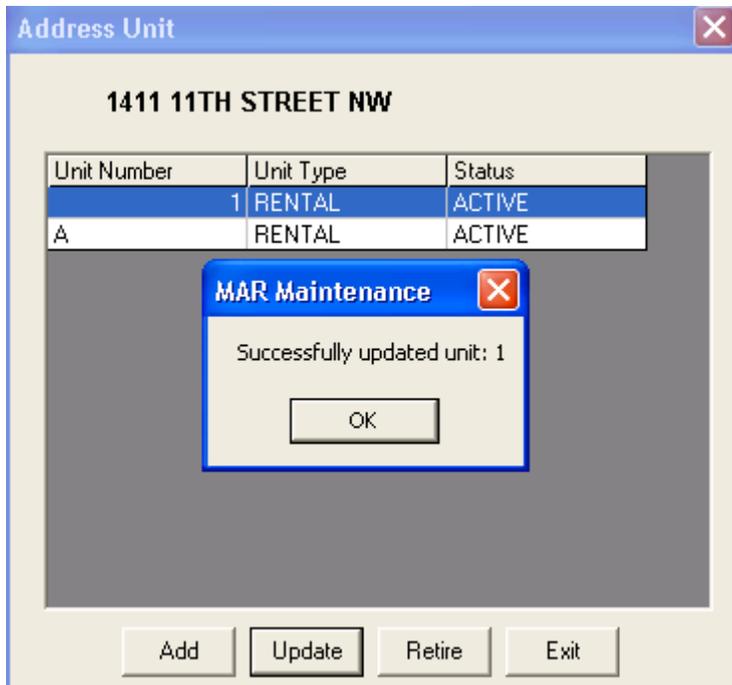
For example, unit 'B' has been changed to '1' in the following picture:

The image shows the same "Unit" dialog box as above, but with the "Unit Number" field now containing the value "1". The "Unit Type" and "Status" fields remain "RENTAL" and "ACTIVE" respectively. The "Comments" field and the "Store" and "Cancel" buttons are also present.

Y A message confirming the update will pop up.

Y Updates will be visible instantly in the 'Address Unit' dialog box.

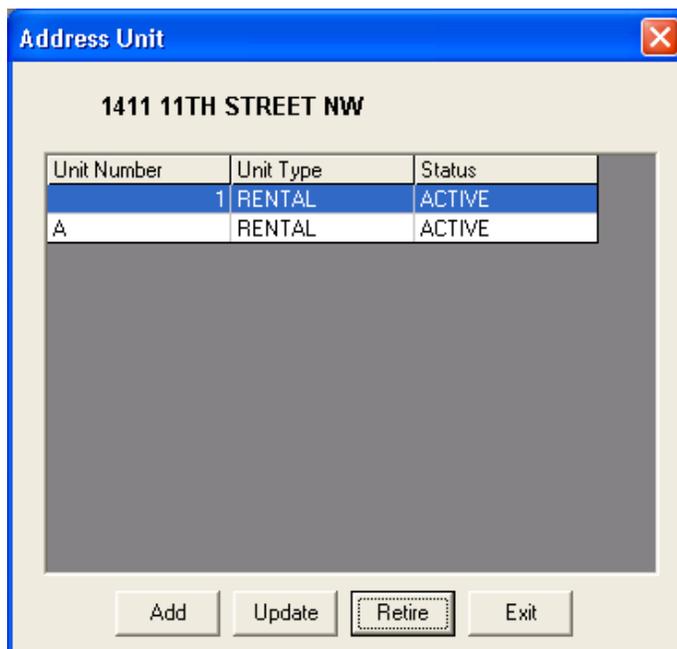
In the following picture changes are displayed



### Retire Unit

To retire a unit,

Y Select the unit that needs to be updated from the 'Address Unit' dialog box' For example, to retire unit '1' has been selected in the following picture;



Y After selecting the unit, click on 'Retire'.

A message will pop confirming the decision to retire the unit



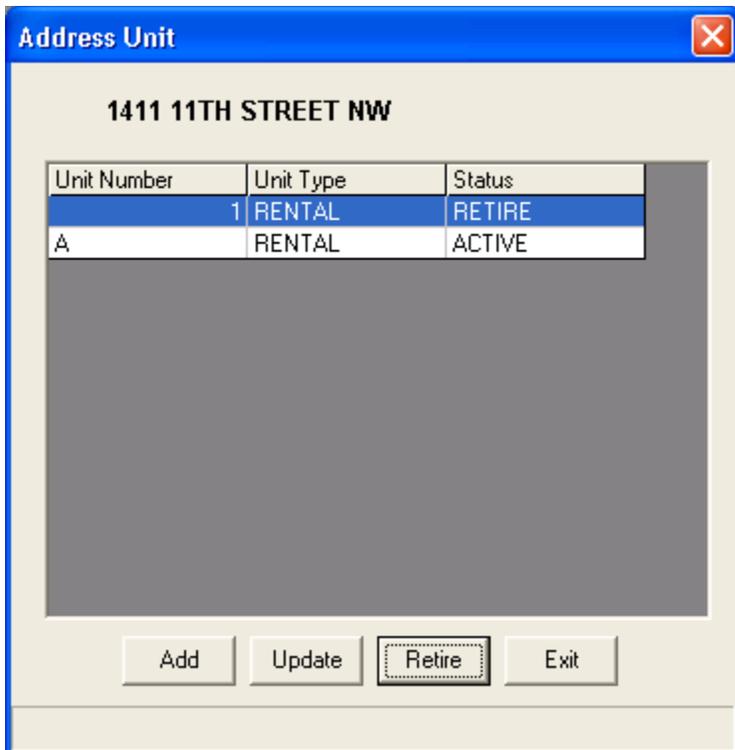
Y Click 'Yes' to retire 'No' to cancel.

When clicked 'Yes', a message will pop up confirming retirement of address.



Y Click 'OK'.

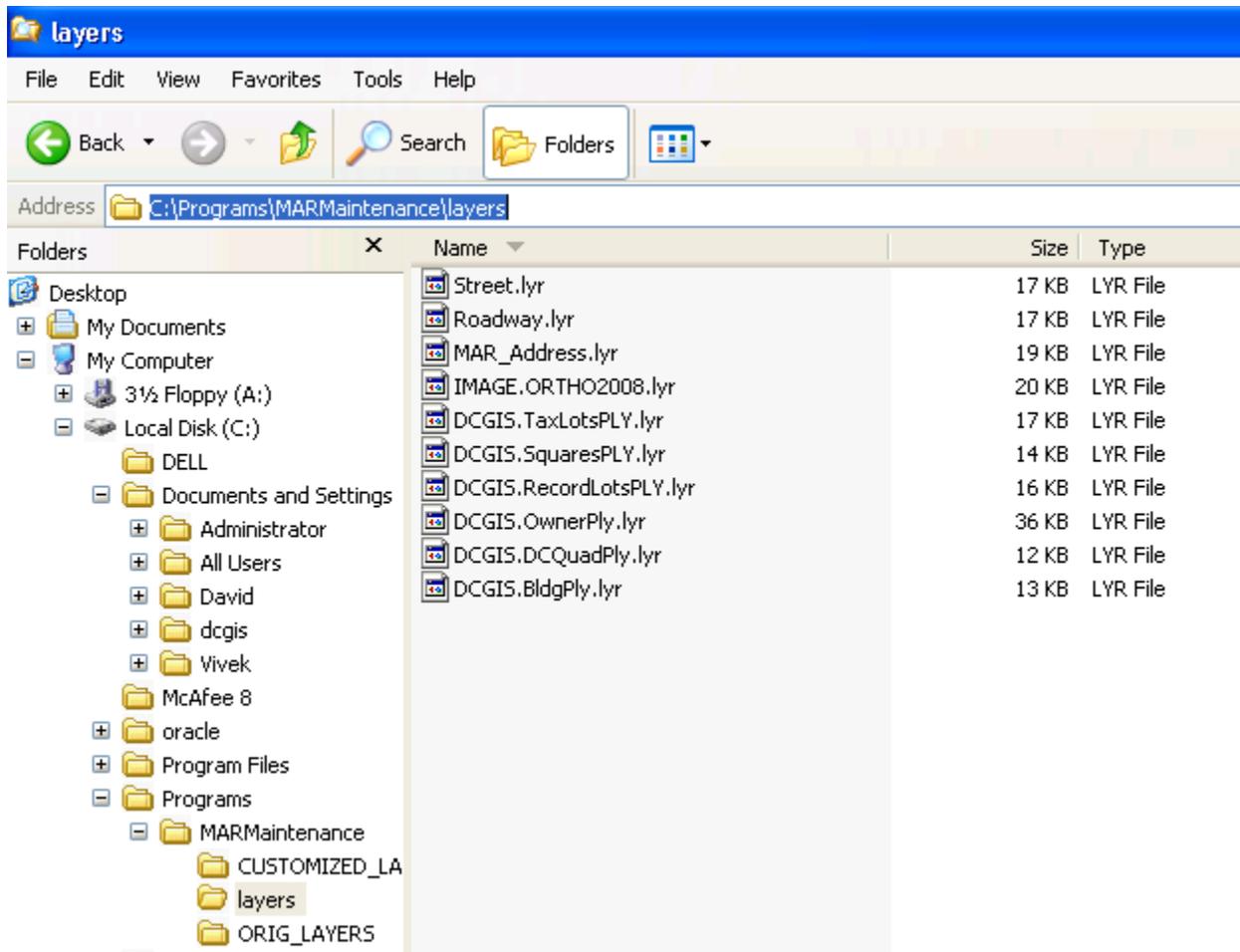
Y Update will be visible instantly in the 'Address Unit' dialog box  
In the following picture changes are displayed



Y Click 'Exit' to close the dialog.

#### Location of Layer Files

The default layers after login are located at C:/Programs/MARmaintaince/layers/. These layers can be modified.



The following layers are strongly recommended for a better address analysis:

- ./ MAR points
- ./ Street
- ./ Roadway
- ./ Ortho
- ./ DC boundary
- ./ Owner Poly
- ./ Square
- ./ Suffix
- ./ Lot
- ./ Building Poly

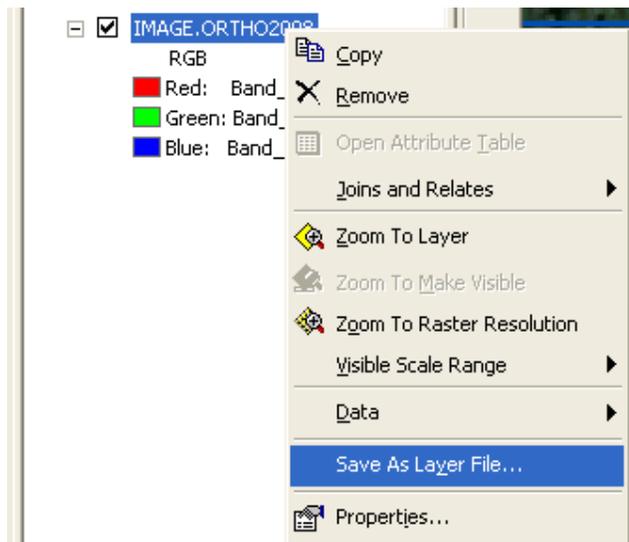
### Managing Default Layers

The layers can be managed by the user if desired. To do so,

Y Click 'Add Data' from the Arc Map window.

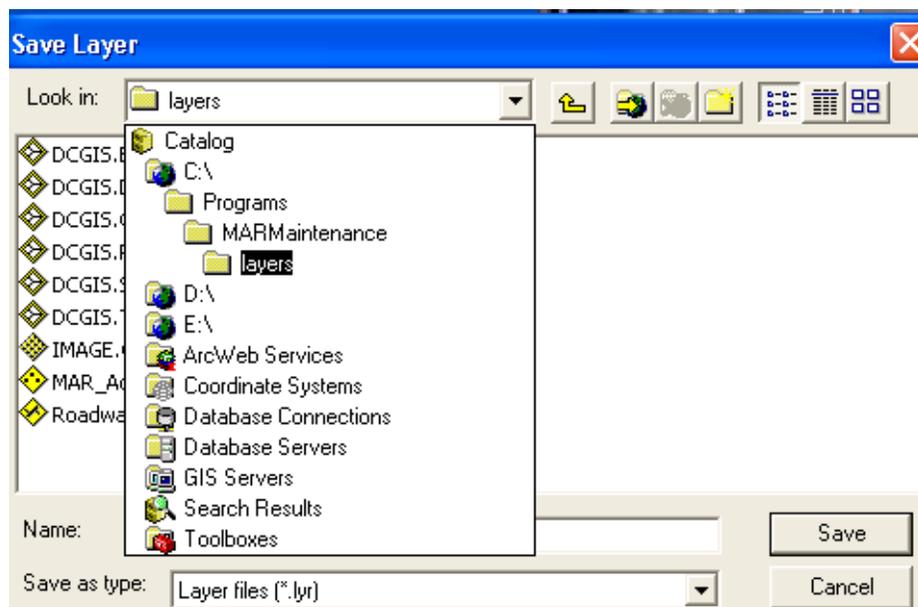
Y Add the desire layer to the map.

Y Right click on the added layer. It will open the following dialog box.



Y Select 'Save As Layer File'.

It will open the 'Save Layer' dialog box.



Y Browse to the location- C:/Programs/MARmaintaince/layers.

Y Click 'Save'

Now the new layer will become a default layer while logging in.

Please Remember: User need to **LOG OFF** instead of disconnect as disconnect will lock the session.

### Development Environment

The MAR Maintenance Tool is comprised of a suite of tools, developed in Visual Basic, that are designed to work within ESRI ArcGIS 9.2 SP 6. This tool was developed for DCRA addressing unit by DC GIS.

### Technical Assistance

The MAR Tool has been developed by DC GIS which is a part of OCTO (Office of the Chief Technology Officer). For technical assistance regarding the MAR Tool please contact [vivek.srivastav@dc.gov](mailto:vivek.srivastav@dc.gov) and/or [davidy.jackson@dc.gov](mailto:davidy.jackson@dc.gov) and or call 1-202-724-5135.



# **CHAPTER 7**

## **SECTION 7.12.3**

**INTAKE**



### 1.2.3 - Intake

1. Below is the form for new addresses. Ensure that this form is filled out in its entirety.



## Application for New Address(es)

**DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS**

*Print in ink or type. Do not write in shaded areas. Erasing, crossing out, whitening out, or otherwise altering any information will void this application.*

| Application date | PRE-FILE NUMBERS | ZONING DISTRICT | PERMIT                            | APPROVAL DATE |
|------------------|------------------|-----------------|-----------------------------------|---------------|
|                  | Zone             | ANC             | Ward                              | Review Date   |
|                  |                  |                 | <input type="checkbox"/> Approved | Date          |

Your application will not be accepted if any fields are incomplete. You can find your square, suffix, and lot at [taxpayerservicecenter.com](http://taxpayerservicecenter.com). You can find the property's zoning and special districts at [dooz.dcgov.org](http://dooz.dcgov.org). Public access computers are available in the Permit Center to help you with this research.

Attach a detailed site plan, showing the lot and building locations; the public or private street adjacent to the main entrance; 2 adjacent addresses, on either side of the lot; and all pertinent cross streets.

If you're applying for individual addresses for a 2-family flat, attach a Certificate of Occupancy. You don't need to attach a site plan.

Application review takes 5-10 business days -- and an additional 15 days for any property that needs a site inspection.

Application is for:

- Change of existing address     
  Correction to an existing address     
  New address/new subdivision  
 Additional address to existing property     
  Address for a 2-family flat     
  Other \_\_\_\_\_

Give the street number that you're requesting, if you have a preference. If you have more than 1 address, attach a sheet that lists each of them in the format below.

You can only use existing public streets -- or private streets.

Any new public street must be approved by the DC Council, under DC Code 1995 Replacement Volume 4A, Chapter 7, § 7-455. If the principal building does not face the street, you must meet all zoning requirements in DC Municipal Regulations Title 11, Zoning Article 25, § 2516.5.

|  |  |           |                                   |        |
|--|--|-----------|-----------------------------------|--------|
| 1. Complete requested address (number, <b>whole</b> street name, quadrant, suite/unit) |  | 2. Square | 3. Suffix (if any)                | 4. Lot |
|  |  |           |                                   |        |
| 5. Owner of building or property   | 6. Complete mailing address (include zip)  | 7. Phone  | 8. Email, if you prefer e-notice  |        |
|  |  |           |                                   |        |
| 9. Agent for owner, if applicable  | 10. Complete mailing address (include zip) | 11. Phone | 12. Email, if you prefer e-notice |        |
|  |  |           |                                   |        |
| 13. Use of building (for example, office, church, residence)                           |  |           |                                   |        |
|  |  |           |                                   |        |

|                       |      |
|-----------------------|------|
| Applicant's signature | Date |
|                       |      |

### FOR OFFICE USE ONLY

- Disapproved       Pending
- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Application incomplete                 | <input type="checkbox"/> Street name not approved   | <input type="checkbox"/> Site inspection required                            |
| <input type="checkbox"/> Application not signed                 | <input type="checkbox"/> Require additional information                                     | <input type="checkbox"/> Subdivision approval required                       |
| <input type="checkbox"/> Certificate of Occupancy not included  | <input type="checkbox"/> Requested street number/address not available and/or not approved. | <input type="checkbox"/> Office of the Surveyor approval required            |
| <input type="checkbox"/> Main entrance not clearly identified   | <input type="checkbox"/> Requested address does not front on street of main entrance        | <input type="checkbox"/> DC Council approval required for public street name |
| <input type="checkbox"/> No public or private street identified |   | <input type="checkbox"/> Other _____   |
| <input type="checkbox"/> No site plan submitted or plan unclear |   |  |

### Reviewer Comments

|                                       |      |
|---------------------------------------|------|
| Reviewer's printed name and signature | Date |
|                                       |      |

2. From the Accela home screen, click the "Cap New" button.

DCRA Justin Bellow Sign Out

HOME NAVIGATION MAPS HELP

Home Property Holds People Reports Preferences

User Info Justin Bellow

Permit Center Managers DCRA

Department of Consumer & Regulatory Affairs

Record

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

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

Building Permit ID: B1306524

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

Menu New Supervisor Task Activation Help

Go To Workflow

Workflow Tasks

3. Accela will now open a new window. Select "Address Application" from the "Type" drop down box.

Accela Automation® - Windows Internet Explorer

Record Type Select - Windows Internet Explorer

Cancel Help

Permit Type

Group Type

Building --Select--

Address Application

Certificate of Occupancy

Certificate of Use

Construction

EISF

EZ Permit

Home Occupation

Post Card

Shop Drawing

Supplemental

Surveyors

Zoning Review

SELECT ADDRESS APPLICATION

DCRA Justin Bellow Sign Out

HOME NAVIGATION MAPS HELP

Home Prop...

User Info Justin Bellow

Permit C Managers DCRA

Department of Consumer & Regulatory Affairs

My Navigation

CAP New

Cap De

Condit

Workfl

Workfl

Applic

Applic

Pay Fe

Manaq

Relate

Schedu

Manaq

Manaq

Assign

Contacts

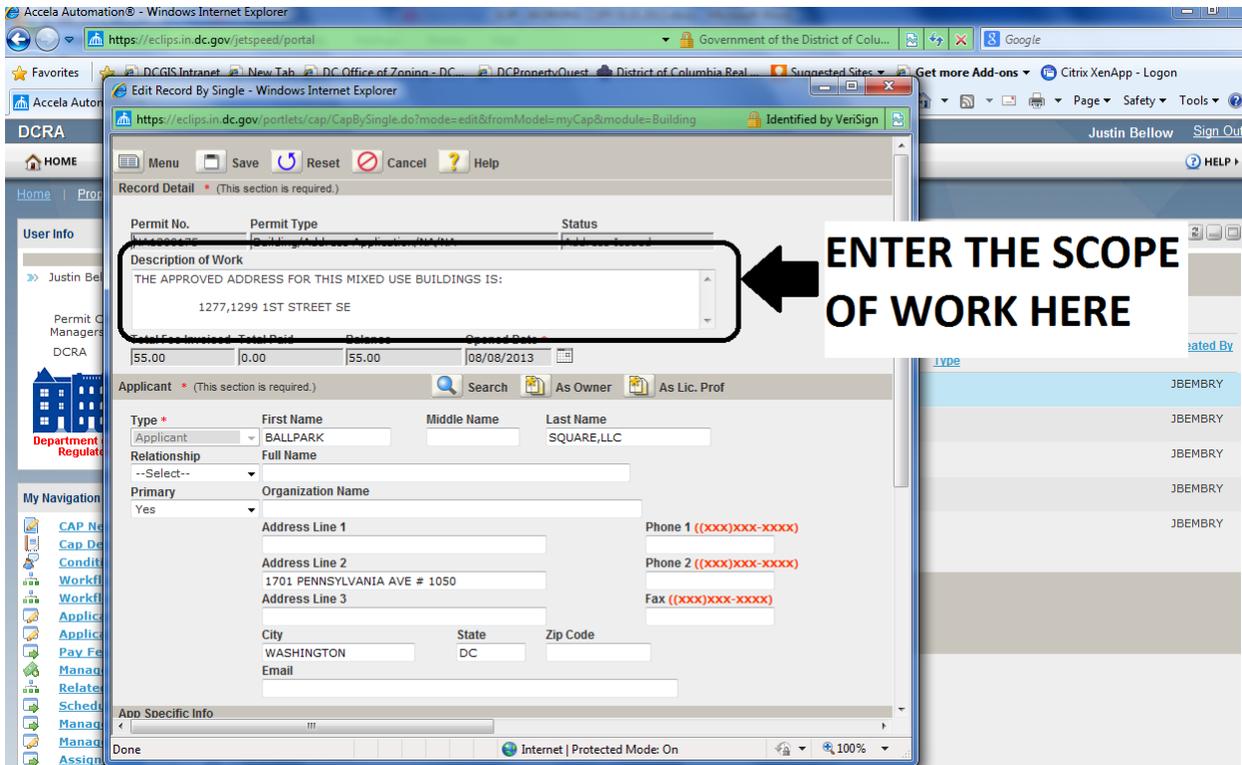
Module Building

| Street Type | Quadrant | Unit Type | Unit # | Created By |
|-------------|----------|-----------|--------|------------|
|             |          |           |        | JBEMBRY    |

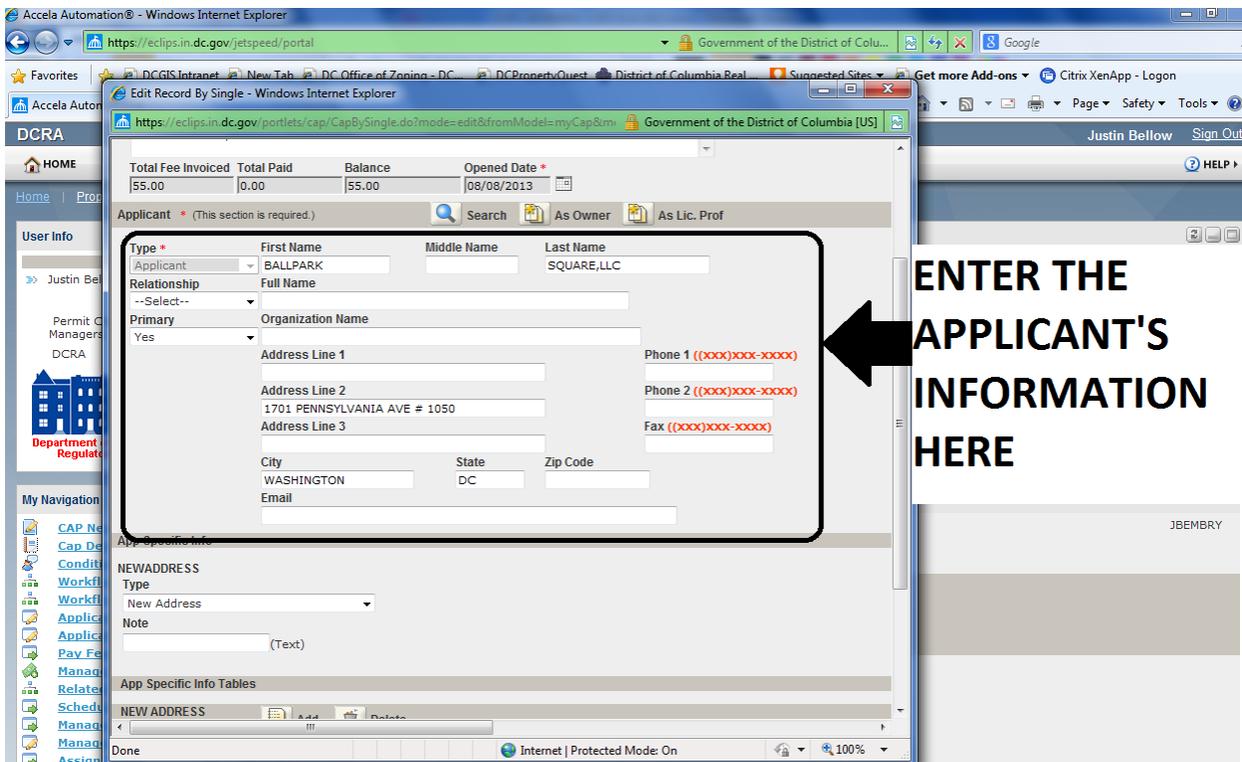
Done Internet | Protected Mode: On 100%

EDMS Name

4. Accela will now open a new screen. Enter the scope of work including the type of building and the new addresses in the "Description of Work" field.



5. Enter the applicant's information in the "Applicant" field.



6. Select the correct type of application as indicated on the application form

**SELECT THE CORRECT TYPE OF ADDRESS APPLICATION AS INDICATED ON THE APPLICATION FORM**

| Street Type | Quadrant | Unit Type | Unit # | Created By |
|-------------|----------|-----------|--------|------------|
|             |          |           |        | JBEMBRY    |

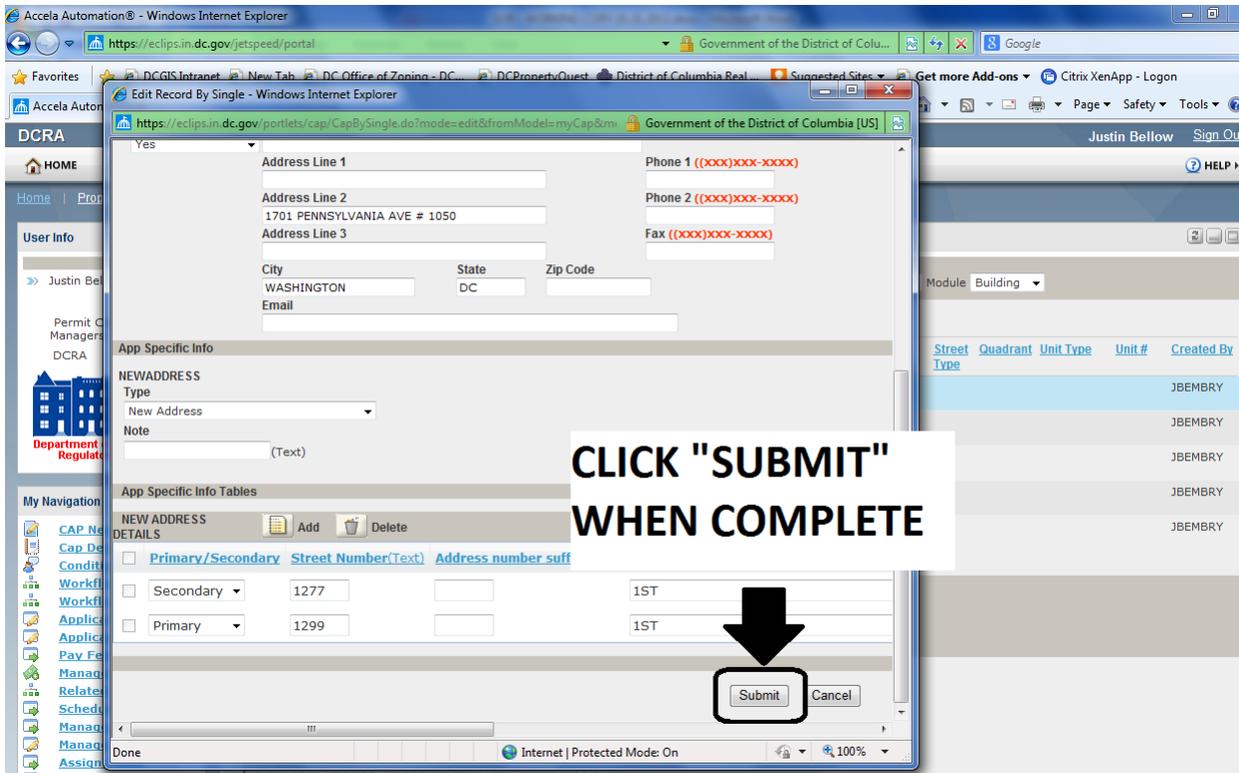
7. Click add for each requested address, enter the requested address information on the corresponding line, and indicate whether the requested addresses are primary or secondary addresses.

**STEP 1 - CLICK HERE TO ADD AN ENTRY FOR EACH ADDRESS**

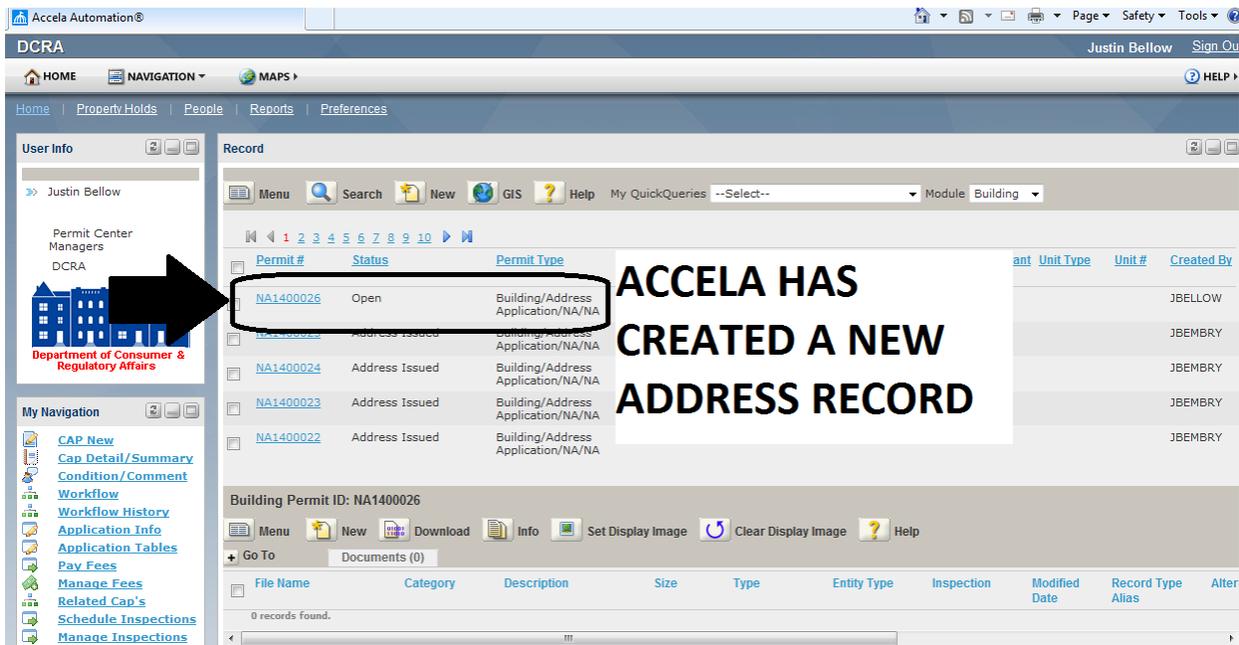
**STEP 2 - ENTER EACH ADDRESS AND INDICATE WHETHER THE ADDRESS IS A PRIMARY OR SECONDARY ADDRESS**

| NEW ADDRESS              | Type      | Street Number (Text) | Street |
|--------------------------|-----------|----------------------|--------|
| <input type="checkbox"/> | Secondary | 1277                 | 1ST    |
| <input type="checkbox"/> | Primary   | 1299                 | 1ST    |

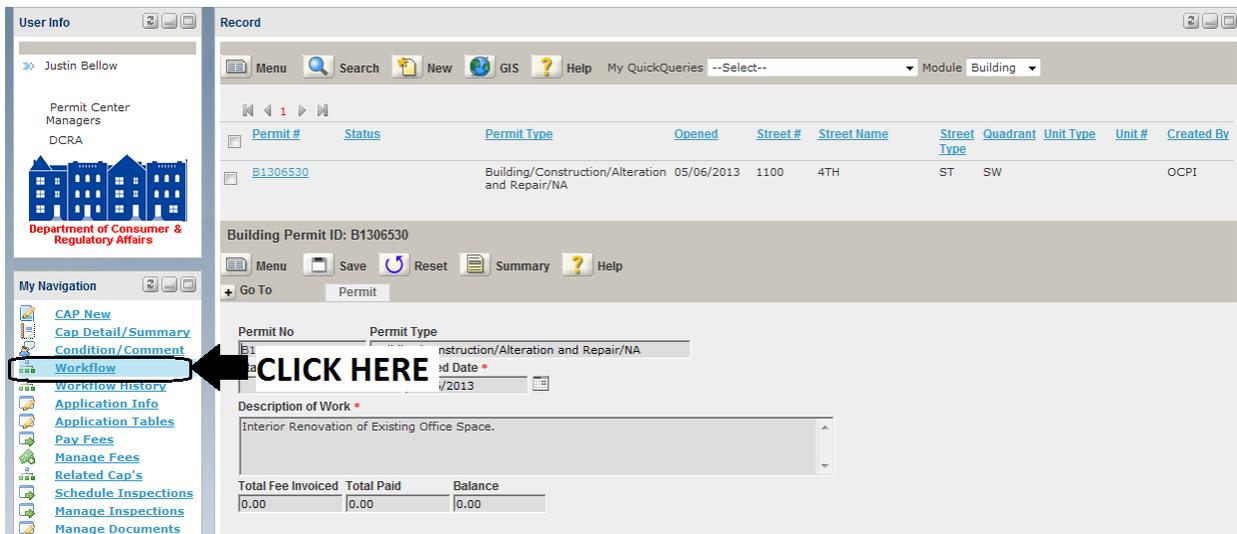
8. Click the "Submit" icon button when complete.



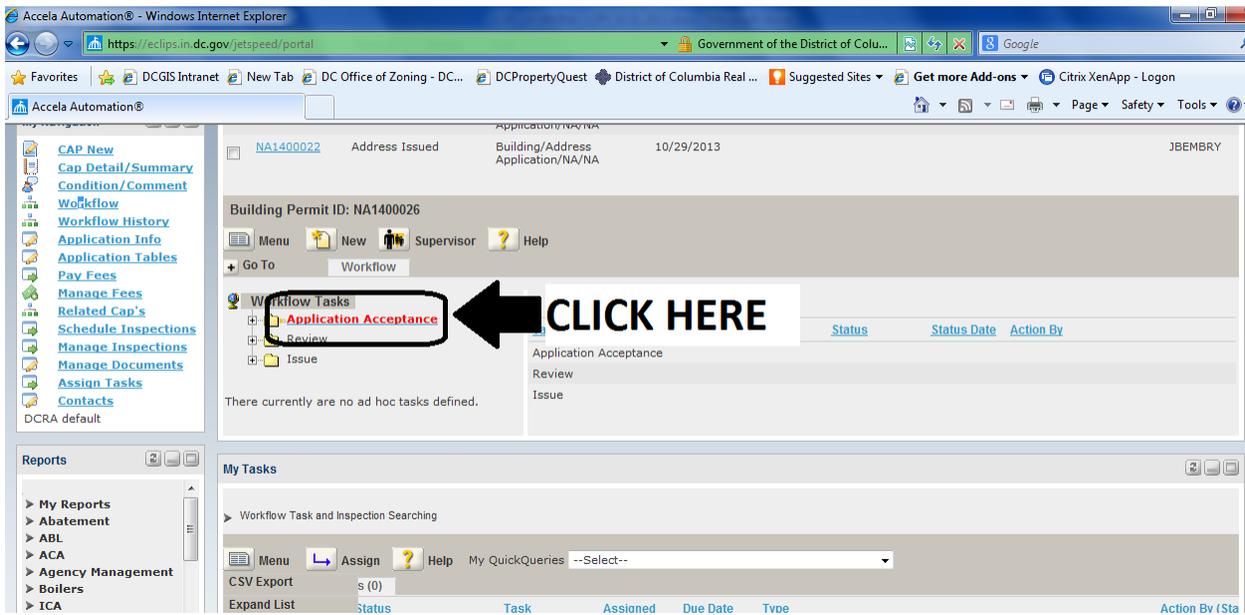
9. Accela will now close the window and return you to the home screen. Take note of the new record created in Accela.



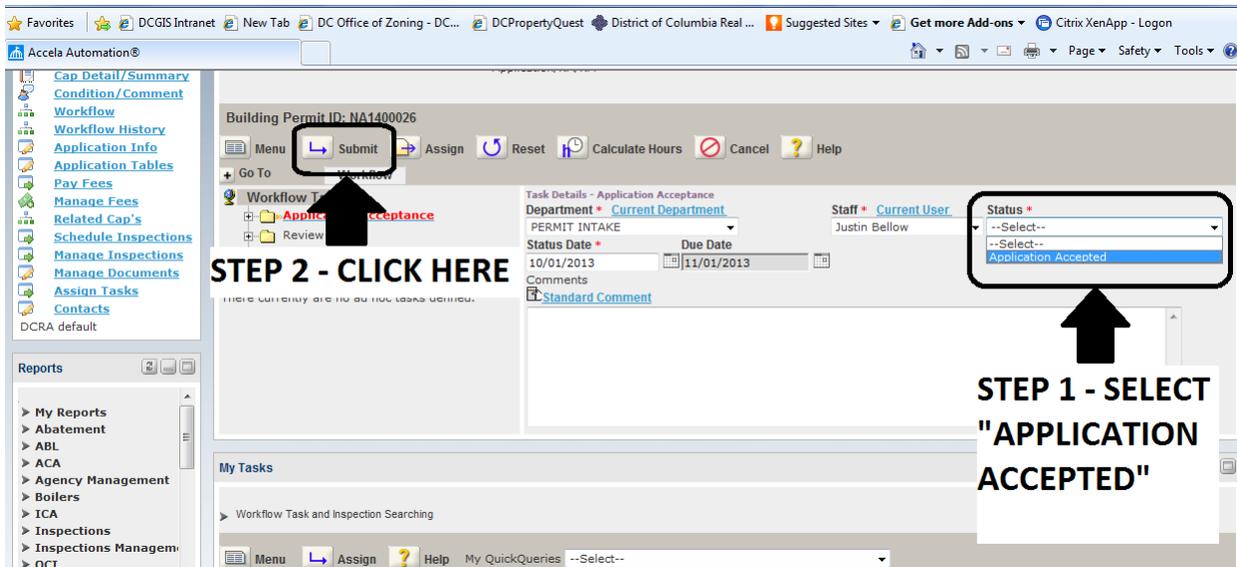
10. Click the "Workflow" link located in the "My Navigation" menu.



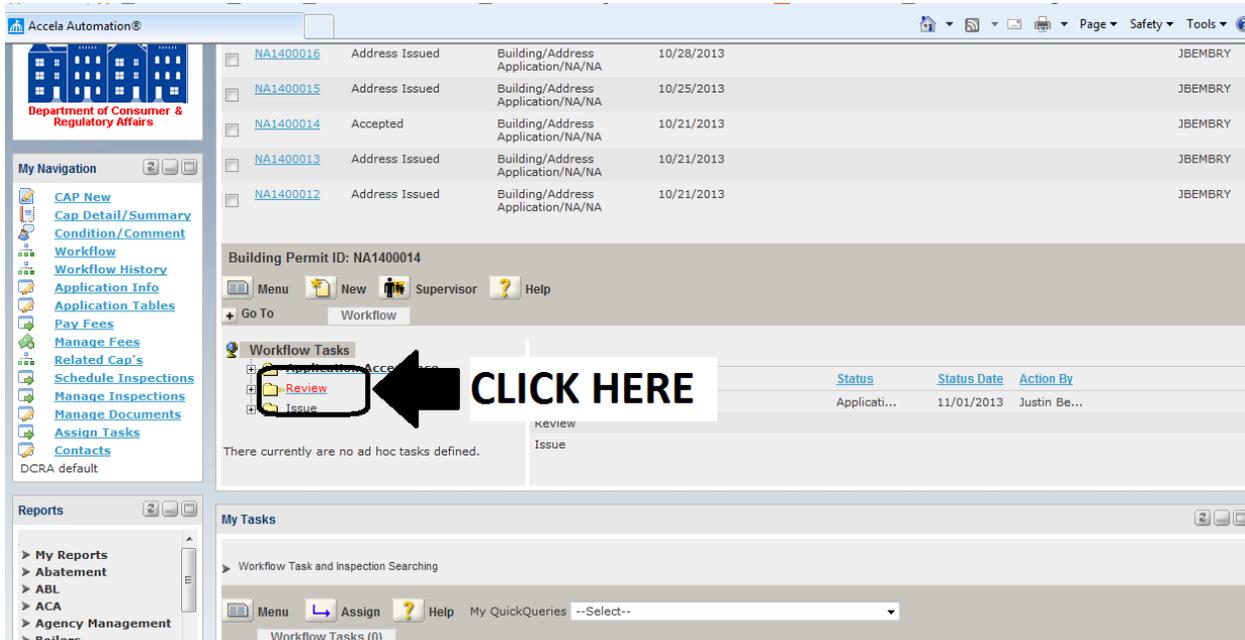
11. Click the "Application Acceptance" link.



12. Select "Application Accepted" from the "Status" drop down box.



13. Click the "Review" link.



14. Select "Review Completed" from the "Status" drop down menu and then click the "Submit" icon button.

Department of Consumer & Regulatory Affairs

My Navigation

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- Cap Detail/Summary
- Condition/Comment
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- 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

| Permit ID | Status         | Building/Address Application/NA/NA | Date       | User    |
|-----------|----------------|------------------------------------|------------|---------|
| NA1400016 | Address Issued | Building/Address Application/NA/NA | 10/28/2013 | JBEMBRY |
| NA1400015 | Address Issued | Building/Address Application/NA/NA | 10/25/2013 | JBEMBRY |
| NA1400014 | Accepted       | Building/Address Application/NA/NA | 10/21/2013 | JBEMBRY |
| NA1400013 | Address Issued | Building/Address Application/NA/NA | 10/21/2013 | JBEMBRY |
| NA1400012 | Address Issued | Building/Address Application/NA/NA | 10/21/2013 | JBEMBRY |

Building Permit ID: NA1400014

Menu | Submit | Assign | Reset | Calculate Hours | Cancel | Help

Workflow Tasks

- Application Acceptance
- Review
- Issue

Current User: [Name]

Status \*

- Select--
- Select--
- Review Completed
- Review Started

**STEP 1 - SELECT "REVIEW COMPLETED"**

**STEP 2 - CLICK HERE**

15. The review is now complete.

Accele Automation® - Windows Internet Explorer

https://eclips.in.dc.gov/jetspeed/portal

Government of the District of Columbia

Accele Automation®

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

Building Permit ID: NA1400026

Menu | New | Supervisor | Help

Go To | Workflow

Workflow Tasks

- Application Acceptance
- Review
- Issue

There currently are no ad hoc tasks defined.

| Status Date | Action By    |
|-------------|--------------|
| 10/01/2013  | Justin Be... |
| 11/01/2013  | Justin Be... |

**THE REVIEW IS NOW COMPLETE**

My Tasks

Workflow Task and Inspection Searching

Menu | Assign | Help | My QuickQueries: --Select--

Workflow Tasks (0)

| Permit #         | Status | Task | Assigned Date | Due Date | Type | Action By (Sta |
|------------------|--------|------|---------------|----------|------|----------------|
| 0 records found. |        |      |               |          |      |                |

# **CHAPTER 7**

## **SECTION 7.12.4**

**ISSUANCE**



## 1.2.4 - Issuance

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

The screenshot shows the Accela DCRA homepage. The user is Justin Bellow. The main content area displays a list of records with columns for Permit #, Status, Permit Type, Opened, Street #, Street Name, Street Type, Quadrant, Unit Type, and Unit #. A search icon is highlighted with a red box and an arrow pointing to it, with the text "CLICK HERE" next to it. Below the list, there is a section for Building Permit ID: AH1300562, which includes a notice added on 2008-06-26. The bottom of the page shows a navigation bar with buttons for Menu, New, Delete, Cancel Inspection(s), Reschedule, Select Record To Copy From, Edit Flow, and Help.

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

The screenshot shows the Accela DCRA homepage with the search form open. The "Permit Number" field is highlighted with a red box and an arrow pointing to it, with the text "STEP 1 - ENTER PERMIT NUMBER HERE" next to it. The "Submit" button is also highlighted with a red box and an arrow pointing to it, with the text "STEP 2 - CLICK HERE" next to it. The form includes fields for First Name, Last Name, Street #, Street Name, Street Type, Unit #, City, Owner Name, Parcel #, License #, License Type, License First Name, License Last Name, License Business Name, Type, Group, App Specific Info Label, and App Specific Info Value.

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

**User Info**

Justin Bellow

Permit Center Managers  
DCRA

**My Navigation**

- CAP New
- Cap Detail/Summary
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- Manage Fees
- Related Cap's
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- Manage Inspections
- Manage Documents
- Assign Tasks
- Contacts

**Record**

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

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

Building Permit ID: B1306530

Menu New Supervisor Task Activation Help

Go To Workflow

**Workflow Tasks**

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

4. Ensure that "Issue" is highlighted.

**User Info**

Justin Bellow

Permit Center Managers  
DCRA

**My Navigation**

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- Condition/Comment
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**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 |
|-----------|----------------|------------------------------------|------------|----------|-------------|-------------|----------|-----------|--------|------------|
| NA1400026 | Ready to Issue | Building/Address Application/NA/NA | 11/01/2013 |          |             |             |          |           |        | JBELLOW    |
| NA1400025 | Address Issued | Building/Address Application/NA/NA | 10/29/2013 |          |             |             |          |           |        | JBEMBRY    |
| NA1400024 | Address Issued | Building/Address Application/NA/NA | 10/29/2013 |          |             |             |          |           |        | JBEMBRY    |
| NA1400023 | Address Issued | Building/Address Application/NA/NA | 10/29/2013 |          |             |             |          |           |        | JBEMBRY    |
| NA1400022 | Address Issued | Building/Address Application/NA/NA | 10/29/2013 |          |             |             |          |           |        | JBEMBRY    |

Building Permit ID: NA1400026

Menu New Supervisor Help

Go To Workflow

**Workflow Tasks**

- Application Acceptance
- Review
- Issue**

There currently are no ad hoc tasks c

| Status Date | Action By    |
|-------------|--------------|
| 10/01/2013  | Justin Be... |
| 11/01/2013  | Justin Be... |

5. After confirming that all reviews have been completed, 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.

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

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

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

Below the table, there is a section for 'Workflow Tasks' with a sub-table:

| 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  |              |

- Click the “Add” icon button

The screenshot shows the software interface with the 'Building Permit ID: NA1400026' section. The '+\$ Add' button is highlighted, and a black arrow points to it with the text 'CLICK HERE'. The main area displays a table of records for Building Permit ID: NA1400026.

| Permit #  | Status         | Permit Type                        | Opened     | Street # | Street Name | Street Type | Quadrant | Unit Type | Unit # | Created By |
|-----------|----------------|------------------------------------|------------|----------|-------------|-------------|----------|-----------|--------|------------|
| NA1400026 | Ready to Issue | Building/Address Application/NA/NA | 11/01/2013 |          |             |             |          |           |        | JBELLOW    |
| NA1400025 | Address Issued | Building/Address Application/NA/NA | 10/29/2013 |          |             |             |          |           |        | JBEMBRY    |
| NA1400024 | Address Issued | Building/Address Application/NA/NA | 10/29/2013 |          |             |             |          |           |        | JBEMBRY    |
| NA1400023 | Address Issued | Building/Address Application/NA/NA | 10/29/2013 |          |             |             |          |           |        | JBEMBRY    |
| NA1400022 | Address Issued | Building/Address Application/NA/NA | 10/29/2013 |          |             |             |          |           |        | JBEMBRY    |

Below the table, there is a section for 'Building Permit ID: NA1400026' with a '+\$ Add' button and a 'Go To' field. The 'Fee Calc. Factor' is set to 'Job Value(Contractor)\$0.00' and the 'Fee Total' is \$0.00.

| Invoice #        | Description | Quantity | Fees | Status | Date Assessed |
|------------------|-------------|----------|------|--------|---------------|
| 0 records found. |             |          |      |        |               |

- Enter “1” in the “Enhanced Service Fee” field and “1” in the “New Address Fee” field and the click submit.

DCRA Justin Bellow Sign Out

HOME NAVIGATION MAPS

Home | Property Holds | People | Reports | Preferences

User Info Justin Bellow

Permit Center Managers DCRA

Department of Consumer & Regulatory Affairs

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- DCRA default

Record

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

| Permit #  | Status         | Permit Type                        | Opened     | Street # | Street Name | Street Type | Quadrant | Unit Type | Unit # | Created By |
|-----------|----------------|------------------------------------|------------|----------|-------------|-------------|----------|-----------|--------|------------|
| NA1400026 | Ready to Issue | Building/Address Application/NA/NA | 11/01/2013 |          |             |             |          |           |        | JBELLOW    |
| NA1400025 | Address Issued | Building/Address Application/NA/NA | 10/29/2013 |          |             |             |          |           |        | JBEMBRY    |
| NA1400024 | Address Issued | Building/Address Application/NA/NA | 10/29/2013 |          |             |             |          |           |        | JBEMBRY    |
| NA1400023 | Address Issued | Building/Address Application/NA/NA | 10/29/2013 |          |             |             |          |           |        | JBEMBRY    |
| NA1400022 | Address Issued | Building/Address Application/NA/NA | 10/29/2013 |          |             |             |          |           |        | JBEMBRY    |

Building Permit ID: NA1400026

Submit

Fee Schedule: NEWADDRESS

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

| Fee Item                           | Quantity | Unit | Yes |
|------------------------------------|----------|------|-----|
| Enhanced Service Fee - New Address | 1        |      |     |
| New Address Fee                    |          |      |     |

STEP 2 - CLICK HERE

STEP 1 - ENTER "1" IN BOTH FIELDS

9. Click the box below "Fee Calc. Factor" to select both entries and then click "Invoice."

DCRA Justin Bellow Sign Out

HOME NAVIGATION MAPS

Home | Property Holds | People | Reports | Preferences

User Info Justin Bellow

Permit Center Managers DCRA

Department of Consumer & Regulatory Affairs

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- DCRA default

Record

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

| Permit #  | Status         | Permit Type                        | Opened     | Street # | Street Name | Street Type | Quadrant | Unit Type | Unit # | Created By |
|-----------|----------------|------------------------------------|------------|----------|-------------|-------------|----------|-----------|--------|------------|
| NA1400026 | Ready to Issue | Building/Address Application/NA/NA | 11/01/2013 |          |             |             |          |           |        | JBELLOW    |
| NA1400025 | Address Issued | Building/Address Application/NA/NA | 10/29/2013 |          |             |             |          |           |        | JBEMBRY    |
| NA1400024 | Address Issued | Building/Address Application/NA/NA | 10/29/2013 |          |             |             |          |           |        | JBEMBRY    |
| NA1400023 | Address Issued | Building/Address Application/NA/NA | 10/29/2013 |          |             |             |          |           |        | JBEMBRY    |
| NA1400022 | Address Issued | Building/Address Application/NA/NA | 10/29/2013 |          |             |             |          |           |        | JBEMBRY    |

Building Permit ID: NA1400026

Menu Add Delete Voice Invoice

Go To Fee (2)

Fee Calc. Factor: Job Value(Contractor)\$0.00 Fee Total: \$27.50

STEP 2 - CLICK HERE

STEP 1 - CLICK THE BOX TO SELECT BOTH ENTRIES

10. Accela has now generated a new invoice number. All address applications are \$27.50.

The screenshot shows the Accela Automation web application. On the left is a navigation menu with options like 'CAP New', 'Application Info', and 'Manage Fees'. The main area displays a table of permits:

| Permit #  | Status         | Permit Type                        | Opened     | Street # | Street Name | Street Type | Quadrant | Unit Type | Unit # | Created By |
|-----------|----------------|------------------------------------|------------|----------|-------------|-------------|----------|-----------|--------|------------|
| NA1400026 | Ready to Issue | Building/Address Application/NA/NA | 11/01/2013 |          |             |             |          |           |        | JBELLOW    |
| NA1400025 | Address Issued | Building/Address Application/NA/NA | 10/29/2013 |          |             |             |          |           |        | JBEMBRY    |
| NA1400024 | Address Issued | Building/Address Application/NA/NA | 10/29/2013 |          |             |             |          |           |        | JBEMBRY    |
| NA1400023 | Address Issued | Building/Address Application/NA/NA | 10/29/2013 |          |             |             |          |           |        | JBEMBRY    |
| NA1400022 | Address Issued | Building/Address Application/NA/NA | 10/29/2013 |          |             |             |          |           |        | JBEMBRY    |

Below the table, the 'Building Permit ID: NA1400026' is shown. A sub-section for 'Fee (2)' contains a table of invoices:

| Invoice # | Description                     |
|-----------|---------------------------------|
| 1359625   | Enhanced Service Fee - Permi... |
| 1359625   | Enhanced Service Fee - Filin... |

A large black arrow points from the text 'ACCELA HAS GENERATED A NEW INVOICE NUMBER' to the two invoice entries in the table.

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

The screenshot shows the 'Reports' menu expanded on the left side of the application. The 'Permitting' link is highlighted with a blue background and a black arrow pointing to it from the text 'CLICK HERE'. The main area shows a 'Fee (6)' summary table:

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

Below the table, the 'My Tasks' section shows a workflow task with ID 130508033515977 and an error message: 'An error has occurred while processing your request. For more detail [Click Here](#) or contact [Agency Administrator](#).'

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

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- Manage Inspections
- Manage Documents
- Assign Tasks
- Contacts

DCRA default

Go To: Fee (6)

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

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

While processing your request.

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

Reports

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

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

Department of Consumer & Regulatory Affairs

My Navigation

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

DCRA default

Reports

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

report set Parameter - Windows Internet Explorer

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

Submit

STEP 2 - CLICK HERE

Invoice Number \*

STEP 1 - ENTER INVOICE NUMBER

Action By (

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

https://eclips.in.dc.gov/permits/reports/reportShow.do?value%2FfirstEntryURL%26%2Fpermits%2Freports%2FreportShow.do%2Fmode%2Dshow%26reportId%3D214%26module%3D8bu Government of the District of Columbia

**CLICK HERE** 1 / 1 100% Find

**DCRA** Department of Consumer and Regulatory Affairs  
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 25, 2013  
Invoice Number: 1220243

**INVOICE**

Customer: USGBF WATERFRONT STATION LLC

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

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

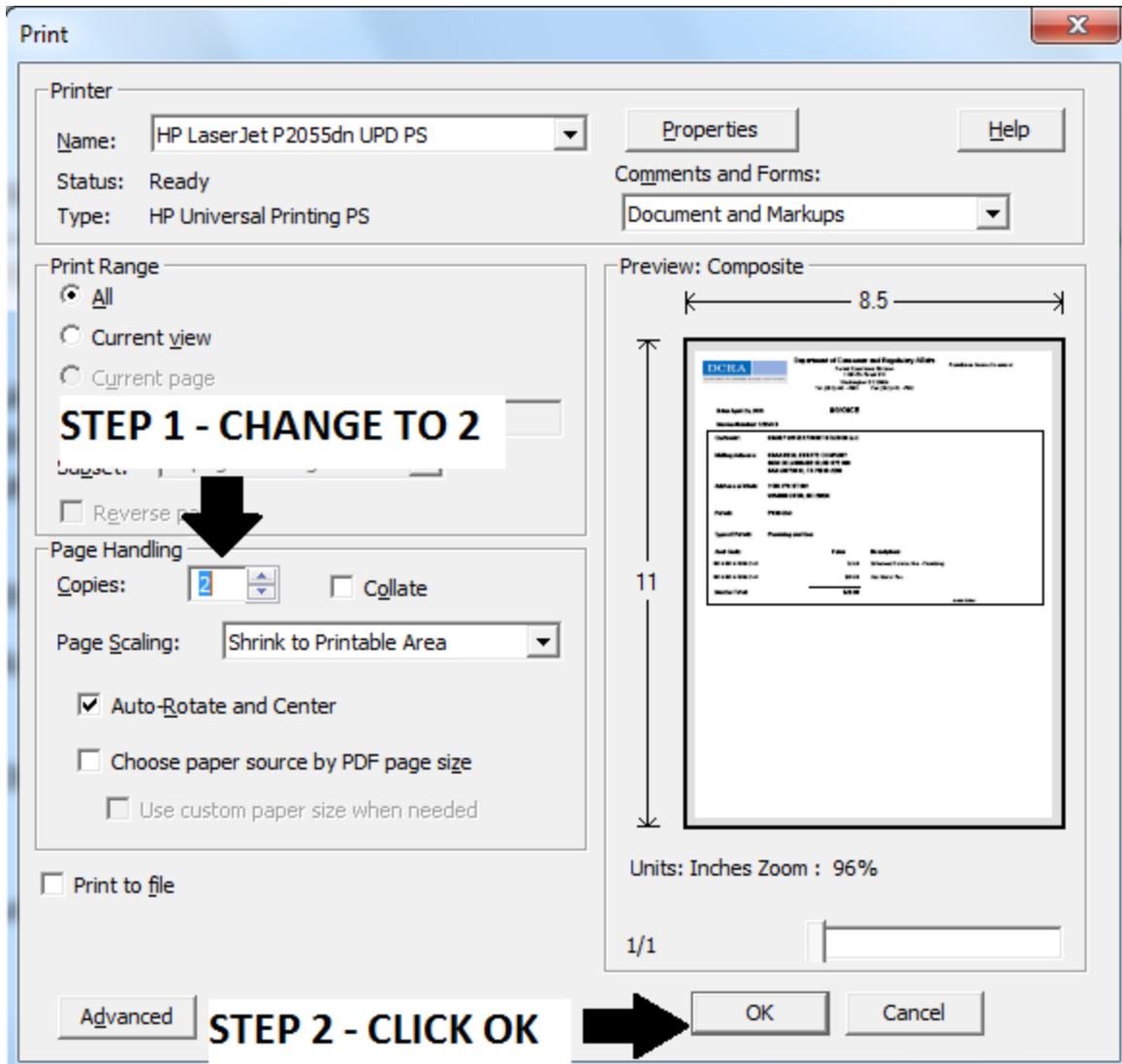
Permit: [REDACTED]

Type of Permit: [REDACTED]

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

Justin Bellow

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



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

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



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

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

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

Date: April 23, 2013

**INVOICE**

Invoice Number: 1218584

Customer: CAPITOL HILL INVESTORS LLC

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

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

Permit: [REDACTED]

Type of Permit: [REDACTED]

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

**NOTE THE RECEIPT #**

Keith Hawkins

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



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

| Permit #    | Status                 | Permit Type                                     | Opened     | Street # | Street Name  | Street Type | Quadrant | Unit Type | Unit # | Created |
|-------------|------------------------|---|------------|----------|--------------|-------------|----------|-----------|--------|---------|
| AH1300562   | Review in Process      | Building/Construction/Miscellaneous/After Hours | 05/06/2013 | 1250     | CONNECTICUT  | AVE         | NW       |           |        | OCPI    |
| SR13SO04182 | Open                   | Building/Surveyors/Customer Request/NA          | 05/06/2013 |          |              |             |          |           |        | PHOL    |
| CO1301938   | Zoning Review Approved | Building/Certificate of Occupancy/NA/NA         | 05/06/2013 | 1851     | ADAMS        | ST          | NE       |           |        | AEAS    |
| CO1301936   | Application Accepted   | Building/Certificate of Occupancy/NA/NA         | 05/06/2013 | 415      | RHODE ISLAND | AVE         | NE       |           |        | JBEM    |
| SR13SO04181 | Open                   | Building/Surveyors/Customer Request/NA          | 05/06/2013 |          |              |             |          |           |        | DHIL    |

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

Home | Property Holds | People | Reports | Preferences

User Info

Justin Bellow

Permit Center Managers  
DCRA

Department of Consumer & Regulatory Affairs

My Navigation

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

Record

Submit

STEP 2 - CLICK HERE

Permit Number

STEP 1 - ENTER PERMIT NUMBER HERE

First Name Last Name

Street # Street Name Street Type Unit #

City

Owner Name

Parcel #

License # License Type

License First Name License Last Name

License Business Name

Type

Group

App Specific Info Label App Specific Info Value

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

User Info

Justin Bellow

Permit Center Managers  
DCRA

Department of Consumer & Regulatory Affairs

My Navigation

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

Record

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

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

Building Permit ID: B1306530

Menu +\$ Add Delete Void Invoice Help

Go To Fee (6)

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

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

CLICK HERE

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

The screenshot shows the 'Pay' button highlighted with a red circle and a black arrow pointing to it. The text 'CLICK HERE' is written in large black letters next to the arrow. The interface includes a 'User Info' sidebar with the name 'Justin Bellow' and the 'Department of Consumer & Regulatory Affairs' logo. The main area shows a table of permits, with the selected permit B1306530 in 'Review in Process' status. Below the table, there are buttons for 'Pay', 'Generate Receipt', 'Fund Transfer', and 'Help'. The 'Pay' button is the focus of the instruction.

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

The screenshot shows the payment form with three steps annotated:
 

- STEP 1 - SELECT METHOD OF PAYMENT:** An arrow points to the 'Method' dropdown menu, which is currently set to 'Cash'.
- STEP 2 - ENTER RECEIPT NUMBER:** An arrow points to the 'Receipt #' field, which is currently empty.
- STEP 3 - CLICK HERE:** An arrow points to the 'Save' button, which is highlighted with a red circle.

 The form also shows the 'Amount' as 150.15 and the 'Lic Paper Number' as 1305080335159. At the bottom, there is an error message: 'An error has occurred while processing your request.'

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

The screenshot shows a web application interface with a sidebar on the left and a main content area on the right. The sidebar contains a "My Navigation" menu with various links. The main content area displays a permit record for Building Permit ID: B1306530. Three black arrows point to specific elements: one to a checkbox in the fee table (labeled "STEP 1 - CLICK HERE"), one to the "Full Pay" button (labeled "STEP 2 - CLICK HERE"), and one to the "Submit" button (labeled "STEP 3 - CLICK HERE").

**STEP 3 - CLICK HERE**

**STEP 2 - CLICK HERE**

**STEP 1 - CLICK HERE**

| Quantity     | Fee     | Paid   | Outstanding | Amount |
|--------------|---------|--------|-------------|--------|
| 65           | \$65.00 | \$0.00 | \$65.00     | 0.00   |
| 65           | \$65.00 | \$0.00 | \$65.00     | 0.00   |
| 6.5          | \$6.50  | \$0.00 | \$6.50      | 0.00   |
| 1            | \$6.50  | \$0.00 | \$6.50      | 0.00   |
| 1            | \$0.65  | \$0.00 | \$0.65      | 0.00   |
| 1            | \$6.50  | \$0.00 | \$6.50      | 0.00   |
| <b>Total</b> |         |        |             |        |

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

The screenshot shows the "Workflow" screen of the web application. The sidebar on the left has the "Workflow" link highlighted in red. A black arrow points to this link with the text "CLICK HERE". The main content area displays a list of "Workflow Tasks" with columns for Task, Status, Status Date, and Action By.

**CLICK HERE**

| Task                    | Status       | Status Date | Action By    |
|-------------------------|--------------|-------------|--------------|
| Plan Review Coordinator | Applicati... | 05/08/2013  | Justin Be... |
| Elevator Review         | Elevator ... | 05/08/2013  |              |
| DDOE Review             | DDOE Revi... | 05/08/2013  |              |
| DDOT Review             | DDOT Revi... |             |              |
| WASA Review             | WASA Revi... | 05/08/2013  |              |
| DOH Review              | DOH Revi...  | 05/08/2013  |              |
| HPRB Review             | HPRB Revi... | 05/08/2013  |              |
| BZA Review              | BZA Revi...  | 05/08/2013  |              |
| EISF Review             | EISF Revi... | 05/08/2013  |              |
| CFA Review              | CFA Revi...  | 05/08/2013  |              |
| White House Review      | White Hou... | 05/08/2013  |              |
| NCPC Review             |              |             |              |

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

The screenshot shows a software interface with a 'Workflow' table. The table has columns for 'Task', 'Status', 'Status Date', and 'Action By'. The 'Issue Permit' task is highlighted in red, and a red box with an arrow points to it, accompanied by the text '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... | 05/08/2013  | Justin Be... |
| Electrical Review         | Electrica... | 05/08/2013  | Justin Be... |
| ProjectDox QA             | Fire Revi... | 05/08/2013  | Justin Be... |
| Issue Permit              | Structura... | 05/08/2013  | Justin Be... |
| Inspection                | Plumbing ... | 05/08/2013  | Justin Be... |

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

The screenshot shows a software interface with a 'Record' table. The table has columns for 'Permit #', 'Status', 'Permit Type', 'Opened', 'Street #', 'Street Name', 'Street Type', 'Quadrant', 'Unit Type', 'Unit #', and 'Created By'. The 'Permit # B1306530' entry is highlighted. Below the table, there is a 'Building Permit ID: B1306530' section with a 'Submit' button highlighted by a red box and an arrow pointing to it, with the text 'STEP 2 - CLICK HERE'. To the right, a dropdown menu for 'Status' is open, showing various options, with 'Permit Issued' highlighted by a red box and an arrow pointing to it, with the text 'STEP 1 - SELECT PERMIT ISSUED'.

| 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       |

28. The address is now in “Issued” status. Once the application has been paid for, provide the customer with a copy of the new address letter. Below is a copy of the sample letter that is to be provided to the customer.

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
**Department of Consumer and Regulatory Affairs**



Licensing & Permitting Division  
Permit Operations

July 11, 2014

6000 New Hampshire Avenue LLC  
1886 Metro Center Drive  
Reston Va. 20190

Subject: **Request for New Proposed Addresses for  
Square # 3719 & 44 Lots (see attachment for lot numbers)**

This letter is in response to your application dated July 19, 2013; requesting **44 new addresses for Solent Place NE, Beacon Place NE, and Concord Place NE in Square 3719**. Please see the attachment for the corresponding lot numbers and addresses in Square 3719.

The following newly proposed addresses are hereby assigned and approved.

You are hereby required to post the assigned street numbers on the new premises in accordance with the requirements of DCMR 12, Chapter 1A, Section 118A and 124A of the District of Columbia Construction Codes of 2008.

A copy of this letter serves as notification of the new addresses provided.

Sincerely

Keith Slade  
Permit Center Manager  
Permit Operations Division

Enclosures