



Winter Tent and Portable Heater Permitting Step-By-Step Guide

10/07/2020

d.

When is a Permit Required?

A permit is required when installing a tent and/or deploying a portable heater outdoors.

A permit is required whether the tent or heater will be on public space or private property. This includes open courtyards and rooftops.

A permit is required even if you already have a tent or a heater.

A permit is required even if you have a permit for outdoor food service in public space.

Application Requirements

- For applications using only private property, you will need to provide your Certificate of Occupancy.
- For applications using public space, the permit authorizing food service on public space should also be provided. These include:
 - Sidewalk Café permit or current Certificate of Use
 - Temporary Sidewalk Table Service permit
 - Parklet Permit
 - Streatery Permit
- Site plan to scale. Hand-drawn on graph paper is acceptable. It does not need to be engineer or architect stamped.
- Specifications for the tent and/or heater.
 - This includes the flame-retardant certification for the tent fabric
- There aren't new insurance requirements for tent/heater permits.

Application Submission Process

Applications can be submitted online at tops.ddot.dc.gov

You will need information about the business (e.g. address, Certificate of Occupancy), the site plan, and the specifications.

- Remember that food service must already have been approved, whether through licensing or a public space permit.

You can combine multiple areas on a single permit (e.g. sidewalk, courtyard, and rooftop).

- Each area will need its own site plan.
- If different tents or heaters are requested, please identify where each fixture will be located on the site plan(s).

There are no fees for the permit.

Application Review and Approval Process

Applications will be reviewed by specific agencies:

- Heater applications will be reviewed by Fire/EMS
- Tent applications will be reviewed by DCRA and DC Health
- Applications with both fixtures will be reviewed by all three (3) agencies.

Applications will be responded to within three (3) business days of submission. We hope to approve all applications in this timeframe, but additional information may be requested in order to approve applications and issue permits.

Permit Application Step-By-Step Guide: Register

The following pages provide a step-by-step guide for submitting permit applications in the transportation online permitting system, TOPS, at tops.ddot.dc.gov.

Before submitting an application, the user needs to register as a user in TOPS.

Applications can be submitted on behalf of a business by others, such as Business Improvement Districts (BIDs) and Main Streets. The permittee must be the business that will erect the tent and/or deploy the portable heater.

A single application can include both public space and private property uses. If the business has multiple locations, a separate application must be submitted for each location.

Permit Application: Category

District of Columbia
Transportation Online Permitting System

Home My Account Apply for a Permit Kiosk Locations Map/Info Lookup tool FAQ Public Space Fees Search Permit Application Others Sign-out

Welcome Matthew Marcou, Public Space Regulations Administration
If this is not you, [click here](#)

My Account

You may apply for a Permit, edit or check the status of your Application, make Payment or schedule an Inspection or Plan Review by clicking on the appropriate button. You may edit your profile or change password using the buttons under Account Management

Parking/Occupancy Permit

Companies, residents and others may obtain Temporary Occupancy and Parking Permits required for the short-term private use of public space in Washington, DC. Permits may be for metered/non-metered curbside parking for moving trucks or containers, a construction staging area, a block party, a parade, etc. [Click here](#) for a full list of events.

[Upload photos](#) for Sign Enforcement with DPW

Construction/Excavation Permit

Companies, residents or others may obtain a permit for work within the District's public space. Work may include paving, constructing a fence or wall, installing or removing a bench, tree or overhead wires, excavating for utility line or sheeting & shoring installation, etc. [Click here](#) for a complete list.

Commercial Vehicle Permit

To apply for annual end single haul truck tag, annual and one day loading zone permit and decal. The commercial vehicle loading zone permit grants the right to use curbside loading zone spaces (for up to two hours, during the specified hours of operation for each zone) and the tags grant rights to make trips in, out, or in and out of the District.

Public Space Rental

Bus and Four Bus etc. [Click here](#) for complete list.

Special Tree Removal

use construction permit instead. [View Special Tree Removal Permit Reports](#).

After you login to TOPS, select Construction/Excavation Permit.

Construction/Excavation Permit

Apply for Construction Permit

[Apply for a Construction Permit](#)

[View/Edit/Pay Construction Permit Application](#)

At a Glance

- Homeowners, companies, contractors and others may apply for a construction permit for new/repair/replacement work on public space within the District.
- Before the review of your application can start, any supporting documents must be submitted and the application fee must be paid.
- The permit fee, deposits, processing time, conditions depends on the type of work.

[View Demo](#)

Documents

Document submission requirements are based on the type of work. A list of documents can be found using the "find" button below. By uploading the documents electronically during the application process, your permit application can be processed faster. Only documents in a pdf or tif format can be uploaded and the maximum size for one document is 20 MB. TOPS also provides the option to submit the documents in person at the Permit Office counter, but this may delay the issuance of your permit. Your application will not be complete and ready to review until the Permit Office receives the documents. An application with pending documents will "lapse" automatically after 15 days if no documents are received.

[FIND](#) Document Requirements

Permit Application: Dates

District of Columbia
Transportation Online Permitting System

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← Back

Dates & Location

Please select your work location and enter your proposed dates.

* Must fill out required fields.

Business Name:

Proposed Start Date:

Enter your address and/or starting returned.
To search Interstate Highway address, i

Location Type Examples

Address Specific

An address consists of a number, a street name, and a quadrant (NE, NW, SE, SW). The number and street name are required.
Example: 441 4th ST NW
Format: Square, Lot (5532,0020 (no spaces))

Block Range

OK

When selecting the Start Date, you can select a date in the grayed section. Please provide a date at least one week out from when the application is submitted. DDOT and our partner agencies plan to approve these applications within three (3) business days. Additional information may be needed.

tops.ddot.dc.gov says

Your requested date may require a review and does not allow the Permitting Office Reviewer sufficient time to review the application. If a review is required your application will be placed on the waiting list and a timely review cannot be guaranteed. If this is an emergency please contact our office at 202-442-4670.

OK

Click OK when you receive the notice that you've selected a date earlier than the normal review time for construction permits.

District of Columbia
Transportation Online Permitting System

Home My Account Apply for a Permit Kiosk Locations Map/Info Lookup tool FAQ Public Space Fees Search Permit Application Others Sign-out

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Dates & Location

Please select your work location and enter your proposed dates.

* Must fill out required fields.

Business Name:

Proposed Start Date:

Proposed End Date:

WORK LOCATION

Note: For multiple streets please choose the Block Option

Address Block Intersection

Enter your address and/or starting point in the search box below then select your work location from the results returned.
To search Interstate Highway address, please type the word "Interstate" in the Address box

Address: Search/Verify

Example: 2000 Pennsylvania Ave NW
Or SSL Format: Square, Lot Example: 0101,0058 (no spaces)

* Required Fields

Previous Cancel Next

Location Type Examples

Address Specific

An address consists of a street number, a street name, and a quadrant (NE, NW, SE, SW). The address number and street name are required.
Example: 441 4th ST NW
Or SSL Format: Square, Lot Example: 0332,0020 (no spaces)

Block Range

A block consists of a street and any other cross streets.
Example: 4th ST NW from D Street NW to E Street NW or 400 Block of 4th ST NW

At Intersection

An Intersection consists of two streets.
Example: 14th ST NW and Pennsylvania Avenue NW, or 14th ST NW & Pennsylvania Avenue NW

Proposed End Date: * 12/31/2020

Select December 31, 2020 as the Expiration Date, which aligns with the Mayor's Order extending the public health emergency.

Permit Application: Name and Location

You can enter the business name and owner on this page if you'd like. The business name should match the Permittee, which will be entered on a later page.

* Must fill out required fields.

Business Name: **Business Owner Name:**

Proposed Start Date: **Proposed End Date:**

WORK LOCATION

Note: For multiple streets please choose the Block Option
 Address Block Intersection

Enter your address and/or starting point in the search box below then select your work location from the results returned.
To search Interstate Highway address, please type the word "Interstate" in the Address box


Address:

Example: 2000 Pennsylvania Ave NW
Or SSL Format: Square, Lot Example: 0101,0058 (no spaces)

* Required Fields


Location Type Examples

Address Specific




Address: An address consists of a street number, a street name, and a quadrant (NE, NW, SE, SW). The address number and street name are required.
Example: 441 4th ST NW
Or SSL Format: Square, Lot
Example: 0532,0020 (no spaces)

Block Range



Block: A block consists of a street and any other cross streets.
Example: 4th ST NW from D Street NW to E Street NW or 400 Block of 4th St NW

Intersection



Intersection: An Intersection consists of two streets.
Example: 14th ST NW and Pennsylvania Avenue NW, or 14th Pennsylvania Avenue NW

Enter the address of the business where the fixtures will be placed. Do not enter a block or an intersection.
Use the Search/Verify button to check the address entered against the Master Address Repository (MAR). Only MAR-verified addresses are acceptable.

Permit Application: Confirm Dates and Location

District of Columbia
Transportation Online Permitting System

Home My Account Apply for a Permit Kiosk Locations Map/Info Lookup tool FAQ Public Space Fees Search Permit Application Others Sign-out

Welcome **Matthew Marcou**, Public Space Regulations Administration
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Dates & Location

Please select your work location and enter your proposed dates.

* Must fill out required fields.

Business Name: DDOT **Business Owner Name:** DDOT
Proposed Start Date: * 10/16/2020 **Proposed End Date:** * 12/31/2020

WORK LOCATION

Note: For multiple streets please choose the Block Option
 Address Block Intersection

Selected

1. Address: 55 M STREET SE [Remove](#)
[Add Another Address](#)

* Required Fields [Previous](#) [Cancel](#) [Next](#)

Location Type Examples

Address Specific

Address: An address consists of a street number, a street name, and a quadrant (NE, NW, SE, SW). The address number and street name are required.
Example: 441 4th ST NW
Or SSL Format: Square, Lot
Example: 0532,0020 (no spaces)

Block Range

Block: A block consists of a street and any other cross streets.
Example: 4th ST NW from D Street NW to E Street NW or 400 Block of 4th St NW

At Intersection

Intersection: An Intersection consists of two streets
Example: 14th ST NW and Pennsylvania Avenue NW, or 14th ST NW & Pennsylvania Avenue NW

Please review the information before continuing to the next page.

Permit Application: Associate a Project

Associate a Project

This step is optional but we highly recommend you to associate a project. This will provide greater transparency, better reporting and search functionalities in the permit application review process.
If you have not found desired project, you can create a new project by clicking on [Add New Project](#).

Associated project:

Projects within the same location
These are the projects found in the same location. If your permit belongs to any of these projects, you can select the project. An email will be sent to the project coordinator.

	Project Name	Project Code	Status	Project Location	Project Coordinator	Company Name	Project Dates	
							Start Date	End Date
Select	Small Cell MLA TEST	DDOTMLATEST	Active	55 M STREET SE	Matthew Marcou	Public Space Regulations Administration (PSMB)	06/01/2018	05/31/2028
Select	MLB All Star Game TEST	MLBASTEST	Active	55 M STREET SE,2000 14TH STREET NW	Matthew Marcou	Public Space Regulations Administration (PSMB)	07/08/2018	07/21/2018

[OR]

Search a project for this application
Here you can select one of your company projects

	Project Name	Project Code	Status	Project Location	Project Coordinator	Company Name	Project Dates	
							Start Date	End Date
Select	Sample Project	Sample Project 1	Active	1100 4TH STREET SW	Courtney Williams	Public Space Regulations Administration (PSMB)	12/09/2019	12/28/2019
Select	Hill East Utility Coordination	HEUC	Active	300 19th st SE	Michael Conley	Public Space Regulations Administration (PSMB)	06/05/2019	09/25/2019
Select	Small Cell MLA TEST	DDOTMLATEST	Active	55 M STREET SE	Matthew Marcou	Public Space Regulations Administration (PSMB)	06/01/2018	05/31/2028
Select	MLB All Star Game TEST	MLBASTEST	Active	55 M STREET SE,2000 14TH STREET NW	Matthew Marcou	Public Space Regulations Administration (PSMB)	07/08/2018	07/21/2018

Associated project:

[Previous](#) [Next](#)

You do not need to create a new project for this permit.
Projects are commonly used for larger scale work, such as building construction and utility capital improvement projects.

Permit Application: Type and Descriptive



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Description of Work

Please select the type(s) of work you wish to apply for: *

* Must fill out required fields.

0 Paving - Installing poured concrete, brick, or similar surfacing on public space. Common permits for paving include steps, driveways, sidewalks, and curb & gutter.

<input type="checkbox"/> ADA Curb Ramp	<input type="checkbox"/> Driveway(s) Close Existing	<input type="checkbox"/> Leadwalk Only	<input type="checkbox"/> Public Parking Area Commercial
<input type="checkbox"/> Alley(s)	<input type="checkbox"/> Driveway(s) New -Residential	<input type="checkbox"/> Leadwalk Repair/Replace Existing	<input type="checkbox"/> Public Parking Area Residential
<input type="checkbox"/> Alley(s) (porous/pervious)	<input type="checkbox"/> Driveway(s) New- Commercial	<input type="checkbox"/> Leadwalk w/Steps	<input type="checkbox"/> Roadway(s)
<input type="checkbox"/> Curb & Gutter(s)	<input type="checkbox"/> Driveway(s) Repair or Replace	<input type="checkbox"/> Mill and Overlay	<input type="checkbox"/> Sidewalk (porous/pervious)
<input type="checkbox"/> Driveway Behind Sidewalk (porous/pervious ONLY)	<input type="checkbox"/> Lay-by (new)	<input type="checkbox"/> Patio (porous concrete/pervious pavers ONLY)	<input type="checkbox"/> Sidewalk(s)
<input type="checkbox"/> Driveway(s) Circular	<input type="checkbox"/> Leadwalk (porous/pervious paving ONLY)		

0 Fixture - An above ground structure to be installed on public space. Common types of fixtures include fences, walls, benches, and signs.

<input type="checkbox"/> Above Grade Liquid/Gas Tank	<input type="checkbox"/> Fence to 42" (Open w/Brick Piers)	<input type="checkbox"/> Repair Retaining Wall (No change)	<input type="checkbox"/> Trash Receptacle(s) (Exception)
<input type="checkbox"/> Bench(es)	<input type="checkbox"/> Flagpole(s) (Exception)	<input type="checkbox"/> Retaining Wall to 42"	<input type="checkbox"/> Umbrella (Except for commercial)
<input type="checkbox"/> Bike Rack(s): DDOT Standard	<input type="checkbox"/> Generator	<input type="checkbox"/> Retaining Wall w/Open Fence Combo to 42"	<input type="checkbox"/> Wall (Exception over 42")
<input type="checkbox"/> Bike Rack: Not DDOT Standard	<input type="checkbox"/> Hand Rail (36" high for ADA, 30"-42" high other)	<input type="checkbox"/> Sign (w/footings)(Exception)	<input type="checkbox"/> Wall, Free Standing (Exception over 30")
<input type="checkbox"/> Bike Share Station	<input type="checkbox"/> Knee Wall to 30"	<input type="checkbox"/> Sign-Free Standing	<input type="checkbox"/> Wall/Fence Combo (Exception over 42")
<input type="checkbox"/> Bollard(s) (Exception)	<input type="checkbox"/> Knee Wall w/Fence to 42" (open design)	<input type="checkbox"/> Single Head or Double Head Meter	<input type="checkbox"/> Winter Heater (Electrical) for Private Property
<input type="checkbox"/> Coping to 18"	<input type="checkbox"/> Mutlispase Meter	<input type="checkbox"/> Small Cell Installation	<input type="checkbox"/> Winter Heater (Electrical) for Streatery/Public Sp
<input type="checkbox"/> Curbside Signage	<input type="checkbox"/> Payphone	<input type="checkbox"/> Small Cell Wireless Comm. Facility Master License	<input type="checkbox"/> Winter Heater (Propane) for Private Property
<input type="checkbox"/> Electrical receptacle on DDOT Streetlight Pole	<input type="checkbox"/> Planter Box behind Sidewalk to 42"	<input type="checkbox"/> Street Fixture or Furniture (Exception)	<input type="checkbox"/> Winter Heater (Propane) for Streatery/Public Space
<input type="checkbox"/> Electrical Shed	<input type="checkbox"/> Planter Box on Sidewalk (Exception)	<input type="checkbox"/> Table (Except for commercial)	<input type="checkbox"/> Winter Tent for Private Property
<input type="checkbox"/> Fence (Exception over 42")	<input type="checkbox"/> Playground	<input type="checkbox"/> Tent (Temporary Occupancy)	<input type="checkbox"/> Winter Tent for Streatery/Public Space
<input type="checkbox"/> Fence to 42" (Open Design)	<input type="checkbox"/> Rain Barrel (S.F. Home Yard Area)	<input type="checkbox"/> Traffic Signal Installation	

Select all of the applicable types of winter tents and heaters you plan to use. Remember to select the proper types based on whether the tents and heaters will be in a Streatery/sidewalk café on public space or on private property. You can have both tents and heaters in the same application. You can apply for both public space and private property in the same application. Please do not include any other types of work in this permit.

Permit Application: Description of Work

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Fire Hydrant(s) | <input type="checkbox"/> Repair Electric ML Conduit | <input type="checkbox"/> Sewer Service Lateral Abandonment | <input type="checkbox"/> Water Lateral Conn over 2" Pipe (Trench) |
| <input type="checkbox"/> Front Yard (In Public Space) | <input type="checkbox"/> Repair Electric Service (excavation) | <input type="checkbox"/> Sheeting & Shoring (for Buildings) | <input type="checkbox"/> Water Lateral Connection to 2" (Trench) |
| <input type="checkbox"/> Fuel Tank Abandonment | <input type="checkbox"/> Repair Gas Main Line | <input type="checkbox"/> Steam Main Line (trench) | <input type="checkbox"/> Water Meter Manhole (over 2" pipe) |
| <input type="checkbox"/> Gas Connection (Trench) | <input type="checkbox"/> Repair Gas Service (excavation) | <input type="checkbox"/> Storm Lateral Conn over 4" (Trench) | <input type="checkbox"/> Water Meter Pit (to 2" pipe) |
| <input type="checkbox"/> Gas Line ECDA Program | <input type="checkbox"/> Repair Sewer Main Line | <input type="checkbox"/> Storm Lateral Conn to 4" (Trench) | <input type="checkbox"/> Water ML (Trench) |
| <input type="checkbox"/> Gas Main Line (Trench) | <input type="checkbox"/> Repair Sewer Service Lateral | <input type="checkbox"/> Storm Main Line (trench) | <input type="checkbox"/> Water Proofing in Public Space |
| <input type="checkbox"/> Gas Regulating Station | <input type="checkbox"/> Repair Steam ML (excavation) | <input type="checkbox"/> Storm Service Lateral Abandonment | <input type="checkbox"/> Water Service Lateral Abandonment (Trench) |
| <input type="checkbox"/> Gas Service Abandonment | <input type="checkbox"/> Repair Storm Main Line | <input type="checkbox"/> TAP HOLE | |

0 Projections - That portion of a building, whether above or below grade, that encroaches over the property line into the street right-of-way. Common types of projections include bay windows, porches, areaway entrances, and subsurface building vaults.

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> ADA Ramp | <input type="checkbox"/> Balcony | <input type="checkbox"/> Marquee | <input type="checkbox"/> Show Window(s) (commercial) |
| <input type="checkbox"/> Areaway Entrance | <input type="checkbox"/> Bay Window(s) | <input type="checkbox"/> Other (Exception - Not to Bldg Code) | <input type="checkbox"/> Stoop & Steps |
| <input type="checkbox"/> Awning(s) | <input type="checkbox"/> Canopy | <input type="checkbox"/> Porch & Steps | <input type="checkbox"/> Window Well(s) |

0 PS Rental - The reservation of public space for use by an adjacent business and requiring annual rental payments. Common types of public space rentals include sidewalks cafes and parking motor vehicles on public space.

- Guards Booth (Exception) One Day Festival Parking on Public Space

0 Over Head Work - The stringing of aerial utility wire or cable, making aerial utility connections or the installation of utility poles or street lights.

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Aerial Electrical Connection | <input type="checkbox"/> Pole Installation (each add'l) | <input type="checkbox"/> Pole Removal (single or first one) | <input type="checkbox"/> Streetlight(s) Installation |
| <input type="checkbox"/> Aerial Telecom Connection | <input type="checkbox"/> Pole Installation (single or first one) | <input type="checkbox"/> Streetlight Damage Deposit (Office Use Only) | <input type="checkbox"/> String Electrical Wire |
| <input type="checkbox"/> Guy Wire Installation (each add'l) | <input type="checkbox"/> Pole Removal (each add'l) | <input type="checkbox"/> Streetlight Temporary Removal | <input type="checkbox"/> String Telecom Wire/Fiber |
| <input type="checkbox"/> Guy Wire Installation (single or first one) | | | |

0 Annual Permits - The user of public space for certain business operations that are required by DC regulations to have an annual permit. Companies needing these permits include mobile storage container providers and sight-seeing buses.

- Display of Merchandise Moving Container Company Tables & Chairs (Existing prior to 2003)

0 Mega Projects

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> 11th Street Bridge Project | <input type="checkbox"/> Capitol Crossing/I 395 Tunnel | <input type="checkbox"/> DC Soccer Stadium | <input type="checkbox"/> Operation Smooth Streets |
| <input type="checkbox"/> Anacostia Water Initiative Proj | <input type="checkbox"/> Clear Channel Bus Shelter Franchise Agreement | <input type="checkbox"/> DC Water Combined Sewer Proj | <input type="checkbox"/> Pepco Capital Grid |
| <input type="checkbox"/> Barry Farms | <input type="checkbox"/> CSX Tunnel | <input type="checkbox"/> Inauguration 2017 | <input type="checkbox"/> Verizon Micro Trench Pilot |
| <input type="checkbox"/> Capital Grid | <input type="checkbox"/> DC PLUG | | |

Please describe proposed work in detail: *

This permit provides Outdoor Dining Relief for winter months with safe social distancing during the District's ReOpen plan.

Include the following text in the box to describe the work in detail:
"This permit provides Outdoor Dining Relief for winter months with safe social distancing during the District's ReOpen plan."

Permit Application: Size of Tents, # of Heaters

d.TOPS District of Columbia Transportation Online Permitting System **DC.gov**

Home My Account Apply for a Permit Kiosk Locations Map/Info Lookup tool FAQ Public Space Fees Search Permit Application Others Sign-out

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Dimension Details

Please provide us the dimensions for any excavation, paving, trenching and/or extents of project when applicable.
Note: No payment is accepted until application is approved. Final cost is subject to change. Please consult the assigned technician if you have questions.
The dimensions you enter must be reflected on the drawings you submit. You may be asked to revise and resubmit if the dimensions do not match your drawings. This may delay your application review.
Here you can add/edit work type dimensions for each location.

- * Must fill out required fields.
- * Enter dimensions for at least one location.

Tracking Number: 360597 Status: Incomplete Dates: 10/16/2020-12/31/2020

[Calculate Fees](#)

Work Type	Location	Dimension
Winter Tent for Streatery/Public Space *	Location Length (ft) Width (ft)	
Add	55 M STREET SE	x
Winter Heater (Propane) for Private Property *	Location Quantity	
	55 M STREET SE	

Application Fee:	\$0.00
Permit Fee:	\$0.00
Technology Fee:	\$0.00
Inspection Fee:	\$0.00
Work Zone Deposit:	\$0.00
Wet Utility Deposit:	\$0.00
Street Light Deposit:	\$0.00

Deposits are refunded after final inspection is provided by DDOT's Public Space Inspectors (PSI) Division. To schedule a final inspection please call 202-645-7050 during normal working hours.

<< Previous Cancel Save and Come Back later Print This Page Next >>

Please include the tent dimensions. Use the Add button if there are multiple tents.
If the tents cover 400 square feet or more, a separate DCRA permit may be required.
Please identify the number of heaters that will be used.
The Mayor has waived all fees for these permits.

Permit Application: Agent and Contractor

The screenshot displays the 'Agent and Contractor Information' form within the District of Columbia Transportation Online Permitting System (TOPS). The page header includes the 'd.TOPS' logo, the text 'District of Columbia Transportation Online Permitting System', and the 'DC.gov' logo. A navigation bar contains links for Home, My Account, Apply for a Permit, Kiosk Locations, Map/Info Lookup tool, FAQ, Public Space Fees, Search Permit Application, Others, and Sign-out. A welcome message for Matthew Marcou, Public Space Regulations Administration, is visible, along with a 'click here' link. The form itself is titled 'Agent and Contractor Information' and shows a Tracking Number of 360597, a Status of 'Incomplete', and Dates of 10/16/2020-12/31/2020. It is divided into two sections: 'Agent Information(Optional)' and 'Contractor Information(Optional)'. Each section contains fields for First Name, Last Name, Address, State (a dropdown menu), City, Phone (with a note '(numbers only)'), Zip Code, and Email. There are also links to 'Search Existing Agent' and 'Search Existing Contractor'. At the bottom of the form are navigation buttons: '<< Previous', 'Cancel', 'Save and come back later', and 'Next >>'.

Agent and Contractor Information

Tracking Number: 360597 Status: Incomplete Dates: 10/16/2020-12/31/2020

Agent Information(Optional) [Search Existing Agent](#)

Agent First Name: Agent Last Name:
Address: City:
State: - Select a state - Zip Code:
Phone: Email:
(numbers only)

Contractor Information(Optional) [Search Existing Contractor](#)

Contractor First Name: Contractor Last Name:
Address: City:
State: - Select a state - Zip Code:
Phone: Email:
(numbers only)

<< Previous Cancel Save and come back later Next >>

Agent and Contractor information are optional.
Agent information should be included if the application is being submitted by a BID or Main Street (the Agent) on behalf of a business (the Permittee).

Permit Application: Specs and Site Plans

Document Upload

You may submit the documents at the Public Space Regulations Administration in person located at 1100 4th Street SW, 2nd Floor. In that case please check "Submit in person". Your application will not be reviewed until you submit all required documents. You may upload multiple documents for each category. The system will accept pdf, tif, jpg, png, gif and svg for photos and only pdf, tif for all other types of documents. The size must be below 20 MB for each file. Use CTRL key to select multiple documents.

Click on blue links below if required document is applicable to your job for print out. You must fill out the application(s) and/or get approval on waiver letters and either upload or submit in person.

- [Click Here To Review Reg](#)
- [Submission Material Spec](#)
- [Master Electrician Applicat](#)
- [Master Plumber Applicat](#)

* Must fill out required fields.

Tracking Number: 360597 Status: Incomplete Dates: 10/16/2020-12/31/2020

Fixture/Furniture Specification

Document: *
 Select
Upload Document

I will submit all related Fixture/Furniture Specification at PSRA counter: SELECT ONLY IF YOU ARE A HOMEOWNER AND ARE APPLYING FOR A PERMIT TO WORK ON YOUR RESIDENCE.

Site Plan / Civil Drawings

Document: *
 Select
Upload Document

I will submit all related Site Plan / Civil Drawings at PSRA counter: SELECT ONLY IF YOU ARE A HOMEOWNER AND ARE APPLYING FOR A PERMIT TO WORK ON YOUR RESIDENCE.

Previous Cancel Save and come back later Next

Upload the specs for the tents and heaters here.

Upload the site plan here. It needs to be to scale and can be hand-drawn (use graph paper). This is also where you upload the Certificate of Occupancy and, if using public space, the existing public space permit allowing use of public space for food service. If you don't already have a public space permit please submit the appropriate application. For sidewalk cafes, please upload the sidewalk café permit or the current Certificate of Use.

Permit Application: Permittee and Owner

The screenshot shows the 'Permittee/Owner Information' section of the d.TOPS website. At the top, there are navigation links: Home, My Account, Apply for a Permit, Kiosk Locations, Map/Info Lookup tool, FAQ, Public Space Fees, Search Permit Application, Others, and Sign-out. Below the navigation is a welcome message for Matthew Marcou, Public Space Regulations Administration, with a link to 'click here' if not the user. The main form area is titled 'Permittee/Owner Information' and includes a tracking number (360597), status (Incomplete), and dates (10/16/2020-12/31/2020). The form is divided into two sections: 'Permittee Information' and 'Owner Information'. Each section has a checkbox for 'Same as current user' or 'Same as above' and links for 'Add Existing' and 'Add New'. The 'Permittee Information' section has fields for First Name, Last Name, Address, City, State (a dropdown menu set to 'District of Columbia'), Zip Code, Phone, and Email. The 'Owner Information' section has identical fields. At the bottom of the form, there is a gray box with an 'Important Notice' and a checkbox for the user to certify that the application is complete and correct.

PERMITTEE

For permittee, please enter the name and address of the business.

This should not be the name of the person who is completing the application.

You can use the First Name and Last Name boxes to enter the business's complete name.

OWNER

For owner, please enter the name and address of the property owner where the business is conducted.

If it is the same as the permittee, select "Same as Above".

Read the Notice in the gray box and check the box.

Complete the process by clicking the Submit button at the bottom of the page.

Permit Application: Confirmation Page

The screenshot shows the 'Transportation Online Permitting System Application Receipt Only' page. At the top, there is a navigation bar with links for Home, My Account, Apply for a Permit, Kiosk Locations, Map/Info Lookup tool, FAQ, Public Space Fees, Search Permit Application, Others, and Sign-out. The page header includes the d.TOPS logo, the text 'District of Columbia Transportation Online Permitting System', and the DC.gov logo. A welcome message for Matthew Marcou is displayed. The main content area features a confirmation message: 'Your Application has been successfully submitted.' Below this, there is a paragraph explaining the review process and a contact number. An 'Important' section provides details on payment methods and locations. A summary section lists application details such as status, tracking number, address, and dates. At the bottom, there are buttons for Logout, Print Receipt, and Go to my account.

Transportation Online Permitting System Application Receipt Only

Your Application has been successfully submitted.

Your application will be reviewed by all applicable reviewing agencies within 14 business days. You will receive a decision by email if one was provided or you can call the main office number at 202-442-4670 to check your status. In addition, your application status will change accordingly to reflect the decision. Please come back to this website and check your application status using the tracking number shown below. If you have questions regarding your application please contact Public Space Permit Office staff technicians at this number 202-442-4670. If revisions are required your start date may be delayed.

Important: You need to make payment once your application is approved. If a deposit is not required for your event, you may choose to pay online using Visa or Master credit card. Deposits are only accepted in person. To pay any fee in person please visit the Treasurer's Office at 1101 4th Street SW, 2nd Floor, Washington, DC 20024 Monday thru Friday 8:30am to 4pm. Closed on weekends and Holidays. Please show proof of payment at the DDOT Permit Counter on the second floor and obtain your permit.

Your application summary:
Application Status: Pending Assignment
Tracking Number: 360597
Requested Address: 55 M STREET SE
Requested Dates: 10/16/2020 - 12/31/2020
Information Desk for sign Pickup: 1100 4th Street SW, 2nd Floor, Washington, DC 20024
Applied By: Matthew Marcou
Application Creation Date: 10/7/2020 11:23:53 PM

[Logout](#) [Print Receipt](#) [Go to my account](#)

This page confirms your application has been submitted. You will receive emails automatically as the application is processed. (Emails come from TOPS-no-reply@dc.gov so please add it to your safe senders list to avoid emails going to your spam folder.

After the Permit is Issued

The business must have the permit and approved site plan on site and available for inspectors.

Sites may be inspected for compliance with the approved plans and permit conditions.

Permits will be in effect while the Mayor's Health Emergency Order is in effect. They will be automatically extended whenever the Mayor's Order is extended.

d. delivers

district department of transportation

