



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

10/07/2020

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# 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](http://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

The screenshot shows the TOPS homepage with the DC.gov logo. The main navigation bar includes 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 displayed. Below the navigation, there are several permit categories: Parking/Occupancy Permit, Construction/Excavation Permit (highlighted with a blue arrow), Commercial Vehicle Permit, Public Space Rental/ (highlighted with a blue arrow), and Special Tree Removal. Each category has a brief description and an 'ENTER' button.

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

The screenshot shows the 'Construction/Excavation Permit' application page. The top navigation bar is identical to the homepage. The main content area is titled 'Construction/Excavation Permit' and contains a sub-section titled 'Apply for Construction Permit'. This section includes two buttons: 'Apply for a Construction Permit' (highlighted with a blue arrow) and 'View/Edit/Pay Construction Permit Application'. To the right, there is a descriptive text box about permits for work in public space, mentioning paving, constructing a fence or wall, and excavation for utility lines. A 'Back' button is located at the bottom left of this section.

Select "Apply for a Construction Permit" from the jump page.

The screenshot shows the 'At a Glance' section of the application page. It lists three steps for applying for a construction permit:

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

A 'View Demo' button is located at the bottom of this section. At the very bottom of the page, there is a JavaScript code: `javascript:_doPostBack('ctl00$ContentPlaceHolder1$lnkNewPermit','')`.

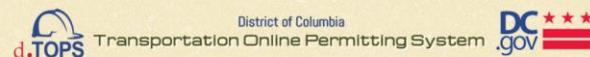
Companies, residents or others may obtain a permit for work within the District's public space. Work may include paving, constructing a fence or wall, installing a bench, tree or overhead wires, excavation for utility line or sheeting & shoring installation, etc. A Temporary Occupancy Permit is usually required while performing the work.

## 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



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 Marcus, Public Space Regulations Administration

If this is not you, [click here](#)

Logout

## Dates & Location

Please select your work location and enter your proposed dates.

\* Must fill out required fields.  
Business Name: \_\_\_\_\_  
Proposed Start Date: \*

Please select your proposed start date for the permit.  
Once you click on the desired date, this window will close.

October, 2020 - December, 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
25	26	27	28	29	30	31	29	30	31	1	2	3	4	5	6	7	8	9	10	11	

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.

### Location Examples



Street

An address consists of a number, a street name, and a quadrant (NE, NW, SE, SW). The address number and street name must be provided.

Example: 441 4th ST NW

Or SSI Format: Square,Lot

Example: 0532,0020 (no spaces)

### Block Range

OK

tops.ddot.dc.gov says

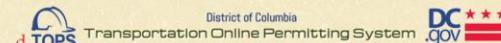
Your requested date may require a review and does not allow the Permitting Office Reviewer sufficient time to review the application.

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.

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.

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



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 Marcus, Public Space Regulations Administration

If this is not you, [click here](#)

Logout

## Dates & Location

Please select your work location and enter your proposed dates.

\* Must fill out required fields.

Business Name: \_\_\_\_\_

Proposed Start Date: \*  10/16/2020

Business Owner Name: \_\_\_\_\_

Proposed End Date: \*  12/31/2020

### 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 SSI Format: Square,Lot Example: 0101,0058 (no spaces)

Required Fields

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

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

District of Columbia  
Transportation Online Permitting System 

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: <input type="text" value="DDOT"/>	Business Owner Name: <input type="text" value="DDOT"/>
Proposed Start Date: * <input type="text" value="10/16/2020"/> 	Proposed End Date: * <input type="text" value="12/31/2020"/> 

**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

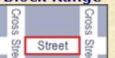
Address:  Search/Verify  
Example: 2000 Pennsylvania Ave NW  
Or SS# Format: Square,Lot Example: 0101,0058 (no spaces)

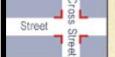
\* Required Fields

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 SS# 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 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  
If this is not you, [click here](#)

[Back](#)

## 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](#)

Please review the information before continuing to the next page.

**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

# Permit Application: Associate a Project

The screenshot shows the d.TOPS website interface. At the top, there's 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. Below the navigation is a welcome message for Matthew Marcou from the Public Space Regulations Administration, with a link to click if it's not you. The main content area has a title 'Associate a Project' and a note about the optional nature of associating a project for permit transparency and reporting. It includes two tables: one for projects in the same location and one for company projects. Both tables have columns for Project Name, Project Code, Status, Project Location, Project Coordinator, Company Name, and Project Dates (Start Date and End Date). The first table contains two entries: 'Small Cell MLA TEST' and 'MLB All Star Game TEST'. The second table contains three entries: 'Sample Project', 'Hill East Utility Coordination', and 'Small Cell MLA TEST'. At the bottom of the page, there's a section titled 'Associated project:' with 'Previous' and 'Next' buttons.

	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

	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

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



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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## 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"/> Muttispace Meter	<input type="checkbox"/> Small Cell Installation	<input type="checkbox"/> Winter Heater (Electrical) for Streatory/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 Streatory/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 Streatory/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 Streatory/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.

ADA Ramp     Balcony     Marquee     Show Window(s) (commercial)  
 Areaway Entrance     Bay Window(s)     Other (Exception - Not to Bldg Code)     Stoop & Steps  
 Awning(s)     Canopy     Porch & Steps     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.

Aerial Electrical Connection     Pole Installation (each add'l)     Pole Removal (single or first one)     Streetlight(s) Installation  
 Aerial Telecom Connection     Pole Installation (single or first one)     Streetlight Damage Deposit (Office Use Only)     String Electrical Wire  
 Guy Wire Installation (each add'l)     Pole Removal (each add'l)     Streetlight Temporary Removal     String Telecom Wire/Fiber  
 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 sightseeing buses.

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

**0 Mega Projects**

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

 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](#)

**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:	Status:	Dates:
360597	Incomplete	10/16/2020-12/31/2020
<a href="#">Calculate Fees</a>		
Work Type	Location	Dimension
Winter Tent for Streetery/Public Space *	Location	Length (ft) Width (ft)
Add	55 M STREET SE	<input type="text"/> x <input type="text"/>
Winter Heater (Propane) for Private Property *	Location	Quantity
	55 M STREET SE	<input type="text"/>

**Calculate Fees**

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 shows the District of Columbia Transportation Online Permitting System (d.TOPS) interface. At the top, there's 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. Below the navigation is a welcome message for Matthew Marcou, Public Space Regulations Administration, with a link to click here if it's not you. The main section is titled "Agent and Contractor Information". It contains two sets of optional input fields. The first set is for "Agent Information (Optional)" and includes fields for Agent First Name, Address, State (with a dropdown menu), Phone (with a note "(numbers only)"), Agent Last Name, City, Zip Code, and Email. The second set is for "Contractor Information (Optional)" and includes similar fields for Contractor First Name, Address, State, Phone, Contractor Last Name, City, Zip Code, and Email. At the bottom of the form are buttons for << Previous, Cancel, Save and come back later, and 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

The screenshot shows the District of Columbia Transportation Online Permitting System (d.TOPS) interface. At the top, there are 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 displayed. The DC.gov logo is also present.

**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 Doc  
• Submission Material Spec  
• Master Electrician Appli  
• Master Plumber Appli

\* Must fill out required fields.

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

**Fixture/Furniture Specification**

Document:\*

Select  
 Upload Document  
OR

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  
OR

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

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](#)

**Permittee/Owner Information**

Tracking Number: 360592 Status: Incomplete Dates: 10/16/2020-12/31/2020

**Permittee Information**

Same as current user [Add Existing Permittee](#) [Add New Permittee](#)

First Name:   
Last Name:   
Address:   
City:   
State:  District of Columbia   
Zip Code:   
Phone: (numbers only)  
Email:

**Owner Information**

Same as above [Add Existing Owner](#) [Add New Owner](#)

First Name:   
Last Name:   
Address:   
City:   
State:  District of Columbia   
Zip Code:   
Phone: (numbers only)  
Email:

If you are ready to submit your application please read and check the notice below before clicking the submit button. If you don't want to submit please click on the cancel button.  
**Note:** Once the permit request is finalized, the permit cannot be edited regardless of any errors, reason, or circumstances.

**Important Notice**

I certify that the application and plans are complete and correct to the best of my knowledge. I further understand that penalties are provided for furnishing false information. I hereby request to perform the work specified in this application. I agree to perform the work in accordance with all applicable laws, regulations, standards, and specifications of the District of Columbia.

## 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 TOPS application receipt page. 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. A welcome message for Matthew Marcou from the Public Space Regulations Administration is displayed, along with a link to click here if it's not you. The main title is "Transportation Online Permitting System Application Receipt Only". Below this, a success message states: "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." An important note about payment follows: "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." Application details are listed: 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. Buttons for Logout, Print Receipt, and Go to my account are at the bottom.

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](mailto: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

