

Government of the District of Columbia
Department of Transportation



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DDOT Upgrades Transportation Online Permitting System

Remodeled Site is More Intuitive, Offers More Information Up Front

(Washington D.C.) The District Department of Transportation's (DDOT) Transportation Online Permitting System (TOPS) is getting a facelift: the redesigned TOPS—which will go live on Thursday, November 7, 2013—offers public space permit applicants a more streamlined experience.

The remodeled site offers users a more intuitive interface and frontloads a lot of important features so that visitors can find information about permit fees and conditions; required documents; kiosk locations; and permit types up-front, without having to log-in to the site (see attached image).

For registered users, the TOPS site offers more useful tools as well. A glossary helps familiarize users with technical language. An interactive map features different layers (for example, permitted public space projects, street tree locations) that can be toggled on and off by the user, street-view capabilities, and a tool that allows users to measure public space dimensions in an area.

DDOT's new TOPS site not only provides users with a smoother, easier-to-navigate online tool for all their public space permitting needs, it also allows the agency to more efficiently process the influx of public space permits it receives. TOPS allows DDOT staff to review submitted documents electronically and provide revisions and stamp their approval electronically as well. [DDOT has processed more than 90,000 public space permits in the last three fiscal years.](#)

For more details about TOPS please visit tops.ddot.dc.gov. To contact DDOT's Public Space Permits Center please call (202) 442-4670.

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Construction/Excavation Permit

To apply for a permit or view/edit existing permit application please [login](#). If you do not have an account please [register here](#)

At a Glance

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, deposit, processing time, and permit conditions depend on the type of work.
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[View Screenshots](#)

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 10 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

Work Types

The Construction Permit category provides the applicant with a number of work types to choose from, which are grouped under the general headings: Paving, Fixture, Landscaping, Excavation, Projection, and Overhead work. The application will usually require the dimensions of the work, and in some cases, the quantity of items being constructed or installed.

[VIEW](#) full list of work types for which a construction permit can be obtained.

Conditions

The conditions depend on Work Types that you are applying for. To view the full list of conditions please click on the link below.

[FIND](#) Construction Permit Conditions

Processing Time

Application review may take approximately 20 business days. Any application that requires a Public Space Committee (PSC) approval will require a longer processing time.

Application Status

A permit application starts with an "Incomplete" Status; after uploading all required documents and paying the application fee, the application status changes to "Pending Assignment" and then moves through several pre-defined statuses before it can be issued.

[VIEW](#) full list of Permit Application Statuses.

Fees

Application Fee

There is a \$50 application fee for all construction permits. The permit application processing can begin only after the application fee has been paid and all supporting documents are received.

Permit Fee

The permit fee depends on the work types selected, and their dimensions/quantities. For a full list of permit fees please click on the "Public Space Fees" from the menu bar above.

Deposits

Many of the public space construction work requires deposits. Deposits are calculated based on the work types selected and their dimensions/quantities. Deposits are refunded after the work is complete and after a satisfactory final inspection is conducted by DDOT.

Technology Fee

There is a 10% technology fee in addition to the permit fee.

Payment Option

Once the online application is approved, payment can be made online using MasterCard or Visa or a check or money order made payable to "DC Treasurer". The DC Treasurer is located at 1100 4th Street, SW in Washington, DC. Payment to the DC Treasurer must be accompanied by the TOPS generated payment vouchers.

Note: The application fee is required during the application submission.

Renewal

If the Construction permit will expire prior to the completion of the permitted work, the permit may be renewed in TOPS for the additional time needed to complete the work. TOPS allows a 30 day grace period following the permit expiration date to renew, but after that, a new permit application must be submitted for approval. The permits eligible for renewal will appear under the "Renew a Construction Permit" option on the "My Account" page.