

Transportation Online Permitting System TOPS



History of **TOPS**

- In 2008 DDOT benched marked commercial off the shelf products and decided on a custom solution
- DDOT wanted a system that was flexible, scalable and customizable to fit their business process
- The official "TOPS" was released in December 2009 -
 - Public facing and available from anywhere with internet connection
 - Ability to Pay Online
 - Ability to Print Permit from home or office
 - Permit Kiosk installed at MPD District Stations to print "Emergency No Parking Signs"
 - Future locations are being considered now such as libraries and other government locations
- Major Enhancements and Modifications in 2011 -
 - Emergency Work Notification System
 - Commercial Vehicles
 - Valet Parking
 - Steel Plates
 - Public Inconvenience Fee
 - Pay for all permits online including "Occupancy Permits"
 - Inspection Module to monitor projects
 - Schedule Final Inspection Online for release of deposit

Users Accounts

- Multiple User Account Roles are available -
 - Tenant
 - Home Owner
 - Agent
 - Contractor
 - Individual
 - Business / Organization
 - Technician
 - Manager
 - Reviewer
 - Inspector
 - Administrator
- Over 30 reviewing Agencies / Stakeholders in the process
- Nearly 100 registered companies in just two years
- Over 24K registered users

Types of Permits

- Seven Primary Categories / Groups of Permits -
 - Temporary Occupancy Permits
 - Construction Related Permits
 - Annual Permits
 - Public Space Rental Permits
 - Commercial Vehicles Tags or Single Haul Permits
 - Emergency Utility Work Notification
 - Special Tree Permit (Coming in February 2012)
- Over 200 permit descriptive to choose from -
 - Excavation
 - Paving
 - Overhead Work
 - Emergency Parking
 - Reserved Parking
 - Single Haul Permits
 - Landscaping
 - Fixtures
 - Public Space Rentals
 - Building Projections
 - Construction Staging
 - Special Events, etc...

Key Benefits

- Access TOPS from anywhere online
- Consistent and accurate fee and deposit calculations
- Upload electronic documents
- Auto assigned reviewing agencies
- Workflow Automation for reviews
- Track application status through email notification or online comments
- Track conflicts with other projects
- Interactive mapping
- Auto assigned permit conditions
- Auto approve permits
- Email alerts and notification
- Pay Fees Online
- Print Permit from home or office
- Standardized "Emergency No Parking signs"
- QR Code Technology



TOPS Various Interfaces



Screen Shots of TOPS User Interfaces

Home Page





Welcome to DDOT's Transportation Online Permit System (TOPS)

System Overview

This online system enables home owners, tenants, and businesses alike to apply for the specific type of public space occupancy, construction, excavation, annual or rental permit required for use of the public space within the District of Columbia. Whether you need to occupy metered or unmetered curbside parking, sidewalk, alley or travel lane areas for your activity or construction related work, TOPS will work for you. Once registered, the system makes it easy for you to log into your account any time to apply for a permit, edit your application, upload plans electronically, or check the status of your application.

Register as a TOPS User to Establish an Account

All first-time public space permit applicants need to register as a TOPS user to establish an account. Just click on "Register" and follow the prompts and instructions. You may register as a home owner, tenant, contractor, business or as an organization, individual, or agent. To help you remember your TOPS user name, we suggest using your email address.

Apply for a New Permit

TOPS makes it easy to apply for the type of permit you want - just follow the prompts and instructions. When you finish entering the required information and click submit and your permit application may be approved automatically or you may receive a tracking number which may be referenced later. If you are prompted for additional documentation during the process, the documents or plans may be uploaded electronically, or submitted in person to public space staff at the Permit Center located on the second floor at 1100 4th Street SW. Public space staff will ask for your tracking number.

Additional Information

For additional public space permitting information, please visit our web site at www.ddot.dc.gov. If you are using a DDOT Kiosk please use the computers available in the Permit Center to browse other sites. You cannot browse other sites on this computer. You may also contact our main office at 202-442-4670 for additional information. Thank you.

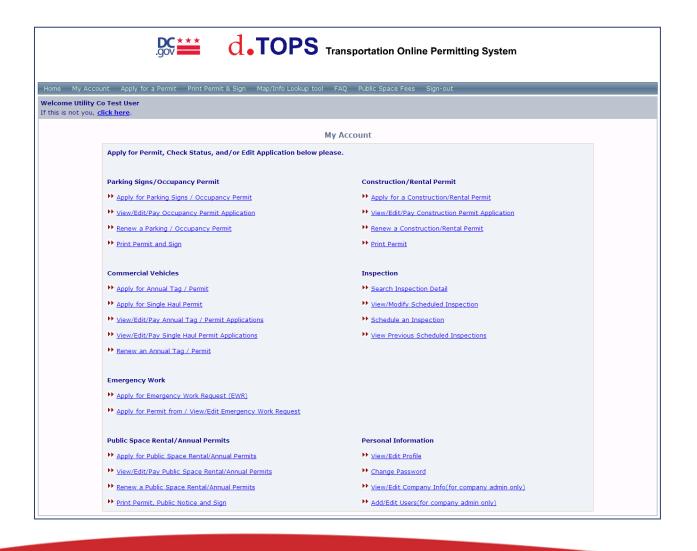
Frequently Asked Questions

Public Space Fees

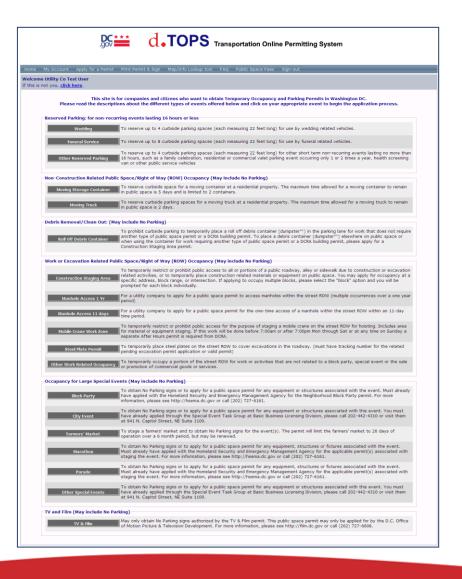
d.TOPS Version 1.8 - If you encounter any issues, please contact our main office at 202-442-4670.

Register

My Account Page



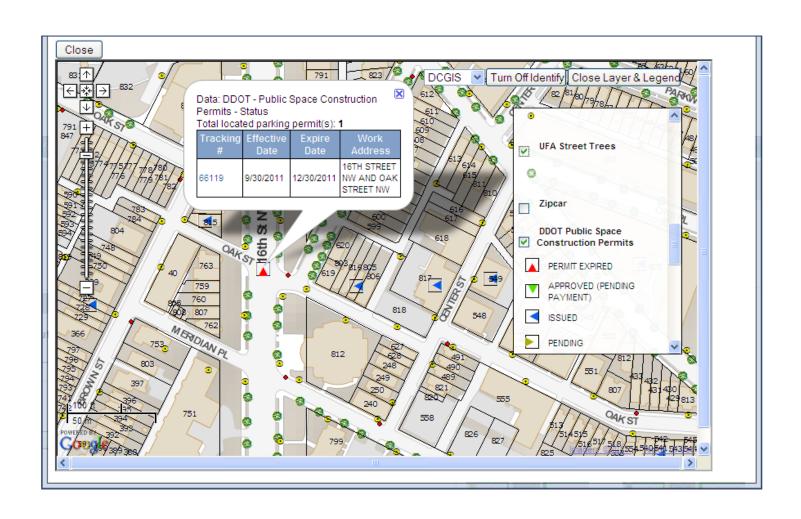
Temporary Occupancy Permits



Construction Related Permit Types

.gov	≝ d.TOP	S Tra	nsportatio	n Online Permi	tting Sy	ystem
Home My Account Apply for a Permit F						
Welcome Jose Colon	rint Permit & Sign Map/Info Look	up tool F	aų Public Spa	ice Fees Sign-out		
If this is not you, <u>click here</u> .						
		Descript	ion of Work	¢		
* Must fill out required fields.	Please select ti	ne type(s)	of work you wis	sh to apply for: *		
■ Must fill out required flexas. ■ O Paving - Installing poured concrete, br	ick, or similar surfacing on public spa	ace. Commo	n permits for pay	ving include steps, driv	veways, sir	dewalks, and curb & gutter.
□ADA Curb Ramp) □ Patio (porous/perv		
Alley(s) Alley(s) Curb & Gutter(s) Driveway Behind Sidewalk (porous/pervious	□ Driveway(s) Close Existing □ Driveway(s) New -Residential □ Driveway(s) New - Commercial □]Leadwalk (]Leadwalk v	only v/Steps	Roadway(s) Sidewalk (porous/g		
◯ 0 Fixture - An above ground structure to	be installed on public space. Comm	on types of	fixtures include	fences, walls, benche	s, and sign	15.
Bench(es)	(Exception) 6" high for ADA, 30"-42" high other) 30" /Fence to 42" (open design)	Rain Barri Repair Re Retaining Retaining	Wall to 42"	rd Area) T change) T unce Combo to 42* V Pole(s) T	Table (Exce Trash Rece Imbrella (Excep Vall (Excep Vall, Free S	we or Furniture (Exception) pt for commercial) tatelie(s) (Exception) xcept for commercial) tion over 42") Standing (Exception over 30") Combo (Exception over 42")
🗵 0 Landscaping - The pruning of street to	rees, the planting or removal of tree	s or the plan	nting of hedges	on public space.		
Hedge to 36' tall New Tree Space(s) Rain Garden (S.F. Home Yard Area) Stormwater Mgmt (Exception Serve Private	Stormwater Mgmt (serve public Stormwater Mgmt (w/Curb Drain Tree Fence(s) Tree Planting	n) 🖽 Tree Re	emoval	Tree Removal 2* - Tree Removal 6.1' Tree Space (Stor	* - 12*	imt)
O Excavation - The excavation of public holes, sheeting and shoring, underpinning and	space in connection with utility ass	ets or at co	nstruction sites.	. Common types of exc	cavation p	ermits include utility connections, test pits, man
Batch 1-Yr Markole Access	Marhole Installation Marhole Roof (Repair or Repli Monitoring Well (Each Add) Monitoring Well (Each Add) Monitoring Well (Each Add) Monitoring Telemetric Equipm Multiple House Connections (OLV) Repair Electric Service (each Repair Electric Service (each Repair Gas Main Lise Repair Gas Main Lise Repair Service (each Repair Service)	ent Utility Co. ation)	Repair Wate Repair Wate Replace Gra Replace Ma Sewer Late (Trench) Sewer Late Sewer ML (Sewer Serv Sheeting & Steem Main	er Service Lateral ating (electrical vault e nhole Cover Only ral Connection over 4* ral Connection to 4* (* Trench) ice Lateral Abandonme Shoring (for Buildings)	cover) Pipe Trench) ent)	□Telecon Nt. Conduts (Trench) □Tree Space, if ExcAv within Tree Canopy Drip □Tree Space, if ExcAv within Tree □Tree Space, if ExcAvation and No Tree □Tree Space, if ExcAvation and No Tree □Tree Space, if ExcAvation and No Tree □Tree Space, if ExcAvation (Total Levele) □Valutes (ExcAvation (Total Levele) □Valutes (ExcEvation (Total Levele) □Valutes (Total Levele) □Valutes (Total Levele)
windows, porches, areaway entrances, and s ADA Ramp Balcony Mar Areaway Entrance Bay Window(s) Oth	ubsurface building vaults. quee er (Exception - Not to Bldg Code)	Show Wind	Storm Main Storm Servi	Line (trench) ice Lateral Abandonme perty line into the stre	ent	☐ Water Proofing in habit Space ☐ Water Service Lateral Abandonment (Trench) Fivaly. Commont types of projections include bay
O PS Rental - The reservation of public sparking motor vehicles on public space. Add Furniture/Equipment to Cafe Plans C Change Cafe Hours of Operation Only E	onvert to Enclosed Cafe Guards 8	ooth (Excep	tion) 🗌 Sidewalk	Cafe (enclosed)	types of p	ublic space rentals include sidewalks cafes and
🖲 0 Over Head Work - The stringing of aer	rial utility wire or cable, making aeria	al utility con	nections or the i	nstallation of utility po	oles or stre	et lights.
Aerial Telecom Connection	Pole Decor (e.g. Banners) Pole Installation (each add1) Pole Installation (single or first one Pole Removal (each add1)	Streetlig	noval (single or f ht Damage Depo ht Temporary Re	sit (Office Use Only) [String El	ht(s) Installation ectrical Wire elecom Wire/Fiber
図 Annual Permits - The user of public sg	pace for certain business operations	that are re-	quired by DC reg	ulations to have an ar	nnual permi	t. Companies needing these permits include
mobile storage container proiders and sight-si carsharing 12 MonthCommuter Bus Stopcarsharing 2 monthCommuter Bus Stopcarsharing 9 MonthCommuter Bus Stop	(No Sign) Di Sign (on Existing Pole) In	splay of Mer tercity Bus !		☐ Moving Contai tion) ☐ Tables & Chair	iner Compa rs (Existing	ny prior to 2003)
Please describe proposed work in detail: *						
	<< Previous Ca	ncel Sa	ve and Come Bac	ck later Next >>		

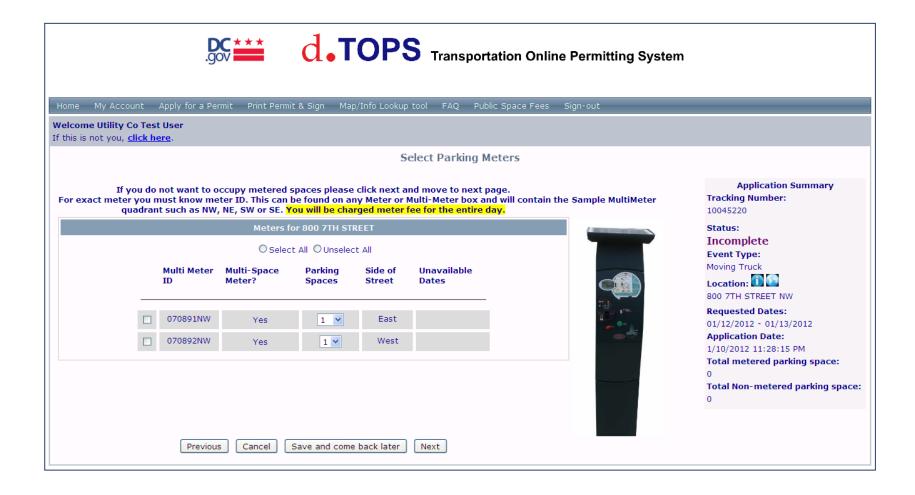
Interactive Map



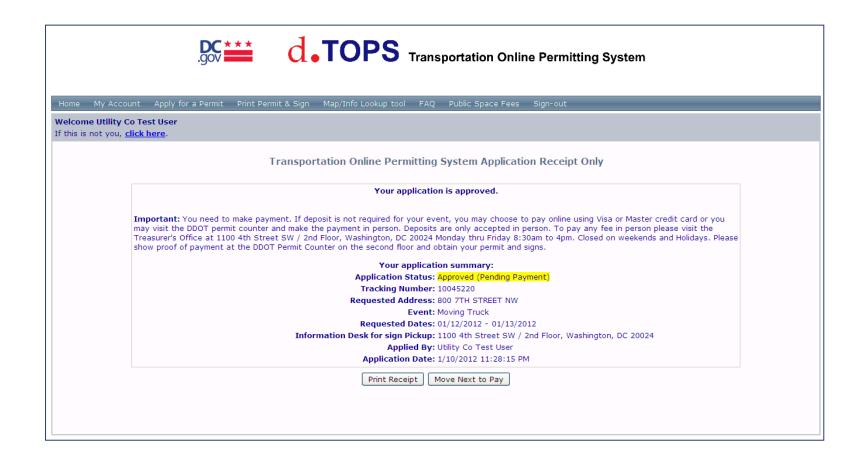
Info Tab

		Location Information	
	3900	16TH STREET NW	
Address Type:		Multiple Address:	
Verified Y/N:	Υ	Zone:	R-5-D
MAR X Coord:	396768.62	MAR Y Coord:	141271.1
X Coord:	396768.62	Y Coord:	141271.1
City:	WASHINGTON	State:	DC
Quadrant:	NW	Zip Code:	20011
SSL:	2633 0829	ANC:	ANC 4A
Ward:	4	SMD:	SMD 4A08
Locked YN:	N	Bid Name:	Not Available
Roadway Seg ID:	10997	Directionality:	EAST
Roadway Type:	1	Segment Length:	70.20002011
CBD Y/N:	N	Fire Hydrant in BlockY/N:	Υ
Bus Stop in Block Y/N:	N	Metro Entrance in BlockY/N:	N
Baseball Stadium Y/N:		LandMark Y/N:	
Suspended Street Y/N:		Function Classfication:	Principal Arterial
Historical Y/N:	N	Fine Art Y/N:	Υ
ROW Directionality:	Two way	ROW Ownership:	DDOT
ROW LifeCycle Status:	Active	ROW Street Name:	16TH ST
ROW Total:	160	ROW Roadway:	50
ROW Sidewalk 1:	EAST	SideWalk 1 Width:	15
ROW Sidewalk 2:	WEST	SideWalk 2 Width:	15
ROW Parking 1:	EAST	Parking 1 Width:	40
ROW Parking 2:	WEST	Parking 2 Width:	40

Detects Meters



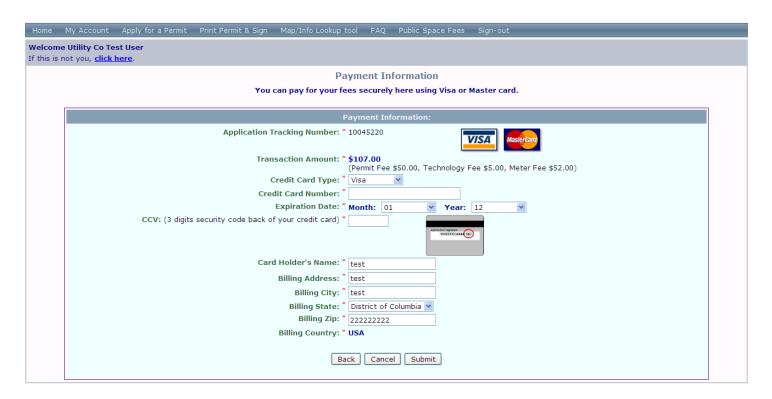
Auto Approved



Make Online Payment







What you should know...

- Establish a Business/Organization Account
- Have your permit expeditors link to your company account
- Review and understand DDOT's fee schedule prior to applying
- Request Preliminary Development Review Meetings (PDRM)
- Submit all your drawings electronically
- Track your deposits and schedule final inspections online
- Establish contact with the technician assigned to your application

delivers