



OCPI 2.0

OCPI User Guide v4.0

Department of Consumer & Regulatory Affairs

1100 4th Street SW, Washington, DC 20024

dcra.dc.gov/ocpi

USER GUIDE

Online Construction Permit Intake
(OCPI 2.0) ACA



GOVERNMENT OF THE
DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

IMPORTANT INFORMATION! PLEASE READ BEFORE YOU START THE APPLICATION PROCESS:

Please review the following instances in which applicants are required to come into DCRA to complete construction applications:

1. **Applicant cannot pay by credit card (MasterCard, Visa and Discover)**
2. **Applicant would like to pay with more than one (1) credit card**
3. **Applicant's fees are greater than \$20,000**
4. **Raze permits not available online**
5. **Application requires a [“Walk Through”](#)**

Contact Information:

- For the instances noted above, please [make an Appointment Online](#) or come into DCRA at 1100 4th Street SW, Washington DC 20024.

If you have any questions or are experiencing any technical issues please call Customer Service at (202) 442-4589 during the hours of **8:30 am - 4:30 pm, Monday - Friday**.

What is OCPI 2.0

Online Construction Permit Intake (OCPI 2.0) is DCRA's enterprise Citizen Portal which allow customers the ability to submit construction permit applications, pay and receive construction permits online.

How to access the site?

You must use one of the three (3) compatible browsers: Microsoft Edge, Firefox or Google Chrome.

To navigate to the Citizen Portal you have the same two (2) options as before, along with an additional option: **dcra.dc.gov/ocpi**

1. On the DCRA Website's Main Menu go to **Services** → Click **Online Services** → Click **File Your Construction Permit Application Online (OCPI 2.0)**, you will be directed to the "Online Construction Permit Intake (OCPI 2.0)" Home page (see Figure-1a).
2. On the DCRA Website's Main Menu go to **Permits, Surveyors & Zoning** → Click **Get a Building Permit** → Click **Get Your Permit Online (OCPI 2.0)**, you will be directed to the "Online Construction Permit Intake (OCPI 2.0)" Home page (see Figure-1a).

The screenshot shows the DCRA website's Online Construction Permit Intake (OCPI 2.0) home page. The page is titled "Online Construction Permit Intake" and features a blue header with the DCRA logo and navigation menu. The navigation menu includes: Home, Services, Permits, Surveyors & Zoning, Inspections, Business Licensing & Registration, News, About Us, Support, and Data. Below the navigation menu, there is a "Connect With Us" section with contact information for DCRA: 1100 4th Street, SW, Washington, DC 20024; Phone: (202) 442-4400; Fax: (202) 442-9445; TTY: (202) 123-4567; Email: dcra@dc.gov. There are also social media icons for Twitter, Facebook, Instagram, YouTube, and LinkedIn. A "Disclaimer" section states: "System only accepts credit cards (MasterCard, Visa and Discover)" and "Recommended browsers: Chrome, Firefox, and Microsoft Edge." Below the disclaimer are icons for Chrome, Firefox, and Microsoft Edge. A video player titled "Online Construction Permit Intake" is visible, showing a hand holding a pen over a document. Below the video player, there is a section titled "IMPORTANT INFORMATION! PLEASE READ BEFORE YOU START THE APPLICATION PROCESS:" followed by a list of five instances where applicants are required to come into DCRA to complete construction applications: 1. Applicants who are unable to pay by credit card (MasterCard, Visa and Discover); 2. Applicant would like to pay with more than one (1) credit card; 3. Applicant's fees are greater than \$20,000; 4. Raze permits not available online; 5. Applicant requests a "Walk Through". At the bottom of the page, there is a blue button with the text "Submit Your Application" highlighted by a red box.

Figure-1a

3. Click the **“Submit Your Application”** button and you will be directed to the Citizen Portal Home page as shown in *Figure-1b*.

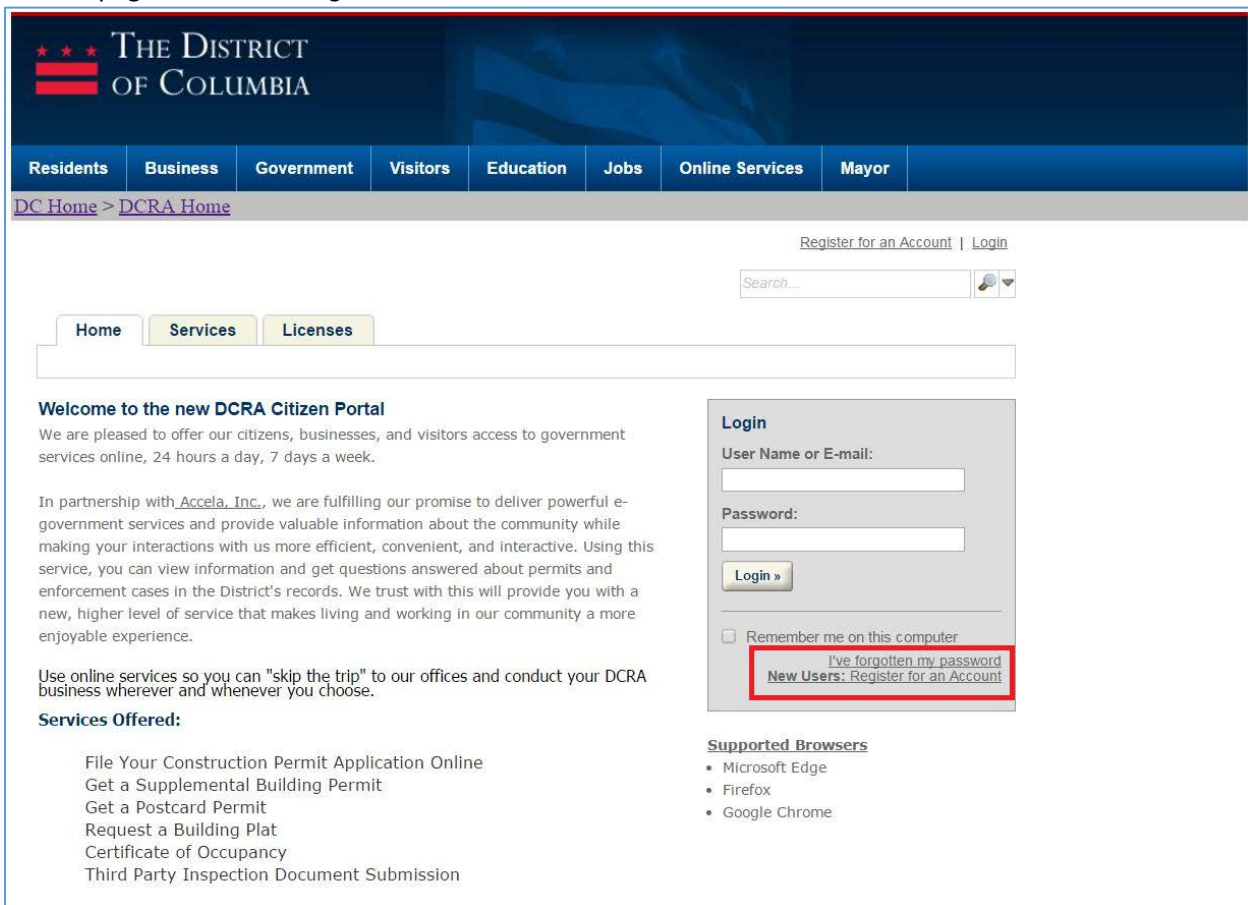


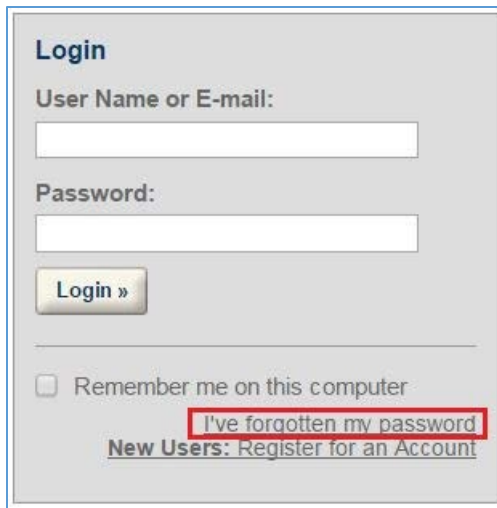
Figure-1b

The Citizen Portal requires a valid username and password. If you do not already have a username and password, use the **“Register for an Account”** link in the upper right corner of the screen to create an account.

You can use an email address for the username when setting up your account to access the Citizen Portal. **Please note, once the account is created, your username cannot be changed.**

How to use Forgotten Password?

If you have forgotten your password, use the **“I’ve forgotten my password”** link as shown in *Figure-2* and enter the Email address of your account to reset the password. You will receive an Email with a temporary password to login to Citizen Portal.



The image shows a login form with the following elements:

- Login** (Section Header)
- User Name or E-mail:** (Label) followed by a text input field.
- Password:** (Label) followed by a text input field.
- Login »** (Submit Button)
- Remember me on this computer
- [I've forgotten my password](#) (Link, highlighted with a red box)
- [New Users: Register for an Account](#) (Link)

Figure-2

How to Sign-out of Citizen Portal?

You can logout of Citizen Portal by selecting the “Logout” link in the upper right corner of the Citizen Portal website. Refer to *Figure-3*. After using the portal, it is imperative that you save any pending applications and ensure that you sign out of the portal.



Figure-3

How to submit a permit application?

Once you have logged into the site, you will see the "Home" page (see Figure-4), select the "Request a Building Permit" link in the Services blue box as shown below:

The screenshot shows the DCRA Home page. At the top, there are three navigation tabs: "Home" (highlighted with a red circle containing the number 1), "Services", and "Licenses". Below the tabs, the user is greeted with "Welcome Amir Razavi" and "You are now logged in." A section titled "What would you like to do today?" provides information about online services. It includes two bullet points: one for Building Plats (contacting the Office of Surveyor at (202) 442-4566) and one for Certificate of Occupancy applications (contacting the Office of Zoning Administrator at (202) 442-4576). Below this, a note states that new building or conditional/temporary certificates of occupancy may not be applied online. A final instruction asks users to click on the "Request a Building Permit" link in the permits box below. At the bottom, there are two blue boxes: "Services" and "Licenses". The "Services" box contains links for "Search", "Request a Building Permit/Authorization /", and "Request a Survey Plat" (highlighted with a red circle containing the number 2). The "Licenses" box contains a link for "Elevator License Application".

1 Home Services Licenses

Welcome Amir Razavi
You are now logged in.

What would you like to do today?

DCRA is pleased to provide these online services so you can "skip the trip" to our offices and conduct your DCRA business wherever and whenever you choose.

- If you have any questions or need help with requesting Building Plats online, please contact Office of Surveyor at (202) 442-4566. [📞](#)
For basic information about Surveyor Services, please visit: [Surveyor Services](#)
- If you have any questions about the Certificate of Occupancy application, please contact Office of Zoning Administrator at (202) 442-4576. [📞](#)
For basic information about Certificate of Occupancy process, please visit: [Certificate of Occupancy](#)

Please note that certificate of occupancy applications for new building or conditional/temporary certificates of occupancy may not be applied online.

To request any of these transactions, click on the "**Request a Building Permit**" link in the permits box below.

2

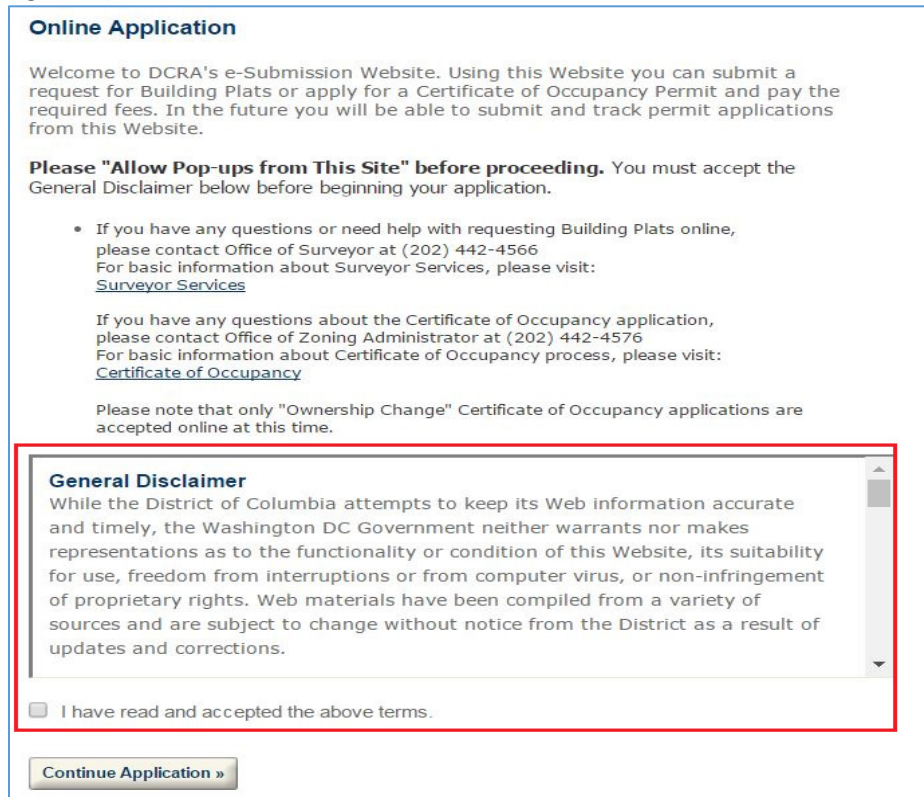
Services
[Search](#)
[Request a Building Permit/Authorization /](#)
[Request a Survey Plat](#)

Licenses
[Elevator License Application](#)

Figure-4

Requesting a Permit

Click the link “Request a Building Permit” on the home page, the screen will be refreshed with the General Disclaimer page. You must read and accept the terms governing the use of the website (Refer to *Figure-5*).



Online Application

Welcome to DCRA's e-Submission Website. Using this Website you can submit a request for Building Plats or apply for a Certificate of Occupancy Permit and pay the required fees. In the future you will be able to submit and track permit applications from this Website.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

- If you have any questions or need help with requesting Building Plats online, please contact Office of Surveyor at (202) 442-4566
For basic information about Surveyor Services, please visit: [Surveyor Services](#)

If you have any questions about the Certificate of Occupancy application, please contact Office of Zoning Administrator at (202) 442-4576
For basic information about Certificate of Occupancy process, please visit: [Certificate of Occupancy](#)

Please note that only "Ownership Change" Certificate of Occupancy applications are accepted online at this time.

General Disclaimer

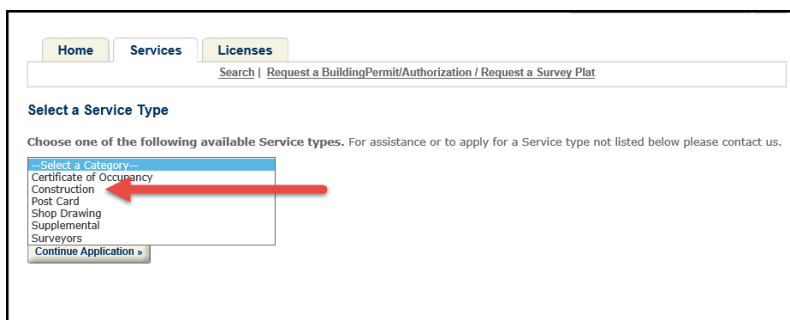
While the District of Columbia attempts to keep its Web information accurate and timely, the Washington DC Government neither warrants nor makes representations as to the functionality or condition of this Website, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the District as a result of updates and corrections.

I have read and accepted the above terms.

[Continue Application »](#)

Figure-5

1. Read the terms and conditions and click the checkbox “I have read and accepted the above terms”
2. Click “Continue Application”
3. Select a service a service type as shown in *Figure-6*. For instance, if you are submitting a construction permit application, select “Construction” from the service types dropdown list
4. Click “Continue Application”



[Home](#) [Services](#) [Licenses](#)

Search | [Request a BuildingPermit/Authorization](#) / [Request a Survey Plat](#)

Select a Service Type

Choose one of the following available Service types. For assistance or to apply for a Service type not listed below please contact us.

[Select a Category](#)

- Certificate of Occupancy
- Construction
- Post Card
- Shop Drawing
- Supplemental
- Surveyors

[Continue Application »](#)

Figure-6

Citizen Portal will display a list of available permit applications as shown in *Figure-7*.

Select a Service Type

Choose one of the following available Service types. For assistance or to apply for a Service type not listed below please contact us.

Construction ▼

- Addition Alteration Repair Permit
- Addition Permit
- After Hours Permit
- Alteration and Repair Permit
- Antenna Permit
- Awning Permit
- Capacity Placard Permit
- Civil Plans
- Demolition Permit
- Excavation Only Permit
- Fence Permit
- Foundation Only Permit
- Garage Permit
- New Building Permit
- Retaining Wall Permit
- Scaffolding Permit
- Shed Permit
- Sheeting and Shoring Permit
- Sign Permit
- Soil Boring Permit
- Special Sign Permit
- Swimming Pool Permit
- Tenant Layout Permit
- Tent Permit
- Tower Crane Permit
- Underground Storage Tank Permit

Continue Application »

Figure-7

Please note:

Raze Permits are not available online, customers are required to walk into permit center to obtain Raze permits.

Please **follow on-screen instructions** for each specific permit application type to submit online. On-screen navigation will guide you through to complete your permit application.

Property Address/Parcel/Owner Information

You are required to provide the validated property information as shown in *Figure-8*. Enter address information by providing either one or combination of “Street No”, “Street Name”, “Quadrant” or “Zip”.

Home Services Licenses

Search | Request a BuildingPermit/Authorization / Request a Survey Plat

Addition Alteration Repair Permit

1 Step 1 | 2 Step 2 | 3 Step 3 | 4 Step 4 | 5 Review | 6 | 7

Step 1: Step 1 > Address/Parcel/Owner * indicates a required field.

Address

If you search for and select the address of the first lot, the Parcel will be automatically retrieved in the property ID.

* Street No.: 1100 St Fraction e.g. 1/2: Street Name: 4TH Street Type: ST Unit No.:
 Quadrant: SW Zip: 20024

Search & Validate Clear

Parcel

You must provide the correct Square, Suffix and Lot for the first lot in your request. If you are not certain about the Square and Lot numbers, you may search for them by address from the PIVS < <http://pivs.dcrs.dc.gov/property/search> > website.

* Square Suffix Lot: 1111 1111

Owner

Owner Name: OWNER LLC Country: United States
 * Email: test@mail.com * Cell Phone: 1234567890

Search Clear

Continue Application » Save and resume later

Figure-8

Validate Property Address

Validate the property by clicking on “Search & Validate” button as shown in *Figure-8*. After validating the property address please review additional details as shown in *Figure-9*.

i A notice was added to this work location on 03/10/2011.
 Condition: Floodplain Severity: Notice
 Total Conditions: 3 (Notice: 3)
[Hide additional details](#)

Conditions

Showing 1-3 of 3

Condition Name	Status	Severity	Applied Date	Effective Date	Expiration Date
i CFA	Applied	Notice			
i HPRB	Applied	Notice			
i Floodplain	Applied	Notice			

Figure-9

Authorized Agent and Applicant Information

Provide the required Agent and Applicant information as shown in *Figure-10*.

The screenshot shows a web application interface for 'Addition Alteration Repair Permit'. At the top, there are navigation tabs for 'Home', 'Services', and 'Licenses'. Below them is a search bar with the text 'Search | Request a BuildingPermit/Authorization / Request a Survey Plat'. The main heading is 'Addition Alteration Repair Permit'. A progress bar shows seven steps: 1 Step 1 (active), 2 Step 2, 3 Step 3, 4 Step 4, 5 Review, 6, and 7. Below the progress bar, the text reads 'Step 1: Step 1 > Applicant'. A note states '* indicates a required field.' The form is divided into two main sections: 'Agent Authorization' and 'Applicant'. Under 'Agent Authorization', the text 'AUTHORIZED AGENT' is displayed, followed by the question '* Is an Agent authorized to act on behalf of the Owner?:' with radio buttons for 'Yes' and 'No'. The 'Applicant' section contains the text 'Applicant' and a prompt: 'Enter applicant information or click on the Select from Account button to populate the fields with the information you registered with.' Below this are buttons for 'Select from Account', 'Add New', and 'Continue Application »'. A 'Save and resume later' button with a floppy disk icon is located at the bottom right.

Figure-10

Supporting Documents

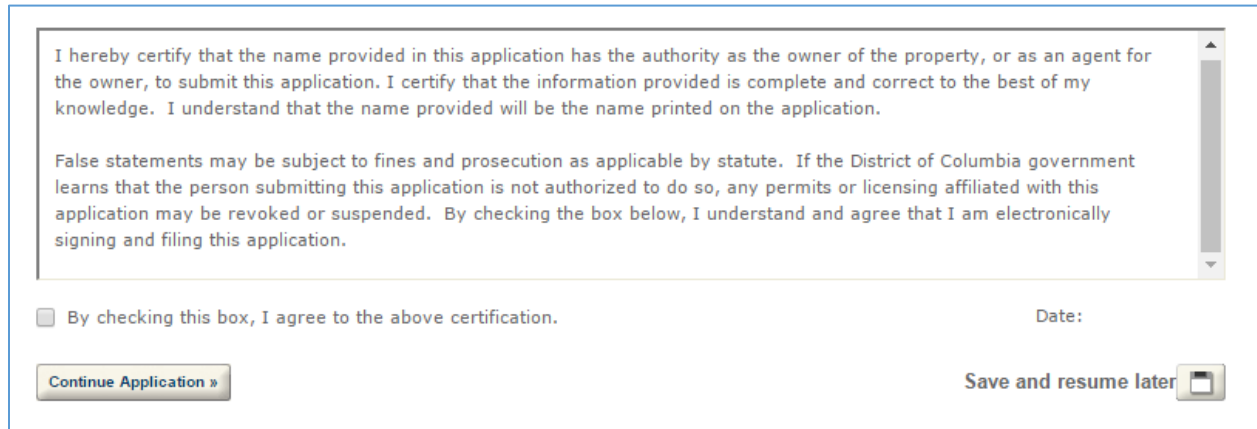
Upload the required documents using the “Add” button (as shown in *Figure-11*) to support your permit application.

The screenshot shows the 'Addition Alteration Repair Permit' application form at Step 4: Step 4 > Documents. The progress bar shows seven steps: 1, 2 Step 2, 3 Step 3, 4 Step 4 (active), 5 Review, 6 Pay Fees, and 7. The text reads 'Step 4: Step 4 > Documents'. A note states '* indicates a required field.' The section is titled 'Attachment' and contains the text 'Upload the required documents.' Below this, there are two lines of instructional text: 'If you are applying for a Certificate of Occupancy click on the following link for requirements : [Certificate of Occupancy Check List and Process](#)' and 'If you are applying for a Construction Permit, **DO NOT** upload your plans here: you will receive an email notification with instructions on how to upload the plans.' A third line of text states 'Building Plat requests do not require attached documents.' Below this, a note specifies 'The maximum file size allowed is 10 MB. html;htm;mht;mhtml are disallowed file types to upload.' A table with columns 'Doc Name', 'Upload Date', 'Description', and 'Type' is shown, with the text 'No records found.' below it. At the bottom, there are buttons for 'Select from Account', 'Add', and 'Continue Application »'. A 'Save and resume later' button with a floppy disk icon is located at the bottom right.

Figure-11

Review and Certify Permit Application

As part of the final step in submitting the permit application, you are required to review and accept the certification as shown in *Figure-12*.



I hereby certify that the name provided in this application has the authority as the owner of the property, or as an agent for the owner, to submit this application. I certify that the information provided is complete and correct to the best of my knowledge. I understand that the name provided will be the name printed on the application.

False statements may be subject to fines and prosecution as applicable by statute. If the District of Columbia government learns that the person submitting this application is not authorized to do so, any permits or licensing affiliated with this application may be revoked or suspended. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification. Date: _____


[Continue Application »](#) Save and resume later 

Figure-12

Note: At any time during filling out the permit application, you can save and resume your application by clicking “Save and Resume later” at the bottom right of each screen as shown in *Figure-13*.



Figure-13

Payments

In order to submit the permit application, applicants must pay a filing fee. Prior to permit issuance, applicants must pay the permit fee. Payment can be made by Visa, Master Card, or Discover, not exceeding \$20,000. Payments can only be made with one (1) credit card.

Once the permit is ready for issuance, “Pay Fees Due” link will be displayed on the **Services → Records List** as shown in *Figure-14*. Click the “Pay Fees Due” link to complete the remaining outstanding payment.

Records					
If you have any questions or need help with requesting building plats online, please contact Office of Surveyor at 202-442-4566					
If you have any questions about the Certificate of Occupancy application, please contact Office of Zoning Administrator at 202-442-4576					
Showing 1-8 of 8 Download results Add to collection Add to cart					
Date	Permit Number	Record Type	Address	Status	Action
05/20/2017	A1700045	Awning Permit	309 11TH ST NE, WASHINGTON DC 20002	Review in Process	Pay Fees Due
05/20/2017	D1700497	Demolition Permit	301 11TH ST NE, WASHINGTON DC 20002	Permit Issued	
05/20/2017	EX1700060	Excavation Only Permit	303 11TH ST NE, WASHINGTON DC 20002	Permit Issued	
05/20/2017	G1700049	Garage Permit	306 11TH ST NE, WASHINGTON DC	Permit Issued	

Figure-14

Citizen Portal screen will be refreshed with a “Check Out” page as shown in Figure-14A. The applicable fees for the Permit Application is shown on the page along with the “Check Out” option.

Applicable Fees		
Fees	Qty.	Amount
Awning Permit Fee	162.5	\$162.50

TOTAL FEES

Note: This does not include additional fees which may be assessed later. If you are applying for a Certificate of Occupancy, you will be charged a filing fee. Upon approval of your application an issuance fee is assessed. In order to receive your certificate both filing and issuance fees must be fully paid.

\$162.50

[Check Out »](#) [Continue Shopping »](#)

Figure-14A

Once you click the “Check Out” button, the payment screen will be displayed as shown in Figure-14B.

You are required to provide the credit card information.

1 **Select item to pay**

2 **Payment information**

3 **Receipt/Record issuance**

Step 2: Payment information

Pay with Discover, MasterCard or Visa.

•Credit Card Only * indicates a required field.

Payment Options

Amount to be charged: \$162.50
 Pay with Credit Card

Credit Card Information:

* Card Type: * Card Number: * Security Code: [?](#)

* Name on Card: * Exp. Date:

Credit Card Holder Information:

Auto-fill with

Country:

* Street Address:

* City: * State: * Zip:

* Phone:

E-mail:

Submit Payment »

Figure-14B

You are required to pay a portion of the permit fee before submitting the application. You must use a credit card (MasterCard, Visa or Discover) to make the payment. Once your application is submitted, system will display a receipt page with your permit tracking number on it as shown in *Figure-15*.

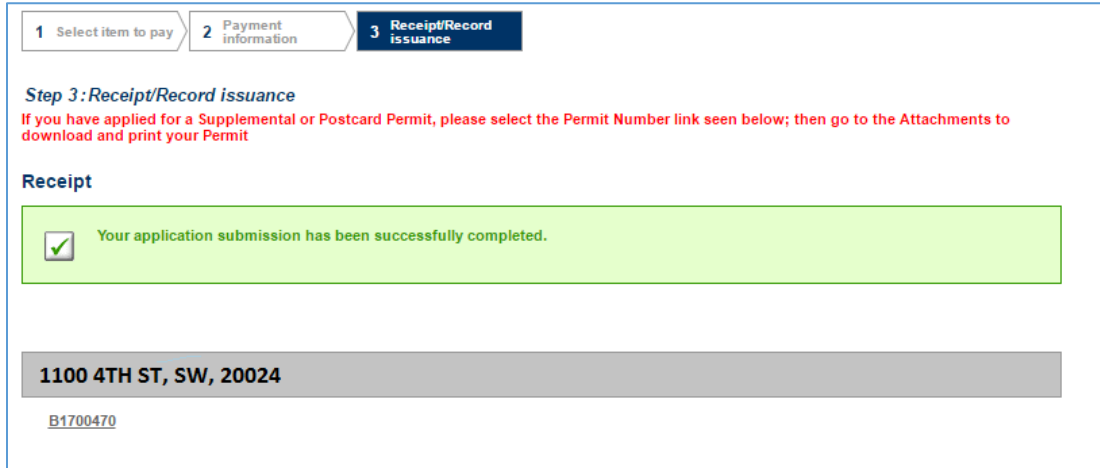


Figure-15

You can also pay for multiple permit applications online by using the shopping cart feature. You may access "Cart" to make payments as shown in *Figure-16*.

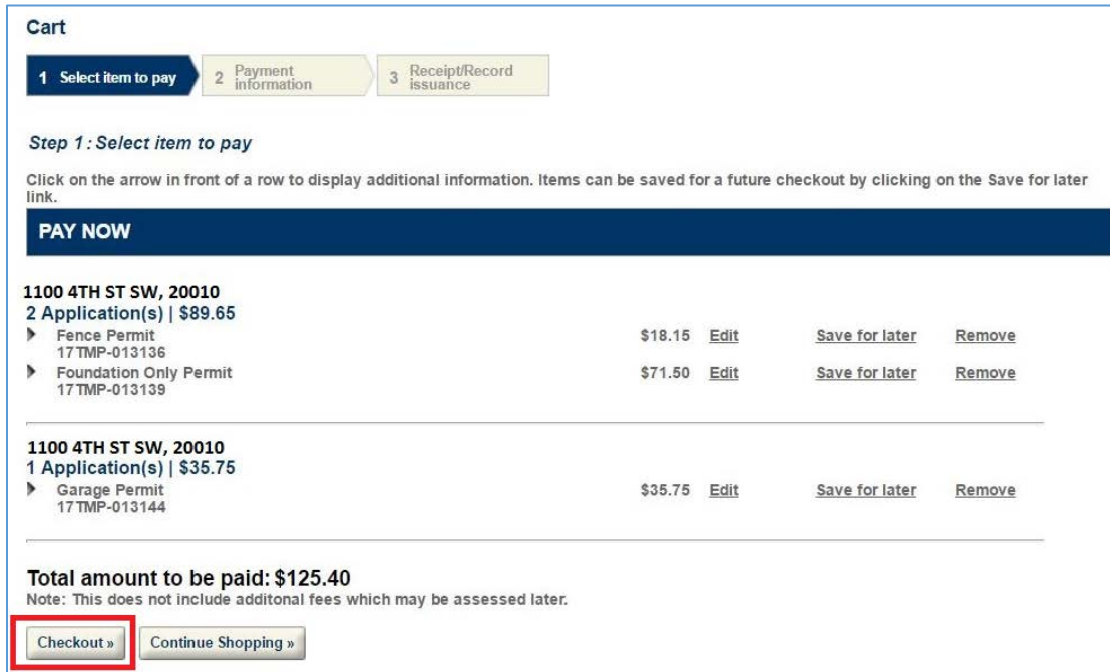


Figure-16


Citizen Portal will render a page showing a receipt for multiple permits for which you made payments. Please see the receipt as shown in *Figure-17*.

Receipt

Your application submission has been successfully completed.


1100 4TH ST SW, 20024

F1700352

 A notice was added to this record on 06/26/2008.
Condition: HPRB Severity: Notice
Total Conditions: 1 (Notice: 1)

[View additional details](#)


FD1700102

 A notice was added to this record on 06/26/2008.
Condition: HPRB Severity: Notice
Total Conditions: 1 (Notice: 1)

[View additional details](#)

1100 4TH ST SW, 20024

G1700049

 A notice was added to this record on 06/26/2008.
Condition: HPRB Severity: Notice
Total Conditions: 1 (Notice: 1)

[View additional details](#)

Figure-17

Managing your applications in ACA

You have the option of saving your incomplete application in OCPI 2.0. While working on your permit application, you can click on the “Save and resume later” button to save your application and continue at a later time.

Your incomplete or submitted applications are listed in the Services page as shown in *Figure-18*.

<input type="checkbox"/>	Date	Permit Number	Record Type	Address	Status	Action
<input type="checkbox"/>	12/09/2016	BP1700534	Post Card Building Permit	1050 17TH ST NW, WASHINGTON DC 20036	Permit Issued	
<input type="checkbox"/>	07/01/2016	CO1700093	Certificate of Occupancy Permit	1050 17TH ST NW, WASHINGTON DC 20036	Submitted Online	
<input type="checkbox"/>	07/01/2016	16TMP-007259	Certificate of Occupancy Permit	1050 17TH ST NW, WASHINGTON DC 20036		Resume Application
<input type="checkbox"/>	07/01/2016	16TMP-007214	Addition Alteration/Repair Permit	1050 17TH ST NW, WASHINGTON DC 20036		Resume Application
<input type="checkbox"/>	10/24/2016	EN1700110	Elevator New Permit	1050 17th ST NW, 20036 United States	Permit Issued	
<input type="checkbox"/>	10/24/2016	BP1700162	Post Card Building Permit	1050 17th ST NW, 20036 United States		
<input type="checkbox"/>	10/24/2016	BP1700138	Post Card Building Permit	1050 17TH ST NW, 20036 United States		
<input type="checkbox"/>	10/24/2016	16TMP-007163	Certificate of Occupancy Permit	1050 17th ST NW, 20036 United States		Resume Application
<input type="checkbox"/>	10/17/2016	16TMP-007052	Elevator New Permit	1050 17TH ST NW, WASHINGTON DC 20036		Resume Application
<input type="checkbox"/>	09/06/2016	16TMP-006049	Certificate of Occupancy Permit	1050 17TH ST NW, 20036 United States		Resume Application

Figure-18

Prior to permit issuance, you are required to pay the balance of the permit fees. You will receive an Email as shown in *Figure-19* informing you of the outstanding permit fees. Return to OCPI 2.0 Citizen Portal and you will see a link under the “Action” column of your permit for making the payment as shown in *Figure-18*.



Figure-19

Permit Issuance

Following payment of the permit fee, your permit will be attached to your application.

To locate your permit:

1. Click on the permit number link to open the permit details page (see *Figure-18*)
2. Expand “Attachments” as shown in *Figure-20*
3. Locate and click on the permit document to download and receive your permit as shown in *Figure-21*

Home Services

Request a Building Permit/Authorization / Request a Survey Plat

Permit SR16SO03380: Surveyors Request [Add to cart](#) [Add to collection](#)

Like 0 Tweet

Record Status: Open

- ▶ Work Location
- ▶ Permit Details
- ▶ Fees
- ▶ Inspections
- ▶ Processing Status
- ▶ Attachments
- ▶ Related Records
- ▶ Trust Account Information

Figure-20

▼ Attachments

Upload the required documents.

If you are applying for a Certificate of Occupancy click on the following link for requirements : [Certificate of Occupancy Check List and Process](#)

If you are applying for a Construction Permit, **DO NOT** upload your plans here; you will receive an email notification with instructions on how to upload the plans.

Building Plat requests do not require attached documents.

The maximum file size allowed is **10 MB**.
html;htm;mht;mhtml are disallowed file types to upload.

Doc Name	Upload Date	Entity	Type
PERM_Foundation_Permit_v1_20170520_124411.pdf	05/20/2017	Foundation Only Permit - FD1700102	Permit

Add

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