

District Commercial Loading Zone Program



Instructional Manual
District Department of Transportation
October 29th, 2014





Logon to <https://tops.ddot.dc.gov> to register into the system

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.

ENTER

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.

ENTER

Commercial Vehicle Permit



To apply for annual and single haul truck tag, annual and one day loading zone permit and decal, permit for intercity bus, commuter bus and site seeing bus.

ENTER

Schedule an Inspection



This option allows you to schedule/reschedule or cancel an inspection for deposit refund for an issued or expired construction permit.

ENTER

Public Space Rental/Annual Permit



For businesses, companies or others who wish to apply for a permit to rent public space, or use public space for commercial purposes on an annual basis. This includes Valet permit, Farmers Market, Intercity bus etc. [Click here](#) for complete list.

ENTER

Special Tree Removal Permit



A tree within the District of Columbia that has a minimum circumference of 55 inches is termed as special tree and requires a permit for removal. If the tree is in private property, you must apply here. If it is on public space (between curb and sidewalk) use construction permit instead. [View Special Tree Removal Permit Reports.](#)

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Commercial Vehicle Permit

Apply for a Commercial Vehicle Permit

- ▶ **Apply for Annual Tag / Permit**
- ▶ **View/Edit/Pay Annual Tag / Permit Applications**
- ▶ **Renew an Annual Tag / Permit**
- ▶ **Apply for One Day / Single Haul Permit**
- ▶ **View/Edit/Pay One Day / Single Haul Permit**

To apply for annual and single haul truck tag, annual and one day loading zone permit and decal, permit for intercity bus, commuter bus and site seeing bus.

At a Glance



1. Applicable for certain types of commercial vehicles.
2. Grants right to use specified loading zones. Another type of Commercial vehicle permit grants right to make trips in, out and in and out of D.C.
3. Single haul permit for one trip and one day permit for loading zone are also available. No manual reviews are required for them.
4. Annual permits require reviews.
5. There are options to pick-up tags/decals at permit office or mailed it to your address for a fee.
6. Renewals are available for annual permits during certain renewal window.

[View Demo](#)

Fees

Permit Fee

Following are the permit fees for different types of commercial vehicle permits. Additional fees apply for Tag/Decal mailing.

Annual Tag

For **Dump Trucks, Cement Mixers & Trash Trucks etc.** \$1,19 for 12 months.
For **Mobile Crane and Tractor Trailer** \$85 for 12 months.

Loading Zone-Annual

\$50 permit fee and \$323 Decal fee per vehicle

InterCity Bus

Total rent is calculated at 50 Cents (\$0.50) per Hour per Car Space (1 bus space = 5 car spaces).

Single Haul

In-bound, Out-bound trip \$30 Round Trip \$50

Loading Zone- One Day Permit

The permit fee is \$25.



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Commercial Vehicles Annual Tag/Permit Application

Please read the descriptions about the different types of Tag/Permits offered below and click on your appropriate type to begin the application process.

Annual Tag

To authorize a dump truck, cement mixer or trash truck to have a gross weight of 65,000 pounds; a truck crane or concrete pump truck to be up to 11 feet wide; or to authorize a tractor trailer to have a combined overall length of up to 70 feet when moving within the District.

Commuter Bus

To authorize the establishment of curb side Commuter Bus Stops and to post signage on an existing pole or to post signage on a new pole. A Commuter Bus is a public/private vehicle with more than 15 seats that transports commuters to and from locations within the District.

Inter City Bus

To authorize the establishment of curb side Intercity Bus Stop and to have signage installed. An Intercity Bus provides regularly scheduled bus service for the general public with limited stops between the District and other areas not in close proximity of the District.

Shuttle Service

A van or bus that is used to transport passengers between worksites.

Sight-seeing Bus

To authorize the establishment of curb side Sightseeing Bus Stops and to post signage on an existing pole or to post signage on a new pole. A Sightseeing Bus is a private vehicle with more than 15 seats used for public sightseeing or touring within the District.

Loading Zone-Annual

To obtain commercial loading zone parking permits for commercial carriers providing delivery services within the District.

Tour Bus

A bus used for sightseeing and touring purposes, and used to transport passengers principally from one (1) destination to another and back to the original destination.

Click
Here



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Commercial Vehicle Loading Zone Annual Permit Application

Instructions:

You are required to obtain Decal and Permit for commercial vehicles to be able to use any of the District's loading zones.

- You will need to enter DOT #, VIN #, Make, Model, Year and License Plate Number for each vehicle. DOT# is required.
- This permit application requires review and approval. It may take up to 10 business days for processing your application.
- There is a \$323 decal fee per vehicle and \$55 permit fee (not per vehicle) payable after approval.
- Once the fees are paid online or at treasury office, you will obtain permits and Decals from PSRA permit office. You will also have an option for Decals to be mailed.
- A commercial motor vehicle may park outside a loading zone between the hours of 10:00 a.m. and 2:00 p.m. with a valid annual pass if it occupies no more than two (2) metered spaces or no more than two (2) zone serviced by a multi-space meter.
- Hours of permitted parking within zones and meters are 10 AM to 2 PM
- Permit will be effective the day it is Issued.
- Commercial vehicle vans used for maintenance, cleaning, plumbing etc. cannot apply for this type of permit.

You can start the permit process by answering the following questions.

Answer prompt questions

Please answer the following questions
Are you a contractor that performs work relating to building maintenance, plumbing cleaning etc.? <input type="radio"/> Yes <input type="radio"/> No
Do you regularly deliver freight/goods/Merchandise in the District? <input type="radio"/> Yes <input type="radio"/> No
Do you have a US DOT number? <input type="radio"/> Yes <input type="radio"/> No



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Commercial Vehicle Loading Zone Annual Permit Application : Operator Information

Please enter the information of the operator.

[click here](#) to select previously saved operators or you can enter new operator information below.

Effective Date: 10/15/2014
(Effective date will be updated to Issue date once the permit is issued)

Expiration Date: 10/2015

US DOT Registered Name: * ?
Example: Commercial Trucking, Inc.

US DOT Number: ?
Example: 1234567

Address: *
Example: 555 Main Street

City: *

State/Province: * US-District of Columbia ▼

Zip Code/Postal Code: *

Business Phone Number: *
Example: (202)555-1234x1234

Emergency Phone Number: *
Example: (202)555-1234x1234

Business Fax Number:
Example: (202)555-1234x1234

Email:

* Required Fields

Fill out Company Information

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Commercial Vehicle Loading Zone Annual Permit Application : Vehicle Information

Please enter the information for the vehicle.

Tracking Number: 10001418

Status: Incomplete

Dates: 10/15/2014 - 10/2015

The following error(s) were found:

- Vehicle is required

[Click here](#) to select previously saved vehicle information or you can enter new vehicle information below.

Vehicle Type: *	Truck ▾	Year: *	2008 <small>Example: YYYY</small>
Make: *	Volvo	Model: *	mvc
Vehicle Identification Number (VIN): *	12345678901234567 <small>VIN contains 17 digits (letter and numbers)</small>	License Plate Number: *	abc123 <small>Example: XXX-123</small>
Issuing Authority: *	US-District of Columbia ▾	* Required Fields	
<input type="button" value="Save Vehicle"/>		<input type="button" value="Clear"/>	

Fill out Vehicle Information



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Commercial Vehicle Loading Zone Annual Permit Application : Vehicle Information

Please enter the information for the vehicle.

Tracking Number: 10001418

Status: Incomplete

Dates: 10/15/2014 - 10/2015

Vehicle Added Successfully. To add more vehicles fill out the below form and click the Save Vehicle button.

[Click here](#) to select previously saved vehicle information or you can enter new vehicle information below.

Vehicle Type : * Year : *
Example: YYYY

Make : * Model : *

Vehicle Identification Number (VIN) : * License Plate Number : *
VIN contains 17 digits (letter and numbers) Example: XXX-123

Issuing Authority : * * Required Fields

	Vehicle Type	Make	Model	Year	VIN #	Vehicle License Number	Issuing Authority
Edit	Truck	Volvo	mvc	2008	12345678901234567	abc123	US-DC

Vehicle will be added



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Commercial Vehicle Loading Zone Annual Permit Application : How to Get Your Annual Decal

A Permit Fee of **\$55.00** and Decal Fee of **\$323.00** is required in order for you to receive your Decal. Once your application is approved, you may pay online using Visa or MasterCard or pay in person at the Permit Office with a company check made out to the DC Treasurer. Once the permit Fee is paid by you, the Decal may be picked up in person or mailed to your business address. To pick up the Decal select the Hold for pickup at the Permit Office option. To have the Decal mailed select the Send the Decal to my Principal Business address option.

Tracking Number: 10001418

Status: Incomplete

Dates: 10/15/2014 - 10/2015

Please select option to get your Decal :*

- Hold for pickup at the Permit Office:
1100 4th Street SW / 2nd Floor Permit Center
Washington, DC 20024
For pickup inquires call: (202) 442-4670
- OR**
- Send the Decal to my Principal Business address
(There will an additional \$4.95 mailing fee)

Choose option to receive Decal

Comments:

1000 characters left out of 1000

* Required Fields



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Your Application has been successfully submitted.

Your application will be reviewed by a Permit Office technician within 2 business days. You will receive a decision by email if one wa

You can call the main office number at 202-442-4670 to check the status of your application. You can also log in to this system to status of your application, using the tracking number below. If you have questions regarding your application please contact the Pe at 202-442-4670. Once your application is approved you can pay online using Visa or MasterCard, or pay in person with a company c out to the DC Treasurer. The Permit Office and the DC Treasurer are located at 1100 4th Street SW, 2nd Floor, Washington, DC 200 thru Friday 8:30am to 4pm (9:30AM to 4PM Thu). Closed on weekends and holidays.

Your application summary:

Application Status: Pending Assignment

Tracking Number: 10001418

Type of Permit: Commercial Vehicle Loading Zone Annual Permit

Operator: jhnydjnhgd

Permit Date(s) 10/15/2014 - 10/2015

Permit Hours: 10:00 AM - 2:00 PM

Permit Fees: \$55.00

Decal Fee: \$323.00

Applied By: Eulois Cleckley


Submission Date: 10/15/2014 5:23:54 PM

Vehicle Details

Type	Make	Model	License Number	VIN
Truck	Volvo	mvc	abc123	12345678901234567

Logout Print Receipt Go to my account

Post-Submission

- You will be sent an email to indicate your permit is approved and will be prompted to login to pay.
 - Once the permit is paid for and issued, you can be sent a decal per vehicle or pick up permit at 55 Mst SE, Washington D.C. 20003
 - All permits are valid for one year (expires December 2015) and renewed annually thereafter.
 - Day passes follow the same process. Approvals are automatic and permits can be printed out and placed in a visible place on the passenger window.
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