

Government of the District of Columbia

Department of Transportation



Commercial Loading Zone FAQs

How can I find where loading zones are located?

DDOT only designates commercial loading zones on city-owned streets. For a map of commercial loading zones, please visit <http://godcgo.com/freight/>

How can I request a commercial loading zone?

To request a commercial loading zone assessment (such as to add, remove, or adjust a zone), please contact 311 or email DDOT.freight@dc.gov to receive a Commercial Loading Zone Request Form. A District business must then complete a Commercial Loading Zone Request Form and submit it to DDOT's Policy, Planning and Sustainability Division. All fields of the form should be completed, and the basis for requesting the loading zone should be clear and specific. Upon receiving the request, DDOT will acknowledge receipt, and then proceed with a field investigation. **No verbal loading zone request is considered official.** The form allows the requestor to provide background information and present his or her case for establishing a loading zone on the referenced block.

What kinds of vehicles are allowed to use a loading zone?

Loading zones are intended for use by commercial vehicles to deliver and pick up freight. In the District of Columbia a commercial vehicle (truck) is defined as any vehicle with more than three wheels that is greater than twenty-two feet in length, or that is used or maintained for transporting freight, merchandise, or other commercial loads or property.

When can I use commercial loading zones?

Commercial loading zone regulations are typically in effect between 7:00 AM and 6:30 PM Monday through Friday or Saturday, unless otherwise posted. The standard time limit of commercial loading zone use is 2 hours, unless otherwise posted. While commercial loading is permitted on street at all times, loading zones will not be reserved for commercial vehicle use outside of posted hours, and commercial vehicles will be liable for any resulting parking regulation violations, such as double-parking.

Is there a fee for using a commercial loading zone?

Yes, all of the District's on-street commercial loading zones are metered; rates vary by payment method and/or prevailing pay-by-phone meter rates at each location.

What are the methods of payment for loading zones?

The three ways in which loading zone fees can be paid are (1) annual commercial loading zone permit, (2) one-day commercial loading zone permit, and (3) pay-by-phone (via ParkMobile).

Who should apply for an annual commercial loading zone permit?

In general, an annual commercial loading zone permit is suitable for businesses that frequently make deliveries in the District and would otherwise pay more in metered parking fees over a 365-day period.

What is required to obtain an annual commercial loading zone permit?

- You will need to enter DOT #, VIN #, Make, Model, Year and License Plate Number for each vehicle. A US DOT number 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 one-time \$55 permit processing fee 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 use metered parking 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 forty feet (40 ft.) within a parking zone serviced by a multi-space meter.
- 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

What is required to obtain a one-day commercial loading zone permit?

- You will need to enter DOT #, VIN #, Make, Model, Year and License Plate Number for each vehicle. A US DOT number is required.
- There is a \$25 permit fee payable after approval.
- A commercial motor vehicle may use metered parking 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 forty feet (40 ft.) within a parking zone serviced by a multi-space meter.
- Once the fees are paid online or at treasury office, you can print the permit online or obtain it from PSRA permit office.
- Commercial vehicle vans used for maintenance, cleaning, plumbing etc. cannot apply for this type of permit.

How long does it take to obtain a commercial loading zone permit?

The application process for a commercial loading zone day permit is automated, which means that the approval process is instantaneous, and the permit is printable immediately after approval. However, the annual pass is subject to DDOT review, which means that they are not instantaneous, and could take a week or more to process.

What is the process for applying for an Annual or One-Day Commercial Loading Zone Permit?

Annual and one-day loading zone permits are available through DDOT's Transportation Online Permitting System [TOPS](#).

Can any of the two commercial loading zone permits be transferred from one vehicle to another?

All commercial loading zone permits are vehicle-specific and non-transferrable.

Can a commercial loading zone permit be revoked?

As with any permit issued by the District of Columbia, a commercial loading zone permit is district-owned property. Thus, if the permit is deliberately used by the Grantee or any assignee of the Grantee to commit a crime, or in a manner inconsistent with its intended purpose, DDOT reserves the right to cancel it and all implied privileges.