

VAULT PROJECTIONS

I want to: Create a subsurface projection (vault) under the public space.

Do I need a permit? Yes, any use of the public right-of-way, which is defined as the space outside the private property line, requires permission from the District Department of Transportation and can require a rental payment for use of the space.

Where do I go to get this permit? The public space permit office at 1100 4th Street, SW, second floor, between the hours of 8:30 am and 4:15 pm, weekdays except Thursday when hours are 9:30 am to 4:30 pm. DDOT electronic permit kiosks are available to simplify the permit application process. These kiosks are located at the Permit Office as well at all seven Metropolitan Police Department District Stations or you may enter your application information, and submit your application online from your home or office computer at <https://tops.ddot.dc.gov>

What do I need to apply for this permit?

1. A Register yourself as a user on the DDOT Transportation Online Permit System (TOPS) at any of the DDOT electronic permit kiosks or online at <https://tops.ddot.dc.gov>.
2. Complete an on-line application at any of the DDOT electronic permit kiosks or online at <https://tops.ddot.dc.gov>. Supporting documents may be uploaded online in a PDF or TIFF electronic format or paper copies may be submitted to a public space technician at the public space permit office.
3. A public liability [insurance policy](#) covering all use of public space by the permittee.
4. A “Vault Agreement Form” # ED-P-515 signed and executed by the property owner. This agreement must be recorded with the office of the DC Recorder of Deeds; a certified copy of the recorded agreement must be submitted to DDOT.
5. Utility clearances from all utilities in the proposed work area (PEPCO, WASA, Verizon, etc.)
6. Six (6) copies of the site plan, drawn to scale, indicating:
 - a. Dimension from the property line to the outside face of the vault and the length of the vault.
 - b. The location of the vault with respect to the nearest intersection.
 - c. All utilities that exist between the centerline of the street and the property line.
 - d. Each level of the vault (a minimum of 12 inches is required between the vault roof and the bottom of the sidewalk paving.
 - e. Alley vaults: the vault wall can be no closer than 2 feet, 6 inches to the center of the alley and may not open through the roof into the alley.
 - f. During construction, a minimum of 1 foot is needed between the face of the vault wall and the curb line. Allow 4 feet for tree boxes, streetlight poles, fire hydrants and the like. One foot must be left for sheeting and shoring.
7. Vault projections are subject to compliance with **DCMR Title 12, Section 311.9**.
8. Please present one copy of the site plan to a public space technician for review prior to submitting the full package of site plans.

How much will the permit cost? The public space permit cost varies and will be determined during the application process. The space rented for the vault will be taxed yearly through a calculation using the square footage and the assessed land valuation by Office of Tax and Revenue. For tax information, please call (202)727-4829. Checks or money orders should be made payable to: “DC Treasurer.” Discover, MasterCard, or Visa are also accepted.

How long does the permitting process take? The average time for a vault projection permit application is thirty (30) days. You may check your application status at <https://tops.ddot.dc.gov>.

What if I need additional information? Please call the Public Space Permit Office at (202)442-4670.