



# TOPS Enhancement: Small Cell Annual Maintenance Permit

*Created for the “Master License Agreement” (MLA) Holders  
AT&T, Crown Castle and Verizon*

August 2023

# Small Cell Annual Maintenance Permit

## What are the conditions and purpose of this enhancement?

This enhancement allows the MLA Holders to maintain their installed Small Cells by selecting locations (streetlight poles) that require maintenance.

- Only the MLA holder, which applied for Small Cell Permits in TOPS, can apply for this permit
- This permit allows the MLA Holder to select from all their installed locations
- This permit duration is for one year with a fee of \$2,843.50. This permit is renewable between the period of 30 days before its expiration and two weeks after its expiration
- This permit is strictly for accessing the streetlight poles for the maintenance of Small Cells. It doesn't allow the MLA Holder to reserve parking spaces, or to print ENP signs. If MLA Holders need to reserve parking spaces, they must apply for Occupancy Construction Staging Area Permits per location
- A maximum of 500 locations (streetlight poles) are allowed per permit
- Dimensions, parking meter information, parking meter bagging and removal information are not applicable for this permit

On the following slides, MLA holders can view the changes stemming from this enhancement.

# Small Cell Annual Maintenance Permit



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Login as small cell carrier to access the  
Small Cell Maintenance permit

[Test Site](#)

## 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

### How to Find the Right Permit Types?

You have two options to find an appropriate permit type. You can search by keywords or click on the "Enter" / "More Info" button from the appropriate box further below that shows permit grouping.

Go

Example: Fence, moving, tree

For exact match please use double quotes. Example: "Farmers Market"

[PSC Calendar](#)

[Suspension of work Calendar](#)

#### 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.

[Upload photos](#) for Sign Enforcement with DPW

ENTER

#### Schedule an Inspection



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

ENTER

#### Development Plan Review



Schedule/reschedule/cancel a Development Plan Review meeting for your construction work at different design completion level (0% to 100%)

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.

[Apply for Small Cell 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, Commuter Bus, Shuttle Service, Sightseeing Bus and Tour Bus etc. [Click here](#) for complete list.

ENTER

#### Manage Projects



Here you can add/edit a Project designation for your work in public space. Once added, you can associate construction and occupancy permit applications with this Project (Occupancy permit enhancement coming in October, 2017). This will provide greater transparency, better reporting and search functionalities.

ENTER

#### Commercial Vehicle Permit



To apply for annual and single haul truck tag, annual and one day loading zone permit and decal. The commercial vehicle loading zone permit grants the right to use curbside loading zone spaces (for up to two hours, during the specified hours of operation for each zone) and the tags grant rights to make trips in, out, or in and out of the District.

ENTER

#### Special/Heritage Tree Permit



A tree within the District of Columbia that has a minimum circumference of 44 inches is defined as a 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/Heritage Tree Permit Reports.](#)

ENTER

#### Account Management

View/Edit  
Your Profile

Change  
Your Password

#### Others

Frequently  
Asked Questions

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WEB API

Click on Enter to  
apply for  
Occupancy  
permit

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## Temporary Occupancy Permit

### Apply for Occupancy Permit

- [Apply for Parking Signs/Temporary Occupancy Permits](#)
- [View/Edit/Pay Occupancy Permit Application](#)
- [Renew a Parking/Occupancy Permit](#)
- [Print Permit and Sign](#)
- [Meter Removal Request](#)
- [Upload photos for ENP/Reserved Parking Sign Enforcement](#)
- [View ENP/Reserved Parking Sign Enforcement Requests History](#)

Click here  
to apply

You can apply for a new temporary occupancy permit, pay for an approved permit application, print the permit and sign the no parking or reserved parking signs from TOPS. Temporary occupancy permits may be for metered/non-metered curbside parking for moving trucks or containers, roll-off debris containers, a construction staging area, a block party, a parade, etc.

### At a Glance

- Companies, homeowners, tenants, and others can apply for a temporary occupancy permit required for the short term private use of public space in the District.
- The permit authorizes the temporary occupancy of public space, such as lengths of metered or non-metered parking lane, travel lane, sidewalk, alley, or an intersection for an approved number of days.
- If parking needs to be reserved or prohibited, either Reserved Parking or Emergency No Parking signs must be printed from the TOPS system after the permit is approved, paid for and issued.
- A permit can be printed from any place, but the sign printing is available only at Kiosks or at the permit office. Kiosk locations are listed further below.
- Most of the Temporary Occupancy Permits require an office review and it is best to allow adequate lead time for the review and approval of your application. [Click here](#) to view the number of lead days for each event.
- Signs must be posted 72 hours in advance in residential areas without metered parking and at least 24 hours in advance at metered parking spaces in commercial areas.



[View Demo](#)

### Permit Types

#### Reserved Parking

Reserved parking allows vehicle parking in up to 4 curbside parking spaces for up to 16 hours. These permits are perfect for reserving curb space for a **Wedding, Funeral, Moving Truck, or other non-recurring event.**

#### Emergency No Parking

Emergency no parking signs prohibit vehicle parking. Permits which require Emergency No Parking signs include **Construction Staging Area** and **Roll off Debris container permits.**

#### Posting Reserved Parking and Emergency No Parking Signs

- 72 hours advance posting of the signs is required in residential neighborhoods without metered parking.
- 24 hours advance posting is required at metered parking spaces in commercial areas.
- All signs must be removed immediately upon completion of work.

[VIEW](#) full list of temporary occupancy events

### Conditions

Most conditions depend on the work or event requiring the occupancy permit that you are applying for. To view a full list of conditions, please click on the link below. All "Emergency No Parking" and "Reserved Parking" signs must be posted 72 hours prior to occupancy in residential neighborhoods and 24 hours prior in business districts where there is metered parking. You must remove all signs immediately upon completion of work.

[FIND](#) Temporary Occupancy Permit Conditions

### Documents

Some Occupancy permit applications, such as construction staging areas, require that appropriate documentation be uploaded to the application. A list of documents can be found using the "Find" button below. You are encouraged to upload documentation during the application process, but TOPS also provides the option to submit the documentation at the permit office counter.

Your application will not be assigned for review until the documentation is received by permit office staff. Applications having a "pending documents" status will lapse automatically after 20 business days. The system will accept pdf, tif, jpg, png, gif and svg for photos and only pdf, tif for all other types of documents. The maximum size for one document is 20 MB.

[FIND](#) Document Requirements

### Fees

#### Application Fee

There is a \$50 application fee for certain types of Occupancy Permits that require a permit office staff review. This permit application review can only begin after the application fee is paid. To avoid delays, the application fee must be paid prior to submitting the application.

#### Permit Fee

The base fee for most Temporary Occupancy Permits is \$50. There will be additional fees if more than one block face or block will be involved in the work or for the extended temporary occupancy of public space beyond the first 30 days. For a detailed list, please click on the "Public Space Fees" link from the menu bar.

#### Public Inconvenience Fee

The public inconvenience fee is charged for the extended temporary occupancy of public space in excess of a one-time thirty (30) calendar day grace period per permit.

#### Meter Fee

If your permit authorizes the occupancy of metered parking, a meter fee will be charged based on the meter hours and their rates.

#### Technology Fee

There is a 10% technology fee in addition to the permit fee.

#### Payment Options

Once the online application is approved, payment can be made online using MasterCard or Visa - or by submitting a check or money order made payable to "DC Treasurer". Payment by check or money order must be accompanied by the TOPS generated payment vouchers. The DC Treasurer is located at 1101 4th Street, SW in Washington, DC.

**Please Note:** If the application fee is required, it must be paid prior to submitting the application. The application cannot be assigned to a technician until the application fee is paid.

### Application Status

A permit application starts with an "Incomplete" Status. Once submitted, it becomes "Pending Assignment" and then moves through several pre-defined statuses before the permit can be issued.

[VIEW](#) full list of Permit Application Statuses

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## Test Site

This site is for companies and citizens who want to obtain Temporary Occupancy and Parking Permits in Washington DC. Please read the descriptions about the different types of events offered below and click on your appropriate event to begin the application process.

### Reserved Parking: for non-recurring events lasting 16 hours or less

|                        |   |
|------------------------|---|
| Moving Truck           | To reserve curbside parking spaces for a moving truck at a residential property. The maximum time allowed for a moving truck to remain in public space is 2 days.   |
| Wedding                | To reserve up to 4 curbside parking spaces (each measuring 22 feet long) for use by wedding related vehicles.   |
| Funeral Service        | To reserve curbside parking spaces (each measuring 22 feet long) for use by funeral related vehicles.   |
| Other Reserved Parking | To reserve up to 4 curbside parking spaces (each measuring 22 feet long) for other short term non-recurring events lasting no more than 16 hours, such as a family celebration, residential or commercial valet parking event occurring only 1 or 2 times a year, health screening van or other public service vehicles |

### Non-Construction Related Public Space/Right of Way (ROW) Occupancy (May include No Parking)

|  |  |
|--|--|
| Non-Essential Retailer Curbside Pick Up Zone | To reserve curbside parking spaces for Retail Pickup for retailers who have qualified for an EARS DMPED Waiver. Permits will be effective through March 31, 2021. You must have an Approved Waiver from DMPED before you apply for this permit type.   |
| Restaurant Curbside Pickup                   | To reserve curbside parking spaces for Restaurant Food Pickup.<br><b>Important Notice:</b> This permit type is <b>only for ANCs, BIDs, CIDs, and Main Streets</b> . If you are not one of these entities please contact your local ANC Commissioner, BID, CID, or Main Street. For information on ANCs visit <a href="https://anc.dc.gov/">https://anc.dc.gov/</a> ; for information on BIDs, CIDs, and Main Streets visit <a href="https://dsibid.dc.gov/">https://dsibid.dc.gov/</a> . |
| Moving Storage Container                     | To reserve curbside space for a moving container at a residential property. The maximum time allowed for a moving container to remain in public space is 5 days and is limited to 2 containers.  |

### Debris Removal/Clean Out: (May include No Parking)

|                           |  |
|---------------------------|--|
| Roll Off Debris Container | To prohibit curbside parking to temporarily place a roll off debris container (dumpster™) in the parking lane for work that does not require another type of public space permit or a DOB building permit. To place a debris container (dumpster™) elsewhere on public space or when using the container for work requiring another type of public space permit or a DOB building permit, please apply for a Construction Staging Area permit. |
|---------------------------|--|

### Work or Excavation Related Public Space/Right of Way (ROW) Occupancy (May include No Parking)

|                                     |   |
|-------------------------------------|---|
| After-Hours Activities              | The District Department of Transportation (DDOT) will authorize after-hours permit activities in the public right-of-way. After-hours permit activities cover any work and operations conducted outside standard operating hours, Monday through Saturday, 7 a.m. to 7 p.m., excluding public holidays. All private users of public space are required to obtain a permit from DDOT before occupation or excavation of the public right-of-way.                       |
| Construction Staging Area           | To temporarily restrict or prohibit public access to all or portions of a public roadway, alley or sidewalk due to construction or excavation related activities, or to temporarily place construction related materials or equipment on public space. You may apply for occupancy at a specific address, block range, or intersection. If applying to occupy multiple blocks, please select the "block" option and you will be prompted for each block individually. |
| Manhole Access 1 Yr                 | For a utility company to apply for a public space permit to access manholes within the street ROW (multiple occurrences over a one year period)   |
| Manhole Access 11 days              | For a utility company to apply for a public space permit for the one-time access of a manhole within the street ROW within an 11-day time period.   |
| Mobile Crane Work Zone              | To temporarily restrict or prohibit public access for the purpose of staging a mobile crane on the street ROW for hoisting. Includes area for material or equipment staging. If this work will be done before 7:00am or after 7:00pm Mon through Sat or at any time on Sunday a separate After Hours permit is required from DOB.   |
| Steel plate- Single location        | To temporarily place Non-Rotating steel plates on the street ROW to cover excavations in the roadway. (must have tracking number for the related pending excavation permit application or valid permit)   |
| Steel plate- Rotating plate Program | To temporarily place Multi-phased Rotating steel plates on the street ROW to cover excavations in the roadway. (must have tracking number for the related pending excavation permit application or valid permit)  |
| Other Work Related Occupancy        | To temporarily occupy a portion of the street ROW for work or activities that are not related to a block party, special event or the sale or promotion of commercial goods or services.   |
| ENP For DDOT Contractors            | Emergency No Parking Permit For DDOT Contractors  |
| Small Cell Maintenance 1 Yr         | This permit type is only for Small Cell MLA holder carriers to access the small cells installed on streetlight poles for maintenance purposes.  |

### Public Space Fixture

|                             |   |
|-----------------------------|---|
| Banner and Seasonal Display | To install a banner or seasonal display on a District Department of Transportation (DDOT) street light pole. The banner theme should focus on neighborhood or community related messages or events as much as possible. |
|-----------------------------|---|

### Occupancy for Large Special Events (May include No Parking)

|                      |   |
|----------------------|---|
| Block Party          | To obtain No Parking signs or to apply for a public space permit for any equipment or structures associated with the event.   |
| City Event           | To obtain No Parking signs or to apply for a public space permit for any equipment or structures associated with this event. You must have already applied through the Special Event Task Group at Basic Business Licensing Division, please call 202-442-4310 or 202-439-2760 or visit them at 1100 4th Street, SW, W270, Washington DC 20024.   |
| Marathon             | To obtain No Parking signs or to apply for a public space permit for any equipment, structures or fixtures associated with the event. Must already have applied with the Homeland Security and Emergency Management Agency for the applicable permit(s) associated with staging the event. For more information, please see <a href="http://hsema.dc.gov/">http://hsema.dc.gov/</a> or call (202) 727-6161. |
| Parade               | To obtain No Parking signs or to apply for a public space permit for any equipment, structures or fixtures associated with the event. Must already have applied with the Homeland Security and Emergency Management Agency for the applicable permit(s) associated with staging the event. For more information, please see <a href="http://hsema.dc.gov/">http://hsema.dc.gov/</a> or call (202) 727-6161. |
| Other Special Events | To obtain No Parking signs or to apply for a public space permit for any equipment or structures associated with this event. You must have already applied through the Special Event Task Group at Basic Business Licensing Division, please call 202-442-4310 or 202-439-2760 or visit them at 1100 4th Street, SW, W270, Washington DC 20024.   |

### TV and Film (May include No Parking)

|           |   |
|-----------|---|
| TV & Film | May only obtain No Parking signs authorized by the TV & Film permit. This public space permit may only be applied for by the D.C. Office of Motion Picture & Television Development. For more information, please see <a href="http://film.dc.gov/">http://film.dc.gov/</a> or call (202) 727-6608. |
|-----------|---|

Click on Small  
cell Maintenance  
1 yr.

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Test Site

## Parking Location

Select one or more Occupancy/Parking Location from below:

Important Note: The following list shows all "Small Cell Installation Permits" issued to your company. You can select up to 500 streetlights/poles for one "Small Cell Maintenance 1 Yr" permit.

⚠️ - This symbol will show up if the Streetlight/Pole is part of another "Small Cell Maintenance 1 Yr" permit. Mouse hover on the icon will display the detail of the other permit.

|    | <input type="checkbox"/>            | Tracking Number | Permit Number | Street light ID    | Address   | Status         | Cell Installation Status | Permittee Name | Pole Owner |
|----|-------------------------------------|-----------------|---------------|--------------------|---|----------------|--------------------------|----------------|------------|
| ⚠️ | <input type="checkbox"/>            | 403716          | PA363603-R1   | 75634DC            | 5400 - 5599 BLOCK OF D STREET SE                      | Issued         |                          | AT&T Mobility  | PEPCO      |
| ⚠️ | <input type="checkbox"/>            | 400764          | PA357058-R1   | 50785DC            | 1008 - 1199 BLOCK OF SHEPHERD STREET NE               | Issued         |                          | AT&T Mobility  | PEPCO      |
| ⚠️ | <input type="checkbox"/>            | 397178          | PA351285-R1   | 815387-1481        | 4000 - 4121 BLOCK OF MINNESOTA AVENUE NE              | Permit Expired |                          | AT&T Mobility  | PEPCO      |
| ⚠️ | <input type="checkbox"/>            | 396346          | PA364461-R1   | VerizonTBD         | 2000 - 2102 BLOCK OF FOXHALL ROAD NW                  | Permit Expired |                          | AT&T Mobility  | Verizon    |
| ⚠️ | <input type="checkbox"/>            | 394360          | PA341433-R1   | 54305DC            | 1300 - 1499 BLOCK OF MOUNT OLIVET ROAD NE             | Permit Expired |                          | AT&T Mobility  | PEPCO      |
| ⚠️ | <input type="checkbox"/>            | 392266          | PA392266      | 56949              | 1600 - 1629 BLOCK OF NEW JERSEY AVENUE NW             | Issued         |                          | AT&T Mobility  | DDOT       |
| ⚠️ | <input type="checkbox"/>            | 392263          | PA392263      | 56772              | 400 - 1229 BLOCK OF NEW YORK AVENUE NE                | Issued         |                          | AT&T Mobility  | DDOT       |
| ⚠️ | <input type="checkbox"/>            | 392262          | PA392262      | 11001              | 1737 - 1776 BLOCK OF COLUMBIA ROAD NW                 | Issued         |                          | AT&T Mobility  | DDOT       |
| ⚠️ | <input checked="" type="checkbox"/> | 392355          | PA392355      | 11064              | 1847 - 1999 BLOCK OF CALVERT STREET NW                | Issued         |                          | AT&T Mobility  | DDOT       |
| ⚠️ | <input checked="" type="checkbox"/> | 392339          | PA392339      | 62549              | 1300 - 1399 BLOCK OF E STREET NE                      | Issued         |                          | AT&T Mobility  | DDOT       |
| ⚠️ | <input checked="" type="checkbox"/> | 392338          | PA392338      | 64852              | 100 - 199 BLOCK OF 6TH STREET SE                      | Issued         |                          | AT&T Mobility  | DDOT       |
| ⚠️ | <input checked="" type="checkbox"/> | 392336          | PA392336      | 62543              | 300 - 320 BLOCK OF 13TH STREET NE                     | Issued         |                          | AT&T Mobility  | DDOT       |
| ⚠️ | <input checked="" type="checkbox"/> | 392327          | PA392327      | 53021              | 2300 - 2399 BLOCK OF NORTH CAPITOL STREET             | Issued         |                          | AT&T Mobility  | DDOT       |
| ⚠️ | <input checked="" type="checkbox"/> | 392321          | PA392321      | 53296              | 3000 - 3099 BLOCK OF PARK PLACE NW                    | Issued         |                          | AT&T Mobility  | DDOT       |
| ⚠️ | <input checked="" type="checkbox"/> | 391581          | PA351629-R1   | VZTTBD01           | 1500 - 1599 BLOCK OF HALF STREET SW                   | Permit Expired |                          | AT&T Mobility  | Verizon    |
| ⚠️ | <input checked="" type="checkbox"/> | 391209          | PA391209      | 4A263DC            | 6100 - 6129 BLOCK OF UTAH AVENUE NW                   | Permit Expired |                          | AT&T Mobility  | Verizon    |
| ⚠️ | <input type="checkbox"/>            | 391164          | PA349096-R1   | 000000             | 4900 - 4999 BLOCK OF ASTOR PLACE SE                   | Permit Expired | Installed                | AT&T Mobility  | PEPCO      |
| ⚠️ | <input type="checkbox"/>            | 390116          | PA390116      | 38750              | 4227 - 4299 BLOCK OF WISCONSIN AVENUE NW              | Issued         | Installed                | AT&T Mobility  | DDOT       |
| ⚠️ | <input type="checkbox"/>            | 389557          | PA353395-R1   | 800365-440740      | 3301 - 3699 BLOCK OF 6TH STREET SE                    | Permit Expired |                          | AT&T Mobility  | PEPCO      |
| ⚠️ | <input type="checkbox"/>            | 389556          | PA348545-R1   | 4C482DC            | 8200 - 8235 BLOCK OF EASTERN AVENUE NW                | Permit Expired |                          | AT&T Mobility  | PEPCO      |
| ⚠️ | <input type="checkbox"/>            | 387529          | PA352246-R1   | 84744DC            | 4300 - 4399 BLOCK OF HALLEY TERRACE SE                | Permit Expired |                          | AT&T Mobility  | PEPCO      |
| ⚠️ | <input type="checkbox"/>            | 386328          | PA386328      | 57284              | 100 - 199 BLOCK OF R STREET NW                        | Issued         |                          | AT&T Mobility  | DDOT       |
| ⚠️ | <input type="checkbox"/>            | 386117          | PA343112-R1   | 00000              | 3751 - 3848 BLOCK OF HAYES STREET NE                  | Permit Expired | Installed                | AT&T Mobility  | Verizon    |
| ⚠️ | <input type="checkbox"/>            | 386116          | PA341519-R1   | 803397-520120      | 1300 - 1340 BLOCK OF RHODE ISLAND AVENUE NE           | Permit Expired |                          | AT&T Mobility  | PEPCO      |
| ⚠️ | <input type="checkbox"/>            | 386115          | PA341539-R1   | 792407-177-PEP4183 | 5200 - 5299 BLOCK OF GEORGIA AVENUE NW                | Permit Expired |                          | AT&T Mobility  | PEPCO      |
| ⚠️ | <input type="checkbox"/>            | 385577          | PA385577      | 74389              | 2000 - 2061 BLOCK OF E STREET NE                      | Issued         |                          | AT&T Mobility  | DDOT       |
| ⚠️ | <input type="checkbox"/>            | 385564          | PA385564      | 63743              | 1 - 99 BLOCK OF 15TH STREET SE                        | Issued         |                          | AT&T Mobility  | DDOT       |
| ⚠️ | <input type="checkbox"/>            | 385557          | PA385557      | 63058              | 1500 - 1599 BLOCK OF D STREET NE                      | Issued         |                          | AT&T Mobility  | DDOT       |
| ⚠️ | <input type="checkbox"/>            | 385549          | PA385549      | 13502              | 500 - 699 BLOCK OF HARVARD STREET NW                  | Issued         |                          | AT&T Mobility  | DDOT       |
| ⚠️ | <input type="checkbox"/>            | 383670          | PA383670      | 804374-800190      | 2324 - 2399 BLOCK OF FORT STANTON ROAD SE             | Permit Expired |                          | AT&T Mobility  | PEPCO      |
| ⚠️ | <input type="checkbox"/>            | 381688          | PA381688      | 797363-760740      | 1 - 21 BLOCK OF MISSISSIPPI AVENUE SE                 | Permit Expired |                          | AT&T Mobility  | PEPCO      |
| ⚠️ | <input type="checkbox"/>            | 380829          | PA380829      | 61756              | 1138 - 1199 BLOCK OF 7TH STREET NE                    | Issued         |                          | AT&T Mobility  | DDOT       |
| ⚠️ | <input type="checkbox"/>            | 380074          | PA380074      | 803367-4463        | 1303 - 1358 BLOCK OF CONGRESS STREET SE               | Permit Expired |                          | AT&T Mobility  | Verizon    |
| ⚠️ | <input type="checkbox"/>            | 369820          | PA369820      | 62948              | 200 - 299 BLOCK OF 17TH STREET NE                     | Permit Expired | Installed                | AT&T Mobility  | DDOT       |
| ⚠️ | <input type="checkbox"/>            | 367908          | PA367908      | 822383-9605        | 5561 - 5698 BLOCK OF CENTRAL AVENUE SE                | Permit Expired |                          | AT&T Mobility  | PEPCO      |
| ⚠️ | <input type="checkbox"/>            | 366384          | PA366384      | 55688DC            | 1500 - 1510 BLOCK OF FRANKLIN STREET NE               | Permit Expired | Installed                | AT&T Mobility  | PEPCO      |
| ⚠️ | <input type="checkbox"/>            | 363560          | PA363560      | 2M098              | 1900 - 1923 BLOCK OF 18TH STREET NW                   | Permit Expired | Installed                | AT&T Mobility  | DDOT       |
| ⚠️ | <input type="checkbox"/>            | 360564          | PA360564      | 814390-3451        | 3500 - 3899 BLOCK OF JAY STREET NE                    | Permit Expired | Installed                | AT&T Mobility  | PEPCO      |
| ⚠️ | <input type="checkbox"/>            | 358927          | PA358927      | 816389-420340      | 4200 - 4201 BLOCK OF NANNIE HELEN BURROUGHS AVENUE NE | Permit Expired |                          | AT&T Mobility  | PEPCO      |
| ⚠️ | <input type="checkbox"/>            | 348676          | PA348676      | 8A110DC            | 3300 - 3398 BLOCK OF WHEELER ROAD SE                  | Permit Expired |                          | AT&T Mobility  | PEPCO      |
| ⚠️ | <input type="checkbox"/>            | 347797          | PA347797      | 807399-8666        | 3300 - 3315 BLOCK OF 24TH STREET NE                   | Permit Expired |                          | AT&T Mobility  | PEPCO      |
| ⚠️ | <input type="checkbox"/>            | 343122          | PA343122      | 4H532DC            | 7003 - 7099 BLOCK OF PINEY BRANCH ROAD NW             | Permit Expired | Installed                | AT&T Mobility  | PEPCO      |
| ⚠️ | <input type="checkbox"/>            | 343118          | PA343118      | 35010DC            | 3100 - 3110 BLOCK OF NEW MEXICO AVENUE NW             | Permit Expired | Installed                | AT&T Mobility  | PEPCO      |
| ⚠️ | <input type="checkbox"/>            | 341523          | PA341523      | 56727DC            | 1000 - 1099 BLOCK OF RHODE ISLAND AVENUE NE           | Permit Expired |                          | AT&T Mobility  | PEPCO      |
| ⚠️ | <input type="checkbox"/>            | 341499          | PA341499      | Obstructed/Pending | 4000 - 4098 BLOCK OF SOUTH CAPITOL STREET             | Permit Expired |                          | AT&T Mobility  | PEPCO      |

Select locations/  
Streetlight poles  
from the list, up  
to 500.

Please describe actual location:\*

TEST

Example: Construction on M street.

\* Required Fields

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### Location Type Examples



**Address:** An address consists of a street number, a street name, and a quadrant (NE, NW, SE, SW). The address number and street name are required.  
**Example:** 441 4th St NW  
Or SSL Format: Square, Lot **Example:** 0101,0058 (no spaces)



**Block:** A block consists of a street and any other cross streets.  
**Example:** 4th St NW from D Street NW to E Street NW or 400 Block of 4th St NW



**Intersection:** An Intersection consists of two streets  
**Example:** 14th St NW and Pennsylvania Avenue NW, or 14th St NW & Pennsylvania Avenue NW



# Small Cell Annual Maintenance Permit



## District of Columbia Transportation Online Permitting System



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Welcome Ashley Haake, Crown Castle NG Atlantic LLC  
If this is not you, [click here](#)

### Test Site

## Select Dates and Hour

Please select your proposed start and end dates and times.

You **cannot change the date and location** once you move to the next page.  
In order to select a different location, you have to start a new application.  
For permitting purposes, a month has been standardized to be 30 days long.

Select start date  
here

Start Date: \* 9/1/2023

End Date: \* 8/31/2024

End date is auto populated  
based on 1 Yr calculation.

Note: End date is auto populated.

| Time Range |  |
|------------|--|
| Days       | <input type="checkbox"/> Sun <input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat |
| Time Range | From 7:00 AM To 7:00 PM *  |

Days of the Weeks are auto selected  
from Monday-Saturday. Select Start and  
End times from 7 AM -7 PM.

\* Required Fields

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# Small Cell Annual Maintenance Permit



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Transportation Online Permitting System



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Welcome Evan Paner, AT&T Mobility  
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Test Site

## Restrictions

Will you block any of the following:

Note: If you select "Yes" or "Not Sure" a review may be required.

### Restrictions

- |                                |   |  |
|--------------------------------|---|--|
| Rush Hour:                     | * | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Sure |
| Fire Hydrant:                  | * | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Sure |
| Bus Stop:                      | * | <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Sure |
| Drop Off/ Lay By:              | * | <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Sure |
| Drive Way:                     | * | <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Sure |
| Loading Zone:                  | * | <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Sure |
| Snow Route:                    | * | <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Sure |
| Street Cleaning:               | * | <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Sure |
| Metro Entrance:                | * | <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Sure |
| Utility Access (e.g. Manhole): | * | <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Sure |
| Capital Bike Share:            | * | <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Sure |
| Car Sharing Parking:           | * | <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Sure |
| Furniture/Fixtures:            | * | <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Sure |
| Zipcar:                        | * | <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Sure |

Identify the restrictions

### Application Summary

Tracking Number:

11013968

Status:

Incomplete

Event Type:

Small Cell Maintenance 1 Yr

Location:

1008 - 1199 BLOCK OF SHEPHERD STREET NE,1737 - 1776 BLOCK OF COLUMBIA ROAD NW,2324 - 2399 BLOCK OF FORT STANTON ROAD SE,3000 - 3099 BLOCK OF PARK PLACE NW,4000 - 4121 BLOCK OF MINNESOTA AVENUE NE,500 - 699 BLOCK OF HARVARD STREET NW,5400 - 5599 BLOCK OF D STREET SE

Requested Dates:

08/31/2023 - 08/30/2024

Requested Days:

Mon Tue Wed Thu Fri Sat 7:00AM-7:00PM

Application Creation Date:

8/16/2023 4:20 PM

Total metered parking space:

0

Total Non-metered parking space:

0

\* Required Fields

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# Small Cell Annual Maintenance Permit



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Welcome Evan Paner, AT&T Mobility

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**Test Site**

## Estimated Permit Fee Summary

This may not be the final fee/deposit amount. The final fee/deposit will be calculated based on your final selection of dimension and other factors.

Permit fee is \$2,843.50.

Application Fee: \$0.00  
Permit Fee: \$2,843.50  
Meter Fee: \$0.00  
Public Inconvenience Fee: \$0.00  
Work Zone Deposit: \$0.00

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### Fees Breakdown:

Small cell Maintenance 1 year – \$2,500.00

Small cell Maintenance Filling Fee – \$85.00

Technology Fee – \$258.50

Grand Total – \$2,843.50

### Application Summary

Tracking Number:  
11013968

Status:  
**Incomplete**

Event Type:  
Small Cell Maintenance 1 Yr

Location:   
1008 - 1199 BLOCK OF SHEPHERD STREET  
NE,1737 - 1776 BLOCK OF COLUMBIA  
ROAD NW,2324 - 2399 BLOCK OF FORT  
STANTON ROAD SE,3000 - 3099 BLOCK OF  
PARK PLACE NW,4000 - 4121 BLOCK OF  
MINNESOTA AVENUE NE,500 - 699 BLOCK  
OF HARVARD STREET NW,5400 - 5599  
BLOCK OF D STREET SE

Requested Dates:  
08/31/2023 - 08/30/2024

Requested Days:  
Mon Tue Wed Thu Fri Sat 7:00AM-7:00PM

Application Creation Date:  
8/16/2023 4:20 PM

Total metered parking space:  
0

Total Non-metered parking space:  
0

# Small Cell Annual Maintenance Permit

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Permittee/Owner Information

Required Fields

Application Summary

Tracking Number:

11013968

Status:

Incomplete

Event Type:

Small Cell Maintenance 1 Yr

Location:

1008 - 1199 BLOCK OF SHEPHERD STREET NE,1737 - 1776 BLOCK OF COLUMBIA ROAD NW,2324 - 2399 BLOCK OF FORT STANTON ROAD SE,3000 - 3099 BLOCK OF PARK PLACE NW,4000 - 4121 BLOCK OF MINNESOTA AVENUE NE,500 - 699 BLOCK OF HARVARD STREET NW,5400 - 5599 BLOCK OF D STREET SE

Requested Dates:

08/31/2023 - 08/30/2024

Requested Days:

Mon Tue Wed Thu Fri Sat 7:00AM-7:00PM

Application Creation Date:

8/16/2023 4:20 PM

Total metered parking space:

0

Total Non-metered parking space:

0

## Permittee Information

☒ Use Company Info ☐ Use Individual's Info

☒ Same as registered company [Add Existing Permittee](#) [Add New Permittee](#)

If you need to change the information below please go to the [Edit Company information page](#). Please note, only company administrator can change the company information. Alternatively, you can create a new permittee from the above "Add New Permittee" link.

Company Name: AT&T Mobility

Address: 7150 Standard Drive

City: Hanover

State: MD

Zip Code: 21076

Phone: 4438753794  
(numbers only)

Email:

If you need to change the address information, go to the "Edit Company" information page. Only company administrator can change the company information.

## Owner Information (Optional)

This section is Optional but if entered, all fields will be required

☒ Use company Info ☐ Use individual's Info

☒ Same as above [Add Existing Owner](#) [Add New Owner](#)

Company Name: AT&T Mobility

Address: 7150 Standard Drive

City: Hanover

State: MD

Zip Code: 21076

Phone: 4438753794  
(numbers only)

Email:

Hit the Submit Button

If you are ready to submit your application please read and check the notice below before clicking the submit button. If you don't want to submit please click on the cancel button.

**Note:** Once the permit request is finalized, the permit cannot be edited regardless of any errors, reason, or circumstances.

### Important Notice

☒ I certify that the application and plans are complete and correct to the best of my knowledge. I further understand that penalties are provided for furnishing false information. I hereby request to perform the work specified in this application. I agree to perform the work in accordance with all applicable laws, regulations, standards, and specifications of the District of Columbia.

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# Small Cell Annual Maintenance Permit



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Welcome Evan Paner, AT&T Mobility  
If this is not you, [click here](#)

**Test Site**

## Transportation Online Permitting System Application Receipt Only

**Your Application has been successfully submitted.**

Your application will be sent for review to all applicable reviewing agencies within 10 business days. You can monitor your application online throughout the review process using the tracking number below. Additionally you will receive a decision by email if one was provided or you can call the main office number at 202-442-4670 to check the status of your application. In addition, your application status will change accordingly to reflect the decision. If you have questions regarding your application please contact the Public Space Permit Office staff technician assigned to your application at this number 202-442-4670. If revisions are required your start date may be delayed.

**Important:** You need to make payment once your application is approved. You may choose to pay online using Credit Card / Debit Card / eCheck. To pay any fees/deposits in person please visit the Treasurer's Office at 1100 4th Street SW / 2nd Floor, Washington, DC 20024 Monday thru Friday 8:30am to 4pm. Closed on weekends and Holidays. Please show proof of payment at the DDOT Permit Counter on the second floor and obtain your permit and signs.

### Your application summary:

**Application Status:** Pending Assignment

**Tracking Number:** 11013968

**Requested Address:** 1008 - 1199 BLOCK OF SHEPHERD STREET NE,1737 - 1776 BLOCK OF COLUMBIA ROAD NW,2324 - 2399 BLOCK OF FORT STANTON ROAD SE,3000 - 3099 BLOCK OF PARK PLACE NW,4000 - 4121 BLOCK OF MINNESOTA AVENUE NE,500 - 699 BLOCK OF HARVARD STREET NW,5400 - 5599 BLOCK OF D STREET SE

**Event:** Small Cell Maintenance 1 Yr

**Requested Dates:** 08/31/2023 - 08/30/2024

**Applied By:** Evan Paner

**Application Creation Date:** 8/16/2023 4:20:16 PM

Receipt page with status

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## Questions?

Please contact Rosadene Gill at [rosadene.gill@dc.gov](mailto:rosadene.gill@dc.gov)

For Customer Relations and Experience Branch, contact Janet Arrechea at [janet.arrechea@dc.gov](mailto:janet.arrechea@dc.gov)



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District Department of Transportation