

Government of the District of Columbia
Department of Transportation



District Department of Transportation
Public Space Regulation Division (PSRD)

**STANDARD DOCUMENTATION
REQUIREMENTS WHEN APPLYING FOR
PLUMBING PERMITS**

Rev. 2019

Government of the District of Columbia

Department of Transportation



ATTENTION ALL PLUMBERS

APPLICANTS MUST APPLY ON THE DISTRICT'S TRANSPORTATION ONLINE PERMITTING SYSTEM (TOPS) AT [TOPS.DDOT.DC.GOV](https://tops.ddot.dc.gov) FOR A CONSTRUCTION (EXCAVATION) PERMIT AND AN OCCUPANCY (CONSTRUCTION STAGING) PERMIT.

APPLICANTS MUST SUBMIT THE FOLOWING INFORMATION TO DO ANY WORK WHERE THE PIPE SIZE DIAMETER IS 4" (INCHES) OR SMALLER.

Following are the submittal requirements:

- A. COPY OF DC WATER CERTIFICATE OF APPROVAL
- B. DDOT MASTER PLUMBER APPLICATION
- C. PLANS:
 1. A DISTRICT OF COLUMBIA CERTIFIED CIVIL ENGINEER MUST STAMP PLANS.
 2. PLANS MUST SHOW EXISTING CURB, PROPERTY LINE AND EXISTING UTILITY LINES.
 3. PLANS MUST SHOW PROPOSED WORK WITH RESPECT TO THE NEAREST CURB AND TO THE NEAREST INTERSECTING STREET.
 4. MUST SHOW ALL DIMENSIONS FOR PROPOSED WORK LATERALS, CONNECTIONS, METER VAULTS, TAPS, HYDRANTS, CATCH BASINS, MANHOLES, CONDUITS, ETC.
 5. MUST SHOW ALL EXISTING FIXTURES AND STRUCTURES IN PUBLIC SPACE.

D. TRAFFIC CONTROL PLAN (TCP)

Maintenance of Traffic/Traffic Control Plan (MOT/TCP) drawings must be provided according to the District Department of Transportation/Public Space Regulation Division (DDOT/PSRD) Plan Review Branch (PRB)'s recent traffic submittal guidelines and recent edition of the traffic inspection criteria document.

Note: A separate roadway deposit will be required for all utility excavations. This deposit will not be returned for two years, until after satisfactory restoration of roadway cut. PSRD is allotted 30 working days for review and issuance of excavation permit.

This review begins from the time a technician is assigned to the project. If revisions are required this may prolong the review process.

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APPLICANT MUST SUBMIT THE FOLOWING INFORMATION TO DO ANY WORK WHERE THE PIPE SIZE DIAMETER IS GREATER THAN 4" (INCHES).

Submittal requirements are:

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 - 1. A DISTRICT OF COLUMBIA CERTIFIED CIVIL ENGINEER MUST STAMP PLANS.
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EMERGENCY REPAIR WORK ONLY

PLUMBERS MUST CONTACT DDOT/PSRD's PUBLIC SPACE INSPECTIONS (PSI) FOR PERMISSION TO WORK IN PUBLIC SPACE. PLUMBERS MUST APPLY TO DDOT/PSRD PERMITTING OFFICE WITHIN 72 HOURS OF REPAIR.

PSI office number: 202-645-7050/fax number: 202-741-5329; customer service: 202-442-4670

Submittal requirements are: CONNECTIONS, METER VAULTS, TAPS, HYDRANT, CATCH BASINS, MANHOLES, CONDUITS, ETC.

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ABANDONMENT OF PIPE SIZE 4" OR SMALLER

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APPLICANTS MUST SUBMIT THE FOLLOWING INFORMATION WHEN APPLYING FOR A PERMIT TO ABANDON EXISTING SERVICES WHERE PIPE SIZE DIAMETER IS 4" (INCHES) OR SMALLER.

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Note: A separate roadway deposit will be required for all utility excavation. This deposit will not be returned for two years, only after satisfactory restoration of roadway cut. PSRD is allotted 30 working days for review and issuance of excavation permit.

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ABANDONMENT OF PIPE SIZE GREATER THAN 4" (INCHES)

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