

PAYPHONES

I want to: Install a payphone in public space next to my private property.

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. This includes a payphone attached to a building that extends into public space and/or a payphone that requires the user to stand in public 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. 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. Ten (10) copies of the site plan, drawn to scale, indicating:
 - a. Dimension from curb to property line.
 - b. Dimension from curb to payphone.
 - c. Dimension from payphone to the nearest street intersection.
 - d. Dimension from property line to payphone.
 - e. Elevation view of payphone.
4. Three (3) 8 x 10 photographs showing front, right and left views of the space proposed for a payphone.
5. Please present one (1) copy of the site plan and completed application to a Public Space Technician in Suite 2300 for review before submitting full package of ten (10) site plans.

How much will this permit cost? The permit will cost \$75.00 and will be issued for the duration (life) of the pay phone. Checks or money orders should be made payable to “**DC Treasurer.**” Discover, MasterCard and Visa accepted.

How long will the application take to process? All permit applications for payphones must be brought before the Public Space Committee. The average timeframe is 45 to 60 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.