



#BeDowntown The Pop-Up Edition

DOB's Pop-Up Permits (PUPs) program seamlessly activates vacant spaces for temporary uses by combining the building permit and Certificate of Occupancy (C of O) processes. Following a successful application, the initial review timeframe will be complete in 15 business days or less.



Eligible Application Types

- Change of Use: Utilizing a vacant space for a new use with minimal to no construction, such as office space to an assembly use.
- Tenant Change: New tenant utilizing an existing space with an established C of O.

Streamlined Submission Requirements

- Most-recently issued C of O
- Completed Pre-Qualification Form

Permit Process

- Prequalification Form
- DOB Review
- DOB Inspection
- C of O Issuance

To learn more about DOB's Pop-Up Permitting program and to see if you are eligible, please visit DOB's website at dob.dc.gov/pop-up-permit

