



DOB Pop-Up Permit (PUP) FAQ

1. What are Pop-Up Permits?

- a. DOB's Pop-Up Permit (PUP) is a temporary occupancy permit that activates vacant spaces in the District by combining the building permit and Certificate of Occupancy (C of O) application processes to foster economic activity and development in the city.
- b. More information can be obtained by emailing dob@dc.gov or completing the Pre-Qualification Form.

2. How long until I can receive my C of O?

- a. You can receive your Certificate of Occupancy (C of O) in 15 days or less after submitting your C of O application in Certifi, provided the space passes inspection and all of your documentation is in order. The 15 day timeframe includes DOB review of your application, fire and egress plans, and the initial inspection.
- b.

3. Does the building have to be designated vacant by DOB to qualify?

- a. No, buildings or spaces do not have to be designated as vacant by DOB to qualify for a PUP. However, DOB is eager to utilize this program to activate vacant spaces.

4. Does the entire building have to be vacant to qualify for a PUP?

- a. No, PUPs can be issued for parts of a building, just like a regular C of O would be.

5. Where must buildings be located to qualify for a PUP?

- a. Anywhere in the District; however, the Zoning Administrator will review all applications determine whether the temporary use meets specified zoning criteria.

6. How do I apply for a PUP?

- a. Complete the Pre-Qualification form.
- b. DOB contacts customer to confirm qualification.
- c. Submit the PUP Application with all supporting documentation via Certifi.
- d. DOB will schedule an inspection with you.

7. How long will it take for me to receive the Certificate of Occupancy?

- a. DOB will review the PUP Qualification application within 3 business days. DOB will reach out to the prospective applicant with any questions or concerns and provide the applicant with any Certifi application specific instructions.
- b. Once the application in Certifi is submitted, DOB will review the Certifi application; with all required documentation present, DOB will perform an initial inspection within 15 business days.
- c. The Certificate of Occupancy will be issued after the space passes inspection.

8. How much renovation to the space is allowed to qualify for a PUP?

- a. The PUP does not authorize construction activity; any proposed construction requires a construction permit.

9. Do my fire and egress plans need to be completed by a professional?

- a. Yes, fire and egress plans need to be completed by a design professional licensed in the District of Columbia.

10. How much does a PUP cost?

- a. Standard C of O fees apply as per our Fee Schedule: dob.dc.gov/node/1620346

11. What is the difference between a Temporary or Conditional Certificate of Occupancy Permit?

- a. This permit focuses on vacant office or retail spaces that require little to no construction to be activated for up to a year.
- b. Please view our website for more information on different types of Certificates of Occupancy at dob.dc.gov/service/get-certificate-occupancy.

12. What are some activities that do not typically qualify for a PUP?

- a. For an exhaustive list, please see the DC Zoning Regulations.
- b. Commercial residences are not eligible.

13. Does the PUP include food, beverage, and alcohol permits?

- a. No, all food, beverage, and alcohol permits must be acquired in coordination with DOH and ABCA.

14. If I am interested in converting my PUP into a permanent C of O, what is the process?

- a. If you plan to occupy the proposed space for longer than a year, please apply for permanent occupancy and follow the instructions on our website at dob.dc.gov/service/get-certificate-occupancy.

15. What happens if my event is less than 10 days?

- a. Events of less than 10 days require an event license from the Department of Licensing and Consumer Protection. Visit the DLCP website [Special Events Unit | DLCP \(dc.gov\)](https://www.dlcp.dc.gov) for more information.