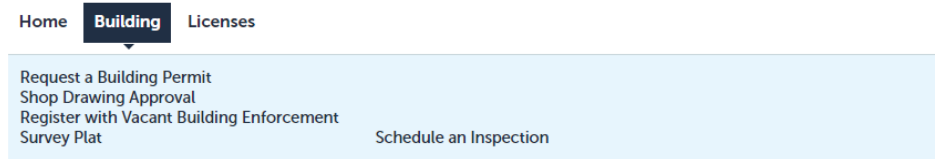


Citizen Access Application Instructions

- Please complete a Tent permit application at the following link, <https://aca20.dcr.dc.gov/CitizenAccess/Default.aspx>.

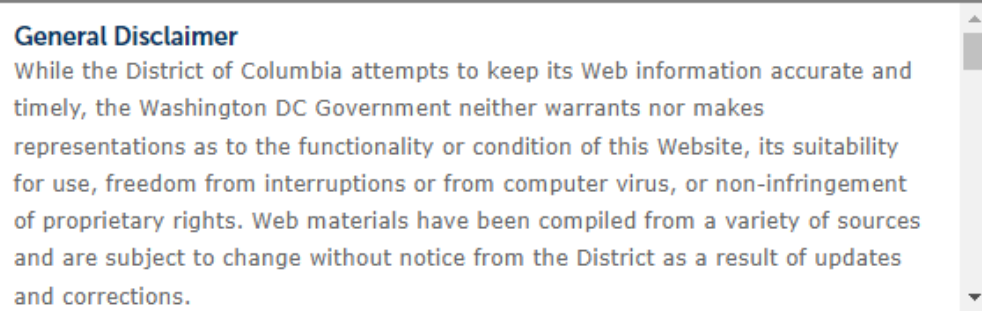
Once you have logged in, please follow the below steps.

1. Select the option Building and click the banner Request a Building Permit.



2. Check that you have read the General Disclaimer and Continue Application

Please note that only "Ownership Change" Certificate of Occupancy applications are accepted online at this time.



I have read and accepted the above terms.

[Continue Application »](#)

3. Closer to the bottom of the page, select the arrow point to Building20

▶ Building20

[Continue Application »](#)

4. Within the list of services, select Tent (the list is in alphabetical order) and then select Continue Application.

5. Complete the application fully. If the event does not have a specific address, please enter a neighboring address, and within the description of work of the application, detail the specific location.

6. When completing the application, if you are receiving compensation by the event organize to submit the permit, you will need to register as a permit expeditor. If not, you can select NO to receiving compensation for completing the permit application.

AUTHORIZED AGENT

Please utilize the following link to register if you are the Authorized Agent: [Permit Expediter Registration Form](#)

* Is an Agent authorized to act on behalf of the Owner?: Yes No

* I certify that I am the Authorized Agent receiving compensation for completing this application or any other permitting function: Yes No

7. When entering the description of work, detail all structures, event date, title, and location.

***Detailed Description:**

TITLE OF EVENT
(3) 10 x 20 Tents
(1) 20 x 25 Stage

8. Do not upload any documents to the application. All documents are required to be uploaded in ProjectDox upon acceptance of the application.
9. Once completed, you will receive a permit number (TN23.....). Your application will then be reviewed for acceptance (ProjectDox Accepted).
10. Once accepted, you will be sent an invitation to upload all required documents in our ProjectDox system.