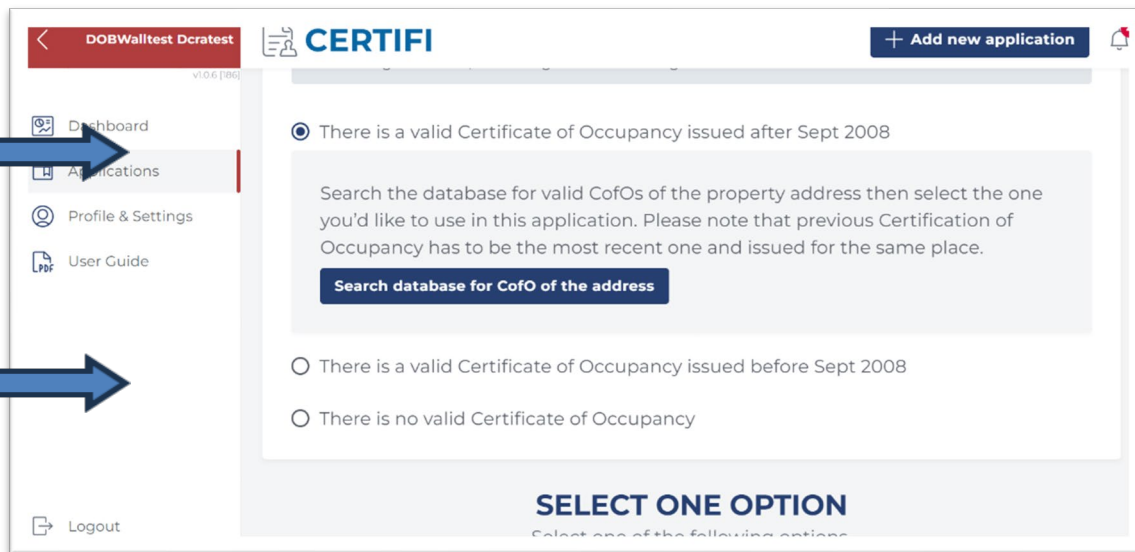


HOW TO APPLY FOR A RETURNING FIREWORK STAND

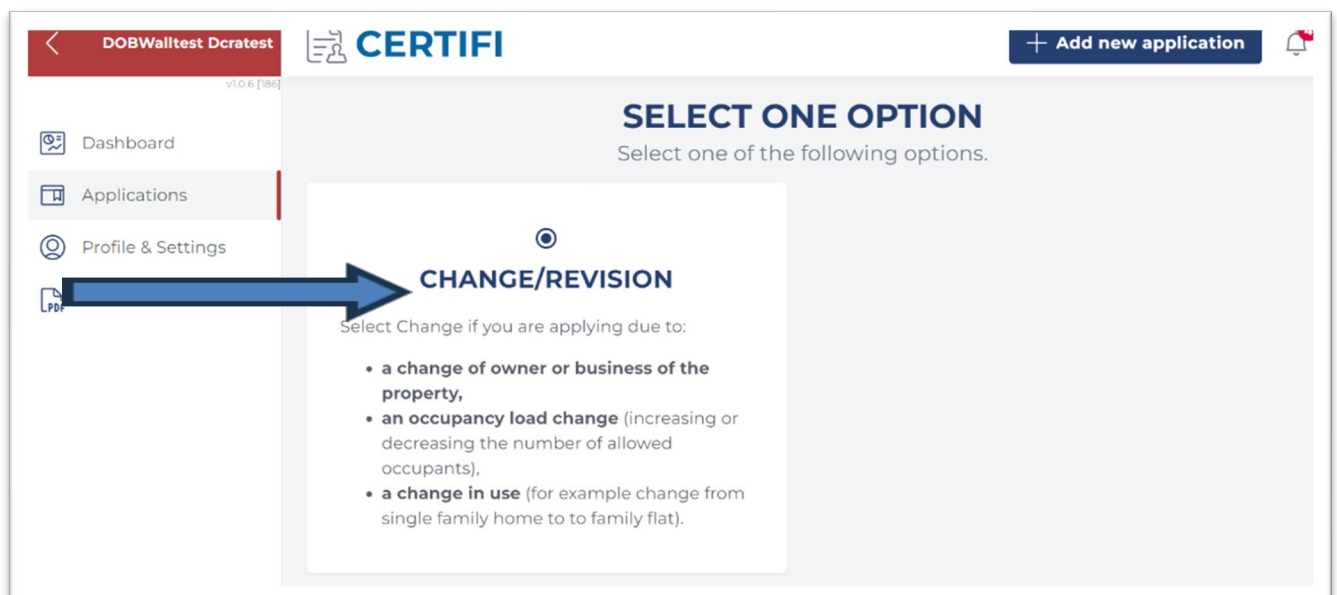
1. Applicants are required to apply for a Certificate of Occupancy online using the [CERTIFI PLATFORM](#). Please refer to the steps below.

Apply under the Ownership permit type: At step #3 of the application, please select:

- “There is a valid Certificate of Occupancy issued...” **before** or **after** 2008 (*select the one that fits your needs*)
- Select ownership: Change/Revision.



The screenshot shows the CERTIFI application interface. On the left is a navigation menu with options: Dashboard, Applications, Profile & Settings, User Guide, and Logout. The main content area is titled "SELECT ONE OPTION" and contains three radio button options. The first option, "There is a valid Certificate of Occupancy issued after Sept 2008", is selected. Below this option is a text box with instructions: "Search the database for valid CofOs of the property address then select the one you'd like to use in this application. Please note that previous Certification of Occupancy has to be the most recent one and issued for the same place." Below the text box is a button labeled "Search database for CofO of the address". The other two options are "There is a valid Certificate of Occupancy issued before Sept 2008" and "There is no valid Certificate of Occupancy". A blue arrow points to the "Applications" menu item, and another blue arrow points to the first radio button option.



The screenshot shows the CERTIFI application interface. On the left is a navigation menu with options: Dashboard, Applications, Profile & Settings, and Logout. The main content area is titled "SELECT ONE OPTION" and contains a single radio button option labeled "CHANGE/REVISION", which is selected. Below this option is a text box with instructions: "Select Change if you are applying due to:". Below the text box is a list of three bullet points: "a change of owner or business of the property," "an occupancy load change (increasing or decreasing the number of allowed occupants)," and "a change in use (for example change from single family home to to family flat)." A blue arrow points to the "CHANGE/REVISION" radio button option.

2. Follow the prompts until you reach step #6 (Document Upload)

Documents needed for upload:

- a. Stand Schematics – Must display the temporary structure dimensions, and have stand framing size, connection details, and anchoring.
- b. A Surveyor Plat is required to indicate the precise location of the stand on the property.
- c. Letter from the owner granting permission to use Location (On Letterhead).

NOTE:

If you are not the property owner, please provide authorization from the property owner with your submission.

Visit our [eRecords](#) system to locate prior documents. For questions regarding prior permit documents, please contact Records Management at dob@dc.gov.

Inspections will be required before final approval of your Certificate of Occupancy.