



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 downtown areas 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. 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.

3. 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.

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

- a. Eligibility is currently limited to the Golden Triangle BID and Downtown BID, but DOB will be expanding the program soon.

5. 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.

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

- a. DOB will review the Certifi application; with all required documentation present, DOB will perform an initial inspection within 15 business days.
- b. The Certificate of Occupancy will be issued after the space passes inspection.

7. 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.

8. 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.

9. How much does a PUP cost?

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

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

- a. This permit focuses on the downtown area 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.

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

- a. For an exhaustive list, please see the [DC Zoning Regulations](#).

12. 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.

13. How long is the review cycle?

- a. The PUP application's initial review cycle takes up to 15 days, which includes the initial inspection. If the space passes inspection, a temporary Certificate of Occupancy will be issued.

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.