



#BeDowntown The Pop-Up Edition

DOB's **Pop-Up Permits (PUPs)** program seamlessly activates vacant spaces in the downtown areas for temporary uses by combining the building permit and Certificate of Occupancy (C of O) processes. In DOB's pilot of the program, 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

