

# MOVING CONTAINERS IN PUBLIC SPACE

***I want to:*** Place a Moving Container (pod) in the parking lane of the street in front of my residence.

***Do I need a permit?*** Yes, a public space permit is required. If “No Parking” signs are needed, they will be provided with the permit.

***Do I still need a permit if I don’t use the street?*** Yes, in most areas of the District - public space includes the front yards or side yards between the building and the street. Placement of a moving container in an alley also requires a permit; placement of moving containers on the sidewalks or tree spaces is prohibited. Under no circumstances may the container delivery truck drive over a roadway curb or a public sidewalk.

***I live on a busy street – is that a problem?*** If moving containers are to be placed in the roadway, they may only be placed in legal parking spaces and may not be placed in violation of posted rush-hour or street sweeping restrictions.

***Where do I go for my permit and No Parking signs?*** You may enter your permit application information, submit your application, and once approved pay for and print your permit online from your home or office computer at <https://tops.ddot.dc.gov>. No parking signs may then be printed at any of the DDOT permit kiosks. You may also go to the public space permit office at 1100 4<sup>th</sup> Street, SW, second floor, between the hours of 8:30 am and 4:15 pm, weekdays except Thursday when hours are 9:30 am to 4:30 pm to apply at a DDOT electronic permit kiosk. Kiosks are also available at all seven Metropolitan Police Department District Stations. MPD District Station locations are listed under the FAQ tab of the online permit system.

***What do I need to apply for my public space permit?***

- Register yourself as a user on the DDOT Transportation Online Permit System (TOPS) at any of the DDOT electronic permit kiosks or online at <https://tops.ddot.dc.gov>.
- Complete an on-line application at any of the DDOT electronic permit kiosks or online at <https://tops.ddot.dc.gov> using the “Parking/Occupancy” section of the TOPS permit system.
- You must know if you are using metered parking spaces (including multi-space meters) and if there are any rush hour or street sweeping parking restrictions.
- The full name of the company providing the container. The company is required to have an annual public space permit from the District Department of Transportation as well.

***How much will this cost?*** A permit to occupy an area measuring up to 8 feet by 12 feet will cost \$50. Each additional 6 linear feet of parking lane will cost \$25. If applicable, there will be an additional fee for parking meters. Once your application is approved, your permit may be paid for on-line with MasterCard and Visa. If you need to go to the permit office to pay, you may make checks payable to the “**DC Treasurer**” or pay with Discover, MasterCard, or Visa.

***How long will it take?*** In many cases your application may be approved automatically, and once you pay on line you may print your permit at your home or office, but you will need to go to any of the DDOT electronic permit kiosks to print your no parking signs, and if desired, print the permit. If not approved automatically, please allow up to 2 weeks to process your application. Please check your application status at <https://tops.ddot.dc.gov>, and once approved, payment may be made and your permit and no parking signs may be printed at any of the DDOT electronic permit kiosks.

***How long will the Permit be effective?*** Permits will be issued for no longer than 5 days, however, a permit may be issued weeks in advance of the permit effective start date.

***When should the “No Parking” signs be posted?*** No Parking signs must be posted 72 hours prior to the placement of the moving containers in the parking lane to be enforceable. (24 hours at meters)

***What if I need additional information?*** Please call the Public Space Permit Office at (202) 442-4670.