



DC GIS Steering Committee

November 2014

HAPPY GIS DAY!

10:00 AM – 12:00 PM
200 I Street SE, 5th Floor
Washington, DC 20003
Conference Room: 5009



Agenda

- Introductions and Establish Quorum
- Approve Minutes 8/21/2014
- DC GIS News
- OCTO GIS News
- Systems Update
- Data Report
- Training Report
- ProjectDox – DCRA Digital Submission
- Agency Roundtable
- Adjourned



DC GIS News

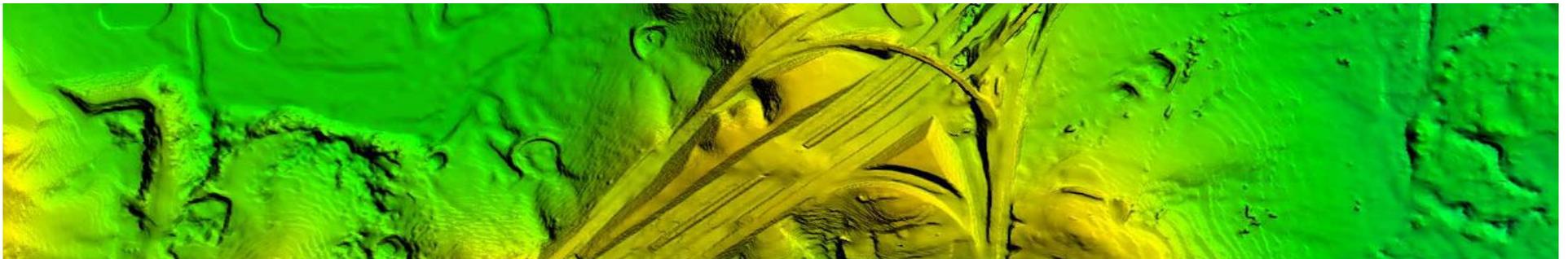
Tim Abdella





2015 Sensor Flight

- High Precision multispectral data (3 inch pixel raster)
 - True Ortho on Downtown, IR full city
- Oblique Imagery (maybe)
- LiDAR – **L**ight **D**etection **A**nd **R**anging
 - Captured at 8 points per meter
- New 1:100 Planimetric Mapping
- Vendor Responses from IDIQ RFTOP received 11/18





Fall 2014 Oblique Flight

- Look up! – plans in the air
- Sanborn Map Company Flying
- 4” resolution imagery
- Data delivered to District, public domain
- Software includes tools and API
- Images will have “Sanborn” Watermark





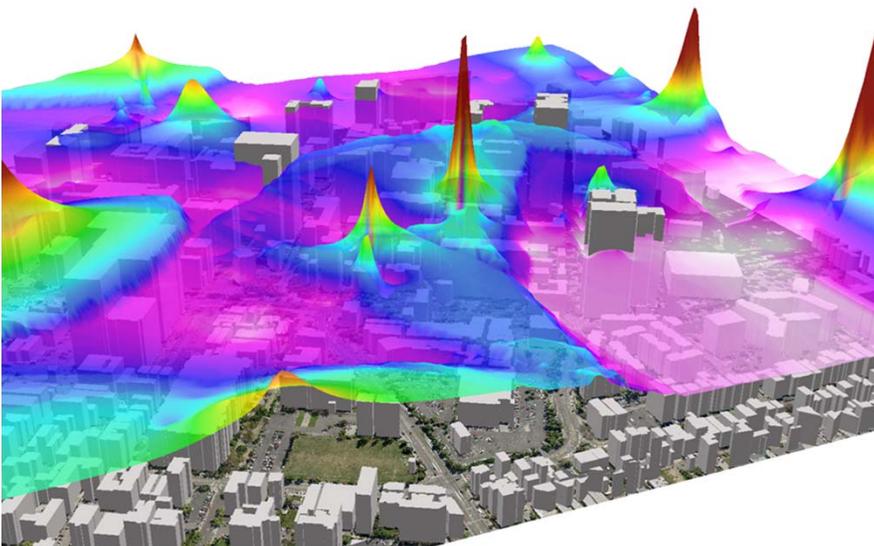
Watermark





Valarm

- Air Quality Index data
 - Presence and concentration of Volatile Organic Compounds as a group
 - Temperature, Humidity, Barometric Pressure
 - CO2 concentration



<http://www.valarm.net>



Data Catalog

- <http://Data.dc.gov>
- Esri ArcGIS for Open Data Portal
- Single Data Catalog for City

DC.gov District of Columbia Open Data [Website](#)

OPEN DC DATA CATALOG HELP

Search for open data SEARCH WITHIN MAP SEARCH SHARE

DATA

- Administrative and Other Boundaries
- Business and Economic Development
- Cultural and Society
- Demographic
- Education
- Elevation
- Environment
- Facility and Structure
- Financials & Procurement
- Health and Human Services
- Historic
- Location
- Performance Metrics

Search. Discover. Use.

We want to ensure the District's data is as open, discoverable and usable as possible in hopes of fostering greater participation and collaboration. Search the site's datasets by topic, or explore featured datasets or review the full list of DC Data sets.

A Growing Site

This new site is a work in progress. We are working diligently to add new data sets, improve usability and bring forward some of the legacy datasets that did not make the initial move. If you don't see a set you have used before, you can view and download all previous data sets at our [legacy site](#). We plan to retire the legacy site only after everything has been moved and optimized.

Feedback

If you have questions, suggestions, requests or any other feedback, please send us a comment or shoot us a tweet at [@opendatadc](#).



OCTO GIS News

Tim Abdella



Staffing Updates

- FTE Updates:
 - Julie Kanzler – Development Team Lead
 - Public Safety Liaison – in process
 - GIS Analyst Position – allocated, not funded
 - GIS Technician Position – allocated, not funded
- Contractor updates:
 - Yomi Kebede – COGO Analyst
 - Norris Brown – Education Data Coordinator
 - Jill Melnicki – Communications Liaison
 - 8 new positions for “Open Data”



OCTO GIS FY'15 Projects

- 2015 Derived LiDAR Products
- 3D Building Update
- DC Info USA Business Data Maintenance
- Regional Routable Centerline data
- ArcGIS Server Architecture
- Google "Stack" Project
- OpenGeo Stack
- Hadoop or similar big data
- Strategic / Business Plan refresh
- dcgis.dc.gov website design
- Street Level Imagery Integration
- 3D Design Review application
- Central Database modeling effort
- VPM update – Migration
- MAR 2.0* - History, R&H, Geocoder
- Establish Source Code Control - dimensions
- Data maintenance tools
- Valarm environmental data
- AGO for DCPS and Charter Schools



FY'16 Budget

- Good Shape
 - Operating Increase requested
 - Annual Flight – Imagery, LiDAR, Oblique
 - Annual Data – Planimetrics, 3D Buildings, LiDAR
 - Travel / Conferences
 - Contractors as operational resources
 - FTE increase requested
 - 8 positions
 - Capital Requests through FY'21
 - DC GIS Master Lease – 1.5 million
 - DC GIS Capital Account – 1.5 million
 - Government Transparency and Accountability – 2.5 million



CA Reports (8/21 → current)

- MySchools School Finder
- Concert for Valor Mapping
- Leaf Collection Application
- Track.dc.gov Launch
- Community Rating System
- Citrix hosted ArcGIS Launched
- 10th Round of broadband
- Support Residents, Businesses and Real Estate Professionals
- Populate Open Street Map (OSM)



InBoundary school data to DME's MySchools School Finder and Lottery Application

Working with the Deputy Mayor for Educations, MySchools DC team, OCTO GIS provided enterprise school data services in support of their new [School Finder Web site](#). The web site lets you plug in your address and search for public schools, both traditional and charter, within a certain distance or with a specific program. From there you can go to a school-specific Web page that shows test scores, information about programs and open houses, and links to more detailed school report cards.

The screenshot displays the 'MY SCHOOL DC' website interface for the 'School Finder SY15-16'. The top navigation bar includes the logo, contact information (202-888-6336), a sign-up for text alerts, and language options (English, Español). A left sidebar contains three main sections: 'Learn' (with a lightbulb icon), 'Apply' (with a laptop icon), and 'Enroll' (with a checkmark icon). The main content area is titled 'School Finder SY15-16' and features a search form with an address input field and a 'SUBMIT' button. Below the search form are filter options for distance (0 mi, 1.5 mi, 2 mi, 2.5 mi, 3 mi) and a 'Find In-Boundary School' section. A map of Washington, DC, is shown on the right, with a red star indicating a search location. The map includes a search prompt: 'Enter an address or select filters to display schools'. At the bottom, there are filters for 'Grades Served', 'Feeder Schools', 'Distance', 'Metro Rail', 'Metro Bus', and 'DC CAS Proficient or Above'. The text 'Schools are listed alphabetically' is visible above the results area.



The Concert for Valor with Data and Maps

The Chief Technology Office often supports HSEMA and OUC with data/maps to ensure the public's safety during events such as The Concert for Valor on Veteran's Day November 11th. Hundreds of thousands of people were in attendance, making it one of the biggest events of the year on the Mall. OCTO was tasked with updating geographic layers for medical stations, emergency response areas, entry access points and other critical assets to ensure safety operations. These layers were sent to OUC and HSEMA along with hardcopy and 911 maps visualizing these data. Materials were shared with on-site and on-call personnel at the Emergency Operations Center (HSEMA).



Enhances Online Leaf Collection Mapping Application

The fall leaf collection program runs from the first week of November through the second week of January. Collecting leaves reduces potential accidents and injuries caused by slipping on wet leaves, and prevents catch basins (storm drains) from clogging and causing street flooding during heavy rains. In support of this effort, DC GIS partnered with DPW to update leaf collection boundaries and completion dates for finished areas for the District Online Leaf Collection online map hosted by OCTO. These changes allow DPW to provide residents information in real time, such as when leaf collection is scheduled in their neighborhood or leaf collection status. The online map is accessible at <http://leaf.dcgis.dc.gov/>



Releases Upgraded Track DC for Agency Performance

The Chief Technology Office has worked to modernize and improve Track DC. The application is now live and available publicly. It is a project completed with an aggressive goal of 60 days. Residents are able track how the District Government is working to better communicate it's performance. Users can also learn more about agency budgets and monitor its spending. Track DC provides additional access to Grade DC, read citywide planning documents, download agency data, and stay connected with the District Government. There are currently over 80 different agencies providing necessary and critical resources to the community. Track DC categorizes these agency by subject matter such as economic development, human services and public works. OCTO will continue to improve Track DC as residents begin to use the system more.

The screenshot shows the Track DC interface for the OEA - Employee Appeals, Office of. It includes a navigation bar with the DC.gov logo and a 'Website' button. Below is a 'Select Agency' dropdown menu. The main content area features a header for the agency, a brief description of its services, and a 'Performance Measures' section. This section includes a bar chart for 'Fiscal Year 2014' and a table of Key Performance Indicators (KPIs) comparing 'YTD Actual' performance to 'FY14 Target'.

Key Performance Indicator	YTD Actual	FY14 Target
Time Required to Complete Adjudications	14	15
Number of Initial Decisions Issued	336	250
Number of Opinions and Orders Issued	34	25
Time Required to Resolve Petitions for Review	9	9
Percentage of OEA decisions upheld by D.C. Superior Court or D.C. Court of Appeals	89	99

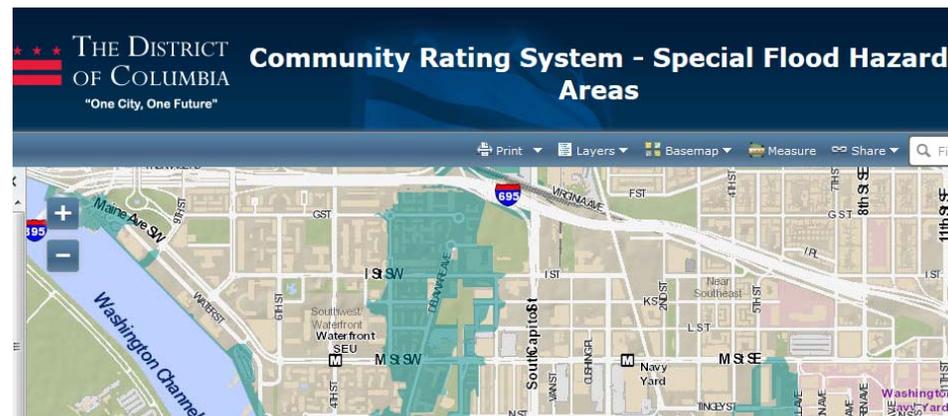




Provides Map and Data Support for DDOE's Submission to the Community Rating System

DDOE is working to meet requirements for joining FEMA's Community Rating System (CRS) program and OCTO is helping by providing initial data analysis and mapping support. The CRS is a voluntary incentive program that recognizes and encourages community floodplain management activities. The District currently fulfills four of the six prerequisites for joining. The two remaining will take effort to pass a Community Assistance Visit to be deemed fully compliant and to complete certain steps to address repetitively flooded properties. As a result of joining this program, District residents may receive credits to help reduce their flood insurance premiums by as much as 45%.

OCTO provided data to identify focused areas within the Special Flood Hazard Area (SFHA) where DC will be working to better address repetitively flooded properties. Federal lands were then removed from consideration. Other details submitted were acreage calculations for DC parks, the number of buildings, and also the number of DC owned buildings within the focus areas. Finally, an interactive web map was created to better view these data. The results will be presented at the DDOE CRS Overview Findings meeting on October 17th. Participating agencies include Office of Planning, DC Dept. of Transportation, DC Dept. of Consumer and Regulatory Affairs and more. More information about the program is at <http://www.fema.gov/national-flood-insurance-program-community-rating-system>.





Releases a New System to Create Maps, Query and Analyze Data for DC Gov

OCTO GIS is pleased to announce that the latest version of Geographic Information Systems (ArcGIS) software is now available as an online solution - CitrixGIS. The online Citrix/ArcGIS service provides DC employees and contractors with free access to desktop geospatial software. DC government uses ArcGIS software and custom DC GIS Tools to create map visualizations, query and manipulate data, model the real world and perform geospatial analyses to ultimately make better decisions. How to use these applications continues to be taught through the DC GIS Training program and DCHR's Center for Learning and Development.

This new system provides users with the most current version of ArcGIS software including:

- An upgraded customized DC GIS Toolbar
- Improved integration with web GIS applications
- Access to recently acquired aerial imagery, including the 2013
- Access to a large collection of ready-to-use maps (basemaps, demographic, terrain, etc)



Delivers 10th Round Broadband Mapping Deliverables

OCTO GIS with on-going support from the Public Service Commission (PSC) submitted its Fall 2014 deliverables on time to FCC/NTIA – October 1, 2014. This accomplishment is to provide bi-annual maps of broadband availability and adoption in the District leveraging American Recovery and Reinvestment Act (ARRA) funding and demonstrate improvement of Broadband Adoption. In FY2010, the District was awarded with a federal stimulus grant to fund the mapping of its broadband availability. To date, OCTO has met all deliverables and schedules established by the National Telecommunications and Information Administration (NTIA) of the U.S. Department of Commerce and contributed its data to the national broadband map. This includes the bi-annual mapping of broadband availability, adoption and Community Anchor Institutions (CAIs). In the coming weeks, OCTO will make broadband adoption data available by providing non-confidential data to the public via the public Data Catalog, posting the data to the District of Columbia Broadband Mapping Application, and making the data available as a web mapping service. The adoption data will join over 500 datasets and feeds available to the public.



New 2013 Photogrammetric Base Layers

The District of Columbia requires a comprehensive range of photogrammetric mapping for GIS database updates and development services. This effort involves making measurements from photographs, especially for exacting positions of the real world surface. Given the continued redevelopment and growth in the District, it is critical to keep these base layers current. In the past year OCTO GIS staff has worked to update various base layers that better reflect the District's ground conditions. Layers updated and published include:

- Buildings Footprints
- Bridges and Tunnels
- Sidewalk Grates
- Obscured Areas
- Railroads Lines
- Roads Boundaries
- Sidewalks
- Swimming Pools
- Stairs
- Wooded Areas

The project area covered the entire District of Columbia. Aerial photographs, taken in October, 2013 were used to update the base datasets. These data are now published and available for download from DC's <http://opendata.dc.gov> website. Next steps include updating the District's detailed basemap that is used in several web applications, desktop applications and shared publicly in various other means. This basemap is expected to be released in late October 2014.



Supports Residents, Businesses and Real Estate Professionals

The DC GIS program at OCTO is involved in many large scale projects that benefit all of DC government and the public at large, but what about the small stuff? On a daily basis OCTO receives several phone calls and requests via the Internet Quorum system. The small tasks DC GIS supports benefits residents who occasionally need guidance on using the DC Atlas Plus and understanding the open data they download. Also, DC GIS helps businesses gather the data they need to support economic development. Here are just a few examples of recent calls successfully fielded by OCTO's DC GIS program:

Streetsense – <http://www.streetsense.com/> - a brokerage and real estate development firm that supports new businesses with site analysis and market research to start. DC government provided clarification with data from the Office of Tax and Revenue – Computer Aided Mass Appraisal data giving them unique classification codes for residential properties in DC.

Resident – A resident of DC is volunteering in political outreach for a candidate in the upcoming DC election. He needed the ability to create a map overlaying administrative boundaries: Advisory Neighborhood Commissions and Single Member Districts. DC government pointed him to DC Atlas Plus (<http://atlasplus.dcgis.dc.gov>) and demonstrated additional tools to analyze areas of interest and create printed maps freely.

City of Virginia Beach - <http://www.vbgov.com> – A local municipality contacted OCTO to learn more about DC's award winning Master Address Repository and its web services. Virginia Beach would like to implement a similar solution. OCTO provided best practices, documentation and other resources to help.



Improve OpenStreetMap

Open Street Map (OSM) is a free crowd sourced, Wikipedia style, map of the world. It relies on the local knowledge of its community participants to provide and create a comprehensive dataset of roads, railways, cafes and much more. OCTO GIS and the OSM community worked on a project to fill in missing data for buildings and addresses around DC. Prior to this project, OSM captured approximately 100,000 building records. By working together with members of the local mapping community, we added over 60,000 buildings with addresses into OSM. Learn more about OpenStreetMap by visiting <http://www.openstreetmap.org>





Highlights: OCTO GIS Team to Cover

Migrations / updates:

- Systems
- Data
- Training



Systems Report

Frank Wang

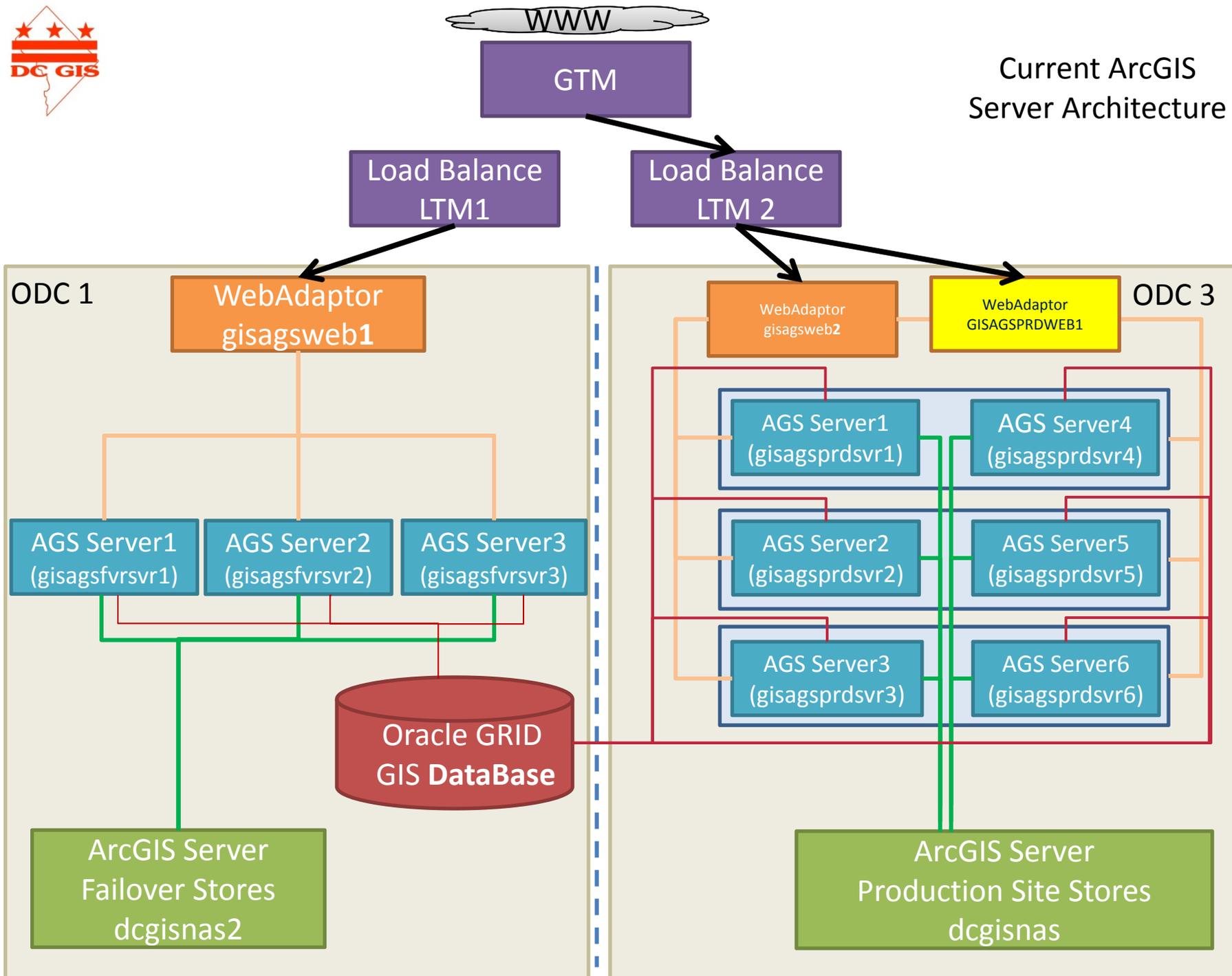


Key Efforts

- Existing ArcGIS Server System:
 - Added a new Web Adaptor to production site
 - Upgraded DCGISNAS server
- Migrate DC Central database to New Oracle Grid Environment
 - Updates to SDE Application Server
 - Connection parameters changing
- Citrix:
 - Cleaning up user accounts
 - Add Cyclomedia extensions and accounts
 - Working with ECIS for improvements
- New ArcGIS Server Architecture



Current ArcGIS Server Architecture





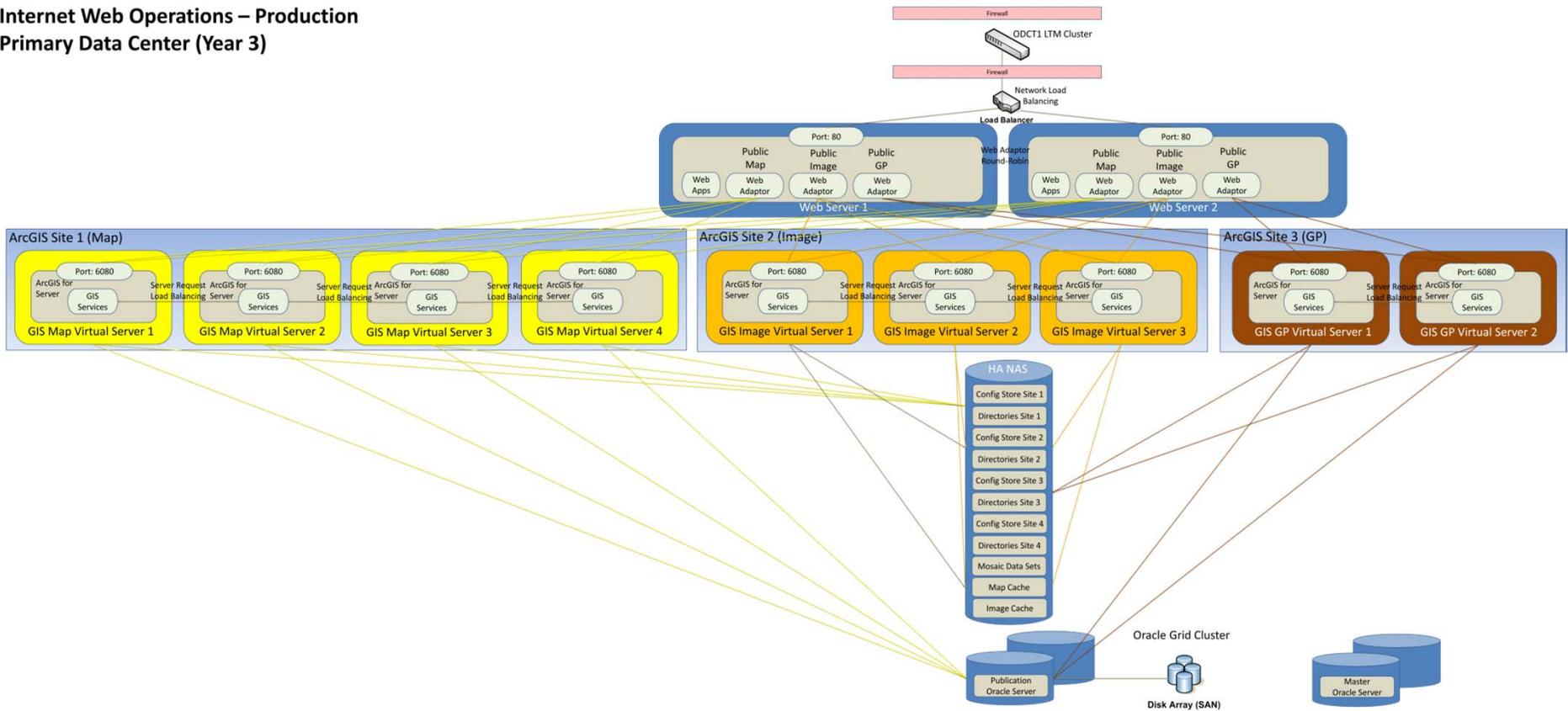
New ArcGIS Server Architecture

- Esri conducted on-site interviews
 - 9/30 – 10/2
 - Provided TOC for Document
 - Esri working on deliverable
- System guidance documentation:
 - Will be used to implement new Esri Architecture
 - ECIS securing additional hardware now



Preliminary Design

Internet Web Operations – Production
Primary Data Center (Year 3)





Data Report

Mario Field



Updated Datasets

1. Basemap
2. Planimetric – 2013
3. Arts and Humanities Award
4. Capital Projects - 2014
5. Clean Team Service Area
6. DC owned floodplain
7. DC land
8. DPR Park
9. Federal Land
10. Great Street
11. Metro Line
12. Metro Station
13. Middle School Boundary – Proposed
14. Middle School Boundary – Change Area
15. Elementary School Boundary – Proposed
16. Elementary School Boundary – Change Area
17. Senior High School Boundary – Proposed
18. Senior High School Boundary – Change Area
19. National Endowment Art Grant
20. Notary Public
21. Public School CAS - 2013
22. Senior Service Network Location
23. Triangle and Median



Next Data Load

- Golf Course
- Hospital
- Hospital Ground
- Liquor License
- Military Area
- School Garden



Training Report

Eva Stern



FY 14 Training: Student Attendees

- Regular classes: 150
- MPD Special classes: 23
- Other special classes: 13

- Total attendees: 186



FY 14: Outreach

- TAGS DC
- Anacostia Watershed Steward Academy
- CASE Foundation Summer Institute



Upcoming in FY 15

- Training:
 - Updates to Overview & ArcGIS classes
 - Revamp Google DC
 - Introducing ArcGIS Online
- Events
 - GIS Day 2014
 - Conference on DC Historical Studies
 - TAGS DC



ProjectDox

paperless, electronic plan submission/review

SEE FINAL PRESENTATION AFTER ROUND TABLE

Katherine Mereand-Sinha

DCRA

katherine.mereand-sinha@dc.gov

<http://dcra.dc.gov/page/dcra%E2%80%99s-electronic-plans-submittal-permit-processing-made-easier-projectdox>



Round Table

Open Forum



Round Table

- Tim
 - Longer meetings?
 - Look at alternative's.....
 - DC GIS Annual Mini-conference (GIS DAY)?
- Lindsley
 - Currency of COO
- Charlie
 - Shut down old System ASAP



Round Table

- Nyambi
 - Access to Data?
 - Services or GRID
 - Currently, 10.2.2 SDE lives
 - Future – SDE dies.....
- Ghermay
 - More communication on “outside” forces



Round Table

- Charlie
 - More Data – OTR Property Data
 - Open Data – leverage this
 - DCRA Data request.....
 - Occupancy, Permit,
 - DCRA should be more “spatial”
- Lindsley
 - Lot Types missing (air rights...)



Round Table

- Charlie
 - MAR 2.0 (would like to see 3D MAR)
 - Units identified in 3D Space, floors, etc...
 - Long range plan / schema to support
- James
 - BIM World – Deep dive
- Lindsley
 - Pressure on design review, sight lines....



Round Table

- Charlie
 - 3D Design Review Application?
 - Working on it this year:
 - Esri
 - Google Flux
 - Autodesk
 - Others....
- Ghermay
 - Standards..... Make sure they keep up with the times



Round Table

- Nyambi
 - Developer review 3D submission is important
 - Be able to pull in and out
 - Zoning would like to be involved
 - “Talk” to Nyambi.....
- Peter
 - Open Standards on Smart City / 3D
 - CityGML..... does this play a role?



Round Table

- Nyambi
 - 3D visualization meetings / requirements needs
- Lindsley
 - Urban Design and Federal
 - Get more federal involvement
- Charlie
 - CORS - Julie
- Julie
 - Working on this in steps



Round Table

- Julie
 - CORS on Star must be careful for cross-site scripting
 - Continue working on it
- Charlie
 - Open the services to more
- Julie
 - Policy and Technology is underway
 - “Dog Fooding”



Round Table

- Ghermay
 - Be proud

ProjectDox

Electronic Plan Submission



ProjectDox

Electronic Plan Submission

01

INTRODUCTION



Agenda

- What is ProjectDox?
- Why is DC using ProjectDox?
 - Paperless/Green
 - Customer Service
 - Collaboration
- AIA Position on Expedited Permitting
- Videos
- Customer Experience
- Process
 - Online Construction Permit Intake
 - ProjectDox
 - Permit Status Tracker
 - Permit Approval and Final Drawings
- Looking to the Future
- Q&A

What is ProjectDox?

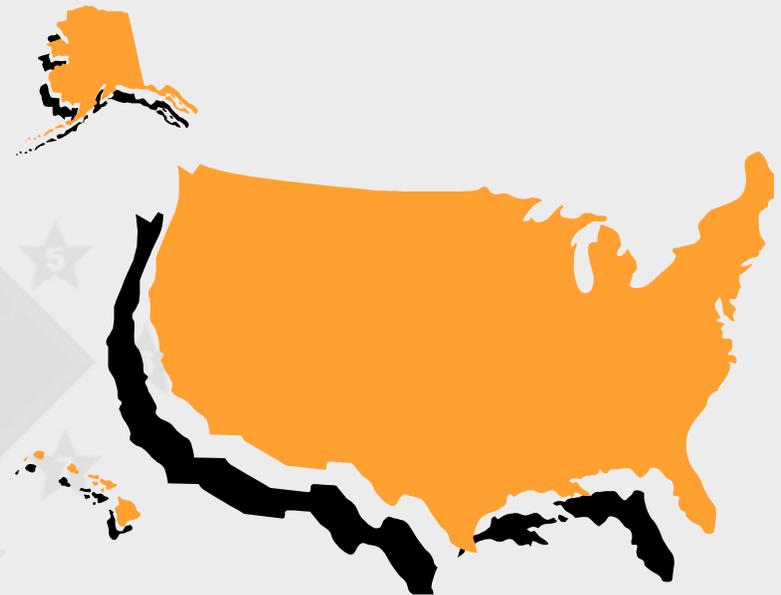
- Lets customers and government complete the plan review and approval process online rather than using a manual, paper-based process
- Allows customers to apply for permits and submit building plans and supporting documents electronically
- Allows Building, Zoning, Fire, Electrical, Plumbing, Mechanical and Environmental plan reviews to occur in parallel

Communication. Collaboration. Coordination.

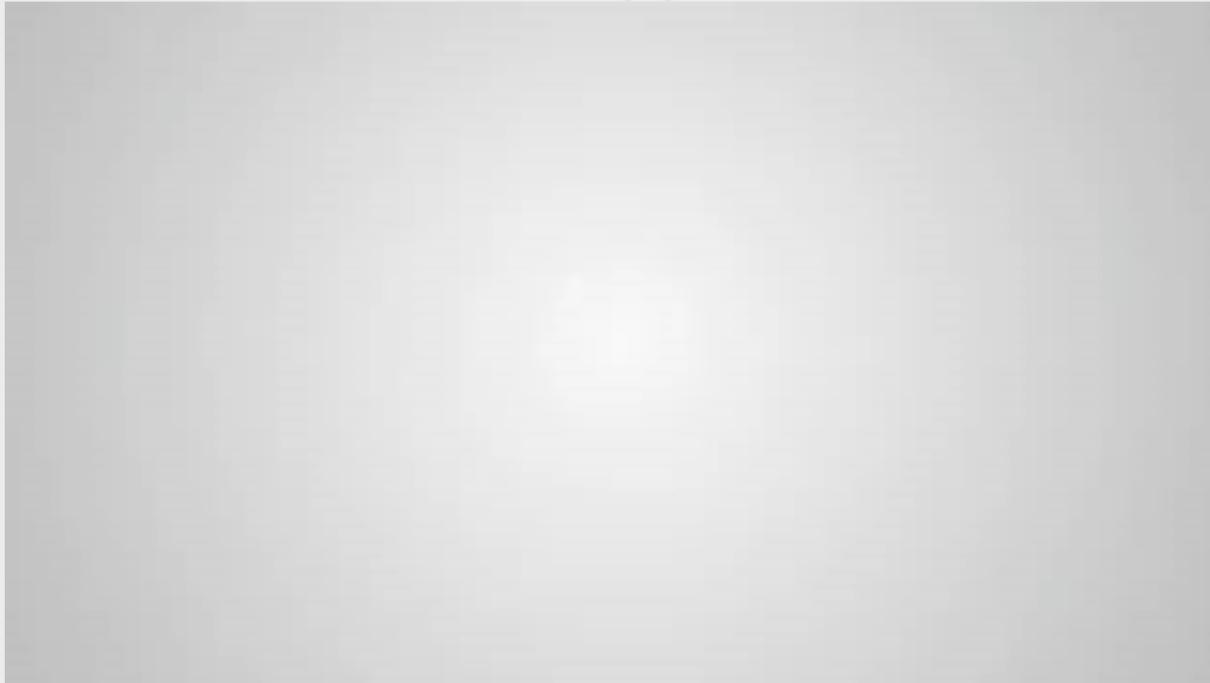


Who is using ProjectDox?

- Montgomery County, MD
- Prince George's County, MD
- Howard County, MD
- Baltimore, MD
- Chicago, IL
- Tallahassee, FL
- Indianapolis, IN
- Honolulu, HI
- Las Vegas, NV
- Salt Lake City, UT
- Knoxville, TN
- Edmonton, Alberta
- Atlanta, GA
- Phoenix, AZ
- Santa Monica, CA
- Albuquerque, NM
- MNCPPC
- WSSC



ProjectDox Electronic Plan Review Enterprise System – Process overview



Why is DC Using ProjectDox?

○ First: Paperless

- Printing blueprints and documents can cost tens and even hundreds of thousands of dollars
- Then, there is the cost to deliver and store paper
- Paper blueprints and documents can be damaged or lost
- ProjectDox helps to preserve the environment by reducing deforestation and green-house gas emissions



ProjectDox

Electronic Plan Submission



How much can ProjectDox save DC?

- Using ProjectDox for ePlan, in a jurisdiction issuing 3,000 permits annually the savings could be up to:
 - 312,000 miles driven and 20,800 gallons of gas
 - 457,600 lbs. carbon monoxide emitted
 - \$57,200 in fuel costs
 - 12,480 hours of drive-time
 - 192,000 lbs. of paper used (239 trees)
 - Approximately 12,000 lbs. of paper requiring storage
- **DCRA issued over 30,000 permits last year**



Why is DC Using ProjectDox?

○ **Second: Customer Service and Self-service**

- Instead of driving to the government counter and standing in line, customers can upload plans and documents anytime of the day or night, from anywhere that has Internet access
- Customers get review status updates online as well
- No need for government staff to answer calls
- The approval process goes faster too



AIA Position on Expedited Permitting

- Expedited permitting increases tax revenue for jurisdictions and reduces costs for the design/construction industry, while promoting sustainability and other beneficial land use policies
- Delays in permit approvals are costing local governments millions of dollars in lost revenues, as projects that take longer to come on line cost localities tax money
- A recent study concluded that a more responsive permit process over a five-year period could result in a 16.5 percent increase in property taxes and a 5.7 percent increase in construction spending
- Technology is also an important part of a successful expedited permitting program, in that it improves the efficiency of the program and available staff

ProjectDox

Electronic Plan Submission



02

Customer Testimonial



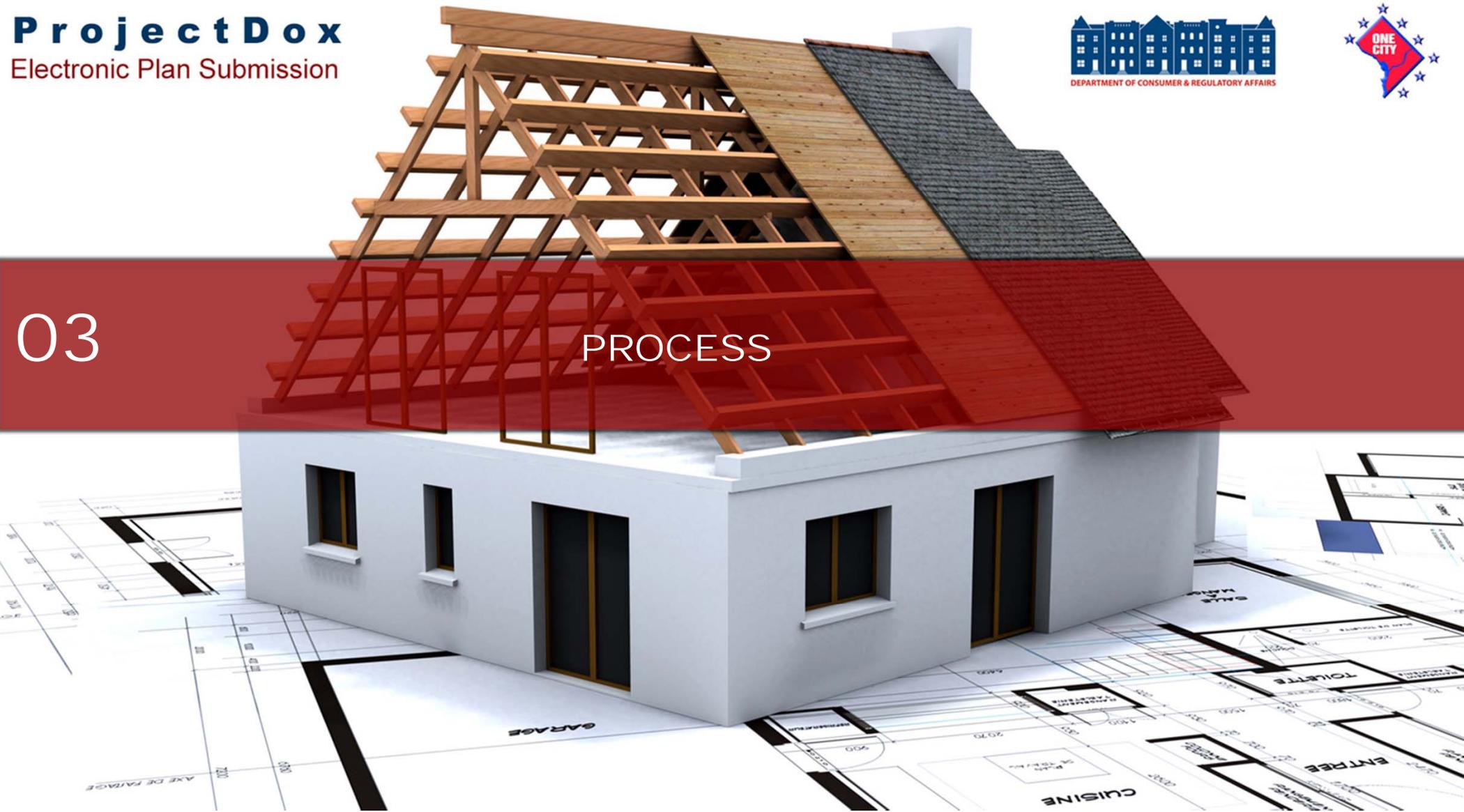
ProjectDox

Electronic Plan Submission



03

PROCESS



Chicago - 10 Steps of an Effective ePlan Process



System Requirements

Operating System

- Windows 8 (32/64)
- Windows 7 (32/64)
- Windows Vista SP2 (32/64)
- Windows XP SP3 (32/64)
- Mac OS 10.5-10.9
- iPad
- Windows Tablet

Processor

- Dual Core or Quad Core
Processors 2.0 GHz or faster

Memory

- 4 GB Ram

Hard Drives

- 100 GB or more

Graphics Card

- Minimum 512MB of dedicated video memory
(multi-monitor support recommended)

Recommended Web Browsers

- Internet Explorer 8, 9 and 10 (32-bit) in

Current Version

- 7.7
- compatibility mode and some internet Settings
See IE 10 Support Bulletin

Technology Overview

ProjectDox works in tandem with our online systems and permitting software, Accela, to help automate the plan review process:

- Customers submit application information online
- ProjectDox uses the permit application email information to invite the applicant to a “project”, where the applicant can upload electronic plan files.
- Reviewers use ProjectDox workflow, collaboration and view/markup tools to complete the initial review.
- Required changes are communicated to the applicant who makes the revisions and resubmits revised files.
- The review cycle continues until all the regulatory requirements are plans are approved
- There is no need for multiple visits to the permit office hauling MASSIVE sets of plans



Online Construction Permit Intake

- The electronic permit process begins online with the Online Construction Permit Intake application

http://cpms.dcrs.dc.gov/OCPI/PermitApp.aspx - Windows Internet Explorer

http://cpms.dcrs.dc.gov/OCPI/PermitApp.aspx

File Edit View Favorites Tools Help

Google Search Share More Sign In

Applicant Checklist Assign...

Application for Construction Permits on Private Property

1100 4TH STREET SW
Zone: C-3-C SSL: 0542 0872

5.1. Owner First Name:

*5.2. Owner Last Name or Co:

*6. Address:

*6.1. ZIP Code:

*7. Phone (xxx-xxx-xxxx):

Is an agent authorized to act on behalf of the owner? Yes, agent is authorized

*11. Type of proposed work (Select only one):

<input type="checkbox"/> Addition	<input type="checkbox"/> Exterior Cleaning	<input type="checkbox"/> Shed
<input type="checkbox"/> Addition Alteration and Repair	<input type="checkbox"/> Fence	<input type="checkbox"/> Sheeting and Shoring
<input type="checkbox"/> Alteration and Repair	<input type="checkbox"/> Fire Retardant Paint	<input type="checkbox"/> Sign
<input type="checkbox"/> After Hours	<input type="checkbox"/> Flag Pole	<input type="checkbox"/> Soil Boring
<input type="checkbox"/> Antenna	<input type="checkbox"/> Foundation Only	<input type="checkbox"/> Special Sign
<input type="checkbox"/> Awning	<input type="checkbox"/> Garage	<input type="checkbox"/> Swimming Pool
<input type="checkbox"/> Blasting Operations	<input type="checkbox"/> New Building	<input type="checkbox"/> Tenant Layout
<input type="checkbox"/> Capacity Placard	<input type="checkbox"/> Observation Stands	<input type="checkbox"/> Tent
<input type="checkbox"/> Christmas Tree Stand	<input type="checkbox"/> Projection	<input type="checkbox"/> Tower Crane
<input type="checkbox"/> Civil Site Work Only	<input type="checkbox"/> Raze Building	<input type="checkbox"/> Underground Storage Tank
<input type="checkbox"/> Demolition	<input type="checkbox"/> Retaining Walls	<input type="checkbox"/> Water and Damp Proofing
<input type="checkbox"/> Excavation Only	<input type="checkbox"/> Scaffolding	

*12. Description of Proposed Work:

Please provide a brief, but detailed description of the proposed construction; for example: upgrade existing electrical and plumbing only, or renovate lower level to create a second unit.

Example for addition and alteration repair:
New rear addition, 1 story, interior alterations at all levels including new kitchen and bathrooms, new lighting and mechanical zones.

Phrases such as: as per plans, see attachment, no work at this time, certificate of occupancy requirement, as per inspector instructions, etc. are not acceptable.

Done Internet | Protected Mode: Off 100%

Logging Into ProjectDox

- It is important to know in advance who should receive the ProjectDox invitation via email.
 - **New Users** – When invited to a project, customers will receive an email containing login information as well as a link to the project.
1. To sign in, enter the email address and temporary password
 2. Click Login
 3. Enter a new password and personal account information. A security question is required.

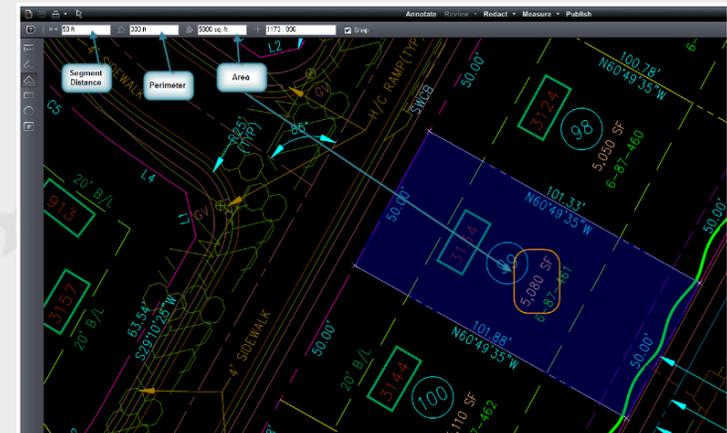
Submission Standards

○ Cover Sheet

- Project cover sheet must be included with submission.
- An index of all drawings must be included.
- Index sheet must include designations. Example:
A0002_Second Level Floor Plan

○ Drawing Size Standards

- Drawing minimum size should be 18" x 24" to facilitate more efficient review of the plans.
- All plans must be drawn to scale and properly set with the appropriate graphic scale included on every drawing sheet.
 - When more than one scale is used on a sheet, an independent graphic scale must accompany the applicable detail.





Submission Standards

- ProjectDox files must match the page name of the submitted drawings. The first character must start with the **Discipline Initial** followed by the **Sheet Number**. (See chart below)

Example filename: **A0002-SecondLevel.PDF**

- Discipline** – First character must represent the discipline area. Example: **A** for **Architectural**, **S** for **Structural**. The table at right details all required **Discipline** characters. Ensure that all plans are submitted under the correct discipline.

Drawing Type	Discipline	Sheet Number	Example File Names
Architectural	A	0000-9999	A0010
Structural	S	0000-9999	S0002
Zoning	Z	0000-9999	Z0001_99
Electrical	E	0000-9999	
Fire Protection	F	0000-9999	
Mechanical	M	0000-9999	
Plumbing	P	0000-9999	
DDOT	DDOT	0000-9999	
DOH	DOH	0000-9999	
DDOE	DDOE	0000-9999	
HPRB	H	0000-9999	
WASA	W	0000-9999	
NPCP	N	0000-9999	
WMATA	WM	0000-9999	
CFA	C	0000-9999	
China Town	CT	0000-9999	
White House	WH	0000-9999	
Civic	CI	0000-9999	
EISF	E	0000-9999	
Elevator	ELV	0000-9999	



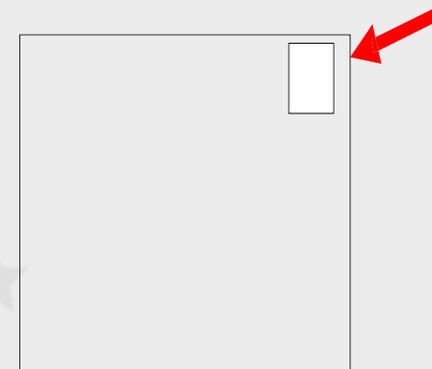
Submission Standards

- **Sheet Number** – Must be 4 digit numbers with leading zeroes. If subsets are needed, place the decimals after the 4th digit. Ex: P0001_99.
 - Use the "_" to separate the numbers. Do not use periods in the filename except to denote file type (PDF, DWG etc).
 - **Use alphanumeric symbols only.** Non-alphabetical and non-numerical characters, including but not limited to, the below cannot be used:
 - File names **MUST NOT EXCEED** 70 characters in length
 - **Please note:** Improperly named files may result in the file being rejected and sent back for proper renaming.

Drawing Type	Discipline	Sheet Number	Example File Names
Architectural	A	0000-9999	A0010
Structural	S	0000-9999	S0002
Zoning	Z	0000-9999	Z0001_99
Electrical	E	0000-9999	
Fire Protection	F	0000-9999	
Mechanical	M	0000-9999	
Plumbing	P	0000-9999	
DDOT	DDOT	0000-9999	
DOH	DOH	0000-9999	
DDOE	DDOE	0000-9999	
HPRB	H	0000-9999	
WASA	W	0000-9999	
NPCP	N	0000-9999	
WMATA	WM	0000-9999	
CFA	C	0000-9999	
China Town	CT	0000-9999	
White House	WH	0000-9999	
Civic	CI	0000-9999	
EISF	E	0000-9999	
Elevator	ELV	0000-9999	

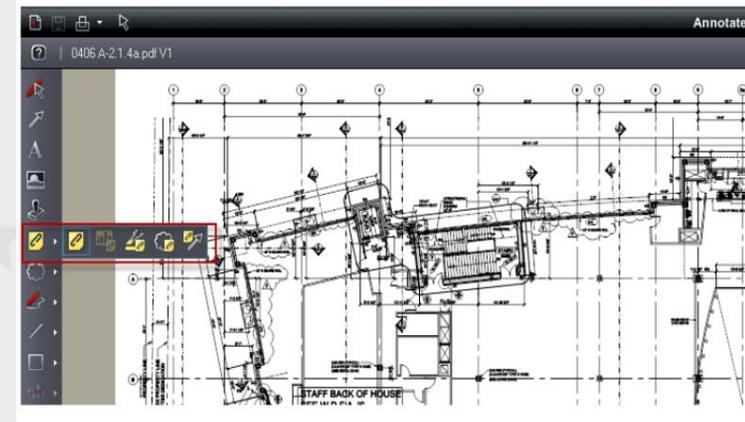
Submission Standards

- A 5" X 5" area must be reserved at the TOP RIGHT corner of ALL drawings for DCRA approval stamps. Please leave the top right corner completely blank on all drawings (with exception of the border). This is applicable to all sheet sizes.
- Professional of record electronic stamp must be on every drawing



Submission Standards

- Each page of the drawings must be submitted as a single file.
 - **Multiple page files submitted for drawings will be rejected.**
 - DCRA will only accept multiple page files for supporting documents.
- Only Searchable PDF files are accepted for calculation, reports and other supporting documentation (i.e. – non-drawing files)
- Confirm that only trade lines are dark on electrical, mechanical or plumbing/gas drawings by changing the background to grayscale prior to saving as a vector PDF file
- Files must be monochrome with white background (print-ready)

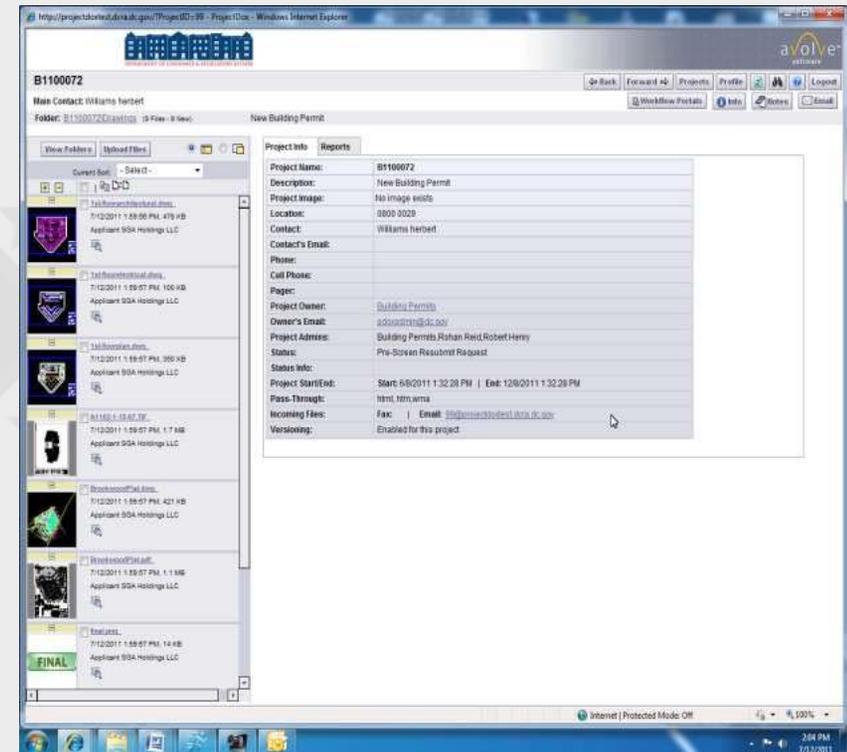


Architect Stamps

- Architect stamps are required on the electronically submitted plans
- DCRA will also accept, in addition, a certification letter on the firm's official letterhead. If submitting a certification letter, the letterhead should contain:
 - the project name,
 - project address and
 - state the name of the architect on record, and
 - must be uploaded into the **Supporting Document Folder**.
- All letterhead submissions must include license numbers for verification with the Office of Professional License Administration (OPLA) located at DCRA. During the Prescreen process all Licenses will be verified.

Uploading Documents

- **Uploading the Drawings and Documents – ALL DRAWINGS AND DOCUMENTS MUST BE UPLOADED AT THE SAME TIME**
- Drawings and Supporting Documents must be placed in the correct folders
- Once all files are uploaded, the folder is replaced by thumbnail images of each file contained in the folder. The file name, author, date and any relevant file icons are displayed under each thumbnail.

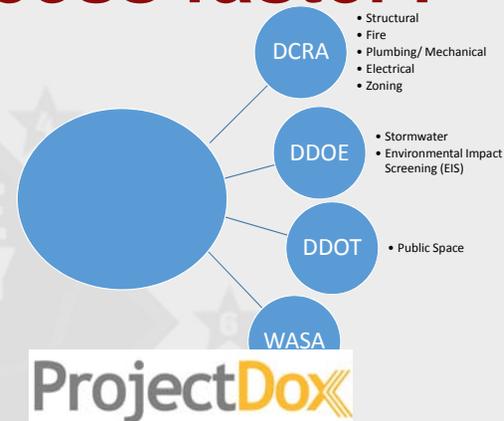


Parallel reviews

Why is the approval process faster?

FAQs

- Each discipline can review at the SAME TIME!
- Items requiring correction do not hold up the entire process
- Sister agencies are also participating in the ProjectDox review process



Tracking Review Status

1. Go to the DCRA website **DCRA.DC.GOV**
2. Click **Online Services**.
3. Click **Check Your Permit Status Online(OBPAT)**.
4. The application will prompt you to enter the **Application ID** or **Property Address**.
5. Select **Continue**.

Track Status of Building Permit Application

To review the status of an application, enter the **Application ID** or **Property Address** below and select continue.

Application ID

(e.g. B0700001)

 [Continue](#)

Property Address

(e.g. 941 NORTH CAPITOL ST NE)

 [Continue](#)

Tracking Review Status (continued)

- The system will display the below screen.
- Click **Description** for detailed comments from each reviewer.

Discipline	Review Status	Status Date
DDOE Review	DDOE Review Approved	12/28/2010
Plumbing Review	Plumbing Review Approved	10/29/2010
Structural Review	Structural Review Approved	12/13/2010
Zoning Review	Zoning Review Approved	12/27/2010
Issue Permit	Permit Issued	12/29/2010

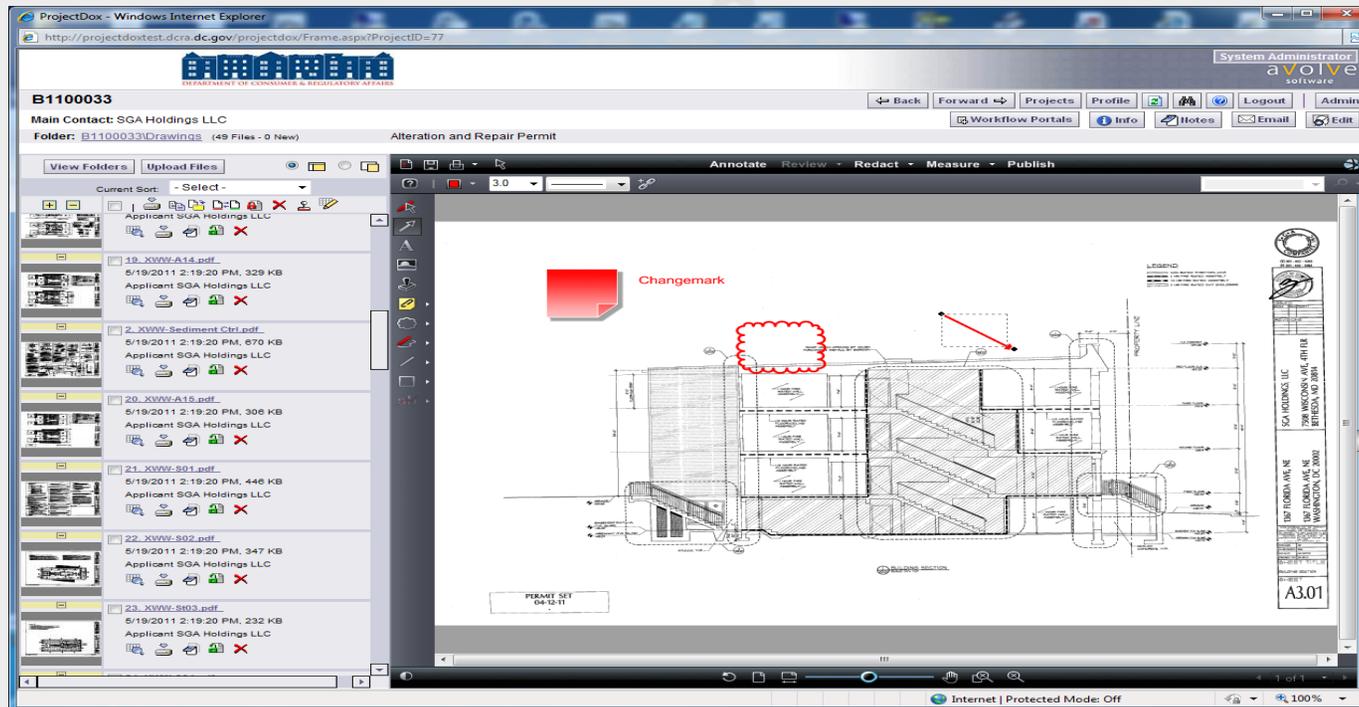


When Changes are Required - Changemarks

- Standard markup names and colors will be used for each reviewing discipline for easy identification.
- A markup can have one or more **changemarks**.
- Changemarks are created to quickly identify a markup and associated comments

MARKUP NAME	CHANGE MARKUP TITLE	MARKUP COLOR
Structural	STRUC	Dark Blue
Zoning	ZONING	Brown
Electrical	ELEC	Orange
Fire Protection	FIRE	Red
Mechanical	MECH	Purple
Plumbing	PLUMB	Purple
Elevator	ELV	Light Blue
EISF	EISF	Light Green
DDOT	DDOT	Black
DOH	DOH	Black
HPRB	HPRB	Black
WASA	WASA	Black
NPCP	NPCP	Black
WMATA	WMATA	Black
CFA	CFA	Black
China Town	CT	Black
White House	WH	Black
DDOE	DDOE	Green
DDOE Erosion	DDOE ER	Green
DDOE Storm Water	DDOE SW	Green
DDOE Flood Plain	DDOE FP	Green
DDOE Air Quality	DDOE AQ	Green
DDOE Environmental	DDOE EV	Green

Plans With Reviewer Markup



Most Common Review Problems

- No title and sheet index page provided
- All supporting documents are not uploaded
- Lack of strict adherence to neighbor notification requirements
- Documents are not complete and ready for upload when filing fees are paid
 - Application acceptance date becomes out of sync with the date that the plans and documents are available for review.
- Incomplete or total absence of the code data sheet.
- Incomplete schedules e.g. windows, doors, electrical lighting fixtures, panels, etc.
- Random placement of discipline plans

Resubmitting Rejected Drawings

- The applicant will receive an e-mail indicating the drawing(s) has/have not met the minimum requirements for acceptance.
- **The applicant must make corrections and upload only the corrected drawings using the same file name as the original submission**

ProjectDox Task Assignment Notification for B1100088 Inbox | X

☆ pdtest@dcra.dc.gov to me

Department of Consumer & Regulatory Affairs 

Resubmit Notification

Attention: ,

Your plan review submission for Project: **B1100088** has not met the minimum requirements for acceptance. You may review correction comments and requirements accessing the ProjectDox site.

When corrected plans and or documents are ready for re-submittal, please, Login to ProjectDox and follow the instructions provided for re-submittal.

Please be advised when re-submitting plans and or documents:

- All corrections must be uploaded using the same file names as the original submittal
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested
- Please make corrections within 90 days of this notice to avoid your Permit Application from expiring

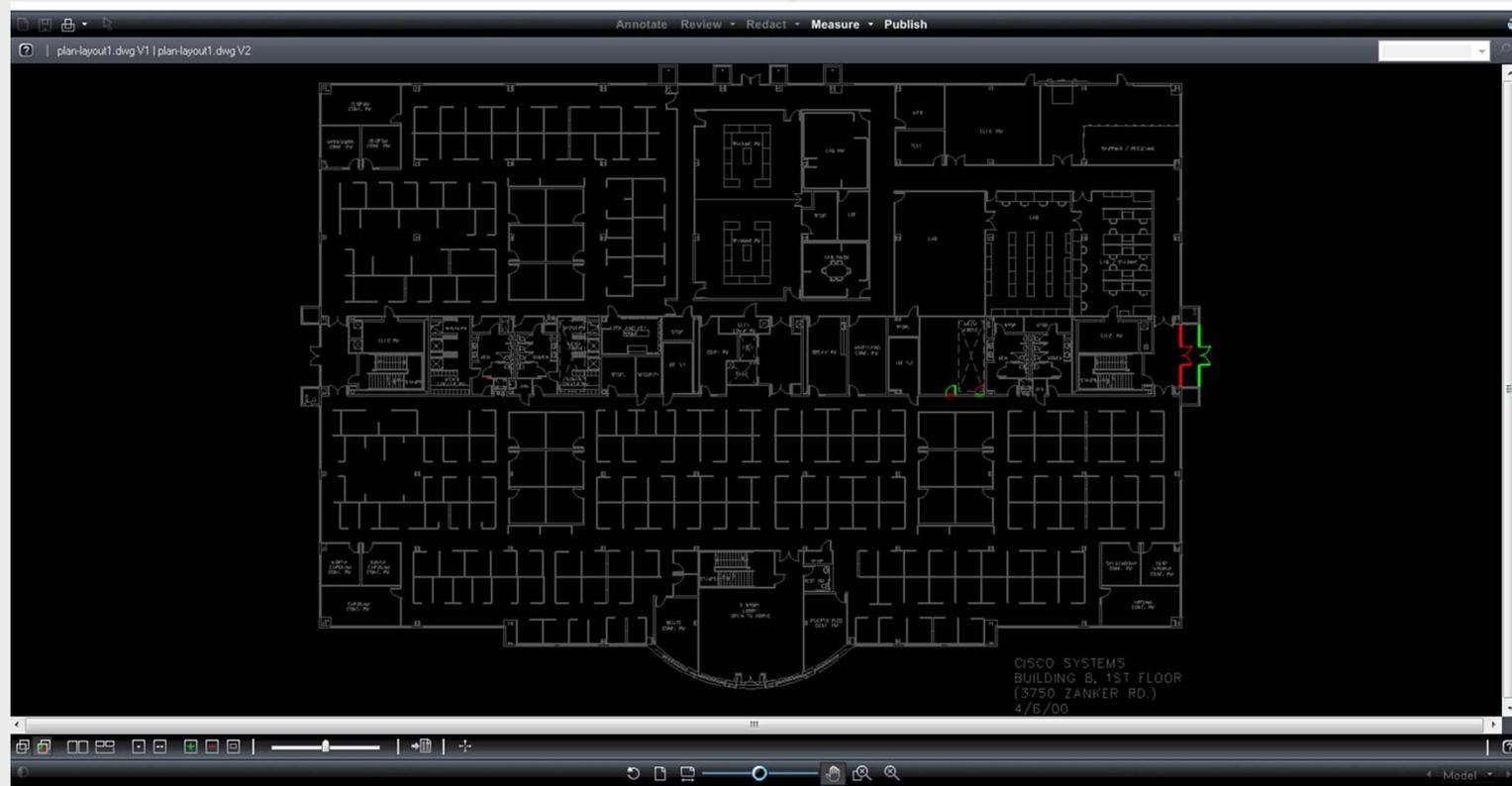
Project Name:	B1100088
Assigned By:	Herbert Williams
Task Assignment:	ApplicantResubmit

[Project Access](#) | [Login To ProjectDox](#) ←

Example of Plan Comparison (Side by Side)



Example of Plan Comparison (Overlay)



Obtaining an Approved Permit

1. Come to the Permit Center
2. Present a copy of the approval notification e-mail.
3. Pay the cashier.
4. Go back to the Issuance counter.
5. Present the cashier receipt
6. DCRA will issue the Official permit.
7. The applicant will receive an email indicating the drawings are approved and ready for downloading.

Eplan Review Approval Notification B1100063 Inbox | X

☆ pdtest@dcra.dc.gov to me

Department of Consumer & Regulatory Affairs 

Eplan Review Approval Notification

Attention: ,

Thank you for using the City of Washington DC ePlan Review System. Congratulations, Permit Application "B1100063" has passed the eplan review process.

In order to receive your permit and begin work, please remit payment for the final permit fee in the amount of 68. Please submit payment to the DCRA 1100 4th St, SW - 2nd Floor Washington, DC 20024. **Payment must be received prior to permit issuance.**

Please print this notification to accompany your cash or check payment if you will be submitting payment in person. After your permit is issued, you will receive a notification and the ability to download and print the plans from project B1100063.

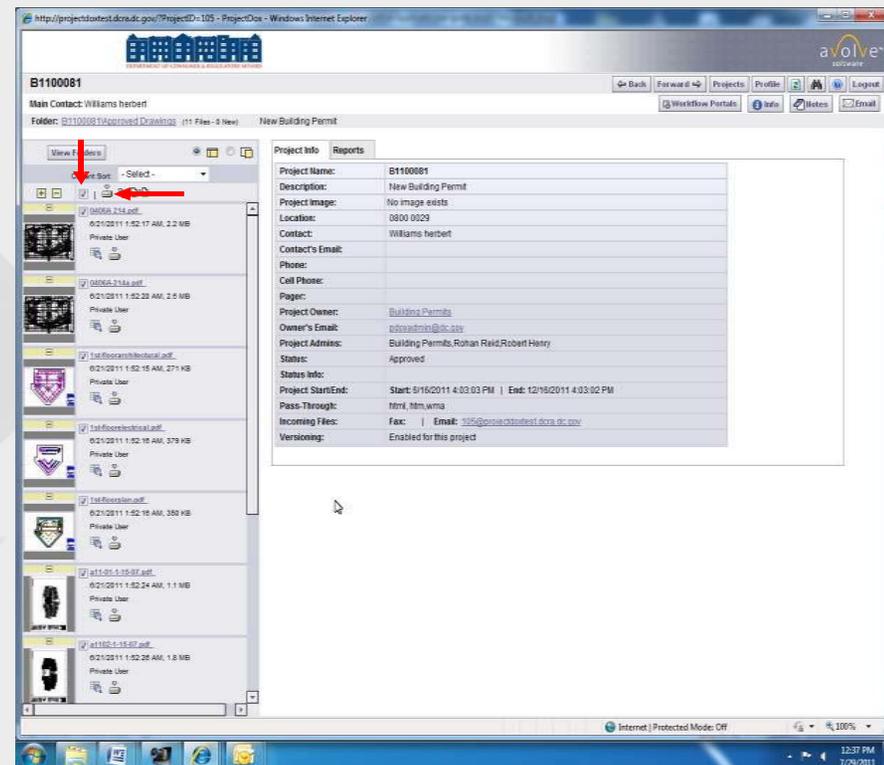
Project Name:	B1100063
Task Assignment:	NotifyPlanApproved

[Project Access](#) | [Login To ProjectDox](#)

Downloading Final Approved Plans

1. Login to ProjectDox.
2. Open the project.
3. Click Approved Drawings folder.
4. Select the drawings to be downloaded. The approved drawings will contain DCRA approval stamps

A paper copy of the approved drawings must be maintained on site while the construction is underway. (failure to have approved plans on site may result in a stop work order and fines)



ProjectDox
Electronic Plan Submission

04

OUTLOOK / NEXT STEPS



TPR Notification of Intent

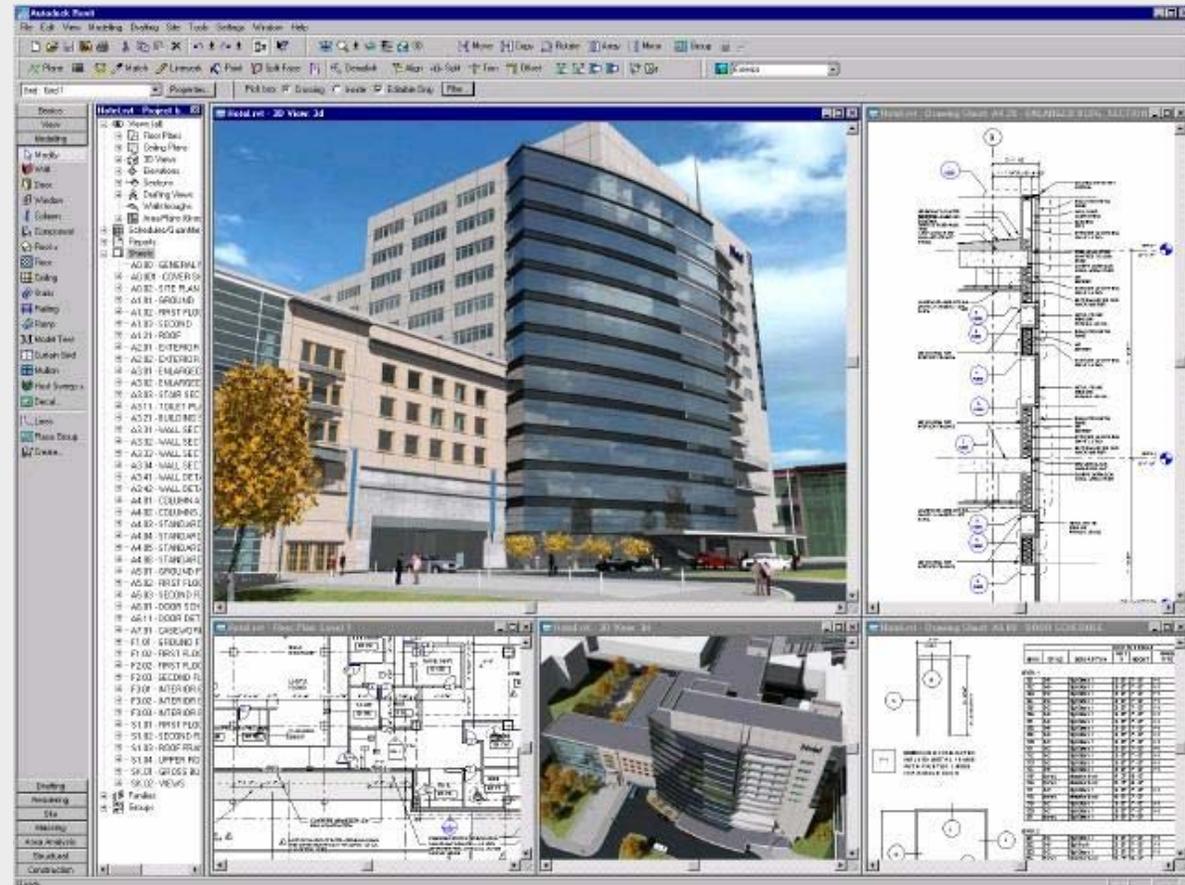
- [Notification of Intent to Use Third Party Plan Review Agency](#)
- This Notification is to advise DCRA of the Permits Applicant's intention to utilize Third Party Plan Review Services in connection with a construction project.

ProjectDox

Electronic Plan Submission



Future of
Electronic
Review
BIMS using
REVIT



Future Project Portal Features

- New citizen and application portal
- 1 stop application submission, project access and status
- Applicant won't have to login to ProjectDox
- Ease of use and help driven
- Support for all browsers

2013 DC Construction Codes

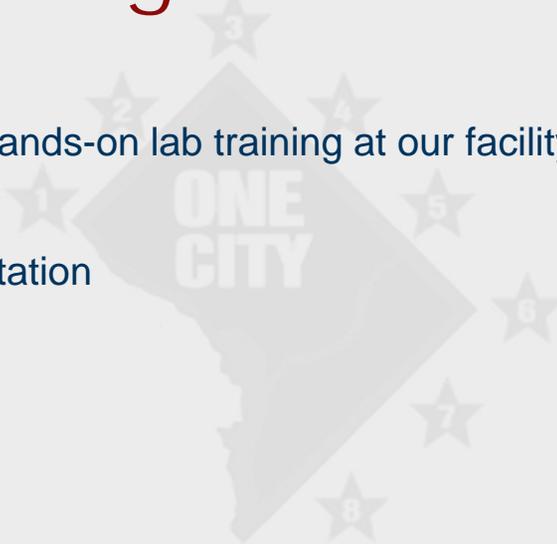
- New codes adopted March 28, 2014
- New administrative changes to 12 DCMR Chapter 1
- New mandatory electronic plan submittal provision included (Section 106.1)

Mandatory Electronic Submission

July	Aug	Sept	Oct	Nov	Dec
6/28/14 Facilities 100,000 or more Gross Floor Area			9/28/14 Facilities 75,000 or more Gross Floor Area		
Jan	Feb	Mar	Apr	May	Jun
12/28/14 Facilities 50,000 or more Gross Floor Area			3/28/15 Facilities less than 50, 000 Gross Floor Area except projects exempt from seal requirements		

Upcoming Training Classes at DCRA

- DCRA will provide a schedule of hands-on lab training at our facility
- Each participant will have a workstation





Adjourned

Thank you

Links to past DC GIS Steering Committee Meeting Agendas and Presentations are available at: <http://dcgis.dc.gov> click on [DC GIS Steering Committee Link](#) on the bottom of the page.