

BIKE RACK, BENCH OR OTHER STREET FURNITURE

I want to: Install a bike rack, bench or other street furniture in public space next to my property.

Do I need a permit? Yes, any use of the public right-of-way, which is defined as the space outside the private property line, requires permission from the District Department of Transportation.

Where do I go to get this permit? The public space permit office at 1100 4th 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. DDOT electronic permit kiosks are available to simplify the permit application process. These kiosks are located at the Permit Office as well at all seven Metropolitan Police Department District Stations or you may enter your application information, and submit your application online from your home or office computer at <https://tops.ddot.dc.gov>

What do I need when I apply for this permit?

1. 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>.
2. Complete an on-line application at any of the DDOT electronic permit kiosks or online at <https://tops.ddot.dc.gov>. Supporting documents may be uploaded online in a PDF or TIFF electronic format or paper copies may be submitted to a public space technician at the public space permit office.
3. Fifteen (15) copies (Thirteen (13) copies if you have stamped streetscape approved plans) of the site plan, drawn to scale, indicating:
 - a. Configuration of the fixture(s).
 - b. Dimension from the face of the roadway curb to the property line
 - c. Dimension from the face of the roadway curb to the fixture(s).
 - d. Dimension from the fixture(s) to the nearest street intersection.
 - e. Distance between the fixtures (if more than one).
 - f. Elevation views of the fixture, conforming to DDOT standards
4. Three (3) 8 x 10 photographs showing front view and views from the right and left of the space proposed for the fixture.
5. If applicable, Fine Arts Commission and/or Historic Preservation Review Board approval must be obtained before applications will be accepted for a permit.
6. Please bring one (1) copy of the site plan to a Public Space Technician at the public space permit office for review prior to submitting the full package of fifteen (15) site plans.

How much will the permit cost? The costs of permits vary by use but are generally \$135. The permit will be issued for the duration (life) of the permitted fixture(s). Checks or money orders should be made payable to “**DC Treasurer.**” Discover, MasterCard and Visa accepted.

How long will the permit application process take? The Public Space Committee must approve all bike rack and street furniture permit applications. The average timeframe is 45 to 90 days. You may check your application status at <https://tops.ddot.dc.gov>.

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