

Scout User Guide

Version 1.0 | March 2020



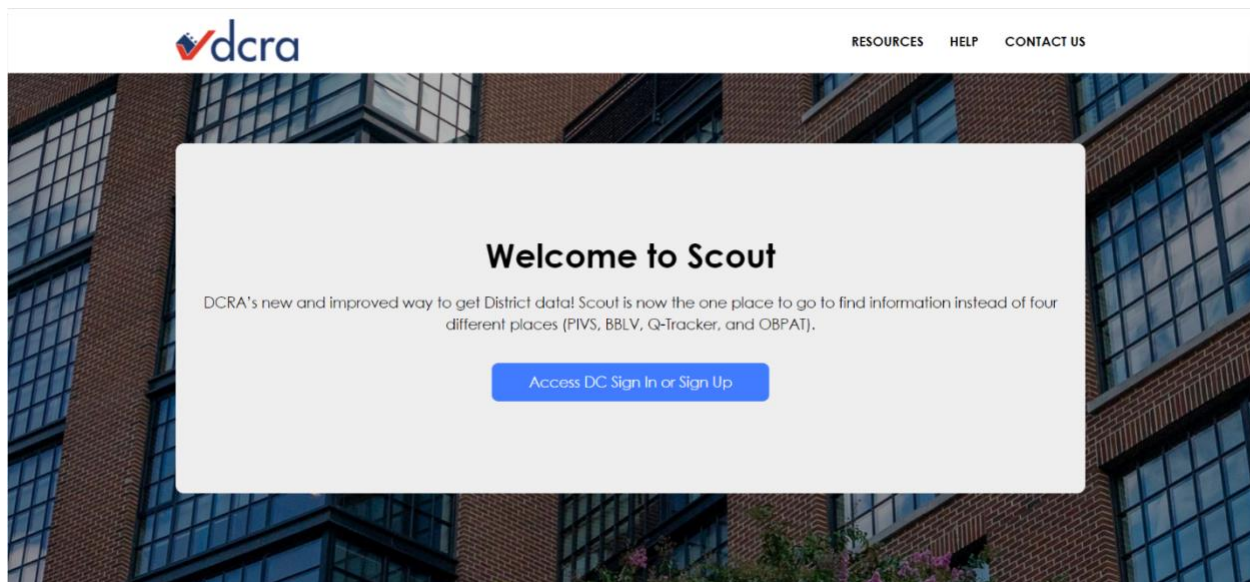
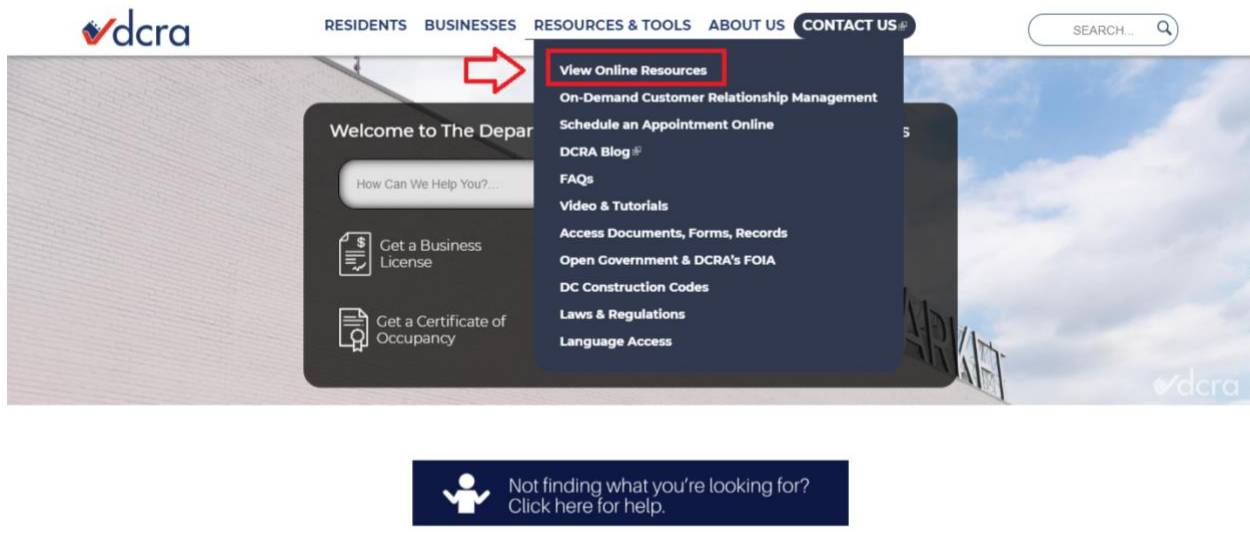
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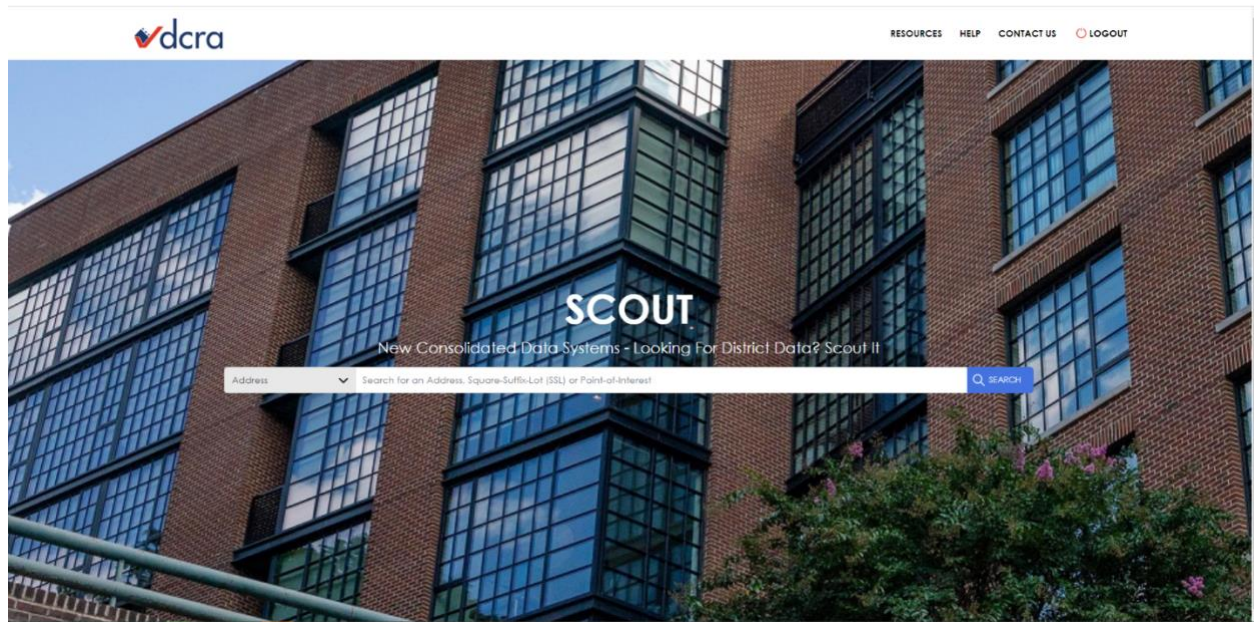
INTRODUCING SCOUT

Scout is a DCRA online resource that allow users to research real property, licensing, permit, regulatory and enforcement information on specific properties and businesses across the District of Columbia. Users may search by a specific street address, business or person name, permit or license number. This guide serves as a supplemental resource for users to successfully find what they are looking for in Scout.

1. ACCESSING SCOUT

Scout may be accessed through DCRA website under 'Resources & Tools' --> 'Online Resources' or directly through the Scout website address: www.scout.dcra.dc.gov





2. FINDING YOUR WAY AROUND SCOUT

2.1 Application top menu

The top menu of the application is divided into:

- **Resources:** opens the Resource Page, which includes links to DCRA's website, Office of Tax and Revenue, Property Quest, DC Office of Zoning, DCRA e-Records, DC Business Center, Office of the Surveyor Land Record Management System, and CorpOnline Services.

RESOURCES

References and Additional Information

[Office of Tax and Revenue](#)[Property Quest](#)[DC Office of Zoning](#)[e-Records
\(Electronics Record Management System\)](#)[DC Business Center](#)[Office of the Surveyor Land Record
Management System](#)[CorpOnline Services](#)[Department of Consumer and Regulatory
Affairs](#)

- **Help:** opens the Help Page for Scout, which includes a FAQ list, a User Guide and an introductory video.
- **Contact us:** opens the contact page for DCRA, a form that can be filled anonymously in which the customer identify the area he/she needs help with.



Contact Us

Contact Information

☐ Anonymous

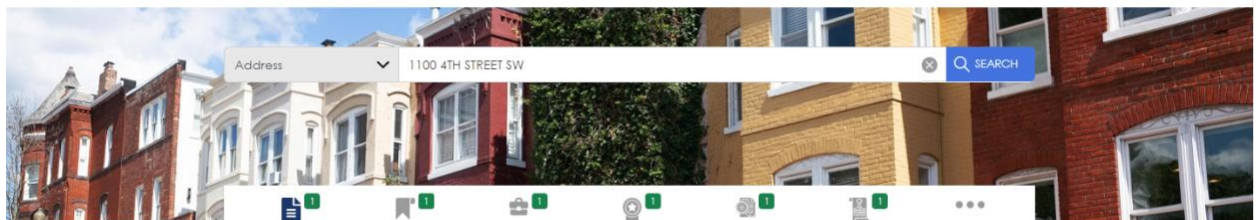
First Name

Last Name

Email**

Phone**

2.2 Application search specific menus



Attention - There are Notices or Stop Work Orders on this Property

1100 4TH STREET SW

SSL: 0542 0872
CLUSTER: Cluster 9
WARD: Ward 6
ANC: ANC 6D
SMD: SMD 6D05
CENSUS TRACT: 010200
ZONE: MU-9
ZIP Code: 20024


[Advanced Maps](#)

- **Overview:** upon entering the desired search criteria the Overview Page will display basic information related to the address connected to such criteria. The physical characteristics and ownership can be found under this icon.

Physical Characteristics

Address :	SSL :	Building # :	Complex # :	Unit # :	Units :	Actual Year Built :	
1100 4TH ST	0542 0870	1			1.00	2009	SHOW DETAILS
1100 4TH ST	0542 0871	1				2011	SHOW DETAILS


Items per page: 10 1 - 2 of 2 < >

Owner

Address :	Unit :	SSL :	Owner :	
1100 4TH ST SW		0542 0871		SHOW DETAILS
1100 4TH ST SW		0542 0870		SHOW DETAILS
1100 4TH ST SW		0542 0872	USGBF WATERFRONT STATION LLC	SHOW DETAILS
1100 4TH ST SW		0542 0823		SHOW DETAILS

Items per page: 10 1 - 4 of 4 < >

- **Notices:** displays Notices related to special reviews required to initiate construction for the Address or SSL searched including Historic District, Floodplain and Zoning Overlays.



[RESOURCES](#)
[HELP](#)
[CONTACT US](#)
[LOGOUT](#)

Address
1100 4TH STREET SW
SEARCH

Overview

Notices

Licenses

Permits

Construction Inspections

Compliance & Enforcement

More

1100 4TH STREET SW

Notices

Keyword search

Address :	Unit :	SSL :	Type :	Date Issued :	Date Removed :	Description :	
1100 4TH ST SW		0542 0872				AWDZ	SHOW DETAILS
1100 4TH ST SW		0542 0872				AWDZ	SHOW DETAILS
1100 4TH ST SW		0542 0872	Lock			SWO	SHOW DETAILS
1100 4TH ST SW		0542 0872	Lock			SWO	SHOW DETAILS
1100 4TH ST SW		0542 0823		2/19/2014 12:00:00 AM		Stop Work Order	SHOW DETAILS
1100 4TH ST SW		0542 0870		2/19/2014 12:00:00 AM		Stop Work Order	SHOW DETAILS
1100 4TH ST SW		0542 0871		2/19/2014 12:00:00 AM		Stop Work Order	SHOW DETAILS

- Licenses:** displays information related to Business Licenses, and its status, category, and organization to which it is connected to, and Weights and Measures, and its address, business ID number, business name, and device information.

Address

1100 4TH STREET SW

SEARCH

Overview

Notices

Licenses

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Construction Inspections

Compliance & Enforcement

More

1100 4TH STREET SW

Business Licenses

Weights and Measures

Overview

Notices

Licenses

Permits

Construction Inspections

Compliance & Enforcement

More

1100 4TH STREET SW

Business Licenses

Weights and Measures

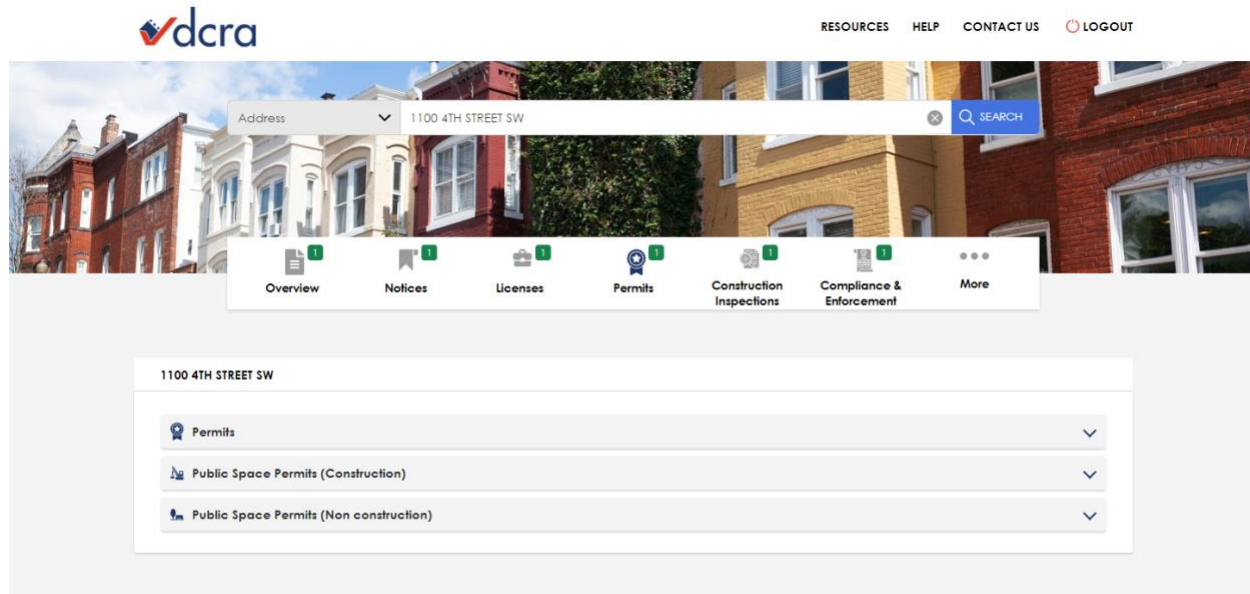
Keyword search

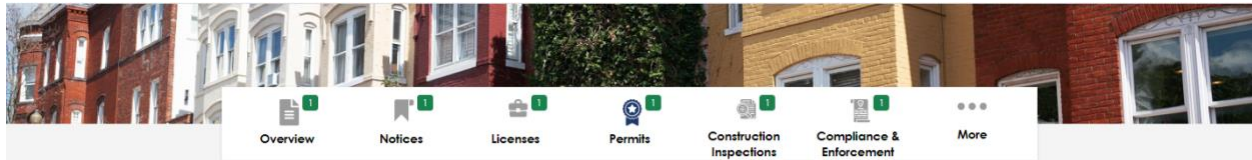
Address :	Unit :	SSL :	License # :	License Status :	Category :	First Name :	Last Name :	Corporate Name :	
1100 4TH ST SW		0542 0823	70102479	Cancelled	Cigarette Retail			SAFEWAY INC	SHOW DETAILS
1100 4TH ST SW		0542 0823	70104067	Ready to Renew	General Business Licenses			DISTRICT OF COLUMBIA CVS PHARMACY LLC	SHOW DETAILS

Keyword search

Address :	Unit :	SSL :	Business ID # :	Business Name :	Trade Name :	Device Number :	Status :	
1100 4TH ST SW			2010900168	SAFEWAY INC		12260	APPROVED	SHOW DETAILS
1100 4TH ST SW			2010900168	SAFEWAY INC		12261	APPROVED	SHOW DETAILS
1100 4TH ST SW			2010900168	SAFEWAY INC		12262	APPROVED	SHOW DETAILS
1100 4TH ST SW			2010900168	SAFEWAY INC		12263	APPROVED	SHOW DETAILS
1100 4TH ST SW			2010900168	SAFEWAY INC		12264	APPROVED	SHOW DETAILS
1100 4TH ST SW			2010900168	SAFEWAY INC		12265	APPROVED	SHOW DETAILS

- **Permits:** opens information related to Permits, displaying the permit number, type, date it was filled, the name of the applicant, status, work description and job classification.



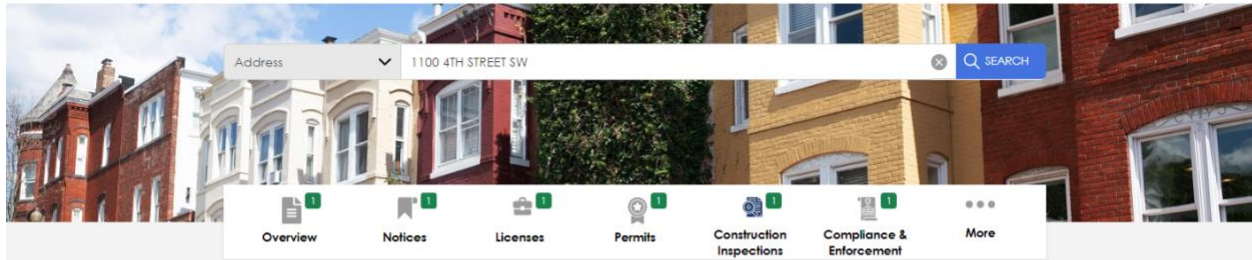


1100 4TH STREET SW

Permits						
Permit #	Permit Type	Date Filed	Address	Name	SSL	
16TMP-010430	Supplemental/Mechanical		1100 4TH ST SW, WASHINGTON, DC 20024	USG&F WATERFRONT STATION LLC	0542 0872	SHOW DETAILS
17TMP-005484	Supplemental/Mechanical		1100 4TH ST SW, WASHINGTON, DC 20024	USG&F WATERFRONT STATION LLC	0542 0872	SHOW DETAILS
17TMP-005592	Post Card/Plumbing		1100 4TH ST SW, WASHINGTON, DC 20024	USG&F WATERFRONT STATION LLC	0542 0872	SHOW DETAILS

Public Space Permits (Construction)									
Intake Date	Permit #	Permit Fee	Type	Renewal Description	Address	Permit Owner	Contractor	Status	Description
2012/09/28	PA75732	108000.00	New	New	1100 4TH STREET SW	G RAWLINGS	M.C.DEAN M.C. DEAN	Permit Expired	SHOW DETAILS
2012/11/07	PA75732-R1	50.00	New	Renewal	1100 4TH STREET SW	G RAWLINGS	M.C.DEAN M.C. DEAN	Permit Expired	SHOW DETAILS
2013/06/04	PA75732-R2	50.00	Replace	Renewal	1100 4TH STREET SW	G RAWLINGS	M.C.DEAN M.C. DEAN	Permit Expired	SHOW DETAILS
2013/07/11		50.00	New	New	1100 4TH STREET SW	Courtney Williams		Revoked	SHOW DETAILS

- **Construction Inspections:** opens information related to Construction Inspections, displaying the address of the inspection, ID, type, status, completion date and notes related to the infraction if existent.



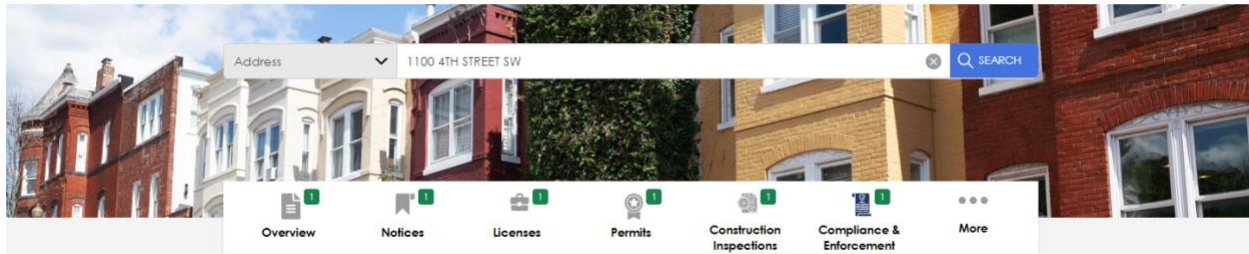
1100 4TH STREET SW

Construction Inspections

Keyword search

Address :	Unit :	SSL :	ID :	Type :	Completion Status :	Completion Date :	
1100 4TH ST SW TEST, WASHINGTON, DC 20024	TEST	0542 0872	82006863	Building Close-In	Third Party Failed	2020/04/08	SHOW DETAILS
1100 4TH ST SW TEST, WASHINGTON, DC 20024	TEST	0542 0872	82006863	Building Close-In	Third Party Completed	2020/04/03	SHOW DETAILS
1100 4TH ST SW, WASHINGTON, DC 20024		0542 0872	CO2001122	Zoning Use	Scheduled	2020/03/25	SHOW DETAILS
1100 4TH ST SW, WASHINGTON, DC 20024		0542 0872	CO2001122	Zoning Use	Scheduled	2020/03/11	SHOW DETAILS
1100 4TH ST SW, WASHINGTON, DC 20024		0542 0872	CBO2000026	Initial Inspection	Scheduled	2019/11/12	SHOW DETAILS
1100 4TH ST SW, WASHINGTON, DC 20024		0542 0872	BP1904723	Building Final	Cancelled	2019/10/24	SHOW DETAILS

- **Compliance & Enforcement:** opens information related to:
 - **Civil Infractions:** displays the address of the infraction, its type, the date it was opened, status, a detailed description, cost of the fine, and OCI case number.



1100 4TH STREET SW

- [Civil Infractions](#)
- [Stop Work Orders](#)
- [Property Code Compliance](#)
- [Zoning Enforcement](#)

1100 4TH STREET SW

Civil Infractions

Address :	Unit :	SSL :	ID :	Type/Violation :	Open Date :	Date Completed :	Status :	
1100 4TH ST SW, WASHINGTON, DC 20024		0542 0823	19-00018	/	2019/08/20		CANCELED	SHOW DETAILS
1100 4TH ST SW, WASHINGTON, DC 20024		0542 0872	14-00517	ILLEGAL CONST/LICENSE	2014/02/24		PENDING	SHOW DETAILS
1100 4TH ST SW, WASHINGTON, DC 20024		0542 0872	RI517-00039	INVESTIGATION/LICENSE	2018/03/22		CANCELED	SHOW DETAILS
1100 4TH ST SW, WASHINGTON, DC 20024		0542 0872	RI517-00040	INVESTIGATION/LICENSE	2018/03/22		CANCELED	SHOW DETAILS
1100 4TH ST SW, WASHINGTON, DC 20024		0542 0872	RI518-00354	INVESTIGATION/LICENSE	2018/09/19		PENDING	SHOW DETAILS

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- **Stop Work Orders:** displays the address of the work, the type of work that was being done, the date the stop work order was issued, and the date it was removed and a detailed description.

1100 4TH STREET SW

Civil Infractions

Stop Work Orders

Keyword search

Address :	SSL :	Unit :	Type :	Date Issued :	Date Removed :	
1100 4TH ST SW	0542 0872			2014/02/19	2014/02/20	SHOW DETAILS
1100 4TH ST SW	0542 0872			2014/02/19	2014/02/20	SHOW DETAILS
1100 4TH ST SW	0542 0872			2014/02/19	2018/02/07	SHOW DETAILS
1100 4TH ST SW	0542 0872			2014/02/19	2018/02/07	SHOW DETAILS
1100 4TH ST SW	0542 0872			2014/02/19	2019/05/31	SHOW DETAILS

- **Property Code Compliance:** displays the address, compliance ID, type of compliance, status and date.

1100 4TH STREET SW

Civil Infractions

Stop Work Orders

Property Code Compliance

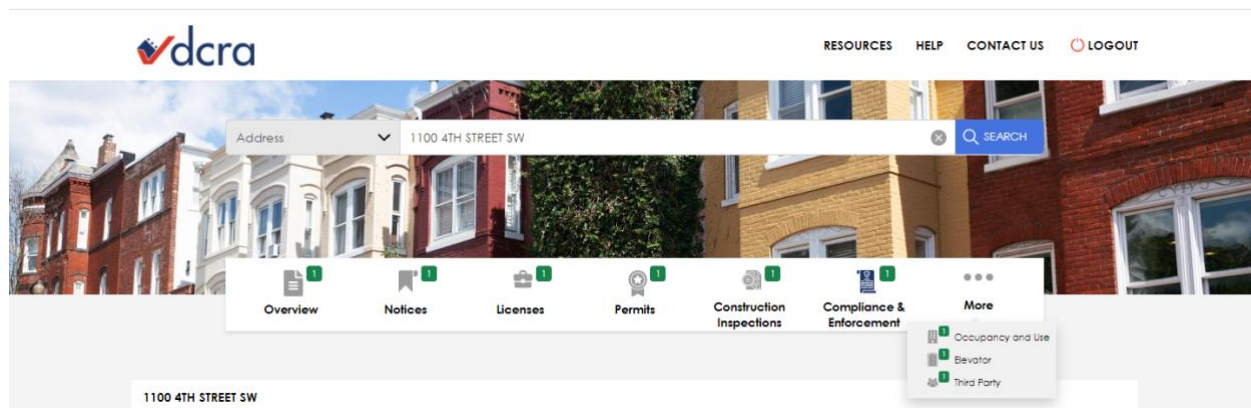
Keyword search

Address :	Unit :	SSL :	ID :	Type :	Completion Status :	Completion Date :	
1100 4TH ST SW, WASHINGTON, DC 20024		0542 0872	18ENF-HOUS-00612	Housing/Case	Case Cancelled	2019/03/05	SHOW DETAILS
1100 4TH ST SW, WASHINGTON, DC 20024		0542 0872	18ENF-HOUS-00747	Housing/Case	Approved	2020/02/21	SHOW DETAILS
1100 4TH ST SW, WASHINGTON, DC 20024		0542 0872	18RVP-REG-00108	Vacant/Property/Registration	Ready to Renew	2018/09/24	SHOW DETAILS
1100 4TH ST SW, WASHINGTON, DC 20024		0542 0872	19ENF-HOUS-00694	Housing/Case	Initial Inspection Scheduled	2018/10/24	SHOW DETAILS
1100 4TH ST SW, WASHINGTON, DC 20024		0542 0872	19ENF-HOUS-00780	Housing/Case	Fines Paid	2020/03/02	SHOW DETAILS
1100 4TH ST SW, WASHINGTON, DC 20024		0542 0872	19ENF-HOUS-00751	Housing/Case	Fines Paid	2020/03/01	SHOW DETAILS
1100 4TH ST SW, WASHINGTON, DC 20024		0542 0872	19ENF-HOUS-00752	Housing/Case	Initial Inspection Scheduled	2018/10/25	SHOW DETAILS


- **Zoning Enforcement:** displays the address, description, status and status date.



- **More:** opens additional options such as:



- **Occupancy and Use:** displays the address, ID related to the property, type of occupation in the property, the date issued, status and date completed.



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1100 4TH STREET SW
Occupancy and Use
Keyword search

Address :	Unit :	SSL :	ID :	Type :	Date Issued :	Completion Status :	Completion Date :	
1100 4TH ST SW, WASHINGTON, DC 20024		0542 0823	CO1001024	Certificate of Occupancy	2010/02/16	Completed	2010/02/16	SHOW DETAILS
1100 4TH ST SW, WASHINGTON, DC 20024		0542 0823	CO1001230	Certificate of Occupancy	2010/03/05	Completed	2010/03/05	SHOW DETAILS
1100 4TH ST SW, WASHINGTON, DC 20024		0542 0823	CO1001259	Certificate of Occupancy	2010/02/26	Completed	2010/02/26	SHOW DETAILS
1100 4TH ST SW, WASHINGTON, DC 20024		0542 0823	CO1001397	Certificate of Occupancy	2010/03/09	Completed	2010/03/09	SHOW DETAILS
1100 4TH ST SW, WASHINGTON, DC 20024		0542 0823	CO1001514	Certificate of Occupancy	2010/03/19	Completed	2010/03/19	SHOW DETAILS

- **Elevator:** displays information related to elevator permits, elevator certificates, elevator repair inspections and elevator safety inspections.

Address

1100 4TH STREET SW

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1100 4TH STREET SW

- Elevator Permit
- Elevator Certificate
- Elevator Repair Inspection
- Elevator Safety Inspection

Address

1100 4TH STREET SW

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1100 4TH STREET SW

Elevator Permit

Keyword search

ID :	CAP Type :	Inspection Date :	Status :	Status Date :	Car Capacity :	Permit # :	
EN0900154	Shop Drawing/Elevator - New		Permit Issued	2009/02/19	4500		SHOW DETAILS
EN0900155	Shop Drawing/Elevator - New		Permit Issued	2009/02/25	3500		SHOW DETAILS
EN0900161	Shop Drawing/Elevator - New		Permit Issued	2009/02/19	3500		SHOW DETAILS
EN1801906	Shop Drawing/Elevator - New		Submitted	2018/04/06			SHOW DETAILS

1100 4TH STREET SW

Elevator Permit

Elevator Certificate

Keyword Search

License Number	Detail	Corporate Name	Trade Name	Start Renewal	End Renewal	License Status
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No Records Found

Items per page: 10 0 of 0 |< < > >|

Elevator Repair Inspection

Elevator Safety Inspection

1100 4TH STREET SW

Elevator Permit

Elevator Certificate

Elevator Repair Inspection

Keyword Search

ID	CAP Type	Insp Date	Status	Status Date	Prop Use	Existing Use	Comments	Building Use
18TMP-033847	Shop Drawing/Elevator - Repair			2018/06/08				SHOW DETAILS
18TMP-071461	Shop Drawing/Elevator - Repair			2018/12/05				SHOW DETAILS
19TMP-000884	Shop Drawing/Elevator - Repair			2019/01/07				SHOW DETAILS

1100 4TH STREET SW

Elevator Permit

Elevator Certificate

Elevator Repair Inspection

Elevator Safety Inspection

Keyword Search

ID	CAP Type	Insp Status Date	CAP Status	Status Date	Inspection Type	Result Date
CES1800066	Compliance/Construction/Elevator Safety		Inspection Scheduled	01/24/2018	Follow Up	2018/01/25
CES1800066	Compliance/Construction/Elevator Safety		Inspection Scheduled	01/24/2018	Follow Up	2018/01/25
CES1800066	Compliance/Construction/Elevator Safety		Inspection Scheduled	01/24/2018	Initial Inspection	2018/01/24
CES1800066	Compliance/Construction/Elevator Safety		Inspection Scheduled	01/24/2018	Initial Inspection	2018/01/24
CES1900038	Compliance/Construction/Elevator Safety		Inspection Scheduled	11/21/2018	Initial Inspection	2018/11/26
CES1900085	Compliance/Construction/Elevator Safety			03/27/2019		

- **Third Party:** displays information related to inspections conducted by third-parties.

Address: 1100 4TH STREET SW

SEARCH

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1100 4TH STREET SW

Third Party

Keyword search

Address :	Unit :	SSL :	Type :	Date Issued :	Status :	
1100 4TH ST SW 1ST FL, WASHINGTON, DC 20024	1ST FL	0542 0872	Notice	2015/11/02	TPIA	SHOW DETAILS
1100 4TH ST SW 4, WASHINGTON, DC 20024	4	0542 0872	Notice	2014/09/11	TPIA	SHOW DETAILS
1100 4TH ST SW 6TH FL, WASHINGTON, DC 20024	6TH FL	0542 0823	Notice	2011/04/06	TPIA	SHOW DETAILS
1100 4TH ST SW SUITE 130, Washington, DC 20024	SUITE 130	0542 0872	Notice	2015/09/23	TPIA	SHOW DETAILS
1100 4TH ST SW, WASHINGTON, DC 20024			Notice	2011/09/16	TPIA	SHOW DETAILS
1100 4TH ST SW, WASHINGTON, DC 20024			Notice	2011/09/16	TPIA	SHOW DETAILS
1100 4TH ST SW, WASHINGTON, DC 20024		0542 0627	Notice	2014/09/11	TPIA	SHOW DETAILS

2.3 Search within the results

Scout brings a new feature that allows users to perform searches within the results displayed from the initial search. It is as simple as typing the information you are looking for in the search bar as in the screenshot below.

Address: 1100 4TH STREET SW

SEARCH

Overview Notices Licenses Permits Construction Inspections Compliance & Enforcement More

1100 4TH STREET SW

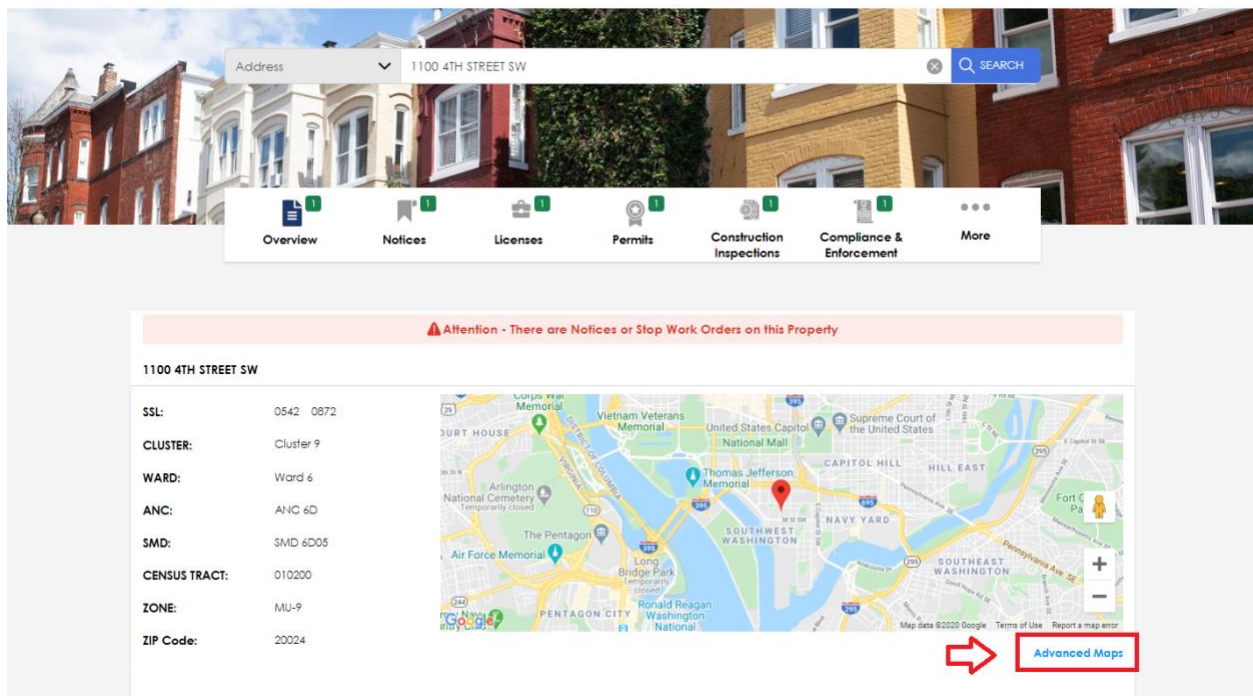
Business Licenses

Weights and Measures

Keyword search

Address :	Unit :	SSL :	Business ID # :	Business Name :	Trade Name :	Device Number :	Status :	
1100 4TH ST SW			2010900168	SAFEWAY INC		12260	APPROVED	SHOW DETAILS
1100 4TH ST SW			2010900168	SAFEWAY INC		12261	APPROVED	SHOW DETAILS
1100 4TH ST SW			2010900168	SAFEWAY INC		12262	APPROVED	SHOW DETAILS
1100 4TH ST SW			2010900168	SAFEWAY INC		12263	APPROVED	SHOW DETAILS

2.4 Advanced maps



- DC GIS maps
- Zoning map
- Property Quest

2.5 Downloading data

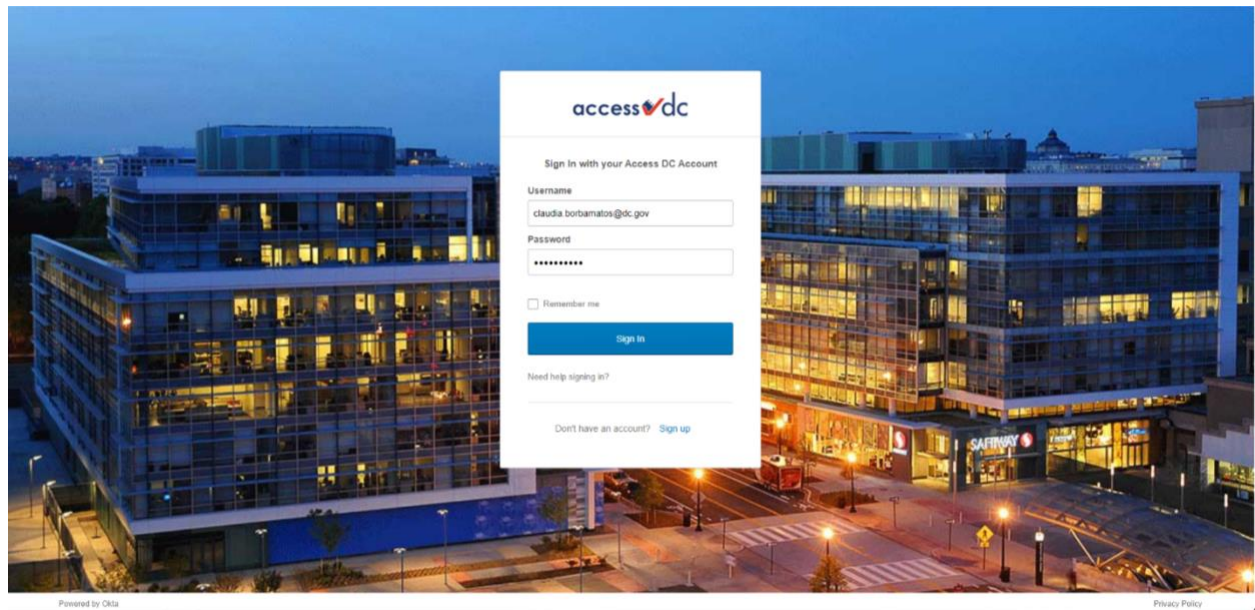
Users are now able to download/print associated data tables of the records searched.


3. SIGNING IN AND OUT

Once you enter Scout, you will be required to login using your [AccessDC account](#) per the screenshots below. If you don't have an account, please follow the following instructions.

Welcome to Scout

DCRA's new and improved way to get District data! Scout is now the one place to go to find information instead of four different places (PIVS, BBLV, Q-Tracker, and OBPAT).

[Access DC Sign In or Sign Up](#)



Sign in with your Access DC Account

Username

Password

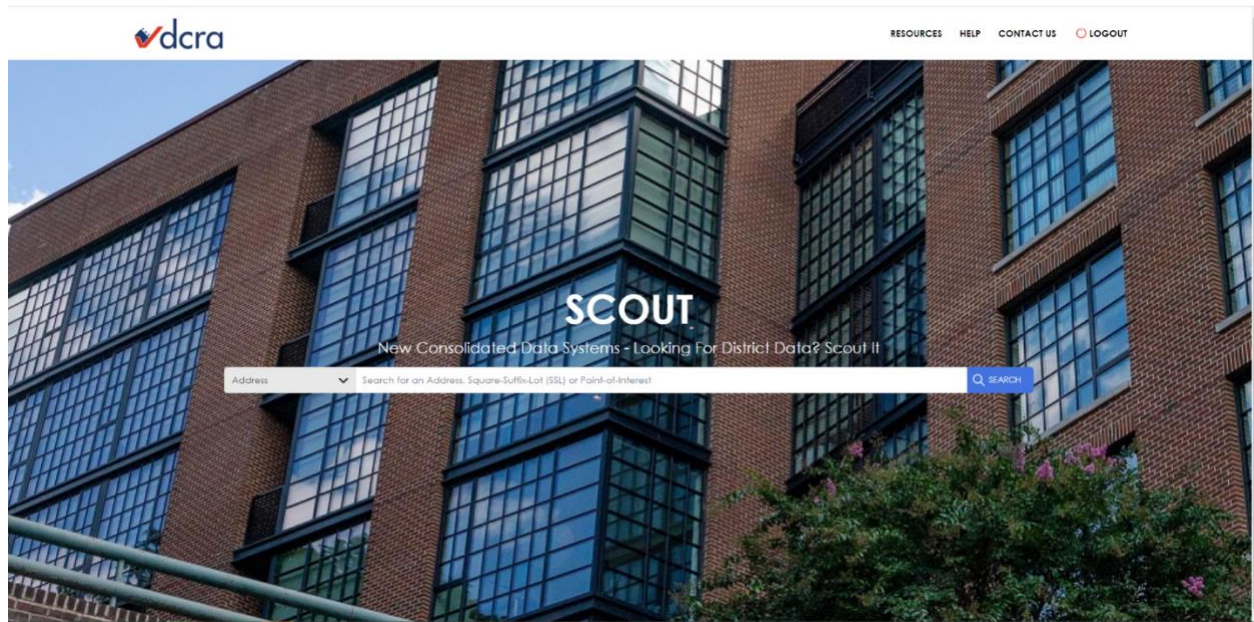
☐ Remember me

[Sign In](#)

Need help signing in?

[Don't have an account?](#) [Sign up](#)

Powered by Okta [Privacy Policy](#)



4. GLOSSARY

SSL: Square-Suffix-Lot

SMD: Single Member District

ANC: Advisory Neighborhood Commission

GBA: Gross Building Area

OCI: Office of Civil Infractions

GIS: Geographic Information System