



## Building Permit Application Requirements by Permit Type

Additional information may be required, based upon your job's specific parameters.

Effective: October 9, 2006

To use this guide, find the permit type that describes each type of work you plan to do. For some work, you'll need to know if your property is historic, in a historic district, and/or must be reviewed by the Commission of Fine Arts. You'll also need to find out if your work is all on private property – or if some of it is on public space.

If your work fits under several permit types, bring all the attachments that apply to each. You do not need to bring more applications or other copies than required for the permit that needs the most. For example, if you are applying to build a new building, you need 1 original application form, plus 3 copies. An application for a sign at the building requires 1 original, plus 1 copy. You still only need 1 original and 3 copies. In some areas, we've increased the required number of copies to facilitate more rapid plan review.

PERMIT TYPE	REQUIRED ATTACHMENTS													
	Building Permit Application	Environmental Intake Form/ EIS Form <input type="checkbox"/>	Sets of A/E Plans ↓	DC Surveyor Plat	Public Space Application	Supplemental Application	Shop Drawings	Structural Certification	Contract Agreement	Erosion Control Plan	Site Plans ♦♦	Party Line Agreement	Certificate of Occupancy Application	Other
<b>A. MAJOR CONSTRUCTION</b>														
1. Addition	1	1	4	3				♦♦♦♦	1				♦♦♦	
2. Addition - HPRB/CFA	1+1 copy	1	7	3				♦♦♦♦	1				♦♦♦	
3. Alteration	1	1	4						1				♦♦♦	
4. Alteration (Exterior) - HPRB/CFA	1+1 copy	1	7						1				♦♦♦	
5. Demolition (Interior)	1	1	3						1					
6. Elevator							3							Elevator Application
7. New Building	1+3 copies	1	7	3				1	1		4 DDOE 6 DDOT 4 WASA		♦♦♦	Water Availability Slip
8. New Building - HPRB/CFA	1+4 copies	1	10	3				1	1		4 DDOE 6 DDOT 4 WASA		♦♦♦	Water Availability Slip
9. New Building - PUD	1+3 copies	1	7	3				1	1		4 DDOE 6 DDOT 4 WASA		♦♦♦	BZA/Zoning Commission Order Application given to BZA/ZC Water Availability Slip
10. Raze		1												Raze Application Raze Certification Certificate of Insurance
11. Sheeting & Shoring	1	1	4	2				1		4				
12. Sheeting & Shoring (Party Line)	1	1	4	2				1		4		1		
13. Underpinning	1	1	4					1						
14. Underpinning (Party Line)	1	1	4					1				1		
<b>B. FENCES, GARAGES, SHEDS, WALLS</b>														
1. Fence - HPRB/CFA	1+1 copy	1	3	3										3 pictures (of site)
2. Fence (Party Line)	1	1		3								1		
3. Fence (Private Property, iron/ masonry)	1	1	3	3										
4. Fence (Private Property, wood/chain link)	1	1		3										
5. Fence (Public Space)	1	1		3	1						2			3 pictures (front, rear & side)
6. Retaining Wall - HPRB/CFA	1+1 copy	1	7	3				♦♦♦♦						3 pictures (of site)
7. Retaining Wall (Party Line)	1	1	4	3				♦♦♦♦				1		
8. Retaining Wall (Private Property)	1	1	4	3				♦♦♦♦						
9. Retaining Wall (Public Space)		1	4	3	1			♦♦♦♦			2			
10. Shed/Garage	1	1	4	3										
11. Shed/Garage - HPRB/CFA	1+1 copy	1	7	3										3 pictures (of site)

PERMIT TYPE	REQUIRED ATTACHMENTS													
	Building Permit Application	Environmental Intake Form/ EIS Form □	Sets of A/E Plans ♦	DC Surveyor Plat	Public Space Application	Supplemental Application	Shop Drawings	Structural Certification	Contract Agreement	Erosion Control Plan	Site Plans ♦♦	Party Line Agreement	Certificate of Occupancy Application	Other
<b>C. CAFÉS, SIGNS, STANDS</b>														
1. Christmas Tree Stand	1		3	1									1	
2. Fireworks Stand	1		3	1									1	
3. Sidewalk Café (Enclosed)	1	1	4		1						1		1	
4. Sidewalk Café (Unenclosed)			3		1						1		1	
5. Sign	1	1	4											
6. Sign - HPRB/CFA	1+1 copy	1	7											3 pictures (of site)
<b>D. AWNINGS, CANOPIES, PROJECTIONS</b>														
1. Awning/Canopy	1	1	3											
2. Awning/Canopy - HPRB/CFA	1+1 copy	1	6											3 pictures (of site)
3. Projection - HPRB/CFA	1+1 copy	1	6	2										3 pictures (of site)
4. Projection (Private Property)	1	1	3	2										
5. Projection (Public Space)	1	1	3	2	1									
6. Windows (Property Line)	1		3											Covenant
<b>E. CONCEPT REVIEWS</b>														
1. Concept Review - CFA	1		2											
2. Concept Review - HPRB	1		2											
<b>F. SUPPLEMENTAL PERMITS</b>														
1. Boiler						1								
2. Electrical						1								
3. Mechanical - HPRB/CFA	1+1 copy					1								
4. Mechanical (HVAC)						1								
5. Plumbing (Gas Fitting)						1								
6. Plumbing (Installation)						1								
7. Unfired Pressure Vessel						1								
<b>G. OTHER PERMITS</b>														
1. Capacity Placard	1		3											
2. Certificate of Occupancy													1	
3. New Official Address											Site Plan only			New Address Application
4. Revision (Building Permit Extension)	1													Copy of issued building permit
5. Revision (Revise Approved Plans)	1	1	3											Copy of approved, stamped plans
6. Revision (Supplemental)						1								
7. Work after Hours	1													Copy of issued building or public space permit

**Key**

□ Environmental Impact Screening Form, if triggered by responses to the Environmental Intake Form

♦ A/E Plans must be drawn to scale with enough clarity and detail dimensions to show the nature and character of the work you want to perform. Include complete applicable architectural, civil, structural, mechanical, plumbing, electrical plans, and zoning compliance review data; and show means of egress, exterior wall envelope, computation stress diagrams, and other technical data essential to assess Construction Code compliance. When materials or equipment quality is essential to code compliance, give specific information to establish the quality, including an equipment schedule. (See DCMR12, Section 106.1.)

♦♦ Site Plans must include a completely-dimensioned plan, drawn to numeric and graphic scale, with an orientation to the North; locations of existing and new construction; distances from property lines; established street grades, proposed finished grades, proposed soil erosion control measures; location of and connections to utility service lines, with applicable dimensions and appurtenant features. For razes and demolitions, show and identify the structures or parts of structures to be demolished and the location and size of existing structures and construction that will remain. (See DCMR12, Section 106.2.1)

♦♦♦ Certificate of Occupancy is required for new construction, change of occupancy load, change of use, and change of ownership -- *except* single family residences, individual apartments in apartment buildings, and individual offices in office buildings that already have Certificates of Occupancy.

♦♦♦♦ May be required

A/E - Architectural & Engineering Plans  
 BZA - Board of Zoning Adjustment  
 CFA - Commission of Fine Arts  
 DDOT - District Department Transportation  
 DDOE - District Department of the Environment  
 HPRB - Historic Preservation Review Board  
 PUD - Planned Unit Development  
 WASA - DC Water & Sewer Authority