



Government of the District of Columbia
Department of Consumer and Regulatory Affairs

Permit Application Submittal Requirement Guideline

2019-004

Addition at Home Owner Center

This checklist provides guidance to documents submittal requirements for applications that pertain to one story Additions up to 500sq.ft in area and 8ft in height at ground level, no removal of exterior load bearing wall, in a Single and Two Family Dwelling Units.

Discipline reviews required: Structural Review, Mechanical, Electrical, Plumbing, Zoning, DDOT, and DOEE.

References: International Building Code 2012 edition as amended by DCMR12A and B

DCMR 12A

- [DCBC 106.1.13 Official Building Plat]– Plat required for erection of retaining walls higher than 48inches.
 - [DCBC 106.2 Site plan] site plan is required to erect retaining walls.
 - [DCBC 105.3.10] – Design Professional Required.
 - [DCRC] all applicable sections of DC Residential Code -2012
 - DCRA permitting Fee schedule (available online).
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Guideline

The following Documents are required to review permit application for Addition

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| <input type="checkbox"/> Building permit Application form / apply online for addition | established grades, proposed grades, features required by 21 DCMR, location of utility service lines and connections . |
| <input type="checkbox"/> Copy of Neighbor Notification letter adjoining neighbors along with copy of proof of service (certified mail receipt), if close to property line available online at dcra.dc.gov | <input type="checkbox"/> List codes and code year used in the design |
| <input type="checkbox"/> Construction documents shall be neat, legible and same size. Refer plan check list online at DCRA.DC.Gov for more information | <input type="checkbox"/> Existing floor plans, sections and elevations. Including general building information |
| <input type="checkbox"/> Minimum paper size is 11”x17” | <input type="checkbox"/> Proposed Plans, sections and elevations identify the use of the area. |
| <input type="checkbox"/> Minimum scale is 1/8” to a FT | <input type="checkbox"/> Existing and proposed Electrical Drawings |
| <input type="checkbox"/> Minimum 4 copies are required. | <input type="checkbox"/> Existing and proposed Mechanical Drawing |
| <input type="checkbox"/> List name, company, address and contact information of the owner, designer, design professional, expeditor, or owner’s agent. | <input type="checkbox"/> Existing and proposed Plumbing Drawing |
| <input type="checkbox"/> Include property address and street name | <input type="checkbox"/> Existing and proposed Structural Drawing |
| <input type="checkbox"/> Provide complete information for Zoning Review | <input type="checkbox"/> Provide material specification |
| <input type="checkbox"/> A site plan to be drawn to scale on plat that shows, the site, orientation to North, location of all existing and new construction, distances from property line, | <input type="checkbox"/> Show frost depth elevation |
| | <input type="checkbox"/> All Additions require seal and stamp of a District licensed Design Professional |
| | <input type="checkbox"/> Structural certification from Professional Engineer (optional) |
| | <input type="checkbox"/> Information regarding DOEE call 202-442-4863 |
| | <input type="checkbox"/> Addition in public space will require DDOT review – Call 202-673-6813 |
| | <input type="checkbox"/> Additions in Historic will require Historic Review – Call 202-442-7600/8800 |