

Project Address: \_\_\_\_\_

Square & Lot(s): \_\_\_\_\_

Applicant for Owner: \_\_\_\_\_ Email & Phone: \_\_\_\_\_

Architect/Designer: \_\_\_\_\_ Email & Phone: \_\_\_\_\_

Engineer(s): \_\_\_\_\_ Email & Phone: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

DDOT tracking number(s): \_\_\_\_\_ DOEE SGS plan number: \_\_\_\_\_

DC Water tracking number: \_\_\_\_\_ CFA, OGB, HPRB, Chinatown, etc.: \_\_\_\_\_

Eating Establishments, Bars, Restaurants, Commercial kitchens, Hotels & others must include:

**Department of Health (DOH) plan review package** ([click for more information](#))

**Eating Establishment Questionnaire. (Parking information, equipment schedule)** ([click for more information](#))

**Proposed Menu**

Department of Energy and Environment (DOEE). Green Area Ratio (GAR) Review applicable? If GAR is not applicable, provide Application for Exemption Status. Visit DOEE website for GAR regulation, applicability and exemptions.  
[doee.dc.gov/service/green-area-ratio-overview](http://doee.dc.gov/service/green-area-ratio-overview)

**GAR Exemption form provided?**  
 check one

**YES** - GAR not applicable  
**No** - GAR is applicable, DOEE SGS plan # provided

Department of Public Space (DDOT). Projections, Vaults, Curb Cuts, Sidewalk Cafe, etc. Some projects require review and a decision from the Public Space Committee. Make sure to include location of utility meters on plans. Visit DDOT website for information: [ddot.dc.gov/page/permit-applications](http://ddot.dc.gov/page/permit-applications)

DC Water forms are available on-line at [dcwater.com/design-standards-and-forms](http://dcwater.com/design-standards-and-forms)

DOEE Air Quality & Environmental: Complete Environmental questionnaire & upload copy to the supporting documents folder in Projectdox.

The regulations primarily apply to residential dwelling units (including those in multifamily properties), to common areas of multifamily properties, and to child-occupied facilities, all built before 1978. However, please note that pursuant to 20 DCMR § 3302.4 and 20 DCMR § 3304.2, there are standards that apply to work on any type of property in the District. For more resources:

[doee.dc.gov/service/lead-and-healthy-housing-compliance-and-enforcement-frequently-asked-questions#Commercial%20Projects](http://doee.dc.gov/service/lead-and-healthy-housing-compliance-and-enforcement-frequently-asked-questions#Commercial%20Projects)

[doee.dc.gov/sites/default/files/dc/sites/ddoe/service\\_content/attachments/DOEE%20DCRA%20Permit%20Questionnaire%20-%20fillable.pdf](http://doee.dc.gov/sites/default/files/dc/sites/ddoe/service_content/attachments/DOEE%20DCRA%20Permit%20Questionnaire%20-%20fillable.pdf)

**Projectdox** is an online platform for electronic plan submission and plan review. This system allows the electronic submission of building plans and supporting documentation. For Resources and Information visit [dob.dc.gov/service/file-your-permit-drawings-online-projectdox-0](http://dob.dc.gov/service/file-your-permit-drawings-online-projectdox-0)

## **A. DIGITAL PLAN REVIEW REQUIREMENTS**

Dimensions given in feet/inches and scale at least 1/8 inch = 1 foot

Sheet size is at least 21 x 30 inches (commercial) or 11 x 17 inches (residential)

ProjectDox Submission Standards. Border Standard: A 5"x5" area should be reserved at the TOP RIGHT corner of the FIRST PAGE of the drawings for DOB approval Stamp. Please leave the top right corner completely blank on the 1st page of the drawings. For the remaining pages a space of 3"x3" is required.

Naming Documents - The first character must start with the Discipline Header followed by the Sheet Number and a Brief Detailed Description of the information depicted on the individual sheets, such as the drawing title depicted on the corresponding plan sheet.

Plans position. All plans must be uploaded in landscape position.

All plans/drawings must be uploaded to the DRAWINGS folder for each project.

All documentation (No drawing files, reports, plat, forms, existing Certificate of Occupancy ) must be uploaded into the SUPPORTING DOCUMENTS folder for each project.

Each sheet must be submitted as individual files. Multiple pages files will not be accepted.

## **B. PLAN DESIGN REQUIREMENTS**

### **1. Specify on plans the project will comply with the following building codes and associated District of Columbia amendment**

2017 DCMR 12A DC Building Code

2017 DCMR 12B DC Residential Code

2017 DCMR 12C DC Electrical Code

2017 DCMR 12D DC Fuel Gas Code

2017 DCMR 12E DC Mechanical Code

2017 DCMR 12F DC Plumbing Code

2017 DCMR 12G DC Property Maintenance Code

2017 DCMR 12H DC Fire Code

2017 DCMR 12I DC Energy Conservation Code

2017 DCMR 12J DC Existing Building Code

2017 DCMR 12K DC Green Construction Code

2017 DCMR 12L DC Swimming Pool and Spa Code

2017 DCMR 12I, Energy Conservation Code Supplement of 2017- Residential Provisions

2016 DCMR Title 11 Zoning Regulations

### **2. Scope of work**

On project information sheet or coversheet provide an itemized "Scope of Work" describing the work to be performed and identifying the buildings and structures included under this permit.

If Scope of work on plans does not match scope on permit application. Applicant must contact the Application Technical Reviewer to update.

### 3. All plans must include

- Code Year Used for Design
- DC Licensed Design Professional(s) name, address, contact information (106.4 Design Professional in Responsible Charge. The design of work for new construction, repair, expansion, addition or alteration projects submitted for permit shall comply with Sections 106.4.1 through 106.4.6, as applicable).
- Code Analysis
- Notes to Include Abbreviations, Symbols, Legend, and Key Reference
- Existing Work & Work to be modified (existing, proposed plans)
- Safety Glazing Location
- Proposed Classification for Occupancy, Type of Construction
- Distinction from Existing Construction
- Provide an itemized "Scope of Work" describing the work to be performed and identifying the buildings and structures included under this permit
- Provide Drawings that reflect the actual Scope of Work
- Drawing index

### 4. Construction Documents

Construction documents shall be in accordance with Sections 106.2.1 through 106.2.20.

106.2.1 Architectural and Engineering Details

106.2.2 Means of Egress

106.2.3 Exterior Envelope

106.2.4 Structural Documents

106.2.5 Fire Protection Documents

106.2.6 Elevator and Other Conveying Systems Documents

106.2.7 Electrical Documents

106.2.9 Mechanical Documents

106.2.10 Plumbing Documents

106.2.11 Energy conservation documents. ENERGY – GREEN BUILDING COMPLIANCE  
[dob.dc.gov/service/energy-and-green-building](http://dob.dc.gov/service/energy-and-green-building)

106.2.12 Green Building documents. **Find information at:**  
[dob.dc.gov/service/energy-and-green-building](http://dob.dc.gov/service/energy-and-green-building)

If complying with LEED, please invite [green.building@dc.gov](mailto:green.building@dc.gov) to the LEED Online account and provide a LEED score card in drawings of how the project will be achieving LEED certified status.

Yes - Copy of email notification provided.

No, project is not LEED

If complying with Enterprise Green Communities (EGC), please invite [green.building@dc.gov](mailto:green.building@dc.gov) to the Enterprise Green Community (EGC) Online account and provide a Provide EGC ID and EGC criteria checklist

Yes - Copy of email notification provided.

No, project is not EGC

106.2.16 Site Plan. The applicant shall provide a site plan, which shall not substitute for the official building plat required by Section 106.2.15.

106.2.19 Covenants and agreements. Where a covenant or agreement is required by the Construction Codes or drafted in connection therewith (a required covenant), a copy of the required covenant, certified by the Recorder of Deeds as having been recorded in the Land Records, shall be submitted by the owner or authorized agent to the code official as and when required by Section 120. The required covenant shall comply with DC Official Code § 6- 1405.01 (b) (2018 Repl.) and with the provisions of Section 120, as applicable.

## 5. Special Inspections

106.3 Special Inspections. Where special inspections are required by Chapter 17 of the Building Code, the owner shall name the individual or firms who are to perform such special inspections. The stages of construction at which special inspections are to occur shall be established by the Special Inspections Program Procedural Manual ("Special Inspections Program Procedural Manual") published by the Department. Special inspections shall be made in accordance with Section 109.3.13 and Chapter 17 of the Building Code.

**Find forms at Special Inspections Policy Manual:** [dob.dc.gov/node/1615846](http://dob.dc.gov/node/1615846)

**Schedule of Special Inspections** must be included on the drawings. Complete schedule of special inspection listing elements as required and make a permanent part of full size plan sheet. Specify certified special inspector and phone number for each element indicated on schedule as requiring special inspections.

**Statement of special inspections.** A statement of special inspections shall accompany each application where special inspections and tests are required by Sections 109.3.13 and 1705. Submission of a statement of special inspections complying with Section 1704.3 shall be a condition for permit issuance as specified in Section 1704.2.3

## 6. Other Structural requirements

Provide on structural plans a basis of structural design summary per DCMR 2017 106.2.4 Structural documents.

Provide on structural plans a basis of soil design summary per the following (DCMR 2017 106.2.4 Section 1603). Before a permit is issued and before work can begin, structural documents shall be submitted in accordance with Section 1603 showing the complete design, with sizes, sections, and relative locations of various structural members, floor elevations, column, or bearing wall centers, and beam or joint sizes and spacings.

A geotechnical report shall be provided where required by Sections 1705.6 and 1803. The code official shall have the right to require that the structural computations for the structure be submitted for review.

Snow drift calculations shall be provided whenever the new construction of a project exceeds the height of an adjacent structure. [ASCE chap.7 2010]. The 2017 DCMR 12A Sections 1608.1 and 2308.1 will reference ASCE 7 Minimum Design Loads and Associated Criteria for Buildings and Other Structures and additional reference guides have taken this condition into account. Additional information can be found at:

[dob.dc.gov/page/plan-review-faqs](http://dob.dc.gov/page/plan-review-faqs)

Provide calculations – addressing all applicable 2017 DCMR 12A Section 1605 load combinations – prepared, stamped, and signed by District of Columbia -licensed civil engineer, structural engineer, or architect for:

- Vertical load supporting system
- Lateral load (wind/seismic) resisting system
- Retaining walls
- Glass guardrail systems
- Other

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## 7. Cost of construction and Contractor's information

DCMR 2017- 108.3 Building Permit Valuations Based on Cost Of Work.

Proof of valuation can be made in any of the following forms:

- A fully executed construction contract.
- A formal contractor's estimate
- When a deferred method of determining construction cost is submitted, the code official is authorized to request from the applicant a certified contractor's certificate of payment showing the actual cost of construction.

A construction estimate for repairs and alterations in Group R-3 and structures under the jurisdiction of the Residential Code. Also, the following forms are accepted:

- Signed itemized letter from the design professional with company's letterhead.
- The RS Means Report.



## **8. Zoning Requirements**

### **A. Building Plat Signatures**

1. Signed by the Office of the Surveyor
2. Signed by Applicant/Authorized Agent (if registered design professional, provide a license number and professional stamp)
3. Completed Certification Statement (Include permit number)

### **B. Tax Lot/Record Lot**

1. If applicant is proposing a new structure, addition, or conversion, has the applicant applied for a Subdivision from the Office of the Surveyor to convert tax lot into a record lot (A-301.3)?

### **C. Site Features (A-301.2 (b))**

1. Existing and Proposed Structures
2. Automobile Spaces
  - a. Construction material identified
  - b. Parking lot striping provided
3. Bicycle Spaces
4. Rooftop Mechanical Equipment
5. Footprint of partial vertical additions
6. Roof Decks
7. Adjacent Building Footprints (attached/semi-detached structures-10 foot rear addition)
8. Pervious Surfaces identified

### **D. Floor Plans/Elevations/Sections (A-301.2(a))**

1. Dimensions of Floor Plans consistent with building Plat Footprint?
2. Floor Plans of all floors provided
3. Accurate Scale
4. Cellar/Basement Wet Bars
  - a. Does lower level have separate ingress/egress, full sanitation facilities, and living/sleeping facilities and a wet bar?
  - b. Is applicant required to record a covenant restricting use of the lower level as a separate dwelling unit?
5. Basement v. Cellar
  - a. Dimension from proposed grade to top of finished ceiling of lower level on section
6. Building Height
  - a. Flat or Sloped Roof
  - b. Building Height Measuring Point (BHMP) – Shown on Elevation/Section
    - Existing Grade at mid-point of the building façade (R, RF, RA, RC-1, CG-1, and D-1 Zones) B-308
    - Level of the curb opposite the middle of the front of the building (Non-Residential Zones) B-307
  - c. Overall Building Height Dimension (Elevation/Section as appropriate)
  - d. Existing and Proposed Grades clearly identified on Elevations/Sections

### **E. Plan Review**

1. Permitted Use (Subtitle U)
2. Lot Occupancy / Building Area

3. Maximum Permitted Height / Number of Stories
4. Floor Area Ratio/Gross Floor Area
  - a. Partial Basement
  - b. Perimeter Wall Method (detached structures) B-304.4
  - c. Grade Plan Method (attached/semi-detached structures) B-304.5
5. Front Yard Setback
6. Side Yard Setback
7. Rear Yard Setback
  - a. 10-foot rear additions
8. Courts
  - a. Open Court Width
  - b. Closed Court Width and Area
9. Pervious Surface
10. Green Area Ratio (GAR) (C-601)
  - a. Green Area Ratio Plans
    - GAR Score Sheet
    - Accurate Lot Area
    - Signed by a Certified Landscape Expert
  - b. Green Area Ratio Exemption Application
    - Cost Estimate
    - Verify increase in square footage if Historic Exemption is pursued
11. Automobile Parking Spaces
  - a. 50% Parking Reduction Eligible (excludes R or RF Zones) (C-702.1)
    - Within ½ mile of Metrorail Station (C-702.1(a))
    - Within ¼ mile of streetcar line (C-702.1(b))
    - Within ¼ mile of a Priority Corridor Network Metro bus Route (C-702.1(c))
  - b. Off-Site Parking (C-701.8)
    - Within 600 feet from use/structure
    - Written agreement provided
  - c. Car Share Parking Spaces (C-708)
    - Site Plan/Building Plat clearly identifying required car share spaces
    - Maximum of two (2) car share spaces
  - d. Screening Requirements (C-714)
  - e. Landscape Requirements (Surface Parking) (C-715)
  - f. Drive-through Queuing Lanes (C-716)
  - g. Access Requirements (C-711)
  - h. Size and Layout Requirements (C-712)
  - i. Mitigation for parking significantly in excess of the minimum requirement (C-707)

12. Long-Term Bicycle Spaces (C-805)
13. Short-Term Bicycle Spaces (C-804)
  - Located in public space within 20 feet of the lot
  - Located on the property with 120 feet of a primary entrance
14. Loading Berths
  - Trash Room (C-907)
  - Screening/Lighting (C-908)
15. Inclusionary Zoning (C, Chapter 10)
  - Does project includes IZ units? visit for additional requirements: [DHCD IZ units Info](#)
  - CIZC Application and DHCD email with Covenant draft email approval?  
**Projects with affordable units exempt from IZ must submit:**
    - Draft Exemption letter from Gene Bulmash (DHCD)
    - Complete the CIZC and provide a list of every single unit and demonstrate that they have exceeded the IZ requirement
16. Penthouses (C, Chapter 15)
  - Maximum Penthouse Height
  - Maximum Penthouse Stories
  - Penthouse Habitable Space Floor Area Ratio (0.4)
  - 1/3 of overall roof area
  - Penthouse setbacks
  - Rooftop Mechanical Equipment
  - Guardrails

**Section 1507 - No less than one-half (0.5) of the required total financial contribution shall be made prior to the issuance of the building permit for construction of the penthouse habitable space.**
17. Tree Protection (C, Chapter 4)
  - Tree & Slope Information Form
  - Topographic Site Plan
  - Number and location of regulated trees

#### **F. RF Zoning Districts**

1. Rooftop or Upper Floor Additions (C-206.1)
2. Verify Existing Rooftop Architectural Elements to remain (C-206.1 (a))
  - Front Porch Roof
  - Cornice
  - Dormers
  - Turrets
  - Mansard Roofs
  - Three-foot setback
3. Adjacent Chimneys (C-206.1 (b))
  - Issued Building Permit to extend neighboring chimney(s)

4. Adjacent Solar Energy Systems (C-206.1(c))
  - Use Aerial Imagery and Building Permit history to verify
  - Solar study acceptable by Zoning Administrator

#### **G. Eating Establishments**

1. Eating Establishment Questionnaire
2. Eating Establishment Menu
3. Equipment Schedule
4. Verify number of seats and occupant load

#### **H. ZC/BZA Orders**

1. Copy of ZC/BZA Order and Exhibits
2. ZC/BZA Modification Form (completed)
3. Deviation Justification Statement CA-304

Information and resources of Office of the Zoning Administrator can be found at:  
[dob.dc.gov/zoning-resources](http://dob.dc.gov/zoning-resources)