

Project Address: \_\_\_\_\_  
 (SSL) Square: \_\_\_\_\_ Lot(s): \_\_\_\_\_  
 Applicant/Owner: \_\_\_\_\_ Email & Phone: \_\_\_\_\_  
 Engineer(s): \_\_\_\_\_ Email & Phone: \_\_\_\_\_  
 \_\_\_\_\_ Email & Phone: \_\_\_\_\_

Scope of Work: \_\_\_\_\_  
 DDOT tracking DOEE SGS  
 number(s): \_\_\_\_\_ plan number \_\_\_\_\_  
 DC Water tracking CFA, OGB, HPRB,  
 number: \_\_\_\_\_ Chinatown, etc \_\_\_\_\_

- Eating Establishments, Bars, Restaurants, Commercial kitchens, Hotels & others must include:**
- [Department of Health \(DOH\) plan review package](#)
  - [Eating Establishment Questionnaire](#). (Parking information, equipment schedule)
  - Proposed Menu
  - Exterior seating - Plat

The items listed below are commonly omitted from plans submitted for review. Advance preparation by applicants to satisfy these requirements will help expedite the plan review process. **Be advised:** just as specific items on this list may not apply to specific projects, this list also does not necessarily include all requirements for all projects; other items may apply. Please use this list as a guide only.

- Department of Energy and Environment (DOEE). Land disturbing and renovation projects may require both an Erosion and Sediment Control Plan, and Stormwater Management Plan.  DOEE is Not Applicable.  
 Visit DOEE website for requirements specific to your project:  
[doee.dc.gov/service/environmental-applications-licenses-and-permits](http://doee.dc.gov/service/environmental-applications-licenses-and-permits)

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- Department of Energy and Environment (DOEE). Green Area Ratio (GAR) Review applicable?  DOEE is Not Applicable.  
 If GAR is not applicable, provide Application for Exemption Status.  Yes - GAR is Not Applicable  
 Visit DOEE website for GAR regulation, applicability, and exemptions:  No - GAR is Applicable, DOEE SGS plan # provided above.  
[doee.dc.gov/service/green-area-ratio-overview](http://doee.dc.gov/service/green-area-ratio-overview)

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- Department of Public Space (DDOT). Projections, Vaults, Curb Cuts, Sidewalk Cafe, etc.  DDOT is Not Applicable.  
 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)

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- DC Water forms are available on-line at:  DC Water is Not Applicable.  
[dcwater.com/design-standards-and-forms](http://dcwater.com/design-standards-and-forms)

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- 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.  New Construction - Not Applicable  
[Lead and Healthy Housing - Compliance and Enforcement Frequently Asked Questions | doee \(dc.gov\)](#)  
[DOEE – Environmental Review \(EV\) Questionnaire](#)  Existing Construction - MUST provide form.

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"x 5" 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-page 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 amendments:

- 2017 DCMR 12A DC Building Code Amendments
- 2017 DCMR 12B DC Residential Code Amendments
- 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 the 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 the scope on permit application. Applicant must contact the Application Technical Reviewer to update by sending an email to [DOBAcceleratedplanreview@dc.gov](mailto:DOBAcceleratedplanreview@dc.gov). Permit Revisions must be accompanied by a copy of the originally approved submittal documents and a copy of the issued permit. Refer to DCMR 2017 - 105.9.

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  
<https://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](https://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.

Enter here: \_\_\_\_\_

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. Provide EGC ID. Enter here: \_\_\_\_\_

Provide EGC criteria checklist.

Select applicability: \_\_\_\_\_

**Notice: Greener Government Buildings Amendment to the Green Building Act.** This amendment mandates that all DC government-funded buildings must adhere to Net Zero Requirements for DC Government Funded Buildings.

- 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.

- 106.2.18 Protection of Adjoining Premises. Notification of owners of adjoining premises (and owners of adjacent premises for snow drift loads) shall be provided by the applicant pursuant to the procedures set forth in Section 106.2.18 (Underpinning, Excavations, Chimney provisions, etc.)  
Find official forms at [dob.dc.gov/page/neighbor-notification](http://dob.dc.gov/page/neighbor-notification)
- 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. [Contact DOB for the process of covenant.](#)

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 at [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 form – 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
- Acknowledgments of Special Inspections form.

6. Other Structural requirements:

- Provide structural plans a basis of structural design summary per DCMR 2017 106.2.4 Structural documents.
- Provide 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 - specify here: \_\_\_\_\_

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:

1. A fully executed construction contract.
2. A formal contractor's estimate
3. 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.

Zoning Review Outline Checklist	YES	NO	N/A
<b>A. Building Plat Signatures</b>			
1. Signed by the Office of the Surveyor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Signed by Applicant/Authorized Agent (if registered design professional, provide a license number and professional stamp)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Completed Certification Statement (Include permit number)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B. Tax Lot/Record Lot</b>			
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)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>C. Site Features (A-301.2 (b))</b>			
1. Existing and Proposed Structures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Automobile Spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Construction material identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Parking lot striping provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Bicycle Spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Rooftop Mechanical Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Footprint of partial vertical additions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Roof Decks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Adjacent Building Footprints (attached/semi-detached structures-10 foot rear addition)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Pervious Surfaces identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>D. Floor Plans/Elevations/Sections (A-301.2(a))</b>			
1. Dimensions of Floor Plans consistent with building Plat Footprint?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Floor Plans of all floors provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Accurate Scale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Cellar/Basement Wet Bars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Does lower level have separate ingress/egress, full sanitation facilities, and living/sleeping facilities and a wet bar?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is applicant required to record a covenant restricting use of the lower level as a separate dwelling unit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Basement v. Cellar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Dimension from proposed grade to top of finished ceiling of lower level on section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Building Height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Flat or Sloped Roof	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Building Height Measuring Point (BHMP) – Shown on Elevation/Section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Existing Grade at mid-point of the building façade (R, RF, RA, RC-1, CG-1, and D-1 Zones) B-308	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Level of the curb opposite the middle of the front of the building (Non-Residential Zones) B-307	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Overall Building Height Dimension (Elevation/Section as appropriate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Existing and Proposed Grades clearly identified on Elevations/Sections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>E. Plan Review</b>			
1. Permitted Use (Subtitle U)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Lot Occupancy / Building Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





Zoning Review Outline Checklist	YES	NO	N/A
<ul style="list-style-type: none"> <li>Does project includes IZ units? visit for additional requirements: <a href="#">DHCD IZ units Info</a></li> <li>CIZC Application and DHCD email with Covenant draft email approval?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Projects with affordable units exempt from IZ must submit:</b> <ul style="list-style-type: none"> <li>Draft Exemption letter from Gene Bulmash (DHCD)</li> <li>Complete the CIZC and provide a list of every single unit and demonstrate that they have exceeded the IZ requirement</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>16. Penthouses (C, Chapter 15)</b> <ul style="list-style-type: none"> <li>Maximum Penthouse Height</li> <li>Maximum Penthouse Stories</li> <li>Penthouse Habitable Space Floor Area Ratio (0.4)</li> <li>1/3 of overall roof area</li> <li>Penthouse setbacks</li> <li>Rooftop Mechanical Equipment</li> <li>Guardrails</li> </ul> <p><b>Section 1507</b> – 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.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>17. Tree Protection (C, Chapter 4)</b> <ul style="list-style-type: none"> <li>Tree &amp; Slope Information Form</li> <li>Topographic Site Plan</li> <li>Number and location of regulated trees</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>F. RF Zoning Districts</b>			
1. Rooftop or Upper Floor Additions (C-206.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Verify Existing Rooftop Architectural Elements to remain (C-206.1(a)) <ul style="list-style-type: none"> <li>Front Porch Roof</li> <li>Cornice</li> <li>Dormers</li> <li>Turrets</li> <li>Mansard Roofs</li> <li>Three-foot setback</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Adjacent Chimneys (C-206.1(b)) <ul style="list-style-type: none"> <li>Issued Building Permit to extend neighboring chimney(s)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Adjacent Solar Energy Systems (C-206.1(c)) <ul style="list-style-type: none"> <li>Use Aerial Imagery and Building Permit history to verify</li> <li>Solar study acceptable by Zoning Administrator</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>G. Eating Establishments</b>			
1. Eating Establishment Questionnaire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Eating Establishment Menu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Equipment Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Verify number of seats and occupant load	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>H. ZC/BZA Orders</b>			
1. Copy of ZC/BZA Order and Exhibits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. ZC/BZA Modification Form (completed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Zoning Review Outline Checklist	YES	NO	N/A
3. Deviation Justification Statement CA-304	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. A side-by side graphic presentation of the applicable BZA or ZC Approved Exhibit with the Exhibit and page number; and the building permit plan sheet(s), including the page or sheet number, with all changes denoted by bubbling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Information and resources of Office of the Zoning Administrator can be found at: <https://dob.dc.gov/zoning-resources>.

**Additional Resources:**

- Accelerated Plan Review Program webpage: [dob.dc.gov/apr](http://dob.dc.gov/apr)
- Information and resources of Office of the Zoning Administrator can be found at: [dob.dc.gov/zoning-resources](https://dob.dc.gov/zoning-resources).
- Department of Buildings (DOB) online resources: [dob.dc.gov/service/online-resources](http://dob.dc.gov/service/online-resources)
- For payments use DOB Online Payment Portal - Permit number is required.
- HPRB – Historic Preservation Contact: [historic.preservation@dc.gov](mailto:historic.preservation@dc.gov)
- WMATA review and approval: [wmata.com/business/adjacent-construction/index.cfm](http://wmata.com/business/adjacent-construction/index.cfm)

**Questions?** Email the Accelerated Plan Review (APR) team at [DOBAcceleratedplanreview@dc.gov](mailto:DOBAcceleratedplanreview@dc.gov)