

T1 DOOR AND WINDOW SCHEDULE

COMMENT	SYMBOL	QTY	UNIT
INTERIOR DOOR WITH	0001	1	S-W
INTERIOR DOOR WITH	0002	1	S-W
INTERIOR DOOR WITH	0003	1	S-W
INTERIOR DOOR WITH	0004	1	S-W
INTERIOR DOOR WITH	0005	1	S-W
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# ACCELERATED PLAN REVIEW GUIDE

[dob.dc.gov](http://dob.dc.gov)



WE ARE DISTRICT  
GOVERNMENT OF THE  
DISTRICT OF COLUMBIA  
DC MURIEL BOWSER, MAYOR

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# DOB Mission and Summary of Services

## Mission

The Department of Buildings (DOB) protects the health, safety, economic interests, and quality of life of residents, businesses, and visitors in the District of Columbia by ensuring code compliance and regulating businesses.

## Summary of Services

DOB is responsible for regulating construction and business activity in the District of Columbia. The agency issues construction permits after reviews of construction documents to ensure compliance with building codes and zoning regulations. Construction activity, buildings, and rental housing establishments are inspected, and housing code violations are abated if necessary. To protect consumers, the DOB issues business and professional licenses, registers corporations, inspects weighing and measuring devices used for monetary profit and issues special event permits.

## Accelerated Plan Review Program Overview

Established in 2017, [DOB's Accelerated Plan Review Program](#) became an optional paid service that provides customers with a personalized, streamlined, accelerated plan review, and permitting process. Once building plans meet all DC Construction Code requirements and DOB's participating sister agencies provide approvals, building plans will be approved. While the program offers faster service, proper adherence to the code remains paramount – ensuring the safety of District residents, businesses, and visitors.

The program accommodates various types of building projects, such as:

- Demolition
- New Construction
- Tenant Improvements
- Interior Alterations
- Use Changes
- Revisions
- Foundation-to-Grade
- Sheeting and Shoring

If your building type is not listed above, to learn more, please email the program team at [dobacceleratedplanreview@dc.gov](mailto:dobacceleratedplanreview@dc.gov).

## Program Application and Eligibility

The Accelerated Plan Review Program is available to assist you through the permit application and plan review processes. To participate in the Accelerated Plan Review Program, the following prerequisites must be met:

- A 100% complete set of construction drawings, which includes, but is not limited to, floor plans, elevations, and detailed drawings providing a complete representation of the building, must be provided.
- An applicant must comply with any required [neighbor notification](#).
- [Green Area Ratio \(GAR\)](#) calculations must be provided.
- Applicants must provide the plan number registered with the [Department of Energy & Environment's \(DOEE\) Stormwater Management Division](#).
- A [Board of Zoning Adjustment \(BZA\)](#) approval relief letter and order published in the [DC Register](#) must be cited.
- A [District Department of Transportation \(DDOT\)](#) Public Space letter of consent must be provided.
- A Green Energy Compliance Sheet must be completed. Download a copy and edit it for your use. For more information, visit [DOB's energy and green building webpage](#).
- Additions and/or change(s) of use must have a [Preliminary Design Review Meeting \(PDRM\)](#)

Upon meeting the eligibility criteria, except for those noted below, most customers who apply for a building permit will be offered the option of participating in the Accelerated Plan Review Program.

The Accelerated Plan Review Program services are not to be used in conjunction with the standard DOB permit application process. [Raze permits](#) and [supplemental building permits](#) are excluded from the program. More information can be found on [dob.dc.gov](#) at, [Get a Building Permit](#), [Plan Submission Checklist](#), and [Overview of the Permitting Process](#).

## Program Fees

Fees associated with the Accelerated Plan Review Program are divided into four (4) tiers, each based upon the scope of the project and the number of units or by the square footage of the project. Fees for participating in the program are separate and in addition to other permitting and filing fees. The program's Application Technical Reviewer (ATR) will identify the scope of the project, tier and generate invoices for the applicable program participation fees. Before plans are prescreened for acceptance into plan review, 100% of the Accelerated Plan Review Program fees and 50% of the permit fees will be due prior to prescreening.

<b>Tier I Primary Residential</b>	One- and Two-Family Dwellings <i>*Conditions Apply</i>	Under 2,500 Square Feet and Under 2 Units	Under 5,000 Square Feet and a Maximum of 4 Units	Revisions for Tier I After Permit Issuance
First Plan Review Session Fully Complete Set of Construction Drawings	\$2,500	\$5,000	\$7,500	\$2,500
Each Subsequent Review	\$2,500	\$2,500	\$2,500	\$2,500

<b>Tier I Commercial / Mixed-Use</b>	Under 7,500 Square Feet, a Maximum of 6 Units, or 6 Units, and Commercial**	Under 10,000 Square Feet and a Maximum of 10 Units, or 10 Units and Commercial**	Revisions for Tier I After Permit Issuance
First Plan Review Session Fully Complete Set of Construction Drawings	\$10,000	\$12,500	\$2,500
Each Subsequent Review	\$2,500	\$2,500	\$2,500

**Tier I** will include single-family and small commercial or residential projects that meet the criteria listed. No change in load, use, or level 2 alterations\*\* will be accepted as a revision.

*\*Conditions apply: \$2,500 is strictly for a primary residence; if the Homestead Deduction is not received, proof of residency documentation will be required to include a copy of a driver's license, mortgage statement, or utility bills.*

*\*\*Level 2 alterations include the reconfiguration of space, the addition or elimination of any door or window, the reconfiguration or extension of any system, or the installation of any additional equipment.*

<b>Tier II</b>	10,001 - 20,000 Square Feet	20,001 - 30,000 Square Feet	30,001 - 40,000 Square Feet	Revisions for Tier II After Permit Issuance
First Plan Review Session <ul style="list-style-type: none"> <li>Fully Complete Set of Construction Drawings</li> </ul>	\$17,500	\$22,500	\$25,000	\$5,000
2nd Comment Review Session <ul style="list-style-type: none"> <li>Fully Complete Set of Construction Drawings and Clouded Changes*</li> </ul>	\$10,000	\$10,000	\$10,000	\$5,000
Any Subsequent Review After the Second Session	\$5,000	\$5,000	\$5,000	\$5,000

**Tier II** is for construction projects that meet the criteria listed. Any construction project over 40,000 square feet will be considered a Tier III project. No change in load uses, or alterations above Level 2\*\* will be accepted as a revision.

*\*Clouded changes are changes identified by design professionals associated with a project in response to recommendations by a Plan Reviewer.*

*\*\*Level 2 alterations include the reconfiguration of space, the addition or elimination of any door or window, the reconfiguration or extension of any system, or the installation of any additional equipment.*

<b>Tier III</b>	40,001 - 50,000 Square Feet	50,001 - 100,000 Square Feet	100,000 - 200,000 Square Feet	Revisions for Tier III After Permit Issuance
First Plan Review Session <ul style="list-style-type: none"> <li>Fully Complete Set of Construction Drawings</li> </ul>	\$50,000	\$65,000	\$75,000	\$5,000
2nd Review Session <ul style="list-style-type: none"> <li>Fully Complete Set of Construction Drawings and Clouded Changes*</li> </ul>	\$10,000	\$10,000	\$10,000	\$5,000
Any Subsequent Review After the Second Session	\$5,000	\$5,000	\$5,000	\$5,000

**Tier III** is for construction projects that meet the criteria listed. Projects over 200,000 square feet will be considered a Tier IV projects. No change in load, use, or alteration above Level 2\*\* will be accepted as a revision.

*\*Clouded changes are changes identified by design professionals associated with a project in response to recommendations by a Plan Reviewer.*

*\*\*Level 2 alterations include the reconfiguration of space, the addition or elimination of any door or window, the reconfiguration or extension of any system, or the installation of any additional equipment.*

<b>Tier IV</b>	200,001 - 300,000 Square Feet	300,001+ Square Feet	Revisions for Tier IV After Permit Issuance
First Plan Session <ul style="list-style-type: none"> <li>Fully Complete Set of Construction Drawings</li> </ul>	\$90,000	\$100,000	\$10,000
2nd Comment Review Session <ul style="list-style-type: none"> <li>Fully Complete Set of Construction Drawings and Clouded Changes*</li> </ul>	\$10,000	\$10,000	\$10,000
Any Subsequent Review After the Second Session	\$10,000	\$10,000	\$10,000

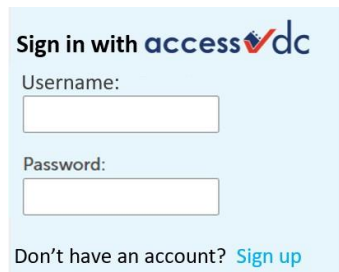
**Tier IV** is for any project over 300,000 square feet, for which an initial fee of \$100,000 will be assessed. The remaining square footage over 300,000 square feet shall be calculated at \$0.10 per additional square foot. Projects with multiple buildings in the project will be assessed per building. If a project is divided into phases, a review fee will be assessed per each individual phase.

*\*Clouded changes are changes identified by design professionals associated with a project in response to recommendations by a Plan Reviewer.*



## How to Get Started | Program Processes and Steps

**Step 1.** Prior to applying, refer to the [Plan Submission Checklist](#). When you are prepared to begin your application, confirm that you have a single sign-on [Access DC](#) account. Access DC increases the security of DOB's systems and makes it easier for customers to access multiple systems with one login. Signing up is easy and only takes a few minutes. When logging in, you will see the following screen where you can either sign in or sign up for an account.



If you already have an Access DC account, you may begin applying using the [Citizen Access Portal](#).

When applying, please:

- Include detailed and up-to-date information on your permit application.
- Notify DOB immediately of any change in project scope by emailing [dobacceleratedplanreview@dc.gov](mailto:dobacceleratedplanreview@dc.gov).
- Respond in a timely manner to all notices and requests for information made by DOB and other DC government agencies and/or regulatory entities. These typically come via email but may also be located within the applications or platforms used during the permitting process.
- Comply with all applicable District of Columbia Municipal Regulations and comments made by Plan Reviewers.

**Step 2.** The application will receive a temporary number, which will be shared with the applicant via email. The application will be reviewed for completeness and accuracy and to determine which other DC government agencies must be involved in the project. **This process can take up to two (2) business days.** Incomplete applications will be rejected and require resubmission.

**Step 3.** Applicants accepted into the program will receive:

- An invoice in the amount of the entire Accelerated Plan Review Program. Note: this must be paid prior to prescreening and scheduling.
- An invoice in the amount of 50% of the total permitting costs as filing fees. Note: this must also be paid at the time that the program fee is paid.
- Permit number(s).
- An invitation to create an account in [ProjectDox](#), DOB's electronic plan submission and review platform, where construction plans and supporting documents will be uploaded.

**Step 4.** The ATR will determine the eligibility of the project in the program and advise the applicant of the program conditions.

**Step 5.** Once accepted into the program, the ATR will verify the estimated cost based on the scope of work and square footage and provide an invoice in the total amount of the program fee via email. (See the [Program Fees](#) section.)

**Step 6.** Once accepted into the program and payment is received, the applicant uploads documents to ProjectDox for a prescreening review by the ATR. Once the plans pass the prescreening process, the project will be assigned plan to reviewers and other DC government agencies as applicable. ProjectDox will generate an automatic alert informing the participant of the status of the application.

**Step 7.** Construction designs will be distributed to Plan Reviewers to set the workflow, and the participant will receive an email invitation for a review session to take place **within 15 business days maximum from the date of acceptance**. Plan Reviewers must submit comments no later than **two (2) business days before the scheduled review session**. The applicant will be alerted of the completion of the review and any issued comments via a notification from ProjectDox.

**Step 8.** The review session will be conducted virtually using the Cisco WebEx virtual conferencing platform. Questions and concerns about the comments provided are to be discussed during the review session.

**Step 9.** If the technical issues discussed are resolved at the time of the review session or within one business day following the meeting, approvals will be provided, and permits issued. Alternately, if a resolution cannot be reached, the project will go through a subsequent review session and incur an additional fee. (See the [Expectations for Subsequent Review Sessions](#) section.)

**Step 10.** Following DOB's approval, the ATR will verify that other agency approvals have been obtained prior to permit issuance. Projects not approved by other DC government agencies will be placed on hold until approved by each respective agency or entity.

**Step 11.** The applicant will receive the final permit invoice of 50%, and the permit will be issued upon receipt of payment.

# Accelerated Plan Review Program Roles and Responsibilities

**Program Manager:** The Program Manager provides oversight of the program, ensuring an applicant's project stays on track and that applicants are prepared and informed of issues and concerns regarding their projects, as well as works closely with other DC government agencies to leverage timely reviews to meet DOB Service Level Agreements (SLAs).

**Application Technical Reviewer (ATR):** The ATR confirms that applicants have met program prerequisites and provided the documentation required for acceptance into the program to allow for technical reviews and screenings of building plans to include site plans, plan revisions, architectural drawings, engineering drawings, engineering letters, electrical diagrams, equipment specifications, etc. Depending on a project's needs, the ATR assists each applicant has what is needed to get the plan review process started by coordinating with the following DC government agencies and regulatory entities:

- Department of Buildings Office of the Zoning Administrator
- Department of Transportation (DDOT)
- Department of Energy & Environment (DOEE), including floodplain, stormwater, and GAR
- Office of Planning (OP), Commission of Fine Arts (CFA), and Historic Preservation Review Board (HPRB)
- Board of Zoning Appeals (BZA)

The ATR will also work with applicants on the following:

- Green/Energy Compliance
- Plan Unit Developments (PUD)
- Certificate of Inclusionary Zoning Compliance (CIZC)

**Accelerated Plan Review Liaison:** The Accelerated Plan Review Program Liaison works in conjunction with the Program Manager and ATR to support an applicant's accelerated plan review process.

**Plan Reviewers:** Plan Reviewers confirm compliance with the currently applicable DC Code for new buildings, renovations, and alterations of existing commercial, public, and residential building construction projects and review the following disciplines:

- Building
- Zoning
- Fire
- Elevator/Mechanical
- Plumbing
- Electrical
- Green and Energy
- Accessibility

## Review Session Expectations

**Location:** All review sessions will be conducted using the Cisco WebEx virtual conferencing platform. A calendar invite will be sent to the applicant and the design team via email, along with detailed information and an access link.

**Time and Duration:** The project design team is to log in on time. The session may last between one (1) to two (2) hours.

**Scheduling:** The review session meeting will be scheduled upon approval by the ATR and payment of the full program fee and 50% of the permit fees (confirmed no later than 15 business days). The remainder of the permit fees will be due prior to permit issuance. To reschedule a review session, the applicant should contact the program via email at [dobacceleratedplanreview@dc.gov](mailto:dobacceleratedplanreview@dc.gov) within seven (7) business days before the scheduled meeting. With sufficient notice, the review fee will not be forfeited.

**Turn-Around Expectations:** Comments from Plan Reviewers and other government agencies will be provided two (2) business days prior to the review session. Plan Reviewers and other government agencies are to provide feedback on customer resubmissions within two (2) business days once received in ProjectDox.

**Review Session Notes:** A moderator will be appointed during the meeting to support both customers and Plan Reviewers. When entering the review session, all participants are expected to sign into the chat with their name and role for tracking purposes. All review sessions are recorded, stored, and shared with the design team following the meeting. The design team will have 24 hours or one business day to submit corrections to the plans submitted.

**Required Documents:** All required documents should be uploaded into ProjectDox, including all supporting documents. Participants should be prepared to share their screens during the review session as needed.

**Participants:** The participant consists of the property owner or project representative, all Registered Design Professionals (RDPs), and the program team. A review session will be canceled if the RDPs are not present, and the review session fee will be forfeited.

**Participant's Responsibilities and Rights:** The participant, design team, and DOB shall be in full attendance before the start of the review session. The review session is to strictly address the comments uploaded into ProjectDox before the meeting. Registered Design Professionals and Plan Reviewers shall be prepared to discuss the comments and offer solutions. During the review session, the participants or their team of professionals can upload corrected plans or supporting documents into ProjectDox. Once all corrections have been made, DOB will reset the workflow in ProjectDox for the reviewers to approve or hold for comments (HFC). If updated approvals and uploads are not submitted by the participant or their team of professionals within 24 hours or one business day following comments, a subsequent review may be required. To schedule, the participant must email DOB at [dobacceleratedplanreview@dc.gov](mailto:dobacceleratedplanreview@dc.gov).

## Expectations for Subsequent Review Sessions

As in the first review session meeting, subsequent reviews will take place via the Cisco WebEx virtual conferencing platform, preceded by a calendar invite sent via email and accompanied by detailed meeting information and an access link.

**Time and Duration:** The session may last between one to two hours.

## Requirements to Participate in the Accelerated Plan Review Program

To receive the full benefits of the Accelerated Plan Review Program, participants are responsible for responding in a timely manner to all notices and requests for information made by DOB and other DC government agencies and/or regulatory entities. Participants must also comply with all applicable District of Columbia Municipal Regulations and comments made by Plan Reviewers. (See the [Program Application and Eligibility](#) section.)

The following actions may occur if there is a lack of adherence to the program requirements. If a participant fails to:

- Resolve comments on construction drawings before the review session without notifying DOB within seven (7) business days, the review session may be postponed unless there is availability for a session to occur.
- Comply with review comments after multiple rounds of reviews, DOB may issue a letter of determination to discontinue your participation in the program.
- Submit accurate and truthful applications and/or makes changes to the project scope or documents without notifying DOB via email at [dobacceleratedplanreview@dc.gov](mailto:dobacceleratedplanreview@dc.gov), the project may be removed from the program and forfeit all fees received to date.

## Frequently Asked Questions

### **Which projects may be considered for the Accelerated Plan Review Program?**

Most projects that meet the DC Construction Code are eligible to apply to participate in the Accelerated Plan Review Program.

### **How do I qualify?**

Applicants must submit a complete and accurate building permit application online, as well as upload all associated design documents that meet the Accelerated Plan Review Program criteria. (See the [Program Application and Eligibility](#) section.)

### **When is a permit issued?**

When the project is approved by all Plan Reviewers and applicable DC government agencies or regulatory entities, and all fees are paid in full.

### **Can I apply in person?**

No, all applications must be completed online.

### **What other DC government agencies or regulatory entities participate in the Accelerated Plan Review Program?**

In some cases, depending on compliance, the following DC government agencies may be mandated to participate: the Department of Energy & Environment (DOEE), the District Department of Transportation (DDOT), DC Water, DC Health, the Office of Planning (OP), the Historic Preservation Review Board (HPRB), and the Washington Metropolitan Area Transit Authority (WMATA).

### **How can I determine the disciplines of my project?**

Each project is unique and, therefore, has unique disciplines involved. The best way to verify that all required DC government agencies and regulatory entities have been contacted is to contact DOB at [dobacceleratedplanreview@dc.gov](mailto:dobacceleratedplanreview@dc.gov).

### **If my project is denied, can I try again?**

Yes, all applicants whose projects are denied entry into the program may revise their application and resubmit.

### **How can I make a payment or pay my invoice?**

Payments can be made online via DOB's [Citizen Access Portal](#) with a credit card, via mail, or in person with a check. (See the [How to Get Started | Program Process and Steps](#) section.)

### **Why do different tiers have different costs?**

Costs are defined based on the scope and size of the project. (See [Program Fees](#) section.)

### **Where are review sessions held?**

All review sessions are held using the Cisco WebEx virtual conferencing platform.

### **What if I cannot make it to the review session or need to reschedule?**

Failure to change or reschedule a review session within seven days will cause a delay in the review process and could be subject to additional service fees. To reschedule your review session, contact the Accelerated Plan Review Program Coordinator at [dobacceleratedplanreview@dc.gov](mailto:dobacceleratedplanreview@dc.gov).

**How long is the review session?**

Each review session is different, but review sessions are scheduled within a two (2) hour block.

**Will I need a subsequent review session?**

If either of the follow occurs, a subsequent review session may be required:

- Outstanding issues are raised by DOB
- that cannot be resolved within the 24 hours following the review session.
- Outstanding issues from a DC government agency or regulatory entity that will need to be resolved and approved before a permit can be issued.

**What happens when DOB or other DC government agencies provide participant feedback on their resubmissions?**

When DOB or other DC government agencies or regulatory entities provide comments or hold projects for comments (HFC), the participant will be required to address the comment and schedule a subsequent plan review.

**If additional corrections are needed, when is that scheduled?**

Subsequent review sessions are scheduled no later than 10 business days after the applicants' allotted 24-hour response to Plan Reviewer comments.

**If a second review session is not required, how long does the participant have to correct the application before it is denied?**

Each participant has 24 hours to resubmit after each review session. If unable to provide the required changes, then the project holds until the participant is ready to resubmit. At that time, the Service Level Agreement (SLA) of 10 business days begins.

**Can the Accelerated Plan Review Program fee be refunded?**

If a participant withdraws their project from the program and services have not yet been rendered, a refund can be issued. If the review process has started, fees are non-refundable.

## Potential Project Requirements and Additional Resources

Note: The following may or may not apply to your project. Should you have any questions or concerns about the listed items below that could potentially affect your project, please email us at [dobacceleratedplanreview@dc.gov](mailto:dobacceleratedplanreview@dc.gov).

**Code Modifications:** A code modification considers allowing variances when there are practical difficulties or undue economic hardships involved in meeting a construction code requirement. The code modification process can take up to 15 days to approve. Code modification application reviews are not usually part of the Accelerated Plan Review Program, however, for accepted projects, these must be submitted to [dobacceleratedplanreview@dc.gov](mailto:dobacceleratedplanreview@dc.gov) at least ten business days before the review session. Once a code modification application is approved, an approval seal from the DOB Plan Reviewer is required and will need to be uploaded into ProjectDox. This is required as part of the approved plans and documents set.

**Covenants:** A formal agreement used by DOB to establish conditions of approval of a Building Permit or Certificate of Occupancy to confirm compliance with the DC Code, Green Building Act, and Zoning laws and regulations. The review of a covenant is not part of the Accelerated Plan Review Program.

**Easements:** Easements provide property rights over a property to a non-owner used by DOB when necessary to confirm compliance with the Construction Code or Zoning Regulations.

**Environmental Impact Screening Form (EISF):** The [EISF](#) is not part of the Accelerated Plan Review Program.

**Raze Permits:** Raze Permits are not part of the Accelerated Plan Review Program.

**Supplemental Building Permits:** [Supplemental building permits](#) are not part of the Accelerated Plan Review Program.

**Department of Transportation (DDOT) Public Space Management Preliminary Design Review Meeting (PDRM):** [DDOT's PDRM meetings](#) are to discuss and facilitate the review of proposed improvements related to complex or large-scale projects or residential developments and provide a mechanism for applicants to receive feedback from DDOT about their project.



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](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.

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)





DEPARTMENT OF BUILDINGS

## ACCELERATED PLAN REVIEW PROGRAM

1100 4th Street SW, Washington, DC 20024

[dob.dc.gov](http://dob.dc.gov) | [dobacceleratedreview@dc.gov](mailto:dobacceleratedreview@dc.gov) | 202.671.3500



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