

DC Department of Buildings

## **BUILDING PLAT CERTIFICATION**

You may email your building plat in PDF format to the Surveyor's Office for a certification signature. Just follow the simple directions below, and you can "skip a trip" to the Surveyor's Office.

- 1.** Order a Building Plat (either at the Surveyor's Office or online at ([Request a Building Plat](#))). You may also scan the plat or have it emailed to you.
- 2.** If you are using Autocad software (make sure to choose this option when filling out the order form). Note: Emailed plats will be in DWG format only! You must have Autocad software.
- 3.** Email the document to the Office of the Surveyor at ([recertplat@dc.gov](mailto:recertplat@dc.gov)) in **PDF Format only (Portrait orientation)**.
- 4.** You can expect a one-business-day turnaround if the document scales and is in conformance with the Surveyor's Office's standards. Contact us at ([Contact DOB](#)) with any questions.

On behalf of the Office of the Surveyor for the District of Columbia, we have been working very hard to provide high end service with expedited timelines and we really hope this step will help in that process.

- **Joe Snider** (Surveyor, D.C.)