

Office of the Surveyor

Frequently Asked Questions and Special Online Instructions

Does the Office of the Surveyor have a Website Page?

Yes, it is located at dob.dc.gov/page/surveyor-services.

The DOB Cashier's Office is closed. How do I pay for a receipt?

You may now pay your receipt Online. Please follow the steps included below the FAQ's under the title "Online Payment of Fees". If you cannot submit payment via paymentportal.dc.gov/payment, please contact us at dob.dc.gov.

Does the Office of the Surveyor's Website have plats I can view or print?

Yes. Within the Office of the Surveyor's Webpage is a link to a research platform known as "SurDocs" (Abbreviation for Survey Documents). Within this interface, you can search for records pertaining to your property if you know what your lot and square is.

What is a Lot?

By definition, a Lot is the land bounded by definite lines that, when occupied or to be occupied by a building structure and accessory buildings, includes the open spaces required under DCMR Title 12. A Lot may or may not be the land as recorded in the records of the Office of the Surveyor.

What is a Record Lot?

A Record Lot is a lot recorded on a plat of subdivision in the Office of the Surveyor of the District of Columbia. The plat is also reviewed by zoning, historic preservation and the Office of Tax and Revenue.

What is a Tax Lot?

A Tax Lot is a lot created by the Office of Tax and Revenue for tax billing purposes. This lot is for assessment tax purposes only and may not be eligible as a Buildable Lot.

What are Square & Lot Numbers?

The city is divided into sections and assigned a Square number. For example in downtown, each city block has a separate Square number. The individual properties within the Square are each assigned a Lot number.

How do you find your Square & Lot Numbers?

The Square & Lot numbers can be found in your deed. The Office of Tax and Revenue can obtain your Square & Lot Number using your address. You can also find this online at mytax.dc.gov.

What is a Building Plat?

A Building Plat is a scaled drawing of a lot, showing lot lines and record dimensions. The plat is certified by the DC Surveyor and is usually used to obtain a building permit. The drawing provided is a depiction of the lot only. Features related to acquiring a building permit will need to be added by a design professional or skilled consumer. A document is available to help explain how to add content to a Building Plat and thus transform it into a Plat for Permit: dob.dc.gov/node/1616551.

Where do I Obtain a Building Plat and How Much Does It Cost?

To obtain a Building Plat you must place the order online at dob.dc.gov/node/1618371. The only information you will need to place the order is the square and lot number for each property. The cost of a plat is: \$60.50 – sent via email within 3-5 business days; and \$88.00 – Expedited - sent via email by 2 p.m. (EST) the next business day*.

***Note:** Expedited orders must be placed and paid for by no later than 3:00 p.m. (EST) the day prior to delivery. Any orders after that time will take an additional day to process and complete.

What is a Plat for Permit?

A Plat for Permit is a Building Plat that has been prepared for submission for a Building Permit. This document will have the lot depicted by the Office of the Surveyor on the official Building Plat and will also contain the necessary design features added by the design professional or customer.

What is the Approved Plat for Permit?

The Approved Plat for Permit is the Plat for Permit that has been reviewed by DOB's Permitting Division and Approved with the Building Permit. This document will have agency certifications on it and will also reference the Building Permit Number.

What is a Subdivision Plat?

Record Lots are created in the Office of the Surveyor by recording a Subdivision Plat if you want to change the configuration of a lot or lots. For example, if you own multiple lots and want to combine them into one lot, or if you own one large lot and want to subdivide it into several smaller lots. You also may need to convert your tax lot to a record lot for permit purposes. You would order a Subdivision and have it recorded in our office.

How can I apply for a Subdivision of land (or conversion of a Tax Lot to a lot(s) of Record)?

We have a newly developed Online process for applying for a Subdivision. Please follow the steps included below the FAQ's under the title "Application for Subdivision": dob.dc.gov/node/1613861.

I have a Condominium project. How can I submit the Plat and Plans for review?

We have a newly developed Online process for submitting Condominium Plat and Plans. Please follow the steps included below the FAQ's under the title "Condominium Plat and Plans Submissions".

What is a Wall Check?

A wall check is a survey done to locate new construction. Once you obtain a building permit and start constructing, a DOB Building Inspector may require you to have a wall check to locate exactly where your new construction is on the lot. This is done to make sure your construction meets setback requirements, lot coverage restrictions, and to assure no encroachments exist.

Do you have Surveys of my property showing the location of my house?

Possibly. Within the Office of the Surveyor's Webpage is a link to a research platform known as "SurDocs" (Abbreviation for Survey Documents). Within this interface you can search for records pertaining to your property if you know what your lot and square is. The Office of the Surveyor does not record or keep any private surveys in its inventory such as Location Drawings or ALTA/NSPS surveys associated with transfers of title.

Note: To access the Office of the Surveyor's Webpage go to DOB's homepage at <https://dob.dc.gov> and then select the Residents tab and continue to Permitting where the section for the Surveyor's services is located.

Do you have interior plans or plans used for the construction of my house?

No. The Office of the Surveyor only has land plats. The Office of Records Management would have plans for your house.

Can the Office of the Surveyor come out to locate my property lines?

No. The Office of the Surveyor does not perform field surveys. You will need to hire a licensed survey company to perform a survey. We can provide you with a list of licensed survey companies who are registered with our office that you can use. Work done by a Registered D.C. Surveyor can be filed in the Office of the Surveyor where copies are available to the public.

What is a Site Per Sub Plat?

A Site Per Sub Plat (Site Per Subdivision) is a Building Plat that reflects what the lot(s) of a proposed subdivision will look like once the subdivision is recorded. It would not have a lot number included on the document and it is the same cost as any other building plats. These cannot be ordered expedited.

What is an Approved Plat for Permit?

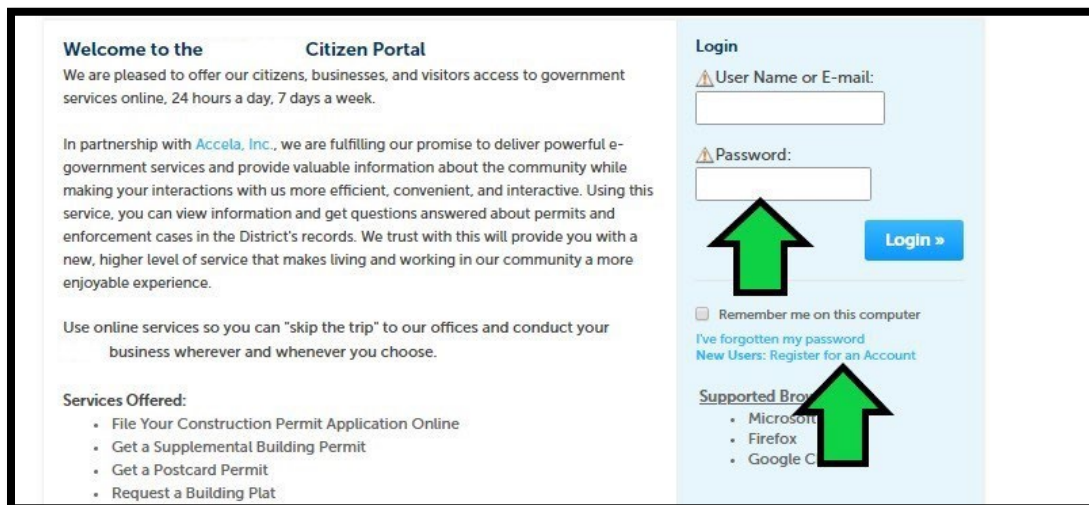
It is an Official D.C. Building Plat with the site features (existing and proposed) included that is reviewed and approved by the DOB permitting department.

Special Online Instructions

- **Online Building Plat Ordering**

Please follow the instructions below (we have attempted to keep them as brief as possible);

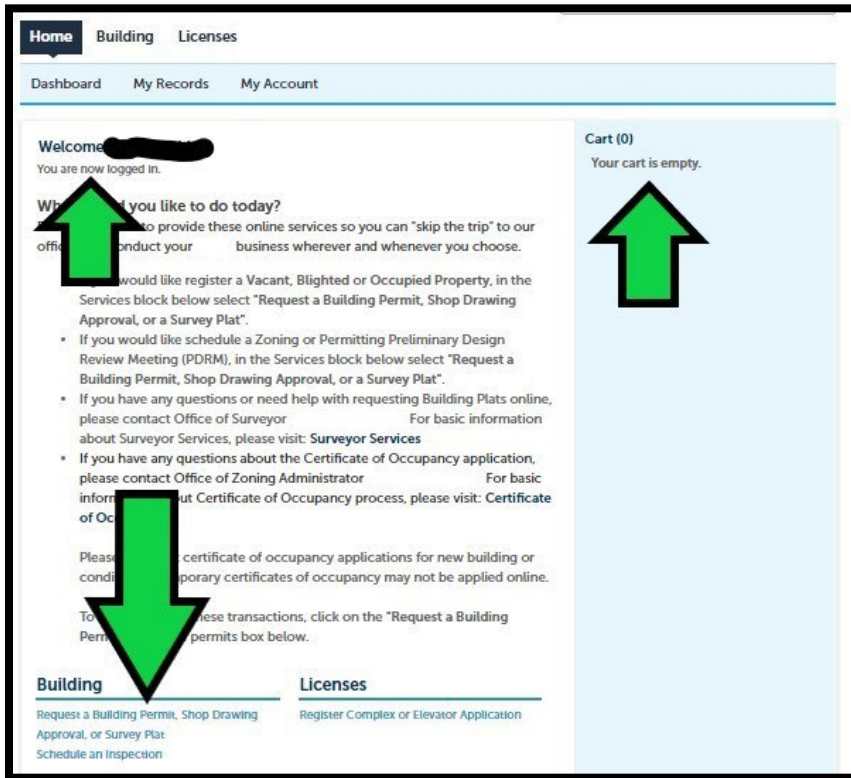
1. Go to aca20.dhra.dc.gov/citizenaccess.
2. Sign in or Register for an account:



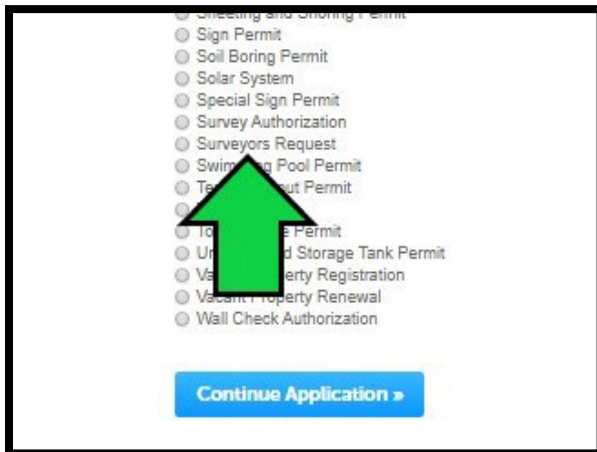
The screenshot shows the 'Citizen Portal' login page. On the left, there is a 'Welcome to the Citizen Portal' section with introductory text and a list of 'Services Offered' including 'File Your Construction Permit Application Online', 'Get a Supplemental Building Permit', 'Get a Postcard Permit', and 'Request a Building Plat'. On the right, there is a 'Login' section with input fields for 'User Name or E-mail:' and 'Password:'. A green arrow points to the password field. Below the password field is a 'Remember me on this computer' checkbox and a 'Login >' button. Further down, there is a 'Supported Browsers' section with a list: 'Microsoft', 'Firefox', and 'Google Chrome'. A second green arrow points to this list.

3. You are now on the Welcome Page (your shopping cart is empty).

Go to the bottom and select “Request a Building Permit Shop Drawing”.



4. This will take you to the Building Tab section. Please read and agree to the Terms and select “Continue Application”.
5. The next page has many options, scroll down and select “Surveyors Request”.



6. The next page requires you to select contact information from the existing or newly created account, select the option "Select from Account".
7. Next, select the appropriate contact information and then select "Continue Application".
8. Next, enter street address information for validation and then select from the options for the property of interest and select it.

If you search for and select the address of the first lot, the Parcel will be automatically ID. **HINT - Enter street number and street name only, then click "Search and Validate"**

* Street No.: St Fraction: * Street Name: Street Type: Unit No.:

City: Zip:

Address Search Result List

Address	City	State	Zip
1100 4TH ST NW, B Old City 2, 99, WASHINGTON DC, 1100 4TH ST NW	WASHINGTON	DC	
1100 4TH ST SE, E Old City 1, 6 27, WASHINGTON DC 20003, 1100 - 1108 4TH ST SE	WASHINGTON	DC	20003
1100 4TH ST SW, R.L.A. (S.W.), 6 9, WASHINGTON DC 20024, 1100 4TH ST SW	WASHINGTON	DC	20024

< Prev 1 2 Next >

Associated Parcels

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
0542 0872	0872	0542	

Lot and Square *Remember*

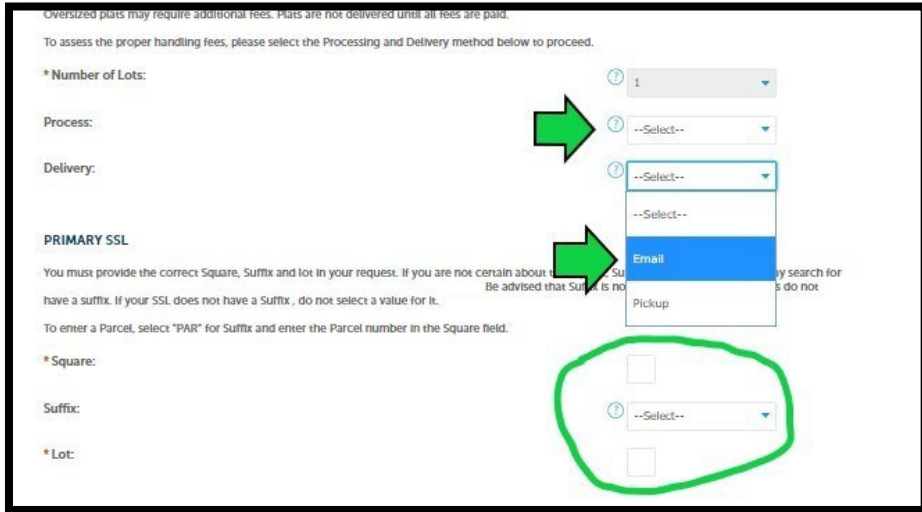
Associated Owners

Showing 1-1 of 1

Owner	Address
WATERFRONT STATION LLC	USAA REAL ESTATE COMPANY 9830 COLONNADE BLVD STE 600 SAN ANTONIO TX 78230-2209

9. All fields will populate in the property address, scroll down and make additional selections. For Process a selection for Regular or Expedited can be chosen. For Delivery, only email is an option currently. It must be selected. Below that the Square and Lot information (from previous page)

must be added (each field must have 4 digits entered). The Surveyor’s Office only draws active lots located in the current Tax Database.



Over-sized plats may require additional fees. Plats are not delivered until all fees are paid.

To assess the proper handling fees, please select the Processing and Delivery method below to proceed.

* Number of Lots: 1

Process: --Select--

Delivery: --Select--

PRIMARY SSL

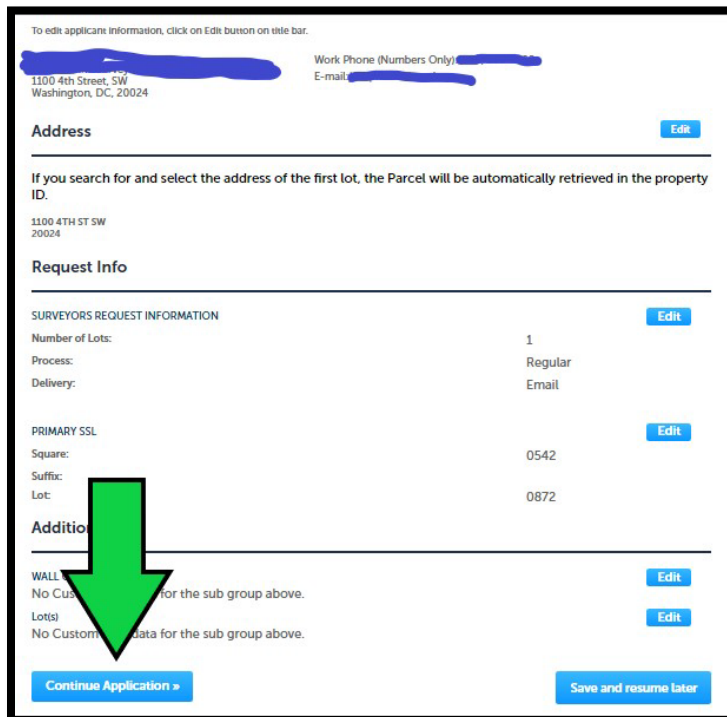
You must provide the correct Square, Suffix and lot in your request. If you are not certain about the Square, Suffix or Lot, you may search for the correct information in the Tax Database. Be advised that Suffix is not required for all lots. If your SSL does not have a Suffix, do not select a value for it. To enter a Parcel, select "PAR" for Suffix and enter the Parcel number in the Square field.

* Square: [input type="text"]

Suffix: --Select--

* Lot: [input type="text"]

10. Scroll to the bottom and select “Continue Application”.
11. Next, review all information and select “Continue Application”.



To edit applicant information, click on Edit button on title bar.

1100 4th Street, SW
Washington, DC, 20024

Work Phone (Numbers Only): [input type="text"]
E-mail: [input type="text"]

Address [Edit]

If you search for and select the address of the first lot, the Parcel will be automatically retrieved in the property ID.

1100 4TH ST SW
20024

Request Info

SURVEYORS REQUEST INFORMATION		[Edit]
Number of Lots:	1	
Process:	Regular	
Delivery:	Email	

PRIMARY SSL [Edit]

Square:	0542
Suffix:	
Lot:	0872

Additional Information

WALL: [input type="text"] [Edit]

No Custom Data for the sub group above.

Lot(s): [input type="text"] [Edit]

No Custom Data for the sub group above.

[Continue Application] [Save and resume later]

12. Next, scroll to the bottom of the page and select “Check Out”

13. Follow the payment instructions, pay and the order will be processed.

- **Application for Subdivision**

Please follow the instructions below (we have attempted to keep them as brief as possible);

1. Go to the Online Subdivision Application: dcdkra.seamlessdocs.com/f/79ysuh754uyv.
2. Fill out the fields completely, sign the application and select “Submit” the form will then require an upload of the current deed of conveyance.

Note: If more than 1 lot is being created by the subdivision then a sketch must also be uploaded to the application (there is a place to upload the sketch in the upload section).

3. Sign and complete the form. A copy will be electronically sent to the Office of the Surveyor.
4. If the application is complete, a receipt will be sent to the applicant for payment. The cost for a subdivision plat is \$440 for up to three lots. An additional fee may be required for subdivisions involving irregular-shaped lots.
5. A paid receipt is required before acceptance of the application is complete. Please return a copy of the paid receipt to the Staff Member who issued the invoice in a reply to the invoice email. This is imperative as it is the means by which we are notified that payment has been made.
6. A Site Per Subdivision Plat is requested here: dcdkra.seamlessdocs.com/f/1e3eib0bd4zi

These can only be requested after a paid receipt for a new Subdivision Application has been received. Add the text “Site Per Sub” in the Lot column after entering the current lot(s).

- **Application for a Street & Alley Closure, Dedication or Elimination of a Building Restriction Line**

Please follow the instructions below (we have attempted to keep them as brief as possible);

1. Go to the Online Application for Street & Alley Closure, Dedication or Elimination of a Building Restriction Line: dcdkra.seamlessdocs.com/f/k89z2yoki4o8
 2. Fill out the fields completely, sign the application and select “Submit” the form will then require an upload of the required documentation.
 3. Sign and complete the form. A copy will be electronically sent to the Office of the Surveyor.
 4. If the application is complete, a receipt will be sent to the applicant for payment. E receipt for \$2,750.00 for the processing of the application will be sent VIA the email address provided.
 5. A paid receipt is required before acceptance of the application is complete. Please forward a copy of the paid receipt to the staff member you received the invoice from so the office can begin processing the service to be performed.
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- **Condominium Plat and Plans**

Please follow the instructions below (we have attempted to keep them as brief as possible);

1. Go to the Online Condominium Submission Intake Form:
dcdkra.seamlessdocs.com/f/60sr6woavpj6
2. Fill out the fields completely, sign the form and select “Submit” the form will then require an upload of the Plat and Plans along with a copy of the Approved Plat for Permit.

Note: The Approved Plat for Permit is required with each submission.

Note: This form can also be used for reserving a Condo Book and Page prior to review. The applicant must Upload the Plat and Plans and Upload a simple document that states “I Need to reserve a Book and Page” in place of where the Approved Plat for Permit would be uploaded. We will respond to the email provided with the reserved Book and Page. Note, that a new application will need to be filled out when later Submitting for Review and Comments.

3. Complete the form, submit and a copy will be electronically sent to the Office of the Surveyor.
4. If the application is complete, the Surveyor’s Office will review the package within 3-5 business days and return comments, if any, to the email provided with the submission package.
5. When the Plat and Plans are fully signed, sealed, comments (if any) are addressed and the documents are ready for recording, the applicant may request a receipt by replying to the emails related to the submission for Review. A receipt will be sent to the email provided.
6. A paid receipt is required before recording. Please return a copy of the paid receipt to the Staff Member who issued the invoice in a reply to the invoice email. This is imperative as it is the means by which we are notified that payment has been made.
7. The Plat and Plans will be recorded once a paid receipt is returned to the Surveyor’s Office VIA email in 3-5 business days.

- **Submitting Online Payments for an Invoice**

1. Go to the Online Payment Portal; ([Online Payment Portal](#))

A paid receipt is required before acceptance is complete. Please return a copy of the paid receipt to the Staff Member who issued the invoice in a reply to the invoice email. This is imperative as it is the means by which we are notified that payment has been made.