

JOB CLASSIFICATIONS – Plan Review Service Level Agreements by Scope of Work

<p><i>The job classification timeframes are for reviews performed by the Department of Buildings (DOB) ONLY and are based on square footage, scope, and use. Reviews by other agencies or entities may take additional time. If your project requires review by another agency or entity, you must contact them directly to confirm permit application requirements.</i></p>			
<p>Homeowner's Center Applications DOB's Service Level Agreement: Next Business Day</p>	<p>Digital Walk-Thru (E) DOB's Service Level Agreement: Next Business Day</p>	<p>Filed Projects DOB's Service Level Agreement: 30 Business Days</p>	
<p>Applications for owner occupied One- and Two-Family Homes Only</p> <p>Driveway from alley only – New</p> <p>Drywall – Repair/replace not more than 500 sq. ft.</p> <p>Fences – New/replacement, excluding fences that cross driveways and/or in front of house.</p> <p>Interior remodeling/alteration and repair – No more than 750sq. ft. including bathrooms, kitchens without structural wall changes, removal, or erection of interior load-bearing walls, impact on party walls</p> <p>Interior non-load bearing wall demolition (less than 1,000 sq. ft.)</p> <p>Porch and Steps – Repair to existing on private property</p> <p>Retaining Walls – Less than 4 ft. in height maximum, measured from bottom of footing (on private property)</p> <p>Accessory Structure (Garage/Shed) – No more than 500 sq. ft. and 15 ft. high; alteration and repair of existing structures; no change in use</p> <p>Addition to Single-Family Dwelling – Up to 500 sq. ft.; no more than 1 story high at ground level; no party walls, no removal of exterior or load bearing wall</p> <p>Decks – Less than 500 sq. ft., less than 10 ft. above grade (Must use DOB's Deck Guide)</p> <p>Window/Door Replacement/Repair – If a property is in a Historic or Commission of Fine Arts (CFA) jurisdiction, approval must be obtained before application for a permit</p> <p>Roof Repairs/Replacement – No structural changes</p> <p>MUST BE SUBMITTED BY THE HOMEOWNER OR WITH THE HOMEOWNER'S AUTHORIZATION</p>	<p>Reviewed via ProjectDox, DOB's plan review platform,</p> <p>Plan sets are limited to 9 sheets maximum</p> <p>Alteration, Repair and Replacement – Less than 1,000 sq. ft. (total work area); Excluding the following:</p> <ol style="list-style-type: none"> 1. New public utility connections (electric, gas, water/sewer) 2. Change in use or occupant load 3. Food, licensed medical facility, childcare, or Community Residential Facility (CRF) uses. 4. Projects requiring neighbor notification. 5. Projects increasing the number of bathrooms and bedrooms. 6. Any walls removed or rearranged <p>Decks - less than 10' from grade and less than 1,000 sq. ft. for one- and two-family homes (Not using the DCRA Deck Guide)</p> <p>Interior Demolition less than 5,000 sq. ft.</p> <p>Retaining Wall - 4 ft. to 6 ft. height maximum, measured from bottom of footing (on private property)</p> <p>Exterior Building Cleaning with water, chemical or sand blasting (waterproofing)</p> <p>Awnings or Canopies (on private property)</p> <p>Sign(s) less than 20 sq. ft. in area (on private property)</p> <p>Special sign(s)</p> <p>Repairs to Existing Porch and Steps on private property (Excluding row houses)</p> <p>Underground Storage Tank</p> <p>Christmas Tree or Fireworks Stands</p> <p>Pool(s) less than 400 sq. ft.</p> <p>Soil Borings</p> <p>Tent/Stage (for special events only)</p> <p>No Addition(s)</p>	<p>Reviewed via ProjectDox</p> <p>Two-Family Conversions with no work – Provide drawings with (MEP) plans required for building permit and inspection approval</p> <p>Accessory Structures (shed, garage) – Less than 3,000 sq. ft.</p> <p>Additions</p> <p>Alteration/Repairs greater than 1,000 sq. ft.</p> <p>Antennas (installation and removal)</p> <p>Capacity Placard</p> <p>Interior and Exterior Demolition greater than 5,000 sq. ft.</p> <p>Excavation</p> <p>Foundation to Grade</p> <p>Projection into Public Space</p> <p>Retaining Wall - greater than 6ft in height measured from bottom of footing</p> <p>Tenant Layout</p> <p>Sidewalk Café Construction</p> <p>Swimming Pool – Over 400 sq. ft.</p> <p>Tower Cranes</p> <p>Solar Reviews (15-business days)</p> <p>Third Party Oversight Reviews</p> <p>New Building/Construction</p> <p>Sheeting and Shoring</p> <p>Underpinning</p> <p>Revisions of issued permits greater than 1,000 sq. ft.</p> <p>Decks greater than 500 sq. ft. and Roof Decks</p>	<p>Pools greater than 400 sq. ft.</p> <p>All Enclosures (enclosing a deck/porch)</p> <p>Any job not specifically listed in one of the other categories.</p>
		<p>If you have questions, please email us.</p> <p>For expedited reviews within our Accelerated Plan Review Program, please email us.</p>	
		<p>CLASS CATEGORIES</p> <p>AA- 10,000 sq. feet or more</p> <p>A- 6,000 sq. feet – 10,000 sq. feet</p> <p>B- 4,000 sq. feet – 6,000 sq. feet</p> <p>C- 2,000 sq. feet – 4,000 sq. feet</p> <p>D- 2,000 sq. feet or less (includes ALL additions)</p> <p>E- 1,000 sq. feet or less</p>	