

## NEIGHBOR NOTIFICATION GUIDE FOR ADJOINING NEIGHBOR

### Work that Requires Neighbor Notification

1. Excavation that may have an adverse impact on structural or lateral support of the adjoining premises.
2. Underpinning and any work that requires installation of permanent or temporary structural support of adjoining premises
3. Alteration of imposed loads on a party wall or any load-bearing member of adjoining premises.
4. Access to adjoining premises is required to protect the neighboring property.
5. The proposed work may cause the Chimney and roof snow load requirements to be non-compliant with 2017 DC Building Construction Codes as found in §3307.
6. Raze Permits where the work is within 3 feet of an adjoining lot line or excavation work more than 3 feet below existing.

### When Access Is Required from My Property

1. To assess if measures are necessary to protect the adjoining property from damage.
2. To install protective measures to protect the adjoining property from damage.

### How To Look Up Plans During The Permit Application Process

1. [Look Up Plans Under Review](#)
2. [Look Up Approved Work Plans](#)

### How To Follow the Progress of a Construction Permit Application?

1. [SCOUT](#) - is your on-line source to look up property information including permitting, inspections, licenses, notices and more.

### How to report illegal construction?

1. Online - [Illegal Construction Request Form](#)
2. Phone – Dial 311

### The Technical Objection Process

1. Only adjoining neighbors and their agents may file technical objections
2. Technical objections must be filed within 10 days after a permit has been issued.
3. Must include the following items:
  - a. technical support that the permitted work will not protect the adjoining premises from structural damage.
  - b. Propose changes to protect the adjoining premises from structural damage.
4. Submit technical objections with supporting documentation to [technicalobjections-dob@dc.gov](mailto:technicalobjections-dob@dc.gov)
5. The code official will affirm or reject the technical objection within 15-business days upon receipt of the email. If the code official does not act upon the objection within 15-business day period, the permit shall be deemed affirmed. Either party may appeal the code officials decision to the Office of Administrative Hearings (OAH) in accordance with Sections 112.2 and 112.3