

DC Department of Buildings
NEIGHBOR NOTIFICATION LETTER

DATE		PERMIT NUMBER	
ADDRESS OF PROPOSED WORK			
OWNER INFORMATION		NEIGHBORING OWNER INFORMATION	
NAME		NAME	
ADDRESS		ADDRESS	
PHONE		PHONE	
EMAIL		EMAIL	

The District of Columbia Municipal Regulations, 12A D.C.M.R. § 106.2.18.3, requires that owners of properties neighboring construction work be notified in writing prior to issuance of a permit.

DESCRIPTION OF WORK (SAME AS ON PERMIT APPLICATION):

This permit will include the following work requiring this notification:

- Excavation requiring a permit will occur on the construction site.
- There is a need to install permanent or temporary structural support for an adjoining premises or portion thereof, including but not limited to underpinning, as a result of the proposed work.
- The proposed work will alter imposed loads on a party wall or any load-bearing member of an adjoining premises. (i.e., vertical addition)
- Access to an adjoining premises is required to install protective measures or undertake other work required by Section 3307 (i.e., bracing of shared walls, install shared roof flashing, underpinning) to protect the neighboring property. (CHECK ONE)
 - Your permission is required to access your property. The permit applicant will contact you with additional documentation.
 - This access does not require permission as limited access is authorized by §3307.2.2 or §3307.4.1 of the District of Columbia Construction Code.
- The proposed work will render or potentially render adjoining or adjacent premises noncompliant with the Chimney Provisions (vertical addition will be within 2 feet of your chimney or vent, the permit applicant will need to make the chimney/vent code compliant) or with the snow load requirements (vertical addition may cause an increase in the amount of snow that accumulates on your roof. The permit applicant will need to examine your roof structure and determine if your roof will need to be reinforced)
- Applications for raze permits where the raze work involves any structural work within 3 feet of an adjoining lot line or excavation work more than 3 feet below existing grade.

You can monitor the status of this permit submission by checking the [SCOUT](#) application. Copies of the proposed plans are available on the DOB [eRecords](#) website.