

DC Department of Buildings
NEIGHBOR NOTIFICATION – PERMIT APPLICANT

Project Work Scopes that Require 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 install protective measures or undertake other work to protect the neighboring property.
5. The proposed work may cause adjoining premises to be noncompliant with the Chimney provisions (as defined in Section 3307.1.1) or with the snow load requirements in section 1603.1.3 or Section R301.2.3 of the Residential Code.
6. Raze Permits where the work is within 3 feet of an adjoining lot line or excavation work more than 3 feet below existing.

Neighbor Notification Requirements

1. Neighbor Notification form – DOB approved letter mailed to adjoining neighbors prior to permit application. [Neighbor Notification Form](#)
2. Neighbor Notification form proof of mailing. ie US Postal Service, UPS, Fed Ex receipt
3. Sign posted and visible from the street announcing proposed work to be permitted. [Notice of Filing of A Building Permit Application](#)
4. Pictures of posted sign visible from the street.
5. Notarized affidavit of maintenance of posted sign. [Affidavit of Maintenance Form](#)
6. Neighbor Notification form and posted sign at least 30 days prior to permit issuance.

Access to Neighbors Property Requirements

1. Permission letter signed by neighbor to access property. [Request For Access Form](#)
2. Or Court order granting access to neighbor's property.

Neighbor Notification Documents Required for Plan Review

1. Neighbor Notification form(s)
2. Neighbor Notification proof of mailing
3. Notice of filing of a building permit application 11X17
4. Pictures of notice of filing of a building permit application 11X17
5. Affidavit of maintenance
6. Request for access form
 - a. Signed letter.
 - b. Court Order

Procedure for Submitting Required Documents for Plan Review

1. Fill out checklist and use as coversheet for Neighbor Notification documents.
[Neighbor Notification Checklist](#)
2. Create single pdf of all documents for plan review.
3. Label single pdf "Neighbor Notification"
4. Upload pdf document into Project Dox – Supporting Documents.