

PERMIT-BASED INSPECTIONS

CUSTOMER PREPAREDNESS GUIDE



- The address number must be be visibly displayed over or near the main entrance (2017 12A DCMR SECTION 118).

- Copies of all active issued permits must be always displayed at the property and be visible from the street or public space (2017 12A DCMR SECTION 105.6).

- Legible copies of approved permit drawings with DOB review stamp must be always kept on-site and printed on paper that is a minimum of 11" x 17" in size (2017 12A DCMR SECTION 105.6.1). Electronic copies of approved permit drawings will not be accepted for conducting field inspections.

- On-site inspection record(s) (i.e. DOB job card) must be always kept on-site (2017 12A DCMR SECTION 109.2.1). Inspection records must include all related documents for inspections conducted by DOB-authorized third party and special inspection agencies.

- Valid tenant authorization release forms are required and must be presented to DOB inspectors prior to inspections within an occupied leased dwelling unit.

- Safe and sufficient access to the construction area and/or work being inspected must be provided or the inspection will be subject to termination (2017 12A DCMR SECTION 109.1.2).

- The master tradesperson or the DC-licensed representative of the master tradesperson must be present on-site during the rough-in/close-in inspection for the specific scope of work performed under the trade permit (2017 12A DCMR SECTION 109.1.4).
