

This document aims to streamline the prescreening and plan review process. Advanced preparation by applicants to meet these requirements will improve efficiency. The pre-screen review ensures that you have uploaded the necessary documents to move forward in the review process. Please note that specific items on the list may not apply universally, and additional requirements may exist for each project. This document provides the minimal requirements for your permit application prescreening and serves as a guide to facilitate a smooth review process.

*DOB currently conducts its review under the [2017 DCMR Construction Codes](#).

Project Information

Project Address:	_____	
(SSL) Square:	_____	Lot(s): _____
Applicant/Owner:	_____	Email & Phone: _____
Engineer(s):	_____	Email & Phone: _____
	_____	Email & Phone: _____

Application Platform Selection

- All Commercial (including commercial residential units of three (3) or more) projects, Extensions, [Special Historic Permits](#), and [After-Hours permits](#) use the [Citizen Access Portal](#).
- For one- and two-family residential projects, use the [DOB Permit Wizard](#).

A. MINIMUM REQUIREMENTS FOR APPLICATION AND PLANS SUBMISSION

Items listed are the minimum prescreening and submission requirements. Failure to provide them will result in rejection during prescreen review.

- Identify applicable permit type.
- Each plan sheet has the following:
 - Project Address
 - Index (Sheet numbers and labels)
- Drawings reflect the scope of work on the application.
- Coversheet (ref. coversheet [template](#)). *NOTE: A cover sheet is required for 30-day projects with multiple sheets and 1-day projects with multiple sheets.*
 - Coversheets must include:
 - Address
 - Scope of work
 - Applicable Building Codes
 - Index
- Seal and signature of licensed design professionals on new residential and

commercial projects are reflected. *NOTE: A design professional is not required for non-structural work of one and two family structures*

- Estimated Cost of Work (DCMR 2017- Section 108.3) - [Fillable Form](#)**
- Plans are sheet-sized at a minimum of 11 x 17 inches.
- A minimum 3x3 clear space in the uppermost, far-right corner of all plan sheets

B. ZONING MINIMUM REQUIREMENTS

Items listed are the minimum prescreening and submission requirements. Failure to provide them will result in rejection during prescreen review.

- PLAT for any exterior work. *NOTE: Required for all exterior work including: New Construction, Additions, Areaways/Stairwells, Retaining Walls, Window Wells, Foundation Repairs, Porches, Decks, Accessory Structures, Fences, Overhead/Rollup Doors, etc.*
 - Display all existing and proposed improvements on the lot
 - Drawn to scale
- [Zoning Code Analysis](#): *NOTE: Required for all New Construction, Additions, and any project where a change is proposed to the Lot Occupancy (decks, porches, accessory structures, etc.)*
 - Property information and zoning district
 - Development standards applicable to the property
 - Information to demonstrate compliance with the Zoning Regulations

***NOTE:** Certificate of Occupancy is required for all projects except single-family residences. If a Certificate of Occupancy cannot be provided, a change-of-use must be completed.

C. PROJECTDOX REQUIREMENTS

To start prescreening, complete the "Applicant Upload" in ProjectDox. Your application review depends on the completion of this task. Plan Review starts upon successful prescreening. Ensure folders are not empty; pictures may suffice for simple scopes of work.

- File names reflect sheet number and description
NOTE: The first character should start with the Discipline Header followed by the Sheet Number and a Brief Detailed Description of the information depicted on the individual sheets; the drawing title on the corresponding plan sheet; e.g., "A001 Cover Sheet".
- 100% of drawings are uploaded under the "Drawings Folder" .
 - Supporting documents are uploaded under the "Supporting Documents" folder.
 - All plans are uploaded in the Landscape position.
 - DO NOT USE GRAPH PAPER

***Scope of Work:** On the project information sheet or cover sheet, include an itemized "Scope of Work" describing the work to be performed and identifying the buildings and structures included under this permit. Ensure that the scope of work on the plans matches the scope of the permit application. Applicant must contact the Plan Review Coordinator to update the scope of work at dob@dc.gov