

ACCELERATED PLAN REVIEW GUIDE

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 *** GOVERNMENT OF THE DISTRICT OF COLUMBIA
 DC MURIEL BOWSER, MAYOR

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DOB Mission and Summary of Services

Mission

The Department of Buildings (DOB) protects the health, safety, economic interests, and quality of life of residents, businesses, and visitors in the District of Columbia by ensuring code compliance and regulating businesses.

Summary of Services

DOB is responsible for regulating construction and business activity in the District of Columbia. The agency issues construction permits after reviews of construction documents to ensure compliance with building codes and zoning regulations. Construction activity, buildings, and rental housing establishments are inspected, and housing code violations are abated if necessary. To protect consumers, the DOB issues business and professional licenses, registers corporations, inspects weighing and measuring devices used for monetary profit and issues special event permits.

Accelerated Plan Review Program Overview

Established in 2017, DOB's Accelerated Plan Review Program became an optional paid service that provides customers with a personalized, streamlined, accelerated plan review, and permitting process. Once building plans meet all DC Construction Code requirements and DOB's participating sister agencies provide approvals, building plans will be approved. While the program offers faster service, proper adherence to the code remains paramount – ensuring the safety of District residents, businesses, and visitors.

The program accommodates various types of building projects, such as:

- Demolition
- New Construction
- Tenant Improvements
- Interior Alterations
- Use Changes
- Revisions
- Foundation-to-Grade
- Sheeting and Shoring

If your building type is not listed above, to learn more, please email the program team at dobacceleratedplanreview@dc.gov.

Program Application and Eligibility

The Accelerated Plan Review Program is available to assist you through the permit application and plan review processes. To participate in the Accelerated Plan Review Program, the following prerequisites must be met:

- A 100% complete set of construction drawings, which includes, but is not limited to, floor plans, elevations, and detailed drawings providing a complete representation of the building, must be provided.
- An applicant must comply with any required [neighbor notification](#).
- [Green Area Ratio \(GAR\)](#) calculations must be provided.
- Applicants must provide the plan number registered with the [Department of Energy & Environment's \(DOEE\) Stormwater Management Division](#).
- A [Board of Zoning Adjustment \(BZA\)](#) approval relief letter and order published in the [DC Register](#) must be cited.
- A [District Department of Transportation \(DDOT\)](#) Public Space letter of consent must be provided.
- A Green Energy Compliance Sheet must be completed. Download a copy and edit it for your use. For more information, visit [DOB's energy and green building webpage](#).
- Additions and/or change(s) of use must have a [Preliminary Design Review Meeting \(PDRM\)](#)

Upon meeting the eligibility criteria, except for those noted below, most customers who apply for a building permit will be offered the option of participating in the Accelerated Plan Review Program.

The Accelerated Plan Review Program services are not to be used in conjunction with the standard DOB permit application process. [Raze permits](#) and [supplemental building permits](#) are excluded from the program. More information can be found on [dob.dc.gov](#) at, [Get a Building Permit](#), [Plan Submission Checklist](#), and [Overview of the Permitting Process](#).

Program Fees

Fees associated with the Accelerated Plan Review Program are divided into four (4) tiers, each based upon the scope of the project and the number of units or by the square footage of the project. Fees for participating in the program are separate and in addition to other permitting and filing fees. The program's Application Technical Reviewer (ATR) will identify the scope of the project, tier and generate invoices for the applicable program participation fees. Before plans are prescreened for acceptance into plan review, 100% of the Accelerated Plan Review Program fees and 50% of the permit fees will be due prior to prescreening.

Tier I Primary Residential	One- and Two-Family Dwellings <i>*Conditions Apply</i>	Under 2,500 Square Feet and Under 2 Units	Under 5,000 Square Feet and a Maximum of 4 Units	Revisions for Tier I After Permit Issuance
First Plan Review Session Fully Complete Set of Construction Drawings	\$2,500	\$5,000	\$7,500	\$2,500
Each Subsequent Review	\$2,500	\$2,500	\$2,500	\$2,500

Tier I Commercial / Mixed-Use	Under 7,500 Square Feet, a Maximum of 6 Units, or 6 Units, and Commercial**	Under 10,000 Square Feet and a Maximum of 10 Units, or 10 Units and Commercial**	Revisions for Tier I After Permit Issuance
First Plan Review Session Fully Complete Set of Construction Drawings	\$10,000	\$12,500	\$2,500
Each Subsequent Review	\$2,500	\$2,500	\$2,500

Tier I will include single-family and small commercial or residential projects that meet the criteria listed. No change in load, use, or level 2 alterations** will be accepted as a revision.

**Conditions apply: \$2,500 is strictly for a primary residence; if the Homestead Deduction is not received, proof of residency documentation will be required to include a copy of a driver's license, mortgage statement, or utility bills.*

***Level 2 alterations include the reconfiguration of space, the addition or elimination of any door or window, the reconfiguration or extension of any system, or the installation of any additional equipment.*

Tier II	10,001 - 20,000 Square Feet	20,001 - 30,000 Square Feet	30,001 - 40,000 Square Feet	Revisions for Tier II After Permit Issuance
First Plan Review Session <ul style="list-style-type: none"> Fully Complete Set of Construction Drawings 	\$17,500	\$22,500	\$25,000	\$5,000
2nd Comment Review Session <ul style="list-style-type: none"> Fully Complete Set of Construction Drawings and Clouded Changes* 	\$10,000	\$10,000	\$10,000	\$5,000
Any Subsequent Review After the Second Session	\$5,000	\$5,000	\$5,000	\$5,000

Tier II is for construction projects that meet the criteria listed. Any construction project over 40,000 square feet will be considered a Tier III project. No change in load uses, or alterations above Level 2** will be accepted as a revision.

**Clouded changes are changes identified by design professionals associated with a project in response to recommendations by a Plan Reviewer.*

***Level 2 alterations include the reconfiguration of space, the addition or elimination of any door or window, the reconfiguration or extension of any system, or the installation of any additional equipment.*

Tier III	40,001 - 50,000 Square Feet	50,001 - 100,000 Square Feet	100,000 - 200,000 Square Feet	Revisions for Tier III After Permit Issuance
First Plan Review Session <ul style="list-style-type: none"> Fully Complete Set of Construction Drawings 	\$50,000	\$65,000	\$75,000	\$5,000
2nd Review Session <ul style="list-style-type: none"> Fully Complete Set of Construction Drawings and Clouded Changes* 	\$10,000	\$10,000	\$10,000	\$5,000
Any Subsequent Review After the Second Session	\$5,000	\$5,000	\$5,000	\$5,000

Tier III is for construction projects that meet the criteria listed. Projects over 200,000 square feet will be considered a Tier IV projects. No change in load, use, or alteration above Level 2** will be accepted as a revision.

**Clouded changes are changes identified by design professionals associated with a project in response to recommendations by a Plan Reviewer.*

***Level 2 alterations include the reconfiguration of space, the addition or elimination of any door or window, the reconfiguration or extension of any system, or the installation of any additional equipment.*

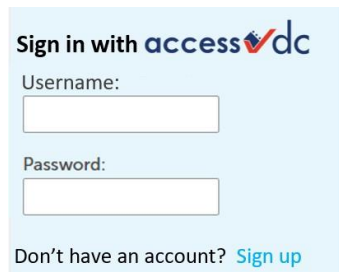
Tier IV	200,001 - 300,000 Square Feet	300,001+ Square Feet	Revisions for Tier IV After Permit Issuance
First Plan Session <ul style="list-style-type: none"> Fully Complete Set of Construction Drawings 	\$90,000	\$100,000	\$10,000
2nd Comment Review Session <ul style="list-style-type: none"> Fully Complete Set of Construction Drawings and Clouded Changes* 	\$10,000	\$10,000	\$10,000
Any Subsequent Review After the Second Session	\$10,000	\$10,000	\$10,000

Tier IV is for any project over 300,000 square feet, for which an initial fee of \$100,000 will be assessed. The remaining square footage over 300,000 square feet shall be calculated at \$0.10 per additional square foot. Projects with multiple buildings in the project will be assessed per building. If a project is divided into phases, a review fee will be assessed per each individual phase.

**Clouded changes are changes identified by design professionals associated with a project in response to recommendations by a Plan Reviewer.*

How to Get Started | Program Processes and Steps

Step 1. Prior to applying, refer to the [Plan Submission Checklist](#). When you are prepared to begin your application, confirm that you have a single sign-on [Access DC](#) account. Access DC increases the security of DOB's systems and makes it easier for customers to access multiple systems with one login. Signing up is easy and only takes a few minutes. When logging in, you will see the following screen where you can either sign in or sign up for an account.



If you already have an Access DC account, you may begin applying using the [Citizen Access Portal](#).

When applying, please:

- Include detailed and up-to-date information on your permit application.
- Notify DOB immediately of any change in project scope by emailing dobacceleratedplanreview@dc.gov.
- Respond in a timely manner to all notices and requests for information made by DOB and other DC government agencies and/or regulatory entities. These typically come via email but may also be located within the applications or platforms used during the permitting process.
- Comply with all applicable District of Columbia Municipal Regulations and comments made by Plan Reviewers.

Step 2. The application will receive a temporary number, which will be shared with the applicant via email. The application will be reviewed for completeness and accuracy and to determine which other DC government agencies must be involved in the project. **This process can take up to two (2) business days.** Incomplete applications will be rejected and require resubmission.

Step 3. Applicants accepted into the program will receive:

- An invoice in the amount of the entire Accelerated Plan Review Program. Note: this must be paid prior to prescreening and scheduling.
- An invoice in the amount of 50% of the total permitting costs as filing fees. Note: this must also be paid at the time that the program fee is paid.
- Permit number(s).
- An invitation to create an account in [ProjectDox](#), DOB's electronic plan submission and review platform, where construction plans and supporting documents will be uploaded.

Step 4. The ATR will determine the eligibility of the project in the program and advise the applicant of the program conditions.

Step 5. Once accepted into the program, the ATR will verify the estimated cost based on the scope of work and square footage and provide an invoice in the total amount of the program fee via email. (See the [Program Fees](#) section.)

Step 6. Once accepted into the program and payment is received, the applicant uploads documents to ProjectDox for a prescreening review by the ATR. Once the plans pass the prescreening process, the project will be assigned plan to reviewers and other DC government agencies as applicable. ProjectDox will generate an automatic alert informing the participant of the status of the application.

Step 7. Construction designs will be distributed to Plan Reviewers to set the workflow, and the participant will receive an email invitation for a review session to take place **within 15 business days maximum from the date of acceptance**. Plan Reviewers must submit comments no later than **two (2) business days before the scheduled review session**. The applicant will be alerted of the completion of the review and any issued comments via a notification from ProjectDox.

Step 8. The review session will be conducted virtually using the Cisco WebEx virtual conferencing platform. Questions and concerns about the comments provided are to be discussed during the review session.

Step 9. If the technical issues discussed are resolved at the time of the review session or within one business day following the meeting, approvals will be provided, and permits issued. Alternately, if a resolution cannot be reached, the project will go through a subsequent review session and incur an additional fee. (See the [Expectations for Subsequent Review Sessions](#) section.)

Step 10. Following DOB's approval, the ATR will verify that other agency approvals have been obtained prior to permit issuance. Projects not approved by other DC government agencies will be placed on hold until approved by each respective agency or entity.

Step 11. The applicant will receive the final permit invoice of 50%, and the permit will be issued upon receipt of payment.

Accelerated Plan Review Program Roles and Responsibilities

Program Manager: The Program Manager provides oversight of the program, ensuring an applicant's project stays on track and that applicants are prepared and informed of issues and concerns regarding their projects, as well as works closely with other DC government agencies to leverage timely reviews to meet DOB Service Level Agreements (SLAs).

Application Technical Reviewer (ATR): The ATR confirms that applicants have met program prerequisites and provided the documentation required for acceptance into the program to allow for technical reviews and screenings of building plans to include site plans, plan revisions, architectural drawings, engineering drawings, engineering letters, electrical diagrams, equipment specifications, etc. Depending on a project's needs, the ATR assists each applicant has what is needed to get the plan review process started by coordinating with the following DC government agencies and regulatory entities:

- Department of Buildings Office of the Zoning Administrator
- Department of Transportation (DDOT)
- Department of Energy & Environment (DOEE), including floodplain, stormwater, and GAR
- Office of Planning (OP), Commission of Fine Arts (CFA), and Historic Preservation Review Board (HPRB)
- Board of Zoning Appeals (BZA)

The ATR will also work with applicants on the following:

- Green/Energy Compliance
- Plan Unit Developments (PUD)
- Certificate of Inclusionary Zoning Compliance (CIZC)

Accelerated Plan Review Liaison: The Accelerated Plan Review Program Liaison works in conjunction with the Program Manager and ATR to support an applicant's accelerated plan review process.

Plan Reviewers: Plan Reviewers confirm compliance with the currently applicable DC Code for new buildings, renovations, and alterations of existing commercial, public, and residential building construction projects and review the following disciplines:

- Building
- Zoning
- Fire
- Elevator/Mechanical
- Plumbing
- Electrical
- Green and Energy
- Accessibility

Review Session Expectations

Location: All review sessions will be conducted using the Cisco WebEx virtual conferencing platform. A calendar invite will be sent to the applicant and the design team via email, along with detailed information and an access link.

Time and Duration: The project design team is to log in on time. The session may last between one (1) to two (2) hours.

Scheduling: The review session meeting will be scheduled upon approval by the ATR and payment of the full program fee and 50% of the permit fees (confirmed no later than 15 business days). The remainder of the permit fees will be due prior to permit issuance. To reschedule a review session, the applicant should contact the program via email at dobacceleratedplanreview@dc.gov within seven (7) business days before the scheduled meeting. With sufficient notice, the review fee will not be forfeited.

Turn-Around Expectations: Comments from Plan Reviewers and other government agencies will be provided two (2) business days prior to the review session. Plan Reviewers and other government agencies are to provide feedback on customer resubmissions within two (2) business days once received in ProjectDox.

Review Session Notes: A moderator will be appointed during the meeting to support both customers and Plan Reviewers. When entering the review session, all participants are expected to sign into the chat with their name and role for tracking purposes. All review sessions are recorded, stored, and shared with the design team following the meeting. The design team will have 24 hours or one business day to submit corrections to the plans submitted.

Required Documents: All required documents should be uploaded into ProjectDox, including all supporting documents. Participants should be prepared to share their screens during the review session as needed.

Participants: The participant consists of the property owner or project representative, all Registered Design Professionals (RDPs), and the program team. A review session will be canceled if the RDPs are not present, and the review session fee will be forfeited.

Participant's Responsibilities and Rights: The participant, design team, and DOB shall be in full attendance before the start of the review session. The review session is to strictly address the comments uploaded into ProjectDox before the meeting. Registered Design Professionals and Plan Reviewers shall be prepared to discuss the comments and offer solutions. During the review session, the participants or their team of professionals can upload corrected plans or supporting documents into ProjectDox. Once all corrections have been made, DOB will reset the workflow in ProjectDox for the reviewers to approve or hold for comments (HFC). If updated approvals and uploads are not submitted by the participant or their team of professionals within 24 hours or one business day following comments, a subsequent review may be required. To schedule, the participant must email DOB at dobacceleratedplanreview@dc.gov.

Expectations for Subsequent Review Sessions

As in the first review session meeting, subsequent reviews will take place via the Cisco WebEx virtual conferencing platform, preceded by a calendar invite sent via email and accompanied by detailed meeting information and an access link.

Time and Duration: The session may last between one to two hours.

Requirements to Participate in the Accelerated Plan Review Program

To receive the full benefits of the Accelerated Plan Review Program, participants are responsible for responding in a timely manner to all notices and requests for information made by DOB and other DC government agencies and/or regulatory entities. Participants must also comply with all applicable District of Columbia Municipal Regulations and comments made by Plan Reviewers. (See the [Program Application and Eligibility](#) section.)

The following actions may occur if there is a lack of adherence to the program requirements. If a participant fails to:

- Resolve comments on construction drawings before the review session without notifying DOB within seven (7) business days, the review session may be postponed unless there is availability for a session to occur.
- Comply with review comments after multiple rounds of reviews, DOB may issue a letter of determination to discontinue your participation in the program.
- Submit accurate and truthful applications and/or makes changes to the project scope or documents without notifying DOB via email at dobacceleratedplanreview@dc.gov, the project may be removed from the program and forfeit all fees received to date.

Frequently Asked Questions

Which projects may be considered for the Accelerated Plan Review Program?

Most projects that meet the DC Construction Code are eligible to apply to participate in the Accelerated Plan Review Program.

How do I qualify?

Applicants must submit a complete and accurate building permit application online, as well as upload all associated design documents that meet the Accelerated Plan Review Program criteria. (See the [Program Application and Eligibility](#) section.)

When is a permit issued?

When the project is approved by all Plan Reviewers and applicable DC government agencies or regulatory entities, and all fees are paid in full.

Can I apply in person?

No, all applications must be completed online.

What other DC government agencies or regulatory entities participate in the Accelerated Plan Review Program?

In some cases, depending on compliance, the following DC government agencies may be mandated to participate: the Department of Energy & Environment (DOEE), the District Department of Transportation (DDOT), DC Water, DC Health, the Office of Planning (OP), the Historic Preservation Review Board (HPRB), and the Washington Metropolitan Area Transit Authority (WMATA).

How can I determine the disciplines of my project?

Each project is unique and, therefore, has unique disciplines involved. The best way to verify that all required DC government agencies and regulatory entities have been contacted is to contact DOB at dobacceleratedplanreview@dc.gov.

If my project is denied, can I try again?

Yes, all applicants whose projects are denied entry into the program may revise their application and resubmit.

How can I make a payment or pay my invoice?

Payments can be made online via DOB's [Citizen Access Portal](#) with a credit card, via mail, or in person with a check. (See the [How to Get Started | Program Process and Steps](#) section.)

Why do different tiers have different costs?

Costs are defined based on the scope and size of the project. (See [Program Fees](#) section.)

Where are review sessions held?

All review sessions are held using the Cisco WebEx virtual conferencing platform.

What if I cannot make it to the review session or need to reschedule?

Failure to change or reschedule a review session within seven days will cause a delay in the review process and could be subject to additional service fees. To reschedule your review session, contact the Accelerated Plan Review Program Coordinator at dobacceleratedplanreview@dc.gov.

How long is the review session?

Each review session is different, but review sessions are scheduled within a two (2) hour block.

Will I need a subsequent review session?

If either of the follow occurs, a subsequent review session may be required:

- Outstanding issues are raised by DOB
- that cannot be resolved within the 24 hours following the review session.
- Outstanding issues from a DC government agency or regulatory entity that will need to be resolved and approved before a permit can be issued.

What happens when DOB or other DC government agencies provide participant feedback on their resubmissions?

When DOB or other DC government agencies or regulatory entities provide comments or hold projects for comments (HFC), the participant will be required to address the comment and schedule a subsequent plan review.

If additional corrections are needed, when is that scheduled?

Subsequent review sessions are scheduled no later than 10 business days after the applicants' allotted 24-hour response to Plan Reviewer comments.

If a second review session is not required, how long does the participant have to correct the application before it is denied?

Each participant has 24 hours to resubmit after each review session. If unable to provide the required changes, then the project holds until the participant is ready to resubmit. At that time, the Service Level Agreement (SLA) of 10 business days begins.

Can the Accelerated Plan Review Program fee be refunded?

If a participant withdraws their project from the program and services have not yet been rendered, a refund can be issued. If the review process has started, fees are non-refundable.

Potential Project Requirements and Additional Resources

Note: The following may or may not apply to your project. Should you have any questions or concerns about the listed items below that could potentially affect your project, please email us at dobacceleratedplanreview@dc.gov.

Code Modifications: A code modification considers allowing variances when there are practical difficulties or undue economic hardships involved in meeting a construction code requirement. The code modification process can take up to 15 days to approve. Code modification application reviews are not usually part of the Accelerated Plan Review Program, however, for accepted projects, these must be submitted to dobacceleratedplanreview@dc.gov at least ten business days before the review session. Once a code modification application is approved, an approval seal from the DOB Plan Reviewer is required and will need to be uploaded into ProjectDox. This is required as part of the approved plans and documents set.

Covenants: A formal agreement used by DOB to establish conditions of approval of a Building Permit or Certificate of Occupancy to confirm compliance with the DC Code, Green Building Act, and Zoning laws and regulations. The review of a covenant is not part of the Accelerated Plan Review Program.

Easements: Easements provide property rights over a property to a non-owner used by DOB when necessary to confirm compliance with the Construction Code or Zoning Regulations.

Environmental Impact Screening Form (EISF): The [EISF](#) is not part of the Accelerated Plan Review Program.

Raze Permits: Raze Permits are not part of the Accelerated Plan Review Program.

Supplemental Building Permits: [Supplemental building permits](#) are not part of the Accelerated Plan Review Program.

Department of Transportation (DDOT) Public Space Management Preliminary Design Review Meeting (PDRM): [DDOT's PDRM meetings](#) are to discuss and facilitate the review of proposed improvements related to complex or large-scale projects or residential developments and provide a mechanism for applicants to receive feedback from DDOT about their project.



DEPARTMENT OF BUILDINGS

ACCELERATED PLAN REVIEW PROGRAM

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