

DC Department of Buildings

SUBMISSION REQUIREMENTS FOR TRADE PERMITS

Dear Valued Customers,

When applying for trade permits (Electrical, A/C, and Plumbing) in the Permit Center, the following items are required **if you are not** the master licensed professional:

1. A typed letter of authorization to include:
 - a. Address of the project
 - b. Name of the authorized individual
 - c. Letter must be on company letter head
 - d. Original signature of the licensed professional
 - e. Current date
2. A copy of the master license, if applicable
 - a. For Fire Sprinkler applications, a copy of the issued business license is needed
3. A copy of the associated building permit

EXCEPTIONS: If you are the licensed professional, we only need a copy of your license along with the application.

105.1.6 Licensing Requirements. Electrical, mechanical, plumbing, elevator and fuel work requiring a permit shall be performed, as applicable, by a licensed electrician, plumber, gas-fitter, elevator mechanic, elevator contractor_and/or refrigeration and air-conditioning mechanic licensed pursuant to D.C. Official Code §§ 47- 2853.01 *et seq.* (2012 Repl.).

NO EXCEPTIONS FOR:

1. **Prior proxy letters**
2. **Faxes, copies or emails**
3. **Expired license**
4. **Hand written address or authorized individual name**

Thank you,

Lynn Underwood
Chief Building Official