

**REQUEST TO ACCESS YOUR PREMISES TO  
PERFORM WORK TO PROTECT YOUR PROPERTY  
DURING CONSTRUCTION**

|                                 |  |                                      |  |
|---------------------------------|--|--------------------------------------|--|
| <b>DATE</b>                     |  | <b>PERMIT NUMBER</b>                 |  |
| <b>ADDRESS OF PROPOSED WORK</b> |  |                                      |  |
| <b>OWNER INFORMATION</b>        |  | <b>NEIGHBORING OWNER INFORMATION</b> |  |
| <b>NAME</b>                     |  | <b>NAME</b>                          |  |
| <b>ADDRESS</b>                  |  | <b>ADDRESS</b>                       |  |
| <b>PHONE</b>                    |  | <b>PHONE</b>                         |  |
| <b>EMAIL</b>                    |  | <b>EMAIL</b>                         |  |

Access to your property is necessary to determine or perform work to protect your property during construction at the address above. The following tests and/or measures will be taken to protect your property during construction:

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You can monitor the status of this permit submission by checking [Scout](#), DOB's consolidated online database.

Copies of the proposed plans are available on [eRecords](#), DOB's online records management system. If you have additional questions, please send an email to [nn.dkra@dc.gov](mailto:nn.dkra@dc.gov) with the subject of "Neighbor Notification question." Include the address and permit number in the subject line.

**This section is to be completed by the owner of the neighboring property**

Requested access to my property is:  Granted  Denied\*

Conditions/Other Notes:

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**\*IF ACCESS IS DENIED, I UNDERSTAND THAT I WILL BE RESPONSIBLE FOR UNDERTAKING PROTECTIVE WORK TO MAKE MY OWN PROPERTY SAFE AND FOR OBTAINING ANY NECESSARY PERMITS TO DO SO, WITHOUT DELAY, SO AS NOT TO IMPEDE OR MATERIALLY DELAY THE PROPOSED CONSTRUCTION IN ACCORDANCE WITH 12A D.C.M.R. §3307.1.3.1.**

|  |  |              |  |
|--|--|--------------|--|
| Signature of Owner of Adjoining Property |  | Date         |  |
| Address of Owner of Adjoining Property   |  |              |  |
| Email Address                            |  | Phone Number |  |