

GUIDELINES FOR Building Permits

FUNDAMENTALS

A permit is required as per section 105.1 of the 2013 DCMR 12A, relevant to the intended work in the District of Columbia. Listed below are classifications of permits required depending on the scope of work. For details see section 105.1.1 classification of permits.

- Building permits
- Raze permits
- Trade permits: Electrical, gas, mechanical, plumbing, elevators and conveying systems, and boilers
- Sign permits (subject to Sections 105.1.11 and 3107)
- Foundation and earthwork permits
- Miscellaneous permits: Projection, crane and derrick, after-hours permits and other activities as determined by the code official

REQUIREMENTS

When applying for a building permit you must submit the following documents:

- Prepare a [New Building Permit Application](#) which is available online
- Building plans (see Page 2)
- Site-related plans (see Page 4)



Publications, forms and other useful information can be found online at:

www.dkra.dc.gov



Find DCRA: 1100 4th Street SW, Washington DC 20024

Permit Operations Center, 2nd floor
Homeowner Center, 2nd floor, (202) 442-9517
Building Plan Review, 3rd floor, (202) 442-8959
Office of the Surveyor, 3rd floor, (202) 442-4984
Office of the Zoning Administrator, 3rd floor, (202) 442-4576
Inspection, 4th floor, (202) 442-9557
Office of the Director, 5th floor, (202) 442-4400

Hours of Operation

Mon, Tues, Wed + Friday: 8:30 am — 3:30 pm
Thursday: 9:30 am — 3:30 pm

*This document is available in alternative formats and languages.
Please call (202) 442-4601, TTY (202) 123-4567 for more information.*

Board of Zoning Adjustment
District of Columbia
CASE NO.18980
EXHIBIT NO.22M

BUILDING PLANS CHECKLIST

When applying for a building permit you must submit 4 copies of your building plans, unless submitting via ProjectDox. The plans must meet the following requirements (section 106 of 2013 12 DCMR A):

GENERAL

- ☐ Minimum scale of 1/8 inch = 1 foot; fully dimensioned
- ☐ Minimum sheet size: 11 x 17 inches; no pencil.
- ☐ Code year used for the design (see Regulations)
- ☐ Name, address and occupation of the building designer
- ☐ If prepared by a District of Columbia registered architect or professional engineer, the plans must bear the **original** signature, seal and date
- ☐ Building height (see [DC Office of Zoning](#))
- ☐ If you are using a new or unique product or material, you must submit a copy of its evaluation report from a nationally recognized listing agency, such as ICC-ES, ATI or UL, certifying it meets the requirements of the building code. This is required for products such as EIFS, adjustable columns and structural composites

FIRE PROTECTION

- ☐ Fire sprinkler information

SHOP DRAWINGS

- ☐ Shop drawings for sprinkler system to be submitted after building permit is issued

ARCHITECTURAL

- ☐ Complete Building Data Information
- ☐ List of materials used, including wood species and grade, and concrete and steel strength
- ☐ List of design criteria, i.e., live load, dead load, snow load (25 psf), wind speed (90 mph), soil bearing capacity, concrete compressive design strength (PSI)
- ☐ Manufacturer's design specifications for pre-fabricated fireplaces must be attached to the plans
- ☐ Architectural plans(s) showing the dimensions and use of all rooms, including design occupant loads
- ☐ Door Window Schedule
- ☐ Accessibility dimensions and details
- ☐ Building height, number of stories and floor areas
- ☐ Building elevations (all sides)
- ☐ All fire resistance design numbers when fire-rated assemblies are required

- ☐ R-values of building insulation components
- ☐ U-factor of fenestration
- ☐ Partition schedule
- ☐ Floor to ceiling height and height from floor to underside of lowest structural member
- ☐ Any additional details or sections necessary to accurately depict intended construction
- ☐ Firewall configuration
- ☐ Roof Assembly details
- ☐ Reflected ceiling plan
- ☐ Demo Plan
- ☐ Existing Conditions

STRUCTURAL

- ☐ Foundation plan
- ☐ Footing schedule
- ☐ Framing plan, cross sections and details showing all wall stud sizing & spacing & floor joist sizes & spans for each level and roof
- ☐ Connection details
- ☐ Roof live load
- ☐ Engineered Framing Specs
- ☐ Details for fired rated structural elements
- ☐ Flood hazard requirements, base flood elevation, certification flood-proofing & damp-proofing

APPLICABLE CONSTRUCTION CODES

The District of Columbia adopts the International Codes (I-Codes) published by the International Code Council (ICC), and the National Electrical Code (NEC) published by the National Fire Protection Association (NFPA), subject to any changes, deletions and/or additions to the I-Codes or the NEC as set forth in Title 12 of the District of Columbia Municipal Regulations (DCMR) (the Construction Codes Supplement).

On March 28, 2014, the District of Columbia adopted 11 of the 2012 I-Codes and the NFPA's 2011 NEC with changes, deletions, and/or additions set forth in the 2013 Construction Codes Supplement and 12 DCMR (Subtitles A through L). The following codes should be reviewed to determine applicability to your project:

- ☐ 2013 DCMR 12
- ☐ 2012 International Building Code
- ☐ 2012 International Residential Code
- ☐ 2012 International Fuel Gas Code
- ☐ 2012 International Mechanical Code
- ☐ 2012 International Plumbing Code
- ☐ 2012 International Fire Code
- ☐ 2012 International Energy Conservation Code
- ☐ 2012 International Existing Building Code
- ☐ 2012 International Green Construction Code
- ☐ 2012 International Swimming Pool Spa Code
- ☐ 2012 International Property Maintenance Code

SITE-RELATED PLANS

The applicant shall provide a site plan whenever the application for permit involves any of the following, pursuant to section 106.1.13:

- Erection of a new *building* or other *structure*.
- Addition to an *existing building*.
- Permanent construction outside the footprint of *existing buildings*.
- Construction or alteration of projections into public space.
- Erection of retaining walls.
- A major substantial improvement activity (as defined by 21 DCMR Chapter 5) or a land-disturbing activity or regulated by 21 DCMR Chapter 5.
- *Demolition* or razing of existing *structures* or *buildings*.
- Installation or replacement of underground utility service connections.
- Installation or replacement of site drainage systems.
- Path of the *exit discharge* to the *public way*.
- Construction in whole or in part in a *Special Flood Hazard Area* as established in Section 1612.3 of the *Building Code*.

The *code official* shall be authorized to establish minimum requirements for submittal of site plans and maximum overall size of plans acceptable for review. These limits shall also apply to zoning compliance review plans submitted pursuant to Section 106.1.12.

106.2.1 Site Plan Information. The applicant shall show upon the site plan: completely dimensioned and drawn to a scale indicated numerically and graphically, the site, and its orientation to the North. Also, as applicable: location of all existing and new construction on the site, distances from property lines, established street grades, and proposed finished grades. As well, features required to comply with 21 DCMR Chapter 5 including: location of utility service lines and connections thereto (with dimensions and all appurtenant features of such connections), flood hazard areas, floodways, and *design flood* elevations. For *raze* or *demolition*, the site plan shall identify the *structures* or portions thereof to be demolished and the location and size of all existing *structures* and construction that are to remain on the site.

Problem Soils

Soil types with high water table, expansive or marine clays, or other behavioral issues are considered problem soils. If your building/addition is to be constructed on a problem soil, you may need to have your foundation designed by a licensed professional engineer. To learn more about soils in DC and to view DC soils maps, go to the [USDA](#) website. To determine if you have problem soils on your property contact [Department of Environment \(DDOE\)](#).



Application for Construction Permits on Private Property

1648 ARGONNE PLACE NW

SSL: 2589 0454

*13. Existing Use of Building or Property:

Single Family

*16. Proposed Use of Building or Property:

Multifamily (> 2 units)

*14. Existing Number of Stories of Building:

2

*17. Proposed Number of Stories of Building:

4

14a. Existing Stories Plus:

17a. Proposed Stories Plus:

14b. Existing Penthouse:

☐ Yes

☐ No

17b. Proposed Penthouse:

☐ Yes

☐ No

Note: Basements or cellars are parts of a story partly below grade.

A basement's ceiling is four (4) feet or more above the adjacent finished grade. A cellar's ceiling is less than four (4) feet above the adjacent finished grade.

*15. Existing Number of Dwelling Units (0 if N/A):

*18. Proposed Number of Dwelling Units (0 if N/A):

19. Starting Date (mm/dd/yy):

20. Completion Date of Work (mm/dd/yy):

21. Method for

Removing

Construction Debris

(Select Only One):

☐ Pick-up Truck

☐ Dumpster

☐ Other

*22. Does the

proposed work involve

disturbing the earth or

razing a building?

☐ Yes

☐ No

Application for Construction Permits on Private Property
1648 ARGONNE PLACE NW

SSL: 2589 0454

New Building, Addition, Alteration & Repair

1. Architect's Name:	2. DC License No:	3. Architect's Address:	4. Phone:	5. Email:
6. Engineer's Name:	7. DC License No:	8. Engineer's Address:	9. Phone:	10. Email:
11. Contractor's Name:	12. DC License No:	13. Contractor's Address:	14. Phone:	15. Email:

*16. Type of Construction: *17. Fire Suppression:		*18. Booster Pump:	*19. Total Lot Area(XXX.XX)	*20. Breakdown of Lot Area(=100%):
☐ Masonry ☐ Steel ☐ Wood ☐ Other ☐ Concrete	☐ Fully Sprinklered ☐ Standpipe System ☐ Partially Sprinklered ☐ None ☐ Other:	☐ New ☐ Existing ☐ None	sq.ft.	Building: % Paved area: % Greenery: %
*21. Present Gross Floor Area of Bldg: sq.ft.	*22. Proposed Gross Floor Area of Bldg: sq.ft.	*23. Floors Involved in this Permit: ☐ All ☐ Floors(Specify)	*24. Projection Beyond Building Line: ☐ Yes ☐ No	
*29. Water or Sewer Excavation ☐ Yes ☐ No	*30. Driveway Construction ☐ Yes ☐ No	*31. Sheeting/Shoring Necessary ☐ Yes ☐ No	*32. Elevators Involved ☐ Yes ☐ No	*33. No of Elevators:
*34. Plans Certified by Engineers ☐ Yes ☐ No				
*35. Estimated Cost of Work (XXXX.XX) ft.				
New/Addition: ft.				
Alteration/Repair: 0 ft.				



Zoning Data Summary

General Instructions: Pursuant to 12 DCMR, § 106.1.11.6, submit this completed form with Building Permit and Certificate of Occupancy applications for:

- proposed new construction of buildings
- additions to existing buildings
- changes in use or occupant load.

Print clearly in ink. Do not write in gray areas. Write N/A (non-applicable) for items that do not apply. If you erase, cross out, white out, or otherwise change any information on this application, the application will be void.

For more information, call the Office of Zoning Administrator at 202-442-4576. If you need more forms, you can download them at dcra.dc.gov (go to Permits/Zoning/Certificates of Occupancy and Zoning) or pick them up at the Permit Center, **1100 4th St SW, 2nd Floor**

A. Site Address

Give complete and legal District address. If you need to apply for a new address, complete a New Address Application, before you complete this form. Do not abbreviate street names. Write the correct quadrant (NW, NE, SW, SE), suite or office number. Enter the correct Square, Suffix, and Lot number (SSL) or parcel ID.

Street Number	Street Name	Quadrant	Unit / Suite	Application Date
Square	Suffix	Lot	Proposed use	

B. Owner & Contact Information

Agent must be an individual -- not company.

Owner of Building or Property	Complete mailing address (include zip)	Phone Number(s)	Email
Agent for owner, if applicable	Complete mailing address (include zip)	Phone Number(s)	Email

C. Zoning District & Special Development Restrictions

Give the correct zoning and overlay zoning district(s). Check with Zoning staff if you are unsure. If your proposed construction was subject to Board of Zoning Adjustments (BZA) or Zoning Commission review, write the order number. Attach copies of BZA order and Office of Zoning stamped plan exhibits (site plan, elevations, and floor plans).

District	Overlay(s), if any
Number of Board of Zoning Adjustment (BZA) or Zoning Commission (ZC) Order, if applicable.	

D. Zoning Data

For items with asterisks (*) refer to the Definitions Section of the Zoning Regulations, 11 DCMR, § 199.1, available online at dcprz.dc.gov/info/reg.shtm.

Data	Existing	Proposed	Official Use Only (code requirement)
Fill in both columns: numbers must match those on attached applications, plats, and plans.			
Units & Parking Spaces			
Number of dwelling units	Units	Units	
Number of parking spaces (9' x 19')	Units	Units	
Setbacks & Building Heights			
Side Yard* Setback (left when you face property)	Linear feet	Linear feet	
Side Yard* Setback (right when you face property)	Linear feet	Linear feet	
Rear Yard* Setback	Linear feet	Linear feet	
Building Height*	Stories	Stories	
	Feet	Feet	
Areas			
Lot Area	Square feet	Square feet	
Gross Floor Area* (GFA) of entire building (sum of all floors)	Square feet	Square feet	
Floor Area Ratio*	GFA / Lot Area	GFA / Lot Area	
Building Area* (sum of footprints of all buildings)	Square feet	Square feet	
Lot Occupancy* (Bldg Area / Lot Area)	%	%	

Form Completed by (sign and print name): _____ Date: _____

DISTRICT OF COLUMBIA CONSTRUCTION CODES SUPPLEMENT OF 2008
DCMR 12A BUILDING CODE SUPPLEMENT

106.1.11.2 Deemed to Comply. Use of the appropriate REScheck and COMcheck tools, which are available online from the U.S. Department of Energy, are an acceptable method to comply with the residential and / or commercial requirements of the *Energy Conservation Code*.

106.1.12 Zoning Compliance Review Data. The applicant shall provide to the Zoning Division of the Department not less than four (4) copies of plans drawn to a scale indicated numerically as well as depicted graphically, showing orientation of the property as to true North, and the following:

1. The shape, dimensions and topography of the lot to be built upon, in sufficient detail to allow determination of heights above existing and proposed finished grade of all proposed structures, so as to allow determination of compliance with pertinent height limitations of the *Zoning Regulations*.
2. The width of all public streets and public rights-of-way contiguous to the lot, with elevations at measuring points along them sufficient to determine compliance with the Height Act of 1910, as amended (D.C. Official Code § 6-601.05).
3. The shape and location in plan of all existing and proposed structures, fully dimensioned, including orientation and distances to lot lines so as to define without ambiguity the dimensions and location of said structures.
4. The elevations of all existing and proposed structures fully dimensioned so as to define without ambiguity the dimensions of said structures.
5. The parking and loading plans and the basis for computation of the facilities shown on those plans.
6. A Zoning Data Summary of the project including, as applicable, at least the following data: lot width, area of the lot, percentage of lot occupancy, height of the structure and the location and elevation of the height measurement reference points, gross floor area for each floor level, area of basement, area of cellar, proposed Floor Area Ratio, areas dedicated to each use, width of any proposed side yard, rear yard or court, number of standard and compact parking spaces and dimensions of loading berths and delivery loading spaces.
7. Other information necessary to determine compliance with the *Zoning Regulations*.

106.1.12.1 Zoning Data on Building Plat. For the purpose of zoning compliance review, the following data shall be provided on the building plat required by Section 106.1.12, as applicable, in addition to the information required by Section 106.1.12.1:

1. The number, size, shape and location of all open parking spaces, open loading berths, and approaches to all parking and loading facilities.