

DC Department of Buildings
NEIGHBOR NOTIFICATION CHECKLIST – PERMIT APPLICANT

<u>Required Documents</u>	<u>Check If Included</u>
1.) Copy of Checklist	
2.) Copy of Neighbor Notification Form(s)	
3.) Copy of Neighbor Notification Evidence of Delivery	
4.) Copy of Notice of Filing of a Building Permit Application 11X17	
5.) Pictures of Posted Notice of Filing of a Building Permit Application	
6.) Notarized Affidavit of Maintenance	
7.) Request for Access Form (If Required)	

Directions: Submit this checklist and all documents as one PDF into Supporting Documents with your Project Dox upload.

Protecting Adjacent and Adjoining Property Owners from Construction Damage Amendment Act of 2022

Do you have a special insurance to protect your construction project and adjacent neighbor from property damage?

☐ Yes ☐ No

Are you aware that DC may soon require special insurance to help Protect District Homeowners from Construction-Related Property Damage. To learn more visit <https://dob.dc.gov/insurancecenter?>

☐ Yes ☐ No

Property Owner Signature

Printed Name

Date

Board of Zoning Adjustment
District of Columbia
CASE NO. 21434



EXHIBIT NO. 7
GOVERNMENT OF THE
DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

DC Department of Buildings
NEIGHBOR NOTIFICATION LETTER

DATE		PERMIT NUMBER	
ADDRESS OF PROPOSED WORK			
OWNER INFORMATION		NEIGHBORING OWNER INFORMATION	
NAME		NAME	
ADDRESS		ADDRESS	
PHONE		PHONE	
EMAIL		EMAIL	

The District of Columbia Municipal Regulations, 12A D.C.M.R. § 106.2.18.3, requires that owners of properties neighboring construction work be notified in writing prior to issuance of a permit.

DESCRIPTION OF WORK (SAME AS ON PERMIT APPLICATION):

This permit will include the following work requiring this notification:

- ☐ Excavation requiring a permit will occur on the construction site.
- ☐ There is a need to install permanent or temporary structural support for an adjoining premises or portion thereof, including but not limited to underpinning, as a result of the proposed work.
- ☐ The proposed work will alter imposed loads on a party wall or any load-bearing member of an adjoining premises. (i.e., vertical addition)
- ☐ Access to an adjoining premises is required to install protective measures or undertake other work required by Section 3307 (i.e., bracing of shared walls, install shared roof flashing, underpinning) to protect the neighboring property. (CHECK ONE)
 - ☐ Your permission is required to access your property. The permit applicant will contact you with additional documentation.
 - ☐ This access does not require permission as limited access is authorized by §3307.2.2 or §3307.4.1 of the District of Columbia Construction Code.
- ☐ The proposed work will render or potentially render adjoining or adjacent premises noncompliant with the Chimney Provisions (vertical addition will be within 2 feet of your chimney or vent, the permit applicant will need to make the chimney/vent code compliant) or with the snow load requirements (vertical addition may cause an increase in the amount of snow that accumulates on your roof. The permit applicant will need to examine your roof structure and determine if your roof will need to be reinforced)
- ☐ Applications for raze permits where the raze work involves any structural work within 3 feet of an adjoining lot line or excavation work more than 3 feet below existing grade.

You can monitor the status of this permit submission by checking the [SCOUT](#) application. Copies of the proposed plans are available on the DOB [eRecords](#) website.

DC Department of Buildings
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DC Department of Buildings
AFFIDAVIT OF MAINTENANCE

DATE	06/25/2025	PERMIT NUMBER	B2501946
ADDRESS OF PROPOSED WORK	314 Delafield PI NW, Washington, DC 20011		
OWNER INFORMATION			
NAME	CABIESES, MARIA D		
ADDRESS	314 DELAFIELD PL NW		
PHONE	+1 (202) 631-9515		
EMAIL	mesaccdc@gmail.com		

I, the property owner/permit applicant identified above, in accordance with 12A D.C.M.R. § 106.2.18.3.1.3, hereby states that a Notice of Filing of a Building Permit Application that complies with the requirements set forth in 12A D.C.M.R. § 106.2.18.3.1.1 will be posted on the premises at the address of proposed work listed above and will be continuously maintained for the requisite 30-day period of time as prescribed in 12A D.C.M.R. § 106.2.18.3.1.1(1). Furthermore, I understand that the permit application(s) associated with my project will not be issued without the submission of evidence of notification as required by 12A D.C.M.R. § 106.2.18.3.1.

I declare under penalty of perjury that the foregoing is true and correct.

Signed by (Owner of Property/Permit Applicant): Maria Cabieses

Date: 06/28/2025

NOTARIZATION REQUIRED

District of Columbia

Signed and sworn to (or affirmed) before me on (date) 6/28/2025

by (affiant) Maria Cabieses

Zsarmaine A. Rodriguez
(Signature of notarial officer)

Notary Public
(Title of office)

6/05/2028

My commission expires:

ZSARMAINE A. RODRIGUEZ
Notary Public - State of Maryland
Prince George's County
My Commission Expires Jan 5, 2028

(Seal)

DC Department of Buildings

NOTICE OF FILING OF A BUILDING PERMIT APPLICATION

Address of work:

Description of work:

Permit Application No. _____

A permit application has been filed for this property. This notice posted in compliance with the requirement of 12A D.C.M.R. § 106.2.18.3.1.1 for scopes of work listed under §§106.2.18.3 and 105.4.4.4.

This notice must be posted for at least a 30-day period immediately prior to the issuance of any permit.

For more information, please contact us through our online inquiry form, phone at 202.671.3500 or live chat available on dob.dc.gov.

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
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For delivery information, visit our website at www.usps.com®.

Washington, DC 20026

Certified Mail Fee	\$4.85
\$	\$10.00
Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy)	\$10.00
<input type="checkbox"/> Return Receipt (electronic)	\$10.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$10.00
<input type="checkbox"/> Adult Signature Required	\$10.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	\$10.73
\$	
Total Postage and Fees	\$15.58
\$	

0706
07

Postmark
Here

06/28/2025

Sent To
Langston East LLC

Street and Apt. No., or PO Box No.
1311 21st ST NW APT 4.

City, State, ZIP+4®
Washington DC 20036

PS Form 3800, January 2023 PSN 7530-02-000-9047

See Reverse for Instructions

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

Washington, DC 20011

Certified Mail Fee

\$4.85

\$

Extra Services & Fees (check box, add fee as appropriate)

- | | | |
|--|----|---------|
| <input type="checkbox"/> Return Receipt (hardcopy) | \$ | \$10.00 |
| <input type="checkbox"/> Return Receipt (electronic) | \$ | \$0.00 |
| <input type="checkbox"/> Certified Mail Restricted Delivery | \$ | \$0.00 |
| <input type="checkbox"/> Adult Signature Required | \$ | \$0.00 |
| <input type="checkbox"/> Adult Signature Restricted Delivery | \$ | \$0.00 |

Postage

\$0.73

\$

Total Postage and Fees

\$

Sent To

Nevaldo Bailey Trustee

Street and Apt. No., or PO Box No.

318 Delatfield PL NW

City, State, ZIP+4®

Washington DC 20011

PS Form 3800, January 2023 PSN 7530-02-000-9047

See Reverse for Instructions

Postmark
Here

06/28/2025

0706

07

9589 0710 5225 0720 3282 2827 1327 70



harshit sahani <harshitsahniarchitects@gmail.com>

Fwd: USPS eReceipt

1 message

MESAC Child Development Center <mesaccdc@gmail.com>
 To: harshit sahani <harshitsahniarchitects@gmail.com>

MESAC Child Development Center

Office: (202) 631-9515

Fax: (202) 217-2294

----- Forwarded message -----
 From: <DoNotReply@ereceipt.usps.gov>
 Date: Sat, Jun 28, 2025 at 12:34 PM
 Subject: USPS eReceipt
 To: <MESACCDC@gmail.com>



LANHAM SEABROOK
 9801 LANHAM SEVERN RD
 LANHAM, MD 20706-9998
www.usps.com

06/28/2025

12:33 PM

TRACKING NUMBERS

9589 0710 5270 3282 1327 70
 9589 0710 5270 3282 1327 87

 TRACK STATUS OF ITEMS BY LINK
 (Up to 25 items)

[Click to track items](#)

TRACK STATUS BY TEXT MESSAGE
 Send tracking number to 28777 (2USPS)
 Standard message and data rates may apply

TRACK STATUS ONLINE
 Visit <https://www.usps.com/tracking>
 Text and e-mail alerts available

PURCHASE DETAILS

Product	Qty	Unit Price	Price
Envelope 6X9	2	\$0.59	\$1.18
First-Class Mail® Letter	1		\$0.73
Washington, DC 20011			
Weight: 0 lb 0.40 oz			
Estimated Delivery Date			
Tue 07/01/2025			
Certified Mail®		\$4.85	
Tracking #:			
9589 0710 5270 3282 1327 70			
Total		\$5.58	
First-Class Mail® Letter	1		\$0.73
Washington, DC 20036			
Weight: 0 lb 0.40 oz			
Estimated Delivery Date			
Tue 07/01/2025			
Certified Mail®		\$4.85	
Tracking #:			
9589 0710 5270 3282 1327 87			
Total		\$5.58	
Grand Total:			\$12.34
Credit Card Remit			\$12.34
Card Name: AMEX			
Account #: XXXXXXXXXX1004			
Approval #: 805754			
Transaction #: 549			
AID: A000000025010801 Contactless			
AL: AMERICAN EXPRESS			
PIN: Not Required			

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information other than what is provided on
USPS.com.

Tell us about your experience.
Go to: <https://postalexperience.com/pos?mt=9>
or call 1-800-410-7420.

UFN: 235076-0706
Receipt #: 840-52000127-1-7532042-2
Clerk: 07

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