

DCRA PERMIT TIMELINE RE: 639 ATLANTIC STREET SE BZA 20121

Item	Date	Event	Supporting Attachments
1	1/28/2019	Applicant Files Permit #B1904865	Attachment #1
2	2/25-27/2019	Email exchange between applicant, Ernesto Warren, Zoning Division & Jeff Reis wherein Zoning requests clarification of proposed use and Jeff Reis indicates that oversight for compliance of life safety systems had been undertaken a few months prior. Zoning supervisor Mamadou Ndaw is copied.	Attachment #2
3	2/27/2019	Email Evidence of Zoning approval of recommended work to bring building into compliance for medical office uses although a building permit was not issued for other code compliance related matters.	Attachment #3
4	4/1/2019	Email exchange between applicant and Jeff Reis, Supervisory code compliance officer with zoning supervisory staff copied to the effect that additional consultation and code related work was required.	Attachments #4
5	5/1/2019	Email exchange to evidence that applicant was first advised & sent a referral memo to the effect that BZA relief for the proposed medical office use is required after near 4 months of being instructed to obtain building permits for work to bring the building into compliance with life safety systems and sundry works,	Attachment #5
6	3/23/2019	Evidence of applicant outreach to council member constituent services for assistance including proof of misinformation about use permission for subject property.	Attachment #6
7	2/29/2019	Building Permits and Electrical Permit for code compliance works.	Attachment #7

8	7/29/2019 & 8/14/2019	CofO application date and CCO issuance date.	Attachment #8
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Dickerson, Angelina B.

From: Angelina <barros5242@comcast.net>
Sent: Monday, December 16, 2019 4:38 PM
To: Dickerson, Angelina B.
Subject: [EXTERNAL] Fwd: ProjectDox Applicant Task Notification for B1904865

Sent from my iPhone

Begin forwarded message:

Jan 31, 2019

From: pdadmin.dkra@dc.gov
Date: January 31, 2019 at 3:57:10 PM EST
To: barros5242@comcast.net
Subject: ProjectDox Applicant Task Notification for B1904865

This notice has been sent because it has been 3 days since the application was submitted and the required Applicant Upload task or Applicant Resubmit task has not been completed. Applicants must complete the applicant upload task to continue the review process.

Please Read Important Information Below

Angelina,

Before the project can be submitted to DCRA to continue the review process, you must complete the assigned "ApplicantUpload" or "ApplicantResubmit" task. Make sure you have completed the upload of the drawing and supporting documents before completing the task. Once the task is completed, the Drawings Folder is closed for any more uploads until the next review cycle. Supporting documents can be uploaded at any time during the review process. To complete the task follow the instructions below. The link to the Applicants guide can be found on the login Page. If you have any questions about your project please contact DCRA by sending an email to Projectdoxinfo@dc.gov.

How to complete the Applicant Task"

1. To complete the task, click the Workflow Portals button.
2. Click on your task link to open the applicant task update page
3. Click all 3 check boxes that are displayed to activate the complete button
4. Click the Complete Button
5. Please see the Applicant's Guide for information on how to use Project Dox.

Project Name: B1904865

Project Name:	B1904865
Assigned By:	Building Permits
Task Assignment:	CorrectionComplete
Project Access Login To ProjectDox	
@ 2010 Department of Consumer and Regulatory Affairs	

Project Name:

B1904865

Task Assignment:

NotifyApplicantPreScreenAcceptance

[Project Access](#) | [Login To ProjectDox](#)

@ 2010 Department of Consumer and Regulatory Affairs

Dickerson, Angelina B.

From: Angelina <barros5242@comcast.net>
Sent: Monday, December 16, 2019 4:30 PM
To: Dickerson, Angelina B.
Subject: [EXTERNAL] Fwd: ProjectDox Invitation for B1904865

Attachment # 1

Sent from my iPhone

Jan 28, 2019

Begin forwarded message:

From: pdadmin.dkra@dc.gov
Date: January 28, 2019 at 3:56:22 PM EST
To: barros5242@comcast.net
Subject: ProjectDox Invitation for B1904865



District of Columbia ePlan Review Invitation

Hello Angelina Dickerson, You have been invited to Project: B1904865

Welcome to the District of Columbia ePlan Review system. This project invitation has been sent to you in response to your permit request. A permit project has been created to allow you to electronically upload your drawings for plan review. To access your new permit project, follow the instructions below. Upon logging into the site for the first time you will be asked to create a permanent password. This password will be used to access the ProjectDox site for any future permits that require ePlan Review.

Supported Drawing Plan Formats: DWG, DGN, DWF, PDF, PLT

Applicant

If you are the applicant then before your project can be submitted to DCRA to begin Prescreen and review and you are the applicant (not the Owner), you must complete your assigned ApplicantUpload task. Make sure you have completed your uploading before completing the task. Once the task is completed, the drawings folder is closed to any more uploads until the next cycle. Supporting documents can be uploaded at any time during the review process. To complete the task follow the instructions below. A link to the Applicants guide can be found on the logon screen. If you have any questions about your project, please contact DCRA by sending an email to Projectdoxinfo@dc.gov.

Owner

Attachment #2

I have been at the property we're you still coming?

I had another prospective tenant that was interested at the property at that time. I did not proceed with her and I'm not aware of the inspection that was done.

Thanks

Sent from my iPhone

On Feb 27, 2019, at 7:10 PM, Reiss, Jeff J. (DCRA) <jeffj.reiss@dc.gov> wrote:

Angelina -

Oversight for compliance of life safety systems. DCRA had inspected the property a few months ago and had noted corrections that would have to be made prior to ANY occupancy entering the building.

Thanks

Jeff.

From: Angelina [<mailto:barros5242@comcast.net>]

Sent: Wednesday, February 27, 2019 5:37 PM

To: Reiss, Jeff J. (DCRA) <jeffj.reiss@dc.gov>

Subject: Re: 639 Atlantic St SE

CAUTION: This email originated from outside of the DC Government. Do not click on links or open attachments unless you recognize the sender and know that the content is safe. If you believe that this email is suspicious, please forward to phishing@dc.gov<<mailto:phishing@dc.gov>> for additional analysis by OCTO Security Operations Center (SOC).

What type of inspection will this be for tomorrow. I will see then.

Thanks

Angelina

On Feb 27, 2019, at 5:22 PM, Reiss, Jeff J. (DCRA) <jeffj.reiss@dc.gov<<mailto:jeffj.reiss@dc.gov>>> wrote:
Angelina,

DCRA has no one working here by that name. I will be there tomorrow roughly between 10:30 and 11:30am

Thanks

Jeff

From: ANGELINA DICKERSON [<mailto:barros5242@comcast.net>]

Sent: Wednesday, February 27, 2019 5:08 PM

To: Reiss, Jeff J. (DCRA)

<jeffj.reiss@dc.gov<<mailto:jeffj.reiss@dc.gov>>>

Subject: RE: 639 Atlantic St SE

CAUTION: This email originated from outside of the DC Government. Do not click on links or open attachments unless you recognize the sender and know that the content is safe. If you believe that this email is suspicious, please forward to phishing@dc.gov<<mailto:phishing@dc.gov>> for additional analysis by OCTO Security Operations Center (SOC).

someone by the name of Baylor, Kenneth had inspected the place on 1/29/19. Can you check to see if this inspection suffice?

Thanks

Angelina

On February 27, 2019 at 3:54 PM "Reiss, Jeff J. (DCRA)" <jeffj.reiss@dc.gov<<mailto:jeffj.reiss@dc.gov>>> wrote:

Is there an email?

From: Ndaw, Mamadou (DCRA)
Sent: Wednesday, February 27, 2019 3:49 PM
To: Reiss, Jeff J. (DCRA)
<jeffj.reiss@dc.gov<mailto:jeffj.reiss@dc.gov>>
Cc: barros5242@comcast.net<mailto:barros5242@comcast.net>
Subject: FW: 639 Atlantic St SE

Hello Jeff,

The contact person for 639 Atlantic St SE is Angelina Dickerson, her number is 301-379-8293.

Mamadou Ndaw | Supervisory Zoning Technician, Office of the Zoning
Administrator Department of Consumer and Regulatory Affairs
mamadou.ndaw@dc.gov<mailto:matt.legrant@dc.gov> | 1100 4th St SW,
Washington , DC 20024
Phone: 202 442-4627 | dcra.dc.gov<<https://dcra.dc.gov/>>

<image001.png><<https://dcra.dc.gov/>> <image002.jpg><<https://twitter.com/dcra>>
<image003.jpg><<https://www.facebook.com/DCDCRA/>>
<image004.jpg><<https://www.linkedin.com/company/dcra>>
<image005.jpg><<https://www.youtube.com/channel/UCI9gagEdErCbhXIYIN-Aobw>>

From: Warren, Ernesto (DCRA)
Sent: Monday, February 25, 2019 10:27 AM
To: Angelina <barros5242@comcast.net<mailto:barros5242@comcast.net>>
Cc: Ndaw, Mamadou (DCRA)
<mamadou.ndaw@dc.gov<mailto:mamadou.ndaw@dc.gov>>
Subject: RE: 639 Atlantic St SE

Ms. Dickerson: Thank you for taking my phone call this morning, please send me the following information:

1. A brief description of the services provided to patients
2. Daily operations
3. An approximate number of staffers (not mandatory)

Cc. Supervisor

<image006.jpg>
Zoning Technician, Office of the Zoning Administrator Department of
Consumer and Regulatory Affairs

ernesto.warren@dc.gov<mailto:ernesto.warren@dc.gov> | 1100 4th St SW,
DC 20024
main: 202.442.4576| desk: 202.442.4505
dcra.dc.gov<<https://dcra.dc.gov/>>

<image007.png><<https://dcra.dc.gov/>> <image008.jpg><<https://twitter.com/dcra>>
<image009.jpg><<https://www.facebook.com/DCDCRA/>>
<image010.jpg><<https://www.linkedin.com/company/dcra>>
<image011.jpg><<https://www.youtube.com/channel/UCI9gagEdErCbhXIYIN-Aobw>>

From: Angelina [<mailto:barros5242@comcast.net>]
Sent: Monday, February 25, 2019 10:00 AM
To: Warren, Ernesto (DCRA)

Dickerson, Angelina B.


From: Angelina <barros5242@comcast.net>
Sent: Monday, December 16, 2019 4:45 PM
To: Dickerson, Angelina B.
Subject: [EXTERNAL] Fwd: B1904865: Department Review Completed

Attachment #3

Sent from my iPhone

Begin forwarded message:

From: pdadmin.dkra@dc.gov
Date: February 27, 2019 at 3:31:29 PM EST
To: barros5242@comcast.net
Subject: B1904865: Department Review Completed



Zoning Review - Review Completed

The review for **Zoning Review** has been completed for project **B1904865**. Your discipline review status is indicated below. Login to project dox to view review details. Use the Workflow Department Review Status report for details about the review.

Review Status:	Approved
Reviewer Name:	Chyna Barber (Chyna.barber@dc.gov)
Completed Date:	Wednesday, February 27, 2019

[Project Access](#) | [Login To ProjectDox](#)

@ 2010 Department of Consumer and Regulatory Affairs

Dickerson, Angelina B.

From: ANGELINA DICKERSON <barros5242@comcast.net>
Sent: Monday, December 16, 2019 1:51 PM
To: Dickerson, Angelina B.
Subject: [EXTERNAL] Fwd: RE: 639 Atlantic Street, SE Photos

----- Original Message -----

From: "Reiss, Jeff J. (DCRA)" <jeffj.reiss@dc.gov>
To: ANGELINA DICKERSON <barros5242@comcast.net>, "Beeton, Kathleen A. (DCRA)" <kathleen.beeton@dc.gov>
Cc: "Ndaw, Mamadou (DCRA)" <mamadou.ndaw@dc.gov>
Date: April 1, 2019 at 12:59 PM
Subject: RE: 639 Atlantic Street, SE Photos

Ms. Dickerson –

Attachment #4

It appears as though these areas do require structural evaluation. Also, please have your engineering team evaluate the crawl space, so that it may be properly insulated and a vapor barrier installed. Your mechanical engineer may want to look at the venting requirements.

Thank you

Kind regards,

Jeff

From: ANGELINA DICKERSON [mailto:barros5242@comcast.net]
Sent: Thursday, March 28, 2019 11:41 AM
To: Reiss, Jeff J. (DCRA) <jeffj.reiss@dc.gov>; Beeton, Kathleen A. (DCRA) <kathleen.beeton@dc.gov>
Cc: Ndaw, Mamadou (DCRA) <mamadou.ndaw@dc.gov>
Subject: Fwd: 639 Atlantic Street, SE Photos

CAUTION: This email originated from outside of the DC Government. Do not click on links or open attachments unless you recognize the sender and know that the content is safe. If you believe that this email is suspicious, please forward to phishing@dc.gov for additional analysis by OCTO Security Operations Center (SOC).

Angelina <barros5242@comcast.net>

12/30/2019 2:28 PM

Fwd: 639 ATLANTIC STREET SE CO1901025 - BZA Memo

To staples@printme.com

From: Angelina < >



Date: December 26, 2019 at 5:58:22 PM EST

To:

Subject: Fwd: 639 ATLANTIC STREET SE CO1901025 - BZA Memo

From: Angelina < >

Date: May 1, 2019 at 12:06:18 PM EDT

To:

Subject: Re: 639 ATLANTIC STREET SE CO1901025 - BZA Memo

Thank you so much.

Angelina

On May 1, 2019, at 11:56 AM, Mack, Durrell (DCRA) < > wrote:

Good afternoon:

Attached you will find the BZA Memo for the above-referenced property.

Now that you have the memo, you must visit the Board of Zoning's website at [www.dcr.dc.gov](#) and fill out an application for variance. Additional documents may be required prior to scheduling your hearing; if so, you can contact the Board of Zoning Adjustments at 202-727-6311 and someone within their office will provide you with the details.

If you have any questions regarding the memorandum (attached), please do not hesitate to contact us at 202-442-4576.

Durrell Mack
Program Support Assistant
Office of the Zoning Administrator
1100 4th Street, SW
Washington, DC, 20024
<image001.png>

DCRA actively uses feedback to improve our delivery and services. Please take a minute to [provide feedback](#) on how we performed in our last engagement. Also, [sign up for our newsletter](#) to receive DCRA news and updates.

<639 Atlantic St SE - updated.pdf>

THE WEBSITE

FOLLOW COUNCILMEMBER TRAYON WHITE ON SOCIAL MEDIA

SEARCH |

Attachment # 6

From: ANGELINA DICKERSON < >
Sent: Thursday, March 28, 2019 12:07 PM
To: Lockridge, Wanda (Council) < >
Subject: Fwd: 639 Atlantic St SE

See attachments.

Ms. Lockridge, first and foremost, thank you very much for your assistance. I would appreciate any insight into this matter. I had purchased this place in October 2016 and have always paid taxes and water at a commercial rate. I have spoken with many departments to include the tax department, Mr. Clark, who confirmed that the property is taxed at a commercial rate (see attachments). He had indicated that they typically obtain their information from DCRA. However, DCRA indicated that it's residential. There is so much confusion regarding this.

I have spent several days at DCRA regarding the matter. Initially, I informed that the property complied with a medical office use and that they were going to give me a conditional certificate of occupancy. The next day, I met with the inspector at the property for inspection. I returned to DCRA the same day and was informed that I was given the wrong information (i.e., the property did not comply with the definition of medical office use). Therefore, I would have to go through the BZA process to obtain permission to change the zoning from residential to medical office use. I understand the process could take up to six months and that's why we were trying to obtain conditional certificate occupancy. However, I'm not understanding and confused since the property is deemed commercial with one entity and residential with another. I have no problems fixing the needed repairs. Off note, I had two contractors see the place for estimate and they did not find any significant issues. Nonetheless, we did take pictures and sent to Mr. Reiss for confirmation on 3//18/29 with no reply as off this date. I'm not sure what's going on.

Sincerely,
Angelina Dickerson

From: "Reiss, Jeff J. (DCRA)" < >
Date: March 6, 2019 at 5:47:21 PM EST
To: Angelina < >

Department of Consumer and Regulatory Affairs

Permit Operations Division

1100 4th Street SW

Washington DC 20024

Tel. (202) 442 - 4589

Fax (202) 442 - 4862



B

BUILDING PERMIT

THIS PERMIT MUST ALWAYS BE CONSPICUOUSLY DISPLAYED AT THE ADDRESS OF WORK UNTIL WORK IS COMPLETED AND APPROVED

Attachment #7

Issue Date: 04/29/2019

Expiration Date: 04/29/2020

PERMIT NO. B1908851



Address of Project: 639 ATLANTIC ST SE	Zone: R-2	Ward: 8	Square 6163	Suffix:	Lot: 0127
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Description Of Work:
Replace rusted Gusset plate in kind. Install new insulation and vapor barrier for floor joist in the crawl space.

Permission Is Hereby Granted To: Angelina Dickerson	Owner Address: 639 ATLANTIC ST SE WASHINGTON, DC 20032	PERMIT FEE: \$92.75
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Permit Type: Alteration and Repair	Existing Use: Single Family Dwelling - R-3	Proposed Use: Single Family Dwelling - R-3	Building Construction Type TYPE II - Non-Combustible Construction	Plans: Yes
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Agent Name: Lucretia Barksdale	Agent Address: 605 Audrey Lane T-3 Oxon Hill, MD 20745	Existing Dwell Units: 0	Proposed Dwell Units: 0	No. of Stories: 2	Floor(s) Involved: 1
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Conditions/ Restrictions:

This Permit Expires if no Construction is Started Within 1 Year or if the Inspection is Over 1 Year.

All Construction Done According To The Current Building Codes And Zoning Regulations;

As a condition precedent to the issuance of this permit, the owner agrees to conform with all conditions set forth herein, and to perform the work authorized hereby in accordance with the approved application and plans on file with the District Government and in accordance with all applicable laws and regulations of the District of Columbia. The District of Columbia has the right to enter upon the property and to inspect all work authorized by this permit and to require any change in construction which may be necessary to ensure compliance with the permit and with all the applicable regulations of the District of Columbia. Work authorized under this Permit must start within one(1) year of the date appearing on this permit or the permit is automatically void. If work is started, any application for partial refund must be made within six months of the date appearing on this permit.

Lead Paint Abatement
Whenever any such work related to this Permit could result in the disturbance of lead based paint, the permit holder shall abide by all applicable paint activities provisions of the 'Lead Hazard Prevention and Elimination Act of 2008' and the EPA 'Lead Renovation, Repair and Painting rule' regarding lead-based include adherence to lead-safe work practices. For more information, go to <http://ddoe.dc.gov>, Lead and Healthy Housing.

Acting Director: Ernest Chrappah *Ernest Chrappah* Permit Clerk: Jacqueline Arce *Jacqueline Arce*

TO REPORT WASTE, FRAUD OR ABUSE BY ANY DC GOVERNMENT OFFICIAL, CALL THE DC INSPECTOR GENERAL AT 1-800-921-1639
To schedule a CONSTRUCTION INSPECTION or for INQUIRIES CALL (202) 442-9557
Call Miss Utility at 811 or 1-800-257-7777 at least 48 Hours prior to excavation to obtain a ticket. <http://www.missutility.net/washingtondc/dcstatelaw.asp>

Department of Consumer and Regulatory Affairs

Permit Operations Division
1100 4th Street SW
Washington DC 20024

Tel. (202) 442 - 4589 Fax (202) 442 - 4862



B

BUILDING PERMIT

THIS PERMIT MUST ALWAYS BE CONSPICUOUSLY DISPLAYED AT THE ADDRESS OF WORK UNTIL WORK IS COMPLETED AND APPROVED

Issue Date: 05/03/2019

Expiration Date: 05/03/2020

PERMIT NO. B1908959



Address of Project: 639 ATLANTIC ST SE		Zone: R-2	Ward: 8	Square 6163	Suffix:	Lot: 0127
Description Of Work: Install handle bar in 1st floor bathroom for handicap						
Permission Is Hereby Granted To: Angelina Dickerson		Owner Address: 639 ATLANTIC ST SE WASHINGTON, DC 20032			PERMIT FEE: \$33.60	
Permit Type: Alteration and Repair	Existing Use: Single Family Dwelling - R-3	Proposed Use: Single Family Dwelling - R-3	Building Construction Type TYPE II - Non-Combustible Construction		Plans: No	
Agent Name: Lucretia Barksdale	Agent Address: 605 Audrey Lane T-3 Oxon Hill, MD 20745	Existing Dwell Units: 0	Proposed Dwell Units: 0	No. of Stories: 2	Floor(s) Involved: 1	

Conditions/ Restrictions:

This Permit Expires if no Construction is Started Within 1 Year or if the Inspection is Over 1 Year.

All Construction Done According To The Current Building Codes And Zoning Regulations;

As a condition precedent to the issuance of this permit, the owner agrees to conform with all conditions set forth herein, and to perform the work authorized hereby in accordance with the approved application and plans on file with the District Government and in accordance with all applicable laws and regulations of the District of Columbia. The District of Columbia has the right to enter upon the property and to inspect all work authorized by this permit and to require any change in construction which may be necessary to ensure compliance with the permit and with all the applicable regulations of the District of Columbia. Work authorized under this Permit must start within one(1) year of the date appearing on this permit or the permit is automatically void. If work is started, any application for partial refund must be made within six months of the date appearing on this permit.

Lead Paint Abatement

Whenever any such work related to this Permit could result in the disturbance of lead based paint, the permit holder shall abide by all applicable paint activities provisions of the 'Lead Hazard Prevention and Elimination Act of 2008' and the EPA 'Lead Renovation, Repair and Painting rule' regarding lead-based include adherence to lead-safe work practices. For more information, go to <http://ddoe.dc.gov>, Lead and Healthy Housing.

Acting Director:
Ernest Chrappah

Ernest Chrappah

Permit Clerk

Shaun Richards

Shaun Richards

TO REPORT WASTE, FRAUD OR ABUSE BY ANY DC GOVERNMENT OFFICIAL, CALL THE DC INSPECTOR GENERAL AT 1-800-521-1639
To schedule a CONSTRUCTION INSPECTION or for INQUIRIES CALL (202) 442-9557
Call Miss Utility at 811 or 1-800-257-7777 at least 48 Hours prior to excavation to obtain a ticket. //www.missutility.net/wshingtdc/dcstatelaw.asp

Department of Consumer and Regulatory Affairs

Permit Operations Division

1100 4th Street SW

Washington DC 20024

Tel. (202) 442 - 4589

Fax (202) 442 - 4862



E

ELECTRICAL PERMIT

THIS PERMIT MUST ALWAYS BE CONSPICUOUSLY DISPLAYED AT THE ADDRESS OF WORK UNTIL WORK IS COMPLETED AND APPROVED

Bldg Permit:

Issue Date: 04/29/2019

Expiration Date: 04/29/2020



PERMIT NO. E1906888

Address of Project: 639 ATLANTIC ST SE		Zone: R-2	Ward: 8	Square: 6163	Suffix:	Lot: 0127
Permission Is Hereby Granted To: ADVANCED LIGHTING AND MAINTENANCE FRED LATIMORE		Electrical Contractor Address: 717 KENYON STREET NW APT #301 WASHINGTON, DC 20010	Electrical Contractor Phone No.: 2027338862	PERMIT FEE: \$22.00		
Permit Type: REPLACEMENT	Existing Use: Single Family Dwelling - R-3	Proposed Use: Single Family Dwelling - R-3			Plans	
Owner Name: Angelina Dickerson	Owner Address: 639 ATLANTIC ST SE WASHINGTON, DC 200032	Existing Dwell Units:	Proposed Dwell Units:	No. of Stories:	Floor(s) Involved: 2	
Master Electrician Name: FRED LATIMORE	Master Electrician Lic.No. DM796	Master Electrician Address				
Agent Name: Fred Latimore	Agent Address: 717 KENYON STREET NW APT #301 WASHINGTON, DC 20010					
Description Of Work: 5 Group 01 - Wiring Only (Receptacle & Switch Outlets)						
Conditions/ Restrictions: This Permit Expires if no Construction is Started Within 1 Year or if the Inspection is Over 1 Year. All Construction Done According To The Current Building Codes And Zoning Regulations; As a condition precedent to the issuance of this permit, the owner agrees to conform with all conditions set forth herein, and to perform the work authorized hereby in accordance with the approved application and plans on file with the District Government and in accordance with all applicable laws and regulations of the District of Columbia. The District of Columbia has the right to enter upon the property and to inspect all work authorized by this permit and to require any change in construction which may be necessary to ensure compliance with the permit and with all the applicable regulations of the District of Columbia. Work authorized under this Permit must start within one(1) year of the date appearing on this permit or the permit is automatically void.						
Acting Director: Ernest Chrappah		Permit Clerk: Jacqueline Arce				
TO REPORT WASTE, FRAUD OR ABUSE BY ANY DC GOVERNMENT OFFICIAL, CALL THE DC INSPECTOR GENERAL AT 1-800-521-1639 To schedule a CONSTRUCTION INSPECTION or for INQUIRIES CALL (202) 442-9557 Call Miss Utility at 811 or 1-800-257-7777 at least 48 Hours prior to excavation to obtain a ticket. //www.missutility.net/wshingtondc/dcstatelaw.asp						



dcra Certificate of Occupancy (C of O) Application

Attachment # 8

What is a C of O? A document that certifies your building/structure/land is safe to occupy in accordance with local zoning regulations and building codes. All buildings/structures/land in the District of Columbia that are not single-family homes, require a C of O to legally use them. One is needed every time a change occurs (e.g., new construction and changes to use, ownership, and occupancy load).

A. Tell us about the property.

Property address: 639 ATLANTIC ST, SE Unit: _____ Washington, DC ZIP: 20032

Square Suffix Lot #: 0127 Total # of floors: 1

Is there a prior C of O for the property? No Yes, C of O #: C.O 116266

B. Who owns the property?

Property Owner Name: ANGELINA DICKERSON

Property Owner Email: DARRAS.5242@COMCAST.NET Property Owner Phone: 301-379-8293

Property Owner Address: 1806 ST. BARNABAS RD Unit: 218 City: Temple Hills State: MD ZIP: 20748

C. Who is applying for occupancy?

Same as property owner

Applicant Name (Individual/Business): _____

Trade Name of Business (if applicable): _____

Applicant Email: _____ Applicant Phone: _____

Applicant Address: _____ Unit: _____ City: _____ State: _____ ZIP: _____

D. What type C of O are you requesting? Check only one. If applying for more than one, complete separate applications.

Permanent *Does not expire until a change to the space is made*

Temporary; date/date range _____ - _____ *Non-permanent use for one or multi-day events (e.g., farmers' market; movie night)*

Core and Shell *Does not grant occupancy; must be obtained before seeking conditional C of O*

Conditional/Partial for _____ days *Short-term occupancy based on specific conditions*
My Core and Shell C of O # for this property is: _____

E. Tell us about your proposed use of the property.

Proposed use (e.g., retail, eating establishment, public facility, two-family flat): MEDICAL OFFICE USE MARS Which floors will be occupied? 1

Proposed # of occupants: _____ # of dwelling units or rooms (if applicable): _____ Sq. ft. occupied: 2150

Are you renting any portion of the property? No Yes, rented Not a two-family dwelling

Are you proposing to change the use? No Yes N/A, there is no prior C of O

Are you changing ownership? No Yes N/A, there is no prior C of O

Are you proposing to change the amount of space currently occupied? No Yes N/A, there is no prior C of O

Are you proposing to change the occupancy load? No Yes N/A, there is no prior C of O

Does your business sell or rent any goods or provide services that could be described as sexually-oriented? No Yes, Attach Sexually-Oriented Business Establishment Questionnaire

Is your business a medical marijuana dispensary or production facility? No Yes

Is off-street parking on the property provided? No Yes, # of spaces: _____

Was your proposed use approved by an order of the Board of Zoning Adjustment or Zoning Commission? Along with the C of O application, provide a letter or matrix, with attachments as necessary, from the property owner to DCRA that documents compliance with the conditions of the Order. No Yes, Order #: Pending BZA # 20121
Approval date: _____

Are there building permits associated with this application? No Yes, Permit #(s): _____

Who conducted the required inspections? (check all that apply)

Not required DCRA Third party agency(s): _____

OFFICE USE ONLY C of O #: 601901025

F. If applicable, tell us about your proposed occupancy load.

ONLY for Day Time Care/Schools Please provide additional information on how individuals will occupy the property

	Basement	1 st Floor	2 nd Floor	3 rd Floor	Trailer(s)	Total
# of children 0 – 30 months	0					0
# of children 30 months 1 day – 47 months	0					0
# of children 4 years – 18 years						0
# of staff/faculty						0

ONLY for Assembly Uses and Eating/Drinking Establishments

Please provide information on how individuals will occupy the property and complete an Eating Establishment Questionnaire

	Cellar/ Basement	Mezzanine	1 st Floor	2 nd Floor	3 rd Floor	Roof	Summer Garden (private outdoor space)	Outdoor Café (public space)	Total
# of guests seated	NA								0
# of guests standing									0
# of staff									0

ONLY Inclusionary Zoning/Affordable Dwelling Units Attach a separate sheet for additional units

	Unit Number	Floor #	Net Square Ft.	# of Bedrooms
1.				
2.				
3.				

G. Certification.

Making a false statement on this application can result in the denial or cancellation of my C of O and criminal penalties including a fine up to \$1,000 and/or imprisonment up to 180 days (D.C. Official Code § 22-2405). I certify that all statements on this application are true to the best of my knowledge. I agree to comply with all applicable District laws and regulations and certify that I have resolved any violations on the property.

Applicant/Agent signature: [Signature]

Date: 7/29/19

If you are applying as a hired agent on behalf of the applicant, please provide your agent information and the Authorization Form.

Hired Agent First Name:	Hired Agent Last Name:
Hired Agent Email:	Hired Agent Phone:

H. Gather the following supporting documents. Bring these with you when you submit your application.

- Lease, deed, letter of written permission to use the property, or HUD-1
- Building permit
- Most recent C of O on record
- Documentation from owner regarding compliance with conditions of BZA or ZC Order (if applicable)
- Authorization Form (if a hired agent is completing this form on behalf of the applicant)
- Letter from owner requesting a conditional C of O and proposed fire evacuation plan (only if seeking a conditional C of O)
- Final statement of special inspections (for structural changes and newly-constructed buildings)

I. Submit your application for review.

Visit the DCRA Permit Center.

Bring this completed application and supporting documents to the Permit Center. DCRA will record approvals on the next page when you meet in-person. Please allow up to 10 business days for inspection verification and processing.

Hours of operations: Monday, Tuesday, Wednesday, Friday: 8:30 am – 4:30 pm | Thursday: 9:30 am – 4:30 pm

Pay for and pick-up your certificate.

After receiving all approvals, pay application and issuance fees and pick up C of O at the DCRA Permit Center.

OFFICE USE ONLY	C of O #:
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DC GOVERNMENT USE ONLY

Application Date: _____ C of O #: 01901025 C of O expiration date: 12/31/2019

Permit Center Review Accepted by (signature): _____ Date: _____

Zoning Review Approved by (signature): [Signature] Date: 8/14/19

Zone: R-2 Zoning Code Use: Medical Office

- Continuation of prior use? No Yes, C of O # _____ & use: _____
- Use allowed? No Yes
- Parking credit? No Yes subject to BZA # 20121
- Off-street parking required? No Yes, # of spaces required: _____
- ZC or BZA order obtained? No Yes, Pending hearing on 10/14/19.
- All ZC or BZA order conditions met? No Yes
- Is a zoning inspection required? No Yes, _____

Additional comments:

Engineering Review Approved by (signature): _____ Date: _____

Maximum # of occupants: _____ Building construction type: _____

- Prior building permit applicable? No Yes, permit # _____
- New building permit required? No Yes
- Auto sprinkler required? No Yes, type: _____

Construction code inspections: Building Electrical Plumbing/Mechanical Fire

Green Review Approved by (signature): _____ Date: _____

- Type of green building financial security? Escrow Binding Pledge Line of Credit Green Bond N/A
- Pursuing alternative green building certification (e.g. LEED, Green Communities, ICC-700)? Yes, program: _____ No N/A
- All Green Construction Code Inspections completed? Yes No N/A
- All Green Construction Code documentation provided? Yes No N/A

Additional comments:

Inspections Review Approved by (signature): _____ Date: _____

- Zoning inspection approved? Yes No N/A
- All construction code inspections approved? Yes No N/A
- Inspections verified? Yes No N/A

Additional comments:

DDEE Review Approved by (signature): _____ Date: _____

- Flood plain required? Yes No N/A
- Final approval notice for Stormwater Management Plan issued? Yes No N/A
- Green area ratio verified? Yes No N/A

Additional comments:

**Government of the District of Columbia
Department of Consumer and Regulatory Affairs**

1100 4th Street SW
Washington DC 20024
(202) 442 - 4400
dcra.dc.gov



C of O

CERTIFICATE OF OCCUPANCY



PERMIT NO. CO1901025

Issued Date: 08/14/2019

Address: 639 ATLANTIC ST SE	Zone: R-2	Ward: 8	Square: 6163	Suffix:	Lot: 0127
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Description of Occupancy:
CONDITIONAL CoFO FOR MEDICAL OFFICE (MHRS)
CoFO TO EXPIRE ON DECEMBER 31ST 2019

Permission is Hereby Granted To: KC COMMUNITY SERVICES INC	Trading As: KCCS MHRS	Floor(s) Occupied 1ST FLOOR	Occupant Load: No. of Seats
Property Owner: BRIDGES 2 PSYCHOLOGICAL SERVICES	Address: 4806 SAINT BARNABAS RD UNIT TEMPLE HILLS, MD 20757-7510	BZA/PUD Number:	Occupied Sq. Footage: 2500
		PERMIT FEE: \$82.50	
Building Permit Number (if applicable)	Type of Application: Ownership Change	Approved Building Code Use Office - B: Approved Zoning Code Use Office, Medical -including physicians, dentists Approved Zoning General Use Medical Care	

Conditions/ Restrictions:
CONDITIONAL CoFO FOR MEDICAL OFFICE TO EXPIRE ON DECEMBER 31ST 2019. SUBJECT TO BZA # 20121 APPROVAL AND ISSUANCE OF B1904865.

THIS CERTIFICATE MUST ALWAYS BE CONSPICUOUSLY DISPLAYED AT THE ADDRESS MAIN ENTRANCE, EXCEPT PLACES OF RELIGIOUS ASSEMBLY. Use complies w DCMR Title 11 (Zoning) and Title 12 (Construction).
As a condition precedent to the issuance of this Certificate, the owner agrees to conform with all conditions set forth herein, and to maintain the use authorized hereby in accordance with the approved application and plans on file with the District Government and in accordance with all applicable laws and regulations of the District of Columbia. The District of Columbia has the right to enter upon the property and to inspect all spaces whose use is authorized by this Certificate and to require any changes which may be necessary to ensure compliance with all the applicable regulations of the District of Columbia.

Director: Ernest Chrappah <i>Ernest Chrappah</i>	Permit Clerk: Tiffny Carrington <i>T. Carrington</i>	Expiration Date: 12/31/2019
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8/14/2019 TO REPORT WASTE, FRAUD OR ABUSE BY ANY DC GOVERNMENT OFFICIAL, CALL THE DC INSPECTOR GENERAL AT 1-800-521-1639