GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Consumer and Regulatory Affairs

Department of Consumer and Regulatory Affairs (DCRA) Administrative Issuance System

DCRA Bulletin No. 2-01B-09

SUBJECT: Capital Improvement, Hardship, Substantial Rehabilitation, and Change in Related Facilities and Services (Capital Improvement) Building Wide Inspection (BWI) Request Protocol

EFFECTIVE DATE: February 11, 2009

PURPOSE AND AUTHORITY:
The purpose of this Administrative Issuance is to establish a policy and procedure regarding requests for BWI from the Department of Housing and Community Development (DHCD) Office of the Rent Administrator for Capital Improvement and other housing and tenant related petitions.

Under the authority of the Rent Administrator, DCRA will attempt to inspect all units and provide supporting documentation on all units attempted.

SCOPE:
This issuance applies to:

- All employees in the Inspections and Scheduling Divisions of DCRA

PROVISIONS:

1) The Department of Housing and Community Development, Housing Regulation Administration (HRA), Rent Administrator or his/her designee, or the property owner (requestor) through a request to HRA, shall transmit to the Chief Building Inspector (CBI) or his/her designee, a request for a BWI, pursuant to all applicable regulations and laws. The request shall contain following information:

- Name of the Petitioner
- Premise Address
- Telephone Number
- Email Address
- Fax Number
- Number of Total Units in the Building
- Number of Total Units needed to be inspected
- Number of Vacant Units
- General Description of the work proposed to be done

2) The CBI shall review the request and determine if all the required information needed for scheduling is present. If so, the CBI shall schedule the BWI to occur no later than 30 days from the day of the request. If the request is deficient, the CBI shall notify the requestor within 2 business days of any deficiencies and shall not schedule a BWI until the information requested is resubmitted.

3) Once a BWI is scheduled, the CBI shall notify the requestor and the property owner of the date and time of the BWI, and identify any special requests needed to conduct a complete inspection (access to roof, boiler room, locked utility rooms, storage rooms, control panels, etc).

4) At least seven days prior to the BWI, the CBI shall post the building identifying the date and time of the BWI.

5) After the BWI is conducted, the CBI shall transmit the results of the inspection to DHCD and/or the property owner no later than 5 days after the BWI. If Housing Code Violations are present, the transmittal shall be for the purpose of notifying the requestor that violations are present and what items require permits to correct. Upon re-inspection, the CBI shall send to the requestor a final transmittal identifying whether or not all violations have been abated. The transmittal form shall include the following information:

- Name of inspector(s) who conducted the inspection
- Telephone number and email address of inspector(s) who conducted the inspection
- Name of owner/agent present for the inspection
- Phone number and email address owner/agent present for the inspection
- Results of the common area inspection (including abatement timeframes)
- Results for each unit inspection (including abatement timeframes)
- Results from re-inspections (including whether or not all violations have been abated)
- Inspection comments for any permits that were required

6) If any violations continue to be present after the re-inspections, DCRA's normal inspection and enforcement process shall be followed including: issuance of NOI's, action by DCRA to abate the violation(s), if any, or criminal referral.

For more information or clarification about this issuance, please contact Don Masoero, Chief Building Inspector, at 202-481-3545.

Linda K. Argo
Director

Date 2/13/09

NOTE: DAIS Bulletins are strictly procedural in nature and have direct applicability only to DCRA employees under the authority of the Director

INQUIRES: DCRA, Chief Building Inspector – 202-481-3545
DISTRIBUTION: Director, Deputy Directors, Program Managers, Division Chiefs, and DCRA employees
BULLETIN EXPIRES: Upon notification