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

**Administrative Issuance System**

**DCRA Bulletin No. 1-01C-08**

**SUBJECT: Express Permits for Decks and Balconies**

**EFFECTIVE DATE: April 14, 2008**

**EXPIRATION OR REPLACEMENT: Upon revision**

**PURPOSE AND AUTHORITY:**

This DCRA Administrative Issuance outlines the process for express permit applications for decks and balconies, when complete and in compliance with submission requirements, so as to be issued over the counter the same day of application.

**SCOPE:**

- All current DCRA employees including part-time, temporary and term employees are required to follow these provisions.
- Contract workers who are employees of a vendor under contract with DCRA to provide regular, ongoing DCRA operational services are required to follow these provisions.
- Consultants and contractors working on specific projects and not involved with the regular DCRA service delivery are required to follow these provisions.
- Any questions regarding this provision will also be resolved by the Zoning Administrator, Deputy Zoning Administrator, Permit Center Supervisor, Division Chief for Permit Operations and/or the Deputy Director for Permit and Licensing.

**PROVISIONS:**

Application Requirements:

1. Complete building permit application with all boxes filled in.
2. Dimensioned Plat showing all existing buildings, proposed deck(s), and on-site parking (setbacks shown, complete lot occupancy calculation* on Plat)
3. Dimensioned Side Elevation and Rear Elevation, and /or Sections of deck(s) included in plan set.
4. Zoning Data Summary - Form completed with all requested information.
5. Photograph(s) of proposed deck location.

Includes:
Deck and balcony additions to existing single family homes and flats, on the subject lot to the rear and side of such houses; also includes roof top decks.

Excludes:
Decks and balconies on multi-family residences, those proposed to be roofed or enclosed, and commercial buildings, any structure that projects into public space.

Customer Information:
A '**Deck Submission Requirements**' will be added to the ***Typical Deck Details*** handout for customer information, which will include an example on how to do a lot occupancy calculation.

Process:
Such applications shall be routed by the PRC to: Zoning, Homeowners Center [for structural review], and DDOE for Soil Erosion.

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For more information or clarification, contact Matthew LeGrant, DCRA Zoning Administrator, at (202) 442-4652, M-F, 8:30 am - 5 pm.

Linda K. Argo
Director

Date 4/1/08

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

**INQUIRIES:** DCRA, Office of Chief of Staff, 202-442-8944
**DISTRIBUTION:** Director, Deputy Directors, Program Managers, Division Chiefs, and DCRA employees
**BULLETIN EXPIRES:** Upon notification