



# Building Permit Reviews By Permit Type

Additional reviews may be required, based upon your job's specific parameters.

Effective: December 11, 2006

To use this guide, find the permit type that describes each type of work you plan to do. For some work, you'll need to know if your property is a landmark, in a historic district, and/or must be reviewed by the Commission of Fine Arts. See page 3 for the **Key to Work that Requires Review**. You'll also need to find out if your work is all on private property – or if some of it is on public space. This matrix will tell you which agencies need to review your permit application. You may want to contact them directly to make sure you are aware of all of their requirements. (See page 3.)

PERMIT TYPE	REQUIRED REVIEWS & APPROVALS																			
	Intake Counter	Zoning	Mechanical & Plumbing	Electrical	Fire	Structural	Elevator	DDOE / Soil Erosion	DDOT	WASA	DOH	Washington Gas	Pepco	Verizon	Metro	HPRB / CFA	Zoning Commission	BZA	Permit Issuance	Cashier
<b>A. MAJOR CONSTRUCTION</b>																				
1. Addition	•	•	•	•	•	•	EL1	•	DT1	W1	H1				MT1			BZ1	•	•
2. Addition - HPRB/CFA	•	•	•	•	•	•	EL1	•	DT1	W1	H1				MT1	•		BZ1	•	•
3. Alteration	•	Z1	MP1	E1	•	•	EL1	SE1	DT1	W2	H1							BZ1	•	•
4. Alteration (Exterior) - HPRB/CFA	•	Z1	MP2	E1	FS1	•	EL1	SE1	DT1	W2	H1					•		BZ1	•	•
5. Demolition (Interior)	•	Z2	MP1	E2	FS2	•	EL2			W3	H1								•	•
6. Elevator	•						•	SE1											•	•
7. New Building	•	•	•	•	•	•	EL3	•	•	•	H1				MT1			BZ1	•	•
8. New Building - HPRB/CFA	•	•	•	•	•	•	EL3	•	•	•	H1				MT1	•		BZ1	•	•
9. New Building – PUD	•	•	•	•	•	•	EL3	•	•	•	H1				MT1		•		•	•
10. Raze	•	•				•		•	•	•	•	•	•	•	MT1	•			•	•
11. Sheeting & Shoring	•	•				•		•	•	•					MT1				•	•
12. Sheeting & Shoring (Party Line)	•	•				•		•	•	•					MT1				•	•
13. Underpinning	•	•				•		•	DT2	W4					MT1				•	•
14. Underpinning (Party Line)	•	•				•		•		W4					MT1				•	•
<b>B. FENCES, GARAGES, SHEDS, WALLS , SWIMMING POOLS</b>																				
1. Fence - HPRB/CFA	•							SE3	•							•			•	•
2. Fence (Party Line)	•							SE3											•	•
3. Fence (Private Property, iron/ masonry)	•					•		SE3	DT3										•	•
4. Fence (Private Property, wood/chain link)	•								DT3										•	•
5. Fence (Public Space)	•							SE3	•										•	•
6. Retaining Wall - HPRB/CFA	•	Z3				•		•	•							•			•	•
7. Retaining Wall (Party Line)	•	Z3				•		•	•										•	•
8. Retaining Wall (Private Property)	•	Z3				•		•	•										•	•
9. Retaining Wall (Public Space)	•	Z3						•	•										•	•
10. Shed/Garage	•	•		E3		•		•	DT4									BZ1	•	•
11. Shed/Garage - HPRB/CFA	•	•		E3		•		•	DT4							•		BZ1	•	•
12. Swimming Pools (In-ground)	•		•	E3		•		•		•	H1								•	•
<b>C. CAFÉS, SIGNS, STANDS</b>																				
1. Christmas Tree Stand	•	•		E4															•	•
2. Fireworks Stand	•	•		E4	•				•										•	•
3. Sidewalk Café (Enclosed)	•	•	•	E3	•	•			•		•				MT1				•	•
4. Sidewalk Café (Unenclosed)	•	•		E3	•				•		•				MT1				•	•
5. Sign	•			E5		•			SE4										•	•
6. Sign - HPRB/CFA	•	•		E5		•			SE4							•			•	•

PERMIT TYPE	REQUIRED REVIEWS & APPROVALS																			
	Intake Counter	Zoning	Mechanical & Plumbing	Electrical	Fire	Structural	Elevator	DDOE / Soil Erosion	DDOT	WASA	DOH	Washington Gas	Pepco	Verizon	Metro	HPRB / CFA	Zoning Commission	BZA	Permit Issuance	Cashier
<b>D. AWNINGS, CANOPIES, PROJECTIONS</b>																				
1. Awning/Canopy	•	•				•			•										•	•
2. Awning/Canopy - HPRB/CFA	•	•				•			•							•			•	•
3. Projection - HPRB/CFA	•	•				•										•		BZ1	•	•
4. Projection (Private Property)	•	•				•												BZ1	•	•
5. Projection (Public Space)	•	•				•			•									BZ1	•	•
6. Windows (Property Line)	•				•	•													•	•
<b>E. CONCEPT REVIEWS</b>																				
1. Concept Review - CFA	•	•														•				
2. Concept Review - HPRB	•	•														•				
<b>F. SUPPLEMENTAL PERMITS</b>																				
1. Boiler																			•	•
2. Electrical				•															•	•
3. Mechanical - HPRB/CFA																•			•	•
4. Mechanical (HVAC)																			•	•
5. Plumbing (Gas Fitting)																			•	•
6. Plumbing (Installation)																			•	•
7. Unfired Pressure Vessel																			•	•
<b>G. OTHER PERMITS</b>																				
1. Capacity Placard	•	•	•	•	•														•	•
2. Certificate of Occupancy	•	•																BZ1	•	•
3. New Official Address	•																		•	
4. Revision (Building Permit Extension)	•																		•	•
5. Revision (Revise Approved Plans)	•	•	MP3	E6	FS3	•	EL4	SE5	DT5	W5	H2				MT2	HP1		BZ2	•	•
6. Revision (Supplemental)	•			E6															•	•
7. Work after Hours	•								DT6										•	•
8. Oil Tank	•				•	•		•	•										•	•

HOW TO CONTACT OUTSIDE REVIEW AGENCIES		
<p><b>DC Department of the Environment (DDOE)</b> 51 N St NE #5018 Washington DC 20001 Call: 202-535-2990 / 202-535-1354</p>	<p><b>DC Office of Planning/Chinatown</b> 801 North Capitol St NE 4<sup>th</sup> Fl Washington DC 20002 Call: 202-442-8818</p> <p><b>DC Office of Planning/Historic &amp; Preservation Review Board (HPRB)</b> 801 North Capitol St NE 4<sup>th</sup> Fl Washington DC 20002 Call: 202-442-8818</p>	<p><b>National Capitol Planning Commission (NCP)</b> Urban Design &amp; Plan Review Division 401 9<sup>th</sup> St NW #500N Washington DC 20004 Call: 202-482-7200</p> <p><b>WMATA (Metro) - Engineering Support Group</b> 3500 Pennsylvania Dr Bldg C Landover MD 20787 Call: 301-618-1004</p> <p><b>Secret Service - White House Precinct</b> 950 H St NW Washington DC 20001 Call: 202-757-1212</p>
<p><b>DC DOH - Community Hygiene Administration (CHA)</b> 51 N St NE Washington DC 20001 Call: 202-671-5000</p>	<p><b>DC Department of Transportation (DDOT)</b> 941 North Capitol St NE 2<sup>nd</sup> floor Washington DC 20002 Call: 202-535-2699 / 442-4670</p>	
<p><b>DC DOH - Health Regulation Administration (HRA)</b> 825 North Capitol St NE Washington DC 20002 Call: 202-671-5000</p>	<p><b>Commission of Fine Arts (CFA)</b> 401 F St NW #312 Washington DC 20001 Call: 202-504-2200</p>	

**Key to Work that Requires Review**

•	Review of all applications is required.																								
BZ1	When proposed work does not comply with Zoning Regulations and may need a special exception and/or variance.																								
BZ2	When BZA review was required for original permit or revision otherwise does not comply with Zoning Regulations and may need a special exception and/or variance.																								
DT1	When work involves any material outside the property line or building restriction line.																								
DT2	When excavation is as close to public space as it is deep (for example, a 10 ft. deep underpinning 10 ft. from the right-of-way).																								
DT3	When fence is located outside the building restriction line.																								
DT4	When shed and/or garage abuts an alley.																								
DT5	When DDOT review was required for original permit or revision affects public space.																								
DT6	When project includes work in public space.																								
E1	When work involves electrical lighting, power, fire alarm or any low-voltage electrical wiring.																								
E2	When any electrical system is involved.																								
E3	When any electrical installation is proposed.																								
E4	When work involves installation of lighting and power and/or when used at night.																								
E5	When sign is to be illuminated or has electrical system.																								
E6	When electrical review was required for original permit or revision impacts an electrical system.																								
EL1	When work involves addition of or changes to an elevator, escalator, lift, dumb waiter, moving sidewalk, etc. or immediate spaces associated with this equipment, including hoistways, pits, machine rooms -- but not lobbies.																								
EL2	When work affects people- or material-moving equipment inside or outside a building, or involves equipment or immediate areas associated with the equipment.																								
EL3	When work involves installation of people- or material-moving equipment and/or building is 4 or more stories tall.																								
EL4	When elevator review was required for original permit or revision impacts the elevator or other people- or material-moving equipment.																								
FS1	When work affects means of egress and/or the number of openings in the exterior of the structure.																								
FS2	When work involves fire detection, alarm or suppression system or affects building life safety components, such as: egress; smoke exhaust systems; emergency/exit lighting; fire walls; fire rated partitions; and/or fire department access.																								
FS3	When fire protection review was required for original permit or if revisions affect building's fire and life safety aspects.																								
H1	When work involves any of the facilities below, one or both these Department of Health (DOH) administrations must review: <table border="1" data-bbox="136 776 2026 938" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">DOH Community Hygiene Administration</th> <th colspan="2" style="text-align: center;">DOH Health Regulation Administration</th> </tr> </thead> <tbody> <tr> <td>Animal boarding</td> <td>Barbershops</td> <td rowspan="7" style="vertical-align: top;">Food facilities including retail, wholesale, manufacturing, and institutional, such as carryouts, delis, restaurants, hospital cafeterias, liquor stores, special events with food, and similar facilities.</td> <td>Dialysis facilities</td> <td rowspan="7" style="vertical-align: top;">Ambulatory Surgical Centers (ASCs) (freestanding facilities that perform minor surgical procedures, like lumpectomy, cyst removal) Community Residence Facilities (CRFs) for 7 or more residents who are elderly or have mental retardation or developmental disabilities</td> </tr> <tr> <td>Animal day care</td> <td>Beauty salons</td> <td>Childcare facilities</td> </tr> <tr> <td>Animal clinics</td> <td>Braiding salons</td> <td>Hospices (inpatient only)</td> </tr> <tr> <td>Animal hospitals</td> <td>Massage parlors</td> <td>Hospitals</td> </tr> <tr> <td>Pet shops</td> <td>Nail salons</td> <td>Nursing Homes</td> </tr> <tr> <td>Swimming pools-public</td> <td>Health spas (only with aquatic equipment, like hot tubs)</td> <td>Other like uses</td> </tr> </tbody> </table>	DOH Community Hygiene Administration		DOH Health Regulation Administration		Animal boarding	Barbershops	Food facilities including retail, wholesale, manufacturing, and institutional, such as carryouts, delis, restaurants, hospital cafeterias, liquor stores, special events with food, and similar facilities.	Dialysis facilities	Ambulatory Surgical Centers (ASCs) (freestanding facilities that perform minor surgical procedures, like lumpectomy, cyst removal) Community Residence Facilities (CRFs) for 7 or more residents who are elderly or have mental retardation or developmental disabilities	Animal day care	Beauty salons	Childcare facilities	Animal clinics	Braiding salons	Hospices (inpatient only)	Animal hospitals	Massage parlors	Hospitals	Pet shops	Nail salons	Nursing Homes	Swimming pools-public	Health spas (only with aquatic equipment, like hot tubs)	Other like uses
DOH Community Hygiene Administration		DOH Health Regulation Administration																							
Animal boarding	Barbershops	Food facilities including retail, wholesale, manufacturing, and institutional, such as carryouts, delis, restaurants, hospital cafeterias, liquor stores, special events with food, and similar facilities.	Dialysis facilities	Ambulatory Surgical Centers (ASCs) (freestanding facilities that perform minor surgical procedures, like lumpectomy, cyst removal) Community Residence Facilities (CRFs) for 7 or more residents who are elderly or have mental retardation or developmental disabilities																					
Animal day care	Beauty salons		Childcare facilities																						
Animal clinics	Braiding salons		Hospices (inpatient only)																						
Animal hospitals	Massage parlors		Hospitals																						
Pet shops	Nail salons		Nursing Homes																						
Swimming pools-public	Health spas (only with aquatic equipment, like hot tubs)		Other like uses																						
H2	When DOH review was required for original permit or revision involves use requiring DOH review.																								
HP1	When HPRB or CFA review was required for permit or revision otherwise involves HPRB or CFA jurisdiction.																								
MP1	When work involves mechanical (duct) and/or plumbing (water, sanitary sewer, gas) systems.																								
MP2	When work includes alteration to exterior mechanical systems (for example, air conditioning systems).																								
MP3	When mechanical review was required for original permit or revision affects a mechanical system.																								
MT1	When a property is in Metro jurisdiction, call Metro with project description.																								
MT2	When Metro review was required for original permit or revision otherwise falls into Metro jurisdiction.																								
SE1	When alterations include excavation or digging that involves lowering floors.																								
SE2	When elevator design involves pit excavation.																								
SE3	When work includes masonry fence with footing(s).																								
SE4	When a sign structure includes footing(s).																								
SE5	When soil erosion review was required for original permit or if revisions result in soil movement.																								
W1	When work increases the water or sewer load (ex. addition of unit, new bathroom or sink).																								
W2	When includes additional fixture units, relocation of the water or sewer connections, or requires the water and sewer service lines to be brought up to code.																								
W3	When a water/sewer service lateral or a water meter is being demolished or when a service shutdown is required.																								
W4	When an underpinning is within the influence area of an existing water, sewer or storm line.																								
W5	When WASA review was required for original permit or revision increases water use or otherwise affects water or sewer systems.																								
Z1	When work involves change of use, enlargement of existing use, or affects parking spaces.																								
Z2	When property is in a Tree Slope Overlay District, is subject to a Zoning Commission or Board of Zoning Adjustment Order, or proposed work affects parking spaces.																								
Z3	When work results in change of finished grade in front of building.																								