

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. 1-01A-07

SUBJECT: Removal/Withdrawal of non-active File Jobs after 90 business days

EFFECTIVE DATE: January 1, 2007

PURPOSE AND AUTHORITY:

This DCRA Bulletin is issued to outline the purpose, process, and procedure for the withdrawal of building permit applications submitted and reviewed by the DCRA Permitting Division. This bulletin applies to construction permit applications that:

- have been reviewed and were “held for corrections” by the technical plan reviewer(s), have been retrieved by the applicant, have not been returned by the applicant to DCRA for more than 90 days since retrieval; or,
- have been in excess of 90 days but no action has been taken by the applicant for review by all applicable technical plan review(s).

Above applications will be deemed to be “withdrawn by the applicant” and will be made inactive. This bulletin is issued under the authority of the Agency Director.

SCOPE:

- All current DCRA employees including part-time, temporary and term employees are required to adhere to this bulletin.
- Contract workers, who are employees of a vendor under a DCRA contract to provide regular ongoing operational DCRA services, are also required to adhere to this bulletin.
- Any questions regarding this bulleting should be directed to one of the following individuals for clarification and resolution:
 - Permit Center Manager
 - Technical Plan Review Manager
 - Division Chief for Permit Operations
 - Deputy Director for Licensing and Permitting

PROVISIONS:

The withdrawal of applications that have been inactive for over 90 days is designed to reduce the number of applications that remain active in the agency tracking system but are not being acted upon by the applicant. This bulletin will ensure that all applicants are notified timely about the application status and DCRA’s intent to inactivate the application.

The Permit Center and Technical Plan Review staff will implement this bulletin by the following:

- Technical Plan Review staff shall perform required reviews of the application.
- The applicant will be able to receive comments regarding Hold for Corrections on the DCRA website (www.dcr.dc.gov), by contacting DCRA Permit Center Customer Service Support (202-442-4589), or by contacting the DCRA Permit Center.
- DCRA staff shall annotate the electronic permitting system with the date and name of applicant/agent when the application and associated materials have been withdrawn to prepare the required corrections.
- DCRA staff will identify submitted applications still active in the electronic permitting system 90 days after the physical removal of the application and materials.
- DCRA staff will notify the applicant / agent in writing of its intent to designate the application as “withdrawn by applicant” after 90 days of inactivity. Applicant will be informed that they may reactivate the application upon the resubmission of the application form and revised materials.
- DCRA staff will change the status of the application if the applicant has not resubmitted the required materials within 30 days of original notification.



Lisa Morgan
Interim Director

01/11/07

Date

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

INQUIRES: DCRA, Deputy Director for Licensing and Permitting – 202-442-4542

DISTRIBUTION: Director, Deputy Directors, Program Managers, Division Chiefs, and DCRA employees

BULLETIN EXPIRES: Upon notification