

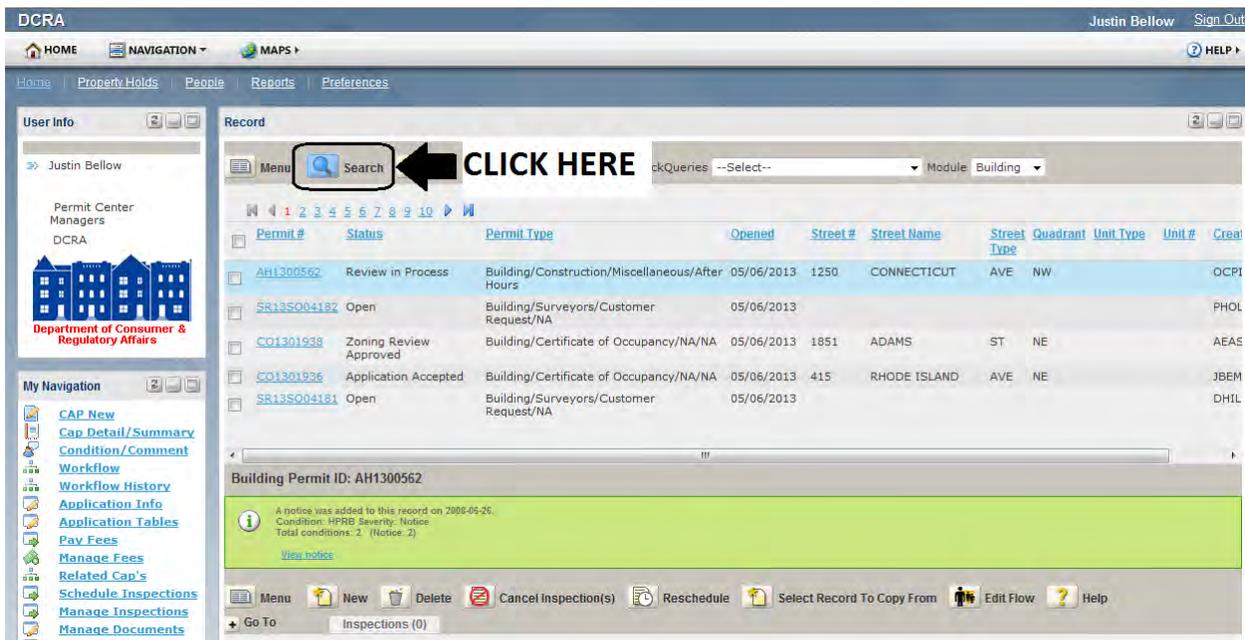
CHAPTER 7

SECTION 7.16.2

ISSUANCE

1.1.1 - Issuance

1. Examine the plans. There should be at least three sets of plans – one Assessor’s set, one Permanent set, and one or two Official sets. Each plan set should be stamped accordingly. If the plans are not stamped, direct the customer to secure the necessary stamps.
2. Examine the application. Ensure that all required disciplines have signed off on the cover sheet and on the back page. If the customer does not have all of the necessary signatures, direct the customer to secure the necessary signatures.
3. Once the plans and application have been verified, from the Accela homepage, click the “Search” icon button.



4. Enter the permit number in the “Permit Number” field then click the “Submit” icon button.

Home | Property Holds | People | Reports | Preferences

User Info: Justin Bellow

Permit Center Managers
DCRA
Department of Consumer & Regulatory Affairs

My Navigation: CAP New, Cap Detail/Summary, Condition/Comment, Workflow, Workflow History, Application Info, Application Tables, Pay Fees, Manage Fees, Related Cap's, Schedule Inspections, Manage Inspections, Manage Documents

Record

Submit **STEP 2 - CLICK HERE**

Permit Number **STEP 1 - ENTER PERMIT NUMBER HERE**

First Name Last Name

Street # Street Name Street Type Unit #

City --Select--

Owner Name

Parcel #

License # License Type --Select--

License First Name License Last Name

License Business Name

Type Group --Select--

App Specific Info Label App Specific Info Value

5. Click the “Workflow” link located in the “My Navigation” menu.

User Info: Justin Bellow

Permit Center Managers
DCRA
Department of Consumer & Regulatory Affairs

My Navigation: CAP New, Cap Detail/Summary, Condition/Comment, Workflow, Workflow History, Application Info, Application Tables, Pay Fees, Manage Fees, Related Cap's, Schedule Inspections, Manage Inspections, Manage Documents, Assign Tasks, Contacts

Record

Menu Search New GIS Help My QuickQueries --Select-- Module Building

Permit #	Status	Permit Type	Opened	Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #	Created By
B1306530	Review in Process	Building/Construction/Alteration and Repair/NA	05/06/2013	1100	4TH	ST	SW			OCPI

Building Permit ID: B1306530

Menu New Supervisor Task Activation Help

Go To Workflow

Workflow Tasks

Task	Status	Status Date	Action By
Plan Review Coordinator	Applicati...	05/08/2013	Justin Be...
Elevator Review	Elevator ...	05/08/2013	
DDOE Review	DDOE Revi...	05/08/2013	
DDOT Review	DDOT Revi...		
WASA Review	WASA Revi...	05/08/2013	
DOH Review	DOH Revi...	05/08/2013	
HPRB Review	HPRB Revi...	05/08/2013	
BZA Review	BZA Revi...	05/08/2013	
EISF Review	EISF Revi...	05/08/2013	
CFA Review	CFA Revi...	05/08/2013	
White House Review	White Hou...	05/08/2013	
Chinatown Review			
NCPC Review			
White House Review			

CLICK HERE

6. Ensure that “Issue Permit” is highlighted. If there are outstanding reviews, and “Issue Permit” is not highlighted, direct the customer to secure the required approvals.

Workflow Tasks

Task	Status	Status Date	Action By
Plan Review Coordinator	Applicati...	05/08/2013	Justin Be...
Elevator Review	Elevator ...	05/08/2013	
DDOE Review	DDOE Revi...	05/08/2013	
DDOT Review	DDOT Revi...		
WASA Review	WASA Revi...	05/08/2013	
DOH Review	DOH Revie...	05/08/2013	
HPRB Review	HPRB Revi...	05/08/2013	
BZA Review	BZA Revie...	05/08/2013	
EISF Review	EISF Revi...	05/08/2013	
CFA Review	CFA Revie...	05/08/2013	
White House Review	White Hou...	05/08/2013	
Chinatown Review	Chinatown...	05/08/2013	
NCPC Review	NCPC Revi...	05/08/2013	
Management Review	Managemen...	05/08/2013	
File Room	Pending C...	05/08/2013	
Zoning Overlay/PUD Review	Overlay/P...	05/08/2013	
WMATA Review	WMATA Rev...	05/08/2013	
Fire Hydrant Verification	Fire Hydr...		
Green Review	Plans Che...		
PRC Review	PRC Revie...		
DDOE SE-SW Review	DDOE SE-S...		
DDOE FP Review	DDOE FP R...		
DDOE AQ Review	DDOE AQ R...		
DDOE EV Review	DDOE EV R...		
DDOE WSP Review	DDOE WSP ...		
Zoning Review	Zoning Re...	05/08/2013	
Mechanical Review	Mechanica...	05/08/2013	Justin Be...
Electrical Review	lectrica...	05/08/2013	Justin Be...
Fire Review	re Revi...	05/08/2013	Justin Be...
Structural Review	tructura...	05/08/2013	Justin Be...
Plumbing Review	lumbing ...	05/08/2013	Justin Be...

ENSURE THAT "ISSUE PERMIT" IS HIGHLIGHTED

7. After confirming that all reviews have been entered in the system, open the application to verify that the fees have been specified by either the Fire or Structural divisions or one of the Division supervisors. If the fees are not specified, direct the customer to have the fees indicated on the application.

8. After the fees have been verified, click the “Manage Fees” link located in the “My Navigation” menu.

User Info
Justin Bellow

Record

Permit #	Status	Permit Type	Opened	Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #	Created By
B1306530	Review in Process	Building/Construction/Alteration and Repair/NA	05/06/2013	1100	4TH	ST	SW			OCPI

Building Permit ID: B1306530

Workflow Tasks

Task	Status	Status Date	Action By
Plan Review Coordinator	Applicati...	05/08/2013	Justin Be...
Elevator Review	Elevator ...	05/08/2013	
DDOE Review	DDOE Revi...	05/08/2013	
DDOT Review	DDOT Revi...		
WASA Review	WASA Revi...	05/08/2013	
DOH Review	DOH Revie...	05/08/2013	
HPRB Review	HPRB Revi...	05/08/2013	
BZA Review	BZA Revie...	05/08/2013	
EISF Review	EISF Revi...	05/08/2013	
CFA Review	CFA Revie...	05/08/2013	
White House Review	White Hou...	05/08/2013	
Chinatown Review	Chinatown...	05/08/2013	
NCPC Review	NCPC Revi...	05/08/2013	

CLICK HERE

- Examine the fees that are populated in the system. If the fees in the system do not match the fees in the application, remove all fees and enter the correct fees as specified in the application. If the fees in the system match with the fees specified in the application, click the box directly under the "Fee Calc. Factor" header to select all fee records, and then click the "Invoice" icon button.

The screenshot shows the 'Record' view for permit B1306530. The 'Invoice' button is highlighted with a callout 'STEP 2 - CLICK HERE'. A checkbox under the 'Fee Calc. Factor' header is highlighted with a callout 'STEP 1 - CLICK HERE'.

Permit #	Status	Permit Type	Opened	Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #	Created By
B1306530	Review in Process	Building/Construction/Alteration and Repair/NA	05/06/2013	1100	4TH	ST	SW			OCPI

Building Permit ID: B1306530

Fee Calc. Factor: Job Value(Contractor)\$0.00 Fee Total: \$150.15

Fee Calc. Factor	Description	Quantity	Fees	Status	Date Assessed
<input type="checkbox"/>	Enhanced Services Fee - Permi...	1	\$6.50	NEW	05/06/2013
<input type="checkbox"/>	Enhanced Service Fee - Filli...	1	\$6.50	NEW	05/06/2013
<input type="checkbox"/>	Addition/Alteration/Repair ...	65	\$65.00	NEW	05/06/2013
<input type="checkbox"/>	Alteration & Repair Permit Fee	65	\$65.00	NEW	05/06/2013
<input type="checkbox"/>	Green Building Fee	6.5	\$6.50	NEW	05/06/2013
<input type="checkbox"/>	Enhanced Service Fee - Green...	1	\$0.65	NEW	05/06/2013

- Accela has now generated a new invoice number.

The screenshot shows the 'Reports' view. The 'Invoice' link is highlighted with a callout 'ACCELA HAS GENERATED AN INVOICE NUMBER'.

Invoice #	Description	Quantity	Fees	Status	Date Assessed
1230890	Enhanced S...			INVOICED	05/06/2013
1230890	Enhanced S...			INVOICED	05/06/2013
1230890	Enhanced S...			INVOICED	05/06/2013
1230890	Alteration &...			INVOICED	05/06/2013
1230890	Green Buil...			INVOICED	05/06/2013
1230890	Enhanced Service Fee - Green...	1	\$0.65	INVOICED	05/06/2013

My Tasks

Workflow Task and Inspection Searching

130508033515977

An error has occurred while processing your request.

For more detail [Click Here](#) or contact [Agency Administrator](#).

- Click the "Permitting" link located in the "Reports" menu

My Navigation

- CAP New
- Cap Detail/Summary
- Condition/Comment
- Workflow
- Workflow History
- Application Info
- Application Tables
- Pay Fees
- Manage Fees
- Related Cap's
- Schedule Inspections
- Manage Inspections
- Manage Documents
- Assign Tasks
- Contacts

DCRA default

Reports

- ABL
- ACA
- Agency Management
- Boilers
- ICA
- Inspections
- Inspections Management
- OCI
- Permitting**
- Permitting Management
- Proactive
- RePrint
- Scheduling
- Summary Abatement
- VPU
- Zoning

Go To: Fee (6)

Fee Calc. Factor: Job Value(Contractor)\$0.00 Fee Total: \$150.15

Invoice #	Description	Quantity	Fees	Status	Date Assessed
1230890	Enhanced Services Fee - Perm...	1	\$6.50	INVOICED	05/06/2013
1230890	Enhanced Service Fee - Filing...	1	\$6.50	INVOICED	05/06/2013
1230890	Addition/Alteration/Repair ...	65	\$65.00	INVOICED	05/06/2013
1230890	Alteration & Repair Permit Fee	65	\$65.00	INVOICED	05/06/2013
1230890	Green Building Fee	6.5	\$6.50	INVOICED	05/06/2013
1230890	Enhanced Service Fee - Green...	1	\$0.65	INVOICED	05/06/2013

My Tasks

Workflow Task and Inspection Searching

130508033515977

An error has occurred while processing your request.

For more detail [Click Here](#) or contact [Agency Administrator](#).

12. Once the “Permitting” menu has expanded, click the “Invoice” link.

My Navigation

- CAP New
- Cap Detail/Summary
- Condition/Comment
- Workflow
- Workflow History
- Application Info
- Application Tables
- Pay Fees
- Manage Fees
- Related Cap's
- Schedule Inspections
- Manage Inspections
- Manage Documents
- Assign Tasks
- Contacts

DCRA default

Reports

- Fuel Burning
- Garage Permit
- Home Occupation Perm
- Invoice**
- Initiate Boiler
- Misc After Hours Permit
- Misc Antenna Permit
- Misc Blasting Permit
- Misc Christmas Tree Pe

Go To: Fee (6)

Fee Calc. Factor: Job Value(Contractor)\$0.00 Fee Total: \$150.15

Invoice #	Description	Quantity	Fees	Status	Date Assessed
1230890	Enhanced Services Fee - Perm...	1	\$6.50	INVOICED	05/06/2013
1230890	Enhanced Service Fee - Filing...	1	\$6.50	INVOICED	05/06/2013
1230890	Addition/Alteration/Repair ...	65	\$65.00	INVOICED	05/06/2013
1230890	Alteration & Repair Permit Fee	65	\$65.00	INVOICED	05/06/2013
1230890	Green Building Fee	6.5	\$6.50	INVOICED	05/06/2013
1230890	Enhanced Service Fee - Green...	1	\$0.65	INVOICED	05/06/2013

My Tasks

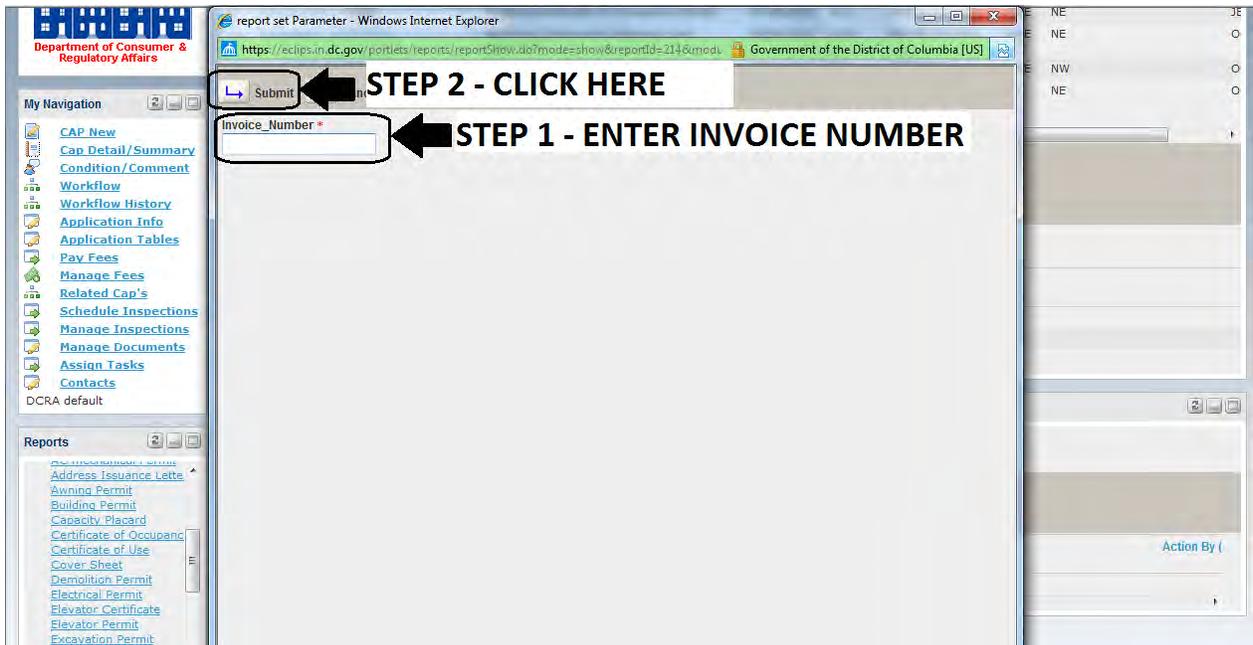
Workflow Task and Inspection Searching

130508033515977

An error has occurred while processing your request.

For more detail [Click Here](#) or contact [Agency Administrator](#).

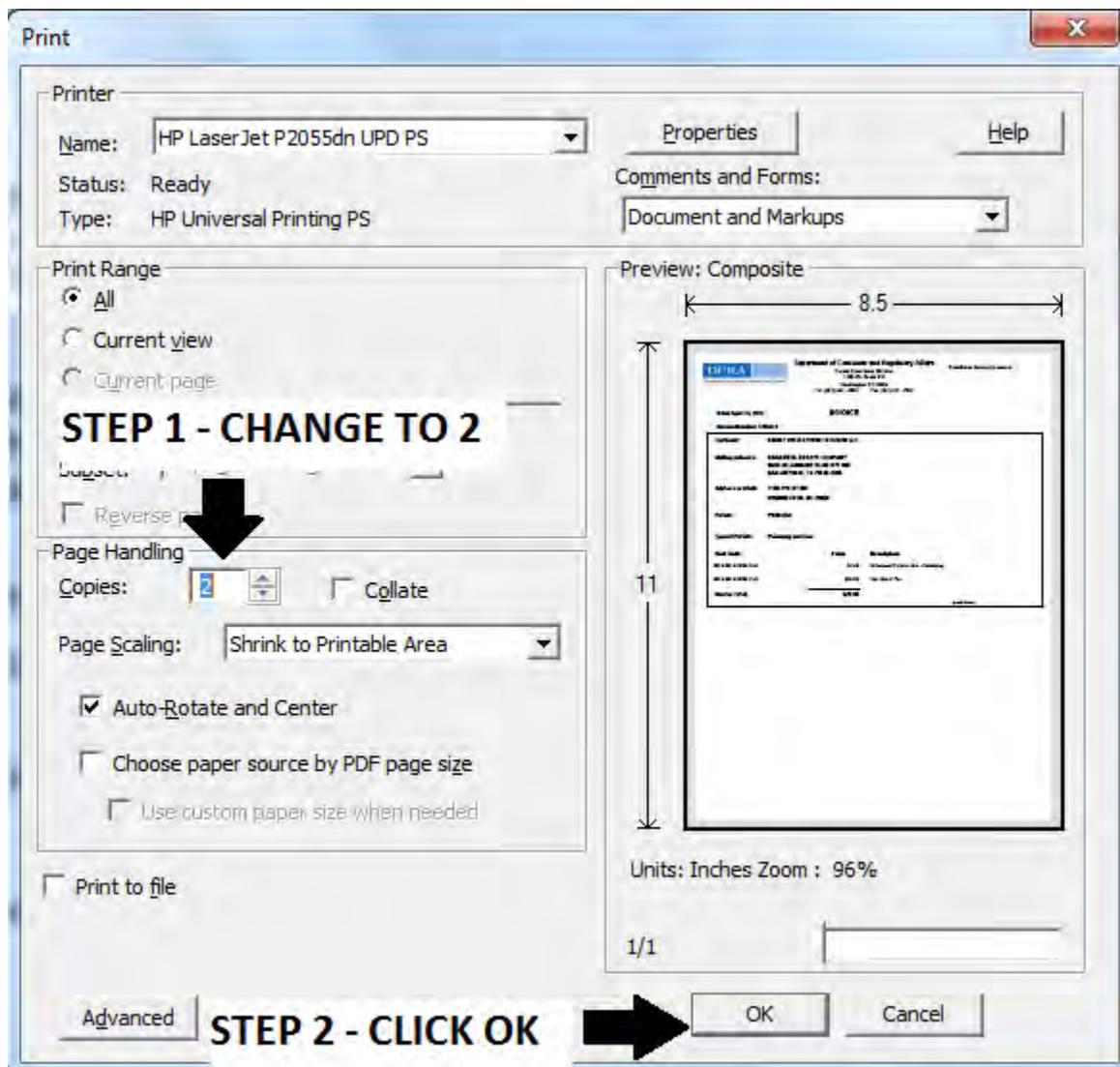
13. Clicking the “Invoice” link will open a new window. In the new window, enter the invoice number generated earlier in the “Invoice Number” field and click the “Submit” icon.



14. After clicking the “Submit” icon, Accela will generate a PDF of the invoice in a new window. Click the printer icon located at the top left-hand corner of the window.



15. A Print Dialogue box will now open. Change the number of copies to “2” by either inputting the number “2” in the “Copies” field, or by pressing the up arrow to the right of the “Copies” field and then click on the “OK” button.



16. Two copies of the invoice will now print. Provide both copies to the customer and direct them towards the Cashier. If the applicant is going to pay the invoice immediately, keep the application package at your desk. If the applicant is not going to pay the invoices immediately, return the application and all supporting documents to the applicant.

17. When the customer returns, confirm that the permit has been paid by examining the invoice. The invoice should now have blue printing at the top right-hand corner of the invoice.



Department of Consumer and Regulatory Affairs **NOTE THE PRINTING FROM THE CASHIER**

Permit Operations Division
1100 4th Street SW
Washington DC 20024
Tel. (202) 442 - 4589 Fax (202) 442 - 4862

OFFICE OF FINANCE AND TREASURY
Date: 4/23/2013 12:30 PM
Office: DCRA Term: OFT-GNB877
Batch: 20955 Batch Date: 4/23/2013
Cashier: OFT19
Trans #: 7
DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS
Comment/Document: #1304
Payment Total: \$36.30
Payment Distribution:
2141 CRO (3014) 10001-Reg50 \$36.30
MS Tendered: \$36.30

Date: April 23, 2013

INVOICE

Invoice Number: 1218584

Customer:	CAPITOL HILL INVESTORS LLC		
Mailing Address:	7101 WISCONSIN AVE STE 1203 BETHESDA, MD 20814-4873		
Address of Work:	405 8TH ST SE WASHINGTON, DC 20003		
Permit:	[REDACTED]		
Type of Permit:	Plumbing and Gas		
Acct Code:	Fees:	Description:	
3014-3014-1000-2141	\$3.30	Enhanced Service Fee - Plumbing	
3014-3014-1000-2141	\$33.00	Revision Fee (Manually Enter Amount)	
Invoice Total:	<u>\$36.30</u>		

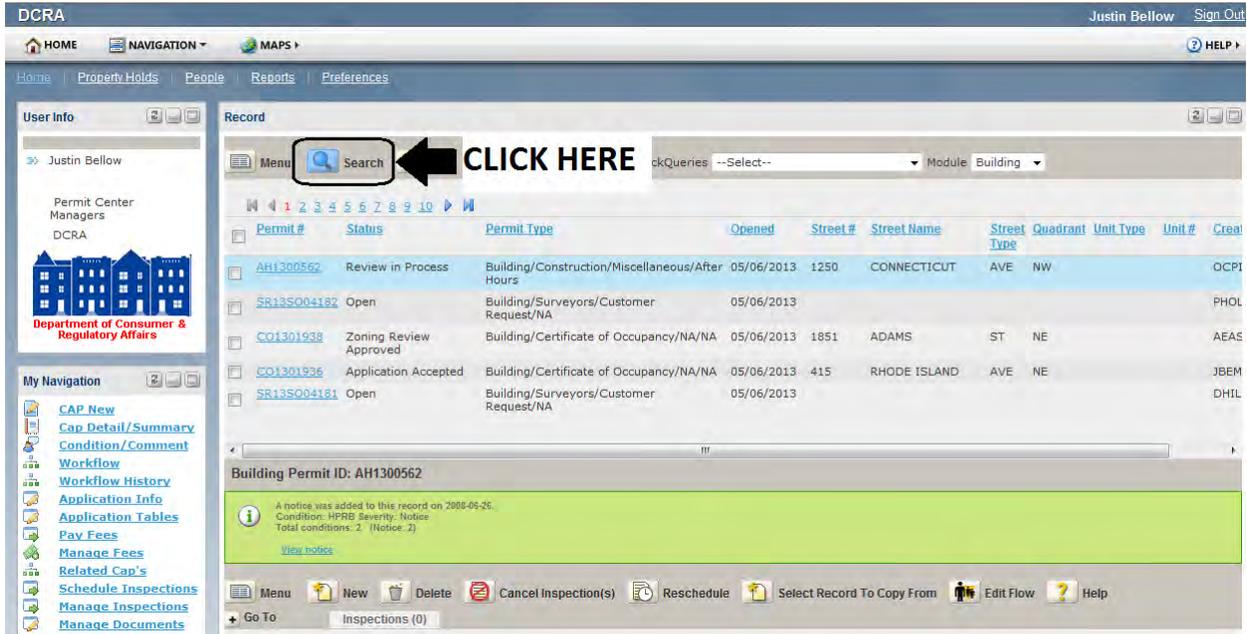
Keith Hawkins

NOTE THE RECEIPT #

18. Upon confirming that the invoice has been paid, retain the copy of the invoice. The customer will also have either two or three small receipts from the Cashier – retain one of the small receipts.



19. Once you have confirmed that the invoice has been paid, from the Accela home screen, click the “Search” icon button.



20. Enter the permit number in the “Permit Number” field then click the “Submit” icon button.

Home Property Holds People Reports Preferences

User Info Justin Bellow Permit Center Managers DCRA Department of Consumer & Regulatory Affairs

My Navigation CAP New Cap Detail/Summary Condition/Comment Workflow Workflow History Application Info Application Tables Pay Fees Manage Fees Related Cap's Schedule Inspections Manage Inspections Manage Documents

Record

Submit

Permit Number

STEP 1 - ENTER PERMIT NUMBER HERE

STEP 2 - CLICK HERE

First Name Last Name

Street # Street Name Street Type Unit #

City

Owner Name

Parcel #

License # License Type

License First Name License Last Name

License Business Name

Type Group

App Specific Info Label App Specific Info Value

21. On the following screen, locate the “Pay Fees” link under the “My Navigation” menu located on the left hand side of the Accela home screen and click the “Pay Fees” link.

User Info Justin Bellow Permit Center Managers DCRA Department of Consumer & Regulatory Affairs

My Navigation CAP New Cap Detail/Summary Condition/Comment Workflow Workflow History Application Info Application Tables Pay Fees Manage Fees Related Cap's Schedule Inspections Manage Inspections Manage Documents

Record

Menu Search New GIS Help My QuickQueries --Select-- Module: Building

Permit #	Status	Permit Type	Opened	Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #	Created By
B1306530	Review in Process	Building/Construction/Alteration and Repair/NA	05/06/2013	1100	4TH	ST	SW			OCPI

Building Permit ID: B1306530

Menu Add Delete Void Invoice Help

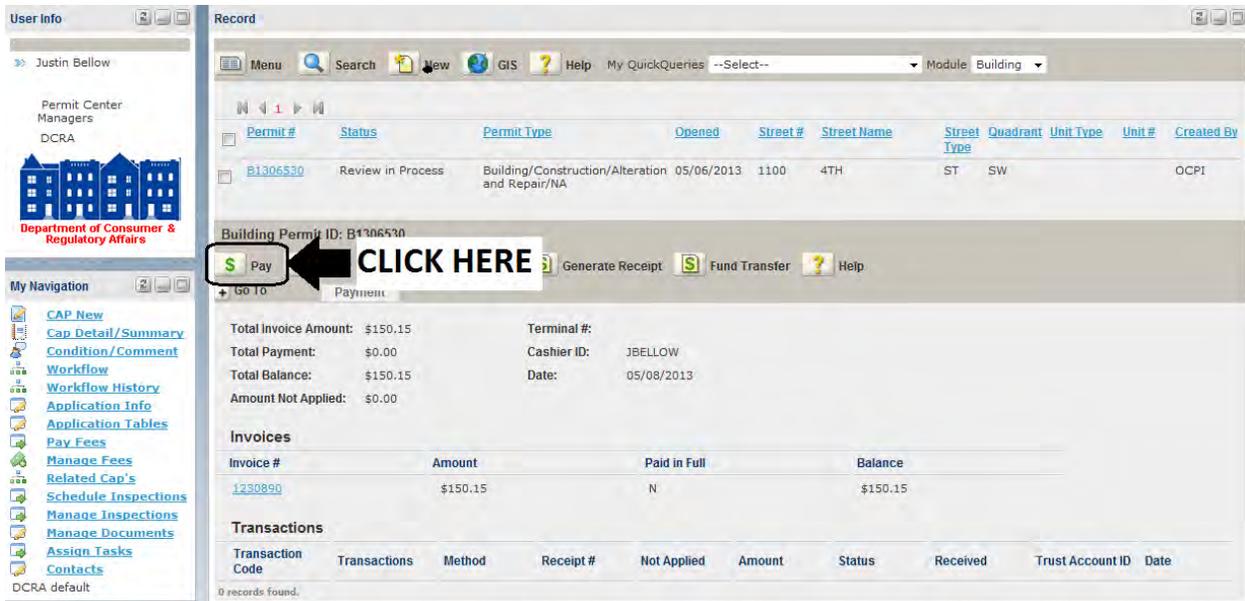
Go To Fee (6)

Fee Calc. Factor: Job Value(Contractor)\$0.00 Fee Total \$150.15

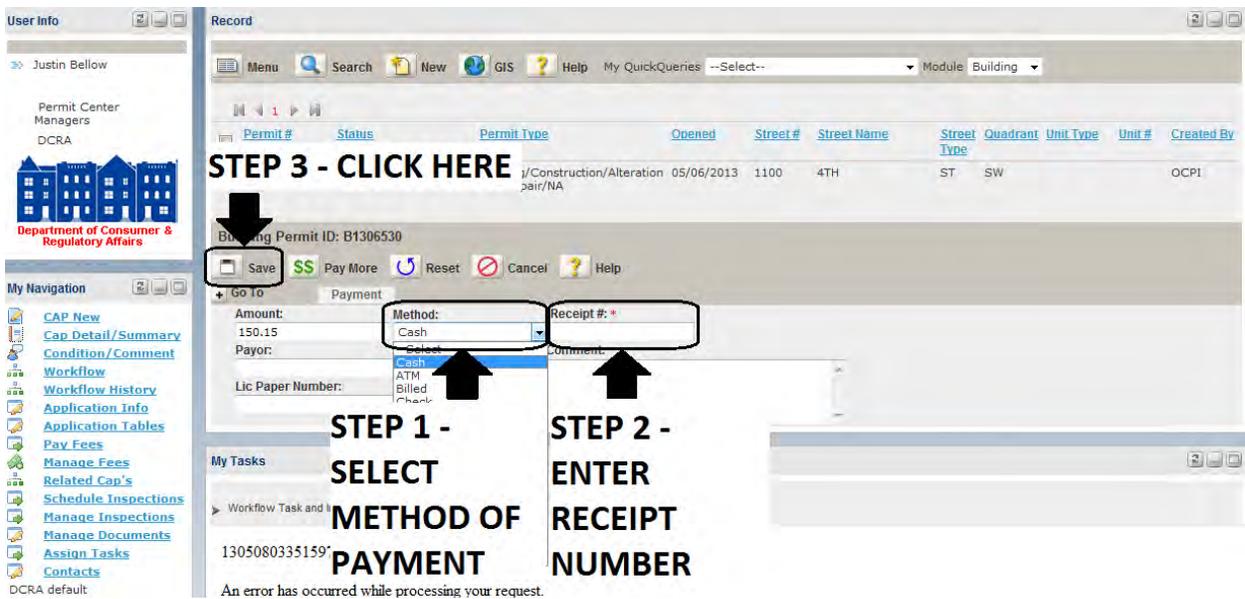
Invoice #	Description	Quantity	Fees	Status	Date Assessed
1230890	Enhanced Services Fee - Perm...	1	\$6.50	INVOICED	05/06/2013
	Service Fee - Film...	1	\$6.50	INVOICED	05/06/2013
	Iteration/Repair ...	65	\$65.00	INVOICED	05/06/2013
	Repair Permit Fee	65	\$65.00	INVOICED	05/06/2013
1230890	Green Building Fee	6.5	\$6.50	INVOICED	05/06/2013
1230890	Enhanced Service Fee - Green...	1	\$0.65	INVOICED	05/06/2013

CLICK HERE

22. On the “Pay Fees” page, click on the “Pay” icon located at the top left hand corner of the “Payment” section.



23. Examine the invoice or the receipt and discern what method of payment the customer used. Select this method of payment from the “Method” drop down menu. Now, examine the invoice or the receipt, locate the receipt number, and enter this number in the “Receipt #” field. Once this information is entered, click the “Save” icon button.



24. On the “Apply Fees” page, click on the box directly below the heading “Amount Not Applied” in order to select all of the outstanding fee entries. Next, click on the “Full Pay” icon in order to apply full payment for the outstanding entries. Finally, click on the “Submit” icon in order to complete the application of fees.

STEP 3 - CLICK HERE

STEP 2 - CLICK HERE

STEP 1 - CLICK HERE

Quantity	Fee	Paid	Outstanding	Amount
65	\$65.00	\$0.00	\$65.00	0.00
65	\$65.00	\$0.00	\$65.00	0.00
6.5	\$6.50	\$0.00	\$6.50	0.00
1	\$6.50	\$0.00	\$6.50	0.00
1	\$0.65	\$0.00	\$0.65	0.00
1	\$6.50	\$0.00	\$6.50	0.00
Total				

25. The fees have now been applied and you may begin the finalization of the Issuance process. Click the “Workflow” link located on the “My Navigation” menu.

CLICK HERE

Task	Status	Status Date	Action By
Plan Review Coordinator	Applicati...	05/08/2013	Justin Be...
Elevator Review	Elevator ...	05/08/2013	
DDOE Review	DDOE Revi...	05/08/2013	
DDOT Review	DDOT Revi...		
WASA Review	WASA Revi...	05/08/2013	
DOH Review	DOH Revi...	05/08/2013	
HPRB Review	HPRB Revi...	05/08/2013	
BZA Review	BZA Revi...	05/08/2013	
EISF Review	EISF Revi...	05/08/2013	
CFA Review	CFA Revi...	05/08/2013	
White House Review	White Hou...	05/08/2013	
Chinatown Review	Chinatown	05/08/2013	
NCPC Review	White Hou...	05/08/2013	

26. On the “Workflow” screen, click on the “Issue Permit” link, highlighted in red.

My Navigation

- CAP New
- Cap Detail/Summary
- Condition/Comment
- Workflow
- Workflow History
- Application Info
- Application Tables
- Pay Fees
- Manage Fees
- Related Cap's
- Schedule Inspections
- Manage Inspections
- Manage Documents
- Assign Tasks
- Contacts

DCRA default

Reports

- Certificate of Use
- Cover Sheet
- Demolition Permit
- Electrical Permit
- Elevator Certificate
- Elevator Permit
- Excavation Permit
- Fence Permit
- Foundation Permit
- Fuel Burning
- Garage Permit
- Home Occupation Perm
- Invoice
- Miniature Boiler Permit
- Misc After Hours Permit
- Misc Antenna Permit
- Misc Blasting Permit
- Misc Christmas Tree Pe
- Misc Exterior Cleaning I

Quicklinks

- REVIEW REQUIREMENTS

Go To Workflow

Workflow Tasks

- Plan Review Coordinator
- Elevator Review
- DDOE Review
- DDOT Review
- WASA Review
- DOH Review
- HPRB Review
- BZA Review
- EISF Review
- CFA Review
- White House Review
- Chinatown Review
- NCPC Review
- Management Review
- File Room
- Zoning Overlay/PUD Review
- WMATA Review
- Fire Hydrant Verification
- Green Review
- PRC Review
- DDOE SE-SW Review
- DDOE FP Review
- DDOE AQ Review
- DDOE EV Review
- DDOE WSP Review
- Zoning Review
- Mechanical Review
- Electrical Review
- Fire Review
- Structural Review
- Plumbing Review
- ProjectDox QA
- Issue Permit
- Inspection

Task	Status	Status Date	Action By
Plan Review Coordinator	Applicati...	05/08/2013	Justin Be...
Elevator Review	Elevator ...	05/08/2013	
DDOE Review	DDOE Revi...	05/08/2013	
DDOT Review	DDOT Revi...		
WASA Review	WASA Revi...	05/08/2013	
DOH Review	DOH Revi...	05/08/2013	
HPRB Review	HPRB Revi...	05/08/2013	
BZA Review	BZA Revi...	05/08/2013	
EISF Review	EISF Revi...	05/08/2013	
CFA Review	CFA Revi...	05/08/2013	
White House Review	White Hou...	05/08/2013	
Chinatown Review	Chinatown...	05/08/2013	
NCPC Review	NCPC Revi...	05/08/2013	
Management Review	Managemen...	05/08/2013	
File Room	Pending C...	05/08/2013	
Zoning Overlay/PUD Review	Overlay/P...	05/08/2013	
WMATA Review	WMATA Rev...	05/08/2013	
Fire Hydrant Verification	Fire Hydr...		
Green Review	Plans Che...		
PRC Review	PRC Revi...		
DDOE SE-SW Review	DDOE SE-S...		
DDOE FP Review	DDOE FP R...		
DDOE AQ Review	DDOE AQ R...		
DDOE EV Review	DDOE EV R...		
DDOE WSP Review	DDOE WSP ...		
Zoning Review	Zoning Re...	05/08/2013	
Mechanical Review	Mechanica...	05/08/2013	Justin Be...
Electrical Review	Electrica...	05/08/2013	Justin Be...
Fire Review	Fire Revi...	05/08/2013	Justin Be...
Structural Review	Structura...	05/08/2013	Justin Be...
Plumbing Review	Plumbing ...	05/08/2013	Justin Be...

27. On the following page, select "Permit Issued" from the "Status" drop down menu, and then click the "Submit" icon.

User Info

Justin Bellow

Permit Center Managers
DCRA

Department of Consumer & Regulatory Affairs

My Navigation

- CAP New
- Cap Detail/Summary
- Condition/Comment
- Workflow
- Workflow History
- Application Info
- Application Tables
- Pay Fees
- Manage Fees
- Related Cap's
- Schedule Inspections
- Manage Inspections
- Manage Documents
- Assign Tasks
- Contacts

DCRA default

Record

Menu Search New GIS Help My QuickQueries --Select-- Module Building

Permit #	Status	Permit Type	Opened	Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #	Created By
B1306530	Review in Process	Building/Construction/Alteration and Repair/NA	05/06/2013	1100	4TH	ST	SW			OCPI

Building Permit ID: B1306530

Menu Submit

Task Details - Issue Permit

Department * Current Department

Staff * Current User Justin Bellow

Status * --Select--

Status Date * 05/08/2013

Due Date

Comments

Standard Comment

STEP 1 - SELECT PERMIT ISSUED

- Select--
- Application Canceled
- Application Withdrawn
- Payment Pending
- Permit Canceled/Refund
- Permit Issued
- Permit Issued - No Fee
- Permit Not Issued
- Permit Revised
- Permit Revoked
- Ready for Issuance

28. The permit is now in "Issued" status and can be printed. Click the "Permitting" link located in the "Reports" menu on the left side of the Accela home screen.

My Navigation

- CAP New
- Cap Detail/Summary
- Condition/Comment
- Workflow
- Workflow History
- Application Info
- Application Tables
- Pay Fees
- Manage Fees
- Related Cap's
- Schedule Inspections
- Manage Inspections
- Manage Documents
- Assign Tasks
- Contacts

DCRA default

Reports

- ABL
- ACA
- Agency Management
- Boilers
- ICA
- Inspections
- Inspections Management
- OCI
- Permitting**
- Permitting Management
- Proactive
- RePrint
- Scheduling
- Summary Abatement
- VPU
- Zoning

Go To: Fee (6)

Fee Calc. Factor: Job Value(Contractor)\$0.00 Fee Total: \$150.15

Invoice #	Description	Quantity	Fees	Status	Date Assessed
1230890	Enhanced Service Fee - Perm...	1	\$6.50	INVOICED	05/06/2013
1230890	Enhanced Service Fee - Filing...	1	\$6.50	INVOICED	05/06/2013
1230890	Addition/Alteration/Repair ...	65	\$65.00	INVOICED	05/06/2013
1230890	Alteration & Repair Permit Fee	65	\$65.00	INVOICED	05/06/2013
1230890	Green Building Fee	6.5	\$6.50	INVOICED	05/06/2013
1230890	Enhanced Service Fee - Green...	1	\$0.65	INVOICED	05/06/2013

My Tasks

Workflow Task and Inspection Searching

130508033515977

An error has occurred while processing your request.

For more detail [Click Here](#) or contact [Agency Administrator](#).

CLICK HERE →

29. Clicking on the “Permitting” link will expand the menu. Once expanded, click the on the “Building Permit” link.

My Navigation

- CAP New
- Cap Detail/Summary
- Condition/Comment
- Workflow
- Workflow History
- Application Info
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- Pay Fees
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- Schedule Inspections
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- Assign Tasks
- Contacts

DCRA default

Reports

- Address Issuance Lette
- Building Permit
- Certificate of Occupanc
- Certificate of Use
- Cover Sheet
- Demolition Permit
- Electrical Permit
- Elevator Certificate
- Excavation Permit
- Fence Permit
- Foundation Permit
- Fuel Burning

and Repair/NA

B1306602 Review in Process Building/Construction/Addition Alteration Repair/NA 05/07/2013 3846 WOODLEY RD NW OCPI

Building Permit ID: B1306606

Menu New Supervisor Task Activation Help

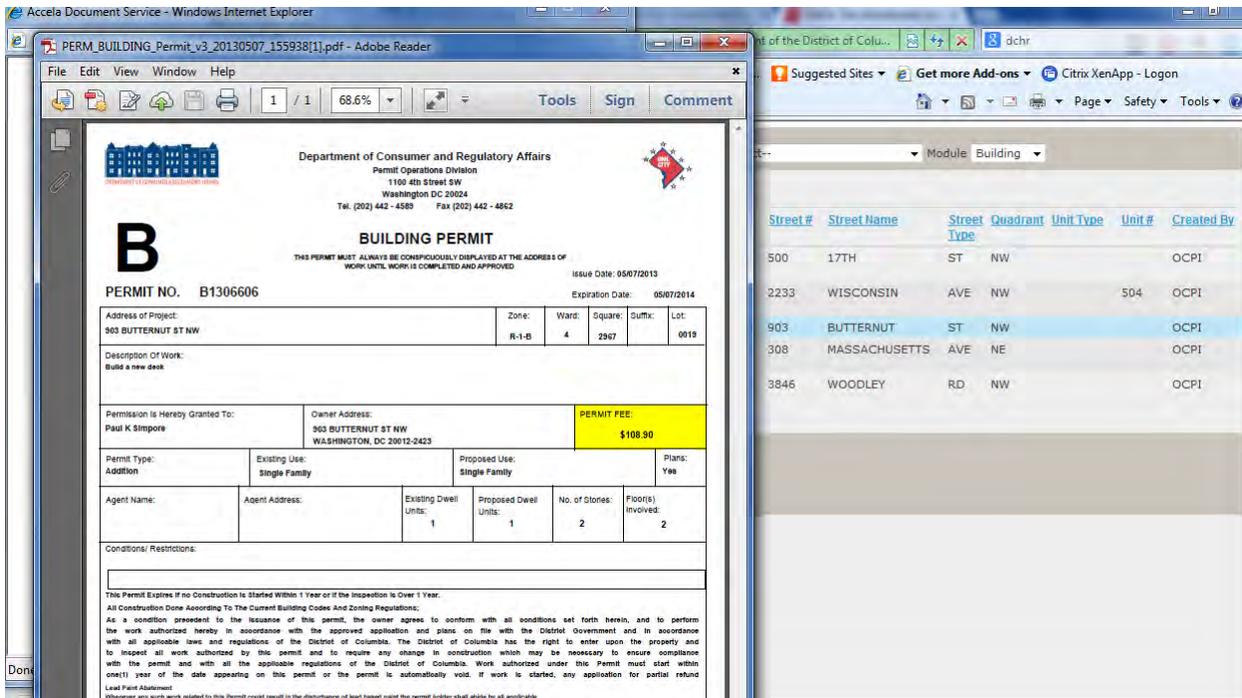
Go To: Workflow

Workflow Tasks

Task	Status	Status Date	Action By
Plan Review Coordinator	Applicati...	05/07/2013	Aaron Eas...
Mechanical Review	Mechanica...		
Electrical Review	Electrica...	05/07/2013	
Fire Review	Fire Revi...	05/07/2013	
Elevator Review	Elevator ...	05/07/2013	
DDOT Review	DDOT Revi...		
WASA Review	WASA Revi...	05/07/2013	
DOH Review	DOH Revie...	05/07/2013	
HPRB Review	HPRB Revi...	05/07/2013	
BZA Review	BZA Revie...	05/07/2013	
EISF Review	EISF Revi...	05/07/2013	
CFA Review	CFA Revie...	05/07/2013	
White House Review	White Hou...	05/07/2013	
Chinatown Review	Chinatown...	05/07/2013	
NCPC Review	NCPC Revi...	05/07/2013	
Management Review	Managemen...	05/07/2013	
File Room	Pending C...	05/07/2013	
Zoning Overlay/PUD Review	Overlay/P...	05/07/2013	
WMATA Review	WMATA Revi...	05/07/2013	
Green Review			

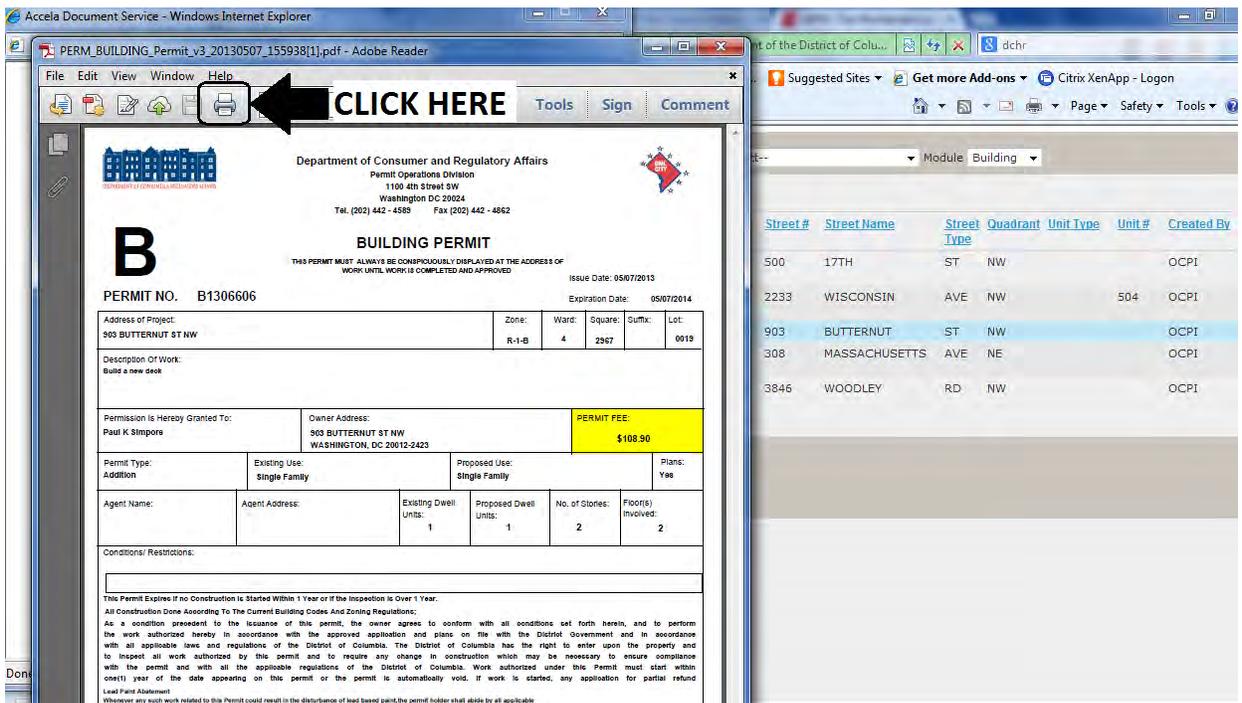
CLICK HERE →

30. Accela will now generate a PDF of the Building permit.

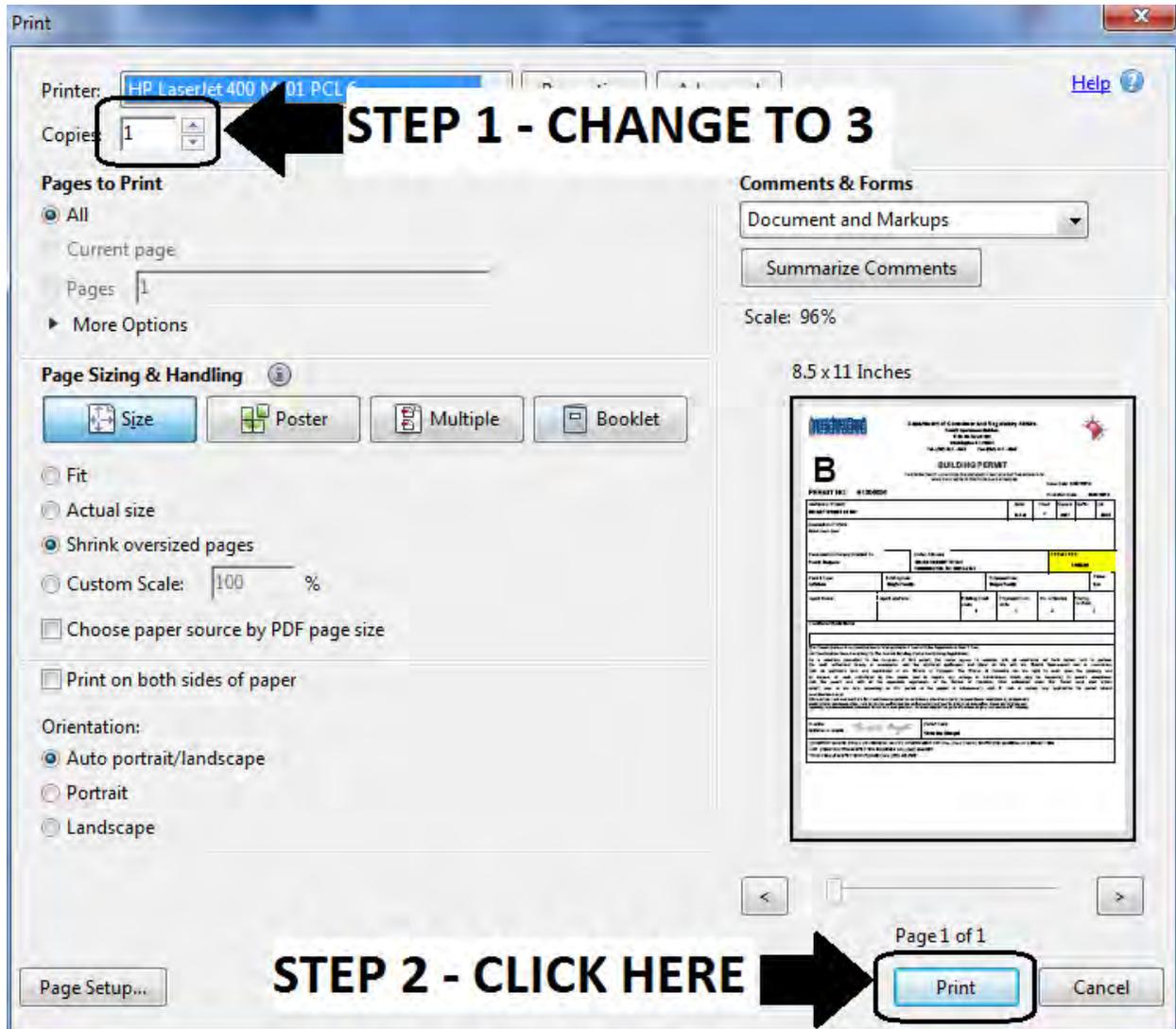


31. Review the generated permit with the customer on the computer screen to ensure that all information has been captured correctly.

32. After reviewing the permit with the customer, click the printer icon located at the top left-hand corner of the window.



33. A Print Dialogue box will now open. Change the number of copies to “3” by either inputting the number “3” in the “Copies” field, or by pressing the up arrow to the right of the “Copies” field twice. Place one piece of DCRA permit paper, right-side up, on printer’s manual load tray. When done, click the “OK” button.



34. Three copies of the permit will now print - one copy on DCRA permit paper, and two copies on regular paper.

35. Sign all three permits and provide the permit printed on DCRA permit paper and one of the permits printed on regular paper to the customer.

36. Retain the remaining permit printed on copy paper, remove all staples from the remaining documents, and bundle the permit application documents together, signed permit on top, with a paper clip. The application package should include the following documents:

37. Signed permit printed on copy paper (on top)

- Application
- Invoice
- Receipt
- Assessor's Set of plans
- Permanent Set of plans

38. Provide the customer with the copy of the permit printed on permit paper and one of the copies printed on regular paper as well as the official sets of plans.

39. Prepare labels for both sets of retained plans and place the labels on the plans, place the completed application package and plans in the designated storage areas.

CHAPTER 7

SECTION 7.17

SPECIAL SIGNS

1.2 - Special Signs

The District of Columbia imposed a permanent moratorium on the issuance of any permits for the erection or construction of a "Special Sign." Only 32 Special Signs are legally allowed to exist in the District. Under D.C. law, a Special Sign is not a billboard. The Special Signs can be moved from location to location within limited boundaries as defined the Special Signs Amendment Act.

The DC Construction Codes, specifically Title 12A, Section 3107, govern the construction and permitting of all outdoor signs.

CHAPTER 7

SECTION 7.17.1

INTAKE & ISSUANCE

1.2.1 - Intake

1. Below is a copy of the Special Sign application. It must be filled out in its entirety and accompanied with a copy of the artwork that is to appear on the Special Sign.

DCRA		APPLICATION FOR SPECIAL SIGN PERMIT LOCATION TRANSFER/COPY CHANGE			
DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS		PERMIT CENTER 202-442-4589 dcra.dc.gov			
FOR DCRA USE ONLY					
PRE-FILE NUMBERS		ZONING DISTRICT	FILE NUMBER		PERMIT NUMBER
PADC No.	OG No.				By:
HPA No.	SSL No.	Ward	Receipt No.	Date	
Clearance To File (Initial)	Clearance Date				
COMPLETE ITEMS 1-21. Type or print in ink; do not write in shaded areas. Erasing, crossing out, whitening out, or otherwise altering any information will void your application.					
1. Complete Address of Proposed Special Sign			1. Artwork <input type="checkbox"/> Attached <input type="checkbox"/> To be submitted later	2. Square/Suffix	3. Lot
5. Applicant (Permit Owner)			6. Applicant's or Agent's Address: (include Zip)		7. Phone (include area code):
8. What are you applying to do? <input type="checkbox"/> Transfer a special sign location, under DC Building Code §3115.4.2.6 of Title 12. <input type="checkbox"/> Change copy ONLY.			Previously approved address:		Work: Fax:
9. Existing special sign's permit number.					
10. Is the proposed special sign location in an area zoned residential? <input type="checkbox"/> No <input type="checkbox"/> Yes	11a. Is the proposed sign wall part of a historic building or in a historic district? <input type="checkbox"/> No <input type="checkbox"/> Yes	11b. If you answered "yes" to question #11a, are you asking for a temporary permit (6 months or less)? <input type="checkbox"/> No: HPRB Approval Required <input type="checkbox"/> Yes: DCRA Staff Approval only			
12. Description of proposed special sign art work and special sign wording, if included with this application. (Include 3 color copies.)					
13. Face direction of the wall at street frontage (e.g., "northern-facing on K Street").		14. Ex. No. of Stories of Bldg	IMPORTANT NOTICE You must attach: An affidavit that you've complied with the DC Clean Hands Act A valid DC Certificate of Good Standing		
14. Proposed Dimensions(Square Footage) of Special Sign Width _____ Feet Height _____ Feet		15. Do you have a valid DC Certificate of Good Standing? <input type="checkbox"/> No <input type="checkbox"/> Yes	16. Have you completed an affidavit in compliance with the DC Clean Hands Act? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Proposed Installation		17. Are you registered with the DC Office of Tax and Revenue? <input type="checkbox"/> No <input type="checkbox"/> Yes			
18. Start Date	19. Finish Date	20. Name, Address, and phone of Special Sign Installation Company			
21. Application Action <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		22. If disapproved, reason for disapproval:			
OFFICIAL USE ONLY					
Application FEE		Change Copy FEE		Change Location FEE	Processing FEE
				\$	\$
Total FEE					
By:	Date:	By:	Date:	By:	Date:
APPLICANT'S SIGNATURE:					
I understand that, if I make a false statement on this application, my permit could be denied or revoked; I could be criminally prosecuted; and, if I'm convicted, fined up to \$1000, imprisoned up to 180 days, or both, under DC Official Code § 22-2405.					
I certify that I am authorized to make the application involving this property; that the application and attachments are complete and correct to the best of my knowledge; and that if a permit(s) is issued, the special sign installation will conform to DC Construction Codes, Zoning Regulations, and other applicable DC laws and regulations.					
Signature of Applicant or Agent:			Date:		
Agent's certification of authority: I hereby certify that I have the owner's authority to make this application.					
Signature of Agent:			Date:		

- Once you have determined that the application is complete and is accompanied by the artwork for the sign, from the Accela home screen, click the "CAP New" link in the "My Navigation" menu.

DCRA Justin Bellow Sign Out

HOME NAVIGATION MAPS HELP

Home Property Holds People Reports Preferences

User Info Justin Bellow

Permit Center Managers DCRA

Department of Consumer & Regulatory Affairs

Record

Permit #	Status	Permit Type	Opened	Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #	Created By
B1306524	Application Accepted	Building/Construction/Alteration and Repair/NA	05/06/2013	1750	PENNSYLVANIA	AVE	NW			OCPI
FA1301594	Drawing Accepted	Building/Shop Drawing/Fire Alarm/NA	05/06/2013	733	10TH	ST	NW		3RD FL	ALECOUNT
B1306530		Building/Construction/Alteration and Repair/NA	05/06/2013	1100	4TH	ST	SW			OCPI
B1306525	Application Accepted	Building/Construction/Alteration and Repair/NA	05/06/2013	810	7TH	ST	NW			OCPI
		Building/Construction/Sign/NA	05/06/2013	3222	M	ST	NW			OCPI

Building Permit ID: B1306524

A notice was added to this record on 2008-06-26.
Condition: WHOP Severity: Notice
Total conditions: 1 (Notice: 1)

Menu New Supervisor Task Activation Help

Go To Workflow

Workflow Tasks

My Navigation

- CAP New** ← CLICK HERE
- Cap Detail/Summary
- Condition/Comment
- Workflow
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- Manage Fees
- Related Cap's
- Schedule Inspections
- Manage Inspections
- Manage Documents
- Assign Tasks

3. Accela will now open a new "Record Type Select" window. Select "Construction" from the "Type" drop down menu and select "Special Sign" from the "Subtype" menu.

Accela Automation® - Windows Internet Explorer

https://eclips.in.dc.gov/jetspeed/portal

Government of the District of Columbia

DCRA

Record Type Select - Windows Internet Explorer

https://eclips.in.dc.gov/portal/pis/ke/capTypePickerSelector.do?fromModule=cap&module=

Government of the District of Columbia [US]

Cancel Help

Permit Type Group Building

Type Construction

Subtype Special Sign

STEP 1 - SELECT CONSTRUCTION

STEP 2 - SELECT SPECIAL SIGN

DCGIS Intranet DC Office of Zoning DC PropertyQuest District of Columbia Real Estate

Justin Bellow Sign Out

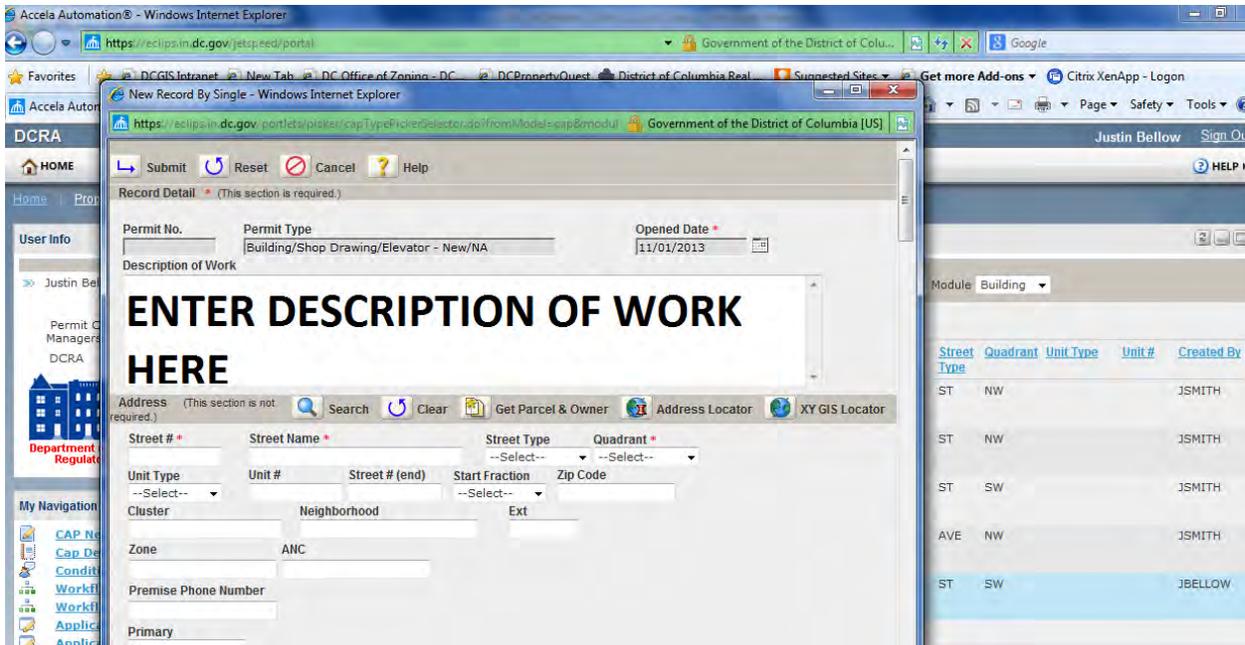
Module Building

Street Type	Quadrant	Unit Type	Unit #	Created By
ST	NW			JBELLOW
ST	NW			JBELLOW
AVE	NE			JBELLOW
AVE	NE			JBELLOW
	NE			JBELLOW

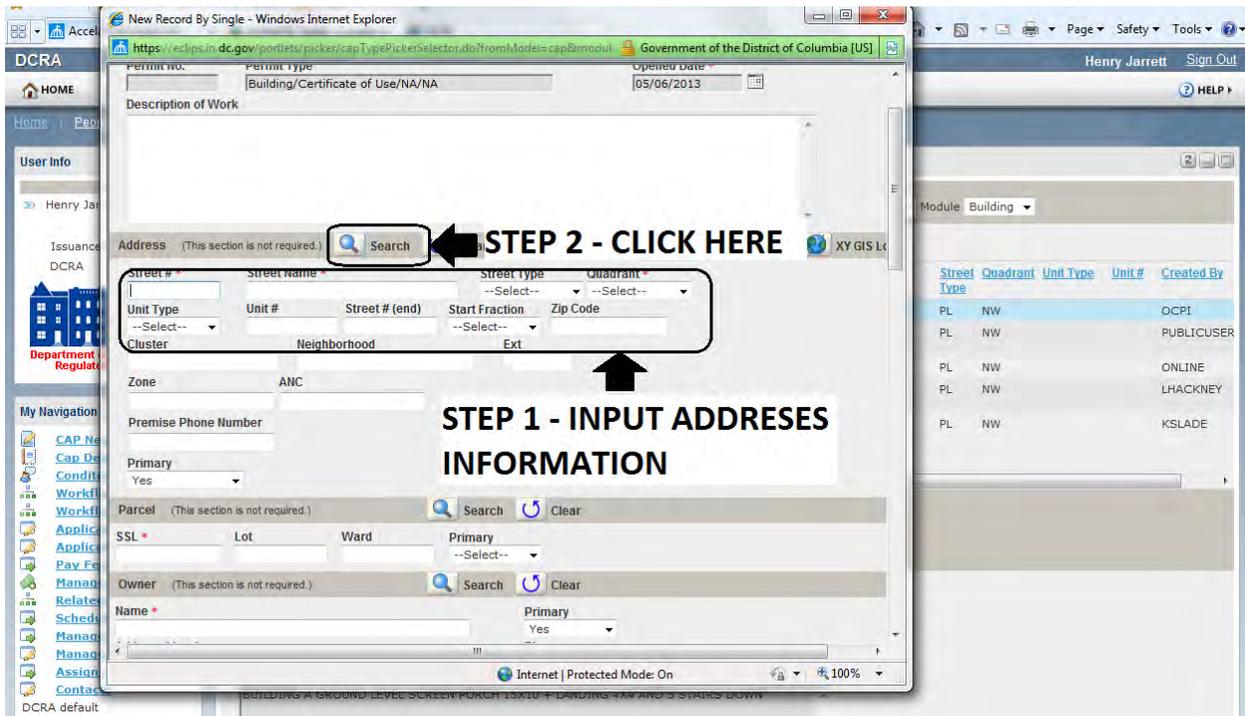
My Navigation

- CAP New
- Cap De
- Condit
- Workfl
- Workfl
- Applic
- Pay Fe
- Manag
- Relate
- Sched
- Manag

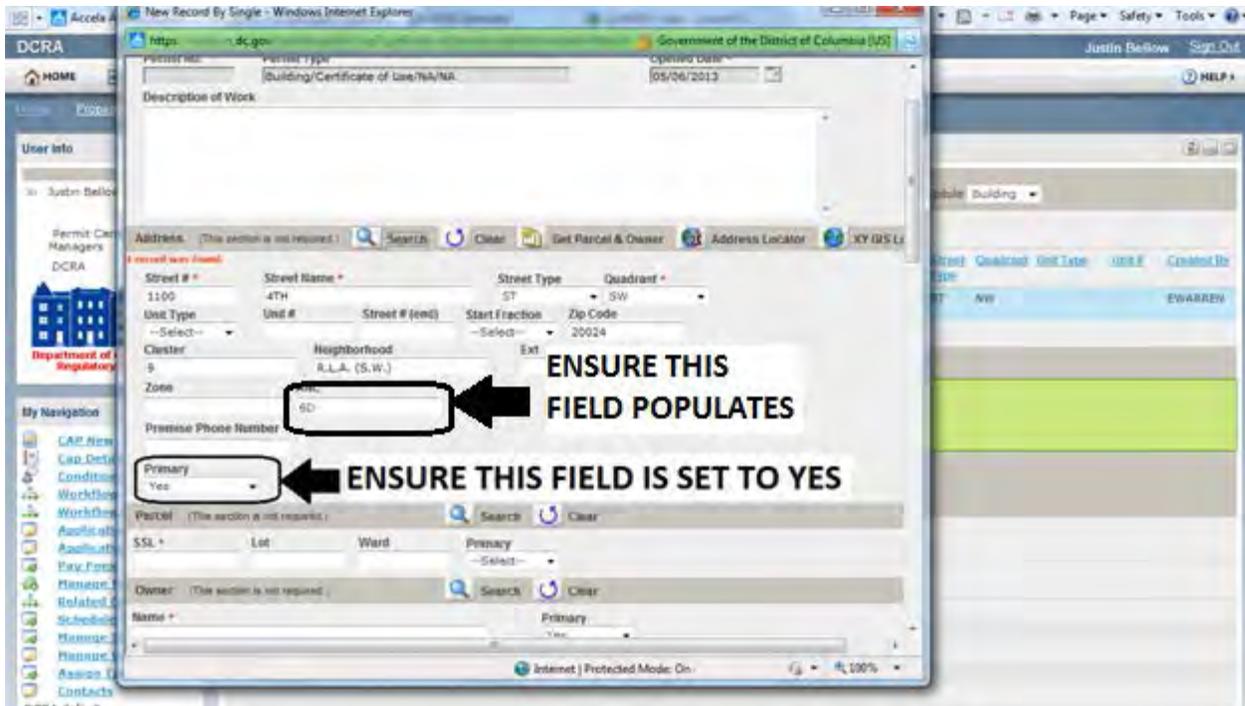
4. Enter the description of work which will be the text that appears on the sign in the "Description of Work" field.



5. Scroll down to the “Address” section, and input the complete address on the application, quadrant included, and then click the “Search” button.

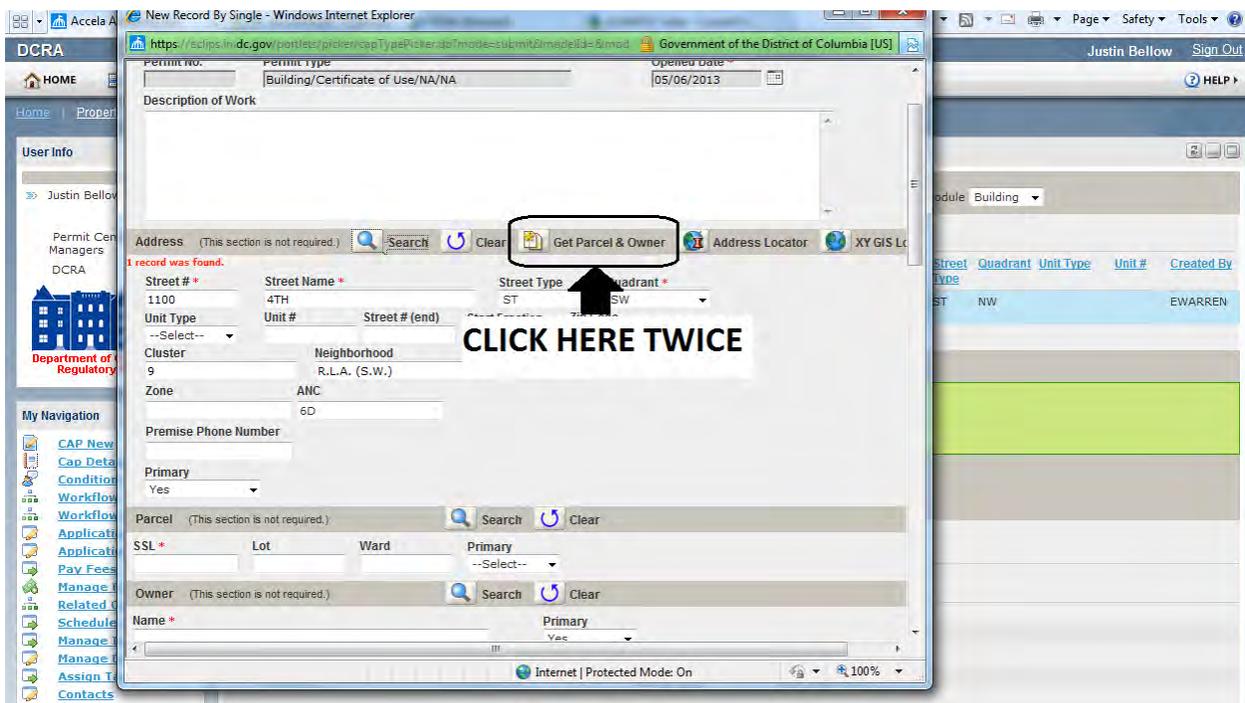


6. If the address is valid and recognized by Accela, then Accela will display that the record was found in red at the top of the address field.



7. If Accela does not recognize the address, refer the customer to the agency's coordinator for addresses, the Permit Center Manager or his/her designee for address verification.

8. After populating the fields in the "Address" section, click "Get Parcel and Owner" twice to populate the Parcel and Owner information

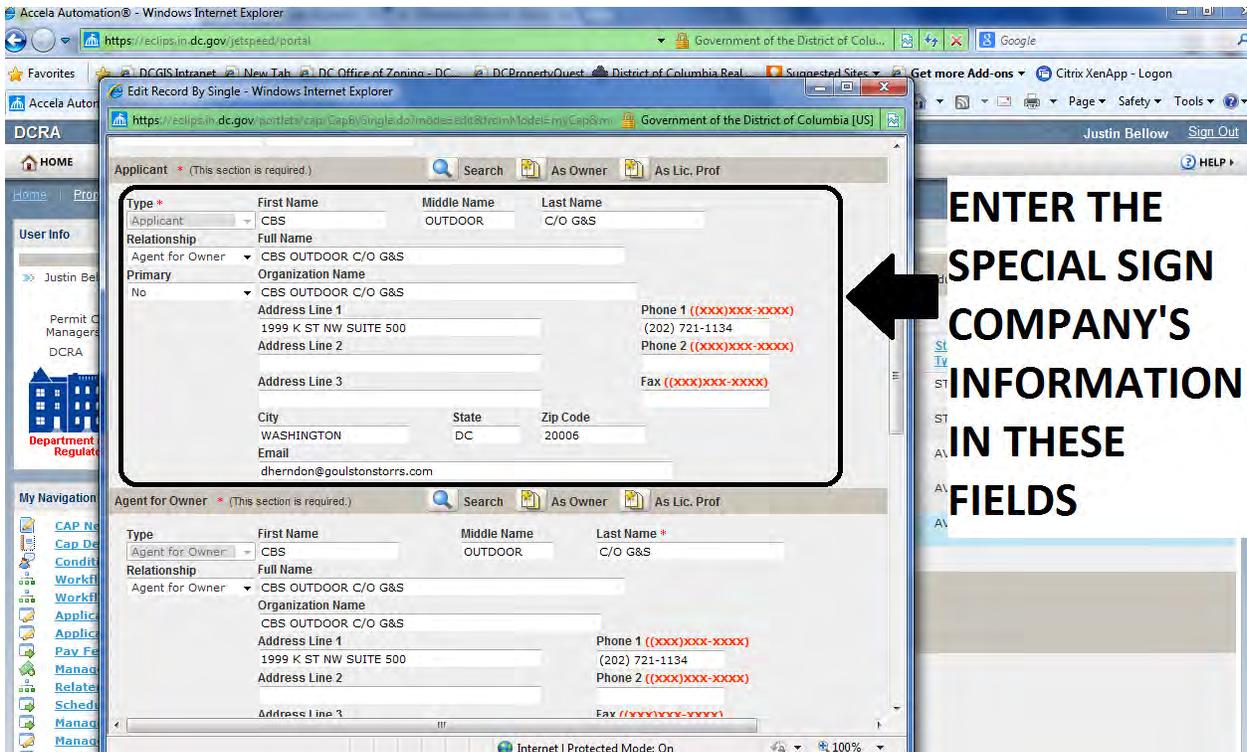


9. Ensure that the information in the “Parcel” and “Owner” sections populates. If the customer has provided a deed which does not match the information the “Owner” section, change the information in the “Owner” section to reflect the ownership information on the deed. If a deed was not provided, then do not alter the populated fields in the “Owner” section.

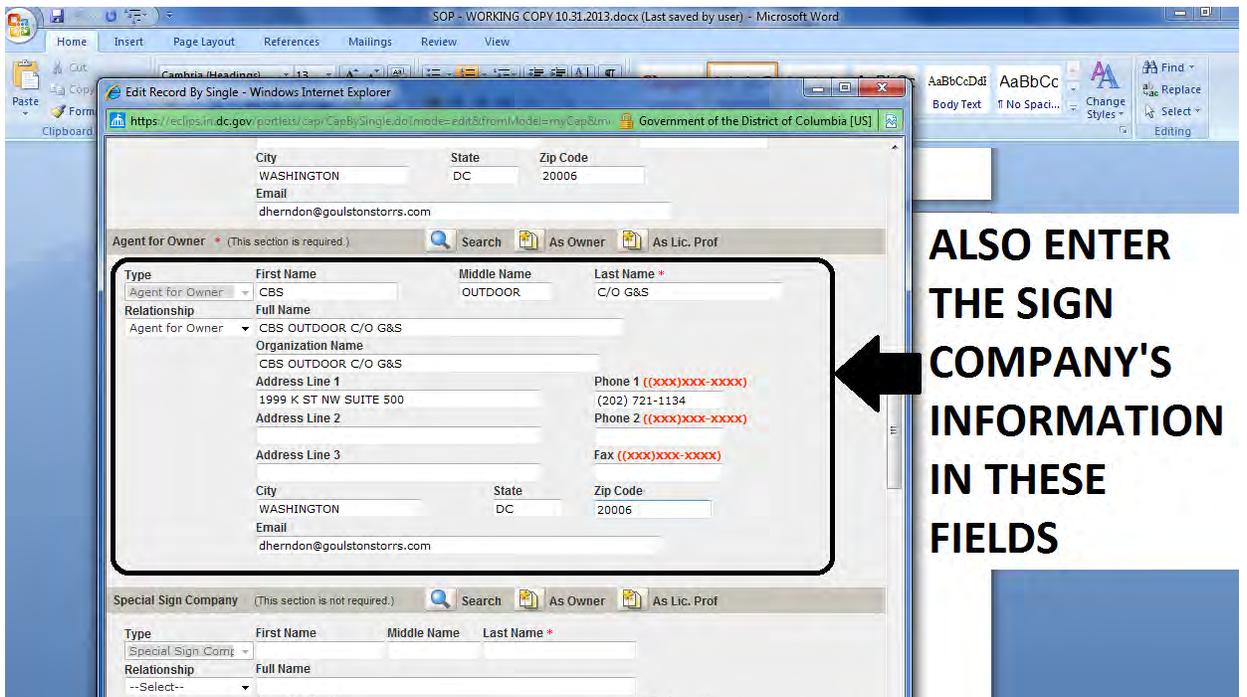
The screenshot shows a web application interface for 'New Record By Single' in a Windows Internet Explorer browser. The address bar shows the URL: <https://eclips.in.dc.gov/parcels/picker/capTypePickerSelector.do?fromModel=cap&modul>. The page title is 'Government of the District of Columbia [US]'. The form is divided into several sections: 'Parcel' and 'Owner'. The 'Parcel' section contains fields for Street # (1100), Street Name (4TH), Street Type (ST), Quadrant (SW), Unit #, Unit Type, Street # (end), Start Fraction, Zip Code (20024), Cluster (9), Neighborhood (R.L.A. (S.W.)), Ext, Zone (ANC), and Premise Phone Number (6D). The 'Owner' section contains fields for Name, Primary (Yes), Address Line 1, Address Line 2, Mail City, Mail State, Mail Zip, Country, Cell Phone, and Email. A text box with the text 'ENSURE THAT THESE FIELDS POPULATE' has two arrows pointing to the 'Parcel' and 'Owner' sections. A table on the right side of the page shows a list of records with columns: Street Type, Quadrant, Unit Type, Unit #, and Created. The table contains five rows of data.

Street Type	Quadrant	Unit Type	Unit #	Created
ST	SW			JBELLOW
ST	SW			OCP1
ST	SW			JBELLOW
ST	SW			JBELLOW
ST	SW			JBELLOW

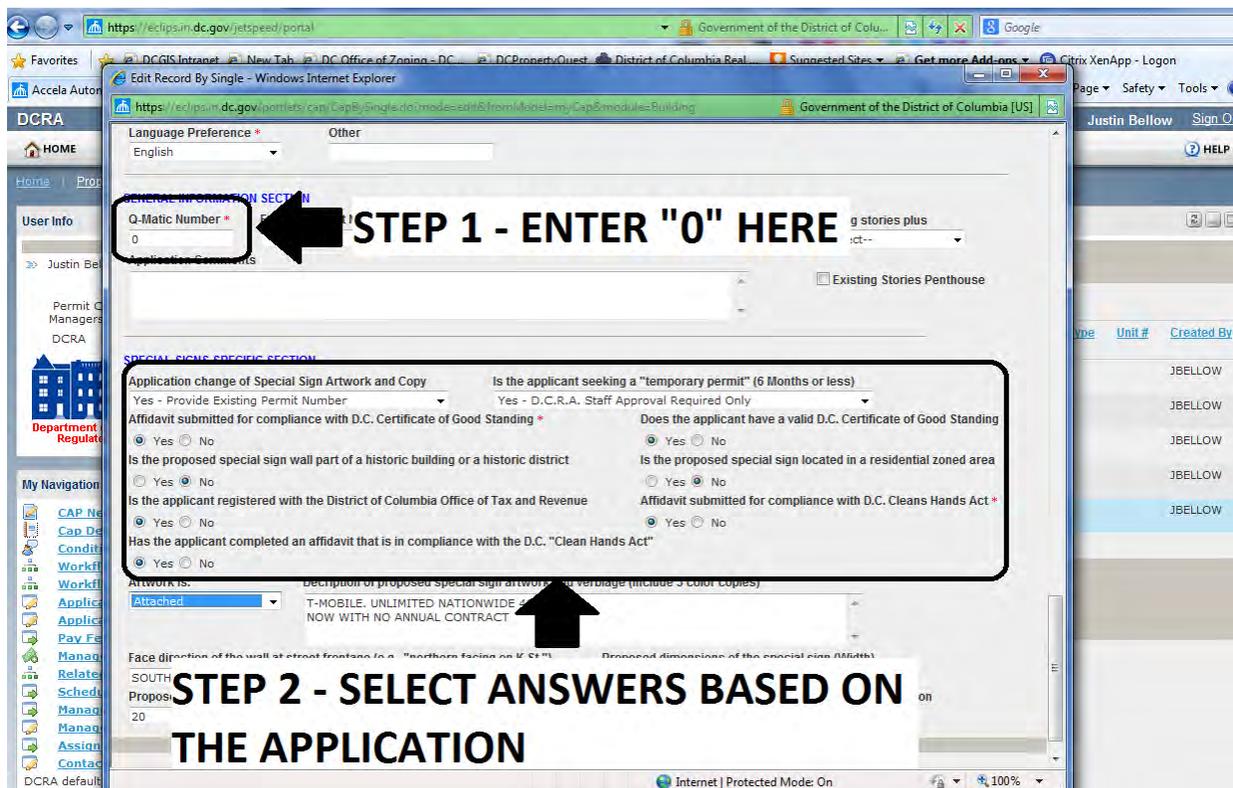
10. Enter the sign company's information in the indicated fields.



11. Scroll down to the "Agent for Owner" section and also enter the sign company's information in these fields.



12. Scroll down and enter "0" in the "Q-Matic Number" field and select the correct radial buttons based on the Special Sign application.



13. Scroll down and enter the sign language as indicated on the application in the "Description" field and enter the facing direction of the sign and height and width information in the corresponding fields.

STEP 1 - ENTER SIGN LANGUAGE HERE

STEP 2 - ENTER INFORMATION ABOUT DIRECTION SIGN IN FACING AND THE SIGN HEIGHT AND WIDTH

14. Scroll to the bottom of the window and click the "Submit" icon.

GENERAL INFORMATION SECTION

Q-Matic Number * Existing Permit Number Expiration Date Existing number of stories of building Existing stories plus

Application Comments

Existing Stories Penthouse

SPECIAL SIGNS SPECIFIC SECTION

Application change of Special Sign Artwork and Copy Is the applicant seeking a "temporary permit" (6 Months or less)

Affidavit submitted for compliance with D.C. Certificate of Good Standing * Yes No Does the applicant have a valid D.C. Certificate of Good Standing Yes No

Is the proposed special sign wall part of a historic building or a historic district Yes No Is the proposed special sign located in a residential zoned area Yes No

Is the applicant registered with the District of Columbia Office of Tax and Revenue Yes No Affidavit submitted for compliance with D.C. Cleans Hands Act * Yes No

Has the applicant completed an affidavit that is in compliance with the D.C. "Clean Hands Act" Yes No

Artwork is: Description of proposed special sign artwork and verbiage (Include 3 color copies)

Face direction of the wall at street frontage (e.g., "northern facing on K St.") Proposed dimensions of the special sign (Width) FT.

Proposed dimensions of the special sign (Height) FT. Proposed starting date of installation Proposed completion date of installation

CLICK HERE 

15. Accela will now close the application box and return to the home screen showing a newly created record.

DCRA Justin Bellow Sign Out

HOME NAVIGATION MAPS HELP

Home Property Holds People Reports Preferences

User Info Justin Bellow

Permit Center Managers DCRA

Department of Consumer & Regulatory Affairs

My Navigation CAP New Cap Detail/Summary Condition/Comment Workflow History Application Info Application Tables

Record

Menu Search New GIS Help My QuickQueries --Select-- Module Building

Permit #	Status	Permit Type	Opened	Street #	Street Name	Street	Quadrant	Unit Type	Unit #	Created By
SS1300112										OCPI
SS1300111	Permit Issued									EWARREN
SS1300110										OCPI
SS1300109	Permit Issued	Building/Construction/Special Sign/NA	06/24/2013	1234	MASSACHUSETTS AVE		NW		WES...	EWARREN
SS1300107	Permit Issued	Building/Construction/Special Sign/NA	06/24/2013	819	7TH		NW			EWARREN

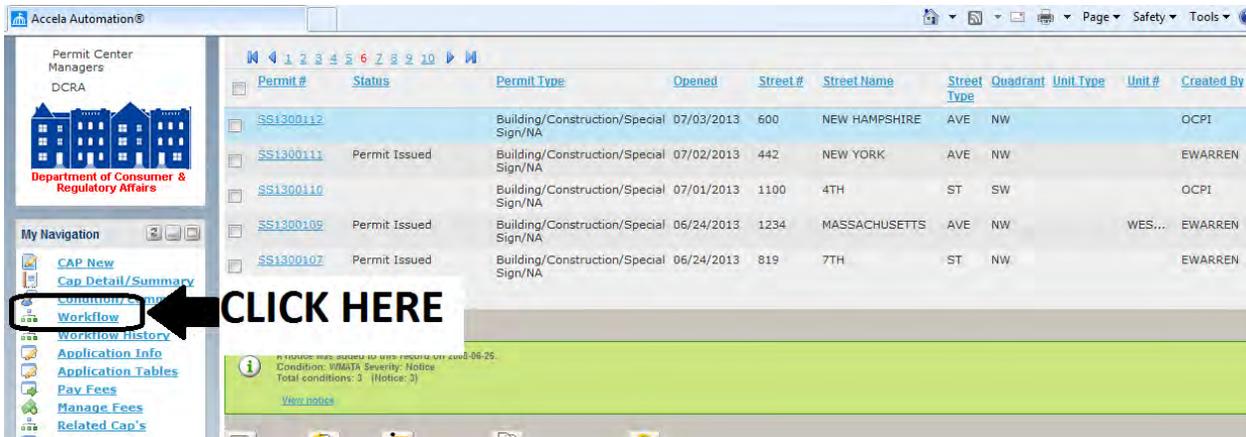
Building Permit ID: SS1300123

Menu Save Reset Summary Help

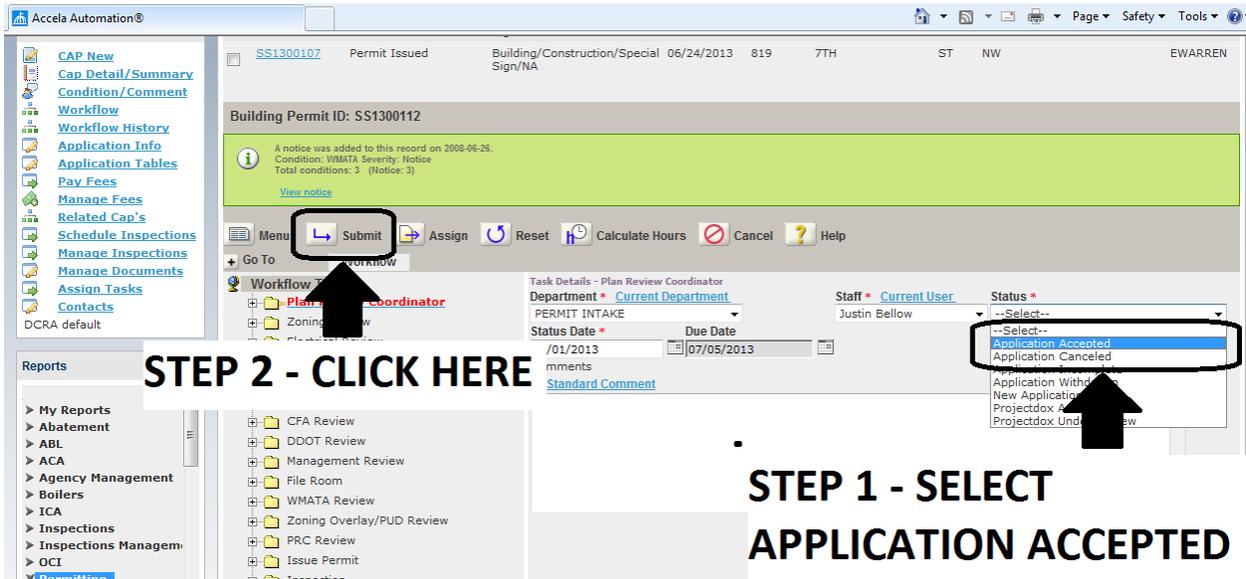
Go To Permit

ACCELA HAS CREATED A NEW RECORD

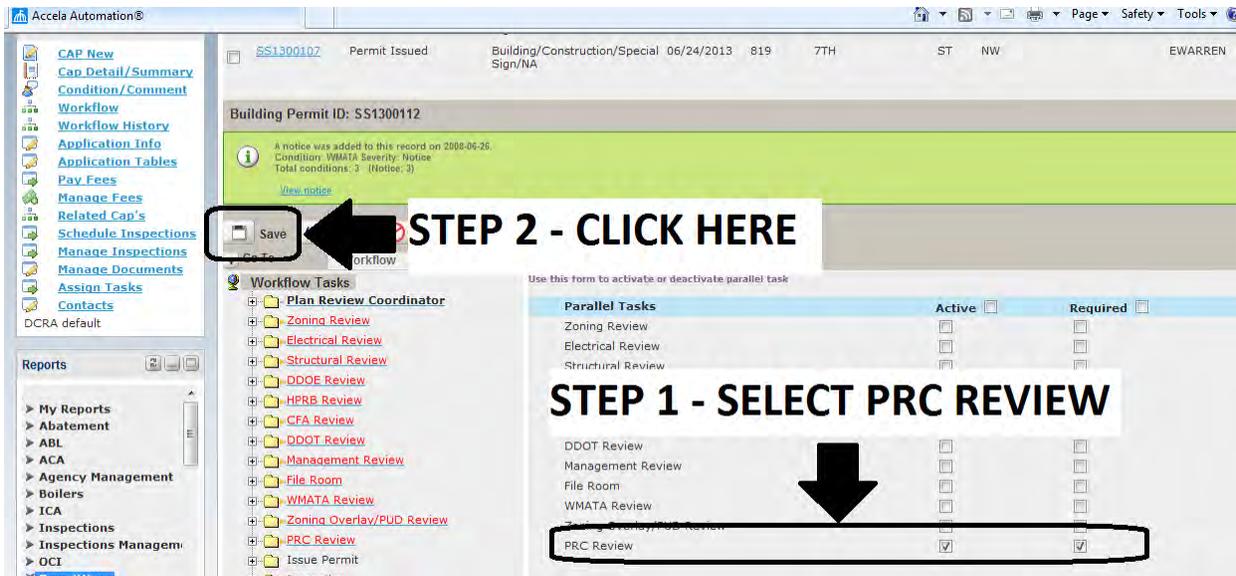
16. Click the "Workflow" link located in the "My Navigation" menu located on the left side of the page.



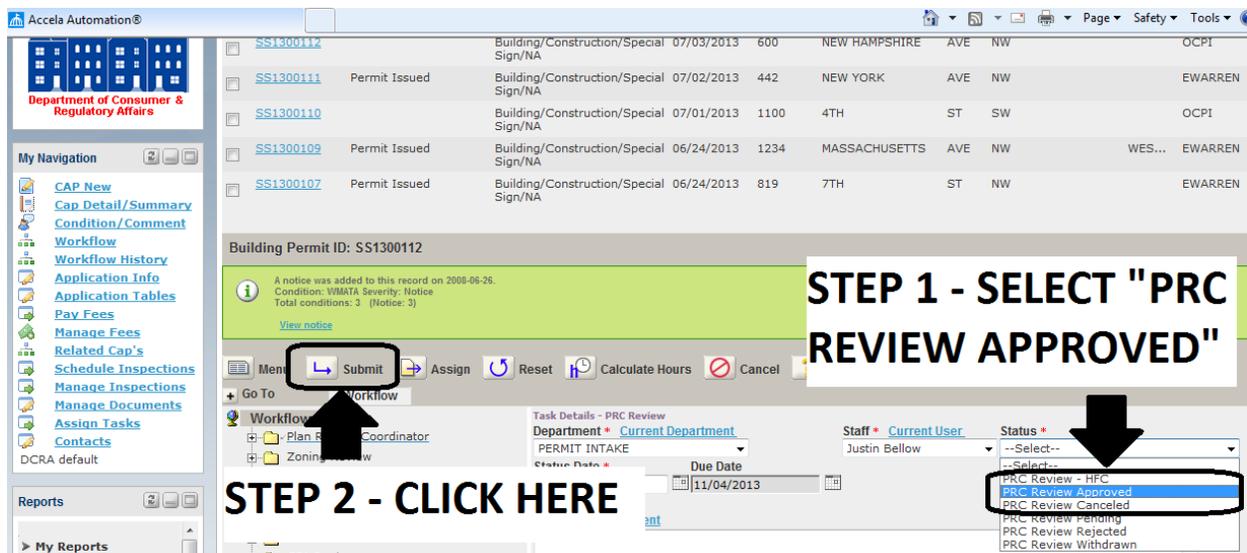
17. Select "Application Accepted" from the "Status" drop down menu and then click the "Submit" icon button.



18. Select "PRC Review" and click the "Save" icon button.



19. If the application is able to be approved, select "Application Approved" from the "Status" drop down menu and then click the "Submit" icon button.



CHAPTER 7

SECTION 7.17.2

ISSUANCE

1.2.2 - Issuance

1. Click on the “Manage Fees” link located in the “My Navigation” menu on the left hand side of the page.

The screenshot shows the DCRA software interface. On the left, the 'My Navigation' menu is visible, with the 'Manage Fees' link highlighted and circled in black. A black arrow points from the text 'CLICK HERE' to this link. The main area displays a table of permit records for Building Permit ID: SS1300112. The table has columns for Permit #, Status, Permit Type, Opened, Street #, Street Name, Street Type, Quadrant, Unit Type, Unit #, and Created By. Below the table, there is a section for 'Building Permit ID: SS1300112' with a notice icon and a '+S Add' button.

Permit #	Status	Permit Type	Opened	Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #	Created By
SS1300112	Review in Process	Building/Construction/Special Sign/NA	07/03/2013	600	NEW HAMPSHIRE AVE	NW				OCPI
SS1300111	Permit Issued	Building/Construction/Special Sign/NA	07/02/2013	442	NEW YORK AVE	NW				EWARREN
SS1300110	Permit Issued	Building/Construction/Special Sign/NA	07/01/2013	1100	4TH ST	SW				OCPI
SS1300109	Permit Issued	Building/Construction/Special Sign/NA	06/24/2013	1234	MASSACHUSETTS AVE	NW			WES...	EWARREN
SS1300107	Permit Issued	Building/Construction/Special Sign/NA	06/24/2013	819	7TH ST	NW				EWARREN

2. Click on the “Add” icon button.

The screenshot shows the DCRA software interface. In the 'Building Permit ID: SS1300112' section, the '+S Add' button is highlighted with a black circle and a black arrow pointing from the text 'STEP 1 - CLICK HERE'. Below this, there is a 'Fee Calc. Factor' section with a dropdown menu set to 'Job Value(Contractor)\$0.00' and a 'Fee Total' of '\$0.00'. At the bottom, there is an 'Invoice #' table with columns for Invoice #, Description, Quantity Fees, Status, and Date Assessed. The table shows '0 records found.'

Invoice #	Description	Quantity Fees	Status	Date Assessed
0 records found.				

3. Enter “1” in both the “Enhanced Service Fee – Sign” and “Special Sign Permit Fee” fields and the click the “Submit” icon button.

Department of Consumer & Regulatory Affairs

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- Manage Documents
- Assign Tasks
- Contacts

DCRA default

Reports

- My Reports
- Abatement
- ABL
- ACA
- Agency Management
- Boilers
- ICA
- Inspections
- Inspections Managem...
- OCI
- Permitting
 - A.C. mechanical Permit
 - Address Issuance Lette
 - Awinnn Permit

Building Permit ID: SS1300112

A notice was added to this record on 2008-06-25.
Condition: VIMATA Severity: Notice
Total conditions: 3 (Notice: 3)

View notice

Submit

Fee Schedule: SIGN Version: VERSION 1

Fee Calc. Factor: Job Value(Contractor)\$0.00

Fee Item	Quantity	Unit	Notes	Fee Code
Enhanced Service Fee - Sign	1			SIGNEFEE
CFA Review Fee				CFA
HPRB Review Fee (Manually Enter Amount)				
Revision Fee (Manually Enter Amount)				
Renewal Fee (Manually Enter Amount)				
Penalty Fee				
Re-Inspection Fee				
Adjustment Fee (Enter Negative Amount to Subtract)				ADJUSTSPSIGN
Special Sign Permit Fee	1			SIGN

- Click the box below the "Fee Calc. Factor" heading to select both fee records and then click the "Invoice" button.

Department of Consumer & Regulatory Affairs

My Navigation

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DCRA default

Reports

- My Reports
- Abatement
- ABL
- ACA
- Agency Management
- Boilers
- ICA
- Inspections
- Inspections Managem...
- OCI
- Permitting
 - A.C. mechanical Permit
 - Address Issuance Lette
 - Awinnn Permit

Building Permit ID: SS1300112

A notice was added to this record on 2008-06-25.
Condition: VIMATA Severity: Notice
Total conditions: 3 (Notice: 3)

View notice

Menu Add Delete Void Invoice

Go To Fee (2)

Fee Calc. Factor: Job

<input checked="" type="checkbox"/>	Enh	013		
<input checked="" type="checkbox"/>	Special Sign Permit Fee	1	\$500.00	NEW 11/01/2013

- Accela has generated an invoice number. Take note of the permit cost which is \$550.00 which is the cost of all Special Sign permits.

Accele Automation®

Department of Consumer & Regulatory Affairs

My Navigation

- CAP New
- Cap Detail/Summary
- Condition/Comment
- Workflow
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- Application Info
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- Pay Fees
- Manage Fees
- Related Cap's
- Schedule Inspections
- Manage Inspections
- Manage Documents
- Assign Tasks
- Contacts

DCRA default

Reports

- Abatement
- Certificate of Occupanc
- Certificate of Use
- Cover Sheet
- Demolition Permit
- Electrical Permit
- Elevator Certificate
- Elevator Permit
- Excavation Permit
- Fence Permit
- Foundation Permit
- Fuel Burning

SS1300110 Sign/NA Building/Construction/Special 07/01/2013 1100 4TH ST SW OCPI

SS1300109 Permit Issued Building/Construction/Special 06/24/2013 1234 MASSACHUSETTS AVE NW WES... EWAR

SS1300107 Permit Issued Building/Construction/Special 06/24/2013 819 7TH ST NW EWAR

Building Permit ID: SS1300112

A notice was added to this record on 2008-06-26.
Condition: WBMATA Severity: Notice
Total conditions: 3 (Notice: 3)
[View notice](#)

Menu +S Add Delete Void Invoice ? Help

+ Go To Fee (2)

Fee Calc. Factor: Job Value(Contractor)\$0.00 Fee Total \$550.00

Invoice #	Description	Quantity	Fees	Status	Date Assessed
1359626	Enhanced Service Fee - Sign	1	\$50.00	INVOICED	11/01/2013
1359626	Special Sign Permit Fee	1	\$500.00	INVOICED	11/01/2013

My Tasks

Workflow Task and Inspection Searching

ACCELA HAS GENERATED AN INVOICE NUMBER

6. Click the "Permitting" link located in the "Reports" menu

My Navigation

- CAP New
- Cap Detail/Summary
- Condition/Comment
- Workflow
- Workflow History
- Application Info
- Application Tables
- Pay Fees
- Manage Fees
- Related Cap's
- Schedule Inspections
- Manage Inspections
- Manage Documents
- Assign Tasks
- Contacts

DCRA default

Reports

- Abatement
- ABL
- ACA
- Agency Management
- Boilers
- ICA
- Inspections
- Inspections Managem
- OCI
- Permitting**
- Permitting Managem
- Proactive
- RePrint
- Scheduling
- Summary Abatement
- VPU
- Zoning

+ Go To Fee (6)

Fee Calc. Factor: Job Value(Contractor)\$0.00 Fee Total \$150.15

Invoice #	Description	Quantity	Fees	Status	Date Assessed
1230890	Enhanced Services Fee - Perm...	1	\$6.50	INVOICED	05/06/2013
1230890	Enhanced Service Fee - Filing...	1	\$6.50	INVOICED	05/06/2013
1230890	Addition/Alteration/Repair ...	65	\$65.00	INVOICED	05/06/2013
1230890	Alteration & Repair Permit Fee	65	\$65.00	INVOICED	05/06/2013
1230890	Green Building Fee	6.5	\$6.50	INVOICED	05/06/2013
1230890	Enhanced Service Fee - Green...	1	\$0.65	INVOICED	05/06/2013

My Tasks

Workflow Task and Inspection Searching

130508033515977

An error has occurred while processing your request.

For more detail [Click Here](#) or contact [Agency Administrator](#).

CLICK HERE

7. Once the "Permitting" menu has expanded, click the "Invoice" link.

My Navigation

- CAP New
- Cap Detail/Summary
- Condition/Comment
- Workflow
- Workflow History
- Application Info
- Application Tables
- Pay Fees
- Manage Fees
- Related Cap's
- Schedule Inspections
- Manage Inspections
- Manage Documents
- Assign Tasks
- Contacts

DCRA default

Go To Fee (6)

Fee Calc. Factor: Job Value(Contractor)\$0.00 Fee Total \$150.15

Invoice #	Description	Quantity	Fees	Status	Date Assessed
1230890	Enhanced Services Fee - Perm...	1	\$6.50	INVOICED	05/06/2013
1230890	Enhanced Service Fee - Filin...	1	\$6.50	INVOICED	05/06/2013
1230890	Addition/Alteration/Repair -...	65	\$65.00	INVOICED	05/06/2013
1230890	Alteration & Repair Permit Fee	65	\$65.00	INVOICED	05/06/2013
1230890	Green Building Fee	6.5	\$6.50	INVOICED	05/06/2013
1230890	Enhanced Service Fee - Green...	1	\$0.65	INVOICED	05/06/2013

My Tasks

Workflow Task and Inspection Searching

130508033515977

File processing your request.

For more detail [Click Here](#) or contact [Agency Administrator](#).

Reports

- Fuel Burning
- Garage Permit
- Home Occupation
- Invoice
- Initiators Boiler
- Misc After Hours Permit
- Misc Antenna Permit
- Misc Blasting Permit
- Misc Christmas Tree De

- Clicking the “Invoice” link will open a new window. In the new window, enter the invoice number generated earlier in the “Invoice Number” field and click the “Submit” icon.

Department of Consumer & Regulatory Affairs

My Navigation

- CAP New
- Cap Detail/Summary
- Condition/Comment
- Workflow
- Workflow History
- Application Info
- Application Tables
- Pay Fees
- Manage Fees
- Related Cap's
- Schedule Inspections
- Manage Inspections
- Manage Documents
- Assign Tasks
- Contacts

DCRA default

Reports

- Address Issuance Lette
- Awning Permit
- Building Permit
- Capacity Placard
- Certificate of Occupanc
- Certificate of Use
- Cover Sheet
- Demolition Permit
- Electrical Permit
- Elevator Certificate
- Elevator Permit
- Excavation Permit

report set Parameter - Windows Internet Explorer

https://eclips.in.dc.gov/portlets/reports/reportShow.do?mode=show&reportId=214&mod... Government of the District of Columbia [US]

Submit

STEP 2 - CLICK HERE

Invoice Number *

STEP 1 - ENTER INVOICE NUMBER

Action By (

- After clicking the “Submit” icon, Accela will generate a PDF of the invoice in a new window. Click the printer icon located at the top left-hand corner of the window.

https://dc.gov/... Government of the District of Columbia

CLICK HERE

DCRA Department of Consumer and Regulatory Affairs
Permit Operations Division
1100 4th Street SW
Washington DC 20024
Tel: (202) 442 - 4589 Fax: (202) 442 - 4862

Remittance Source Document

Date: April 25, 2013 **INVOICE**

Invoice Number: 1220243

Customer: USGBF WATERFRONT STATION LLC

Mailing Address: USAA REAL ESTATE COMPANY
5830 COLONNADE BLVD STE 600
SAN ANTONIO, TX 78230-2209

Address of Work: 1100 4TH ST SW
WASHINGTON, DC 20024

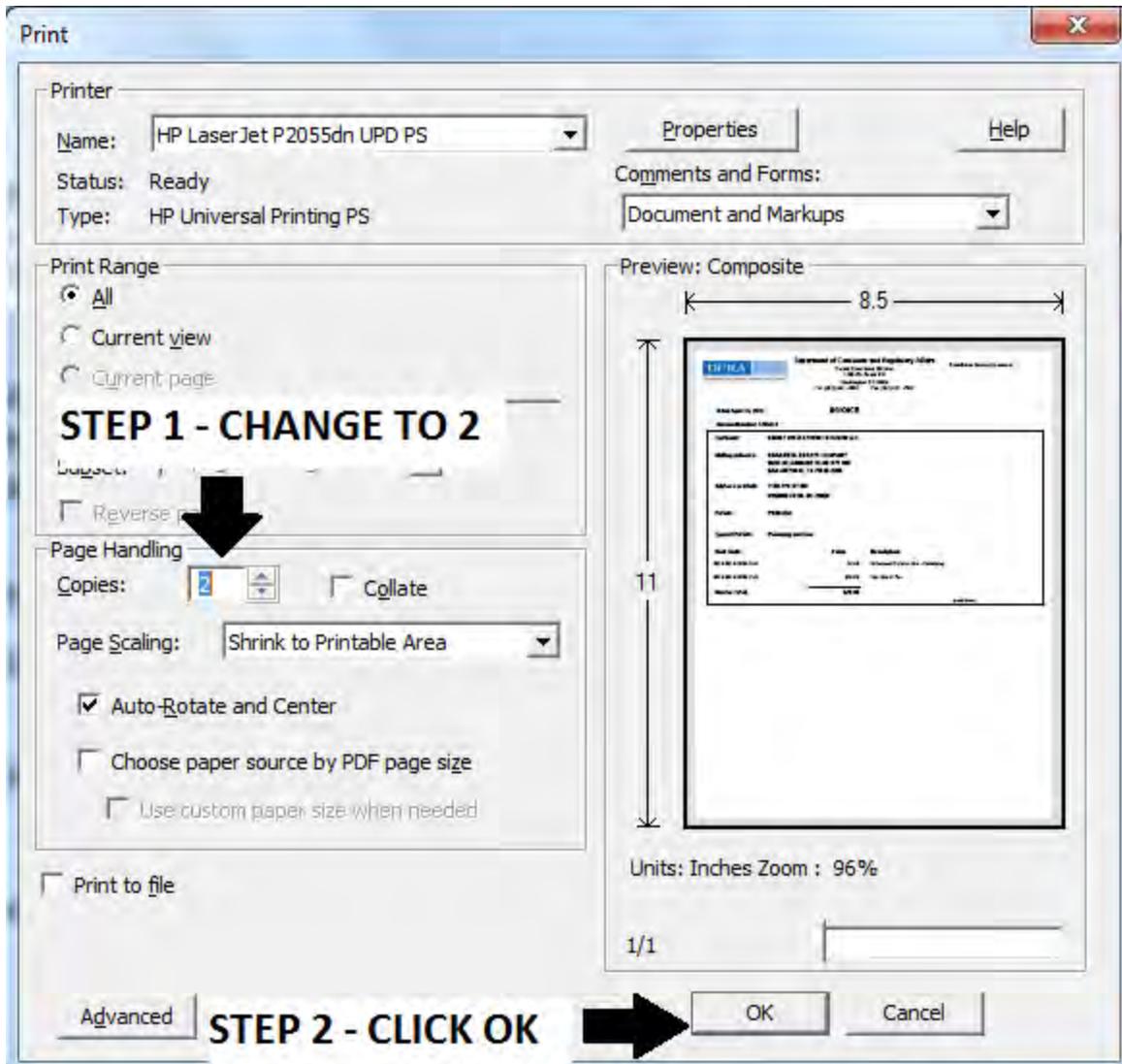
Permit: [REDACTED]

Type of Permit: [REDACTED]

Acct Code:	Fees:	Description:
3014-3014-1000-2141	\$4.00	Enhanced Service Fee - Mechanical
3014-3014-1000-2141	\$46.00	Class E (0 - 120,000 BTU/yr) Fee (Enter 1 to Calculate)
Invoice Total:	<u>\$50.00</u>	

Justin Bellon

10. A Print Dialogue box will now open. Change the number of copies to "2" by either inputting the number "2" in the "Copies" field, or by pressing the up arrow to the right of the "Copies" field and then click on the "OK" button.



11. Two copies of the invoice will now print. Provide both copies to the customer and direct them towards the Cashier. If the applicant is going to pay the invoice immediately, keep the application package at your desk. If the applicant is not going to pay the invoices immediately, return the application and all supporting documents to the applicant.

12. When the customer returns, confirm that the permit has been paid by examining the invoice. The invoice should now have blue printing at the top right-hand corner of the invoice.



Department of Consumer and Regulatory Affairs **NOTE THE PRINTING FROM THE CASHIER**

Permit Operations Division
1100 4th Street SW
Washington DC 20024
Tel. (202) 442 - 4589 Fax (202) 442 - 4862

OFFICE OF FINANCE AND TREASURY
Date: 4/23/2013 12:30 PM
Office: DCRA Term: OFT-GNB877
Batch: 20955 Batch Date: 4/23/2013
Cashier: OFT19
Trans #: 7
DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS
Comment/Document: #1304
Payment Total: \$36.30
Payment Distribution:
2141 CRU (3014) 10001-Reg50 \$36.30
MS Tendered: \$36.30

Date: April 23, 2013

INVOICE

Invoice Number: 1218584

Customer: CAPITOL HILL INVESTORS LLC

Mailing Address: 7101 WISCONSIN AVE STE 1203
BETHESDA, MD 20814-4873

Address of Work: 405 8TH ST SE
WASHINGTON, DC 20003

Permit: [REDACTED]

Type of Permit: [REDACTED]

Acct Code:	Fees:	Description:
3014-3014-1000-2141	\$3.30	Enhanced Service Fee - Plumbing
3014-3014-1000-2141	\$33.00	Revision Fee (Manually Enter Amount)
Invoice Total:	\$36.30	

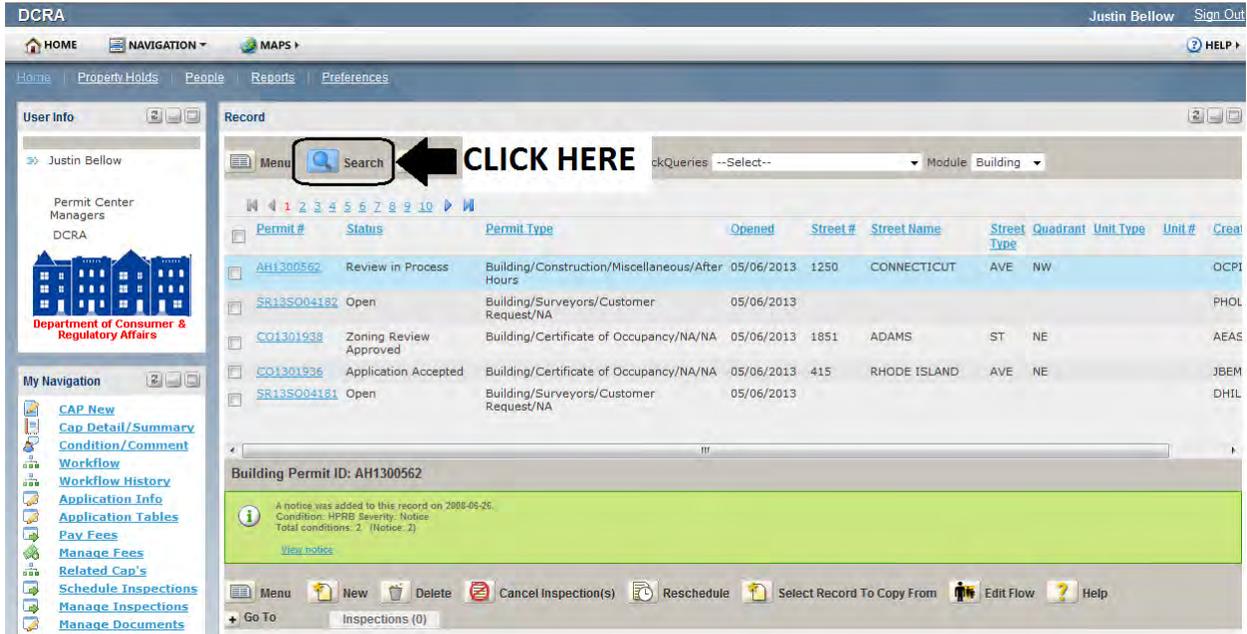
NOTE THE RECEIPT #

Keith Hawkins

13. Upon confirming that the invoice has been paid, retain the copy of the invoice. The customer will also have either two or three small receipts from the Cashier – retain one of the small receipts.



14. Once you have confirmed that the invoice has been paid, from the Accela home screen, click the “Search” icon button.



15. Enter the permit number in the “Permit Number” field then click the “Submit” icon button.

Home | Property Holds | People | Reports | Preferences

User Info: Justin Bellow

Permit Center Managers
DCRA
Department of Consumer & Regulatory Affairs

My Navigation:

- CAP New
- Cap Detail/Summary
- Condition/Comment
- Workflow
- Workflow History
- Application Info
- Application Tables
- Pay Fees
- Manage Fees
- Related Cap's
- Schedule Inspections
- Manage Inspections
- Manage Documents

Record Form:

Submit

Permit Number

First Name Last Name

Street # Street Name Street Type Unit #

City

Owner Name

Parcel #

License # License Type

License First Name License Last Name

License Business Name

Type Group

App Specific Info Label App Specific Info Value

16. On the following screen, locate the “Pay Fees” link under the “My Navigation” menu located on the left hand side of the Accela home screen and click the “Pay Fees” link.

User Info: Justin Bellow

Permit Center Managers
DCRA
Department of Consumer & Regulatory Affairs

My Navigation:

- CAP New
- Cap Detail/Summary
- Condition/Comment
- Workflow
- Workflow History
- Application Info
- Application Tables
- Pay Fees
- Manage Fees
- Related Cap's
- Schedule Inspections
- Manage Inspections
- Manage Documents

Record

Menu Search New GIS Help My QuickQueries --Select-- Module: Building

Permit #	Status	Permit Type	Opened	Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #	Created By
B1306530	Review in Process	Building/Construction/Alteration and Repair/NA	05/06/2013	1100	4TH	ST	SW			OCPI

Building Permit ID: B1306530

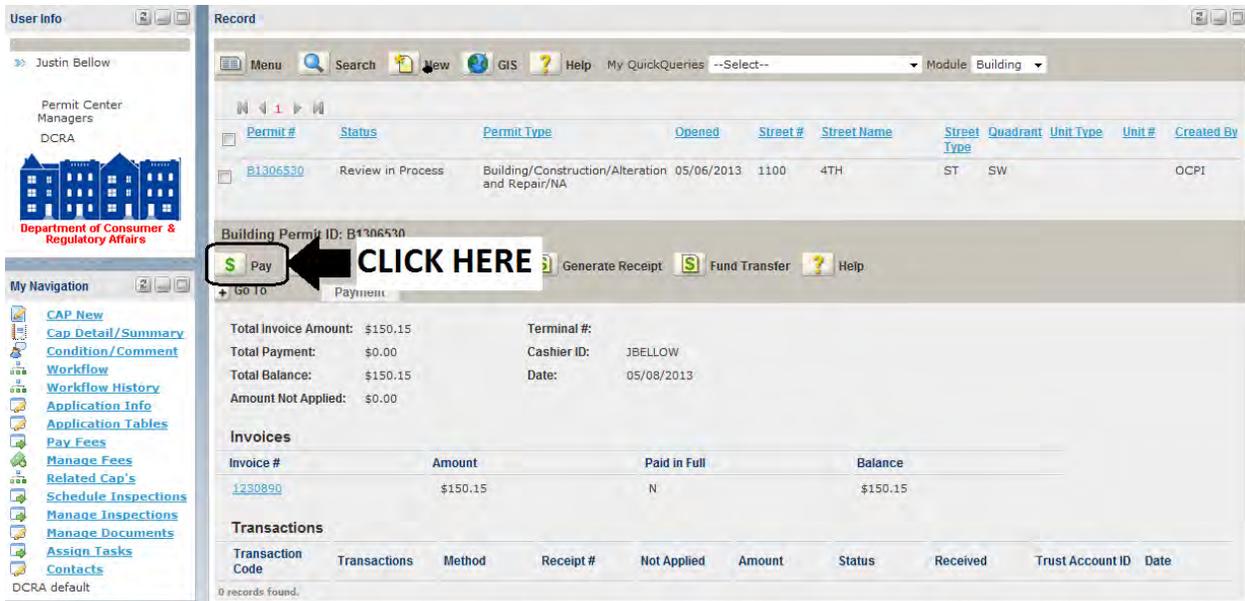
Menu +S Add Delete Void Invoice Help

+ Go To Fee (6)

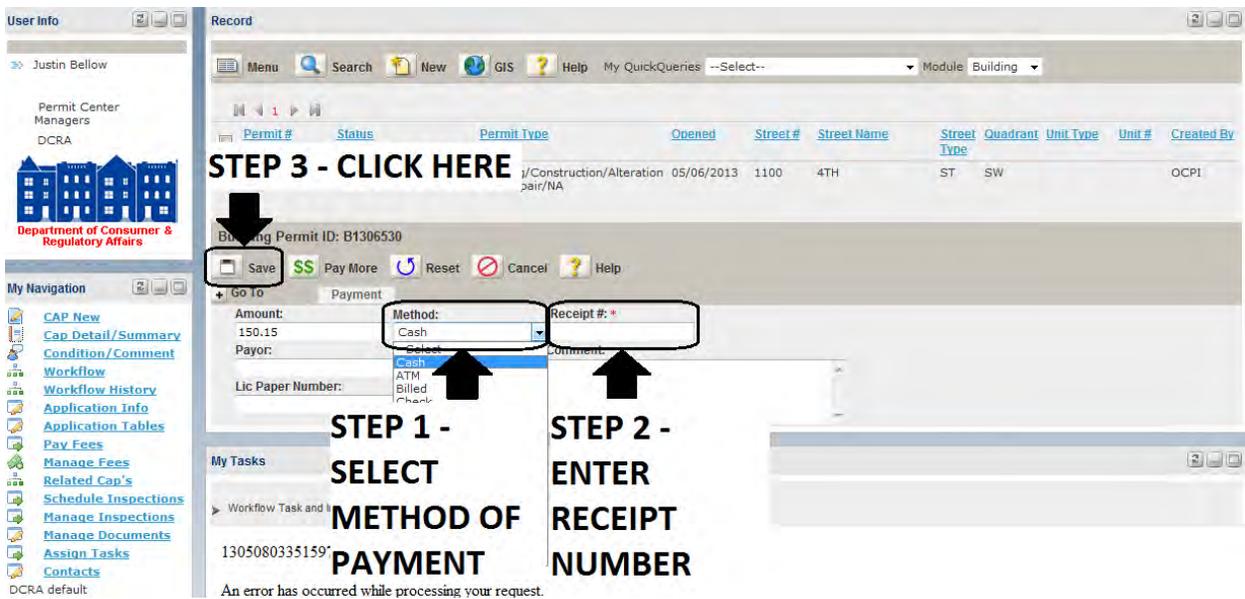
Fee Calc. Factor: Job Value(Contractor)\$0.00 Fee Total \$150.15

Invoice #	Description	Quantity	Fees	Status	Date Assessed
1230890	Enhanced Services Fee - Perm...	1	\$6.50	INVOICED	05/06/2013
	Service Fee - Film...	1	\$6.50	INVOICED	05/06/2013
	Iteration/Repair ...	65	\$65.00	INVOICED	05/06/2013
	Repair Permit Fee	65	\$65.00	INVOICED	05/06/2013
1230890	Green Building Fee	6.5	\$6.50	INVOICED	05/06/2013
1230890	Enhanced Service Fee - Green...	1	\$0.65	INVOICED	05/06/2013

17. On the “Pay Fees” page, click on the “Pay” icon located at the top left hand corner of the “Payment” section.



18. Examine the invoice or the receipt and discern what method of payment the customer used. Select this method of payment from the “Method” drop down menu. Now, examine the invoice or the receipt, locate the receipt number, and enter this number in the “Receipt #” field. Once this information is entered, click the “Save” icon button.



19. On the “Apply Fees” page, click on the box directly below the heading “Amount Not Applied” in order to select all of the outstanding fee entries. Next, click on the “Full Pay” icon in order to apply full payment for the outstanding entries. Finally, click on the “Submit” icon in order to complete the application of fees.

STEP 3 - CLICK HERE

STEP 2 - CLICK HERE

STEP 1 - CLICK HERE

Quantity	Fee	Paid	Outstanding	Amount				
<input type="checkbox"/>	1230890	Addition/Alteration/Repair - Filing Fee	65	\$65.00	\$0.00	\$65.00	0.00	<input type="text" value="0.00"/>
<input type="checkbox"/>	1230890	Alteration & Repair Permit Fee	65	\$65.00	\$0.00	\$65.00	0.00	<input type="text" value="0.00"/>
<input type="checkbox"/>	1230890	Green Building Fee	6.5	\$6.50	\$0.00	\$6.50	0.00	<input type="text" value="0.00"/>
<input type="checkbox"/>	1230890	Enhanced Services Fee - Permit Fee	1	\$6.50	\$0.00	\$6.50	0.00	<input type="text" value="0.00"/>
<input type="checkbox"/>	1230890	Enhanced Service Fee - Green Building	1	\$0.65	\$0.00	\$0.65	0.00	<input type="text" value="0.00"/>
<input type="checkbox"/>	1230890	Enhanced Service Fee - Filing Fee	1	\$6.50	\$0.00	\$6.50	0.00	<input type="text" value="0.00"/>
								Total

20. The fees have now been applied and you may begin the finalization of the Issuance process. Click the “Workflow” link located on the “My Navigation” menu.

CLICK HERE

Task	Status	Status Date	Action By
Plan Review Coordinator	Applicati...	05/08/2013	Justin Be...
Elevator Review	Elevator ...	05/08/2013	
DDOE Review	DDOE Revi...	05/08/2013	
DDOT Review	DDOT Revi...		
WASA Review	WASA Revi...	05/08/2013	
DOH Review	DOH Revi...	05/08/2013	
HPRB Review	HPRB Revi...	05/08/2013	
BZA Review	BZA Revi...	05/08/2013	
EISF Review	EISF Revi...	05/08/2013	
CFA Review	CFA Revi...	05/08/2013	
White House Review	White Hou...	05/08/2013	
Chinatown Review	Chinatown ...	05/08/2013	
NCPC Review	NCPC Revi...	05/08/2013	
White House Review	White Hou...	05/08/2013	

21. On the “Workflow” screen, click on the “Issue Permit” link, highlighted in red.

My Navigation

- CAP New
- Cap Detail/Summary
- Condition/Comment
- Workflow
- Workflow History
- Application Info
- Application Tables
- Pay Fees
- Manage Fees
- Related Cap's
- Schedule Inspections
- Manage Inspections
- Manage Documents
- Assign Tasks
- Contacts

DCRA default

Reports

- Certificate of Use
- Cover Sheet
- Demolition Permit
- Electrical Permit
- Elevator Certificate
- Elevator Permit
- Excavation Permit
- Fence Permit
- Foundation Permit
- Fuel Burning
- Garage Permit
- Home Occupation Perm
- Invoice
- Miniature Boiler Permit
- Misc After Hours Permit
- Misc Antenna Permit
- Misc Blasting Permit
- Misc Christmas Tree Pe
- Misc Exterior Cleaning I

Quicklinks

- REVIEW REQUIREMENTS

Workflow Tasks

Task	Status	Status Date	Action By
Plan Review Coordinator	Applicati...	05/08/2013	Justin Be...
Elevator Review	Elevator ...	05/08/2013	
DDOE Review	DDOE Revi...	05/08/2013	
DDOT Review	DDOT Revi...		
WASA Review	WASA Revi...	05/08/2013	
DOH Review	DOH Revi...	05/08/2013	
HPRB Review	HPRB Revi...	05/08/2013	
BZA Review	BZA Revi...	05/08/2013	
EISF Review	EISF Revi...	05/08/2013	
CFA Review	CFA Revi...	05/08/2013	
White House Review	White Hou...	05/08/2013	
Chinatown Review	Chinatown...	05/08/2013	
NCPC Review	NCPC Revi...	05/08/2013	
Management Review	Managemen...	05/08/2013	
File Room	Pending C...	05/08/2013	
Zoning Overlay/PUD Review	Overlay/P...	05/08/2013	
WMATA Review	WMATA Rev...	05/08/2013	
Fire Hydrant Verification	Fire Hydr...		
Green Review	Plans Che...		
PRC Review	PRC Revi...		
DDOE SE-SW Review	DDOE SE-S...		
DDOE FP Review	DDOE FP R...		
DDOE AQ Review	DDOE AQ R...		
DDOE EV Review	DDOE EV R...		
DDOE WSP Review	DDOE WSP ...		
Zoning Review	Zoning Re...	05/08/2013	
Mechanical Review	Mechanica...	05/08/2013	Justin Be...
Electrical Review	Electrica...	05/08/2013	Justin Be...
ProjectDox QA	Fire Revi...	05/08/2013	Justin Be...
Inspection	Structura...	05/08/2013	Justin Be...
Plumbing Review	Plumbing ...	05/08/2013	Justin Be...

CLICK HERE

22. On the following page, select “Permit Issued” from the “Status” drop down menu, and then click the “Submit” icon.

User Info

Justin Bellow

Permit Center Managers
DCRA

Department of Consumer & Regulatory Affairs

Record

Menu Search New GIS Help My QuickQueries --Select-- Module: Building

Permit #	Status	Permit Type	Opened	Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #	Created By
B1306530	Review in Process	Building/Construction/Alteration and Repair/NA	05/06/2013	1100	4TH	ST	SW			OCPI

Building Permit ID: B1306530

Menu **Submit** Help

STEP 2 - CLICK HERE

Task Details - Issue Permit

Department * Current Department Staff * Current User Justin Bellow

PERMIT INTAKE

Status Date * 05/08/2013 Due Date

Comments

Standard Comment

STEP 1 - SELECT PERMIT ISSUED

Status * --Select--

- Application Canceled
- Application Withdrawn
- Payment Pending
- Permit Canceled/Refund
- Permit Issued**
- Permit Issued - No Fee
- Permit Not Issued
- Permit Revised
- Permit Revoked
- Ready for Issuance

23. The permit is now in “Issued” status and can be printed. Click the “Permitting” link located in the “Reports” menu on the left side of the Accela home screen.

My Navigation

- CAP New
- Cap Detail/Summary
- Condition/Comment
- Workflow
- Workflow History
- Application Info
- Application Tables
- Pay Fees
- Manage Fees
- Related Cap's
- Schedule Inspections
- Manage Inspections
- Manage Documents
- Assign Tasks
- Contacts

DCRA default

Reports

- ABL
- ACA
- Agency Management
- Boilers
- ICA
- Inspections
- Inspections Management
- OCI
- Permitting**
- Permitting Management
- Proactive
- RePrint
- Scheduling
- Summary Abatement
- VPU
- Zoning

Go To Fee (6)

Fee Calc. Factor: Job Value(Contractor)\$0.00 Fee Total \$150.15

Invoice #	Description	Quantity	Fees	Status	Date Assessed
1230890	Enhanced Service Fee - Perm...	1	\$6.50	INVOICED	05/06/2013
1230890	Enhanced Service Fee - Filing...	1	\$6.50	INVOICED	05/06/2013
1230890	Addition/Alteration/Repair ...	65	\$65.00	INVOICED	05/06/2013
1230890	Alteration & Repair Permit Fee	65	\$65.00	INVOICED	05/06/2013
1230890	Green Building Fee	6.5	\$6.50	INVOICED	05/06/2013
1230890	Enhanced Service Fee - Green...	1	\$0.65	INVOICED	05/06/2013

My Tasks

Workflow Task and Inspection Searching

130508033515977

An error has occurred while processing your request.

For more detail [Click Here](#) or contact [Agency Administrator](#).

CLICK HERE

24. Clicking on the “Permitting” link will expand the menu. Once expanded, click the on the “Building Permit” link.

My Navigation

- CAP New
- Cap Detail/Summary
- Condition/Comment
- Workflow
- Workflow History
- Application Info
- Application Tables
- Pay Fees
- Manage Fees
- Related Cap's
- Schedule Inspections
- Manage Inspections
- Manage Documents
- Assign Tasks
- Contacts

DCRA default

Reports

- Address Issuance Lette
- Building Permit
- Certificate of Occupanc
- Certificate of Use
- Cover Sheet
- Demolition Permit
- Electrical Permit
- Elevator Certificate
- Excavation Permit
- Fence Permit
- Foundation Permit
- Fuel Burning

B1306602 Review in Process Building/Construction/Addition Alteration Repair/NA 05/07/2013 3846 WOODLEY RD NW OCPI

Building Permit ID: B1306606

Menu New Supervisor Task Activation Help

Go To Workflow

Workflow Tasks

Task	Status	Status Date	Action By
Plan Review Coordinator	Applicati...	05/07/2013	Aaron Eas...
Mechanical Review	Mechanica...		
Electrical Review	Electrica...	05/07/2013	
Fire Review	Fire Revi...	05/07/2013	
Elevator Review	Elevator ...	05/07/2013	
DDOT Review	DDOT Revi...		
WASA Review	WASA Revi...	05/07/2013	
DOH Review	DOH Revie...	05/07/2013	
HPRB Review	HPRB Revi...	05/07/2013	
BZA Review	BZA Revie...	05/07/2013	
EISF Review	EISF Revi...	05/07/2013	
CFA Review	CFA Revie...	05/07/2013	
White House Review	White Hou...	05/07/2013	
Chinatown Review	Chinatown...	05/07/2013	
NCPC Review	NCPC Revi...	05/07/2013	
Management Review	Managemen...	05/07/2013	
File Room	Pending C...	05/07/2013	
Zoning Overlay/PUD Review	Overlay/P...	05/07/2013	
WMATA Review	WMATA Revi...	05/07/2013	
Fire Hydrant Verification			
Green Review			

CLICK HERE

25. Accela will now generate a PDF of the permit.

PERM_Special_Sign_Permit_v3_20130625_084254[1].pdf - Adobe Reader

File Edit View Window Help

1 / 1 130%

Tools Sign Comme

Department of Consumer and Regulatory Affairs
 Permit Operations Division
 1100 4th Street SW
 Washington DC 20024
 Tel. (202) 442 - 4589 Fax (202) 442 - 4862



SS

SPECIAL SIGN PERMIT

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

PERMIT NO. SS1300106 Date: 06/25/2013

Address of Project: 1230 SOUTH CAPITOL ST SE		Zone: CG/CR	Ward: 6	Square: 0700	Suffix:	Lot: 0044
Description Of Work: VERIZON. AMERICA'S LARGEST 4G LTE NETWORK.						
Permission Is Hereby Granted To: WASHINGTON SIGNS, LLC		Owner Address: 3286 M Street Nw #300 Washington, DC			PERMIT FEE: \$550.00	
Permit Type: Special Sign	Sign Width: 85	Sign Height: 25		Artwork: Attached		
Agent Name: Washington Signs, Llc	Agent Address: 3286 M Street Nw #300 Washington, DC	Residential Zone: No				
Conditions/ Restrictions: This Permit Expires if no Construction is Started Within 1 Year or if the Inspection is Over 1 Year.						

26. Review the generated permit with the customer on the computer screen to ensure that all information has been captured correctly.
27. After reviewing the permit with the customer, click the printer icon located at the top left-hand corner of the window.

PERM_Special_Sign_Permit_v3_20130625_084254(1).pdf - Adobe Reader

File Edit View Window Help

Tools Sign Comm

CLICK HERE

Department of Consumer and Regulatory Affairs
 Permit Operations Division
 1100 4th Street SW
 Washington DC 20024
 Tel. (202) 442 - 4589 Fax (202) 442 - 4862



SS

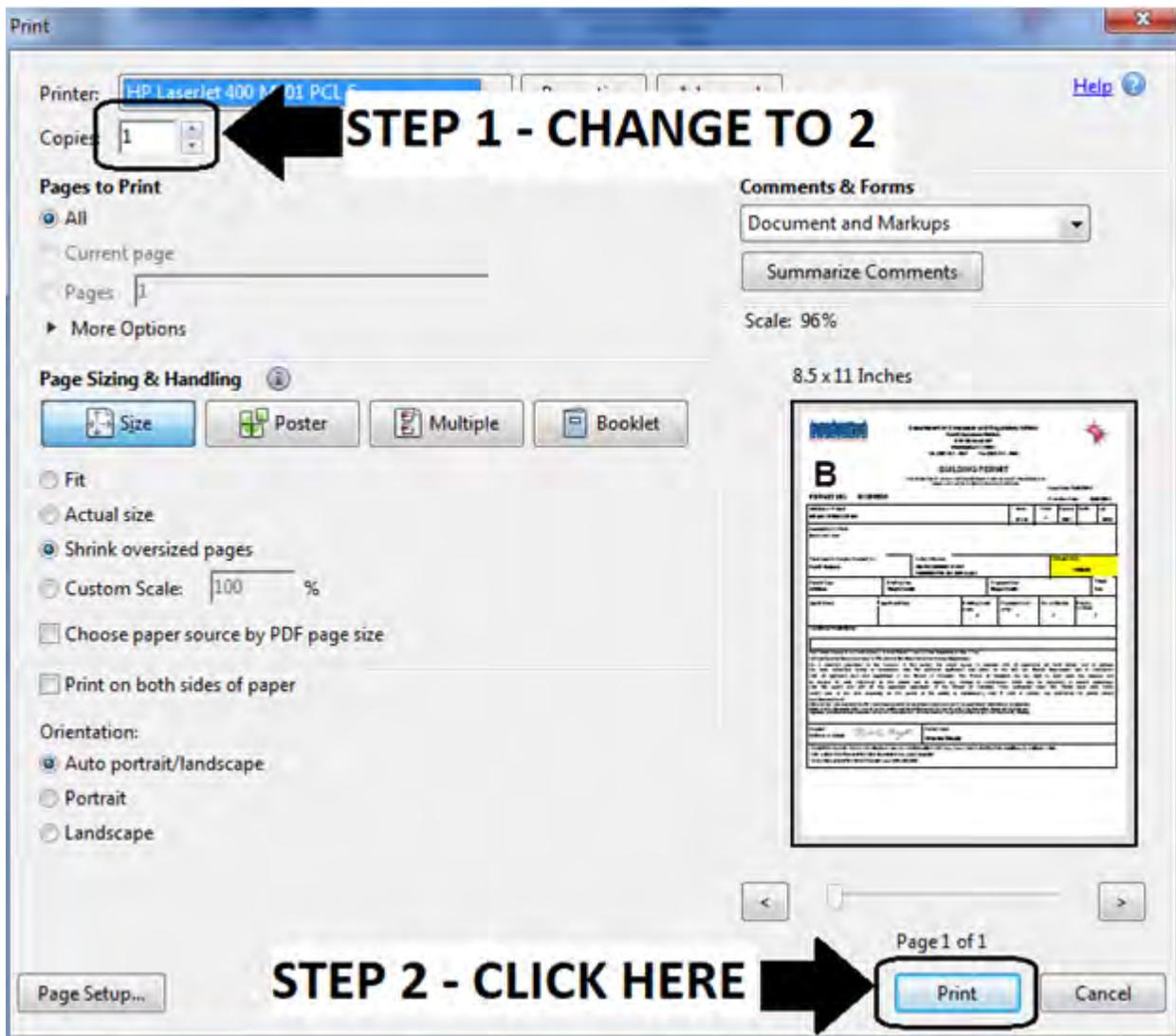
SPECIAL SIGN PERMIT

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

PERMIT NO. SS1300106 Date: 06/25/2013

Address of Project: 1230 SOUTH CAPITOL ST SE		Zone: CG/CR	Ward: 6	Square: 0700	Suffix:	Lot: 0044
Description Of Work: VERIZON. AMERICA'S LARGEST 4G LTE NETWORK.						
Permission Is Hereby Granted To: WASHINGTON SIGNS, LLC		Owner Address: 3286 M Street Nw #300 Washington, DC			PERMIT FEE: \$550.00	
Permit Type: Special Sign	Sign Width: 85	Sign Height: 25		Artwork: Attached		
Agent Name:	Agent Address:	Residential				

28. A Print Dialogue box will now open. Change the number of copies to “2” by either inputting the number “2” in the “Copies” field, or by pressing the up arrow to the right of the “Copies” field twice. Place one piece of DCRA permit paper, right-side up, on printer’s manual load tray. When done, click the “OK” button.



29. Two copies of the permit will now print - one copy on DCRA permit paper, and one copy on regular paper.

30. Sign both permits and provide the permit printed on DCRA permit paper to the customer.

31. Retain the remaining permit printed on copy paper, remove all staples from the remaining documents, and bundle the permit application documents together, signed permit on top, with a paper clip. The application package should include the following documents:

32. Signed permit printed on copy paper (on top)
- Application
 - Invoice
 - Receipt

33. Provide the customer with the copy of the permit printed on permit paper and one of the copies printed on regular paper as well as the official sets of plans.

34. Below is a sample copy of an issued Special Sign Permit.



SS

SPECIAL SIGN PERMIT

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

PERMIT NO. **SS1300106**

Date: **06/25/2013**

Address of Project: 1230 SOUTH CAPITOL ST SE		Zone: CG/CR	Ward: 6	Square: 0700	Suffix:	Lot: 0044
Description Of Work: VERIZON. AMERICA'S LARGEST 4G LTE NETWORK.						
Permission Is Hereby Granted To: WASHINGTON SIGNS, LLC		Owner Address: 3286 M Street Nw #300 Washington, DC			PERMIT FEE: \$550.00	
Permit Type: Special Sign	Sign Width: 85	Sign Height: 25		Artwork: Attached		
Agent Name: Washington Signs, Lic	Agent Address: 3286 M Street Nw #300 Washington, DC	Residential Zone: No				
<p>Conditions/ Restrictions:</p> <p>This Permit Expires if no Construction is Started Within 1 Year or if the Inspection is Over 1 Year.</p> <p>All Construction Done According To The Current Building Codes And Zoning Regulations;</p> <p>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</p>						
Director: Nicholas A. Majett		Permit Clerk: Donya Jackson	Expiration Date: 06/25/2014			
<p>TO REPORT WASTE, FRAUD OR ABUSE BY ANY DC GOVERNMENT OFFICIAL, CALL THE DC INSPECTOR GENERAL AT 1-800-521-1639</p> <p>FOR CONSTRUCTION INSPECTION INQUIRIES CALL (202) 442-9557</p> <p>TO SCHEDULE INSPECTIONS PLEASE CALL (202) 442-9557.</p>						

CHAPTER 7

SECTION 7.18

UNFIRED PRESSURE VESSEL

1.3 - Unfired Pressure Vessel

The following chapter will provide a step-by-step progression for Unfired Pressure Vessel permits.

As per 12A DCMR 120.1.3:

Owner's Permits. The owner, or the owner's agent, of premises where mechanical equipment listed in items 1 through 3 below is to be installed, shall be authorized to apply for and obtain a permit for the installation of such equipment in said premises:

3. **Unfired pressure vessels** with a capacity of less than 15 gallons (0.057 m³), or operating at a working pressure of 60 psig (414 kPa) or less.

CHAPTER 7

SECTION 7.18.1

INTAKE

1.3.1 - Intake

As per 12A DCMR 120.1:

Each application for mechanical permit shall be filed by the contractor responsible for the work to be done. Each application shall show the name and signature of the master mechanic employed to actually supervise the work. Said mechanical contractor and master mechanic shall be licensed and bonded in accordance with the applicable District of Columbia licensing and bonding regulations.

Below is a blank copy of the Unfired Pressure Vessel permit, with all required fields identified.

DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS
**APPLICATION TO INSTALL UNFIRED PRESSURE VESSELS
 AND MISCELLANEOUS EQUIPMENT IN BUILDINGS**



PERMIT OPERATIONS DIVISION
 1100 4th St., SW, Washington DC, 20024

Date: **REQUIRED**

**UPV UNFIRED PRESSURE VESSELS AND MISCELLANEOUS EQUIPMENT
 PERMIT APPLICATION**
APPLICATION MUST BE COMPLETED IN ITS ENTIRETY

Address of Work: REQUIRED	Suite/Room /Floor:	Square: REQ.	Building Permit #: REQUIRED
		Lot: REQ.	
Owner of Building/Business: REQUIRED	Owner's Address:		
	Phone:		

TYPE OF WORK:	PROPOSED USE (CURRENT USE IF NO CHANGE)		
a. New <input type="radio"/>	A. Single Family	E. Restaurant	I. Office
b. Replacement <input checked="" type="radio"/>	B. Two Family Flat	REQUIRED	J. Garage
c. Remodeling <input type="radio"/>	C. Rooming House	G. Shop	K. Other (specify)
d. Repair <input type="radio"/>	D. Apartment	H. Theatre	

UPV PERMIT

No. to be installed	REQ.
Location	REQ.
ASME Compliance [Y/N]	REQ.
ASME PV National Board Number	REQ.
UPV Capacity (Gallons)	REQ.

Heating Contractor:
REQUIRED

License No.: **REQUIRED**

Contractor Address: **REQUIRED**

MISCELLANEOUS PERMIT

No. to be installed	REQ.
Miniature Boiler Capacity (Gallons/Hour)	REQ.

Authorized Agent Signature :
REQUIRED

Phone: **REQUIRED**

OTHER:

TO REPORT WASTE, FRAUD OR ABUSE BY ANY DC GOVERNMENT OFFICE OR OFFICIAL, CALL THE INSPECTOR GENERAL AT 1-800-521-1639

ALL CALLS ARE CONFIDENTIAL



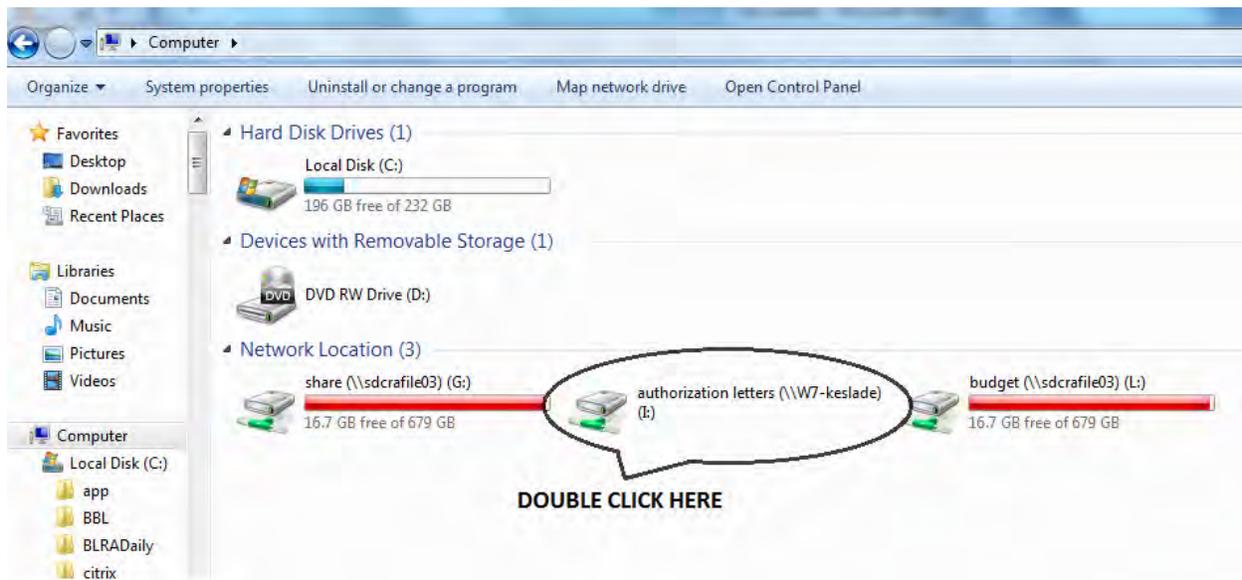
CUSTOMER MUST PRINT NAME HERE

1/2013

1. Before proceeding in Accela, ensure that the customer is a Master Plumber or Mechanic by verifying the Master's license. If the Master is not in possession

of his/her license, direct the Master to the Office of Business and Professional Licensing on the 5th floor. This office can provide the Master with a letter confirming the status of the Master's license, which can be accepted as verification.

2. If the customer is not a Master, then the customer seeking the permit must be designated by the Master to secure permits on his/her behalf. In order for the designee to pull permits, the customer must have a letter, on company letterhead, authorizing the customer to pull permits on the Master's behalf, in addition to a copy of the Master's license.
3. Verify that the designee has a copy of the Master's license and a letter of authorization in hand or that copies of both documents are on file digitally.
 - To determine if copies of the Master's license and authorization letter are on file digitally, navigate to "My Computer."
 - Locate the "Network Connection" section and double-click on the "I" drive, which is labeled "Authorization Letters."
 - Locate the appropriate set of documents for the customer in the "Authorization Letters" folder. The documents are organized alphabetically by company name.



4. If a Master's designee provides new documents, place them in the provided bin for scanning after confirmation.
5. Once the customer has been confirmed, ensure that the application is filled out completely. The fields marked "Required" must be filled out on the Electrical application to be considered complete:

6. If the “Type of Work” is identified as “New” or “Remodeling” on the permit application, then a base Building Permit is required. Ensure that
 - The address of the base Building Permit matches the address on the application.
 - The customer provides a copy of the base Building Permit.
 - The customer indicates the Building Permit number on the application.
7. If the “Type of Work” is identified as “Replacement” or “Repair” on the permit application, then a base Building Permit is not required. Direct the customer to write the letter “B” in the “Building Permit #” space on the application.
8. Ensure that all required fields are completely filled out on the application and all necessary supporting documents have been provided. If the application is not complete, direct the customer to complete the application and return when complete.
9. Once the application has been verified as complete, you may provide an Issuance Q-Matic number to the customer.

CHAPTER 7

SECTION 7.18.2

ISSUANCE

1.3.2 - Issuance

Unfired Pressure Vessel – Issuance

1. From the Accela home screen, click the “CAP New” link in the “My Navigation” menu.

DCRA Justin Bellow Sign Out

HOME NAVIGATION MAPS HELP

Home Property Holds People Reports Preferences

User Info Justin Bellow

Permit Center Managers DCRA

Department of Consumer & Regulatory Affairs

My Navigation

CLICK HERE

Record

Permit #	Status	Permit Type	Opened	Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #	Created By
B1306524	Application Accepted	Building/Construction/Alteration and Repair/NA	05/06/2013	1750	PENNSYLVANIA	AVE	NW			OCPI
FA1301594	Drawing Accepted	Building/Shop Drawing/Fire Alarm/NA	05/06/2013	733	10TH	ST	NW		3RD FL	ALECOUNT
B1306530		Building/Construction/Alteration and Repair/NA	05/06/2013	1100	4TH	ST	SW			OCPI
B1306525	Application Accepted	Building/Construction/Alteration and Repair/NA	05/06/2013	810	7TH	ST	NW			OCPI
		Building/Construction/Sign/NA	05/06/2013	3222	M	ST	NW			OCPI

Building Permit ID: B1306524

A notice was added to this record on 2013-06-26.
Condition: WHOP Severity: Notice
Total sendflows: 1 (Notice: 1)

Menu New Supervisor Task Activation Help

Go To Workflow

Workflow Tasks

2. Accela will now open a new “Record Type Select” window. Select “Supplemental” from the “Type” drop down menu, select “Boiler” from the “Subtype” drop down menu, and then select “Unfired Pressure Vessel” from the “Category” drop down menu

Record Type Select - Windows Internet Explorer

https://eclips.m.dc.gov/portal/picker/capTypePickerSelector.do?fromModel=cap&modul Government of the District of Columbia [US]

Cancel Help

Permit Type Group Building

Type Supplemental

Subtype Boiler

Category --Select--
--Select--
Fuel Burning
Miniature Boiler
Unfired Pressure Vessel

STEP 1 - SELECT SUPPLEMENTAL

STEP 2 - SELECT BOILER

STEP 3 - SELECT UNFIRED PRESSURE VESSEL

DCRA Justin Bellow Sign Out

HOME NAVIGATION MAPS HELP

Home Property Holds People Reports Preferences

User Info Justin Bellow

Permit Center Managers DCRA

Department of Consumer & Regulatory Affairs

My Navigation

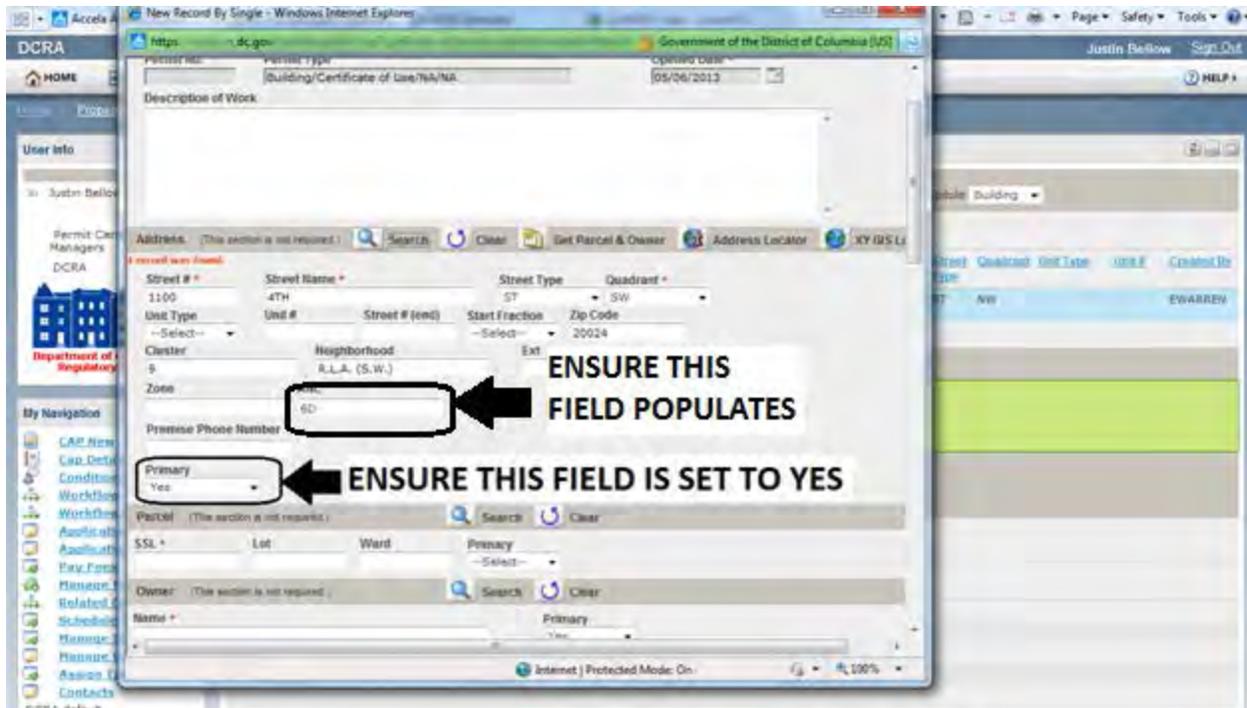
CAP New
Cap De
Condit
Workf

3. Scroll down to the “Address” section, and input the complete address on the application, quadrant included, and then click the “Search” button.

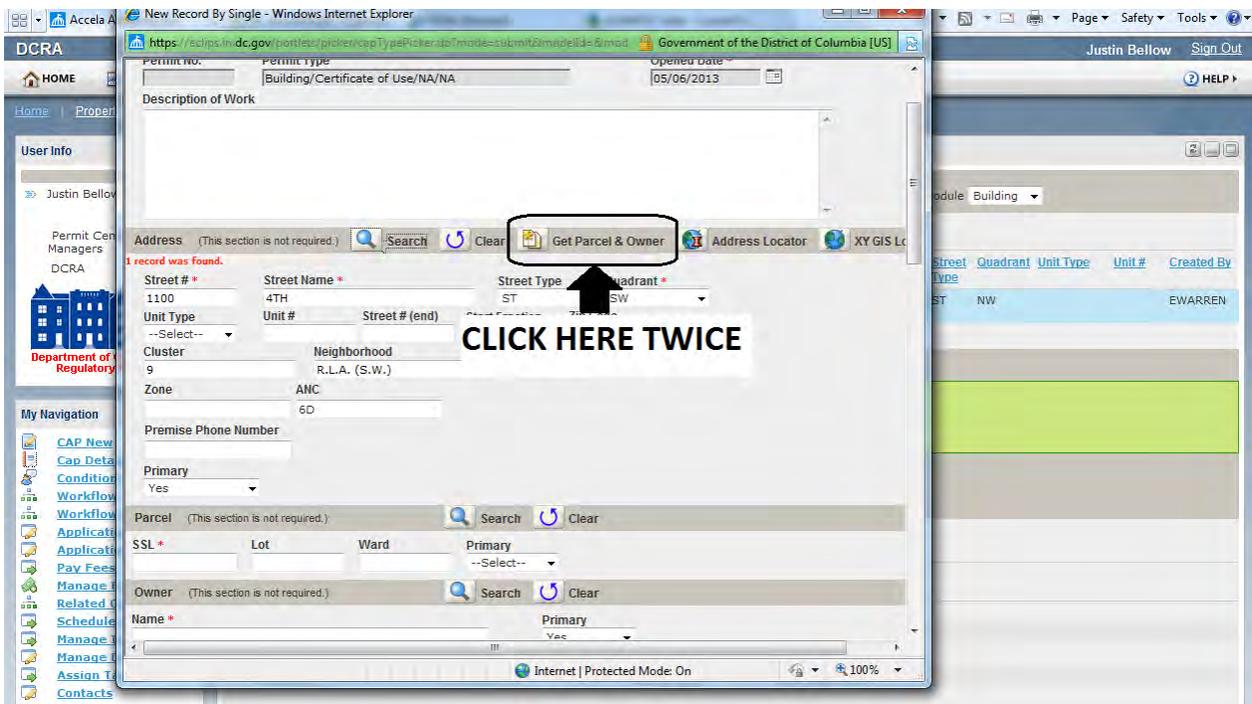
The screenshot shows a web browser window displaying the DCRA permit application form. The form is titled "New Record By Single" and is part of the "Government of the District of Columbia [US]" system. The form includes fields for Permit No., Permit Type, and Opened Date. The "Address" section is highlighted with a red box and a search icon, with an arrow pointing to the "Search" button and the text "STEP 2 - CLICK HERE". Below the address field, there are several dropdown menus for Street #, Street Name, Street Type, Quadrant, Unit Type, Unit #, Street # (end), Start Fraction, Zip Code, Cluster, and Neighborhood. An arrow points to the "Street # (end)" dropdown menu with the text "STEP 1 - INPUT ADDRESSES INFORMATION". The form also includes fields for Zone (ANC), Premise Phone Number, Parcel, and Owner. A table on the right side of the form lists various permit types and their associated information.

Street Type	Quadrant	Unit Type	Unit #	Created By
PL	NW			OCPI
PL	NW			PUBLICUSER
PL	NW			ONLINE
PL	NW			LHACKNEY
PL	NW			KSLADE

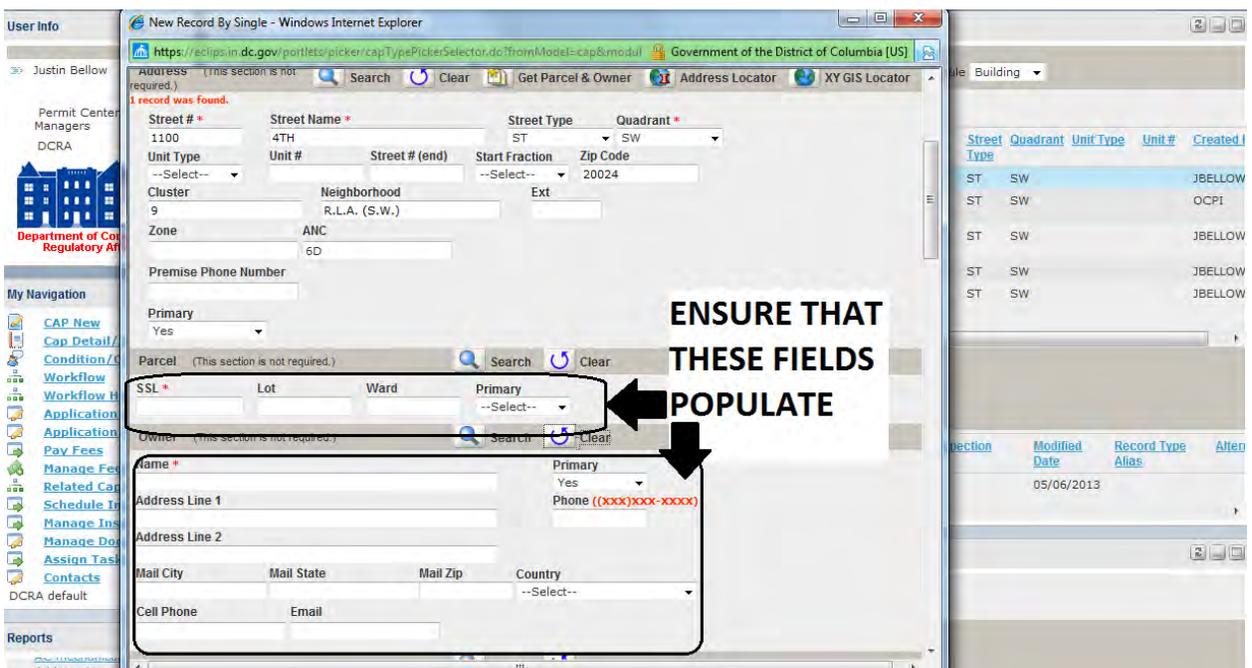
4. If the address is valid and recognized by Accela, then Accela will display that the record was found in red at the top of the address field. Ensure that the “ANC” field populates, because if this field is not populated, the applicant will not be able to schedule inspections via the Automated Inspection Request and Permit Information System, also known as IVR.



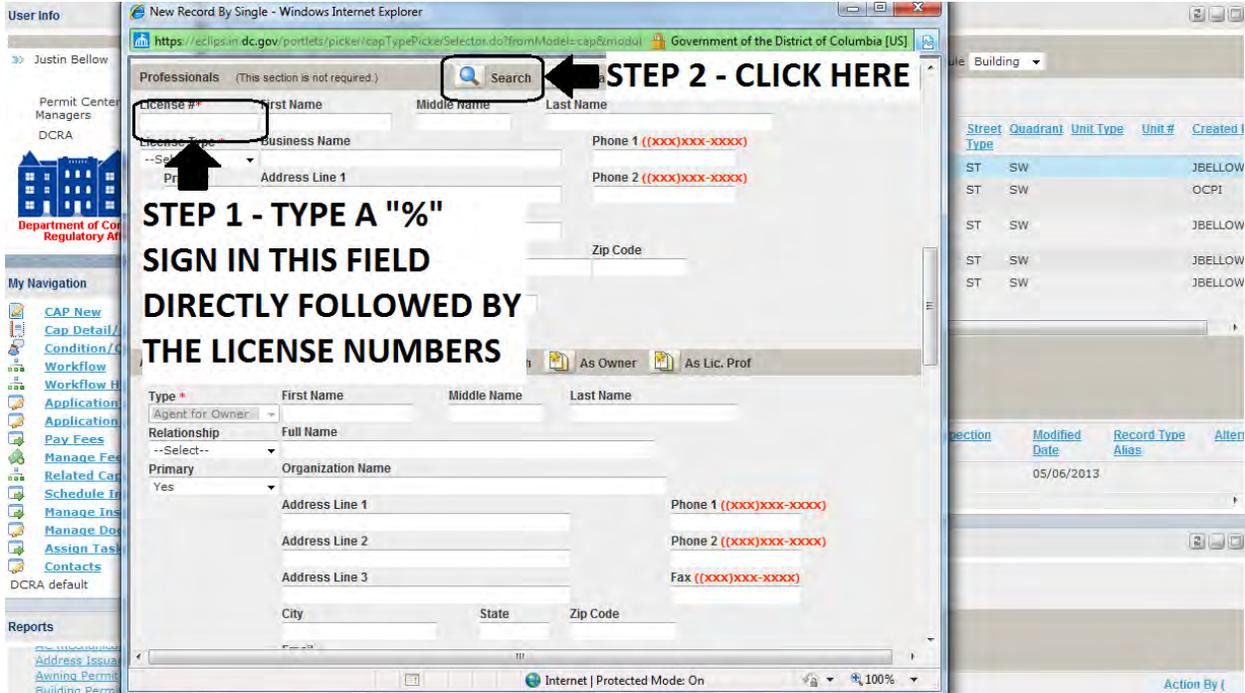
5. If Accela does not recognize the address, refer the customer to the agency's coordinator for addresses, the Permit Center Manager or his/her designee for address verification.
6. After populating the fields in the "Address" section, click "Get Parcel and Owner" twice to populate the Parcel and Owner information



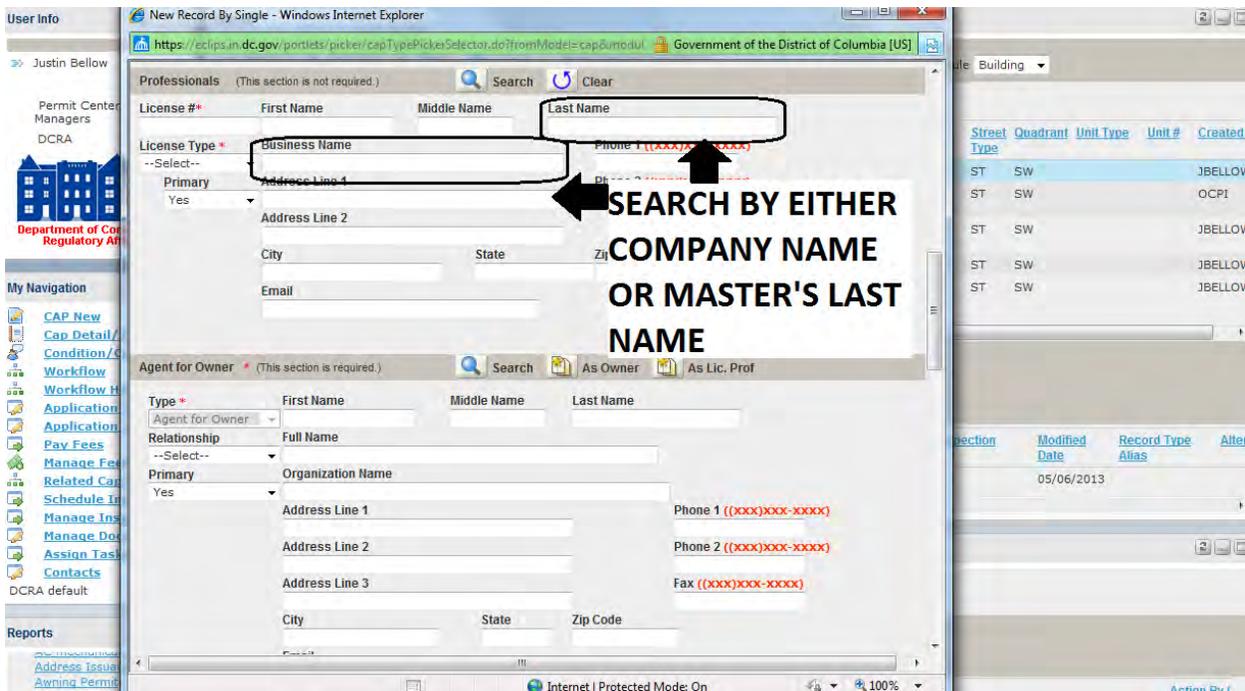
7. Ensure that the information in the "Parcel" and "Owner" sections populates. If the customer has provided a deed which does not match the information the "Owner" section, change the information in the "Owner" section to reflect the ownership information on the deed. If a deed was not provided, then do not alter the populated fields in the "Owner" section.



8. Scroll down to the "Professionals" section. The "Professionals" section is where the Master's information is displayed. To populate the Master's information, first search by the license number that is indicated on the application. To search by the Master's license number, type the "%" sign in the "License #" field, directly followed by the license numbers. Then click the "Search" button.



9. If the license information does not populate after searching by the Master's license number, search by the company name or the Master's last name.



- The search may yield multiple license records. Select the record that matches the Master's license information on the application and ensure that the populated license information in Accela matches the information on the application. In the case of multiple entries for the same license, selected the record in Accela that is the most recent record and ensure that the record is not expired.

The screenshot shows a search results page in a web browser. The table contains the following data:

License Type	State License #	License State	Business Name	License Issue Date	License Last Renewal Date	License Expiration Date	First Name
Electrician	EJ903100	DC				11/30/2013	PAULINO
Mechanic Ref/Air	DRM100	DC	R M THORNTON INC			09/30/2014	FRANK
Plumber GasFitt	PM1000100	DC				03/31/2014	CRAIG
Sp... Contr	S_0100	DC	TRI STATE FIRE PROTECTION SVC				

A red box highlights the 'Plumber GasFitt' row, and a red arrow points to its page icon. A text box with the instruction "SELECT THE MATCHING RECORD BY CLICKING THE PAGE ICON" is overlaid on the image.

- Once selected, Accela will populate the Master's license information. Confirm that the populated information matches the Master's license number.

The screenshot shows the 'New Record By Single' form in a web browser. The form is populated with the following information:

Professionals (This section is not required.)

License #: PM1000100
 First Name: CRAIG
 Middle Name: A
 Last Name: BENTON

License Type: Plumber GasFitt
 Business Name: (304)492-4079
 Phone 1: ((xxx)xxx-xxxx)
 Phone 2: ((xxx)xxx-xxxx)

Address Line 1: LOT 30 SOUTH BRANCH,SUB DIVISION,PO BOX
 Address Line 2: (304)492-4079

City: SPRINGFIELD
 State: WV
 Zip Code: 26763

Business Address: LOT 30 SOUTH BRANCH,;
 Business City: SPRINGFIELD
 Business State: WV

Business Zip: 26763
 Business Lic Type: H-

Agent for Owner (This section is required.)

Type: Agent for Owner
 Relationship: --Select--
 Primary: Organization Name
 Address Line 1: Phone 1: ((xxx)xxx-xxxx)
 Address Line 2: Phone 2: ((xxx)xxx-xxxx)

12. After the Master's information has populated, delete the information in the bottom two rows of the "Professionals" section.

Professional Information:

License #	First Name	Middle Name	Last Name	License Type	Business Name
PM1000100	CRAIG	A	BENTON	Plumber GasFitt	LOT 30 SOUTH BRANCH, SUB DIVISION, PO BOX

Agent for Owner Information:

Type *	First Name	Middle Name	Last Name
Agent for Owner			

Buttons: As Owner, As Lic. Prof.

13. After deleting the information in the last two rows of the "Professionals" section, scroll down to the "Agent for Owner" section. Populate the fields in this section by clicking "As Lic. Prof."

Agent for Owner Information:

Type *	First Name	Middle Name	Last Name
Agent for Owner	CRAIG	A	BENTON

Buttons: As Owner, As Lic. Prof.

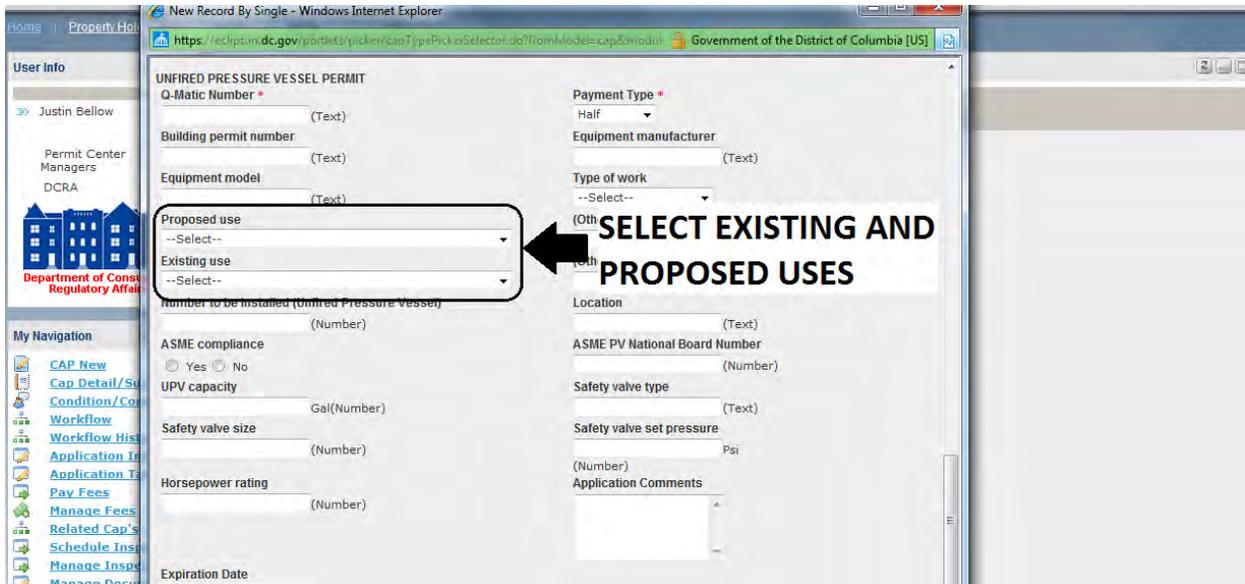
14. Scroll down to the “Unfired Pressure Vessel Permit” section in the “App Specific Info” section and type either “N/A” or a number in the “Q-Matic Number” field.

The screenshot shows a web browser window displaying the 'Unfired Pressure Vessel Permit' form. The form is titled 'UNFIRED PRESSURE VESSEL PERMIT' and contains various input fields. A white callout box with a black arrow points to the 'Q-Matic Number' field, which is a text input field. The callout text reads: 'ENTER A NUMBER OR "N/A" HERE'. The form includes fields for 'Building permit number', 'Equipment model', 'Proposed use', 'Existing use', 'Number to be installed (Unfired Pressure Vessel)', 'ASME compliance', 'UPV capacity', 'Safety valve size', 'Horsepower rating', 'Expiration Date', 'Type of work', '(Other) Specify Proposed Use', '(Other) Specify Existing Use', 'Location', 'ASME PV National Board Number', 'Safety valve type', 'Safety valve set pressure', and 'Application Comments'. The 'Department of Consumer and Regulatory Affairs' logo is visible in the bottom left corner.

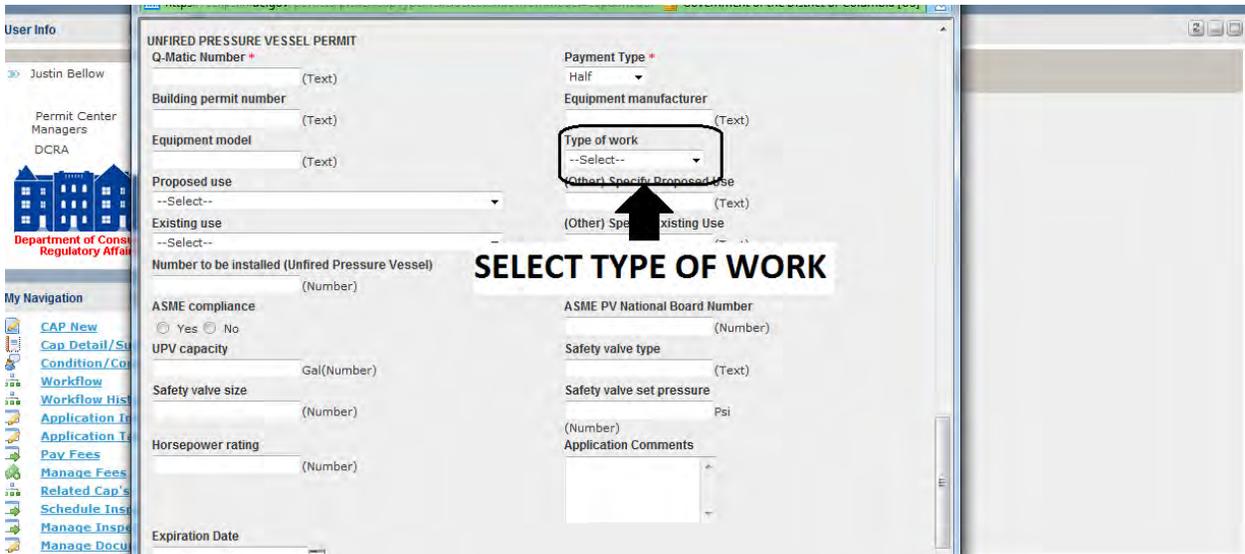
15. If a Building Permit number was provided, input the Building Permit number in the “Building permit number” field. If no Building Permit was provided, type the letter “B” in the “Building permit number” field.

The screenshot shows the same 'Unfired Pressure Vessel Permit' form. A white callout box with a black arrow points to the 'Building permit number' field, which is a text input field. The callout text reads: 'ENTER BUILDING PERMIT NUMBER HERE, IF PROVIDED. IF NO BUILDING PERMIT IS PROVIDED, ENTER "N/A"'. The form fields and layout are identical to the previous screenshot.

16. Examine the application to determine the type of work, select the matching type of work from the “Type of work” drop down menu



17. Examine the application to determine the type of work, select the matching type of work from the “Type of work” drop down menu



18. Enter the number of unfired pressure vessel devices in the “Number to be installed” field.

UNFIRED PRESSURE VESSEL PERMIT

Q-Matic Number * (Text)

Building permit number (Text)

Equipment model (Text)

Proposed use --Select--

Existing use --Select--

Number to be installed (Unfired Pressure Vessel) (Number)

ASME compliance

Yes No

UPV capacity (Number)

Payment Type * Half

Equipment manufacturer (Text)

Type of work --Select--

(Other) Specify Proposed Use (Text)

(Other) Specify Existing Use (Text)

Location (Text)

ASME PV National Board Number (Number)

Safety valve type (Text)

Safety valve set pressure (Number) Psi

Application Comments

Expiration Date

ENTER NUMBER OF UNFIRED PRESSURE VESSEL DEVICES HERE

19. Enter the location of the requested unfired pressure vessel devices in the "Location" field.

UNFIRED PRESSURE VESSEL PERMIT

Q-Matic Number * (Text)

Building permit number (Text)

Equipment model (Text)

Proposed use --Select--

Existing use --Select--

Number to be installed (Unfired Pressure Vessel) (Number)

ASME compliance

Yes No

UPV capacity Gal(Number)

Safety valve size (Number)

Horsepower rating (Number)

Expiration Date

Payment Type * Half

Equipment manufacturer (Text)

Type of work --Select--

(Other) Specify Proposed Use (Text)

(Other) Specify Existing Use (Text)

Location (Text)

ASME PV National Board Number (Number)

Safety valve (Text)

ENTER LOCATION OF DEVICES HERE

20. Enter the number "1" in the "ASME PV National Board Number" field.

UNFIRED PRESSURE VESSEL PERMIT

Q-Matic Number * (Text)

Building permit number (Text)

Equipment model (Text)

Proposed use --Select--

Existing use --Select--

Number to be installed (Unfired Pressure Vessel) (Number)

ASME compliance Yes No

UPV capacity Gal (Number)

Safety valve size (Number)

Horsepower rating (Number)

Expiration Date

Payment Type * Half

Equipment manufacturer (Text)

Type of work --Select--

(Other) Specify Proposed Use (Text)

(Other) Specify Existing Use (Text)

Location (Text)

ASME PV National Board Number (Number)

Safety valve type (Text)

Application Comments

ENTER "1" HERE

21. Enter the unfired pressure vessel capacity in gallons in the “UPV Capacity” field.

UNFIRED PRESSURE VESSEL PERMIT

Q-Matic Number * (Text)

Building permit number (Text)

Equipment model (Text)

Proposed use --Select--

Existing use --Select--

Number to be installed (Unfired Pressure Vessel) (Number)

ASME compliance Yes No

UPV capacity Gal (Number)

Safety valve size (Number)

Horsepower rating (Number)

Expiration Date

Payment Type * Half

Equipment manufacturer (Text)

Type of work --Select--

(Other) Specify Proposed Use (Text)

(Other) Specify Existing Use (Text)

Location (Text)

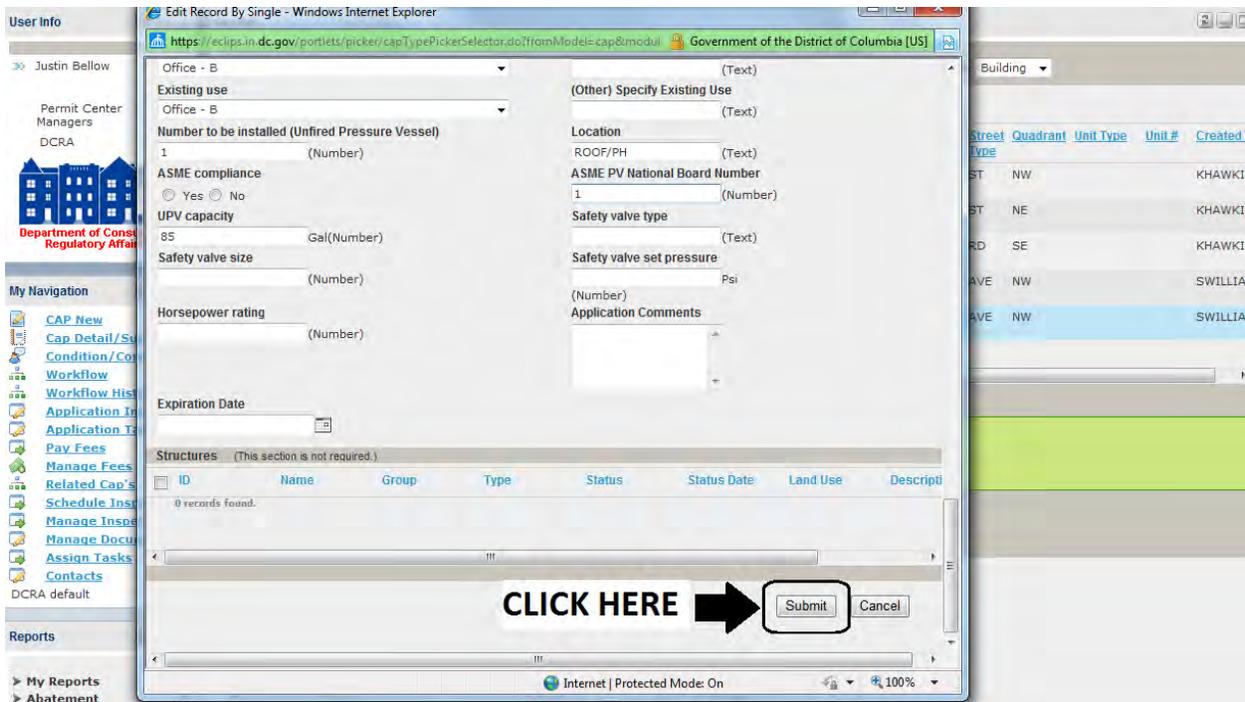
ASME PV National Board Number (Number)

Safety valve type (Text)

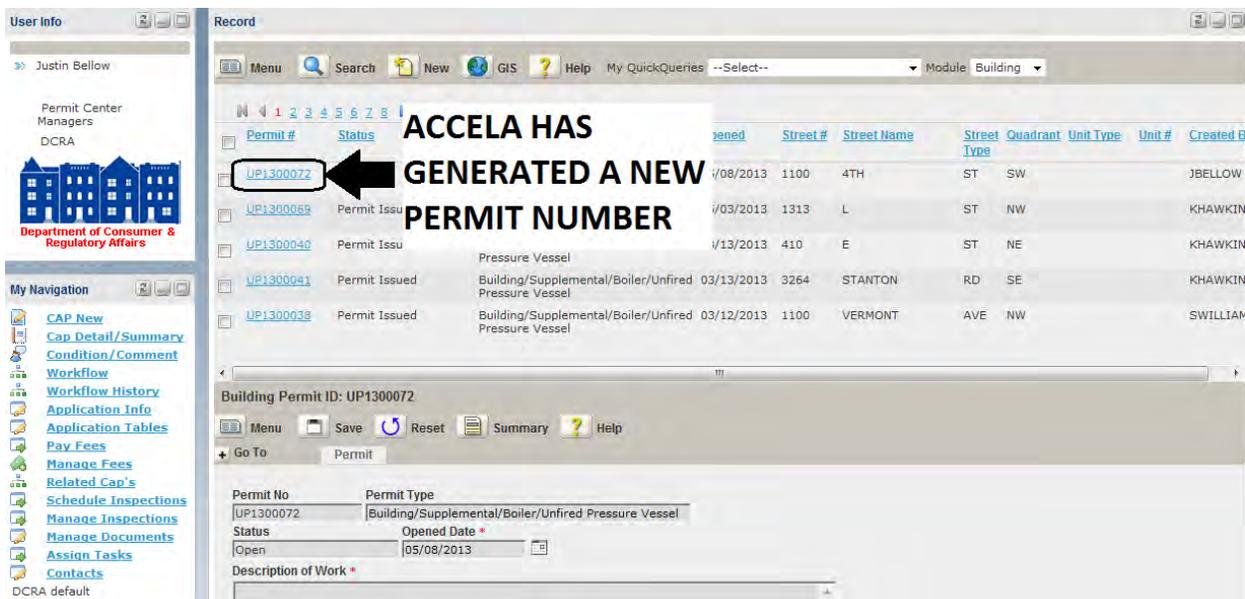
Application Comments

ENTER THE CAPACITY IN GALLONS HERE

22. Scroll down to the bottom of the window, and click on the “Submit” icon button.



23. After clicking “Submit”, Accela will close the “Edit Record by Single” window and return to the home screen. The newly created record will now display in the Record Menu.



24. Write the new permit number at the top of the permit application, and then click the “Manage Fees” link in the “My Navigation” menu.

The screenshot shows the 'Record' window with a list of permits. The 'Manage Fees' option is highlighted in the 'My Navigation' sidebar. A black arrow points to the 'Manage Fees' button with the text 'CLICK HERE'.

Permit #	Status	Permit Type	Opened	Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #	Created By
UP1300072	Open	Building/Supplemental/Boiler/Unfired Pressure Vessel	05/08/2013	1100	4TH	ST	SW			JBELLOW
UP1300069	Permit Issued	Building/Supplemental/Boiler/Unfired Pressure Vessel	05/03/2013	1313	L	ST	NW			KHAWKIN
UP1300040	Permit Issued	Building/Supplemental/Boiler/Unfired Pressure Vessel	03/13/2013	410	E	ST	NE			KHAWKIN
UP1300041	Permit Issued	Building/Supplemental/Boiler/Unfired Pressure Vessel	03/13/2013	3264	STANTON	RD	SE			KHAWKIN
UP1300038	Permit Issued	Building/Supplemental/Boiler/Unfired Pressure Vessel	03/12/2013	1100	VERMONT	AVE	NW			SWILLIAM

25. Accela does not automatically populate the correct fees for Unfired Pressure Vessel permits. Click the box directly under the “Fee Calc. Factor” heading to select the incorrect payment records, and then click the “Delete” icon button.

The screenshot shows the 'Manage Fees' window for Building Permit ID: UP1300072. A black arrow points to the 'Delete' button with the text 'STEP 2 - CLICK HERE'. Another black arrow points to a checkbox in the table with the text 'STEP 1 - CLICK HERE'.

Fee Calc. Factor	Fees	Status	Date Assessed
Enhances Service Fee - Boile...	1	NEW	05/08/2013
Boiler - Unfired Pressure Ve...	1	NEW	05/08/2013

26. Once the incorrect fees have been removed, click the “Add” icon button.

User Info: Justin Bellow, Permit Center Managers, DCRA, Department of Consumer & Regulatory Affairs

Record

Permit #	Status	Permit Type	Opened	Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #	Created B
UP1300072	Open	Building/Supplemental/Boiler/Unfired Pressure Vessel	05/08/2013	1100	4TH	ST	SW			JBELLOW
UP1300069	Permit Issued	Building/Supplemental/Boiler/Unfired Pressure Vessel	05/03/2013	1313	L	ST	NW			KHAWKIN
UP1300040	Permit Issued	Building/Supplemental/Boiler/Unfired Pressure Vessel	03/13/2013	410	E	ST	NE			KHAWKIN
UP1300041	Permit Issued	Building/Supplemental/Boiler/Unfired Pressure Vessel	03/13/2013	3264	STANTON	RD	SE			KHAWKIN
UP1300038	Permit Issued	Building/Supplemental/Boiler/Unfired Pressure Vessel	03/12/2013	1100	VERMONT	AVE	NW			SWILLIAN

Building Permit ID: UP1300072

Menu **+\$ Add** ? Help

Go To Fee (0)

Fee Calc. Factor: Job Value(Contractor)\$0.00 Fee Total \$0.00

Invoice #	Description	Quantity	Fees	Status	Date Assessed
0 records found.					

27. Enter the number “1” in the “Enhanced Service Fee – Boiler UVP” and “Boiler – Unfired Pressure Vessel Fee” fields.

My Navigation: CAP New, Cap Detail/Summary, Condition/Comment, Workflow, Workflow History, Application Info, Application Tables, Pay Fees, Manage Fees, Related Cap's, Schedule Inspections, Manage Inspections, Manage Documents, Assign Tasks, Contacts

DCRA default

Reports: My Reports, Abatement, ABL, ACA, Agency Management, Boilers, ICA, Inspections, Inspections Management

UP1300041	Permit Issued	Building/Supplemental/Boiler/Unfired Pressure Vessel	03/13/2013	3264	STANTON	RD	SE			KHAWKIN
UP1300038	Permit Issued	Building/Supplemental/Boiler/Unfired Pressure Vessel	03/12/2013	1100	VERMONT	AVE	NW			SWILLIAN

Building Permit ID: UP1300072

Submit Reset Cancel ? Help

Go To Fee (0)

Fee Schedule: BOILERUPV Version: VERSION 1

Fee Calc. Factor: Job Value(Contractor)\$0.00

Fee Item	Quantity	Unit	Not
Enhances Service Fee - Boiler UVP	<input type="text" value="1"/>		
Boiler - Unfired Pressure Vessel Fee (Enter 1 to Calculate)	<input type="text" value="1"/>		
Boiler Miscellaneous Unfired Object Permit Fee	<input type="text"/>		BOILERMISC
Boiler Unfired Object Filing Fee	<input type="text"/>		BOILERFILE
Revision Fee (Manually Enter Amount)	<input type="text"/>		REVISION
Renewal Fee (Manually Enter Amount)	<input type="text"/>		RENEWAL
Penalty Fee (Manually Enter Amount)	<input type="text"/>		PENALTY
Re-Inspection Fee	<input type="text"/>		REINSPFEE
Adjustment Fee (Enter negative number to subtract)	<input type="text"/>		ADJUSTBOILUP

28. Click the box directly under the “Fee Calc. Factor” heading to select all newly applied payment records, and then click the “Invoice” icon button.

User Info Justin Bellow
Permit Center Managers
DCRA
Department of Consumer & Regulatory Affairs

Record

Menu Search New GIS Help My QuickQueries --Select-- Module: Building

Permit #	Status	Permit Type	Opened	Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #	Created By
UP1300072	Open	Building/Supplemental/Boiler/Unfired Pressure Vessel	05/08/2013	1100	4TH	ST	SW			JBELLOW
UP1300069	Permit Issued	Building/Supplemental/Boiler/Unfired Pressure Vessel	05/03/2013	1313	L	ST	NW			KHAWKIN
UP1300040	Permit Issued	Building/Supplemental/Boiler/Unfired Pressure Vessel	03/13/2013	410	E	ST	NE			KHAWKIN
UP1300041	Permit Issued	Building/Supplemental/Boiler/Unfired Pressure Vessel	03/13/2013	3264	STANTON	RD	SE			KHAWKIN
UP1300038	Permit Issued	Building/Supplemental/Boiler/Unfired Pressure Vessel	03/12/2013	1100	VERMONT	AVE	NW			SWILLIAN

Building Permit ID: UP1300072

Menu +\$ Add Delete Void **Invoice** Help

Go To Fee (2)

Fee Calc. Factor: Job Value(Contractor)\$0.00 Fee Total \$36.60

Invoice #	Description	Fee	Status	Date Assessed
	Boiler - Unfired Pressure Ve...	1 \$33.00	NEW	05/08/2013
	Adjustment Fee (Enter negati...	3.6 \$3.60	NEW	05/08/2013

STEP 1 - CLICK HERE (points to Invoice icon)

STEP 2 - CLICK HERE (points to Invoice button)

29. Accela has now generated a new invoice number.

User Info Justin Bellow
Permit Center Managers
DCRA
Department of Consumer & Regulatory Affairs

Record

Menu Search New GIS Help My QuickQueries --Select-- Module: Building

Permit #	Status	Permit Type	Opened	Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #	Created By
UP1300072	Open	Building/Supplemental/Boiler/Unfired Pressure Vessel	05/08/2013	1100	4TH	ST	SW			JBELLOW

Building Permit ID: UP1300072

Menu +\$ Add Delete Void **Invoice** Help

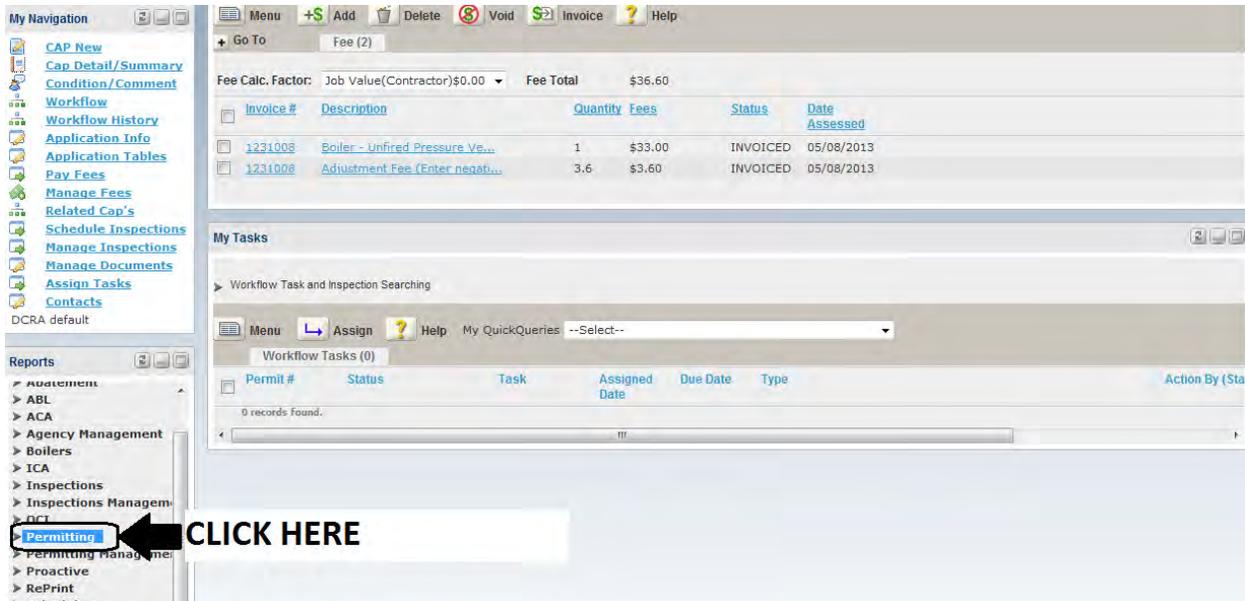
Go To Fee (2)

Fee Calc. Factor: Job Value(Contractor)\$0.00 Fee Total \$36.60

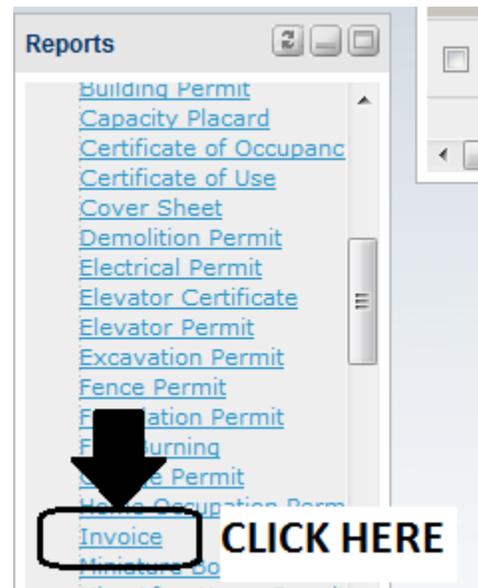
Invoice #	Description	Fee	Status	Date Assessed
1231008			INVOICED	05/08/2013
1231008			INVOICED	05/08/2013

ACCELA HAS GENERATED AN INVOICE NUMBER (points to new invoice numbers)

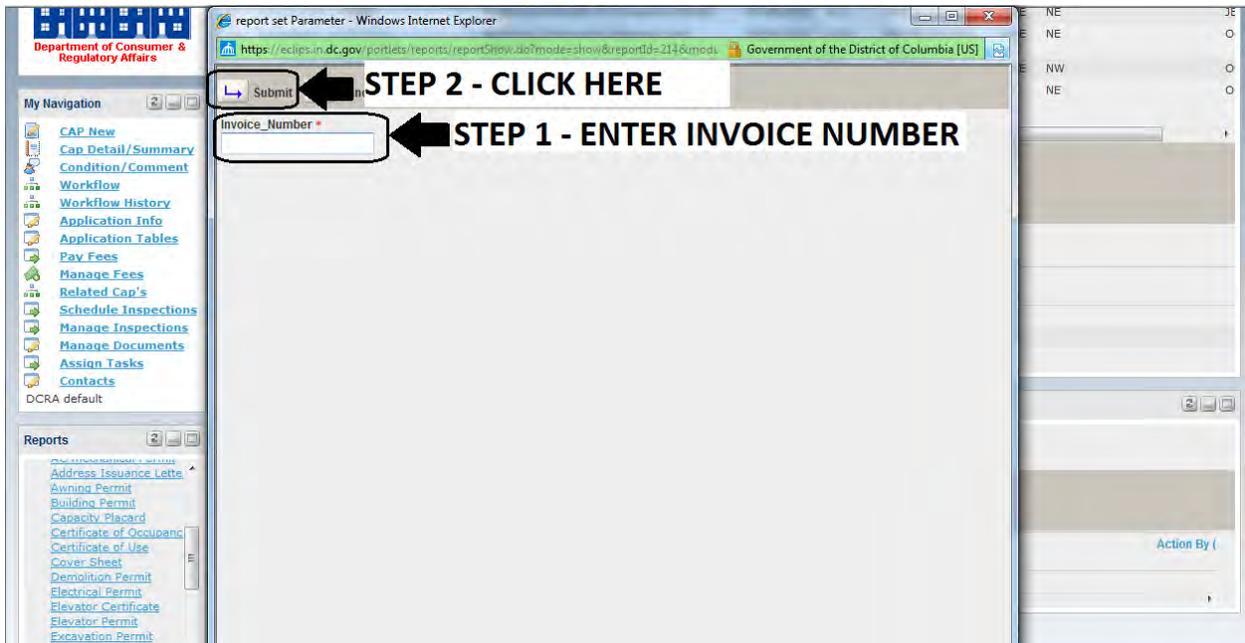
30. Click the "Permitting" link located in the "Reports" menu.



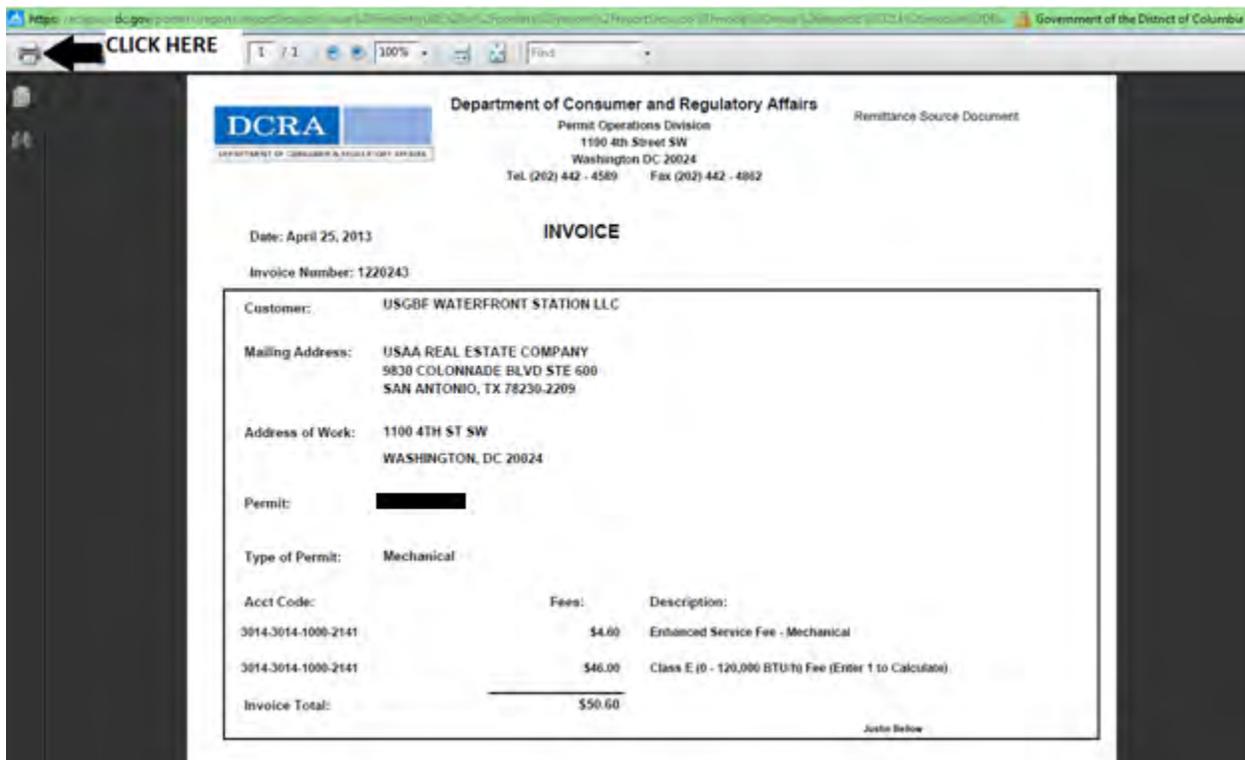
31. Clicking the “Permitting” link will expand the menu. Once expanded, click the “Invoice” link.



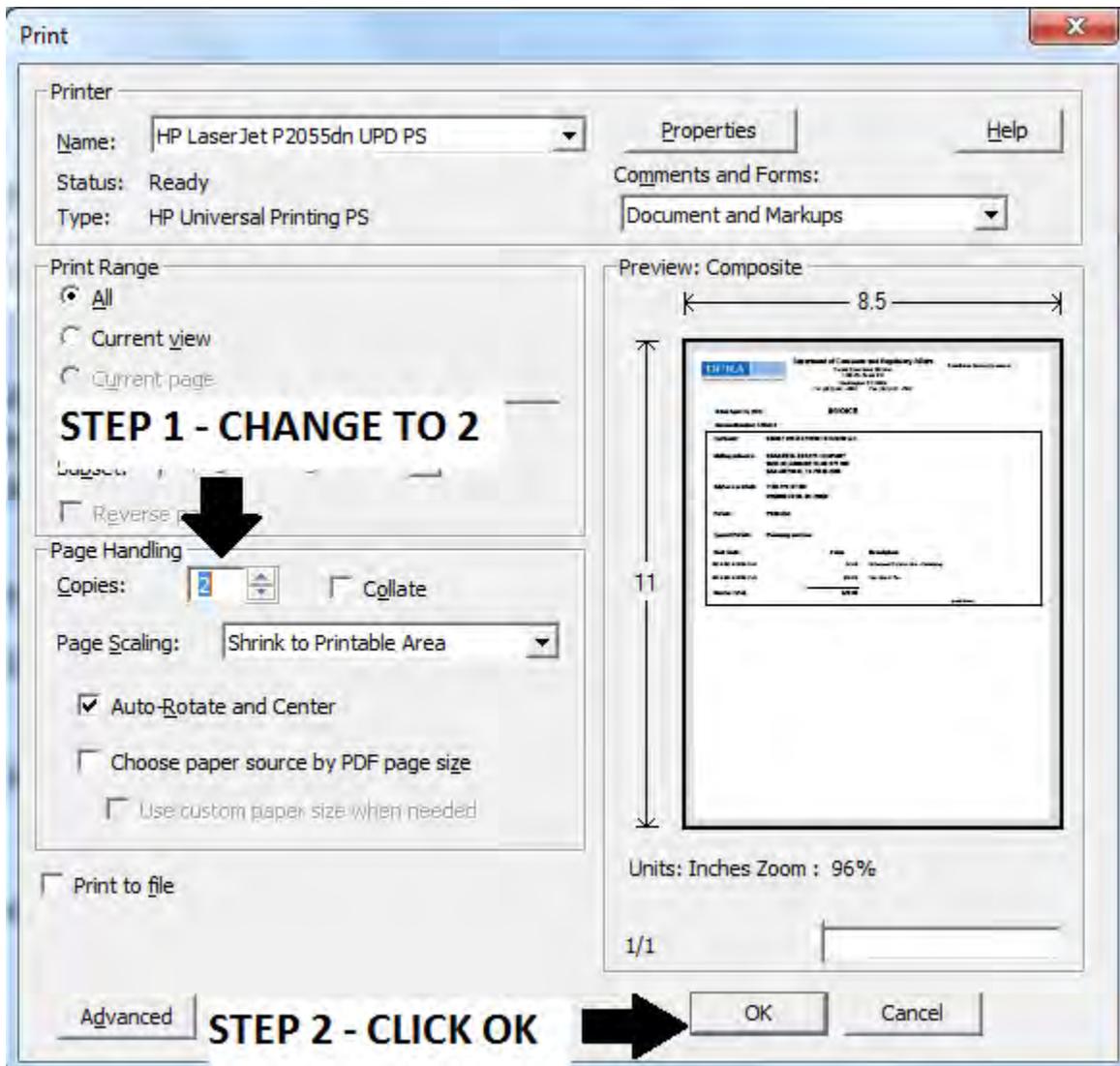
32. Clicking the “Invoice” link will open a new window. In the new window, enter the invoice number generated earlier in the “Invoice Number” field and click the “Submit” icon.



33. After clicking the “Submit” icon, Accela will generate a PDF of the invoice in a new window. Click the printer icon located at the top left-hand corner of the window.



34. A Print Dialogue box will now open. Change the number of copies to “2” by either inputting the number “2” in the “Copies” field, or by pressing the up arrow to the right of the “Copies” field and then click on the “OK” button.



35. Two copies of the invoice will now print. Provide both copies to the customer and direct them towards the Cashier. If the applicant is going to pay the invoice immediately, keep the application package at your desk. If the applicant is not going to pay the invoices immediately, return the application and all supporting documents to the applicant.

36. When the customer returns, confirm that the permit has been paid by examining the invoice. The invoice should now have blue printing at the top right-hand corner of the invoice.



Department of Consumer and Regulatory Affairs **NOTE THE PRINTING FROM THE CASHIER**

Permit Operations Division
1100 4th Street SW
Washington DC 20024
Tel. (202) 442 - 4589 Fax (202) 442 - 4862

OFFICE OF FINANCE AND TREASURY
Date: 4/23/2013 12:30 PM
Office: DCRA Term: OFT-GNB877
Batch: 20955 Batch Date: 4/23/2013
Cashier: OFT19
Trans #: 7
DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS
Comment/Document: #1304
Payment Total: \$36.30
Payment Distribution:
2141 CRO (3014) 10001-Reg50 \$36.30
MS Tendered: \$36.30

Date: April 23, 2013

INVOICE

Invoice Number: 1218584

Customer:	CAPITOL HILL INVESTORS LLC		
Mailing Address:	7101 WISCONSIN AVE STE 1203 BETHESDA, MD 20814-4873		
Address of Work:	405 8TH ST SE WASHINGTON, DC 20003		
Permit:	[REDACTED]		
Type of Permit:	Plumbing and Gas		
Acct Code:	Fees:	Description:	
3014-3014-1000-2141	\$3.30	Enhanced Service Fee - Plumbing	
3014-3014-1000-2141	\$33.00	Revision Fee (Manually Enter Amount)	
Invoice Total:	<u>\$36.30</u>		

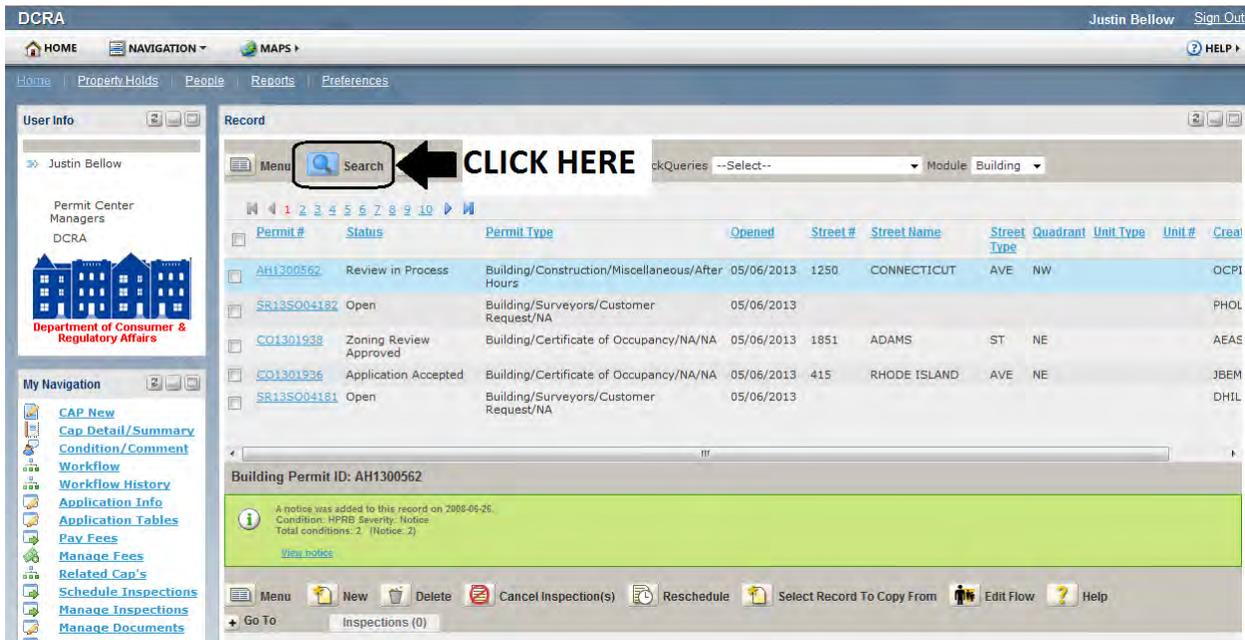
Keith Hawkins

NOTE THE RECEIPT #

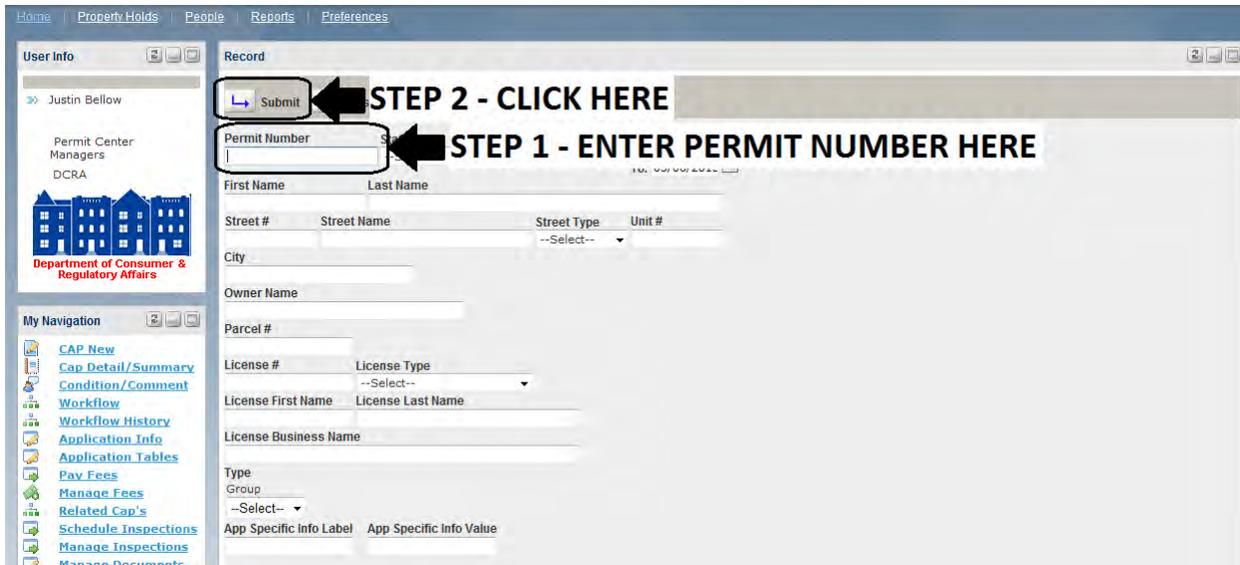
37. Upon confirming that the invoice has been paid, retain the copy of the invoice. The customer will also have either two or three small receipts from the Cashier – retain one of the small receipts.



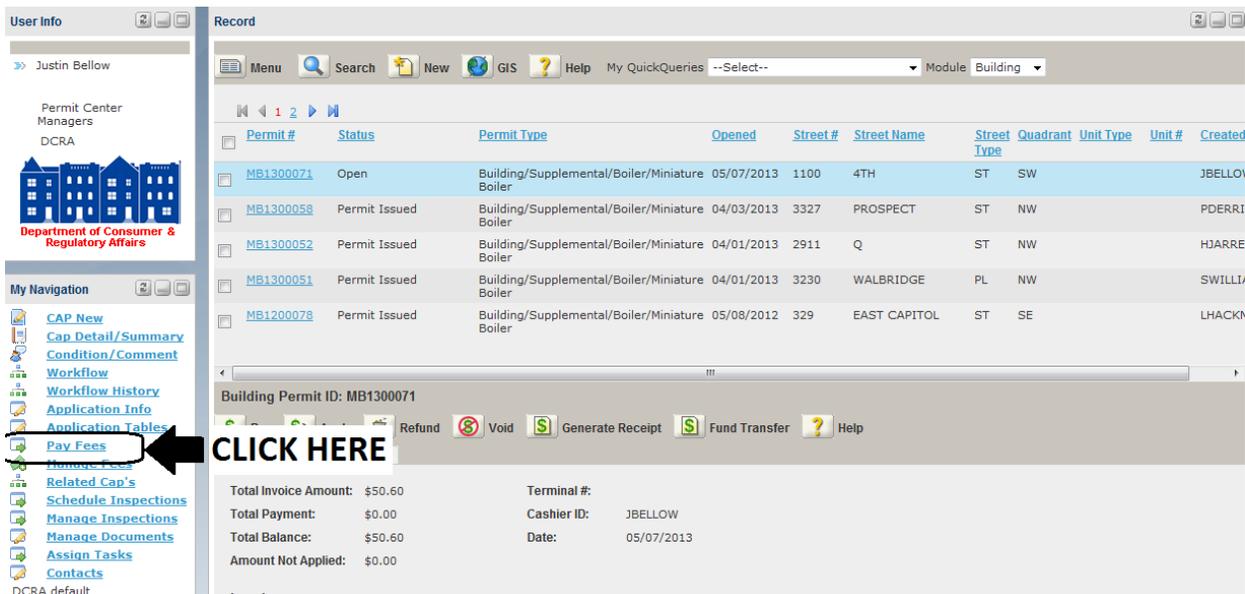
38. Once you have confirmed that the invoice has been paid, from the Accela home screen, click the “Search” icon button.



39. Enter the permit number in the “Permit Number” field then click the “Submit” icon button.



40. On the following screen, locate the “Pay Fees” link under the “My Navigation” menu located on the left hand side of the Accela home screen and click the “Pay Fees” link.



41. On the “Pay Fees” page, click on the “Pay” icon located at the top left hand corner of the “Payment” section.

CLICK HERE

CLICK HERE

Permit #	Status	Permit Type	Opened	Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #	Created B
UP1300072	Open	Building/Supplemental/Boiler/Unfired Pressure Vessel	05/08/2013	1100	4TH	ST	SW			JBELLOW

Building Permit ID: UP1300072

\$ Pay
\$ Apply
Refund
\$ Void
\$ Generate Receipt
\$ Fund Transfer
Help

Go To: Payment

Total Invoice Amount: \$36.60
 Total Payment: \$0.00
 Total Balance: \$36.60
 Amount Not Applied: \$0.00

Terminal #: [blank]
 Cashier ID: JBELLOW
 Date: 05/08/2013

Invoice #	Amount	Paid in Full	Balance
1231008	\$36.60	N	\$36.60

Transactions

Transaction Code	Transactions	Method	Receipt #	Not Applied	Amount	Status	Received	Trust Account ID	Date
0 records found.									

42. On the “Pay Fees” page, click on the “Pay” icon located at the top left hand corner of the “Payment” section.

CLICK HERE

Permit #	Status	Permit Type	Opened	Street #	Street Name	Street Type	Quadrant	Unit Type	Unit #	Created B
UP1300072	Open	Building/Supplemental/Boiler/Unfired Pressure Vessel	05/08/2013	1100	4TH	ST	SW			JBELLOW

Building Permit ID: UP1300072

\$ Pay
\$ Apply
Refund
\$ Void
\$ Generate Receipt
\$ Fund Transfer
Help

Go To: Payment

Total Invoice Amount: \$36.60
 Total Payment: \$0.00
 Total Balance: \$36.60
 Amount Not Applied: \$0.00

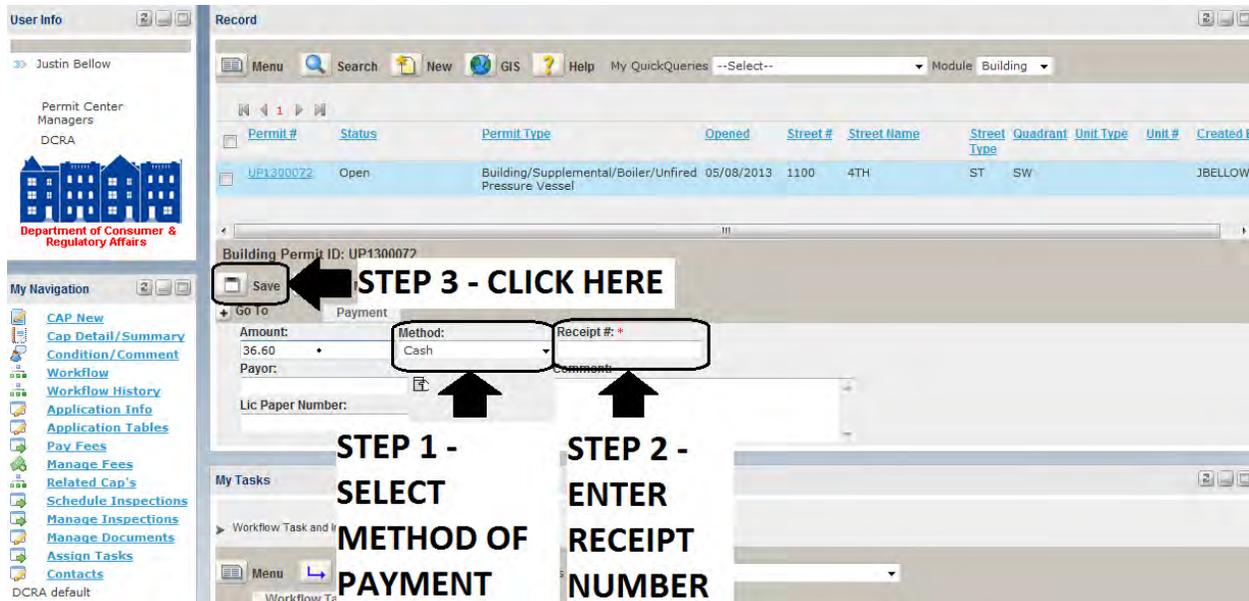
Terminal #: [blank]
 Cashier ID: JBELLOW
 Date: 05/08/2013

Invoice #	Amount	Paid in Full	Balance
1231008	\$36.60	N	\$36.60

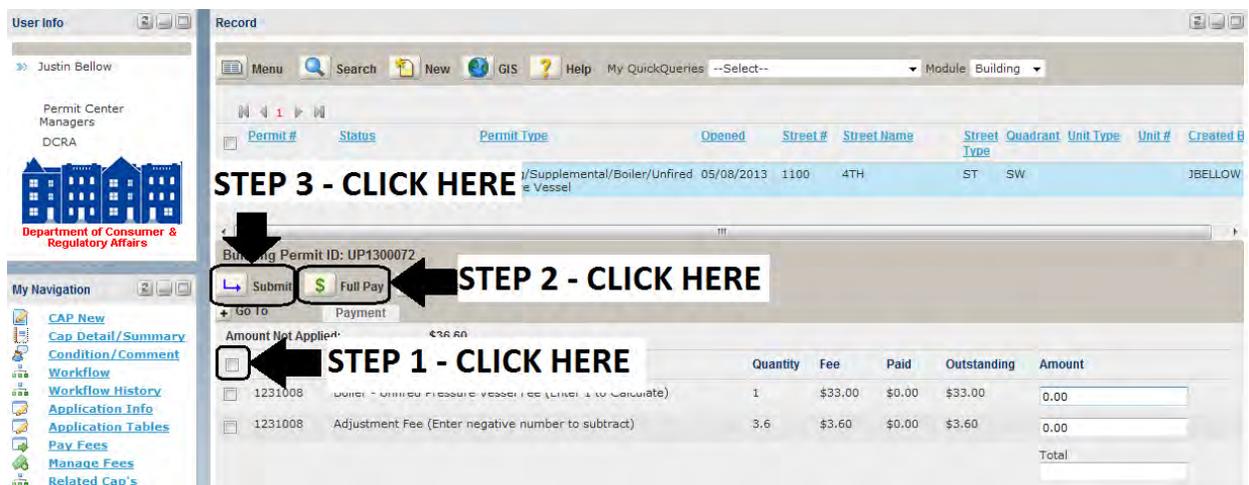
Transactions

Transaction Code	Transactions	Method	Receipt #	Not Applied	Amount	Status	Received	Trust Account ID	Date
0 records found.									

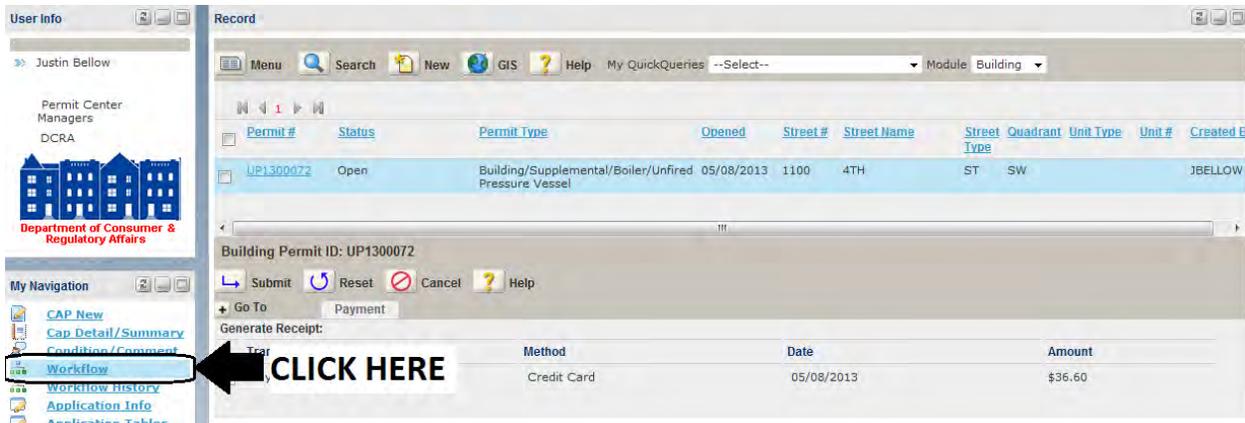
43. Examine the invoice or the receipt and discern what method of payment the customer used. Select this method of payment from the “Method” drop down menu. Now, examine the invoice or the receipt, locate the receipt number, and enter this number in the “Receipt #” field. Once this information is entered, click the “Save” icon button.



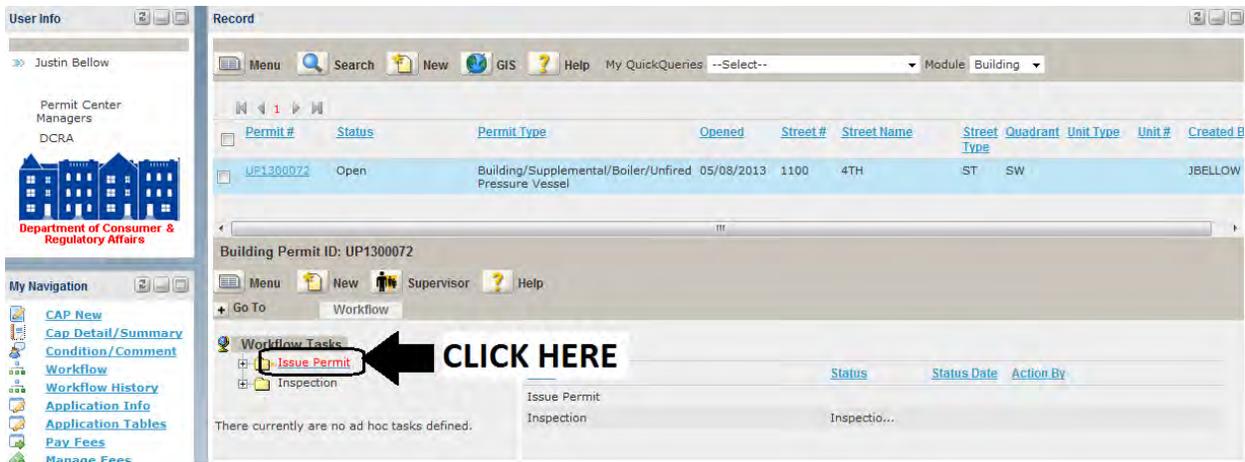
44. On the “Apply Fees” page, click on the box directly below the heading “Amount Not Applied” in order to select all of the outstanding fee entries. Next, click on the “Full Pay” icon in order to apply full payment for the outstanding entries. Finally, click on the “Submit” icon in order to complete the application of fees.



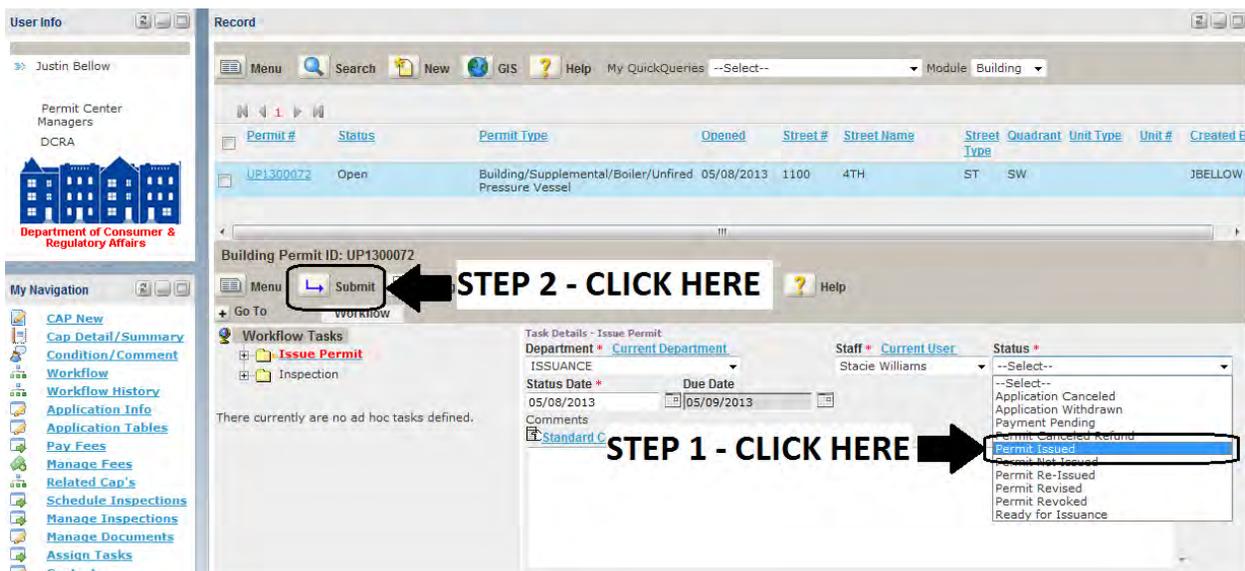
45. The fees have now been applied and you may begin the finalization of the Issuance process. Click the “Workflow” link located on the “My Navigation” menu.



46. On the "Workflow" screen, click on the "Issue Permit" link, highlighted in red.



47. On the following page, select "Permit Issued" from the "Status" drop down menu, and then click the "Submit" icon button.



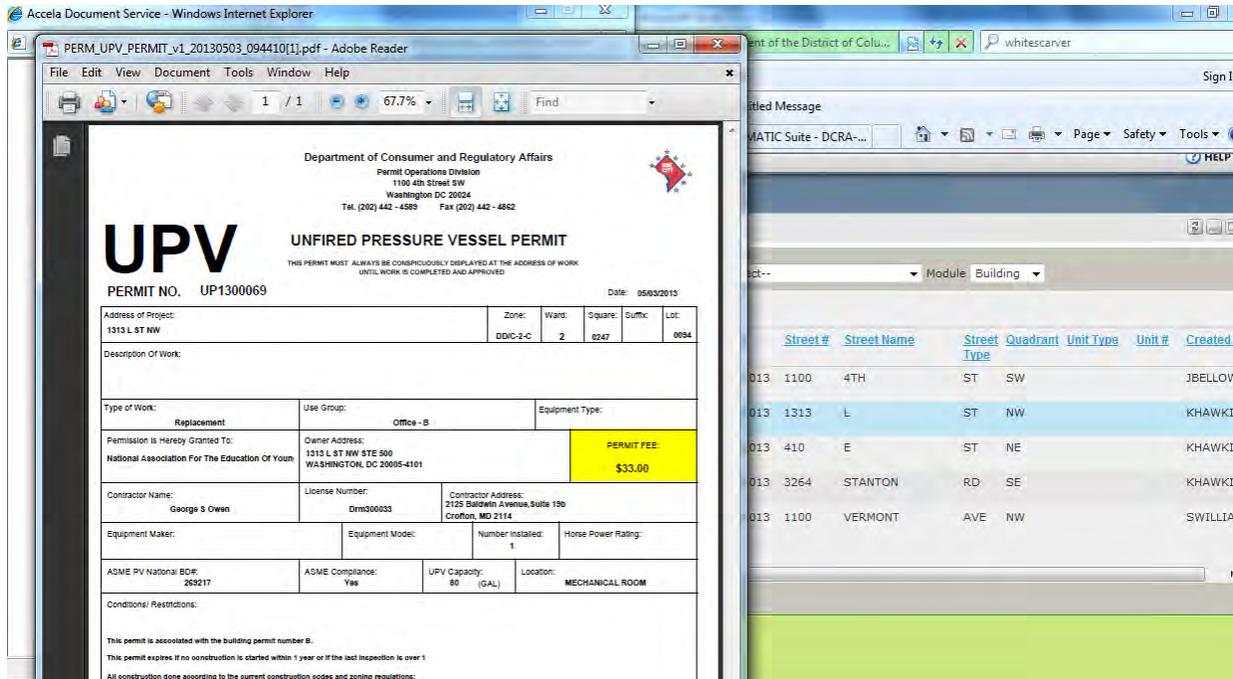
48. The permit is now in “Issued” status and can be printed. Click the “Permitting” link located in the “Reports” menu on the left side of the Accela home screen.

The screenshot shows the Accela software interface. On the left, the 'Reports' menu is expanded, and the 'Permitting' link is highlighted with a red box and a black arrow pointing to it. A white box with the text 'CLICK HERE' is overlaid on the arrow. The main content area displays a list of permits, including 'MB1300051' and 'MB1200078', both in 'Permit Issued' status. Below this, there is a section for 'Building Permit ID: MB1300058' with a notice about CFA Severity. A 'Workflow Tasks' table is visible, showing tasks like 'Issue Permit' and 'Inspection'. The 'My Tasks' section at the bottom shows 'Workflow Task and Inspection Searching'.

49. Clicking on the “Permitting” link will expand the menu. Once expanded, click the on the “Unfired Pressure Vessel” link.

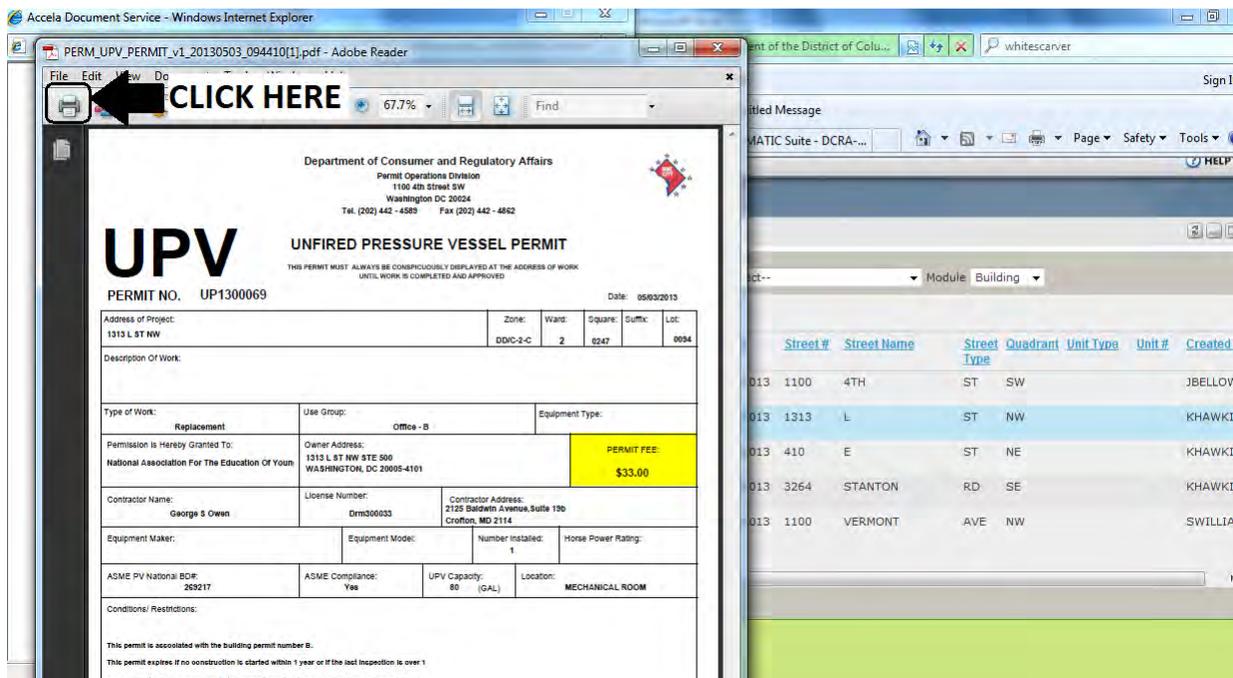
The screenshot shows the Accela software interface with the 'Permitting' link expanded in the 'Reports' menu. The 'Unfired Pressure Vessel' link is highlighted with a red box and a black arrow pointing to it. A white box with the text 'CLICK HERE' is overlaid on the arrow. The main content area displays details for a permit with 'Permit No' UP1300072 and 'Permit Type' Building/Supplemental/Boiler/Unfired Pressure Vessel. The status is 'Open' and the 'Opened Date' is 05/08/2013. A 'Description of Work' field is present. Below this, a table shows 'Total Fee Invoiced' as 36.60, 'Total Paid' as 36.60, and 'Balance' as 0.00. The 'My Tasks' section at the bottom shows 'Workflow Task and Inspection Searching'.

50. Accela will now generate a PDF of the Unfired Pressure Vessel permit.

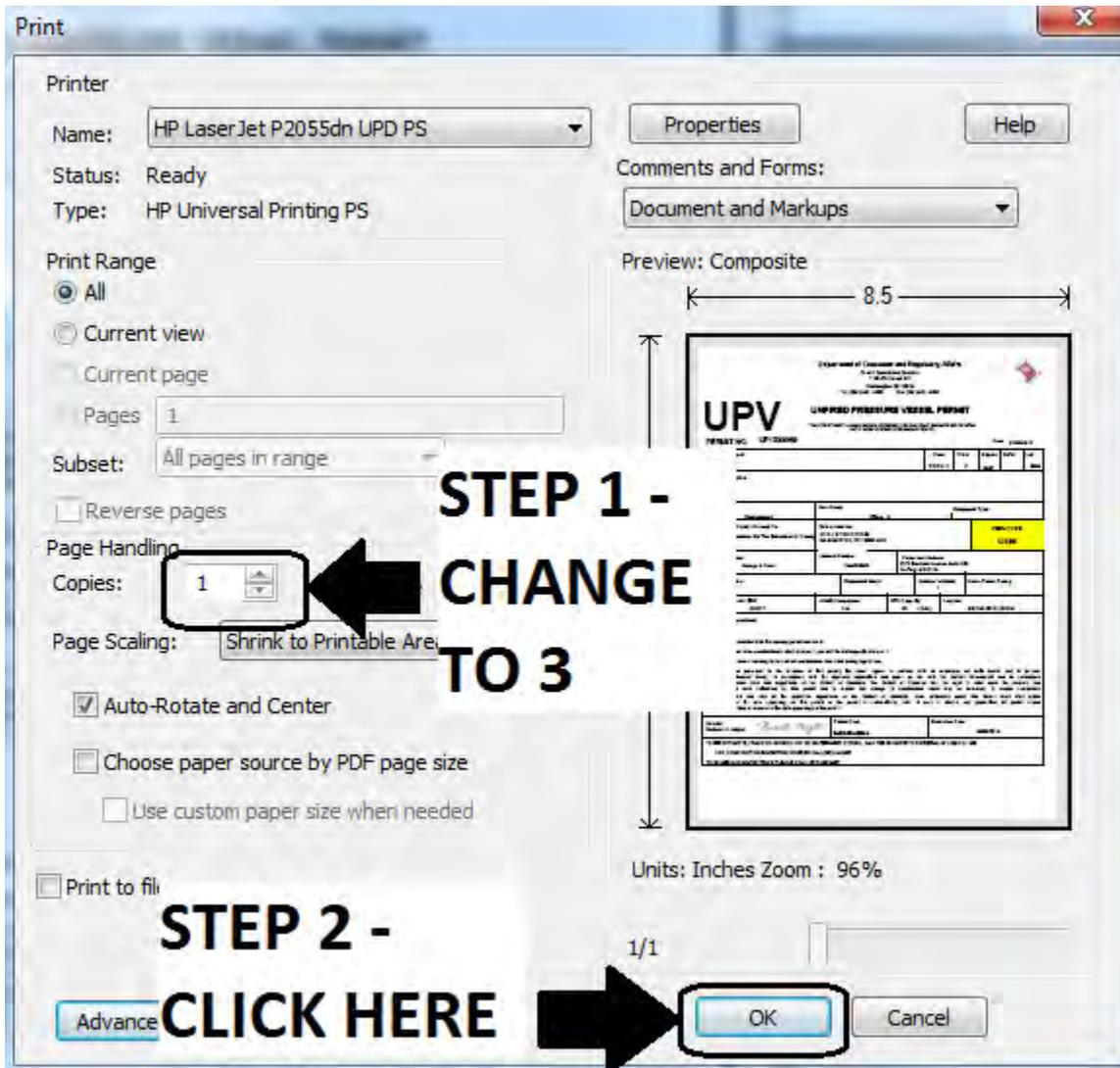


51. Review the generated permit with the customer on the computer screen to ensure that all information has been captured correctly.

52. After reviewing the permit with the customer, click the printer icon located at the top left-hand corner of the window.



53. A Print Dialogue box will now open. Change the number of copies to “3” by either inputting the number “3” in the “Copies” field, or by pressing the up arrow to the right of the “Copies” field twice. Place one piece of DCRA permit paper, right-side up, on printer’s manual load tray. When done, click the “OK” button.



54. Three copies of the permit will now print - one copy on DCRA permit paper, and two copies on regular paper.

55. Sign all three permits and provide the permit printed on DCRA permit paper and one of the permits printed on regular paper to the customer.

56. Retain the remaining permit printed on copy paper, remove all staples from the remaining documents, and bundle the permit application documents together, signed permit on top, with a paper clip. The application package should include the following documents:

57. Signed permit printed on copy paper (on top)

- Application

- Invoice

- Receipt

- Building Permit (for jobs with “New” or “Remodel” as the “Type of Work,” or if the customer provided a Building Permit otherwise)

58. Place the completed application package in the designated storage area.

59. Below is a sample copy of an Unfired Pressure Vessel permit.

Department of Consumer and Regulatory Affairs

Permit Operations Division
1100 4th Street SW
Washington DC 20024

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



UPV

UNFIRED PRESSURE VESSEL PERMIT

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

PERMIT NO. UP1300073

Date: 05/14/2013

Address of Project: 3800 RESERVOIR RD NW		Zone: DIR-3	Ward: 2	Square: 1321	Suffix:	Lot: 0826
Description Of Work:						
Type of Work: Repair or Alteration	Use Group: Hospital - I-2		Equipment Type:			
Permission Is Hereby Granted To: President & Directors Of Georgetown		Owner Address: MEDSTAR HEALTH, RE SERVICES 106 IRVING ST NW STE 301 WASHINGTON DC 20016-2927			PERMIT FEE: \$33.00	
Contractor Name: Patrick B. Mcateer		License Number: Dpm335	Contractor Address: 125 South Winchester Road Annapolis, MD 21409			
Equipment Maker:		Equipment Model:	Number Installed: 1	Horse Power Rating:		
ASME PV National BD#: 1	ASME Compliance: No	UPV Capacity: 60 (GAL)	Location: INTERIOR			
<p>Conditions/ Restrictions:</p> <p>This permit is associated with the building permit number B1300908.</p> <p>This permit expires if no construction is started within 1 year or if the last inspection is over 1</p> <p>All construction done according to the current construction codes and zoning regulations;</p> <p>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.</p>						
Director: Nicholas A. Majett		Permit Clerk Keith Hawkins		Expiration Date: 05/14/2014		
<p>TO REPORT WASTE, FRAUD OR ABUSE BY ANY DC GOVERNMENT OFFICIAL, CALL THE DC INSPECTOR GENERAL AT 1-800-521-1639</p> <p>FOR CONSTRUCTION INSPECTION INQUIRIES CALL (202) 442-9557</p> <p>TO SCHEDULE INSPECTIONS PLEASE CALL (202) 442 9557</p>						

CHAPTER 8

HOMEOOWNER'S CENNER

Chapter 2 - Homeowner's Center

DCRA's Homeowners Center is devoted to helping homeowners get building permits for home improvement projects such as decks, fences, interior renovations and repairs, and window replacement. The Homeowners' Center provides expedited service to homeowners seeking permits for the most common home improvement jobs. Instead of the regular intake and review process, most Homeowners' Center jobs are accepted, permitted, and issued exclusively in the Homeowners' Center, saving the homeowner a considerable amount of time. The goal for Homeowners' Center jobs is one trip to obtain a permit (95% permit issued in the first visit).

Examples of Homeowner's Center Jobs

- New construction of driveways and parking pads
- Roof repair (no structural change)
- New construction of garages and sheds
- New construction of one-story decks not to exceed 10 feet in height above grade at the highest point and 1000 square feet in area.
- One-story additions to existing single family dwellings on grade
- Interior renovations to single family dwellings without structural changes (i.e. kitchen and bathroom renovations)
- Window and door replacement and repair in residential buildings

CHAPTER 9

MEASUREMENTS AND QUALITY CONTROL

Chapter 3 - Metrics and Quality Control

Metrics

In an effort to accurately track the number of permits issued in a given timeframe, every permit that has been issued within a given day is counted and catalogued by permit type. Further, permit count numbers are maintained for each individual member of the Permit Center Staff.

A daily permit count is maintained that shows how many permits each Permit Center staffer has issued as well as how many permits in each individual permit group type has been issued. The building permit categories are: Building, Electric, Plumbing, Home Occupation Permit, Certificate of Occupancy, Elevator, and Certificate of Use. These daily statistics are maintained in an Excel spreadsheet and the spreadsheet aggregates the daily statistics to provide weekly statistics.

Daily counts of each individual permit type are also maintained in an Excel spreadsheet. The spreadsheet categorizes daily permit type counts, and aggregates the daily permit counts to provide monthly and quarterly permit statistics.

In order to get accurate permit counts, all issued permits are hand counted and categorized daily.

Quality Control

In an effort to minimize errors, all Mechanical and Plumbing permits are audited daily to ensure that Permit Center staff members are processing these permits accurately. If errors are found, staff members are made aware of the errors and training is provided in order to correct the deficiency. A list of errors, categorized by staff member, is maintained in an Excel spreadsheet and saved weekly.

DAILY PERMIT CENTER COUNT

BUILDING	ELECTRIC	PLUMBING	HOP	CO	ELEV	CU
0	0	0	0	0	0	0

	SALLY	JANE	MIKE	JOHN	JIM	DAVE	SARAH				
BUILDING											
ELECTRIC											
PLUMBING											
HOP											
CO											
ELEV											
CU											
TOTAL	0	0	0	0	0	0	0	0	0	0	0

DAILY TOT/ 0

DATE:

PERMIT COUNT BY TYPE - MARCH 2013

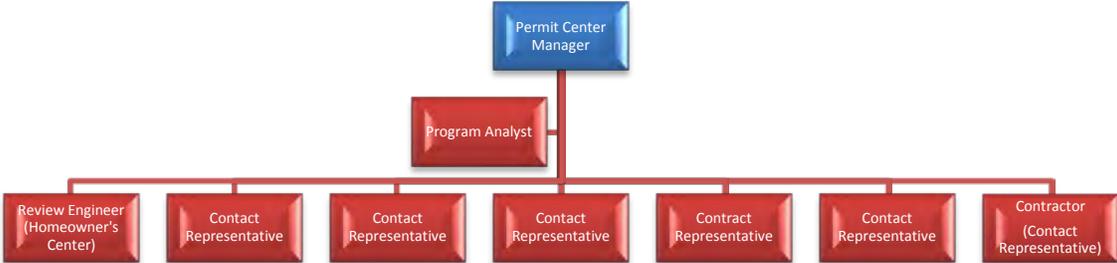
PERMIT TYPE	AMOUNT
Addition	25
Addition, Alteration & Repair	71
Alteration & Repair	596
Awning	3
Boiler	0
Capacity Placard	1
Civil	1
Demolition	72
Excavation	3
Fence	48
Foundation	2
Garage	8
New Building	39
Projection	0
Raze	6
Retaining Wall	5
Shed	1
Sheeting and Shoring	3
Sign	31
Special Sign	26
Swimming Pool	4
Tenant Layout	9
BUILDING PERMIT MONTH TOTAL	954
Misc - After Hours	66
Misc - Antenna	20
Misc - Blasting Operations	1
Misc - Elevator	31
Misc - Exterior Cleaning	0
Misc - Fireworks Stand	0
Misc - Scaffolding	10
Misc - Soil Boring	27
Misc - Tent	20
Misc - Tower Crane	1
Misc - Underground Storage	5
Misc - Water and Damp Proofing	2
MISCELLANEOUS MONTH TOTAL	183
Electrical	507
Mechanical	196
Plumbing & Gas	624
Fuel Burning	10
Miniature Boiler	0
Unfired Pressure Vessel	3
SUPPLEMENTAL MONTH TOTAL	1340
Certificate of Occupancy	212
Certificate of Use	25
Home Occupation Permit	33
COO/HOP MONTHLY TOTAL	270
MONTHLY ISSUED PERMIT TOTAL	2747

CHAPTER 10

ORGANIZATIONAL STRUCTURE

Chapter 4 - Organizational Structure

Permit Center Organizational Chart – Current as of May 10, 2013



APPENDIX A

12A DCMR, BUILDING CODE SUPPLEMENT

Appendix A - 12A DCMR, Building Code Supplement

DISTRICT OF COLUMBIA CONSTRUCTION CODES SUPPLEMENT OF 2008 DCMR 12A BUILDING CODE SUPPLEMENT

CHAPTER 1A ADMINISTRATION AND ENFORCEMENT

Delete Chapter 1 in its entirety and substitute the following:

SECTION 101A GENERAL

101.1 The Construction Codes. The *D.C. Construction Codes* (2008), hereinafter referred to as the "*Construction Codes*," shall consist of the *Building Code*, *Residential Code*, *Electrical Code*, *Fuel Gas Code*, *Mechanical Code*, *Plumbing Code*, *Property Maintenance Code*, *Fire Safety Code*, *Energy Conservation Code* and *Existing Building Code*, as defined in Sections 101.2 through 101.4.8 of 12A DCMR, and shall include, as to any specific application, any waivers thereto authorized and duly granted by the code official, as define in Section 103.1 of the *Building Code*. The *District of Columbia Construction Codes Supplement of 2008* (the "*Construction Codes Supplement*") shall consist of the additions, insertions, deletions and changes to the 2006 edition of the *International Codes* published by the International Code Council (ICC) and to the *National Electrical Code* (2005) published by the National Fire Protection Association (NFPA) (collectively the "*International Codes*") which are adopted pursuant to the provisions of the Construction Codes Approval and Amendments Act of 1986, effective March 21, 1987 (D.C. Law 6-216; D.C. Official Code § 6-1401 *et seq.*).

101.1.1 The Construction Codes Scope and Intent. Chapter 1A of 12A DCMR shall serve as the administrative and enforcement provisions for the *Building Code*, *Residential Code*, *Electrical Code*, *Fuel Gas Code*, *Mechanical Code*, *Plumbing Code*, *Energy Conservation Code* and *Existing Building Code*, except as otherwise provided herein. Administrative and enforcement provisions for the *Property Maintenance Code* and the *Fire Prevention Code* are set forth in 12G DCMR, Chapter 1G and 12H DCMR, Chapter 1H, respectively.

101.2 D.C. Building Code. The *D.C. Building Code* (2008), hereinafter referred to as the "*Building Code*" shall consist of the *International Building Code* (2006) as amended by the *Construction Codes Supplement* (12A DCMR Building Code Supplement).

101.2.1 Appendices. Provisions in the appendices of the *International Building Code* (2006) shall not apply unless specifically adopted.

101.2.2 Administration and Enforcement Chapter 1 of the *International Building Code* (2006) is deleted in its entirety. The provisions of Chapter 1A of 12A DCMR shall apply to the *Building Code* and are incorporated by this reference.

101.2.3 Scope. The provisions of the *Building Code* shall apply to the construction, alteration, addition, repair, removal, demolition, use, location, movement, enlargement, occupancy and maintenance of all buildings and structures, appurtenances attached to buildings or structures, signs, advertising devices and premises in the District of Columbia and apply to existing or proposed buildings and structures; except as such matters are otherwise provided for in other ordinances or statutes, or in the rules and regulations authorized for promulgation under the provisions of the *Building Code*. These regulations establish minimum maintenance standards for all structures and premises for basic equipment and facilities for light, ventilation, space heating and sanitation; for safety from fire; for space and location; for safe and sanitary maintenance of all structures and premises now in existence; for minimum requirements for all existing buildings and structures for means of egress, fire protection systems and other equipment and devices necessary for life safety from fire; for rehabilitation and reuse of existing structures, and construction and those for alterations and repairs.

Exceptions:

1. Detached one- and two-family dwellings and multiple single-family dwellings (townhouses) not more than three stories above grade plane in height with a separate means of egress and their accessory structures shall be permitted to comply with the *Residential Code* listed in Section 101.3.
2. Existing buildings undergoing repair, alteration, additions or change of occupancy shall comply with the *Existing Building Code* listed in Section 101.4.8 or the current Construction Codes.

101.2.4 Intent. The purpose of the *Building Code* is to establish the minimum standards to safeguard the public health, safety, and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment and to provide safety to fire fighters and emergency responders during emergency operations.

101.3 D.C. Residential Code. The *D.C. Residential Code* (2008), hereinafter referred to as the "*Residential Code*," shall consist of the *International Residential Code* (2006) as amended by the *Construction Codes Supplement* (12B DCMR Residential Code Supplement).

101.3.1 Appendices. Provisions in the appendices of the *International Residential Code* (2006) shall not apply unless specifically adopted.

101.3.2 Administration and Enforcement. Chapter 1 of the *International Residential Code* (2006) is deleted in its entirety. The provisions of Chapter 1A of 12A DCMR shall apply to the *Residential Code* and are incorporated by this reference.

101.3.3 Scope. The provisions of the *Residential Code* shall apply to the construction, movement, enlargement, replacement, equipment, use and occupancy, location, removal and demolition of detached one- and two-family dwellings and townhouses not more than three stories above-grade in height with a separate means of egress and their accessory structures.

101.3.4 Intent. The purpose of the *Residential Code* is to establish the minimum standards to safeguard the public health, safety, and general welfare through affordability, structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment and to provide safety to fire fighters and emergency responders during emergency operations.

101.4 Referenced Codes. The codes listed in Sections 101.4.1 through 101.4.8 and referenced elsewhere in the *Building Code* shall be considered part of the requirements of the *Construction Codes* to the prescribed extent of each such reference.

101.4.1 D.C. Electrical Code. The *D.C. Electrical Code* (2008) hereinafter referred to as the "*Electrical Code*," shall consist of the National Fire Protection Association (NFPA) *National Electrical Code* (2005) as amended by the *Construction Code Supplement* (12C DCMR Electrical Code Supplement)..

101.4.1.1 Appendices. Provisions in the appendices of the NFPA *National Electrical Code* (2005) shall not apply unless specifically adopted.

101.4.1.2 Administration and Enforcement. The provisions of Chapter 1A of 12A DCMR shall apply to the *Electrical Code* and are incorporated by this reference.

101.4.1.3 Repeal. Article 90 of the *National Electrical Code* (2005) is deleted in its entirety.

101.4.1.3.1 Mandatory Rules and Explanatory Material. Mandatory rules of the *National Electrical Code* are characterized by the use of the word "shall." Explanatory material in the form of Fine Print Notes (FPN) is not mandatory.

101.4.1.4 Scope. The provisions of the *Electrical Code* shall apply to the design, installation, maintenance, alteration, conversion, changing, repairing, removal, and inspection of electrical conductors, equipment, and systems in buildings or structures and on private or public space within the District of Columbia, for the transmission, distribution, and use of electrical energy for power, heat, light, radio, television, signaling, and for other purposes.

Exceptions:

1. Installations of communications equipment under the exclusive control of communications utilities located outdoors or in building spaces used exclusively for such installations are not subject to the *Electrical Code*.
2. Electrical installations, including associated lighting, under the exclusive control of electrical utilities for the purpose of

communications, metering, generation, control, transformation, transmission, or distribution of electricity, when such installations are located in buildings used exclusively by utilities for such purposes, or outdoors on property owned or leased by the utility, or on or along public highways, streets, roads, and other public right-of-ways, or outdoors on private property by established rights such as easements, such installations are not subject to the *Electrical Code*.

101.4.1.5 Intent. The purpose of the *Electrical Code* is to establish the minimum requirements to safeguard persons and property from hazards arising from the use of electricity, and is not intended as a design specification or as an instruction manual for untrained persons.

101.4.2 D.C. Fuel Gas Code. The *D.C. Fuel Gas Code* (2008), hereinafter referred to as the "*Fuel Gas Code*," shall consist of the *International Fuel Gas Code* (2006) as amended by the *Construction Codes Supplement* (12D DCMR Fuel Gas Code Supplement).

101.4.2.1 Appendices. Provisions in the appendices of the *International Fuel Gas Code* (2006) shall not apply unless specifically adopted.

101.4.2.2 Administration and Enforcement. Chapter 1 of the *International Fuel Gas Code* (2006) is deleted in its entirety. The provisions of Chapter 1A of 12A DCMR shall apply to the *Fuel Gas Code* and are incorporated by this reference.

101.4.2.3 Scope. The provisions of the *Fuel Gas Code* shall apply to the installation of fuel gas piping systems, fuel gas utilization equipment, gaseous hydrogen systems, and related accessories, as follows:

1. Gaseous hydrogen systems shall be regulated by Chapter 7.
2. The regulations cover piping systems for natural gas with an operating pressure of 125 pounds per square inch gauge (psig) (862 kPa gauge) or less, and for LP-gas with an operating pressure of 20 psig (140 kPa gauge) or less, except as provided in Section 402.6.1. Coverage shall extend from the point of delivery to the outlet of the equipment shutoff valves. Piping system requirements shall include design, materials, components, fabrication, assembly, installation, testing, inspection, operation, and maintenance.
3. Requirements for gas utilization equipment and related accessories shall include installation, combustion and ventilation air, and venting and connection to piping systems.
4. The requirements for the design, installation, maintenance, alteration, and inspection of mechanical operating with fuels other than fuel gas shall be regulated by the *Mechanical Code*.

101.4.2.3.1 Exempted Installations and Equipment. The *Fuel Gas Code* shall not apply to the following:

1. Portable LP-Gas equipment of all types that is not connected to a fixed fuel system.
2. Installation of farm equipment such as brooders, dehydrators, dryers and irrigation equipment.
3. Raw material (feedstock) applications except for piping to special atmosphere generators.
4. Oxygen-fuel gas cutting and welding systems.
5. Industrial gas applications using gases such as acetylene and acetylenic compounds, hydrogen, ammonia, carbon monoxide, oxygen and nitrogen.

6. Petroleum refineries, pipeline compressor or pumping stations, loading terminals, compounding plants, refinery tank farms and natural gas processing plants.
7. Integrated chemical plants or portions of such plants where flammable or combustible liquids or gases are produced by chemical reactions or used in chemical reactions.
8. LP-Gas installations at utility gas plants.
9. Liquefied natural gas (LNG) installations.
10. Fuel gas piping in power and atomic energy plants.
11. Proprietary items of equipment, apparatus, or instruments such as gas generating sets, compressors and calorimeters.
12. LP-Gas equipment for vaporization, gas mixing and gas manufacturing.
13. Temporary LP-Gas piping for buildings under construction or renovation that is not to become part of the permanent piping system.
14. Installation of LP-Gas systems for railroad switch heating.
15. Installation of LP-Gas and compressed natural gas (CNG) systems on vehicles.
16. Except as provided in Section FG-401.1.1 of the *Fuel Gas Code*, gas piping, meters, gas pressure regulators, and other appurtenances used by the serving gas supplier in the distribution of gas, other than undiluted LP-Gas.
17. Building design and construction, except as specified herein.
18. Piping systems for mixtures of gas and air within the flammable range with an operating pressure greater than 10 psig (69 kPa gauge).
19. Portable fuel cell appliances that are neither connected to a fixed piping system nor interconnected to a power grid.

101.4.2.4 Intent. The purpose of the *Fuel Gas Code* is to provide minimum standards to safeguard life or limb, health, property and public welfare by regulating and controlling the design, construction, installation, quality of materials, location, operation and maintenance or use of fuel gas systems.

101.4.3 D.C. Mechanical Code. The *D.C. Mechanical Code* (2008), hereinafter referred to as the "*Mechanical Code*," shall consist of the *International Mechanical Code* (2006) as amended by the *Construction Codes Supplement* (12E DCMR Mechanical Code Supplement).

101.4.3.1 Appendices. Provisions in the appendices of the *International Mechanical Code* (2006) shall not apply unless specifically adopted.

101.4.3.2 Administration and Enforcement Chapter 1 of the *International Mechanical Code* (2006) is deleted in its entirety. The provisions of Chapter 1A of 12A DCMR shall apply to the *Mechanical Code* and are incorporated by this reference.

101.4.3.3 Scope. The provisions of the *Mechanical Code* shall regulate the design, installation, maintenance, alteration, and inspection of mechanical systems that are permanently installed and utilized to provide control of environmental conditions and related processes within buildings. The *Mechanical Code* shall also regulate those mechanical systems, systems components, equipment and appliances specifically addressed herein. The installation of fuel gas distribution piping and equipment, fuel gas-fired appliances and fuel gas-fired appliance venting systems shall be regulated by the *Fuel Gas Code*.

101.4.3.4 Intent. The purpose of the *Mechanical Code* is to provide minimum standards to safeguard life or limb, health, property, public welfare by regulating and controlling the design, construction, installation, quality of materials, location, operation and maintenance or use of mechanical systems.

101.4.4 D.C. Plumbing Code. The *D.C. Plumbing Code* (2008), hereinafter referred to as the "*Plumbing Code*," shall consist of the *International Plumbing Code* (2006) as amended by the *Construction Codes Supplement* (12F DCMR Plumbing Code Supplement).

101.4.4.1 Appendices. Provisions in the appendices of the *International Plumbing Code* (2006) shall not apply unless specifically adopted.

101.4.4.2 Administration and Enforcement. Chapter 1 of the *International Plumbing Code* (2006) is deleted in its entirety. The provisions of Chapter 1A of 12A DCMR shall apply to the *Plumbing Code* and are incorporated by this reference.

101.4.4.3 Scope. The provisions of the *Plumbing Code* shall apply to the erection, installation, alteration, repairs, relocation, replacement, addition to, use or maintenance of plumbing systems within this jurisdiction. The *Plumbing Code* shall also regulate non flammable medical gas, inhalation anesthetic, vacuum piping, non-medical oxygen systems and sanitary and condensate vacuum collection systems. The design and installation of fuel gas distribution piping and equipment, fuel gas fired water heaters, and water heater venting systems shall be regulated by the *Fuel Gas Code*. The design and installation of chilled water piping in connection with refrigeration process and comfort cooling, and hot water piping in connection with building heating shall conform to the requirements of the *Mechanical Code*. The design and installation of piping for fire sprinklers and standpipes shall conform to the requirements of the *Building Code*. Water and drainage connections to such installations shall be made in accordance with the requirement of the *Plumbing Code*.

101.4.4.4 Intent. The purpose of the *Plumbing Code* is to provide minimum standards to safeguard life or limb, health, property and public welfare by regulating and controlling the design, construction, installation, quality of materials, location, operation and maintenance or use of plumbing equipment and systems.

101.4.5 D.C. Property Maintenance Code. The *D.C. Property Maintenance Code* (2008), hereinafter referred to as the "*Property Maintenance Code*," shall consist of the *International Property Maintenance Code* (2006) as amended by the *Construction Codes Supplement* (12G DCMR Property Maintenance Code Supplement).

101.4.5.1 Administration and Enforcement. Chapter 1 of the *International Property Maintenance Code* (2006) is deleted in its entirety. Administration and enforcement provisions for the *Property Maintenance Code* are set forth in 12G DCMR, Chapter 1G.

101.4.5.2 Scope.

The provisions of the *Property Maintenance Code* shall apply to all existing residential and nonresidential buildings and structures and all existing premises and constitute minimum

requirements and standards for premises, structures, equipment, and facilities for light, ventilation, space, heating, sanitation, protection from the elements, life safety, safety from fire and other hazards, and for safe and sanitary maintenance; the responsibility of owners, operators and occupants; the occupancy of existing buildings, structures and premises, and for administration, enforcement and penalties.

101.4.5.3 Intent. The purpose of the *Property Maintenance Code* is to ensure public health, safety and welfare in so far as they are affected by the continued occupancy and maintenance of structures and premises. Existing structures and premises that do not comply with these provisions shall be altered or repaired to provide a minimum level of health and safety as required herein.

101.4.6 D.C. Fire Prevention Code. The *D.C. Fire Prevention Code* (2008), hereinafter referred to as the "*Fire Prevention Code*," shall consist of the *International Fire Code* (2006) as amended by the *Construction Codes Supplement* (12 H DCMR Fire Prevention Code Supplement).

101.4.6.1 Appendices. Provisions in the appendices of the *International Fire Code* (2006) shall not apply unless specifically adopted.

101.4.6.2 Administration and Enforcement. Chapter 1 of the *International Fire Code* (2006) is deleted in its entirety. Administration and enforcement provisions for the *Fire Prevention Code* are set forth in 12H DCMR, Chapter 1H.

101.4.6.3 Scope. The provisions of the *Fire Prevention Code* shall establish regulations affecting or relating to structures, processes, premises and safeguards regarding: the hazard of fire and explosions arising from the storage, handling or use of structures, materials or devices; conditions hazardous to life, property or public welfare in the occupancy of structures or premises; or fire hazards in the structure or on the premises from occupancy or operation

101.4.6.4 Intent. The purpose of the *Fire Prevention Code* is to establish the minimum requirements consistent with nationally recognized good practices for providing a reasonable level of life safety and property protection from the hazards of fire, explosion, or dangerous conditions in new and existing buildings, structures and premises and to provide safety to fire fighters and emergency responders during emergency operations.

101.4.7 D.C. Energy Conservation Code. The *D.C. Energy Conservation Code* (2008), hereinafter referred to as the "*Energy Conservation Code*," shall consist of the *International Energy Conservation Code* (2006), as amended by the *Construction Codes Supplement* (12I DCMR Energy Conservation Code Supplement).

101.4.7.1 Repeal. Sections 101.1, 101.2, 101.3, 101.4.2, 103, 104, 105, 106 and 107 of Chapter 1 of the *International Energy Conservation Code* (2006) are deleted without substitution.

101.4.7.2 Administration and Enforcement. The provisions of Chapter 1A of 12A DCMR shall apply to the *Energy Conservation Code* and are incorporated by this reference.

101.4.7.3 Scope. The provisions of the *Energy Conservation Code* shall apply to the design of energy-efficient buildings and structures, or portions thereof, which provide facilities or shelter for public assembly, educational, business, mercantile, institutional, storage and residential occupancies, as well as those portions of factory and industrial occupancies designed primarily for human occupancy. The *Energy Conservation Code* thereby addresses the design of energy-efficient building envelopes and the selection and installation of energy-efficient mechanical, service-water heating, electrical distribution and illumination systems and equipment, for the effective use of energy in these buildings and structures.

Exception: Energy conservation systems and components in existing buildings undergoing repair, alteration, or addition, and change of occupancy, shall comply with the *Existing Building Code*.

101.4.7.4 Intent. The purpose of the *Energy Conservation Code* is to regulate the design and construction of buildings for the effective use of energy. The *Energy Conservation Code* is intended to provide flexibility to permit the use of innovative approaches and techniques to achieve effective use of energy. The *Energy Conservation Code* is not intended to abridge safety, health or environmental requirements contained in other applicable codes or ordinances.

101.4.8 D.C. Existing Building Code. The *D.C. Existing Building Code* (2008), hereinafter referred to as the "*Existing Building Code*," shall consist of the *International Existing Building Code* (2006) as amended by the *Construction Codes Supplement* (12J DCMR Existing Building Code Supplement).

101.4.8.1 Appendices. Provisions in the appendices of the *International Existing Building Code* (2006) shall not apply unless specifically adopted.

101.4.8.2 Administration and Enforcement. Chapter 1 of the *International Existing Building Code* (2006) is deleted in its entirety. The provisions of Chapter 1A of 12A DCMR shall apply to the *Existing Building Code* and are incorporated by this reference.

101.4.8.3 Scope. The provisions of the *Existing Building Code* shall apply to the repair, alteration, change of occupancy, addition, and relocation of any building or structure that was erected and occupied or issued a certificate of occupancy at least one year before a construction permit application was made to DCRA. The *Existing Building Code* shall also establish requirements for existing elevators and escalators.

101.4.8.4 Intent. The purpose of the *Existing Building Code* is to provide flexibility to permit the use of alternative approaches to achieve compliance with minimum requirements to safeguard the public health, safety and welfare insofar as they are affected by the repair, alteration, change or occupancy, addition and relocation of existing buildings.

101.4.8.5 Applicability. The *Existing Building Code* shall apply to the repair, alteration, change of occupancy, addition and relocation of all existing buildings, regardless of occupancy, subject to the criteria of Sections 101.4.8.5.1 and 101.4.8.5.2.

101.4.8.5.1 Buildings not previously occupied. A building or portion of a building that has not been previously occupied or used for its intended purpose in accordance with the laws in existence at the time of its completion shall comply with the provisions of the *Building Code* or the *Residential Code*, as applicable, for new construction or with any current permit for such occupancy.

101.4.8.5.2 Buildings previously occupied. The legal occupancy of any building existing on the date of adoption of the *Existing Building Code* shall be permitted to continue without change, except as is specifically covered in the *Existing Building Code*, the *Fire Prevention Code*, or the *Property Maintenance Code*, or as is deemed necessary by the code official, as defined in Section 103.1 of the *Building Code*, for the general safety and welfare of the occupants and the public.

101.4.8.6 Compliance methods. The repair, alteration, change of occupancy, addition or relocation of all existing buildings shall comply with one of the methods listed in Sections 101.4.8.6.1 through 101.4.8.6.3 as selected by the applicant. Application of a method shall be the sole basis for assessing the compliance of work performed under a single permit unless otherwise approved by the code official, as defined in Section 103.1 of the *Building Code*. Sections 101.4.8.6.1 through 101.4.8.6.3 shall not be applied in combination with each other.

Exception: Alterations complying with the laws in existence at the time the building or the affected portion of the building was built shall be considered in compliance with the provisions of the *Existing Building Code* unless the building has sustained substantial structural damage as defined in Section 506.2, or the building is undergoing more than a limited structural alteration as defined in Section 807.5.3. New structural members added as part of the repair or alteration shall comply with the *Building Code*. Repairs and alterations of existing buildings in flood hazard areas shall comply with Sections 302.1, 501.4 and 601.3, respectively, of the *Existing Building Code*.

101.4.8.6.1 Prescriptive compliance method. Repairs, alterations, additions and changes of occupancy complying with Chapter 3 of the *Existing Building Code* in buildings complying with the *Fire Prevention Code* shall be considered in compliance with the provisions of the *Existing Building Code*.

101.4.8.6.2 Work area compliance method. Repairs, alterations, additions, changes in occupancy and relocated buildings complying with the applicable requirements of Chapters 4 through 12 of the *Existing Building Code* shall be considered in compliance with the provisions of the *Existing Building Code*.

101.4.8.6.3 Performance compliance method. Repairs, alterations, additions, changes in occupancy and relocated buildings complying with Chapter 13 of the *Existing Building Code* shall be considered in compliance with the provisions of the *Existing Building Code*.

101.5 Jurisdiction. The *Construction Codes* shall apply to buildings, structures and premises within the limits of the District of Columbia, including buildings, structures and premises owned, occupied or controlled by the government of the District of Columbia or any of its independent agencies.

101.5.1 Exemption from Jurisdiction. Except for permit requirements for land disturbing activities involving the implementation of storm water management, erosion and sediment control, and floodplain management measures, and to the extent required by the Soil Erosion and Sedimentation Control Amendment Act of 1994, effective August 26, 1994 (D.C. Law 10-166; D.C. Official Code § 6-1403), the *Construction Codes* shall not apply to public buildings or premises owned by the United States government, including appurtenant structures and portions of buildings, premises, or structures that are under the exclusive control of an officer of the United States government in his or her official capacity. If a lessor is responsible for maintenance and repairs to property leased to the United States government, the property shall not be deemed to be under the exclusive control of an officer of the United States government. If the underlying real property is owned by the United States government, but leased to private parties for development pursuant to a long-term ground lease or comparable property interest, the property shall not be deemed to be under the exclusive control of an officer of the United States government for purposes of this exemption.

101.5.2 Foreign Missions. The *Construction Codes* shall apply to those buildings occupied by or for any foreign government as an embassy or chancery to the extent provided for in Section 206 of the Foreign Missions Act, approved August 24, 1982 (96 Stat. 286; D.C. Official Code § 6-1306(g)), that is, foreign missions shall substantially comply with the *Construction Codes* as required by the U.S. Secretary of State in a manner determined by the Secretary to be not inconsistent with the international obligations of the United States. Notwithstanding the foregoing, a permit shall be required for all land disturbing activities.

101.5.3 President or Vice President's Residence. No permit required under the *Construction Codes* shall be issued if it is determined by the code official, defined in Section 103.1 of the *Building Code*, that:

1. The permit affects an area in close proximity to the official residence of the President or Vice President of the United States; and
2. The United States Secret Service has established that the issuance of the permit would adversely impact the safety and security of the President or the Vice President of the United States.

SECTION 102A APPLICABILITY

102.1 General. The provisions of these regulations shall cover all matters affecting or relating to buildings, structures, and systems as set forth in Section 101A. A building or structure shall not be constructed, maintained, extended, repaired, removed or altered in violation of these provisions.

Exception: The raising, lowering, or moving of a building or structure as a unit, necessitated by a change in legal grade or widening of a street, shall be permitted, provided the building or structure is not otherwise altered or its use or occupancy is not changed.

102.1.1 Code Precedence. Unless otherwise provided herein, or in the Construction Codes Approval and Amendments Act of 1986, effective March 21, 1987 (D.C. Law 6-216; D.C. Official Code § 6-1401 *et seq.*), as amended, the following order of precedence is established among the documents adopted: *District of Columbia Construction Codes Supplement standards and amendments; International Building Code standards and amendments; International Residential Code standards and amendments; International Mechanical Code standards and amendments; International Fire Code standards and amendments; International Plumbing Code standards and amendments.* Where there is a conflict between the codes, an earlier named code takes precedence over a later named code.

Where there is a conflict, the Fuel Gas Code, the Electrical Code and the Energy Conservation Code take precedence over any of the aforementioned codes.

102.1.2 Conflicts. Where, in any specific case, different sections of the *Construction Codes* specify different materials, methods of construction or other requirements, the most restrictive shall govern. When there is a conflict between a general requirement and a specific requirement within the *Construction Codes*, the specific requirement shall be applicable.

102.2 Public Works Standards. Work performed in public space, not specifically addressed in the *Construction Codes*, shall conform to the pertinent standards of the District of Columbia Department of Transportation (DDOT) and of the District of Columbia Water and Sewer Authority (WASA). Fire hydrants located in private property shall comply with the *Fire Prevention Code*.

102.3 Application of References. Unless otherwise specifically provided in the *Construction Codes*, all references to article or section numbers, or to provisions not specifically identified by number, shall be construed to refer to such article, section or provision of the *Construction Codes*.

102.4 Referenced Standards. The standards referenced in the *Construction Codes* and listed in Chapter 35 of the *International Building Code* (2006), in Chapter 43 of the *International Residential Code* (2006), in Appendix A of the *NFPA National Electrical Code* (2005), in Chapter 8 of the *International Fuel Gas Code* (2006), in Chapter 15 of the *International Mechanical Code* (2006), in Chapter 13 of the *International Plumbing Code* (2006), in Chapter 8 of the *International Property Maintenance Code* (2006), in Chapter 45 of the *International Fire Code* (2006), in Chapter 6 of the *International Energy Conservation Code* (2006) and in Chapter

15 of the *International Existing Building Code* (2006), shall be considered part of the requirements of the *Construction Codes* to the prescribed extent of each such reference.

102.4.1 Conflicts. If conflict arises between the provisions of D.C. Law 6-216, Construction Codes Approval and Amendments Act of 1986 (D.C. Official Code § 6-1401 *et seq.*), as amended, and the *Construction Codes Supplement*, the *International Codes*, or their referenced standards, the provisions of D.C. Law 6-216 (D.C. Official Code § 6-1401 *et seq.*) shall take precedence. If conflict arises between the *Construction Codes Supplement*, the *International Codes*, and their reference standards:

1. The provisions of the *Construction Codes Supplement* shall take precedence over the *International Codes* and their referenced standards except as provided in subparagraphs 2 and 3;
2. The provisions of the *Existing Building Code* shall take precedence over other provisions of the *Construction Codes*, and their reference standards with regard to existing structures and Use Group R-4 buildings;
3. The most stringent provisions of the *Existing Building Code* shall take precedence when a building is both an existing structure and in Use Group R-4.
4. The provisions of the *International Codes*, other than their reference standards, shall take precedence over their referenced standards.

102.5 Partial Invalidity. If any part or provision of the *Construction Codes* is held illegal or void, this shall not make void or illegal any other parts or provisions of the *Construction Codes*, which shall be determined to be legal. It shall be presumed that the *Construction Codes* would have been enacted and adopted without such illegal or void parts or provisions.

102.5.1 Segregation of Invalid Provisions. Any illegal or void part of the *Construction Codes* shall be segregated from the remainder of the *Construction Codes* by the court holding such part illegal or void, and the remainder of the *Construction Codes* shall remain effective.

102.5.2 Decisions Involving Existing Structures. The invalidity of any provision in any section of the *Construction Codes* as applied to existing buildings and structures shall not be held to affect the validity of such section in its application to buildings and structures erected after the effective date of the *Construction Codes*.

102.6 Existing Structures. The legal use and occupancy of any structure existing on the effective date of the *Construction Codes*, or for which a permit has been heretofore approved, shall be permitted to continue without change.

Exceptions:

1. Provisions of the *Building Code*, the *Property Maintenance Code*, the *Fire Prevention Code* or the *Existing Building Code* that are specifically required to be applied retroactively.
2. Provisions of the *Construction Codes* deemed necessary by the code official, as defined in Section 103.1 of the *Building Code*, for the general safety, health and welfare of the occupants and the public.

102.7 Continuation of Unlawful Use. The continuation of occupancy or use of a building or structure, or of a part thereof, contrary to the provisions of the *Construction Codes* or to the

provisions of the District of Columbia Zoning Regulations (11 DCMR), as amended from time to time, or any relief granted or order issued pursuant thereto (collectively the “*Zoning Regulations*”), shall be deemed a violation or infraction under Section 113 of the *Building Code*. The code official, defined in Section 103.1 of the *Building Code*, is authorized to issue a notice of violation and order requiring discontinuance of the use or occupancy pursuant to Section 113 of the *Building Code* and the owner or other violator shall be subject to the penalties or fines prescribed in Section 113 of the *Building Code*.

SECTION 103A DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS

103.1 Code Official. The Director of the Department of Consumer and Regulatory Affairs shall enforce the provisions of the *Construction Codes*, except those of the *Fire Prevention Code* as provided in Section 103.2, and shall be hereinafter referred to as the code official or as the Director.

103.1.1 Delegation of Authority. The code official shall have the authority to delegate his or her duties and powers under the *Construction Codes*, but he or she shall remain responsible for the proper performance of those duties and powers.

103.1.2 Department. Where used herein the word “Department” shall refer to the Department of Consumer and Regulatory Affairs, except that references to “Department” in the *Fire Prevention Code* shall refer to the D.C. Fire and Emergency Medical Services Department.

103.2 Code Official for the Fire Prevention Code. The Fire Chief of the D.C. Fire and Emergency Medical Services Department shall be the code official for the enforcement of the Fire Prevention Code, except that the Director of the Department of Consumer and Regulatory Affairs shall be the code official for the enforcement of all Fire Prevention Code provisions pertaining to approval, installation, design, modification, maintenance, testing, and inspection of all new and existing fire protection systems.

103.3 Organization. The code official shall appoint such number of officers, technical assistants, inspectors and other employees as shall be necessary for the administration of the *Construction Codes*.

103.3.1 Deputy. The code official is authorized to designate an employee or employees as deputy who shall exercise powers of the code official during the temporary absence or disability of the code official, as delegated.

103.4 Conflicts of Interest. No official or employee of the Department shall directly or indirectly engage in any private business transaction or activity, which tends in any way to interfere with the performance of his or her duties, including:

- 1. Furnishing of Services.** Being engaged in, or directly or indirectly connected with, the furnishing of labor, materials or appliances for the construction, alteration or maintenance of a building under the jurisdiction of the *Construction Codes*, or the preparation of plans or specifications of a building under the jurisdiction of the *Construction Codes*, unless the official or employee is the principal owner of the building.

- 2. Conflict with Official Duties.** Engaging in any work which conflicts with official duties or with the interest of the Department.

- 3. Private Work.** Directly or indirectly engaging with or accepting remuneration from any private person, firm, or corporation for the performance of any work as a designer, architect, engineer, consultant or inspector, which work is to be submitted to, passed upon, reviewed, or

inspected by any officer of the District of Columbia charged with the administration of any portion of the *Construction Codes*.

103.5 Public Access to Records. In accordance with procedures established by the code official, official records of the Department shall be available for public inspection at all appropriate times pursuant to the Freedom of Information Act, effective March 25, 1977 (D.C. Law 1-96; D.C. Official Code § 2-531 *et seq.*) Pursuant to D.C. Official Code § 2-532, the Department may collect a fee, in accordance with 1 DCMR 408, for researching and copying requested documents. Advisory Neighborhood Commissioners shall not be required to pay a fee. Because permit applications are amended and revised throughout the review process, the code official shall provide information that is current as of the date stated on the response.

SECTION 104A DUTIES AND POWERS OF THE CODE OFFICIAL

104.1 General. The code official shall enforce the provisions of the *Construction Codes* and shall act on any question relative to the mode or manner of construction and the materials to be used in the erection, addition to, alteration, repair, removal, demolition, installation of service equipment and the location, use, occupancy and maintenance of buildings and structures, except as otherwise specifically provided for by statutory requirements or as provided for in Section 103.2 and Sections 104.2 through 104.7.

104.1.1 Legal Authority. The code official shall have power, in the interest of public safety, health and welfare, to promulgate administrative rules to interpret and implement the provisions of the *Construction Codes* to secure the intent thereof, and to designate requirements applicable because of local climatic or other conditions. Such rules shall not have the effect of waiving structural, architectural, plumbing, mechanical, electrical or fire performance requirements specifically provided for in the *Construction Codes* or of violating accepted engineering practice involving public safety.

104.2 Applications and Permits. The code official shall receive applications and shall approve all permits and certificates issued for the erection, razing, demolition, alteration, and use of buildings and structures, to enforce compliance with the provisions of the *Construction Codes*.

104.3 Building Notices and Orders. The code official shall issue the necessary notices or orders to cause the removal of illegal or unsafe conditions, to require the necessary safeguards during construction, to require adequate means of egress facilities in existing buildings and structures, to ensure compliance with the applicable code requirements for the safety, health and welfare of the public, and shall institute administrative and legal actions to correct violations or infractions, including actions pursuant to An Act To authorize the Commissioners of the District of Columbia to remove dangerous or unsafe buildings and parts thereof, and for other purposes, approved April 14, 1906 (34 Stat. 114; D.C. Official Code § 42-3131.01 *et seq.*), and the Abatement and Condemnation of Nuisance Properties Omnibus Amendment Act of 2000, as amended, effective April 19, 2002 (D.C. Law 14-114; D.C. Official Code § 42-3171.01 *et seq.*)

104.4 Inspections. The code official shall make or cause to be made the required inspections for which a permit or certificate has been issued, except third-party and special inspections done under Sections 109.4 or 109.3.13 or Chapter 17 of the *Building Code*. The code official is authorized to accept reports of inspection by approved third party or special inspection agencies in accordance with Sections 109.4 or 109.3.13 and Chapter 17 of the *Building Code*. All reports of such third party or special inspection agencies shall comply with the requirements set forth in Sections 109.4, 109.3.13 or Chapter 17 of the *Building Code*, as applicable. The code official is authorized to engage such expert opinion as deemed necessary to report upon unusual technical issues that may arise.

104.5 Credentials. Authorized representatives of the code official shall carry proper credentials of their respective office for inspecting any buildings or premises while performing duties under the *Construction Codes*.

104.6 Right of Entry. The code official, in the performance of his or her duties, shall have the right to enter any unoccupied building; any building under construction, alteration, or repair; any building being razed or moved; any building or premises which he or she has reason to believe to be unsafe or a menace to life or limb; or any building, the use of which may require the issuance of a license or a certificate of occupancy. With respect to the inspection of any occupied habitable portion of any building, consent to such inspection shall first be obtained from any person of suitable age and discretion therein, except that if an acute emergency occurs and immediate steps must be taken to protect the public, such consent need not be obtained. When attempting to gain entrance for inspection, the code official shall show an official identification issued by the Department. If entry is refused, the code official is authorized to apply to the Superior Court for an administrative search warrant.

104.7 Department Records. The code official shall keep official records of applications received, permits and certificates issued, fees collected, reports of inspections, and notices and orders issued. Such records shall be retained in the official records so long as the building or structure to which they relate remains in existence, unless otherwise provided for by statute, rule or regulation.

104.8 Relief from Personal Liability. Unless otherwise provided by Federal or District of Columbia law, the code official and any officials and employees of the Department charged with enforcement of the *Construction Codes*, while acting in their official capacity, shall not be liable personally, and are relieved from all personal liability for any damage that may accrue to persons or property as a result of any act required or permitted in the discharge of official duties.

104.8.1 Defense of Suits. Any suit instituted against any officer or employee of the Department because of an act performed in the discharge of official duties and under the provisions of the *Construction Codes*, or by reason of any act or omission while performing official duties in connection with the *Construction Codes*, shall be defended by the Office of the Attorney General for the District of Columbia until the final termination of legal proceedings.

104.8.2 Liability for Costs. The code official and any official or employee of the Department, shall not be personally liable for costs in any action, suit or proceeding that may be instituted under the provisions of the *Construction Codes*.

104.8.3 Liability for Acts or Omissions. Any official or employee of the Department, acting in good faith and without malice, shall be free from liability for acts performed under the provisions of the *Construction Codes* or by reason of any act or omission while performing official duties in connection with the *Construction Codes*.

104.9 Approved Materials, Equipment and Devices. All materials, equipment and devices approved for use by the code official shall be constructed and installed in accordance with such approval.

104.9.1 Used Materials, Equipment and Devices. The use of used materials, which meet the requirements of the *Construction Codes* for new materials, is permitted. Used equipment and devices shall not be reused unless approved by the code official.

104.9.2 Unlabeled Products. Where materials, assemblies or products are required by the *Construction Codes* to be labeled, materials, assemblies or products which are not labeled, listed or classified by an approved testing agency and which are proposed to be installed in the District of Columbia, shall be tested and labeled by an approved testing laboratory or shall be approved in accordance with Sections 1701 and 1703 of the *Building Code* at the expense of the applicant, before a permit can be granted for this installation.

104.9.3 Assembled Components. Any mechanical or electrical appliance which is not labeled, listed or classified by an approved testing agency, which is an assembly of individually labeled or listed subassemblies or components and which is proposed to be installed in the District of Columbia, shall be tested and approved in accordance with Section 104.9.2 of the *Building Code*, before a permit can be granted for its installation.

104.9.4 Manufactured Homes. Before erecting or installing in the District of Columbia any prefabricated structure, manufactured at a remote site and transported in one or more sections, to be used as a one or two-family dwelling, a certificate of approval by a third party inspector approved by the code official shall be furnished with every prefabricated assembly. Placement of prefabricated assemblies at the building site shall be inspected by the code official to determine compliance with the Residential Code. A final inspection by the code official shall verify all field connections, including any factory required structural connections, and any other construction not approved by the factory third party. Provisions in Appendix E of the Residential Code is incorporated by this reference.

104.9.5 Prefabricated Construction. Before erecting or installing in the District of Columbia any prefabricated structure, manufactured at a remote site and transported in one or more sections, to be used as other than a one or two-family dwelling, a certificate of approval, by an agency approved by the code official, shall be furnished with every prefabricated assembly. Placement of prefabricated assemblies at the building site shall be inspected by the code official to determine compliance with the *Construction Codes* and a final inspection of the foundation systems and the building service equipment connections shall be provided by the code official. Provisions shall be made for foundation systems necessary to provide for the installation of prefabricated construction and building service equipment connections necessary for connecting prefabricated construction to water, fuel or power supplies and sewer systems, in accordance with the requirements of the *Construction Codes* for new construction.

104.10 Modifications. Wherever there are practical difficulties or undue economic hardship involved in carrying out the provisions of the *Construction Codes*, the code official shall have the authority to grant modifications for individual cases, upon application of the owner or owner's representative, provided the code official shall first find that special individual reason makes the strict letter of the *Construction Codes* impractical and the modification is in compliance with the intent and purpose of the *Construction Codes* and that such modification does not lessen health, accessibility, life and fire safety, or structural requirements. The details of action granting modification shall be recorded and entered in the appropriate files of the Department. The code official may seek the opinion of the Office of the Attorney General for the District of Columbia when deemed necessary for the requested modification.

104.10.1 Procedure for Modifications. The application for modification shall be submitted on a form provided by the Department. The final decision of the code official shall be in writing and shall be officially recorded with the application for permit, in the permanent records of the Department. All modifications shall be approved or disapproved by the Director or his or her designated representative for the specific purpose of approval of modifications.

104.10.2 Improper Procedure. Any verbal waiver or verbal permission to deviate from or violate any provision of the *Construction Codes* is null and void.

104.11 Alternative Materials, Equipment, Methods of Construction and Design. The provisions of the *Construction Codes* are not intended to prevent the use of any material, equipment or method of construction not specifically prescribed by the *Construction Codes*, provided any such alternative has been approved. Alternative materials, equipment or methods of construction shall be approved when the code official finds that the proposed design is satisfactory and complies with the intent of the provisions of the *Construction Codes*, and that the material, equipment or method offered is, for the purpose intended, at least the equivalent of that prescribed in the *Construction Codes* in quality, strength, effectiveness, fire-resistance, durability and safety. Approvals shall conform to Sections 1701 and 1703 of the *Building Code*.

104.12 Reasonable Accommodation Under the Fair Housing Act. Requests for reasonable accommodation under the Fair Housing Act, 42 U.S.C. §3604(f)(3)(B), shall be made according to the procedures set forth in 14 DCMR §111.

SECTION 105A PERMITS

105.1 Required Permits. A permit shall be obtained from the code official before any of the construction activities or regulated actions specified in Sections 105.1.1 through 105.1.13 shall begin. Depending on the scope of work, as specified in Sections 105.1.1 through 105.1.13, a construction project shall require one or more of the following types of permit:

1. Building permit.
2. Interior demolition permit.
3. Partial demolition permit.
4. Raze permit.
5. Sign permit.
6. Special sign permit
7. Projection permit.
8. Public space permit.
9. Specialty permit.
10. Miscellaneous permit.
11. Supplemental permit.

Certain types and scopes of work, as specified in Section 105.2, are exempted from the permit requirement of this section. The use of postcard permits as specified in Sections 105.5.4 through 105.5.4.3 shall be deemed in compliance with the permit requirement of this section.

105.1.1 Quarterly Installation Permit. In place of an individual permit for each alteration to an already approved equipment installation, upon application the code official is authorized to issue a quarterly permit to any person, firm, or corporation regularly employing one or more licensed trade persons in the building or on the premises owned or operated by the permit applicant, for work that would otherwise require a licensed master to obtain an installation permit.

105.1.2 Quarterly Permit Records. The person to whom a quarterly permit is issued shall keep a detailed written record of all alterations to an approved equipment installation made under such quarterly permit. Such records shall be open to the code official at all reasonable times or shall be filed with the code official when requested.

105.1.3 Owner's Responsibility. The owner, builder, or authorized representative shall be responsible for securing all the required permits, or for obtaining a declaration by the code official stating that a permit is not required. Work started without a permit where a permit is determined to be required shall be a violation of the *Construction Codes*.

105.1.4 Building Permits. A building permit is required for the following activities:

1. New construction, including constructing, adding to or moving a building or structure;
2. Altering or repairing an existing building or structure;
3. Build-out the interior layout of a tenant space within a new building shell;
4. Repair fire damage to a building or structure;
5. Erect or replace a retaining wall;
6. Erect or replace a fence;
7. Erect or replace an awning, canopy, tent or other membrane structure, or similar structures;
8. Install or remove an underground storage tank;

9. Erect a radio, television or other telecommunications tower;
10. Construct, alter or repair a swimming pool;
11. Construct supporting structures for heavy equipment.
12. Underpinning;
13. Change of use or occupancy, increase in load or modification of floor layout of the building or structure.

105.1.5 Interior Demolition Permits. An interior demolition permit is required to demolish interior non-bearing walls, interior finishes and other interior non-bearing elements. The code official shall issue such a permit upon request, whether in connection with a future reconstruction project or not, and whether it affects egress, fire and life safety of occupied areas or not, subject to the provisions of Chapter 33 of the *Building Code* and Chapter 14 of the *Fire Prevention Code* listed in Chapter 35.

105.1.6 Partial Demolition Permits. A partial demolition permit is required for the following activities:

1. Removal or demolition of a part of a building or structure that is of greater scope than that allowed under an interior demolition permit pursuant to Section 105.1.5, but of a lesser scope than the raze of the entire building or structure down to the ground, as provided for in Section 105.1.7.
2. Interior demolition within a building or structure, that would otherwise be allowed under an interior demolition permit issued pursuant to Section 105.1.5, where any interior space of that building or structure has been specifically designated as a historic landmark.

105.1.7 Raze Permits. A raze permit is required to secure the right to remove a building or structure down to the ground.

105.1.7.1 Approvals Required. A raze permit shall not be issued until all applicable clearances have been obtained, including but not limited to, historic preservation, environment, public space, zoning, rental housing, vector control, construction and plumbing inspections. The applicant must notify all utilities having service connections within the structure such as water, electric, gas, sewer, telephone and other connections. The permit shall not be issued until a release is obtained from the utilities, stating that their respective service connections and appurtenant equipment, such as meters and regulators, have been removed or sealed and plugged in an approved manner.

105.1.7.1.1 Service Connections to Mechanical Equipment. Fuel-fired or electrically-supplied heating appliances or equipment shall not be removed from any building or structure to be razed, until a raze permit has been issued in accordance with this Section 105.1.7.

105.1.7.1.2 Rental Housing Act. Where the property owner requires a raze permit for purposes of complying with Section 501(g) of the Rental Housing Act, effective July 17, 1985 (D.C. Law 6-10; D.C. Official Code § 42-3505.01(g)) , and the owner provides evidence that a utility release will not be issued until the building has been vacated, a conditional raze permit will be issued, provided all clearances and approvals other than the utility release have been obtained and the owner certifies that the utility releases will be obtained and the tenants will be evicted

lawfully pursuant to D.C. Official Code § 42-3505.01 (g) before proceeding with razing operations.

105.1.7.2 Lot Regulation. Whenever a structure is razed, the premises shall be maintained free from unsafe or hazardous conditions by the proper regulation of the lot, restoration of established grades and the erection of the necessary retaining walls and fences in accordance with the provisions of Chapter 33 of the *Building Code*.

105.1.8 Sign Permits. A sign permit is required to install or alter a sign or other advertising device subject to the provisions of Section 3107 of the *Building Code*, unless exempted therein.

105.1.9 Projection Permits. A projection permit is required to construct, enlarge, alter or remove a projection beyond the property line. This includes projections above ground and vaults in public space.

105.1.10 Public Space Permits. A public space permit is required for all construction activity conducted in the public space as specified by 24 DCMR, including, but not limited to, the following:

1. To install, alter or remove enclosed or unenclosed sidewalk cafés;
2. To install temporary fences, sidewalk protection or construction trailers in public space;
3. To install cranes or similar hoisting devices;
4. To place a dumpster for construction debris;
5. To locate refrigeration systems in accordance with Section 120.2 of the *Building Code*;
6. To otherwise occupy public space, to the extent deemed necessary by the Director of the Department of Transportation to be in the public interest.

105.1.11 Specialty Permits. A specialty permit, as indicated hereafter, is required for the following activities:

1. Underpinning Permit, to underpin existing walls, footings, foundations or other structural load bearing elements.
2. Excavation Permit, to excavate or perform other earth disturbing activities. All work shall comply with soil erosion and sedimentation control regulations specified in 21 DCMR Section 502.1 and the storm water management regulations specified in 21 DCMR Section 526.1.
3. Sheet piling and Shoring Permit, to install excavation and slope stabilization systems.
4. Grading Permit, for grading, regrading or land filling operations. All work shall comply with soil erosion and sedimentation control regulations specified in 21 DCMR Section 502.1 and the storm water management regulations specified in 21 DCMR Section 526.1.
5. Capacity Placard Permit, to obtain approval of the posted maximum occupant load for the placards required by Section 1004.3.
6. Capacity Increase Permit, to secure approval of an increase in allowable occupant load for a building or premises.
7. After-Hours Permit, to engage in construction, installation, maintenance, alteration, repair, demolition, or razing activities outside normal working hours, subject to noise regulations set forth in 20 DCMR chapters 27 and 28, 14 DCMR §2515, and the “Georgetown Project and Noise Control Amendment Act of 2004”, effective December 7, 2004 (DC Law 15-214;. For the purposes of this permit, normal working hours shall be from seven (7) a.m. to seven (7) p.m., Monday through Saturday, exclusive of legal holidays.

8. Tower Crane Permit, to install cranes or other similar hoisting devices, in public space or private property. The code official is authorized to waive the specialty permits required under items 1, 2, 3, 4, 5 or 6 of this section if a building permit is issued for a wider scope of work that includes the scope of work covered by those specialty permits.

105.1.11.1 Limitations on After-Hours Work in Residential Areas. No after-hours permit shall be issued for work in an area zoned "residential" under the *Zoning Regulations* then in effect, or in an area within 500 feet (152 400 mm) of such residential zone, or within 500 feet (152 400 mm) of a building with sleeping quarters, unless the code official determines that not issuing such permit would pose a threat to public safety, health and welfare.

105.1.12 Miscellaneous Permits. A miscellaneous building permit is required for the following activities:

1. Installing stationary scaffolding above two stories in height;
2. Cleaning exteriors of buildings or structures, in private or public space, using steam, chemical cleaning or sandblasting;
3. Blasting operations;
4. Waterproofing and damp proofing;
5. Erecting observation stands, except as provided by section 105(g) of the First Amendment Rights and Police Standards Act of 2004, effective April 13, 2005 (D.C. law 15-352);D.C. Official Code § 5-331.05(g)) for First Amendment assemblies;
6. Renewal Permit, to obtain an extension of a valid unused building permit, as authorized by Section 105.5.1;
7. Revision Permit, to revise or amend a valid current permit, as authorized by Section 105.3.3;
8. Installation of dish antenna on the façade of any building, to include a building, in a historic district or on a historically designated building or structure.
9. Transfer of a valid building permit as authorized by Section 105.3.1.3.

The code official is authorized to waive the miscellaneous permit required under item 4 of this section if a building permit is issued for a wider scope of work that includes the scope of work covered by that miscellaneous permit.

105.1.13 Supplemental Permits. A supplemental permit, as indicated hereafter, is required in addition to the applicable permits described in Sections 105.1.4, 105.1.5, 105.1.6 and 105.1.7.

1. Supplemental electrical installation permit, for installation of electrical systems and fixtures, as specified in Section 105.1.14.
2. Supplemental fuel gas installation permit, for installation of gas-fueled appliances and equipment, as specified in Section 105.1.15.
3. Supplemental mechanical installation permit, for installation of refrigerating and cooling systems and mechanical equipment, as specified in Section 105.1.16.
4. Supplemental plumbing installation permit, for installation of plumbing systems and fixtures, as specified in Section 105.1.17.
5. Supplemental air quality permit, to obtain license to install and/or operate stationary air pollution source equipment or an air pollution control device on a stationary source, as specified in Sections 200.1 and 200.2 of Title 20 DCMR, except as exempted in the same Title.

6. Supplemental elevator/escalator permit, for installation, modernization alteration or repair of new and existing elevators, escalators or conveying systems, except for general maintenance per ASME A17.1 Section 8.6, and A17.3 (2005).

105.1.14 Permits Required for Electrical Work. Installation, replacement or repair of electrical appliances and equipment, electrical wiring for power and lighting, other than equipment exempt under Section 105.2.2.1, shall require an electrical installation permit. Electrical installation permits are required, namely, for the following:

1. **Power Limited Wiring.** Electrical permit is required for the installation of fire alarm and detection systems and other power limited wiring, such as burglar alarms, telephone data cables, and security, installed by other than public utility companies.
2. **Electrical Signs.** Electrical permit shall be required for the erection of a sign on or in which lights of any description are to be used, or which will be illuminated by artificial means.
3. **Preventive Maintenance.** Electrical permits are required to perform preventive maintenance in switchboards, as required in Article E-408-23 of the *Electrical Code*.
4. **Temporary Wiring.** Electrical permit shall be required for the installation of electric wiring of a temporary nature for light, heat, or power purposes, and is issued contingent upon the removal of said wiring and apparatus upon expiration of the permit.
5. **Barricade Lamps.** Electrical permit shall be required for temporary obstruction barricade lamps on or over an authorized temporary enclosing fence or barricade on public property and for other temporary lighting in public space back of the inner edge of a public sidewalk; such temporary permits shall be approved by the District of Columbia Department of Transportation (DDOT).
6. **Construction Hoists.** Electrical permit shall be required for the installation of building material hoists used in building construction.
7. **Electrical Current Use During Building Construction.** Electrical permit shall be required for the temporary use of electric current for light, heat, or power purposes on any permanent system of wiring, pending completion and final approval thereof.
8. **Electrical Work in Connection with the Installation of Mechanical Equipment.** Electrical permit shall be required for electrical work in connection with the installation of mechanical equipment, including elevators and escalators.

105.1.14.1 Temporary Permits. Permits required under items 4 and 5 of Section 105.1.14 shall be valid for 90 days, and shall be renewable before expiration, for 90-day periods. Permits required under item 7 of Section 105.1.14 shall be valid for one year or until completion of the purpose for which they were issued, whichever comes first, and shall be renewable before expiration, for one-year periods.

105.1.14.2 Quarterly Permits. The code official is authorized to issue quarterly permits for the installation of lighting and appliance branch circuits and replacement of motor branch circuits, motor, and controls, for three-month periods, to owners or occupants of a building regularly employing one or more licensed master electricians on the premises.

105.1.14.3 Private wiring in public space. The code official shall issue electrical permits upon approval by the Director of the Department of Transportation, for private lamp posts, yard lights, step or similar lighting pertaining to residential type occupancies, behind the public sidewalk

line. Applications for electrical permits for private wiring in public space for the erection of private lamp posts, yard lights, step or similar lighting shall be accompanied by an outside light agreement, a sketch showing the distance from the public sidewalk or street to the lighting and at least one lateral distance from the property line to the said lighting.

105.1.15 Permits Required for Fuel Gas Work. Installation or replacement of fuel gas fired mechanical equipment, or any replacement of or repair to the gas line serving such appliances shall require a supplemental fuel gas installation permit. Fuel gas installation permits shall be obtained for the following:

1. Gas fired water or space heating appliances other than boilers.
2. Gas fired boilers in single-family dwellings.
3. Gas fired hot water boilers with a gas input rating of less than 525,000 Btu/h (154 kW).

105.1.16 Permits Required for Mechanical Work. Installation, replacement or repair of refrigerating or cooling equipment, pressure vessels or boilers, other than equipment exempt under Section 105.2.2.2, shall require a supplemental mechanical installation permit.

105.1.17 Permits Required for Plumbing Work. Installation, replacement or repair of plumbing systems, plumbing fixtures, or their appurtenances, other than work exempt under Section 105.2.2.3, shall require a supplemental plumbing installation permit. A plumbing installation permit is required, namely, for water pressure booster pumps or recirculation pumps.

105.1.18 Permits Required for Elevator, Escalator and Conveying System Work. Installation, replacement/modernization or repair, except for general maintenance, of elevator, escalator and conveying systems shall require a supplemental elevator/escalator installation permit.

105.2 Work Exempted from Permit. The types of work listed in this section, in the amounts indicated hereafter, shall not require a permit, except as provided for in Section 105.2.5. Work exempted from permit shall not include work in any piping system involving brazed, soldered or welded joints. The code official is authorized to determine whether a limited scope of work, other than those listed hereafter, is exempted from permit requirement.

1. Brick pointing.
2. Caulking, patching and plaster repair.
3. Papering, tiling, carpeting and installation of cabinets, counter tops and architectural millwork.
4. Installation of window screens and storm windows.
5. Repair in kind of existing fences.
6. Retaining walls, 4 feet (1219 mm) or less in height, measured from the bottom of the footing to the top of the wall, for one and two family dwellings only.
7. Detached garden storage sheds complying with Section 105.2.6.
8. Painting, other than application of fire-retardant paint.
9. Replacement *in kind* of one of the items listed hereafter. For the purpose of this section, "replacement in kind," when applied to architectural features, means replacement with a feature of like material that replicates the existing feature in proportion, appearance, texture, design, detail and dimensions.
 - a. Non-rated windows and non-rated doors for one and two-family dwellings only.

- b. Roofing and coping.
- c. Siding.
- d. Gutters and downspouts.
- e. Private sidewalks and driveways.
- f. Patios.
- g. Non-rated suspended ceiling tile.
- h. Floor coverings.
- i. Not more than 160 square feet (14.9m²) of gypsum board.
- j. Not more than 10 linear feet (3.05m) of ductwork, in other than hazardous exhaust and commercial kitchen exhaust systems.
- 10. Pedestrian walkways and driveways not more than 30 inches (762 mm) above grade and not over any basement or story below and which are not part of a required accessible route.
- 11. Prefabricated pools accessory to a Use Group R-3 occupancy, or accessory to buildings under the jurisdiction of the Residential Code, which are less than 24 inches (610 mm) deep, do not exceed 1,000 gallons (4 000 L) and are installed entirely above ground.
- 12. Swings and other playground equipment accessory to one- and two-family dwellings.
- 13. Window awnings supported by an exterior wall of Use Group R-3 buildings, and awnings exempted per Section 3105.
- 14. Movable cases and counters not over 5 feet 9 inches (1753 mm) in height, in spaces of Use Group M.
- 15. Excavation Permit for minor land disturbing activities as defined in Title 21 DCMR.

a. Home gardening and individual home landscaping repairs and maintenance;

b. Single family dwelling utility service connections or utility construction, where excavated material is removed from the job site;

c. Tilling, planting, or harvesting of agricultural or horticultural crops;

d. The digging of holes for fences, sign posts or poles;

e. Emergency work to protect life, limb, or property, and emergency repairs. In all land disturbing activities that would have required an approved erosion and sedimentation control plan, the land disturbed shall be shaped and stabilized in accordance with the requirements of the *Construction Codes*.

105.2.1 Emergency Work. When necessary to make emergency repairs or replacements to buildings, structures or systems, an application for a permit to cover all emergency work shall be submitted on the first business day following the performance of such emergency work.

105.2.2 Ordinary Repairs. Supplemental permits are not required for certain ordinary repairs, as specified in Sections 105.2.2.1 through 105.2.2.4. Such repairs shall not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or load bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements; nor shall ordinary repairs include addition to, alteration of, replacement or relocation of any standpipe, water supply,

sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring or mechanical or other work affecting public health or general safety.

105.2.2.1 Electrical Permits Not Required. An electrical installation permit shall not be required for the following:

1. Repair portable electrical equipment.
2. Repair lighting fixtures.
3. Repair or replace ballasts, sockets, receptacles, or snap switches.
4. Make other minor repairs at existing outlets.

105.2.2.2 Fuel Gas Permits Not Required. A fuel gas installation permit shall not be required for minor repairs to fuel gas systems, not involving any cutting into, plugging, extension, relocation or removal of any gas pipe.

105.2.2.3 Mechanical Permits Not Required. A mechanical installation permit shall not be required for the following:

1. Any portable heating appliance.
2. Any portable ventilation equipment.
3. Any portable cooling unit.
4. Replacement of any minor part, which does not alter approval of equipment, or make it unsafe.
5. Any portable evaporative cooler.
6. Any self-contained refrigerating system with a refrigerating effect of 24,000 Btu/h (7,034 W) or less.
7. Any non-kerosene-fueled water or space heating appliance other than boilers.
8. Distribution, exhaust, and make-up air systems ductwork and appurtenant devices, such as dampers, connectors, louvers, diffusers, grilles, or insulation.
9. Air circulation, supply, or exhaust fans.
10. Work exempted by item 9.j of Section 105.2.

105.2.2.4 Plumbing Permits Not Required. A plumbing installation permit shall not be required for the following:

1. Repairs, which involve only the working parts of a faucet or valve.
2. Clearance of stoppages.
3. Repairing of defective faucets or valves, provided alterations are not made to the existing piping and fixtures.
4. Minor repairs not involving the removal or setting of any plumbing fixtures.
5. Repair or replacement of water meters performed by the District of Columbia Water and Sewer Authority (WASA).

105.2.3 Public Service Agencies. A permit shall not be required under the *Construction Codes* for the installation, alteration or repair of equipment used for generation, transmission, distribution, metering or treatment that is under the ownership or control of public service agencies subject to the jurisdiction of the Public Service Commission, or of WASA.

Exception: A permit shall be required for all projects involving land disturbing activities and for all work described in Section 105.2.5.

105.2.4 Compliance with Code Provisions. Despite being exempted from permit, the work performed pursuant to Section 105.2 shall conform to the relevant provisions of the *Construction Codes*.

105.2.5 Permit Exemptions not applicable in Historic Districts or to Historically Designated Structures. When the proposed scope of work would qualify to be exempted from permit pursuant to items 1, 5, 6, 7, 9.a, 9.b, 9.c, 9.e, 9.f, 10, 11, 15 and 17.d. of Section 105.2, and the work is to occur on the land of or the exterior of buildings or structures located in historic districts, or of historically designated buildings or structures, an application for a building permit, pursuant to Section 105.1.4, shall be required.

105.2.6 Limitations on Exempted Garden Storage Sheds. The permit exemption of Section 105.2(7) is limited to a single garden storage shed that does not exceed 50 square feet (4.65 m²) in area, is less than 10 feet (3048 mm) in overall height, is an accessory structure to a building of Use Group R-3 or to a building under the jurisdiction of the *Residential Code*, and is erected in a lot with no other exempted storage shed.

105.3 Application for Permit. The application for permit shall be submitted in the form prescribed and provided by the code official, and shall be accompanied by any filing fee deposit required pursuant to Section 108.2.1.1 and any other fees required by the code official to be paid at the time of filing. All other fees shall be paid prior to issuance of the permit pursuant to Section 108. If a property is located in a CM or M zone district, the “Standards of External Impact” application required by the District of Columbia Zoning Regulations (11 DCMR) (the “*Zoning Regulations*”) shall also be submitted. The code official may reject an application at the time of filing if the application and required supporting documents are not substantially complete.” Submittal requirements shall be in accordance with Section 106. The application form shall contain the statement “Making of a false statement in this form is punishable by criminal penalties pursuant to D.C. Official Code § 22-2405” in the applicant’s signature box.

105.3.1 Action on Application. The code official shall examine or cause to be examined all applications for permit and amendments to applications within a reasonable time after filing. If deficiencies in the application, plans or other supporting documents are discovered during processing, the code official is authorized, in his or her discretion, to give the applicant an opportunity to correct the deficiencies prior to taking action to approve or reject the application. If the application or the plans do not conform to the requirements of all pertinent laws, the code official is authorized to reject such application. The code official shall state the reasons for the rejection in writing, citing specific sections of the *Construction Codes*, and stating the applicant's right of appeal under Section 112. If the code official is satisfied that the proposed work conforms to the requirements of the *Construction Codes* and all applicable laws, rules, and regulations, the code official shall issue a permit as soon as practicable.

105.3.1.1 Expedited Construction Documents Review Procedures; Third-Party Plan

Review The applicant shall have the option of providing for a third-party plans reviewer or third-party reviewing agency, at the applicant's expense, to perform a code compliance review of the project, including review of one or more components of the construction documents set forth in this section, and to provide the code official with a certified report of the findings of the review, in a format acceptable to the code official. "Components" of construction documents as used in this section shall refer to the various disciplines requiring review. The code official shall accept such reports from approved third-party plans reviewers or plans review agencies, provided that the code official determines that such agencies and reviewers satisfy the qualification and reliability requirements established by the code official and all such reports are certified by reviewers who are graduate architects, or engineers, or equivalent, with applicable certification for the review or possess a valid license as a registered architect or professional engineer in the District of Columbia and certified for the review. If the code official is satisfied that the proposed construction documents or certified components of construction documents conform to the requirements of the *Construction Codes*, DCRA shall complete its review within 15 days of application submission. The code official's final approval of the construction documents and issuance of related permits will be provided upon receipt of approvals from other reviewing agencies.

Wherever the terms "third-party reviewer", "third-party plans reviewer", or "third-party review agency" are used in this section, these terms shall refer to and be equivalent to a "peer reviewer" as that term is defined and described in D.C. Official Code, § 6-1405.02 (a)(7).

105.3.1.1.1 Minimum Qualification, Training, Experience and Reliability Requirements for Approved Third-Party Reviewers and Third-Party Review Agencies. Third-party plans reviewers and third-party review agencies shall meet the following requirements:

1. Each third-party plans reviewer who reviews construction documents shall possess the appropriate licenses and/or certifications and expertise in order to review the type of documents being reviewed, and shall submit evidence annually that his or her license and/or certification is valid.
2. Each plans review agency shall have adequate staff with the appropriate licenses and/or certifications and expertise to review the types of construction documents that they propose to review. All approved submitted construction documents shall bear the stamp and signature of the approving reviewer for the respective

discipline.

3. A third-party plans reviewer or plans review agency shall meet the independence and ethical requirements set forth in D.C. Official Code § 6-1405.03 (4), (5), (6), (7), (8) .

4. Each third-party plans review agency shall include at least one registered architect or professional engineer licensed in the District of Columbia who shall act as the professional in charge of the review and who shall certify the plan reviews performed by the agency. Any person, architect or engineer working for the agency who is not so licensed shall work under the direct supervision of an architect or professional engineer who holds a current registration in the District of Columbia.

5. Each plans reviewer who reviews construction documents under this section, either as a third-party plans reviewer or as a member of a plans review agency, shall have an accredited degree in architecture or engineering or equivalent and an acceptable level of expertise and experience in the performance of code compliance reviews in the disciplines for which he or she is seeking certification, which shall include at a minimum: possession of a current ICC certification as a plans reviewer, or a certifying agency recognized by the code official , in the discipline or disciplines in which the reviewer is applying to perform reviews. With respect to any third-party plans reviewer or third-party plans review agency certified as of the effective date of the *Construction Codes*, such entities shall have one year from the effective date to come into compliance with the certification requirement.

6. Such additional requirements as the code official may impose from time to time to ensure the accuracy and reliability of the plans reviewers and the plan reviews conducted.

105.3.1.1.2. Approval and Certification of Third-Party Plans Reviewers and Plan Review Agencies. An individual or agency that wishes to be certified as an approved third- party plans reviewer or third-party plans review agency shall submit an application on the form provided by the code official and shall provide all necessary information and documentation to demonstrate satisfaction of the minimum qualifications, training, experience and reliability requirements set forth in Section 105.3.1.1.1. The third-party plans reviewer and third-party plans review agency shall amend a pending certification application or a certification approval to notify the code official of any changes in material information submitted in the application upon which the approval and certification is based, including, but not limited to, changes in personnel identified in the application or changes in licensing, registration or certification status.

105.3.1.1.3 Scope of Third-Party Peer Review. When approving a third-party plans reviewer or third-party plans review agency, the code official shall specify the review disciplines of the permit construction documents that the plans reviewer or plans review agency is authorized to review. Each approved third-party plans reviewer or agency shall be assigned a number. The areas in which a third-party plans reviewer or third-party plans review agency may be certified may include any of the following:

1. Architectural/Structural;
2. Elevators;
3. Mechanical;
4. Plumbing;
5. Electrical;
6. Fire and Life Safety (Fire Protection).

105.3.1.1.3.1 Third Party Review Restriction: A third party reviewer/agency shall not perform plan review and inspection of the same project.

105.3.1.1.4 Expedited Construction Documents Review Procedures. In order to participate, the property owner, agent or permit applicant shall advise the Department, in the construction permit application, that a certified third-party plans reviewer or third-party plans review agency will review one or more disciplines of the construction documents in conformity with the provisions of D.C. Official Code, §6-1405.03. The construction documents shall be reviewed by the third-party plans reviewer and recommended for submission/approval in the certified report provided to the code official. The certified third-party plan reviewer or the certified third-party plan review agency shall be identified on all submitted plan review documents.

105.3.1.1.5 Certification of Plans by Third-Party Reviewer. Each plan reviewed by the third-party plans reviewer shall include the certifications required by D.C. Official Code, §6-1405.03, including, but not limited to, the certifications described in Subsections (b)(1), (d), (e)(1)(A) of §6-1405.03.

105.3.1.1.6 Review of Work Conducted by Third-Party Plans Reviewers and Revocation of Certification. The code official shall periodically conduct a detailed unannounced audit of documents reviewed by third-party plans reviewers and plans review agencies, and shall also maintain a tracking system to monitor the recommendations of the third-party plans reviewers. If the code official determines that plans recommended by the third-party reviewer or third-party reviewing agency for approval do not meet the requirements of the *Construction Codes* or that the reviewer or agency has failed to meet other requirements of this section, or of section 6(c) of the Homestart Regulatory Improvement Amendment Act, D.C. Law 14-162, effective June 25, 2002 (D.C. Law 14-162; D.C. Official Code, § 6-1405.03), or any regulations promulgated thereunder, the code official is authorized to revoke the certification of the third-party reviewer or third party reviewing agency upon written notice, including the reason for the revocation. The certification may be reinstated if the Director determines that the third-party reviewer or third party reviewing agency has remedied the violation that formed the basis for the revocation and the reviewer, or professional in charge in the case of a reviewing agency, possesses a valid license as an architect or professional engineer in the District of Columbia.

105.3.1.2 Payment of Delinquent Fines and Penalties. The code official may refuse to accept the permit fee and issue a permit if the owner, applicant, or responsible officer has outstanding fines or penalties imposed under the *Construction Codes*, or if the code official determines that the owner, applicant, or responsible officer is in violation of any provision of the *Construction Codes*.

105.3.1.3 By Whom Application is Made Application for a permit shall be made by the owner or lessee of the building or structure, or by the agent of either. The licensed engineer, architect or interior designer employed in connection with the proposed work shall be allowed to submit an application for a building permit on behalf of the owner or lessee.

105.3.1.3.1 Transfer of Permit. If the owner or lessee of the building or structure should change, an unexpired permit may be transferred to a new owner or lessee upon approval by the

code official of an application by the new owner or lessee, in a form specified by the code official, to transfer the permit.

105.3.1.4 Names and Addresses Required. The full names and addresses of the owner, lessee, applicant, and of the responsible officers, if the owner or lessee is a corporate body, shall be stated in the application.

105.3.1.5 Penalties for False Statements. If an applicant willfully makes a false statement in the application form that is in fact material, under circumstances in which the statement could reasonably be expected to be relied upon as true, the applicant, upon conviction, is subject to the penalties of section 404 of the District of Columbia Theft and White Collar Crimes Act of 1982, effective December 1, 1982 (D.C. Law 4-164; D.C. Official Code § 22-2405.)

105.3.1.6 Approval of Partial Plans. The code official is authorized to issue a partial permit for the construction of foundations or any other part of a building or structure before the entire plans and specifications for the whole building or structure have been submitted, provided adequate information and detailed statements have been filed complying with all pertinent requirements of the *Construction Codes*. Issuance of a partial permit by the code official does not constitute assurance that a permit for the entire structure will be granted. The holder of such partial permit for the foundations or other part of a building or structure will proceed with the building operation at the holder's own risk and without assurance that a permit for the entire structure will be granted.

105.3.1.6.1 Separate or Combined Permits. Separate permits may be required for structural, electrical, plumbing, and mechanical installations, or for special construction, in the discretion of the code official. Consolidated permits may be issued incorporating two or more of the areas of design.

105.3.1.7 Approved Plans. The code official shall stamp "Approved" or otherwise endorse in writing all sets of corrected plans. One set of such approved plans shall be retained by the code official and one set shall be kept at the building site, open to inspection of the code official or an authorized representative at all reasonable times.

105.3.1.8 Signature on Permit. The code official's signature shall be attached to every permit; or the code official may authorize a subordinate to affix a facsimile of the code official's signature to permits. The code official's signature shall not be construed as indicating that the construction complies with any other requirement of District law or regulation other than the *Construction Codes* and the *Zoning Regulations*. The permit does not grant a waiver of the maximum height allowed under the Act to Regulate the Height of Buildings in the District of Columbia, approved June 1, 1910 (36 Stat. 452; D.C. Official Code, § 6-601.01 to 6-601.09), unless expressly indicated on the permit.

105.3.2 Time Limitation of Application. Application and supporting documentation for any proposed work shall be deemed to have been abandoned if the applicant fails to obtain the permit within six months of the date of written notification by the code official that the permit is ready for issuance, or if the applicant fails to make the required changes in the application, plans or

other supporting documents within one year of the date of written notification by the code official that the plans review is complete and that changes are required before the permit shall be issued. Refunds of the unused portion of the application file deposit shall be made pursuant to Section 108.6.

Exception: If the applicant shows reasonable cause, the code official is permitted to grant a maximum of two (2) extensions of time for additional periods not exceeding six (6) months each.

105.3.3 Amendments to Permit. The holder of a valid active building permit shall be authorized to amend it or to amend the plans, application or other records pertaining to it, by filing at any time before completion of the work for which the original permit was issued, an application for revision of a building permit, accompanied by two (2) sets of the revised plans or documents. Once such amendments are approved and the revision permit is issued, it shall be deemed part of the original permit and shall be kept therewith in the official records of the Department. A revision permit shall become invalid upon expiration of the original building permit it amends. The extension provisions of Section 105.5.1 shall apply to the original building permit and shall only affect the respective revision permits to the extent that the original building permit is extended.

105.4 Compliance with Code. The permit shall be a license to proceed with the work and shall not be construed as authority to violate, cancel or set aside any of the provisions of the *Construction Codes*, except as specifically stipulated by modification granted in accordance with Sections 104.10 and 104.10.1.

105.5 Expiration of Permit. Any permit issued shall become invalid if the authorized work is not begun within one year after the permit is issued, or if the authorized work is suspended or abandoned for a period of one year, after the date work is begun. Inspections are required to verify that work has not been suspended or abandoned for a period of one year.

Exception: Any permit issued for work on premises or structures that have been deemed to be unsafe or unfit for human occupancy (in accordance with Section 115A), or abandoned or deteriorated property (in accordance with D.C. Official Code § 42-3171.01 *et seq.*), shall become invalid if the authorized work is not begun within thirty (30) days after the permit is issued, and completed within six (6) months after the date work is begun, or is extended in accordance with Section 105.5.1

105.5.1 Extension of Permit. A permit extension is required if no work has begun within one year. Upon written request, and upon a showing of good cause, the code official is authorized to grant extensions of time not to exceed six (6) months per extension. Not more than three (3) extensions of time will be granted to any permit.

Exception: For any permit issued for work on premises or structures that have been deemed to be unsafe or unfit for human occupancy (in accordance with Section 115A), or abandoned or deteriorated property (in accordance with D.C. Official Code § 42-3171.01 *et seq.*), work must commence within thirty (30) days after the initial permit is issued, and be completed within six (6) months after the date work is begun, unless an extension of time is granted by the code official. If the work has not been completed within the thirty (30) day period, and any extension

period granted by the code official, the Department is authorized to complete the work in accordance with D.C. Official Code § 42-3131.01 *et seq.* and to seek any other remedies or penalties authorized by law, including monetary fines, criminal prosecution or court orders directing correction or abatement of the violation.

105.5.2 Lapsed Permits. Permits issued under the *Construction Codes* shall not be extendable if permitted to expire, unless extension is approved in writing by the code

official.

105.5.3 Non-Transferable Supplemental Permits. A new supplemental installation permit should be obtained pursuant to Section 105.1.13 for any authorized work begun by one contractor and continued by another contractor.

105.5.4 Postcard Permits. Application for permits may be made by using a special postcard issued by the Department of Consumer and Regulatory Affairs, for a scope of work within the limitations of Sections 105.5.4.2.1 through 105.5.4.2.7. Use of postcard permits shall be subject to the terms and conditions printed on the "applicant's copy" of the postcard permit form.

105.5.4.1 Postcard Permit Types. The code official shall make the following types of postcard permits available for purchase by qualified applicants, upon request:

1. Postcard plumbing permits.
2. Postcard fuel gas permits.
3. Postcard mechanical permits.
4. Postcard electrical permits (general).
5. Postcard electrical service permits (heavy-up).
6. Postcard building permits.

105.5.4.1.1 Eligibility to Purchase and Use Postcard Permits. In order to be eligible to purchase and use the types of postcard permits established in Section 105.5.4.1, the applicants shall have the following respective minimum qualifications:

1. Postcard building permits: any applicant is allowed to purchase; only a building owner, lessee, or authorized agent of either is allowed to submit a postcard building permit.
2. Postcard electrical permits (general): master electricians and homeowners are allowed to purchase; homeowners are allowed to purchase limited quantities, consistent with the anticipated scope of work of one (1) one-family dwelling; homeowners are only allowed to submit postcard permits for work done in their own one-family home; master electricians are allowed to use the permits regardless of location.
3. Postcard electrical service permits (heavy-up): electrical contractors only.

4. Postcard fuel gas permits: master plumbers and master gasfitters.
5. Postcard mechanical permits: master mechanics only.
6. Postcard plumbing permits: master plumbers only.

105.5.4.1.2 Postcard Permit a Privilege. The code official shall have the right to deny the privilege of purchasing or using postcard permits to any qualified applicant who fails to submit a postcard permit timely, or who misuses the postcard permits as a means to evade full compliance with the application requirements of Section 105.1. Cases of willful misuse of postcard permits by a licensed master, in violation of the pertinent permit conditions, shall result in referral of the matter to the respective licensing board for appropriate action.

105.5.4.1.3 Postcard Permit Inspections. The applicant shall be responsible for requesting in a timely fashion all the necessary inspections of work done under postcard permits. Work that is intended to be permanently concealed shall require a "close-in" inspection. At the "close-in" inspection, the inspector will determine if a final inspection is necessary. Failure to obtain a necessary inspection is a violation of the *Construction Codes* and shall subject the applicant to penalties and fines pursuant to Section 113.

105.5.4.2 Postcard Permit Limitations. The scope of validity of each type of postcard permit is limited by the conditions specified in Sections 105.5.4.2.1 through 105.5.4.2.7.

105.5.4.2.1 General Limitations. The following limitations shall apply to all types of postcard permits:

1. Postcard permits shall not be accepted to substitute for permits that would otherwise require approval by boards or agencies of the federal government or of the District of Columbia, other than the Department of Consumer and Regulatory Affairs. In particular, postcard permits shall not be accepted for work to be done under item 1 of Section 105.5.4.2.4 or items 1, 2, 12.a and 12.b of Section 105.5.4.2.7, when such work is proposed to occur on the exterior of buildings or structures located in historic districts or in historically designated buildings or structures. The user shall be responsible for obtaining confirmation from the code official that the proposed scope of work qualifies to be done under a postcard permit.
2. Work done under a postcard permit shall not commence before the

postcard permit form is filled out entirely and the "inspector's copy" is mailed. The inspector's copy shall be postmarked, at the latest, on the first business day following the start of the work. Work done in violation of this limitation shall be deemed work without a permit and shall be subject to the enforcement actions of Sections 113 and 114.

3. No more than one address, lot and square per postcard permit.

105.5.4.2.2 Postcard Building Permit Limitations. Postcard building permits shall be acceptable for a scope of work within the limits of any one of the categories listed hereafter. A separate postcard permit shall be required for each category when the scope of work includes items in more than one category.

1. Repair a fence up to a height of seven (7) feet (2.13 m) above grade, entirely located in private property and behind the building restriction line.
2. Interior demolition of non-bearing elements in a space up to 5,000 square feet.
3. Application of fire-retardant paint, up to five (5) gallons (19 L).
4. Erection of one (1) Christmas Tree Stand on private property.
5. Renewal of an active building permit.
6. Revision of an active permit for change of ownership or change of address.
7. Repairs of one of the following items:
 - a. Existing fire escape.
 - b. Front porch and steps in a single-family dwelling.
 - c. Rear porch and steps in a single-family dwelling.
 - d. Up to four (4) stories of a single interior stairway.
 - e. Guardrails and/or handrails in up to four (4) stories of a single interior stairway.
 - f. Guardrails of up to five (5) balconies.
8. Replacement *in kind* of one of the items listed hereafter. For the purpose of this section, "replacement in kind," when applied to architectural features, means replacement with a feature of like material that replicates the existing feature in proportion, appearance, texture, design, detail, location and dimensions.
 - a. Guards and guardrails of up to five (5) balconies and/or exterior porches on the same building.
 - b. Up to five (5) fire windows.
 - c. Up to five (5) fire doors.
 - d. Up to five (5) fire or smoke dampers.
 - e. Up to ten (10) sprinklers, on an existing residential, commercial or industrial system.
 - f. Rated suspended ceiling tile in an area up to 5,000 square feet (464.5 m²).
 - g. Existing fence on private property.
 - h. Interior wall coverings.
 - i. Up to 800 square feet (74.3 m²) of gypsum board.
 - j. Ductwork in a single family dwelling of a single system, in other than hazardous exhaust and commercial kitchen exhaust systems.
 - k. Guards, guardrails and/or handrails in up to four (4) stories of a single interior stairway.

105.5.4.2.3 Postcard Electrical (General) Permit Limitations. Postcard electrical (general) permits shall be acceptable for a scope of work within the limits of any one of the categories listed hereafter. A separate postcard permit shall be required for each category when the scope of work includes items in more than one category.

1. Installation of a total of not more than ten (10) new outlets or new lighting fixtures, on a residential, commercial or industrial project.
2. Replacement or repair of not more than ten (10) existing outlets and not more than ten (10) existing lighting fixtures, on a residential, commercial or industrial project.
3. Installation of not more than ten (10) new outlets in a power-limited system, on a residential, commercial or industrial project.
4. Replacement of not more than one (1) residential electric appliance on a residential project.

105.5.4.2.4 Postcard Electrical (Heavy-up) Permit Limitations. Postcard electrical (heavy-up) permits shall be acceptable to upgrade one (1) electric service up to 200 Amps.

105.5.4.2.5 Postcard Fuel Gas Permit Limitations. Postcard fuel gas permits shall be acceptable for a scope of work within the limits of any one of the categories listed hereafter. A separate postcard permit is required for each category when the scope of work includes items in more than one category.

1. Repairs to existing fuel gas systems, including the connection of not more than one (1) new gas appliance.
2. Minor alterations to existing fuel gas systems, including the installation of not more than one (1) new gas appliance. For the purpose of this section, minor alterations shall not include changing the layout of the fuel gas system piping serving more than two (2) appliances.
3. Replacement of not more than one (1) gas appliance, on a residential, commercial or industrial project.
4. Testing of a single gas line.

105.5.4.2.6 Postcard Mechanical Permit Limitations. Postcard mechanical permits shall be acceptable for a scope of work within the limits of any one of the categories listed hereafter. A separate postcard permit shall be required for each category when the scope of work includes items in more than one category.

1. Repairs to not more than one (1) existing refrigerating or cooling system, up to a maximum of 10-ton of equivalent refrigerating effect.
2. Conversion of one (1) existing refrigerating or cooling system to adapt it to use an environmentally safe refrigerant, in a residential, commercial or industrial facility, not including the installation of related detection, alarm and ventilation devices.
3. Installation, as required, of gas detection, alarm and ventilation devices, related to the use of environmentally safe refrigerants as a result of the conversion of existing refrigerating or cooling systems in a single location inside a residential, commercial or industrial facility.

105.5.4.2.7 Postcard Plumbing Permit Limitations. Postcard plumbing permits shall be acceptable for a scope of work within the limits of any one of the categories listed hereafter. A separate postcard permit shall be required for each category when the scope of work includes items in more than one category.

1. Installation of not more than one (1) new plumbing fixture, on a residential, commercial or industrial project.
2. Repairs to existing plumbing systems, including the installation of not more than one (1) new fixture.

3. Minor alterations to existing plumbing systems, including the installation of not more than one (1) new fixture. For the purpose of this section, minor alterations shall not include changing the layout of piping serving more than three (3) fixtures, including domestic water, sewer or venting systems.
4. Replacement of not more than one plumbing fixture, on a residential, commercial or industrial project.
5. Installation of one (1) backflow preventer.
6. One (1) sewer or water line cut.
7. Pressure testing of a single water system.

105.5.4.3 Postcard Permit Fees. Fees for postcard permits shall be as established in the approved permit fee schedule. Fees for postcard permits shall be revised from time to time to remain comparable to fees for regular permits for comparable work. For the types of postcard permits established in Section 105.5.4.1, the respective fees shall be established according to the following criteria:

1. Building postcard permits, equal to the fee for a miscellaneous building permit.
2. Postcard electrical permits (general), equal to the fee for an electrical installation permit for up to 10 junction boxes.
3. Postcard electrical (service heavy-up) permits, equal to the fee for an electrical installation permit for a service heavy-up of up to 200 Amp.
4. Postcard fuel gas permits, equal to the fee for an installation permit for a single gas appliance.
5. Postcard mechanical permits, equal to the fee for an installation permit for a 10-ton air-conditioning system.
6. Postcard plumbing permits, equal to the fee for an installation permit for a single plumbing fixture.

105.6 Revocation of Permits. The code official is authorized to revoke a permit or approval issued under the *Construction Codes* or the District of Columbia Zoning Regulations (11 DCMR) (the “*Zoning Regulations*”), for any of the following conditions:

1. Where there is a false statement or misrepresentation of fact, or other significant inaccuracy, in the application or on the plans on which a permit or approval was based, that substantively affected the approval, including, but not limited to, inaccuracies with respect to pre-existing conditions;
2. When the construction does not comply with the *Construction Codes*, *Zoning Regulations*, the permit, the revised permit, one or more conditions of any Board of Zoning Adjustment or Zoning Commission Order that authorized the construction, or the approved plans and other information filed to obtain the permit, and when the permit holder fails to correct the non-conforming situation, within the time period specified in a notice or order issued under Section 113;
3. When the permit holder has been cited under 12A DCMR Section 115 for one or more violations of the *Construction Codes* which, by the determination of the code official, threaten the health and safety of the public in the District of Columbia and when the permit holder fails to restore safety or otherwise remedy the situation, under the terms and conditions of the order and within the time period specified;
4. When the construction has been posted with two (2) or more stop work orders, under 12A DCMR Section 114, and the permit holder fails to comply with conditions stated in the orders

prior to resuming construction, in two (2) or more instances, so as to establish a pattern indicative of the permit holder's unwillingness to fully comply with the *Construction Codes*;

5. When permits are issued to a contractor whose license has expired, or is suspended or revoked by the Board having jurisdiction;
6. When the code official determines that the permit has been issued in error or on the basis of incorrect information supplied; or
7. When the use is located in a CM or M zone district and the use violates the "Standards of External Impact" described in its Certificate of Occupancy application

105.6.1 Effective Date of Revocations. Revocations based on items 1, 2, 4, 5, 6 or 7 of Section 105.6 are proposed actions and shall become final upon occurrence of one of the following conditions:

1. If the permit holder fails to request a hearing from (a) the Office of Administrative Hearings within ten (10) business days of receipt of the notice of revocation with respect to violations of the *Construction Codes* or (b) the Board of Zoning Adjustment within sixty (60) days of receipt of the notice of revocation with respect to violations of the *Zoning Regulations*; or
2. If the Office of Administrative Hearings or Board of Zoning Adjustment finds that grounds exist to revoke the permit as the result of a hearing requested by the permit holder pursuant to Section 105.6.4.

105.6.1.2 Summary Revocations; Cancellations

1. Revocations based on item 3 of Section 105.6 shall be summary revocations and shall take effect on the date ordered by the code official.
2. The code official shall have the right to declare a permit null and void, if the agency determines that the permit was erroneously issued as the result of administrative or clerical error and notifies the permit holder within five (5) business days of permit issuance. Upon such notification, the permit holder shall promptly surrender the permit for cancellation, however, the failure to surrender the permit voluntarily for cancellation shall not affect its invalidity and the permit shall be cancelled upon notification to the permit holder in accordance with Section 105.6.3.

105.6.1.3 Board of Zoning Adjustment Order. When a written order of the Board of Zoning Adjustment concludes that a permit was issued in error, the permit shall be revoked, effective ten (10) days after the Board of Zoning Adjustment Order is served upon the permit holder. The revocation may be appealed to the District of Columbia Court of Appeals pursuant to section 11 of An Act to prescribe administrative procedures of the District of Columbia Government, approved October 21, 1968 (82 Stat. 1209; D.C. Official Code § 2-510) .

105.6.2 Notice of Revocation. Except as provided in Section 105.6.21, the permit holder shall be provided, pursuant to Section 105.6.3, written notice of the code official's order to revoke the permit. This notice shall include the following:

1. A copy of the written order;
2. A statement of the grounds for the action taken, citing the provisions of the D.C. Code, the *Construction Codes* or the *Zoning Regulations* which have been violated; and
3. A statement advising the permit holder of the right to appeal the revocation in accordance with Section 105.6.4.

105.6.3 Service of Notice. The code official shall effect service of a notice to revoke on a permit holder by one of the following methods:

1. Personal service on the permit holder or the permit holder's agent; or
2. Delivering the notice to the last known home or business address of the permit holder as identified by the permit application, the tax records, or business license records, and leaving it with a person over the age of sixteen (16) years old residing or employed therein; or
3. Mailing the notice, via first class mail postage prepaid, to the last known home or business address of the permit holder or the permit holder's agent as identified by the permit application, the tax records, or business license records; or
4. If the notice is returned as undeliverable by the Post Office authorities, or if no address is known or can be ascertained by reasonable diligence, by posting a copy of the notice in a conspicuous place in or about the structure affected by such notice.

105.6.3.1 Respondent's Agent. For the purposes of this section, respondent's agent shall mean a general agent, employee, registered agent or attorney of the respondent.

105.6.3.2 Subsequent Notifications. Once the initial notice has been served the following shall apply:

1. The respondent shall notify the Department of all changes of address or of a preferred address to receive all future notices regarding the revocation. This notification by the respondent shall be in writing; and
2. All other notices, orders, or any other information regarding the revocation may be sent by the Department via first class mail, postage prepaid.

105.6.4 Appeal from Action. The permit holder, or other person aggrieved by the action of the code official to revoke a permit, may request a hearing by the Office of Administrative Hearings and/or the Board of Zoning Adjustment as provided below.

105.6.4.1 Office of Administrative Hearings. The permit holder shall have the right to appeal the notice of revocation to the Office of Administrative Hearings (OAH) no later than ten (10) days after service of written notice of the revocation upon the permit holder, pursuant to Chapter 18A of Title 2 of the D.C. Official Code and regulations promulgated thereunder. The appeal shall specify that the *Construction Codes* or the rules legally adopted thereunder have been incorrectly interpreted or applied, the provisions of the *Construction Codes* do not fully apply, or an equally good or better form of construction can be used. OAH shall have no authority to waive requirements of the *Construction Codes*.

105.6.4.2 Board of Zoning Adjustment. To the extent that the revocation is based in whole or in part upon a violation of the *Zoning Regulations*, the appeal of the zoning-based ground shall be heard by the Board of Zoning Adjustment in accordance with An Act providing for the Zoning of the District of Columbia and the regulations of the location, height, bulk and uses of buildings and other structures and for other uses of land in the District of Columbia, and for other purposes, approved June 20, 1938 (52 Stat. 799; D.C. Official Code § 6-641.07) and Chapter 32 of the *Zoning Regulations*. The appeal shall be filed no later than sixty (60) days after service of written notice of the revocation upon the permit holder, pursuant to D.C. Official Code § 6-

641.09, and the *Zoning Regulations*. The permit holder shall specify the provisions of the *Zoning Regulations* on which the appeal is based.

105.6.4.3 Expedited Hearings. When a summary revocation is ordered under item 3 of Section 105.6 of this chapter, the permit holder may request an expedited hearing from the Office of Administrative Hearings within seventy-two (72) hours (excluding Saturdays, Sundays, and legal holidays) to review the reasonableness of the revocation order. At this hearing, the code official shall have the burden of establishing a prima facie case of immediate or serious and continuing endangerment. No stay of the code official's decision to revoke a permit under item 3 of Section 105.6 shall be permitted pending the final resolution of the hearing.

105.7 Posting of Permit. A photocopy of the permit or the original shall be kept in a conspicuous and immediately accessible location at the main entrance of the building or site, and the permit shall be open to public inspection during the entire time of the work and until it is completed.

105.8 Posting of Fines. Where civil infraction citations have been issued to an applicant for a building permit for illegal construction under Section 113.7, all applicable fine amounts must be posted with the Treasurer of the District of Columbia, by the applicant, prior to the issuance of any permit. Upon adjudication of said civil infraction citations, any fines or penalties not assessed to the applicant will be refunded.

SECTION 106A CONSTRUCTION DOCUMENTS

106.1 Submittal Documents. The application for building permit shall be accompanied by not less than four (4) copies of plans drawn to scale, with sufficient clarity and detail dimensions to show the nature and character of the work to be performed. Each set will contain complete architectural, civil, structural, mechanical, plumbing, fuel gas, electrical and fire protection plans, as applicable. When quality of materials or equipment is essential for conformity to the *Construction Codes*, specific information shall be given to establish such quality and the plans shall contain a schedule of such equipment. The *Construction Codes* shall not be cited, or the term "legal" or its equivalent be used, as a substitute for specific information.

Exception: The code official is authorized to accept permit applications without plans when the work involved is of a sufficiently limited scope.

106.1.1 Engineering Details. The code official shall require adequate details of structural, electrical, fuel gas, mechanical, plumbing, and energy conservation work to be filed, including computations, stress diagrams and other technical data essential to assess compliance with the *Construction Codes*, as further specified in Sections 106.1.2 through 106.1.14. All engineering plans and computations shall bear the signature of the D.C. licensed professional engineer responsible for the design as required by Section 106.3.4.

106.1.1.1 Shop Drawings. The code official is authorized to require that three (3) sets of shop drawings be submitted, bearing the review stamp of the engineer of record, and bearing the seal and signature of the design engineer, if not the engineer of record, before construction or installation of the following elements and systems:

1. Structural steel and steel trusses, with connection details.
2. Open web steel joists.
3. Precast and prestressed concrete.
4. Post tensioning.
5. Space frames.
6. Strong backs.
7. Curtain wall.
8. Structural wood trusses, beams, girders, and columns.
9. Concrete mixes.
10. Structural, electrical, and mechanical loads related to new construction/installations of elevators, escalators and other vertical transportation systems including, but not limited to, accessibility lifts.
11. Pre-engineered elements.
12. Suspended plaster ceiling systems.
13. Underpinning.
14. Sheeting and shoring.
15. Formwork.
16. Automatic fire suppression systems.
17. Fire alarm systems.
18. Smoke control systems
19. Commercial kitchen hood suppression systems.

20. Flammable and combustible liquid storage tanks.

21. For all modernization or alterations which include one or more of the following:

1. Change in type of service (e.g., freight to passenger, passenger to freight).
2. Change in class of loading (e.g., freight Class A to Class C).
3. Increase in capacity.
4. Increase in speed.
5. For all elevator machine replacements which require a change of support beams and/or support structures.

Exception: Where approved by the code official, automatic fire suppression systems shop drawings are permitted to bear the stamp and signature of a minimum National Institute for Certification in Engineering Technology (NICET) Level III Technician certified in Automatic Sprinkler System Layout or Special Hazards Suppression Systems and fire alarm shop drawings are permitted to bear the stamp and signature of a minimum NICET Level III Technician certified in Fire Alarm Systems.

106.1.2 Means of Egress. The construction documents shall show in sufficient detail the location, construction, size and character of all portions of the means of egress in compliance with the provisions of the *Construction Codes*. In other than occupancies in Use Groups R-2, R-3 and I-1, the construction documents shall summarize the number of occupants of each floor and of each room with a capacity in excess of 50 occupants.

106.1.3 Exterior Wall Envelope. The construction documents shall describe the exterior wall and roof envelope in sufficient detail to determine compliance with the *Construction Codes*. The construction documents shall provide details of the exterior wall and roof envelope as required, including materials, flashing, intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves or parapets, means of drainage, water-resistive membrane, details around openings, fire-resistive construction and fire-resistive protection of wall openings, wall cavities and intersections with floor assemblies, as applicable.

106.1.4 Structural Documents. Before a permit is issued and before work can begin, structural plans shall be submitted showing the complete design, with sizes, sections, and relative locations of various structural members, floor elevations, column, or bearing wall centers, and beam or joint sizes and spacings. Plans shall be drawn to scale large enough to convey the information adequately. The code official shall have the right to require that the structural computations for the structure be submitted for review.

106.1.4.1 Certification of Structural Design. When the structural portions of such plans have been prepared by a professional engineer registered in the District of Columbia, practicing in the field of structural engineering, the owner shall have the option to submit with such plans a certificate, duly executed by such structural engineer on a form provided by the code official, that the structural portion of the plans complies with the structural requirements of the *Construction Codes*. The code official is authorized to accept the structural portions of the plans thus certified, at the code official's discretion, provided the certificate is duly notarized and witnessed. Each sheet of each set of plans certified under this section shall bear the original seal

and signature of the certifying engineer, under the following statement: "Structural plans certified as provided in Section 106.1.4.1 of the *D.C. Construction Codes*."

106.1.4.2 Non-Structural Review. The provisions of Section 106.1.4.1 shall not relieve the code official from determining that the design, erection or alteration of such building or structure complies with other applicable requirements of the *Construction Codes* and other regulations.

106.1.5 Fire Protection Information. The applicant shall provide plans and schedules, in quadruplicate, in sufficient detail showing the features and characteristics of all fire protection systems components for any system required by the *Construction Codes* or otherwise proposed to be installed, including but not limited to the following. The construction documents shall show the location and type of all fire alarm devices, fire alarm control equipment and panels, fire alarm primary and backup power sources. The construction documents shall include sufficient information and detail to adequately describe the elements of any smoke control systems including equipment location and engineering needs as required by the *Construction Codes*. The construction documents shall show the standpipes and automatic sprinkler system infrastructure, including the location, size and type of risers, valves, flow and pressure sensors, siamese connections, fire pump, jockey pump, pump controllers, pump test pipes and other appurtenances of the system, as applicable. The type of sprinkler system and areas and openings requiring special coverage shall be so noted on the construction documents. The construction documents shall show details of other fire suppression systems, including gaseous and kitchen hood systems. The construction documents shall show capacities and loads of the means of egress, maximum travel distances at every floor, remoteness between exits, fire resistance rating of structural members, floors and walls enclosing means of egress, rating of fire doors and fire dampers, location and type of exit signs and emergency lighting. Construction documents for work in part of an existing building shall include a scoping document listing all floors of the building and the extent to which each floor is protected with an automatic fire suppression system. Construction plans containing fire protection systems data shall be drawn to a scale of not less than 1/8 inch to the foot (10 mm/m).

106.1.6 Elevator and Other Vertical Transportation Systems Information. The applicant shall provide plans and schedules, in quadruplicate, in sufficient detail showing the features and characteristics of all vertical transportation systems components for any system required by the *Construction Codes* or otherwise proposed to be installed, including but not limited to the following. The construction documents shall show the location, overall dimensions and type of all vertical transportation systems. The construction documents shall show location and type of elevator lobby smoke detectors, other smoke detectors for elevator recall, as well as other fire alarm and fire suppression devices proposed to be installed in elevator machine rooms, elevator pits and top of elevator hoistways and shall include a sequence of elevator operation in emergency mode when such fire detection equipment is activated. The construction documents shall clearly show the primary and backup power sources for the elevator equipment and shall define the primary and secondary levels of elevator recall. Clearances at top and bottom of hoistway and at elevator equipment spaces, minimum interior dimensions of cabs,

provisions for access to elevator pits, provisions for drainage of elevator pits, provisions for illumination and electric power in elevator machine rooms, elevator hoistways, elevator pits and elevator equipment spaces shall be shown on the construction documents, as applicable. The construction documents shall show the location of provisions for emergency disconnect of elevator power in elevator pits, elevator machine rooms and elevator equipment spaces, and shall show the location of sprinkler valves and sprinkler flow sensors for systems serving elevator machine rooms and hoistways, as required.

106.1.7 Electrical Documents. The applicant shall provide plans and schedules, in quadruplicate, in sufficient detail showing the location and capacity of all lighting facilities, electrically operated equipment and electrical circuits required for all service equipment of the building or structure, drawn to a scale of not less than 1/8 inch to the foot (10 mm/m). All electrically controlled devices, including signal, communicating and lighting systems and associated wiring, wherever required under the provisions of the *Construction Codes*, shall be shown on the electrical plans for the following purposes:

1. Places of public assembly and education and control of emergency lighting systems in accordance with Section 1006 and hazardous uses requirements in Chapter 4 of the *Building Code*.
2. Stairway and exit illumination in accordance with Section 1205 and Section 1006 of the *Building Code*; "Exit" sign lighting circuits in accordance with Section 1011 of the *Building Code*; elevator car illumination in accordance with Chapter 30 of the *Building Code*.
3. Electrical equipment and control of heating, refrigerating and ventilating machinery and devices in accordance with the *Mechanical Code* listed in Chapter 35.
4. Fire protective signaling systems, automatic fire detection systems, fire department communications and supervisory services in accordance with Section 901.6 through 901.6.3 and 907 of the *Building Code*.
5. Wiring of signs in accordance with Sections 3107 of the *Building Code*; and radio and television antennas in accordance with Section 3108.0 of the *Building Code*.
6. Power control electric operation and circuit wiring of elevators and escalators in accordance with Chapter 30 of the *Building Code*.
7. Illumination of spaces intended for human occupancy in accordance with Section 1205 of the *Building Code*.
8. Backup emergency and standby power systems.

106.1.7.1 Exemptions. Electrical plans shall not be required for the following:

1. Any work exempted from building permit requirement in accordance with Sections 105.2.
2. Repair or replacement in kind of electrical equipment.
3. Work involving only structures without equipment regulated by the *Electrical Code*, such as open sheds for storage purposes, detached private garages and other similar spaces not required by the *Construction Codes* to be provided with electric current.
4. Temporary sanitary installations required for construction operations.
5. Any work exempted from installation permits requirement in accordance with Section 105.2.2.1.
6. Any work allowed to be performed under a postcard permit in accordance with Sections 105.5.4.2 through 105.5.4.2.7.

106.1.8 Fuel Gas Documents. The applicant shall provide in quadruplicate at a scale of not less than 1/8 inch to the foot (10 mm/m), construction documents, engineering calculations, diagrams and other data, of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that the work conforms to the provisions of the *Construction Codes*. Construction documents for buildings more than two-stories in height shall indicate where penetrations will be made for installations and shall indicate the materials and methods for maintaining required structural safety, fire-resistance rating and fire-blocking.

106.1.9 Mechanical Documents. The applicant shall provide, in quadruplicate, diagrammatic mechanical equipment or system and mechanical plans, drawn to a scale of not less than 1/8 inch to the foot (10 mm/m), showing the location and arrangement of the mechanical equipment and distribution elements including safety and pressure-controlling devices. The plans shall show in sufficient detail the relevant features and clearances of the appliances and systems, including: size and type of apparatus; construction of flue, stack or chimney; stack connections; type of fuel; method of operation; and the method of compliance with all the applicable regulations for the class and type of equipment installed.

106.1.9.1 Exemptions. Mechanical plans shall not be required for the following:

1. Any work exempted from building permit requirement in accordance with Section 105.2.
2. Repair or replacement in kind of mechanical equipment.
3. Work involving only structures without equipment regulated by the *Mechanical Code*, such as open sheds for storage purposes, detached private garages and other similar spaces not required by the *Construction Codes* to be heated.
4. Temporary sanitary installations required for construction operations.
5. Any work exempted from installation permits requirement in accordance with Sections 105.2.2.2 and 105.2.2.4.
6. Any work allowed to be performed under a postcard permit in accordance with Sections 105.5.4.2 through 105.5.4.2.7.

106.1.10 Plumbing Documents. The applicant shall provide legible plans, drawn to a scale of not less than 1/8 inch to the foot (10 mm/m), of each floor and of a typical floor, in quadruplicate, showing the complete plumbing system layout, all plumbing fixtures, the water supply piping layout, together with building sections showing vertical and diagrammatic elevations of the soil, waste, vent and water supply lines with traps and valves, and the location and size of the public sewer or other disposal system. The plumbing plans shall show in sufficient detail: the layout and spacing of fixtures; the size, material and location of the building and storm sewers and drains; and the soil, waste, vent and water supply piping.

106.1.10.1 Public Sewer. Plans for new plumbing or alterations to existing plumbing systems shall be accompanied by a diagram showing the relative elevation of the lowest fixture and the top of the public sewer referred to in the established datum of the District of Columbia Water and Sewer Authority (WASA). The plans shall show the size, number and location of all new sewer connections. A water and sewer availability slip, issued by the District of Columbia Water and Sewer Authority (WASA), shall be provided with the plumbing plans for every project entailing new water or sewer service connections.

106.1.10.2 Public Water Main. Where the installation of a water distribution system or the replacement or alteration of an existing water supply system is contemplated, the plumbing plans shall show the location and size of all water lines and branches involved, all fixtures or other devices to be supplied, and the minimum water pressure in the main in front of the building or structure.

106.1.10.3 Exemptions. Plumbing plans shall not be required for the following:

1. Any work exempted from building permit requirement in accordance with Section 105.2.
2. Repair or replacement in kind of plumbing fixtures.
3. Work involving only structures without plumbing fixtures, such as open sheds for storage purposes, detached private garages and temporary installations for exhibition purposes where not designed for sanitary use and not directly connected to a sewage system.
4. Temporary sanitary installations required for construction operations where not designed to be directly connected to the public sewer system.
5. Any work exempted from installation permit requirement in accordance with Section 105.2.2.3.
6. Any work allowed to be performed under a postcard permit in accordance with Sections 105.5.4.2 through 105.5.4.2.7.

106.1.11 Energy Conservation Documents. Construction documents and other supporting data shall be submitted in quadruplicate with each application for a permit. The construction documents and designs submitted under the provisions of Chapter 4 of the *Energy Conservation Code* shall be prepared by a registered design professional. Where special conditions exist, the code official is authorized to require additional construction documents to be prepared by a registered design professional.

Exceptions:

1. The code official is authorized to waive the submission of construction documents and other supporting data not required to be prepared by a registered design professional if it is found that the nature of the work applied for is such that reviewing of construction documents is not necessary to obtain compliance with the *Energy Conservation Code*.
2. For residential buildings having a conditioned floor area of 5,000 square feet (465 m²) or less, designs submitted under the provisions of Chapter 4 of the *Energy Conservation Code* shall be prepared by anyone having qualifications acceptable to the code official.

106.1.11.1 Information on Construction Documents. Construction documents shall be drawn to scale upon suitable material. Electronic media documents are permitted to be submitted when approved by the code official. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in sufficient detail pertinent data and features of the building and the equipment and systems as herein governed, including, but not limited to, design criteria, exterior envelope component materials, U-factors of the envelope systems, U-factors of fenestration products, R-values of insulating materials, size and type of apparatus and equipment, equipment and systems controls and other pertinent data to indicate compliance with the requirements of the *Energy Conservation Code* and relevant laws, ordinances, rules and regulations, as determined by the code official.

106.1.11.2 Deemed to Comply. Use of the appropriate REScheck and COMcheck tools, which are available online from the U.S. Department of Energy, are an acceptable method to comply with the residential and / or commercial requirements of the *Energy Conservation Code*.

106.1.12 Zoning Compliance Review Data. The applicant shall provide to the Zoning Division of the Department not less than four (4) copies of plans drawn to a scale indicated numerically as well as depicted graphically, showing orientation of the property as to true North, and the following:

1. The shape, dimensions and topography of the lot to be built upon, in sufficient detail to allow determination of heights above existing and proposed finished grade of all proposed structures, so as to allow determination of compliance with pertinent height limitations of the *Zoning Regulations*.
2. The width of all public streets and public rights-of-way contiguous to the lot, with elevations at measuring points along them sufficient to determine compliance with the Height Act of 1910, as amended (D.C. Official Code § 6-601.05).
3. The shape and location in plan of all existing and proposed structures, fully dimensioned, including orientation and distances to lot lines so as to define without ambiguity the dimensions and location of said structures.
4. The elevations of all existing and proposed structures fully dimensioned so as to define without ambiguity the dimensions of said structures.
5. The parking and loading plans and the basis for computation of the facilities shown on those plans.
6. A Zoning Data Summary of the project including, as applicable, at least the following data: lot width, area of the lot, percentage of lot occupancy, height of the structure and the location and elevation of the height measurement reference points, gross floor area for each floor level, area of basement, area of cellar, proposed Floor Area Ratio, areas dedicated to each use, width of any proposed side yard, rear yard or court, number of standard and compact parking spaces and dimensions of loading berths and delivery loading spaces.
7. Other information necessary to determine compliance with the *Zoning Regulations*.

106.1.12.1 Zoning Data on Building Plat. For the purpose of zoning compliance review, the following data shall be provided on the building plat required by Section 106.1.12, as applicable, in addition to the information required by Section 106.1.12.1:

1. The number, size, shape and location of all open parking spaces, open loading berths, and approaches to all parking and loading facilities.
2. Other information necessary to determine compliance with the *Zoning Regulations*.

106.1.13 Official Building Plat. The applicant shall provide, in duplicate, either an official building plat issued by the D.C. Office of the Surveyor, or a building plat prepared by a private Land Surveyor licensed to practice in the District of Columbia, with applications for permit involving any of the following:

1. Erection of a new building or structure.
2. Addition to an existing building.
3. Permanent construction higher than 4 feet (1.22m) above grade, outside the footprint of existing buildings.
4. Construction or alteration of projections into public space.
5. Erection of retaining walls higher than 36 inches (914 mm).

6. Establishment of a new parking lot, regardless of the amount of work involved.

106.1.13.1 Plat Information. The applicant shall show upon the building plat, completely dimensioned and drawn in ink to the same scale as the plat, the outline of all buildings, additions, or other structures existing and to be constructed. The accuracy of the representation of the location of the structures on the plat shall be self-certified by the owner or authorized agent for the owner of the lot of record or parcel of land, who shall sign a certificate in a form prescribed by the code official, printed on the building plat.

106.1.14 Location of Water and Sewer Mains. When relevant to the scope of work, the permit applicant shall secure from the District of Columbia Water and Sewer Authority (WASA) the location and other necessary details regarding water and sewer mains to serve the premises to be permitted and shall submit this information with the permit application to the code official.

106.2 Site Plan. The applicant shall provide a site plan, whenever the application for permit involves any of the following:

1. Erection of a new building or structure.
2. Addition to an existing building.
3. Permanent construction outside the footprint of existing buildings.
4. Construction or alteration of projections into public space.
5. Erection of retaining walls higher than 36 inches (914 mm) above grade.
6. Excavation or grading work disturbing earth in an area in excess of the limits set forth in 21 DCMR Section 525, Water and Sanitation, for minor projects.
7. Demolition or razing of existing structures or buildings.
8. Installation or replacement of underground utility service connections.
9. Installation or replacement of site drainage systems.

The code official shall be authorized to establish media requirements for submittal of site plans and maximum overall size of plans acceptable for review. These limits shall also apply to zoning compliance review plans submitted pursuant to Section 106.1.12.

106.2.1 Site Plan Information. The applicant shall show upon the site plan, completely dimensioned and drawn to a scale indicated numerically and graphically, the site, its orientation to North, and location of all existing and new construction on the site, distances from property lines, established street grades, proposed finished grades, proposed soil erosion control measures, location of utility service lines and connections thereto, with dimensions and all appurtenant features of such connections, as applicable. For raze or demolition, the site plan shall identify the structures or portions thereof to be demolished and the location and size of all existing structures and construction that are to remain on the site.

106.3 Action on Application. The code official shall examine or cause to be examined the construction documents accompanying building permit applications, pursuant to Section 105.3.1.

106.3.1 Special Inspections. Where special inspections are required by Chapter 17 of the *Building Code*, the owner shall name the individual or firms who are to perform such special inspections. The stages of construction at which special inspections are to occur shall be

established by the applicant and approved by the code official. Special inspections shall be made in accordance with Section 109.3.13 and Chapter 17 of the *Building Code*.

106.3.2 Building Permit Requirement. The special inspection requirement of Section 106.3.1 shall be determined prior to the issuance of the building permit and shall be a requisite for the permit issuance as described in Section 1704.1.1.

106.3.3 Fees and Costs. All fees and costs related to the performance of special professional services shall be borne by the owner.

106.3.4 Design Professional in Responsible Charge. All design for new construction work, alteration, repair, expansion, addition or modification work involving the practice of professional architecture or engineering, as defined by applicable District of Columbia laws, shall be prepared by registered architects or professional engineers licensed to practice in the District of Columbia. All plans, computations, and specifications required for a building permit application for such work shall be prepared by or under the direct supervision of a registered architect or professional engineer and bear the architect's or engineer's signature and seal in accordance with the laws of the District of Columbia. Plans for non-structural alterations and repairs of a building, including the layout of interior spaces, which do not adversely affect any structural member or any part of the structure having a required fire resistance rating, or the public safety, health or welfare, and which do not involve the practice of engineering as defined by applicable District of Columbia laws, shall be deemed to comply with this section when such plans are prepared, signed and sealed by an interior designer licensed and registered in the District of Columbia in accordance with applicable District of Columbia laws.

106.3.4.1 Exemptions. The professional services of a registered architect, professional engineer or an interior designer are not required for the following:

1. Work done under any of the exemptions from registration provided for in the laws of the District of Columbia governing the professional registration of architects, engineers and interior designers.
2. Nonstructural alteration of any building of Use Group R-3 or of any building under the jurisdiction of the *Residential Code*.
3. Preparation of drawings or details for cabinetry, architectural millwork, furniture, or similar interior furnishings, for any work to provide for their installation or for any work exempt from building permit by Section 105.2.

106.3.4.2 Substitute Design Professional. If the circumstances require, the owner shall designate a substitute registered design professional in responsible charge who shall perform the duties required of the original registered design professional in responsible charge.

106.4 Amended Construction Documents. All work shall conform to the approved application and plans for which the permit has been issued and any approved amendments to them. Any changes made during construction which deviate substantively from the approved plans shall be resubmitted for approval, in accordance with Section 105.3.3.

106.5 Department Records. The code official shall keep official records of applications received, permits and certificates issued, fees collected, reports of inspections, and notices and orders issued. Such records, including one set of approved construction documents, shall be retained in the official records so long as the building or structure to which they relate remains in existence, unless otherwise provided for by statute, rule or regulation.

106.6 Form of Covenants and Agreements. All covenants and agreements required by the *Construction Codes* or drafted in connection therewith shall require approval as to form and legal sufficiency by the Office of the Attorney General for the District of Columbia.

106.6.1 Vault Agreement. Before issuance of a permit for the use or construction of a vault in public space, the owner of the abutting private property shall execute an agreement, in the form prescribed by the District, acknowledging for the owner, owner's heirs and assigns, (1) that no right, title, or interest of the public is thereby acquired, waived, or abridged; (2) that the Mayor may inspect such vault during regular business hours; (3) that the Mayor may introduce or authorize the introduction into or through such vault, with right of entry for inspection, maintenance, and repair of any water pipe, gas pipe, sewer, conduit, other pipe, or other public utility underground construction, which the Mayor deems necessary in the public interest to place in or by the District, at the expense of such owner, to conform with any change made in the street, roadway, or sidewalk width or grade; and (4) that rental for such vault will be paid to the District as required by the District of Columbia Public Space Rental Act, approved October 17, 1968 (82 Stat. 1156; D.C. Official Code § 10-1101.01 *et seq.*). A copy of such agreement shall be recorded in the Office of the Recorder of Deeds by and at the expense of such owner.

106.6.2 Covenants for Openings on Property Lines. A covenant running with the land shall be required where openings in exterior walls closer than 5 feet (1524 mm) from interior lot lines are allowed pursuant to s 704.8.4 through 704.8.4.3, to ensure that compliance with the minimum requirements of those sections will be maintained for as long as the building shall exist, and to ensure that responsibility for the maintenance of those conditions will be conveyed to any future owner of the building. One copy of such covenant, approved and accepted by the Office of the Attorney General for the District of Columbia as to legal form and sufficiency, shall be filed and recorded with the Recorder of Deeds of the District of Columbia by and at the expense of the owner before issuance of the final certificate of occupancy for the building. The owner will cause any lien or interest, recorded prior to the covenant, to be subordinated to the covenant.

106.6.3 Covenants for Projections. The owner shall, by covenant running with the land for such period as the projection shall exist, agree to such limitations and conditions as shall be imposed by the code official, which shall include but not be limited to agreement to save harmless the District of Columbia, its officers and agents, from liability by virtue of the grant of authority to construct said projection, and agreement to landscape or otherwise treat, to the satisfaction of the code official, and thereafter to maintain the area upon which the covenantor has forborne to build. Such covenant, to which the District of Columbia shall be made covenantee, shall be satisfactory to the Office of the Attorney General for the District of Columbia, as to legal form and sufficiency and shall be filed with the Recorder of Deeds, by and at the expense of such owner, before a permit for said projection is issued.

106.6.4 Covenants for Modifications of Projection Requirements. The owner who applies for a projection modification pursuant to Section 3202.4 shall, by covenant running with the land for such period as the projection shall exist, agree to such limitations and conditions as shall be imposed by the code official, which shall include but not be limited to agreement to save harmless the District of Columbia, its officers and agents, from liability by virtue of the grant of authority to construct said projection, and agreement to landscape or otherwise treat, to the satisfaction of the code official, and thereafter to maintain the area upon which the covenantor has forborne to build. Such covenant to which the District of Columbia shall be made covenantee, shall be satisfactory to the Office of the Attorney General for the District of Columbia, as to legal form and sufficiency and shall be filed with the Recorder of Deeds by and at the expense of the owner, and shall be made an official part of the land records of that property, before a permit for said projection is issued.

106.6.5 Covenants for Alternative Fire Protection Compliance Plan. A covenant shall be required, before an Alternative Compliance Plan submitted under Section 704.1.2 of the *Existing Building Code* can be approved. Such covenant, to which the District of Columbia shall be made covenantee, shall be satisfactory to the Office of the Attorney General for the District of Columbia, as to legal form and sufficiency and shall be filed with the Recorder of Deeds by and at the expense of the owner, and shall be made an official part of the land records of that property before issuance of the final certificate of occupancy for the building.

SECTION 107A TEMPORARY STRUCTURES AND USES

107.1 General. The code official is authorized to issue a permit for temporary structures and temporary uses. Such permits shall be limited as to time of service, but such temporary construction shall not be permitted to remain in place for more than one year. The code official is authorized to grant extensions for demonstrated cause.

107.2 Conformance. Temporary structures shall conform to the structural strength, fire safety, means of egress, light, ventilation and sanitary requirements of the *Construction Codes* as necessary to ensure the public health, safety and general welfare.

107.3 Temporary Power. The code official is authorized to give permission to temporarily supply and use power in part of an electric installation before such installation has been fully completed and the final certificate of completion has been issued. The part covered by the temporary certificate shall comply with the requirements specified for temporary lighting, heat or power in the electrical code.

107.4 Termination of Approval. The code official is hereby authorized to terminate such special approval and to order the demolition of any such construction at his or her discretion, or as directed by a decision of the Office of Administrative Hearings.

SECTION 108A FEES

108.1 Payment of Fees. A permit to begin work for new construction, alteration, removal, demolition, or other building operation shall not be issued until all fees have been paid to the Department or other authorized agency, nor shall an amendment to a permit requiring an additional fee be approved until the additional fee shall have been paid.

108.1.2 Accounting. The code official shall keep an accurate account of all fees collected, and such collected fees shall be deposited with the D.C. Treasurer, or otherwise deposited of as required by law.

108.2 Schedule of Permit Fees. The building permit fees for plans examination, permit processing and inspections, shall be as prescribed in Section 108.2.1 and the code official is authorized to establish by approved rules a schedule of unit rates for buildings and structures and for the installation of their appurtenant systems, fixtures, appliances and equipment.

108.2.1 Fee Schedule. A fee for each plan examination, permit and inspections shall be paid in accordance with the applicable fee schedule published in the D.C. Register, as amended from time to time.

108.2.1.1 Application Filing Deposit for New Construction and Alterations. All applications filed for new construction or alterations must be accompanied by a portion of the permit fee in the amount of 50% of the assessed permit fee based on the estimated cost of construction; provided that the required deposit shall not exceed twenty thousand dollars (\$20,000).

108.3 Building Permit Valuations. The code official is authorized to require that permit applicants for alteration and repair work produce documental proof of the cost of construction declared in the application, before issuance of the building permit. Such proof can be made in any of the following forms:

1. A fully executed construction contract.
2. A formal contractor's estimate.
3. A construction estimate, for other than structures under the jurisdiction of the *Residential Code* or for use groups other than R-3, when a contract evidencing a deferred method of determining construction cost is submitted to the code official. Issuance of the certificate of occupancy will be contingent on adjustment of the building permit fee resulting from the difference between the estimated construction cost and the actual construction cost. The actual cost shall be substantiated by submission of a certificate of payment or its equivalent.
4. A construction estimate for repairs and alterations in Use Group R-3 and structures under the jurisdiction of the *Residential Code*.

108.4 Work Commencing Before Permit Issuance. Any person who commences any work on a building, structure, gas, electrical, mechanical or plumbing system before obtaining the necessary permits shall be subject to an additional fee established in the official fee schedule that shall be in addition to the required permit fees and any fines that may have been levied.

108.5 Related Fees. The payment of the building permit fee, as prescribed in Section 108.2, shall not relieve the applicant or holder of the permit from the payment of other fees that are

prescribed by law, such as fees for water taps or sewer connections; fees for the temporary use of public space; fees for supplemental installation permits; fees for special inspections; fees for special permits issued in connection with or concurrently with a building permit, such as sign, projection, awning, demolition, razing, excavation permits; fees for plan revisions and amendment of permits; fees for certificates of use and occupancy; or fees for any other privileges, services or requirements, allowed or prescribed by the *Construction Codes* or other regulations, both within and without the jurisdiction of the Department.

108.6 Refunds. In the case of a revocation of a permit or of abandonment or discontinuance of a building project, upon written request made by the permit holder before the permit expires, the portion of the work actually completed shall be computed and any excess fee for the incomplete work shall be returned to the permit holder as soon as practicable after written request is made. All plan examination and permit processing fees, all fees for inspections actually performed, and all penalties that have been imposed on the permit holder under the requirements of the *Construction Codes* shall first be withheld. Refunds may not be granted for permits issued after six months.

108.7 Waiver of Fees. No person or entity shall be entitled to a waiver of fees, except as set forth in the License Fees and Charges Act of 1976, effective September 14, 1976 (D.C. Law 1-82; D.C. Official Code § 47-2712).

SECTION 109A INSPECTIONS

109.1 General. Construction or work for which a permit is required, including new construction, additions, alterations and repairs, shall be subject to inspection by the code official and such construction or work shall remain accessible and exposed for inspection purposes until approved. Approval as a result of an inspection shall not be construed to be an approval of a violation of the provisions of the *Construction Codes* or of other laws or regulations of the District of Columbia. Inspections presuming to give authority to violate or cancel the provisions of the *Construction Codes* or of other laws or regulations shall not be valid. It shall be the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes. Neither the code official nor the District shall be liable for expense entailed in the removal or replacement of any material required to allow inspection.

109.2 Preliminary Inspection. Before issuing a permit, the code official shall, if deemed necessary, examine or cause to be examined all buildings, structures and sites for which an application has been filed for a permit to construct, enlarge, alter, repair, remove, demolish, raze, excavate or change the use thereof. Exploratory excavation required by the code official shall not require such inspection.

109.3 Types of Inspections. After issuing a building permit, the code official or an approved third-party inspection agency under Section 109.4 shall conduct the types of inspections specified in Section 109.3 or 109.4, from time to time during and upon completion of the work, for which a permit has been issued. A record of all such examinations and inspections and of all noted violations of the *Construction Codes* shall be maintained by the code official. It is the responsibility of the permit holder or his agent to notify the code official when the stages of construction are reached that require any inspection under Sections 109.3 through 109.3.9.1.11, and Sections 109.3.14 and 109.3.14.2, and for other critical items as directed by the code official. The code official shall not be responsible for conducting inspections unless appropriately notified by the permit holder or his agent that such work is ready for inspection. It shall be the duty of the person requesting any inspections required by the *Construction Codes* to provide access to and means for inspection of such work.

109.3.1 Footing and Foundation Inspection. Inspections performed after excavations have been made and before pilings are driven or footings are poured, for inspection of soil and foundation conditions.

109.3.1.1 Footing Trenches. Inspection of the bottom of footing trenches, after all reinforcement steel is set and before any concrete is placed.

109.3.1.2 Location of Walls. Inspection performed before walls reach the height of one foot, to verify agreement with survey data. A certificate from the Office of the Surveyor, showing location of the walls with reference to lot and building lines, shall be submitted to the code official before erection of such wall is authorized to proceed.

109.3.1.3 Piling Foundations. The code official is authorized to require the owner to have the installation of piling foundations supervised by a professional engineer or by such professional service as approved by the code official, at the owner's expense.

109.3.1.4 Before Backfilling. Inspection performed before backfilling, for inspection of footings, sheeting and shoring, waterproofing, and location of walls and columns with respect to footings.

109.3.1.5 Zoning. Inspection to ascertain compliance with the *Zoning Regulations*.

109.3.2 Concrete slab or under-floor inspection. Concrete slab and under-floor inspections shall be made after in-slab or under-floor reinforcing steel is in place. For concrete foundations, any required forms shall be in place prior to inspection. Materials for the foundation shall be on the job, except where concrete is ready-mixed in accordance with ASTM C94, the concrete need not be on the job.

109.3.3 Lowest floor elevation. The elevation certification required in Section 1612.5 of the *Building Code* shall be submitted to the code official.

109.3.4 Frame Inspection. Inspection of structural framing and fastenings, performed before concealing materials, for inspection of anchorage to foundations, bracing, firestopping and/or termite protection.

109.3.5 Lath and Gypsum Board Inspection. Lath and gypsum board inspections shall be made after lathing and gypsum board, interior and exterior, is in place, but before any plastering is applied or before gypsum board joints and fasteners are taped and finished.

109.3.6 Fire-resistant Penetrations. Protection of joints and penetrations in fire-resistance-rated assemblies shall not be concealed from view until inspected and approved.

109.3.7 Energy Efficiency Inspections. Inspection of required insulating materials shall be performed before covering them with any other materials. Inspections shall be made to determine compliance with Chapter 13 and shall include, but not be limited to, inspections for: envelope insulation R and U value, fenestration U value, duct system R value, and HVAC and water heating equipment efficiency.

109.3.8 Electrical, Mechanical, Masonry, and Plumbing Work. Inspection of all electrical, mechanical, masonry and plumbing work to be concealed, performed before installation of any concealing materials, for inspection of method of installation, clearances and protection around critical areas. The electrical items to inspect shall include as many features as are installed at "close-in" including but not limited to the following:

1. Emergency lighting wiring, junction boxes and fixture mounting boxes.
2. Emergency power circuits.
3. Exit lights wiring and mounting bases.
4. Location of exit lights and emergency lighting.

109.3.9 Reinforced Concrete. Inspection of reinforced concrete beams, columns or slabs, performed after all reinforcing is set and before any concrete is placed, for inspection of forms and adequacy of steel reinforcement.

109.3.10 Fire Suppression Systems. Inspection of fixed portions of fire suppression systems, whether to be concealed or not, performed before installation of any concealing materials, for inspection of method of installation, clearances, supports and protection around critical areas. The items to inspect shall include as many features as are installed at “close-in” including but not limited to the following:

1. Automatic sprinkler system supply piping and valves.
2. Standpipes and floor control assemblies.
3. Underground fire service main and appurtenances.

109.3.11 Fire Alarm Systems. Inspection of fixed portions of fire protection systems, whether to be concealed or not, performed before installation of any concealing materials, for inspection of method of installation, clearances, supports and protection around critical areas. The items to inspect shall include as many features as are installed at “close-in” including but not limited to the following:

1. Fire alarm system wiring.
2. Location of fire alarm system devices mounting backboxes/bases.
3. Sprinkler system valve and water flow supervisory devices.
4. Standpipe valves and floor control assemblies supervisory devices.
5. Location of fire alarm system control and annunciation panels.
6. Location of central control room.

109.3.11.1. Smoke Control Systems. Inspection of all portions of the smoke control systems, whether to be concealed or not, performed before installation of any concealing material, for inspection of method of installation, clearances supports and protection around critical areas. The items to inspect shall include as many features as are installed at “close-in” including but not limited to the following:

1. Smoke/fire detection system
2. Smoke exhaust system equipment
3. Location of smoke control panels
4. Location of fire control room
5. Execution of Special Inspection activities

109.3.12 Other Inspections. In addition to the inspections specified above, the building official is authorized to make, or to require the owner of a building or structure to have an independent inspection agency perform other inspections of any construction work. These inspections shall ascertain compliance with the provisions of the *Construction Codes*, the *Zoning Regulations* and other laws or regulations that are enforced by the Department.

109.3.13 Special Inspections. Special inspections shall be made in accordance with Chapter 17 of the *Building Code* and the “Third-Party Inspection Procedures” published by the Department

of Consumer and Regulatory Affairs (October 2002 edition, as may be amended from time to time by DCRA) as applicable to special inspections.

109.3.13.1 Authority to Require Special Inspections. The code official is authorized to require the owner to employ special inspectors, foremen, or superintendents having adequate qualifications for inspection or supervision of the types of construction indicated in Sections 109.3.13.1.1 through 109.3.13.1.8.

109.3.13.1.1 Reinforced Concrete. Inspection and tests for reinforced concrete when the working stresses are based on a stipulated strength of the concrete.

109.3.13.1.2 Reinforced Masonry. Reinforced masonry construction.

109.3.13.1.3 Reinforced Gypsum. Reinforced cast-in-place gypsum construction.

109.3.13.1.4 Welding. Structural welding.

109.3.13.1.5 Precast Concrete. Fabrication and installation of precast concrete panels and structural elements and their connections.

109.3.13.1.6 Structural Steel. Structural steel construction.

109.3.13.1.7 Engineered Fill. Method of fill, fill materials and compaction tests.

109.3.13.1.8. Smoke Control Systems. The code official shall require the owner to have the smoke control system inspected and tested as outlined in Section 909.3 of the Building Code.

109.3.13.1.9 Other Construction. Other construction or work requiring special knowledge and experience, involving unusual hazards, or requiring constant inspection.

109.3.13.2 Building Permit Requirement. This special inspection requirement shall be determined prior to the issuance of the building permit and shall be a requisite for the permit issuance as described in Sections 106.3.2 and 1704.1.1 of the *Building Code*.

109.3.13.3 Fees and Costs. All fees and costs related to the performance of special inspection services shall be borne by the owner.

109.3.13.4 Qualifications of Special Inspections. The code official shall determine the qualifications of special inspectors, in accordance with Chapter 17 of the *Building Code* and the “Third-Party Inspection Procedures” published by the Department of Consumer and Regulatory Affairs (October 2002 edition, as may be amended from time to time by DCRA) as applicable to special inspections.

109.3.14 Final Inspection. Upon completion of the building or structure and site work, and before issuance of any certificate of occupancy required in Section 110A, a final inspection shall be made to verify that all required inspections have been performed and approved. All violations

or infractions of the approved plans and permit shall be noted and the holder of the permit shall be notified of the discrepancies pursuant to procedures set forth in Section 110.2.2.

109.3.14.1 Certificate Issued. After the code official inspects the building or structure and finds no violations of the provisions of the *Construction Codes* or the *Zoning Regulations*, the code official shall issue a certificate of occupancy pursuant to Section 110A of the *Building Code*.

Exception:

1. One family dwelling.
2. Community-Based Residential Facility with six (6) or fewer residents.

109.3.14.2 Final Acceptance Inspection of Fire Protection Systems. Acceptance inspections of new or altered fire protection systems shall be performed as soon as those systems are completed and capable of providing meaningful test results. Final acceptance inspections of such systems shall be limited to the following items:

1. Location of sprinklers.
2. Continuity of sprinkler system piping.
3. Fire pump operation and supervision.
4. Fire alarm device operation.
5. Fire alarm annunciation.
6. Activation and operation of smoke management systems.
7. Operation of exit signs and emergency lighting with normal and emergency power.
8. Operation of emergency generator and transfer switch.
9. Location of manual fire extinguishing equipment.
10. Commercial kitchen automatic suppression systems.
11. Elevator recall and operation in fireman's service, phase 1 and 2.

109.4 Third-Party Inspection Agencies. The code official shall accept reports of approved third-party inspection agencies on all field inspection disciplines under the *Construction Codes*, provided such agencies satisfy the qualifications and reliability requirements, set forth in this section, DC Official Code § 6-1405.04, and the "Third-Party Inspection Inspections Program-Procedure Manual" published by the Department of Consumer and Regulatory Affairs (October 2002 edition, as may be amended from time to time by DCRA) (the "Procedure Manual"); the provisions of the Procedure Manual are hereby incorporated by reference. When an inspection report is filed by an approved third-party inspection agency, it shall be signed by the approved inspector or inspectors for each field inspection discipline addressed in the report and counter signed by the agency professional in charge of the project. The code official will accept all such reports as prima facie evidence that the work inspected by the third party inspection agency meets or exceeds all of the requirements of the construction documents and all regulations of the District of Columbia. The code official will, on a periodic basis, review and verify third party inspection reports.

Exception: Special Inspections. Special inspections shall be governed by Section 109.3.13 and Chapter 17 of the *Building Code* and the Procedure Manual, as applicable to special inspections.