

**DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS
CONSTRUCTION CODES
ADMINISTRATIVE BULLETIN CC2017-01**

Issuer: Melinda Bolling, Director

Issuance Date: July 7, 2017

Effective Date: July 7, 2017

Purpose: This document sets forth the types of permits issued by the Department of Consumer and Regulatory Affairs for activities regulated by the Construction Codes

Related Code

Sections: 2013 District of Columbia Building Code: 12-A DCMR § 105

Subject(s): Permit Classifications

I. Background

Section 105.1 of the D.C. Building Code (2013) (the “Building Code”)¹ requires a permit to be obtained from the Department of Consumer and Regulatory Affairs (“DCRA”) for any intended work within the scope of Section 105.1 unless the work is specifically exempted from permit requirements by Section 105.2. Section 105.1 provides as follows:

105.1 Required Permits. Depending on the scope of work, an *owner* or authorized agent who intends to undertake any of the activities set forth in items 1 through 4 below, or to cause any such work to be done, shall first make application to the *code official* and obtain the required permit(s) relevant to the intended work:

1. Construct, enlarge, alter, repair, move, demolish, or change the occupancy of a *building* or other *structure*; or
2. Erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, or plumbing system, the installation of which is regulated by the *Construction Codes*, or to cause any such work to be done; or

¹ The D.C. Building Code (2013) consists of the 2012 edition of the International Building Code, as amended by the Construction Codes Supplement (12-A DCMR, Building Code Supplement). See Section 101.2, 12-A DCMR.

3. Install tower cranes or other similar hoisting devices on public space or private property; or
4. Undertake any other activity regulated by the *Construction Codes*.²

Section 105.1.1 of the Building Code provides that permits issued by DCRA for purposes of the *Construction Codes* shall be classified as follows:

1. Building permits.
2. Raze permits.
3. Trade permits:
 - 3.1. Electrical;
 - 3.2. Gas;
 - 3.3. Mechanical;
 - 3.4. Plumbing;
 - 3.5. Elevators and conveying systems;
 - 3.6. Boilers.
4. Sign permits (subject to Sections 105.1.11 and 3107).
5. Foundation and earthwork permits.

² The *Construction Codes* are comprised of (a) the 2012 editions of the International Building Code, International Residential Code, International Fuel Gas Code, International Mechanical Code, International Plumbing Code, International Property Maintenance Code, International Fire Code, International Energy Conservation Code, International Existing Building Code, International Green Construction Code and International Swimming Pool and Spa Code published by the International Code Council (“ICC”), and the National Electrical Code (2011) published by the National Fire Protection Association (“NFPA”)(collectively the “International Codes”); and (b) additions, insertions, and deletions to the International Codes, as identified in the District of Columbia Construction Codes Supplement of 2013 (the “Construction Codes Supplement”), codified in Title 12 of the District of Columbia Municipal Regulations (DCMR).

6. Miscellaneous permits.
 - 6.1. Projection permits;
 - 6.2. Crane and derrick permits;
 - 6.3. After-hours permits;
 - 6.4. Other activities as may be determined by the *code official*, and set forth by the *Department* in *administrative bulletins*.

The list of permits provided in Section 105.1.1 provides guidance as to the types of permits that DCRA issues or may issue, and each permit classification corresponds to a unique letter(s) prefix identifier on the permit (e.g., “B” for new construction). The classification assigned by DCRA does not limit or alter the requirement of obtaining a permit for work within the scope of Section 105.1. The administrative designations established by DCRA serve primarily for data collection and permit fees.

Further information is provided in this Administrative Bulletin to update and clarify the types of permits that DCRA currently issues.

II. Classification of Permit Applications

Under the *Construction Codes*, a permit is required to undertake any of the activities identified in Section 105.1 of the Building Code, or to cause such work to be done, unless the work is exempted by Section 105.2 of the Building Code. In general, a permit is required for all activities that are regulated by the Construction Codes, and these activities cannot begin until the permit is issued, unless the activity is specifically exempted by Section 105.2. The purpose of the permit is to cause the work to be reviewed, approved and inspected to determine compliance with the *Construction Codes*. The term “permit” is broadly defined in Section 201 of the Building Code as “An official document or certificate issued by the authority having jurisdiction which authorizes performance of a specified activity.”

The Director of DCRA has the authority to make a final determination on how to classify a permit application based on the applicant’s stated scope of work. Classification of permit applications enables DCRA to determine, among other things, which staff should review the application, whether the application should be forwarded to other agencies for review, and what filing fees apply. Classification of permit applications is primarily a matter of internal agency operation and procedure.

In order to provide the public with information and guidance as to the classifications utilized by DCRA, the 2013 District of Columbia Building Code amends the International Building Code to add a new section in the Building Code titled “Classification of Permits” (105.1.1, 12-A DCMR). This classification list provides an overview of the permit classifications used by DCRA, and was not intended to be exhaustive because new permit types may be added from time to time to facilitate data collection or other administrative processes. In order to provide flexibility to DCRA to establish new permit classifications as needed, Section 105.1.1 authorizes DCRA to establish other permit classifications not expressly listed in Section 105.1.1 and to set forth those classifications in Administrative Bulletins.

The purpose of this Administrative Bulletin is to provide a more detailed list of permits as currently classified by the Department, in accordance with Section 105.1.1, Item 6.4. If a separate classification is not provided for a particular project, the proposed work is classified under building permits.³

1. Building permits.
 - 1.1 New construction (B)
 - 1.2 Addition (B)
 - 1.3 Alteration / Repair (B) (also includes change of occupancy)
 - 1.4 Building permit subtypes
 - 1.4.1 Foundation only (FD)
 - 1.4.2 Tenant layout (TL)
 - 1.4.3 Garage (G)
 - 1.4.4 Shed (SD)
 - 1.4.5 Swimming pool or spa (in-ground) (SP)
2. Raze permits (R)
 - 2.1 Demolition permits (includes partial demolition and interior demolition) (D)
3. Trade permits.
 - 3.1 Electrical installation permit (includes fire alarm and low voltage) (E)
 - 3.2 Gasfitting and Plumbing installation permit (includes sprinklers and fire suppression) (P)
 - 3.3 Mechanical installation permit (includes refrigeration and HVAC equipment) (M)
 - 3.4 Plumbing (see 3.2 above)
 - 3.5 Elevators and conveying systems
 - 3.5.1 Elevators, escalators and conveying systems installation permits (EN)

³ The capitalized letters in parentheses following each permit type or subtype refer to the initial letters of a permit number issued by DCRA.

- 3.5.2 Elevators, escalators and conveying systems repair permits (ER)
- 3.6 Boilers and Pressure Vessels permits
 - 3.6.1 Fuel burning (FB)
 - 3.6.2 Miniature Boiler (MB)
 - 3.6.3 Unfired pressure vessel (UP)
- 4. Sign permits (SG)
 - 4.1 Special Sign permits (SS)
- 5. Foundation and earthwork permits (Site Development)
 - 5.1 Excavation only permit (EX)
 - 5.2 Sheeting and shoring permit (SH)
 - 5.3 Civil site work (BCIV)
 - 5.4 Soil boring permit (SB)
 - 5.5. Retaining wall permit (RW)
- 6. Miscellaneous permits
 - 6.1. Projection permit (PR)
 - 6.2. Crane and derrick permit (TC)
 - 6.3. After-hours permit (AH)
 - 6.4. Fence permit (F)
 - 6.5 Underground storage tank permit (UT)
 - 6.6 Radio or television tower or antenna permit (AN)
 - 6.7 Certificate of Use (CU)
 - 6.8 Observation stands and bleachers permit (OS)
 - 6.9 Tents and Membrane Structures permit (TN)
 - 6.10 Solar panel system permit (SOL)
 - 6.11 Fireworks stand permit (FW)
 - 6.12 Christmas tree stand permit (CT)
 - 6.13 Awning permit (A)
 - 6.14 Blasting operations permit (BO)
 - 6.15 Capacity placard permit (CP)
 - 6.16 Flagpole permit (FP)
 - 6.17 Fire retardant paint permit (FR)
 - 6.18 Water proofing and damp proofing permit (WP)
 - 6.19 Exterior cleaning permit (EC)

A copy of this Administrative Bulletin is available at:
<http://dcra.dc.gov/page/administrative-bulletins>