



# GUIDELINES FOR Trade Permits

## FUNDAMENTALS

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Trade permits are required to install supplemental systems in buildings, as per Section 105.1 of 2013 DCMR 12A. In accordance with Section 105.1.6 Electrical, Mechanical, Plumbing, and Fuel work requiring a permit shall be performed, as applicable, by a licensed electrician, plumber, gas-fitter, and/or refrigeration and air-conditioning mechanic licensed pursuant to D.C. Official Code § 47-2853.01 *et seq.* (2012 Repl.).

Trade Permits Include:

- Electrical, plumbing, gas, mechanical, boilers, and elevators and conveying systems

## REQUIREMENTS

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When applying for a trade permit, you must submit the following documents.

- [Application to Install Plumbing Systems in Building](#) available online
- [Application to Install Electrical Systems in Building](#) available online
- [Application to Install Air Conditions and Refrigeration Systems in Building](#) available online
- A copy of the Master Licensed Professional license
- A copy of the issued building permit as required



Publications, forms and other useful information can be found online at:



[www.dkra.dc.gov](http://www.dkra.dc.gov)

Find DCRA: 1100 4<sup>th</sup> Street SW, Washington DC 20024

Permit Operations Center, 2<sup>nd</sup> floor  
Homeowner Center, 2<sup>nd</sup> floor, (202) 442-9517  
Building Plan Review, 3<sup>rd</sup> floor, (202) 442-8959  
Office of the Surveyor, 3<sup>rd</sup> floor, (202) 442-4984  
Office of the Zoning Administrator, 3<sup>rd</sup> floor, (202) 442-4576  
Inspection, 4<sup>th</sup> floor, (202) 442-9557  
Office of the Director, 5<sup>th</sup> floor, (202) 442-4400

### Hours of Operation

Mon, Tues, Wed + Friday: 8:30 am — 3:30 pm  
Thursday: 9:30 am — 3:30 pm

*This document is available in alternative formats and languages.  
Please call (202) 442-4601, TTY (202) 123-4567 for more information.*

## TRADE PERMITS CHECKLIST

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### **GENERAL**

- A copy of the Master's Professionals License.
- A letter on company letterhead that is signed by the Master Professional, authorizing the designee to apply for permits on the Master's behalf.
- A completed trade permits application.
- If the type of work is identified as "New Work" or "New Construction," a copy of the base building permit is required. Reference the building permit number in the "Building Permit #" field.
- All trade permits are reviewed, fees assessed, and permit is issued by an Engineer located in the Permit Center at 1100 4<sup>th</sup> Street SW, 2<sup>nd</sup> Floor.

### **ELECTRICAL**

- All electrical work requires a trade permit in accordance with section 105.2 of the 2013 DCMR 12A, except for the following:
  - ✓ Repair of portable electrical equipment.
  - ✓ Repair of lighting fixtures.
  - ✓ Repair or replacement of ballasts, sockets, receptacles, or snap switches.
  - ✓ Minor repair work, including the replacement of lamps or the connection of *approved* portable electrical equipment to *approved* permanently installed receptacles, and other minor repairs at existing outlets.
  - ✓ Electrical equipment used for radio and television transmissions; however, a permit is required for equipment and wiring for a power supply and the installations of towers and antennas.
  - ✓ Listed cord-and-plug connected temporary decorative lighting.
  - ✓ Reinstallation of plug receptacles but not the outlets thereof.
  - ✓ Replacement of branch circuit overcurrent devices of the required capacity in the same location.
  - ✓ Installation of any temporary system required for the testing or servicing of electrical equipment or apparatus.



# APPLICATION TO INSTALL SUPPLEMENTAL ELECTRICAL SYSTEMS IN BUILDINGS

PERMIT OPERATIONS DIVISION

1100 4th St., SW, Washington DC, 20024

Date: \*

## E

### ELECTRICAL PERMIT APPLICATION APPLICATION MUST BE COMPLETE IN ITS ENTIRETY

Address of Work: *	Suite/Room /Floor: *	Square: *	Building Permit #: *
		Lot: *	

Owner of Building/Business:	Owner's Address:
	Phone:

<b>TYPE OF WORK:</b> a. New * <input type="radio"/> b. Replacement <input type="radio"/> c. Remodeling <input type="radio"/> d. Repair <input type="radio"/>	<b>WORK intended to change the use?</b> a. Yes <input type="radio"/> b. No <input type="radio"/>	<b>No. Of Rooms:</b> <input type="text"/> <b>No. of Floors:</b> <input type="text"/> *	<b>PROPOSED USE (CURRENT USE IF NO CHANGE) *</b>		
			A. Single Family <input type="checkbox"/>	E. Restaurant <input type="checkbox"/>	I. Office <input type="checkbox"/>
			C. Rooming House <input type="checkbox"/>	G. Shop <input type="checkbox"/>	K. Other ( specify ) <input type="checkbox"/>
			D. Apartment <input type="checkbox"/>	H. Theatre <input type="checkbox"/>	

No.	Type	No.	Type	No.	Type
	Grp 01 - Wiring Only (Receptacle & Switch Outlets)		Grp 09 - 1 through 10 kVa mg		Grp 12 - Closed Circuit Television Camera
	Grp 02 - Fixtures and Lamp Holders		Grp 09 - 11 through 75 kVa mg		Grp 12 - Receiving Stations
	Grp 03 - Electrical Discharge Signs		Grp 09 - 76 through 200 kVa mg		Grp 12 - Transmitting Stations
	Grp 04 - Baseboards or Space Heaters		Grp 09 - Over 200 kVa mg (Transformer Vaults)		Grp 13 - (Other) Electric Signs Incan.
	Grp 04 - Furnaces		Grp 10 - Amplifier		Grp 13 - (Other) Festoon Lighting
	Grp 04 - Furnaces - Control Wiring Repl. Fee		Grp 10 - Dimmers (Over 1kW)		Grp 13 - (Other) Fire Alarm & Station Bell
	Grp 04 - Unit Heaters		Grp 10 - Motion Picture Machine (Perm)		Grp 13 - (Other) Preventive Maint. Permit
	Grp 05 - Appliance 1 - 8 KW mg		Grp 10 - Motion Picture Machine (Port.)		Grp 13 - ARC Vapor Lamps
	Grp 05 - Over 8 KW mg		Grp 10 - Motion Picture Machine (Slide Projector)		Grp 13 - Battery Chargers
	Grp 06 - Less than 1/4 HP		Grp 10 - Port. or Temp. Incan. Lamps		Grp 13 - Central A/C System Up through 3 tons (Res.)
	Grp 06 - 1/4 HP Through 1 HP mg		Grp 10 - Port. Switchboard		Grp 13 - Clothes Dryer (Res.)
	Grp 06 - Over 1 HP through 5 HP mg		Grp 10 - Port. T.V. Installation		Grp 13 - Conduits
	Grp 06 - Over 5 HP through 10 HP mg		Grp 10 - Spotlights (Arc)		Grp 13 - Cranes
	Grp 06 - Over 10 HP through 20 HP mg		Grp 10 - Spotlights (Incan.)		Grp 13 - Dishwasher (Res.)
	Grp 06 - Over 20 HP through 30 HP mg		Grp 10 - Spotlights (Port. or Temp. Arc)		Grp 13 - Electric Furnaces (Res.)
	Grp 06 - Over 30 HP through 50 HP mg		Grp 10 - Spotlights (Port. or Temp. Incan.)		Grp 13 - Electrical ranges (Res.)
	Grp 06 - Over 50 HP through 75 HP mg		Grp 11 - 1 through 25 Lights		Grp 13 - Fire Alarm Smoke & Heat Detectors
	Grp 06 - Over 75 HP mg		Grp 11 - 26 through 50 Lights		Grp 13 - Garbage Disposal (Res.)
	Grp 07 - Conductors and Poles		Grp 11 - 51 through 100 Lights		Grp 13 - Hot Water Heater (Res.)
	Grp 07 - Poles Only (Private Property)		Grp 11 - Each additional 100 Lights or fraction		Grp 13 - Panel Board Replacement
	Grp 07 - Service Conductor		Grp 11 - Circuses and Carnivals		Grp 13 - Quarterly Permit Fee
	Grp 08 - 201 through 400 Amp mg		Grp 11 - Exhibitions-etc.		Grp 13 - Rectifier
	Grp 08 - 401 through 800 Amp mg		Grp 12 - Centralized Receiver Amplifier		Grp 13 - Repl. of Feeder Conductors
	Grp 08 - Over 800 Amp mg		Grp 12 - Centralized Speaker Station		Grp 13 - Security / Burglar Alarm
	Grp 08 - Up through 200 Amp mg		Grp 12 - Closed Circuit Television Camera		Grp 13 - Telephone / Data / TV
					Grp 13 - Welders
					Grp 13 - X-Ray Machines

Master Electrician Signature: *	Electrical Contractor:	OTHER:
Master License No.: *	Contractor License No.	
Phone: _____	Address:	

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



## MECHANICAL

- All mechanical work requires a trade permit except, in accordance with section 105.2 of the 2013 DCMR 12A for the following, which are exempted:
  - ✓ Portable heating appliances.
  - ✓ Portable ventilation appliances.
  - ✓ Portable cooling units.
  - ✓ Steam, hot, or chilled water piping within any heating or cooling equipment or appliances regulated by the *Construction Codes*.
  - ✓ Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
  - ✓ Portable evaporative coolers.
  - ✓ Self-contained refrigerating systems containing 10 pounds (5 kg) or less of refrigerant or that are actuated by motors of 1 horsepower (746 W) or less.
  - ✓ Portable-fuel-cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.
  
- In accordance with Section 105.2.6 of 2013 DCMR 12A Permit Exemptions Not Applicable in Special Flood Hazard Areas.** When the proposed scope of work would qualify to be exempted from permit requirements pursuant to Section 105.2 of this chapter, and the work is to occur on land designated as a *Special Flood Hazard Area* on the Federal Emergency Management Agency's Flood Insurance Rate Map for the District (20 DCMR § 3101.2), a building permit shall be required.

DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS

**APPLICATION TO INSTALL AIR CONDITIONING AND REFRIGERATION SYSTEMS IN BUILDINGS**



PERMIT OPERATIONS DIVISION

1100 4th St., SW, Washington DC, 20024

Date: \*

**A/C**

**AIR CONDITIONING AND REFRIGERATION PERMIT APPLICATION**  
**APPLICATION MUST BE COMPLETED IN ITS ENTIRETY**

Address of Work: *	Suite/Room /Floor: *	Square: *	Building Permit #: *
		Lot: *	

Owner of Building/Business:	Owner's Address:
	Phone:

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

TYPE OF REFRIGERANT	R- *
CONDENSER LOCATION	* *
COOLING METHOD	Air <input type="checkbox"/> Water <input type="checkbox"/> *
POWER SOURCE	Electric <input type="checkbox"/> Gas <input type="checkbox"/> *

Refrigerant Effect.	No. of Compressors *
0 - 120,000 BTU/h	
120,001 - 600,000 BTU/h	
600,001 - 1,200,000 BTU/h	
1,200,001 - 2,400,000 BTU/h	
Over 2,400,000 BTU/h	

EQUIPMENT MANUFACTURER	EQUIPMENT MODEL
*	*

OTHER:

Refrigeration Contractor:  
 Contractor License #:  
 Address:

Master A/C: \*  
 Company Name: \*  
 Address:  
 Signature: \*  
 License #: \*  
 Phone #:

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



12/2012

## **PLUMBING**

- All plumbing & gas fitting work requires a trade permit except, accordance with section 105.2 of the 2013 DCMR 12A which are exempted:
  - ✓ The stopping of leaks in drains, water, soil, waste, or vent pipe; provided that if any concealed trap, drainage, water, soil, waste, or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in the *Construction Codes*.
  - ✓ The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes, or fixtures.
  - ✓ Repair or replacement of water meters performed by DC Water.

## **GAS**

- ✓ Portable heating, cooking, or clothes drying appliances.
- ✓ Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
- ✓ Portable fuel cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS

# APPLICATION TO INSTALL SUPPLEMENTAL PLUMBING SYSTEMS IN BUILDINGS



PERMIT OPERATIONS DIVISION

1100 4th St., SW, Washington, DC 20024

Date: \*

<b>P</b>	<b>PLUMBING PERMIT APPLICATION</b>		
<b>APPLICATION MUST BE COMPLETE IN ITS ENTIRETY</b>			
Address of Work: *	Suite/Room /Floor: *	Square: * Lot: *	Building Permit #: *
Owner of Building/Business:	Owner's Address:		Phone:

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

No.	Type	No.	Type
	Backflow Preventer		Gas Boiler
	Backwater Valve		Gas Broiler
	Basins		Gas Fireplace
	Bath Tubs		Gas Fryers
	Coffee Maker		Gas Furnaces
	Condensate Pump		Gas Grill
	Dishwashers		Gas Line Cut
	Down Spouts		Gas Line Test
	Drains: Floor/Area		Gas Ovens
	Drains: Roof		Gas Range
	Drinking Fountains		Gas Unit - Space Heaters
	Garbage Disposals		Nozzles Hoods and Ducts
	Grease Interceptors		Relocate - Gas/Water Meter
	Hose Bibs		Sewer Cap
	Ice Maker		Sewer Line Cut
	Laundry Tubs		Soil Waste Cut
	Refrigerator		Sprinkler NFPA 13
	Sewer Ejector		Sprinkler NFPA 13D
	Showers		Sprinkler NFPA 13R
	Sinks		Vent Line Cut
	Slop Sinks		Water Cap
	Sump Pump		Water Heater
	Urinals - Bidets		Water Line Cut
	Washer Box		
	Water Closets		

Master Plumber & Company Name And Address *
Master Plumber or Gas Fitter Signature : *
License No.: *
Phone: _____
OTHER:

TO REPORT WASTE, FRAUD OR ABUSE BY ANY DC GOVERNMENT OFFICE OR OFFICIAL, CALL THE INSPECTOR GENERAL AT 1-800-521-1839

ALL CALLS ARE CONFIDENTIAL



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## PERMIT PROCESS

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When applying for a trade permit, bring the required documentation listed on Page 1 to the Permit Operations Center. DCRA staff will direct you through the process.

Mechanical, electrical, and plumbing permits can be issued only after the building permit has been issued. You may apply in-person or online at <https://ospi.dcra.dc.gov/ospi/menu.aspx>.

**\* \* \* Are you using your existing HVAC system? \* \* \***

If yes, your new addition may overload your existing equipment.

Ask your HVAC contractor to perform a load calculation to verify its capacity.

## FREQUENTLY ASKED QUESTIONS

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### 1. Does a trade permit expire?

**Answer:** Pursuant to 2013 DCMR 12A, section 105.5 **Expiration of Permit**. Any permit issued shall become null and void if the authorized work is not begun and inspected pursuant to Section 109 within one year after the permit is issued, or if the authorized work is suspended, abandoned or not inspected pursuant to Section 109 for a period of one year. In determining whether work has been suspended or abandoned under this Section 105.5, including exceptions thereto, the *code official* shall have the right to request documentation from the permit holder and to inspect the *premises*, including any *building* or other *structure*, for which the permit has been granted.

### 2. Can trade permits be transferred?

**Answer:** Pursuant to 2013 DCMR 12A, section 105.5.3 **Transferability of Permits**. Where a permit holder transfers a *premises*, including any *building* or other *structure*, for which an unexpired permit has been issued, except where restricted by Section 113.9, the permit may be transferred to the new *owner*, upon application by the new *owner* in a form specified by the *code official*. **Permits for installations related to electrical, gas, mechanical, plumbing, elevator and fire protection systems are NOT transferable.**

### 3. Is an inspection required for trade permits?

**Answer:** Pursuant to 2013 DCMR 12A, section 109 **Inspections** and 109.1 **General**. Construction or work for which a permit is required shall be subject to inspection by the *code official* and such construction or work shall remain accessible and exposed for inspection purposes until *approved*. It shall be the duty of the permit holder to cause the work to remain accessible and exposed for inspection purposes. 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. Regardless of whether the *code official* inspects the

construction or work, it is the responsibility of the permit holder and the individual or entity doing the work to comply with all applicable provisions of the *Construction Codes*. The permit holder shall be liable for expense entailed in the removal or replacement of any material required to allow inspection.

**The following is a list of types of inspections required for trade permits in accordance with 2013 DCMR 12A section 109.3.**

- 109.3.1 Building Inspections
- 109.3.2 Electrical Inspections
- 109.3.3 Plumbing Inspections
- 109.3.4 Mechanical Inspections
- 109.3.5 Fuel Gas Inspections
- 109.3.6 Elevator and Conveying Systems Inspections
- 109.3.13 Special Inspections

**4. Do I need a building permit in order to obtain a trade permit?**

**Answer:** Yes, for new construction and remodeling jobs. No for replacements in kind.

**5. Can a homeowner get a trade permit?**

**Answer:** No, only a licensed master professional within that trade can obtain the permit.

**ELECTRICAL**

**1. Is an electrical permit needed for low voltage system installations? (i.e. Telephone)**

**Answer:** Yes, a low voltage permit is needed, with the exception of wireless security systems.

**2. Is an electrical permit needed to install a receptacle outlet or light fixture?**

**Answer:** Yes

**3. Can a home owner get an electrical permit to install/replace a service or other electrical panel?**

**Answer:** No, only a licensed electrical contractor may obtain the permit.

**4. Can an electrical contractor continue the work of another contractor using their electrical permit?**

**Answer:** No, trade permits are issued to a contractor and cannot be transferred.

**5. Do I need an electrical permit to install an illuminated sign?**

**Answer:** Yes, a building permit and an electrical permit are required for the installation of an illuminated sign.

6. Do I need an electrical permit for temporary wiring of a light, heat or power purposes during construction?

Answer: Yes.

7. Do I need an electrical permit to install a home generator?

Answer: Yes, a building permit and an electrical permit are required.

8. Are battery powered smoke detectors acceptable?

Answer: Yes, for a single family dwelling existing prior to 09/30/1978 or built under a building permit issued before 10/01/1978, and if no other work is being done that exposes the structure.

9. Can an electrician obtain a trade electrical permit online if he has an building permit paired with it?

Answer: Yes, a licensed electrician can obtain a permit online but there are some restrictions. The online system processes applications on a case by case basis.

10. Can an electrician obtain a trade electrical permit without a building permit?

Answer: Yes, only if the applicant is installing 10 or less electrical devices. Installation of more than 10 devices, will need a building permit before requesting a trade permit.

11. Can an electrician pull a trade permit for the installation of security devices without a building permit?

Answer: Yes.

12. Can an electrician obtain a trade permit to service a 'heavy up' of a home?

Answer: Yes. For commercial projects a 'heavy up' is subject to the scope of work and requires a building permit prior to the issuance of an electrical permit.

## FIRE

1. Do all one and two family dwellings need a sprinkler system?

Answer: No, only new dwellings.

2. Can infants be located on the basement level of a day care center?

Answer: No.

3. What is the maximum number of children in a typical child care home?

Answer: Six (6).

4. What is the maximum number of children in a daycare space or floor area with one exit?

Answer: Ten (10).

5. Is there a fire alarm permit?

**Answer:** No. Fire alarm plans are reviewed at the time of the building permit submission, even if the fire alarm system is the only scope of work. Electrical contractors shall obtain an electrical permit for the actual installation.

6. Is there a sprinkler permit?

**Answer:** No. Refer to the answer above (Answer 5). Contractors shall obtain a plumbing permit for the installation of the sprinkler system.

7. Are private fire hydrants allowed?

**Answer:** Yes, an agreement establishing who is responsible for maintenance shall be recorded with the DC Recorder of Deeds Office.

For information on DCRA's affiliate agencies within the permit review process please visit the applicable websites:

- District Department of Transportation  
<http://ddot.dc.gov/DC/>
- District Department of the Environment  
<http://green.dc.gov/>
- District of Columbia Water and Sewer Authority  
<http://www.dcwater.com/>