**REQUIRED PLAN REVIEW & APPROVALS**

### Homeowners Center Jobs

**DCRA’s Goal to Complete:** No more than 2 visits

**Applications for Owner Occupied 1 & 2 Family Homes Only**

- Driveway - New
- Drywall - repair/replace not more than 500 sq. ft.
- Fences – New
- Interior remodeling / alteration and repair not more than 500 sq. ft. including bathrooms, kitchens without major structural change or removal or erection of interior load-bearing walls or impact on the sharing / party walls Interior non load bearing wall demolition
- Porch & steps - repair existing on private Property not in historic or fine arts jurisdictions.
- Retaining walls < 4 ft. in height maximum, measured from bottom of footing and land disturbance is greater than 500 sq. ft. (On private property)
- Accessory structure (garage/shed) no more than 500 sq. ft. 15 ft. high; alteration & repair of existing; no change in use
- Addition to single-family dwelling up to 500 sq. ft.; no more than 1 story high at ground level; no party walls, no removal of exterior or load bearing wall
- One level Decks < 500 sq. ft. & < 8 ft. above grade.
- Window/door replacement/repair (if your property is in a Historic or CFA jurisdiction, you must get approval before you apply for a permit)

### Walk-Thru Permits

**DCRA’s Goal to Review:** Same Day

- After-hours permit, Referencing approved permits, renewal of existing permits
- Two-Family Conversions with no work, Provide drawings with (MEP) plans required for building permit and inspection approval.
- Alteration, repair & demolition project(s) less than 1,000 sq. ft. (Total work area) in existing building are limited by the following
  1. No new public utility connections (electric, gas, water/sewer)
  2. No change in use or occupant load
  3. No food, licensed medical facility, childcare or Community Residential Facility (CRF) uses
- Retaining wall – 4 to 6 ft. in height maximum, measured from bottom of footing. (On private property)
- Decks < 500 sq. ft. & < 8 ft. above grade.
- Exterior building cleaning with water, chemical or sand blasting
- Awning or Canopy (On private property)
- Sign(s), < 20 sq. ft. in area. (On private property)
- Special sign(s) changes to existing, renewal(s)
- Existing Porch & steps - repair existing (On private property) not in Historic or Commission of Fine Arts (CFA) jurisdictions
- Christmas Tree or Fireworks Stand
- Pool(s) less than 400 sq. ft.
- Soil borings subject to DDOE approval
- Supplemental permit (electrical, mechanical, plumbing)
- Tent / stage for special events
- No Addition(s)

### Intermediate Jobs

**DCRA’s Goal to Review:** 21 Business Days

- Accessory structure (shed, garage) – less than 3000 sq. ft.
- Additions - less than 3,000 sq. ft. (total of all floors)
- Alterations or repairs - less than 3,000 sq. ft. (total of all floors)
- Antenna
- Capacity Placard with plans
- Demolition - less than 10,000 sq. ft.
- Excavation, Sheeting & Shoring - less than 3000 sq. ft.
- Foundation to grade - less than 3000 sq. ft.
- Projection into Public Space
- Retaining wall
- Revisions to approved permit - less than 3000 sq. ft. (total of all floors)
- Tenant layout - less than 3,000 sq. ft. in new building
- Underground storage tank
- Underpinning - no party walls less than 3,000 sq. ft.
- Sidewalk café construction approval
- Swimming Pool over 400 sq. ft.
- Tower Cranes
- Solar Reviews
- TPR (Third Party Review)

### Complex Jobs

**DCRA’s Goal to Review:** 30 Business Days

- Additions, Foundations - 3,000 sq. ft. and over
- New building(s)
- Raze permit
- Sheeting & Shoring - 3,000 sq. ft. and over
- Underpinnings with party walls
- Alteration / Repairs – 3,000 sq. ft. and over
- Any job not specifically listed in one of the other categories
- Revisions of approved permits 3,000 sq. ft. and over
- Tenant Layout – 3,000 sq. ft. and over

**Development Ambassador Jobs**

**DCRA’s Goal to Review:** Same as complex jobs

- Chancery
- Embassy
- DC Government-sponsored project (Examples: Office of Property Management, Fire & Emergency Services, Parks & Recreation, DC Public Schools, DC Public Library)
- Hospital, Stadium, University
- TPR (Third Party Review)

### Class Categories

- AA - 10,000 sq. feet or more
- A - 6,000 sq. feet – 10,000 sq. feet
- B - 4,000 sq. feet – 6,000 sq. feet
- C - 2,000 sq. feet – 4,000 sq. feet
- D - 1,000 sq. feet - 2,000 sq. feet
- E - 1,000 sq. feet or less

*If your project requires a review from DC Water (WASA) or Commission of Fine Arts (CFA) you must contact these agencies directly to confirm permit application requirements.*

---

Department of Consumer & Regulatory Affairs | 1100 4th Street SW, Washington, DC 20024 | 202.442.4400 | dcra.dc.gov