

Get Building Permits for Your Home Improvement Project From Home

The DC Department of Consumer & Regulatory Affairs wants you to stay away. Well, at least if your trying to get a building permits for one of the **50** most common home improvement and small construction projects. You can now apply, pay for and receive building permits from your home or office computer. We'll even email you a copy so you will never have to worry about losing it.

Our online tool at **dcra.dc.gov** makes getting a permit fast and easy without waiting in lines or traveling to city permit offices. We are excited to offer this service to the residents of the District of Columbia.



FOUR EASY STEPS

- 1. GO TO DCRA.DC.GOV, CHECK SCOPE OF WORK**
- 2. COMPLETE EASY-TO-FILL ONLINE FORM**
- 3. PAY WITH VISA, MASTERCARD or DISCOVER**
- 4. PRINT PERMIT ... AND YOU'RE READY TO WORK**



Also See Our Self-Serve Kiosk at the Rhode Island Avenue Home Depot®

NOTE: Not all building permits can be approved online. Please review the allowable scope of work before submitting your permit. For more information on the Building Permit process visit **dcra.dc.gov** under "building permits". If you have any questions or comments, please call the Department of Consumer & Regulatory Affairs Permits Customer Service Center at **(202) 442-4589**.

SCOPES OF WORK

Postcard permits are acceptable for scopes of work within the limits of any one of these categories. If the scope of work includes more than one category, you must get a separate postcard permit for each one.

Building Postcard Permit

Any construction done on public space requires a separate public space permit issued by the District Department of Transportation. A building postcard permit is required for the following work:

- Erecting a retaining wall, 36 inches (0.91 meters) or less in height entirely on private property and behind the building restriction line.
- Erecting a fence up to a height of 7 feet (2.13 meters) above grade, entirely on private property and behind the building restriction line.
- Interior demolition of non-bearing elements in a space up to 5,000 square feet (464.5 square meters)
- Application of fire-retardant paint, up to 5 gallons.
- Installation of 1 temporary construction trailer on private property.
- Erection of 1 fireworks stand on private property.
- Erection of 1 Christmas tree stand on private property.
- Renewal of an active building permit.
- Revision of an active permit for change of ownership or change of address.

Repairs of one of the following items:

- Existing fire escape
- Front porch and steps in a single family dwelling
- Rear porch and steps in a single family dwelling
- Up to 4 stories of a single interior stairway
- Guardrails and/or handrails in up to 4 stories of a single interior stairway
- Guardrails of up to 5 balconies
- 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
- Guards and guardrails of up to 5 balconies and/or exterior porches on the same building
- Up to 5 fire windows
- Up to 5 fire doors
- Up to 5 fire or smoke dampers
- Up to 10 sprinklers, on an existing residential, commercial or industrial system.
- Rated suspended ceiling tile in an area up to 5,000 square feet (464.5 square meters)
- Existing fence on private property
- Interior wall coverings
- Up to 800 square feet (74.3 square meters) of gypsum board
- Ductwork of a single system, in non-hazardous exhaust and commercial kitchen exhaust systems
- Up to 4 stories of a single interior stairway
- Guards, guardrails and/or handrails in up to 4 stories of a single interior stairway.

Electrical (General) Postcard Permit

An electrical (general) postcard permit is required for this work:

- Installation of not more than 10 new outlets and not more than 10 new lighting fixtures for a residential, commercial or industrial project.
- Replacement or repair of not more than 10 existing outlets and not more than 10 existing lighting fixtures for a residential, commercial or industrial project.
- Installation of not more than 10 new outlets in a power-limited

system for a residential, commercial or industrial project.

- Installation or replacement of not more than 1 residential electric appliance for a residential project.

Electrical (Heavy-Up) Postcard Permit

The electrical (heavy-up) postcard can be issued only to licensed contractors to upgrade 1 existing electrical system to a maximum of 200 Amps.

Mechanical Postcard Permit

The mechanical postcard permit can be issued only to licensed contractors for:

- Installation of not more than 1 new air conditioning unit, up to a maximum of 10-tons of equivalent refrigerating effect.
- Repairs to not more than 1 existing refrigerating or cooling unit, up to a maximum of 10-tons of equivalent refrigerating effect.
- Conversion of 1 existing refrigerating or cooling unit to adapt it to use an environmentally safe refrigerant in a residential, commercial or industrial facility, not including the installation of rated detection, alarm and ventilation devices.
- 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 equipment, in a single location, inside a residential, commercial or industrial facility.

Plumbing Postcard Permit

The plumbing postcard permit can be issued to licensed contractors only.

- Installation of not more than 1 new plumbing fixture, on a residential, commercial or industrial project.
- Repairs to existing plumbing systems, including the installation of not more than 1 new fixture.
- Minor alterations to existing plumbing systems, including the installation of not more than 1 new fixture. Excludes changing the piping layout serving more than 3 fixtures, including domestic water, sewer or venting systems.
- Replacement of not more than 1 plumbing fixture, on a residential, commercial or industrial project.
- Installation of 1 backflow preventer.
- One sewer or water line cut.
- Pressure testing of a single water system.

Gas Fitting Postcard Permit

The gas fitting postcard permit can be issued to licensed contractors only.

- Repairs to existing fuel gas systems, including the connection of not more than 1 new gas appliance.
- Minor alterations to existing fuel gas systems, including the installation of not more than 1 new gas appliance. Minor alterations shall not include changing the layout of the fuel gas system piping serving more than 2 appliances.
- Replacement of not more than 1 gas appliance, on a residential, commercial or industrial project.
- Testing of a single gas line.