



## FUNDAMENTALS

When a building is being completely taken down to the ground a raze permit is required pursuant to section 105.1.7 of 2013 DCMR 12A. Razing of accessory structures such as carriage houses and garages also require raze permits. *If only a portion of a building is being removed*, then a demolition permit is required - not a raze permit.

The purpose of a raze permit is to ensure that all utility connections have been properly disconnected and that the removal of the structure complies with all District laws and regulations.

**Razing a building before securing the proper permits is a violation of the Construction Code and can result in significant fines and penalties as provided under the laws and regulations of the District of Columbia.**

## REQUIREMENTS

The following documents are required when razing a building:

- Application
- Certification for raze permit application
- Environmental intake form
- Certificate of liability insurance
- Color photos of existing property
- Neighbor notification letters



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**

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| <p>Permit Operations Center, 2<sup>nd</sup> floor<br/>         Homeowner Center, 2<sup>nd</sup> floor, (202) 442-9517<br/>         Building Plan Review, 3<sup>rd</sup> floor, (202) 442-8959<br/>         Office of the Surveyor, 3<sup>rd</sup> floor, (202) 442-4984<br/>         Office of the Zoning Administrator, 3<sup>rd</sup> floor, (202) 442-4576<br/>         Inspection, 4<sup>th</sup> floor, (202) 442-9557<br/>         Office of the Director, 5<sup>th</sup> floor, (202) 442-4400</p> | <p><b>Hours of Operation</b><br/>         Mon, Tues, Wed + Friday: 8:30 am — 3:30 pm<br/>         Thursday: 9:30 am — 3:30 pm</p> |
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*This document is available in alternative formats and languages. Please call (202) 442-4601, TTY (202) 123-4567 for more information.*

## RAZE PERMIT APPLICATION PROCESS

The application for a raze permit must include the following six (6) items to be considered complete:

### **1 – Application:**

The application for a raze permit must be submitted in person at DCRA's Permit Center, located on the 2<sup>nd</sup> floor of the DCRA building. To access the raze permit application packet, visit: <http://dcra.dc.gov/publication/raze-permit-application-and-instructions>

### **2 – Certification for Raze Permit Application**

The Certification for raze permit application ensures that the person applying for the raze permit has the legal authority to do so. The Certification also requires the applicant to declare whether the structure to be razed is subject to Housing Accommodation laws and the Rental Housing Act.

### **3 – Environmental Intake Form**

The Environmental Intake form will determine if an Environmental Impact Statement is required to be submitted. An Environmental Impact Statement is usually required for raze permit of large development projects only.

### **4 – Certificate of Liability Insurance**

A Certificate of Liability Insurance covering the raze operation must be submitted unless the building to be razed is an accessory building with 500 square feet or less in area, not more than one story, and the building is wholly detached from any other building on the same or adjoining premises

The Certificate should:

- Show the holder of the insurance as: Deputy Director, Permit Division, 1100 4th St SW, Washington, DC 20024
- Include a 30-day advance notice cancellation clause.
- Include these amounts of insurance coverage: Bodily Injury, \$100,000; Aggregate, \$300,000; and Property Damage, \$100,000.
- State that the insurance covers "Razing Operations in the District of Columbia," if the scope of the insurance is for blanket coverage.
- If the insurance is for one specific address only, state that the insurance covers, "Razing Operations" at the specified location.

### **5 – Color photos depicting the existing property conditions**

Provide color photos which clearly show the existing property conditions. Having clear photographs will assist those who review the raze permit application to understand the current property conditions, should any questions arise.

### **6 – Neighbor notification letters (only if working on the property line)**

If the raze of the building will involve the removal of any party walls, then a letter to each adjoining property owners notifying them of your intention to raze the structure must be submitted.

Once all required forms have been completed, the application can now be submitted in person at DCRA's Permit Center.

## **RAZE PERMIT REVIEW PROCESS**

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Once the application has been verified as complete, a filing fee of **\$36.30** must be paid before the review can start. Once the filing fee has been paid, the applicant will be provided a set of letters for the following DCRA disciplines, sister agencies, and utilities:

- DC Water - Sewer/water line cut (You must pay any outstanding water bills before a raze permit can be issued.)
- DCRA Construction Inspection
- DCRA Plumbing Inspection (A supplemental plumbing permit, obtained by a Master Plumber registered and licensed in the District of Columbia, is required for any water/sewer line cap.)
- DCRA Zoning Administrator
- DDOE Environmental Quality (Asbestos)
- DDOE Soil Erosion Control
- DDOT Public Space
- DHCD - Housing Regulation Administration
- DOH Vector Control
- Historic Preservation
- PEPCO - Utility cut off
- Verizon telephone company - Utility cut off
- Washington Gas - Utility cut off

While DCRA only oversees the process, it is the owner/applicant's responsibility to obtain clearances. The owner/applicant is required to secure approvals from each agency listed above and then submit them to DCRA, once they have been approved.

If the raze permit involves demolishing party walls (shared walls) with adjoining properties, the applicant is required to submit notification to adjoining owner. The applicant also need to submit party wall maintenance information with plans (if applicable) as per section 3307.4 of 2013 DCMR 12A.

## TIMELINE

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The processing time for raze permit approval is a minimum 30 days (public notice) and shall be issued as soon as approved clearance letters are received from all agencies, and all applicable fees are paid.

## ACCESSORY STRUCTURES

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If no utilities are in the structure, accessory structures are only required to secure the following approvals:

- DCRA Construction Inspection
- DDOE Environmental Quality (Asbestos)
- DOH Vector Control
- Historic Preservation

## INSPECTIONS

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If an application is submitted to raze a building that shares a common wall with an adjacent property, DCRA will only approve the plumbing or construction letters after a field inspection has occurred to confirm the utilities have been properly capped and all necessary structural protections are in place.

## RAZE PLACARD

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Once the application has been submitted, a placard will be provided (see below) to the applicant, which must be posted so that it is visible from the public right of way for at least 30 days prior to the raze permit being issued.

Government of the District of Columbia  
Department of Consumer and Regulatory Affairs  
Permit Operations Division  
1100 4th Street SW Second Floor  
Washington, DC 20024

**\*\*PUBLIC NOTICE\*\***  
**RAZE PERMIT APPLICATION NOTIFICATION**  
**NOTIFICACION PUBLICA DE APLICACION PARA PERMISO DE DEMOLICION**  
AN APPLICATION TO RAZE THE STRUCTURE LOCATED AT THE PROPERTY ADDRESS LISTED BELOW  
HAS BEEN FILED WITH THE PERMIT OPERATIONS DIVISION OF DCRA.

DATE OF SUBMISSION  
FECHA DE SOLICITUD: \_\_\_\_\_

ADDRESS  
DIRECCION: \_\_\_\_\_

APPLICANT  
APLICANTE: \_\_\_\_\_

CONTRACTOR  
CONTRATISTA: \_\_\_\_\_

IDENTIFICACION DE PROPIEDAD/PROPERTY IDENTIFICATION \_\_\_\_\_

| Square/Cuadrado | Lot/Lote | Zone/Zona | Ward/Sección | ANC |
|-----------------|----------|-----------|--------------|-----|
|                 |          |           |              |     |

Pursuant to Section 105.1.7.3 of Title 12A The District of Columbia Municipal Regulations, this Public Notice must be posted for at least 30 days on the street frontage exterior of the building identified above.

## RAZE PERMIT ISSUANCE

### **All inspections have been conducted and raze letters have been approved. What is the next step?**

Once all of the approval letters have been signed, you may return to DCRA for verification. If the application has received all required approvals, DCRA will issue an invoice for the remainder of the fees.

### **How much will the raze permit cost?**

The cost of the raze permit depends on the volume, in cubic feet, of the structure to be razed. To determine the base cost of the permit, multiply the volume of the structure in cubic feet by .02.

### **I have the raze permit - now what?**

Once you have received the raze permit, you must post the permit in a location that is visible to the public right of way before you can begin the raze operations.

## RAZE PERMIT AGENCY CONTACTS

| <b>Agency</b>      | <b>Division</b>                    | <b>Contact Person</b>           | <b>Phone</b>                     | <b>Email</b>   |
|--------------------|------------------------------------|---------------------------------|----------------------------------|--|
| DCRA               | Office of the Zoning Administrator | Durrell Mack                    | (202) 442-4576                   | <a href="mailto:durrell.mack@dc.gov">durrell.mack@dc.gov</a>   |
| DC Water           | Water/Sewer                        | Brian McDermott                 | (202) 646-8600                   | <a href="mailto:brian.mcdermott@dcwater.com">brian.mcdermott@dcwater.com</a>   |
| DDOE               | Asbestos                           | Keith Keemer                    | (202) 535-2999                   | <a href="mailto:keith.keemer@dc.gov">keith.keemer@dc.gov</a>   |
| DDOE               | Soil Erosion                       | Charles Edwards<br>Nykia Barnes | (202) 380-6579<br>(202) 309-5812 | <a href="mailto:charles.edwards@dc.gov">charles.edwards@dc.gov</a><br><a href="mailto:nykia.barnes@dc.gov">nykia.barnes@dc.gov</a> |
| DDOT               | Public Space                       | Steven Davis                    | (202) 535-2338                   | <a href="mailto:steven.davis2@dc.gov">steven.davis2@dc.gov</a>   |
| DHCD               | Rental Accommodation & Conversion  | Carl Bradford                   | (202) 442-7200<br>(202) 442-4336 | <a href="mailto:carl.bradford@dc.gov">carl.bradford@dc.gov</a>   |
| DOH                | Vector Control                     | Donna Bennett /<br>Anthony Cuff | (202) 535-1954<br>(202) 442-4701 | <a href="mailto:donna.bennet@dc.gov">donna.bennet@dc.gov/</a><br><a href="mailto:anthony.cuff@dc.gov">anthony.cuff@dc.gov</a>      |
| Office of Planning | Historic Preservation Office       | Bruce Yarnall                   | (202) 442-8850                   | <a href="mailto:bruce.yarnall@dc.gov">bruce.yarnall@dc.gov</a>   |
| PEPCO              | PEPCO                              | Customer Service Line           | (202) 331-6237                   |  |
| Verizon            | Verizon                            | Linda Smith                     | (301) 282-7027                   | <a href="mailto:linda.a.smith@verizon.com">linda.a.smith@verizon.com</a>   |
| Washington Gas     | Washington Gas                     | LaKysha Jackson                 | (703) 750-4750                   | <a href="mailto:lakyshajackson@washgas.com">lakyshajackson@washgas.com</a>   |