



# APPLICATION FOR RAZE PERMIT

Application can be downloaded and is fillable except for signature area. If not filling out on computer, please type or print legibly in ink. Please provide **detailed information**. Write N/A (non-applicable) for items that do not apply. Erasing, crossing out, whiting out, or otherwise altering any entered information will void this application. The owner of record must sign the application with an original signature.

*Applicable code sections are in the 2008 DC Building Code Supplement Chapter I § 105.1.7, 105.1.7.1, 105.1.7.1.1, 105.1.7.1.2, 105.1.7.2, and Section 155A.*

Application Date: \_\_\_\_\_

## 1. INFORMATION ON PROPERTY

1. Address of Proposed Work	2. Quad	3. Ward	4a. Square	4b. Suffix	5. Lot
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## 2. APPLICANT INFORMATION

6. Property Owner	7. Complete mailing address (include zip)	8. Phone Number(s)	9. Email
10. Agent/Contractor for Owner (if applicable)	11. Complete mailing address (include zip)	12. Phone Number(s)	13. Email

## 3. TYPE OF PERMIT

14. Check all that apply:

Raze Permit

## 4. DESCRIPTION OF BUILDING

15. Description of Building to be Razed (e.g., two story brick single family dwelling)			16. Existing Number of Stories of Bldg:
17. Use(s) of Property (specifically indicate if any use is residential.)		18. Materials of Building (brick, wood, etc.)	
19. Bldg Length (ft)	20. Bldg Width (ft)	21. Bldg Height (ft)	22. Bldg Volume (cu ft) (L x W x H)

## OFFICIAL USE ONLY

CONDITIONS/ COMMENTS:

**SECTION A. RAZE PERMIT**

23. Raze Contractor's Name		24. Contractor's Address (including zip code)		25. Contractor's Phone	
26. Historic District?	<input type="checkbox"/> Yes <input type="checkbox"/> No	33. Raze Contractor Signature			
27. CFA?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
28. Raze Entire Building?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
29. Building Condemned?	<input type="checkbox"/> Yes <input type="checkbox"/> No	34. Property Owner Signature			
30a. Party Wall?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
		30b. If yes, adjacent property owner signature is required.			
		30c. Any raze permit application for a building(s) involving party walls must be include 2 copies of a plan that show how the party wall(s) will be protected.			
31. Building Vacant?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Building must be vacant before Raze Permit issuance.			
32. Public Space Vault?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Official Use Only</b>			
		Fee	By	Date	
33. Plumber's Name		34. Plumber's License Number		35. Raze Method (ball, bulldozer, by hand, etc.)	
<p>1. You must submit a Certificate of Insurance covering the raze operation/contractor– unless the building you plan to raze is an accessory building 500 square feet or less in area and not more than one story, wholly detached from any other building on the same or adjoining premises.</p> <p>2. The Certificate should:</p> <ul style="list-style-type: none"> <li>• Show the holder of the insurance as: Deputy Director, Permit Division, 1100 4th St SW, Washington, DC 20024</li> <li>• Include a 30-day advance notice cancellation clause.</li> <li>• Include these amounts of insurance coverage: Bodily Injury, \$100,000; Aggregate, \$300,000; and Property Damage, \$100,000.</li> <li>• State that the insurance covers "Razing Operations in the District of Columbia," if the scope of the insurance is for blanket coverage.</li> <li>• If the insurance is for one specific address only, state that, "Razing Operations at _____"  <div style="text-align: right; margin-right: 50px;">(address of raze operation)</div> </li> </ul>					
36. Insurance Company		37. Policy or Certificate No.		38. Expiration Date	
39. Asbestos in Building? If yes, indicate location:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Official Use Only</b>			
		Fee	By	Date	



# APPLICATION FOR RAZE PERMIT INSTRUCTIONS

## GENERAL INFORMATION

- In order to raze a building, the Property Owner or Contractor must first get a **Raze Permit**, which starts the process of utility disconnections and further regulatory approvals.
- The Owner or Contractor must get a **Raze Permit**, which approves the razing method and certifies that the utilities have been properly disconnected.
- Razing a building before you get a **Raze Permit** is a violation of the Construction Code (DCMR 12) -- and can result in significant fines and penalties.
- **Raze Permit** fees are assessed based on information you provide; any fee adjustment necessary after field inspection will be assessed on issuance of the **Raze Permit**.
- Sidewalk deposits and/or tap bills may be required before Raze Permit issuance. Contact DDOT's Public Space Management Administration at 202 442 4670 to get more information.
- Get the soil erosion package for Raze Contractors from DDOE's Soil Erosion Unit, located in the Permit Center, to prepare your raze operation plan.
- A plumbing supplemental permit, obtained by a plumber Registered and Licensed in the District of Columbia, is required for any water/sewer line cap.
- Fees are required for abandonment of the water/sewer services in the public easement (paved road).
- You must pay any outstanding water bills before a Raze Permit can be issued.
- You are required to obtain a sign-off by any adjacent property owners when the raze involves party walls.

## RAZE PERMIT APPLICATION PROCESS

### Raze Permit

1. Complete Areas 1-4 and Section A of the application and submit:
  - a. Certification for Raze Permit Application
  - b. Current Certificate of Insurance – General Liability
  - c. Environmental Intake Form (EIF)
  - d. Photo(s) accurately depicting premises
2. For residential property, DCRA staff will prepare and forward clearance letters to the Rent Administrator for review and approval.
3. DCRA staff will prepare and give letters to the applicant for the Historic Preservation Review Board and/or the US Commission of Fine Arts, if applicable. The applicant must get the necessary approvals and submit them to the Permit Division.
4. Payment of the Raze Permit fee is required. Fee calculation is based upon the volume of the structure in cubic feet times .02.
5. DCRA staff will prepare and issue clearance letters to the applicant for these agency approvals/sign-offs:

DCRA Construction Inspection	DOH Vector Control	Washington Gas - Utility cut off
DCRA Plumbing Inspection	DDOT Public Space	WASA - Sewer/water line cut
DDOE Asbestos Abatement	PEPCO - Utility cut off	DCRA Zoning Administrator - Overlay impacts on site
DDOE Soil Erosion Control	Verizon Telephone Co - Utility cut off	
6. The applicant is responsible for submitting clearance letters to required agencies, paying any required fees to the agencies, getting written approvals, and returning the originals to DCRA.
7. Before DCRA will issue a Raze Permit, the building(s) must be unoccupied. If the building is still occupied, DCRA will accept and process the Permit Application, but will not issue the Permit until the applicant notifies the Permit Division that the building is vacant.
8. After the applicant has provided all required approved clearance letters, vacated the property, and paid any additional fees as determined by the field inspection, DCRA will issue a Raze Permit granting the applicant the authority to raze the structure by the razing method specified in the Application.

**NOTE: DCRA will not issue any Raze Permits before the end of the applicable 30-day Advisory Neighborhood Commission (ANC) notification period.**

# CERTIFICATION FOR RAZE PERMIT APPLICATION

This certifies that \_\_\_\_\_ (referred to as Owner) owns the property at \_\_\_\_\_  
(Legal Name of Property Owner)  
\_\_\_\_\_ and that the person signing below has the legal authority to execute this Certification  
(Property Address)

and to make the representations and certifications below, on behalf of the Owner:

I am applying for a Raze Permit for the subject property.

I understand that the Raze Permit must be issued prior to any raze activity or operations.

If I do not have a Raze Permit before I start any activity or operations to raze the structure, I will be subject to criminal or civil penalties under District of Columbia laws.

\_\_\_\_\_ (Initial here to certify that you have read and understand this paragraph)

### A. Use of Property as Housing Accommodation

I hereby certify that the structure to be razed \_\_\_\_\_ a housing accommodation.  
(is/is not)

If the structure is a housing accommodation, complete Section B. If the structure is *not* a housing accommodation, skip to Section C and the signature block.

### B. Additional Provisions Applicable to Razing of "Housing Accommodations"

I agree, in accordance with DC Official Code (DCOC) §§ 42-3506.02(a)-(b) and 14 DCMR § 4400.2, not to use the permits to:

Demolish any housing accommodation or rental unit for the purpose of constructing or expanding a hotel, motel, inn, or other transient residential accommodation.

Construct or expand a hotel, motel, inn, or other transient residential occupancy on the site of a housing accommodation or rental unit demolished after July 17, 1985.

\_\_\_\_\_ (Initial here to certify that you have read and understand this paragraph)

I acknowledge that I must comply with the requirements in the "Tenants Opportunity to Purchase Act," codified in DCOC § 42-3404.02, *et seq.*, and in subchapter VII of the "Rental Housing Act," codified in DCOC §§ 42-3507.01 to 42-3507.03 with implementing regulations in 14 DCMR § 4401. These requirements include, but are not limited to:

Providing tenants with an opportunity to purchase the housing accommodation, via a written copy of an offer for sale, **before** issuing a Notice to Vacate for purposes of demolition or discontinuance of housing use.

Providing tenants with a 180-day Notice to Vacate that complies with and notifies each tenant of his/her potential right to relocation assistance.

\_\_\_\_\_ (Initial here to certify that you have read and understand this paragraph)

### C. Execution and Certification Applicable to All Applicants

I certify that I have read and understand the requirements in this certification and that any representations I made here are true and accurate to the best of my knowledge. If I fail to follow the above requirements, I acknowledge that this application, and any permits issued as a result of it, may be revoked under DCRA's authority and discretion. I acknowledge that I have been advised that failure to get a Raze Permit before I start operations to raze the structure may subject me to criminal and/or civil penalties.

Name of Owner: \_\_\_\_\_  
(Print Name of Owner)

Signature: \_\_\_\_\_

Name of Agent: \_\_\_\_\_  
(Print Name of Authorized Agent)

Signature: \_\_\_\_\_

## RAZE PERMIT AGENCY CONTACTS

AGENCY	DIVISION	CONTACT PERSON	PHONE	EMAIL	ADDRESS
DCRA	Office of the Zoning Administrator	Ramon Washington	(202) 442-4576	<a href="mailto:ramon.washington@dc.gov">ramon.washington@dc.gov</a>	1100 4th Street SW, 3rd Floor, Washington DC 20024
DC Water	Water/Sewer	Brian McDermott	(202) 646-8600	<a href="mailto:brian.mcdermott@dcwater.com">brian.mcdermott@dcwater.com</a>	1100 4th Street SW, 3rd Floor, Washington, DC 20024
DDOE	ASBESTOS	Keith Keemer	(202) 535-2999	<a href="mailto:keith.keemer@dc.gov">keith.keemer@dc.gov</a>	1200 First Street NE, 5th Floor Washington DC 20002
DDOE	SOIL EROSION	Charles Edwards /Nykia Barnes	(202) 380-6579 / (202) 309-5812	<a href="mailto:nykia.barnes@dc.gov">nykia.barnes@dc.gov</a> <a href="mailto:charles.edwards@dc.gov">charles.edwards@dc.gov</a>	1100 4th Street SW, 2nd Floor, Washington, DC 20024
DDOT	PUBLIC SPACE	Courtney Williams	(202) 442-8354	<a href="mailto:courtney.williams2@dc.gov">courtney.williams2@dc.gov</a>	1100 4th Street SW, 2nd Floor, Washington, DC 20024
DHCD	Rental Accommodation & Conversion	Carl Bradford	(202) 442-7200 / (202) 442-4336	<a href="mailto:carl.bradford@dc.gov">carl.bradford@dc.gov</a>	1800 Martin Luther King Ave, SE, Washington, DC 20020
DOH	VECTOR CONTROL	Donna Bennett / Anthony Cuff	(202) 535-1954 / (202) 442-4701	<a href="mailto:donna.bennet@dc.gov">donna.bennet@dc.gov</a> / <a href="mailto:anthony.cuff@dc.gov">anthony.cuff@dc.gov</a>	899 North Capitol Street NE, 2nd Floor, Washington, DC 20002
OFFICE OF PLANNING	HISTORIC PRESERVATION OFFICE	David Maloney	(202) 442-8850	<a href="mailto:david.maloney@dc.gov">david.maloney@dc.gov</a>	1100 4th Street SW, 6th Floor, Washington, DC 20024
PEPCO	PEPCO		(202) 331-6237		
VERIZON	VERIZON	Linda Smith	(301) 282-7027	<a href="mailto:linda.a.smith@verizon.com">linda.a.smith@verizon.com</a>	13101 Columbia Pike, Silver Spring MD 20904
WASHINGTON GAS	Washington Gas	LaKysha Jackson	(703) 750-4750	<a href="mailto:lakyshajackson@washgas.com">lakyshajackson@washgas.com</a>	6801 Industrial Road, Springfield, VA 22151