



Certificate of Occupancy (C of O) Application

What is a C of O? A document that certifies your building/structure/land is safe to occupy in accordance with local zoning regulations and building codes. All buildings/structures/land in the District of Columbia that are not single-family homes, require a CofO to legally use them. One is needed every time a change occurs (e.g., new construction and changes to use, ownership, and occupancy load).

A. Tell us about the property.

Property address:	Unit:	Washington, DC	ZIP:
Square Suffix Lot #:		Total # of floors:	
Is there a prior C of O for the property?	No	Yes, Cof O #: _____	

B. Who owns the property?

Property Owner Name:			
Property Owner Email:		Property Owner Phone:	
Property Owner Address:	Unit:	City:	State: ZIP:

C. Who is applying for occupancy?

Same as property owner	Applicant Name (Individual/Business):		
	Trade Name of Business (if applicable):		
	Applicant Email:		Applicant Phone:
	Applicant Address:	Unit:	City: State: ZIP:

D. What type C of O are you requesting? *Check only one. If applying for more than one, complete separate applications.*

Permanent	<i>Does not expire until a change to the space is made</i>
Temporary; date/date range _____ - _____	<i>Non-permanent use for one or multi-day events (e.g., farmers' market; movie night)</i>
Core and Shell	<i>Does not grant occupancy; must be obtained before seeking conditional C of O</i>
Conditional/Partial for ___ days	<i>Short-term occupancy based on specific conditions My Core and Shell C of O # for this property is: _____</i>

E. Tell us about your proposed use of the property.

Proposed use (e.g., retail, eating establishment, public facility, two-family flat):	Which floors will be occupied?	
Proposed # of occupants: _____	# of dwelling units or rooms (if applicable): _____	Sq. ft. occupied: _____
Are you renting any portion of the property?	No	Yes, rented Not a two-family dwelling
Are you proposing to change the use?	No	Yes N/A, there is no prior C of O
Are you changing ownership?	No	Yes N/A, there is no prior C of O
Are you proposing to change the amount of space currently occupied?	No	Yes N/A, there is no prior C of O
Are you proposing to change the occupancy load?	No	Yes N/A, there is no prior C of O
Does your business sell or rent any goods or provide services that could be described as sexually-oriented?	No	Yes, Attach Sexually-Oriented Business Establishment Questionnaire
Is your business a medical marijuana dispensary or production facility?	No	Yes
Is off-street parking on the property provided?	No	Yes, # of spaces: _____
Was your proposed use approved by an order of the Board of Zoning Adjustment or Zoning Commission? <i>Along with the C of O application, provide a letter or matrix, with attachments as necessary, from the property owner to DCRA that documents compliance with the conditions of the Order.</i>	No	Yes, Order #: _____ Approval date: _____
Are there building permits associated with this application?	No	Yes, Permit #(s): _____
Who conducted the required inspections? (check all that apply)		
Not required DCRA Third party agency(s): _____		

OFFICE USE ONLY C of O #:

F. If applicable, tell us about your proposed occupancy load.

ONLY for Day Time Care/Schools Please provide additional information on how individuals will occupy the property

	Basement	1 st Floor	2 nd Floor	3 rd Floor	Trailer(s)	Total
# of children 0 – 30 months						
# of children 30 months 1 day – 47 months						
# of children 4 years – 18 years						
# of staff/faculty						

ONLY for Assembly Uses and Eating/Drinking Establishments

Please provide information on how individuals will occupy the property and complete an [Eating Establishment Questionnaire](#)

	Cellar/ Basement	Mezzanine	1 st Floor	2 nd Floor	3 rd Floor	Roof	Summer Garden (private outdoor space)	Outdoor Café (public space)	Total
# of guests seated									
# of guests standing									
# of staff									

ONLY Inclusionary Zoning/Affordable Dwelling Units Attach a separate sheet for additional units

	Unit Number	Floor #	Net Square Ft.	# of Bedrooms
1.				
2.				
3.				

G. Certification.

Making a false statement on this application can result in the denial or cancellation of my C of O and criminal penalties including a fine up to \$1,000 and/or imprisonment up to 180 days (D.C. Official Code § 22-2405). I certify that all statements on this application are true to the best of my knowledge. I agree to comply with all applicable District laws and regulations and certify that I have resolved any violations on the property.

Applicant/Agent signature: _____ Date: _____

If you are applying as a hired agent on behalf of the applicant, please provide your agent information and the [Authorization Form](#).

Hired Agent First Name:	Hired Agent Last Name:
Hired Agent Email:	Hired Agent Phone:

H. Email the application and the following supporting documents to COAPP@DC.GOV

Additional information may be required during the review process.

- Lease, deed, letter of written permission to use the property, or HUD-1
- Building permit
- Most recent C of O on record
- Documentation from owner regarding compliance with conditions of BZA or ZC Order (if applicable)
- Authorization Form (if a hired agent is completing this form on behalf of the applicant)
- Letter from owner requesting a conditional C of O and proposed fire evacuation plan (only if seeking a conditional C of O)
- Final statement of special inspections (for structural changes and newly-constructed buildings)

I. Process and Review Time frames.

Process

DCRA will review and either accept the application or request more information within one business day. Once it is accepted, the application will be reviewed concurrently by all required divisions and DOEE, and you will receive email notifications. Once all reviews are completed the certificate will be ready for issuance and will be emailed to you after payment of fees.

Service Level Agreement (SLA)

Change of Ownership Applications that are submitted before noon, which meet the following parameters:

- No change other than ownership
- Prior CofO was issued less than 10 years ago and the use listed on the issued certificate is the same as the proposed use
- All required supporting documents have been provided.

DCRA will complete the review and issue the certificate before the close of business the same day

For all other Applications: DCRA will review and issue the certificate within 7 business days.

For Questions or Comments: Please use DCRA's Customer Relationship Manager for all inquiries, [On-Demand Customer Relationship Management \(CRM\)](#).

For more information about Certificate of Occupancy, Visit [Get a Certificate of Occupancy](#).

