

GUIDELINES FOR Civil / Sitework

FUNDAMENTALS

A Civil (BCIV) Permit is a permit that allows developers and contractors to submit and get approval for civil drawings for sitework/groundwork (below-grade and at-grade) prior to the application of the main building permit.

This permit reduces the total amount of review time for a project because it allows the applicant to secure DCRA and critical sister agency (DC Water, DDOE, and DDOT) reviews either prior to the submission of the main building permit application or even while the building permit is being reviewed.

REQUIREMENTS

There are two ways of applying for a BCIV permit:

- In person- Create a plan submission at DCRA's Permit Center
- Online- Plan submission via ProjectDox

Publications, forms and other useful information can be found online at:

www.dkra.dc.gov

Find DCRA: 1100 4th Street SW, Washington DC 20024

Permit Operations Center, 2nd floor
Homeowner Center, 2nd floor, (202) 442-9517
Building Plan Review, 3rd floor, (202) 442-8959
Office of the Surveyor, 3rd floor, (202) 442-4984
Office of the Zoning Administrator, 3rd floor, (202) 442-4576
Inspection, 4th floor, (202) 442-9557
Office of the Director, 5th floor, (202) 442-4400

Hours of Operation

Mon, Tues, Wed + Friday: 8:30 am — 3:30 pm
Thursday: 9:30 am — 3:30 pm

*This document is available in alternative formats and languages.
Please call (202) 442-4601, TTY (202) 123-4567 for more information.*

BCIV REVIEWS

The agencies that can review BCIV permits are DC Water, DCRA, DDOE, and DDOT and which agencies review a particular application, depend on the type and location of the proposed work. Below are examples of construction elements and systems that can be reviewed under a BCIV application by agency.

DC Water - New water service or repair of existing water service; new sewer systems or repair of existing sewer lines.

DCRA - Site grading, plumbing elements/drainage systems.

DDOE - Sediment/Erosion Control Plans and elements of the Storm Water Management Plan limited to below-grade or at-grade installation.

DDOT - If any of the proposed work in the BCIV application is in Public Space, DDOT must approve the project because Public Space falls under their jurisdiction.

PERMIT FEES

The base cost of a BCIV permit is \$650.00 plus a 10% Enhancement fee, for a total of \$715.00. Half of the total fee (\$357.50) is collected as a filing fee when the permit is initially submitted. You also have the option of paying the entire fee when the application is initially submitted. The filing fee (\$357.50) must be paid before the application is released for review.