# JOB CLASSIFICATION SYSTEM - DCRA Review Target Timelines by Job Type

This chart provides timeline expectations for your permit application. Job classifications set target timeframes for DCRA reviews – based on square footage, scope, and use, not project valuation. Reviews by other agencies may take additional time. If your project requires a review from DC Water (WASA) or Commission of Fine Arts (CFA) you must contact these agencies directly to confirm permit application requirements.

## REQUIRED PLAN REVIEW & APPROVALS

### HOMEOWNERS CENTER JOBS

**DCRA’s Goal to Complete:**
No More Than 2 Visits

Applications for Owner Occupied 1 & 2 Family Homes Only

- Driveway – New
- Drywall – Repair/replace not more than 500 sq. ft.
- Fences – New/replacement
- Interior remodeling/alteration and repair – No more than 500 sq. ft, including bathrooms, kitchens without major structural change or removal or erection of interior load-bearing walls or impact on the sharing / party walls
- Interior non-load bearing wall demolition
- Porch & Steps – Repair existing on private property not in historic or fine arts jurisdictions
- Retaining Walls – Less than 4 ft. in height maximum, measured from bottom of footing and land disturbance is greater than 500 sq. ft. (on private property)
- Accessory Structure (Garage/Shed) – No more than 500 sq. ft, and 15 ft. high; alteration & repair of existing; no change in use
- Addition to Single-Family Dwelling – Up to 500 sq. ft.; no more than 1 story high at ground level; no party walls, no removal of exterior or load bearing wall
- One-Level Decks – Less than 500 sq. ft. and less than 10 ft. above grade
- Window/Door Replacement/Repair – If your property is in a Historic or CFA jurisdiction, you must get approval before you apply for a permit
- Roof Repairs/Replacement – No structural changes

### WALK-THROUGH PERMITS

**DCRA’s Goal to Review:**
Same Day

Review of Permit Center Counter

After-Hours permit, referencing approved permits, and renewal of existing permits

- Alteration, Repair and Demolition Project(s) – Less than 1,000 sq. ft. (total work area) in existing building are limited by the following:
  1. No new public utility connections (electric, gas, water/sewer)
  2. No change in use or occupant load
  3. No food, licensed medical facility, childcare or Community Residential Facility (CRF) uses

- Retaining Wall – 4 ft. to 6 ft. height maximum, measured from bottom of footing (on private property)
- Decks – Less than 500 sq. ft. and less than 10 ft. above grade
- Exterior Building Cleaning – With water, chemical or sand blasting
- Awning or Canopy (on private property)
- Sign(s) – Less than 20 sq. ft. in area. (on private property)
- Special sign(s) – Changes to existing and renewal(s)
- Existing Porch & Steps - Repair existing (on private property) not in Historic or Commission of Fine Arts (CFA) Jurisdictions
- Underground Storage Tank
- Christmas Tree or Fireworks Stand
- Pool(s) – Less than 400 sq. ft.
- Soil borings – Subject to DDOE approval
- Supplemental Permit – Electrical, mechanical, plumbing
- Tent/Stage – For special events only
- No Addition(s)

### INTERMEDIATE JOBS

**DCRA’s Goal to Review:**
21 Business Days

File Through ProjectDox

Two-Family Conversions with no work – Provide drawings with (MEP) plans required for building permit and inspection approval

- Accessory structure (shed, garage) – Less than 3,000 sq. ft.
- Additions – Less than 3,000 sq. ft. (total of all floors)
- Alterations or repairs – Less than 3,000 sq. ft. (total of all floors)
- Antenna

### COMPLEX JOBS

**DCRA’s Goal to Review:**
30 Business Days

File Through ProjectDox

Additions, Foundations – 3,000 sq. ft. and over

- New Building(s)
- Raze Permit
- Sheeting & Shoring – 3,000 sq. ft. and over
- Underpinnings – with Party Walls
- Alteration/Repairs – 3,000 sq. ft. and over
- Any job not specifically listed in one of the other categories

- Revisions of Approved Permits 3,000 sq. ft. and over
- Tenant Layout – 3,000 sq. ft. and over

**DEVELOPMENT AMBASSADOR JOBS**

**DCRA’s Goal to Review:**
30 Business Days

File Through ProjectDox

- Chancery
- Embassy
- DC Government-Sponsored Project (Examples: Office of Property Management, Fire & Emergency Services, Parks & Recreation, DC Public Schools, DC Public Library)
- Hospital, Stadium, University
- TPR (Third Party Review)

**CLASS CATEGORIES**

- AA- 10,000 sq. feet or more
- A- 6,000 sq. feet – 10,000 sq. feet
- B- 4,000 sq. feet – 6,000 sq. feet
- C- 2,000 sq. feet – 4,000 sq. feet
- D- 1,000 sq. feet – 2,000 sq. feet
- E- 1,000 sq. feet or less