



NEIGHBOR NOTIFICATION FORM AND EVIDENCE OF NOTIFICATION SAFEGUARDS DURING CONSTRUCTION

DATE:		PERMIT NUMBER:	
ADDRESS OF PROPOSED WORK:			

OWNER/PERMIT APPLICANT INFORMATION:

NAME:	
ADDRESS:	
PHONE:	
EMAIL:	

ADJOINING OWNER INFORMATION:

NAME:	
ADDRESS:	
PHONE:	
EMAIL:	

CONTRACTOR INFORMATION:

NAME:		PHONE:	
LICENSE NUMBER:		EMAIL:	

Section §3307.1 of the 2017 District of Columbia Building Code, 12-A DCMR (the "Building Code") requires adjoining public and private property to be protected from damage during construction, alteration, repair, demolition or raze of a premises at the expense of the person causing the work. Protection must be provided for lots, and for all elements of a building or other structure, including, but not limited to, footings, foundations, party walls, chimneys, skylights, and roofs. Provisions shall be made to control water runoff and erosion during construction, demolition or raze activities.

Proper underpinning of existing adjoining or party walls which require underpinning must be provided in accordance with applicable sections of the Building Code.

Under Sections §3307.2 and §3307.3 of the Building Code, notification of the adjoining property owner is required for certain types of construction activities. A copy of Section §3307 of the Building Code is available online on the DCRA website at: <https://dcra.dc.gov/page/dc-construction-codes> or through the International Code Council at: <https://codes.iccsafe.org/content/IBC2015/chapter-33-safeguards-during-construction>.

I am the owner of the property and/or the authorized agent of the owner identified above which adjoins your property. I am proposing to carry out work, as identified in the permit number above which requires all adjoining property owners to be notified and provided with applicable plans and permit documents. I have determined that the following specific measures need to be undertaken to protect the adjoining premises and the listed permit documents are developed and designed accordingly:

Please indicate whether access to the adjoining property is required and list the specific measure that are being proposed. You may find more details in Section §1062.18.4.

Access required for protection of adjoining properties:	Yes	No
Access required for protection of adjoining properties:	Yes	No

Note: If access is denied by the adjoining property owner, then the owner/permit applicant to provide instructions not to access the adjoining property in the drawings and permit documents.

ADDITIONAL TOOL FOR VIEWING PLANS AND PERMIT DOCUMENTS

With this notice of a permit application, adjoining property owners may view and download the plans and permit documents associated with the project. To increase access and reduce the time required for review, plans and construction documents will be available in eRecords, DCRA's online electronic records management system, the next business day after they are uploaded by the owner/permit applicant. eRecords is available at: <https://dcra.dc.gov/node/1473011>. Plans and permit documents submitted at the time of permit application will be available online for up to 60 days after permit issuance.

To view documents associated with a permit application in eRecords, visit <https://dcra.dc.gov/node/1473011>, and:

1. From the list of available searches, select "Neighbor Notification,"
2. Enter either the permit number from this Neighbor Notification Form, or the address of the property associated with the project; and
3. Select the available documents to download for review.

You may also visit dcra.dc.gov and select "View Permit Records Online (eRecords)" from the Resources section on the homepage.

EVIDENCE OF NOTIFICATION

As part of permit application process and as required by DC Code Section §106.2.18.3.1.1, I, the owner/permit applicant will provide evidence of notification, consisting of the following:

1. A Notice of Filing of a permit application shall be posted for a continuous period at least 30 calendar days from the date of evidence of posting notification, including the 30 days period prior to issuance of the permit. The notice will be posted in a Neighbor Notification Form provided by DCRA. The notice will be posted at the main entrance of the premises identified above. If the notice is destroyed, damaged, or removed during the posting period, it will be replaced promptly. Both the Neighbor Notification Form and Affidavit of Maintenance will be required to be uploaded in eRecords with the documents supporting the permit application.
2. Evidence of the delivery of written notice as prescribed in Section §106.2.18.3.1.2.
3. An Affidavit of Maintenance providing sworn.

As required, Neighbor Notification Forms, photographic evidence of posting, and Affidavits of Maintenance will be required to be uploaded with the documents supporting the permit application in ProjectDox, DCRA's permitting and plan review platform by the owner/permit applicant.

As the owner of premise for which a permit application has been submitted or for which I will be applying, I certify that all information submitted including that through eRecords is accurate for the above stated property address and/or permit application. If any technical objections are submitted by the adjoining property owners, I will be responsible to resolve it with the adjoining property owners and DCRA by submitting a detailed resolution report in one package prepared by the design professional with supporting documents like drawings, reports, design calculations, etc.

Signature: _____ Date: _____

Name of Owner: _____

I here with certify that the work protection plans including drawings, details, sections, reports, and other applicable notes for above stated address and permit application based on the scope of work are prepared to comply with the District of Columbia Municipal Regulation 2017 DCMR 12A:

Name of Design Professional: _____

Signature of Design Professional: _____

Date: _____

Stamp of Design Professional

Note: Any change in construction documents and supporting documents after issuance of permit meeting the requirements of section §106.2.18, will require submission of a revised neighbor notification form for the new permit. It is required to provide all pages of neighbor notification form to the owner of adjoining premises with accurate information. It is requested to refer to Guideline -Neighbor Notification Program and guidelines for underpinning work and Construction Codes Administrative Bulletin CC2015-01.

RESPONSE FROM ADJOINING PROPERTY OWNER

INFORMATION TO THE OWNER OF ADJOINING PROPERTY

As the adjoining property owner, you will have 30 days from the date of receipt of Neighbor Notification Form and applicable plans, project drawings and supporting documents to submit technical objections as per applicable DC Code Section §3307 besides submission of technical objections during the permit review process and during construction. Owner/permit applicants will be responsible to resolve technical objections by providing a detailed response, if applicable, with the revised permit documents.

The objection shall include: 1) technical support for your conclusions that the work authorized by the permit will not protect your premises from structural damage, (2) any proposed changes to the work plan that you assert are necessary to protect your premises from structural damage, (3) reasons for not having protection to the properties based on the scope of work and types of permits, and (4) supporting documents like drawings, sections, elevation etc., for explanation of technical objections. Neighbors shall submit technical objections to the permit applicant with a copy sent to DCRA at the address and/or email address listed below:

Deputy Chief Building Official
Department of Regulatory and Consumer Affairs
1100 4th Street, SW, Third Floor
Washington, DC 20024

Email Address: technicalobjections-DCRA@dc.gov
(Please include in the subject line: address of property, permit number, and address of neighbor undertaking the project)

Any request for access to your property, in order to install any protective work, is governed by Section §106.2.18.4, except where a limited or temporary right of access to the adjoining premises is expressly granted in Sections §3307.2.2. or §3307.4.1 for the specific protective work required.

A limited access right under Section §3307.2.2 of the DC Code is expressly granted:

1. Where a party wall requires underpinning as a result of the proposed work;
2. Where the underpinning can be provided by the owner undertaking the work from said owner's premises, even if the footing extends onto the adjoining owner's premises to provide overall strength to the party wall;
3. Where extension of the footing is required to stabilize and support the adjoining owner's building or structure, and to avoid unreasonable delay in excavation and development of the permitted project; and
4. The owner undertaking the work has provided notice to the owner of the adjoining premises in accordance with Section §106.2.18 where required.
5. Protective work to adjoining properties.

I hereby confirm that I received plans and project documents from DCRA's eRecords online electronic records management system or received _____ (number of drawings) project drawings and _____ (number of documents) other supporting documents with this Neighbor Notification Form from the owner/permit applicant: Yes No

I do not have technical objections (please sign): _____
I will be submitting technical objections: Yes No

I hereby grant the access to evaluate the preexisting conditions before construction, to evaluate structural system of my house and to install necessary protective measures to my property: Yes No Yes with Conditions

Conditions/Other Notes: _____

If access is denied, I understand that I will be responsible for making my own property safe, without delay, so as not to impede or materially delay the proposed construction. If access is required for construction work on my property, then the owner/permit applicant shall discuss and explain in the impact on my property.

Signature of Adjoining Owner: _____ Date: _____

Address of Adjoining Neighbor: _____

Email Address: _____ Phone Number: _____

Signature of Design Professional: _____ Date: _____

Note: It is required to provide all pages of this Neighbor Notification Form to the adjoining property owners with all accurate information. As per Administrative bulletin CC2015-02, a notification letter will be provided by the applicant to adjoining property owners prior to start of construction work. Permit applicant shall not fill any information on the Response From Adjoining Property Owner form.

