

Neighborhood Notification Tool

Department of Consumer & Regulatory Affairs
1100 4th Street SW, Washington, DC 20024
dcra.dc.gov/neighborhood-notification-program



USER GUIDE

Neighborhood Notification Tool

Neighborhood Notification Tool is another DCRA "Safe & Simple" initiative that allow property owners to securely upload documents and plans for upcoming residential construction for their adjacent neighbors to view.

1. Accessing Neighborhood Notification Tool

Go to Online Applications, click on Neighborhood Notification Tool and navigate to Neighborhood Notification Program home screen, *see figure 1*.

The screenshot shows the DCRA website interface. At the top right, there are links for "311 Online", "Agency Directory", "Online Services", and "Accessibility". The DCRA logo is on the left, with the text "DC .gov" and "Mayor Muriel Bowser". A search bar is in the top right with the placeholder text "What are you looking for today?". Below the logo is the text "Department of Consumer and Regulatory Affairs". A navigation menu includes "Home", "Online Services", "Services", "Programs & Initiatives", "News", "Documents", and "About Us". The "Services" menu is expanded, showing a list of options including "Permit Operations", "Permit Information", "Permit Services", "Permit Documents", "Administrative Bulletins", "Building Permit Fees", "Building Laws & Regulations", "DC Property & Permit Center", "Get a Building Permit", "I Need Homeowner Services", "Neighborhood Notification Program", "Third Party Program", "Contact Permit", and "Operations". The "Neighborhood Notification Program" page is highlighted, featuring a "Listen" button, social media share icons, and the text "Safe & Simple" Online Notification!". Below this, it lists recommended browsers: Firefox, Internet Explorer (11.0 and above), and Chrome, with their respective logos. A circular image shows a row of colorful townhouses with the text "NEIGHBORHOOD NOTIFICATION PROGRAM" overlaid. At the bottom, there is a paragraph explaining that DCRA has implemented this tool to allow residents to upload construction documents/plans for adjacent neighbors, and another paragraph stating that although Neighbor Notification Letters are used to give notice, the tool is not for rejecting, holding, or delaying a private property owner.

Figure 1

2. Register Online

Click the register button, *see figure 2*.

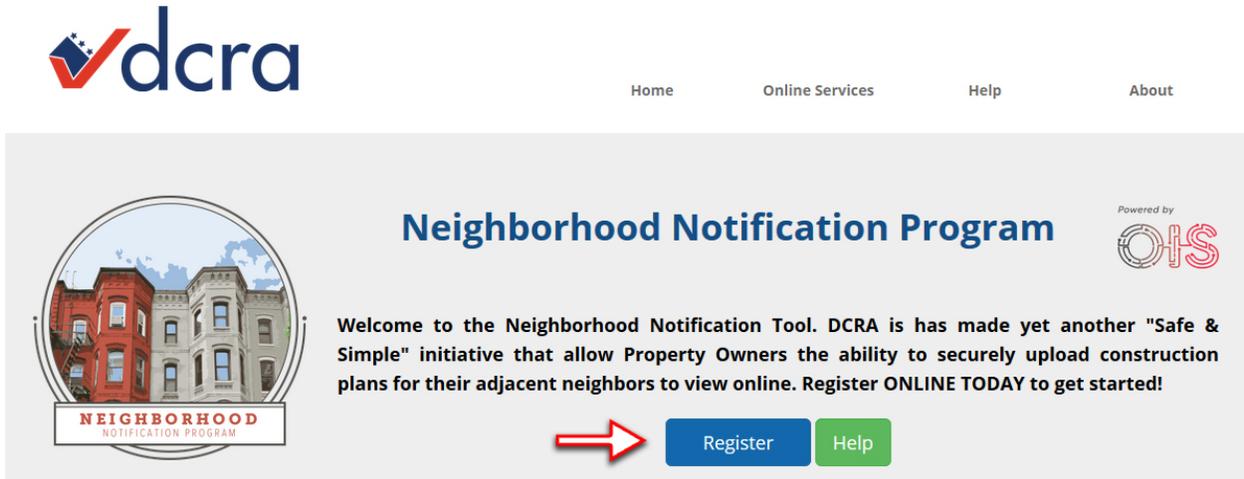


Figure 2

The register screen will pop-up, *see figure 3 and 3a*. Enter your information in the screen. Please note, permits with status "Issued" are not applicable for this tool and will not allow you to proceed. You must enter a valid Permit number for a permit in progress. If you enter a permit number for an **issued permit** or incorrect permit number, you will receive an error message, see figure 3.

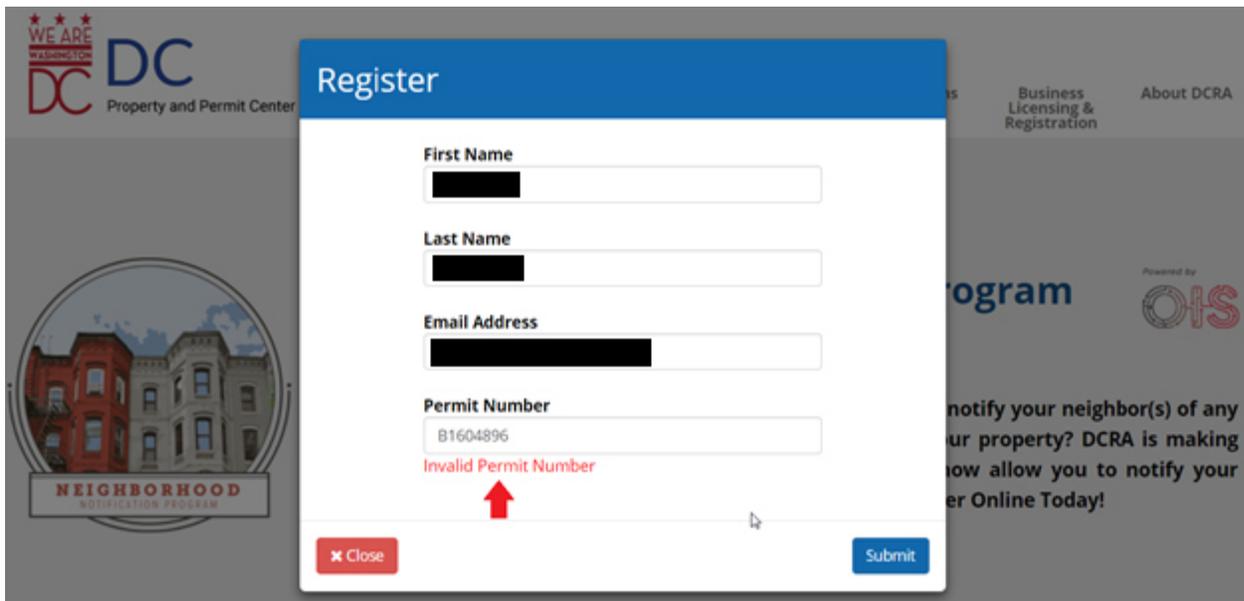


Figure 3

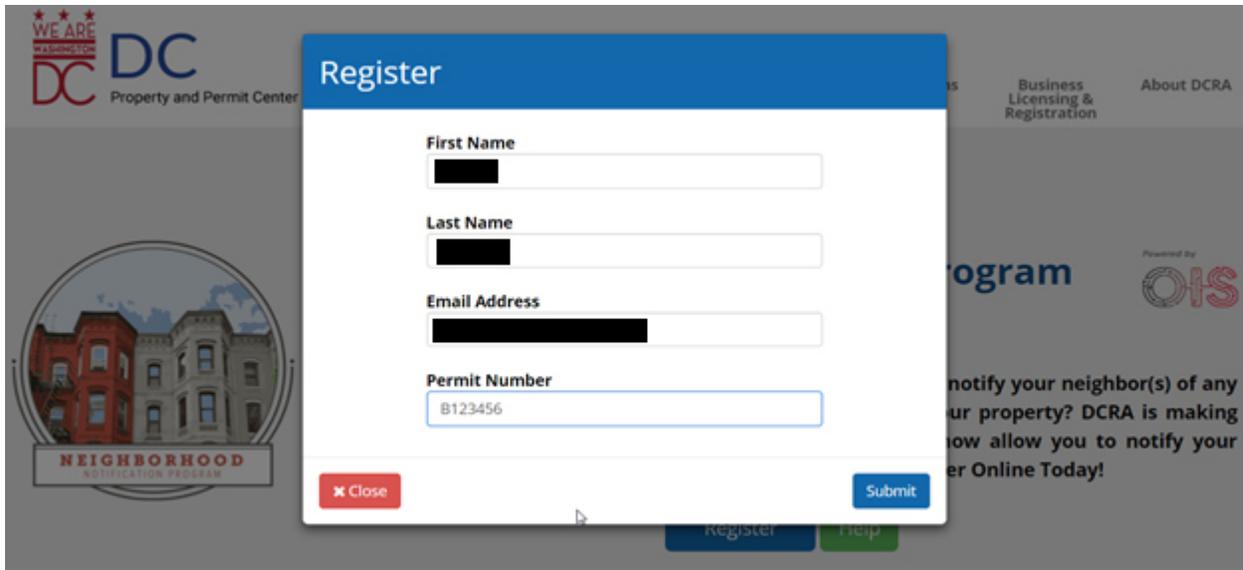


Figure 3a

Once you enter a permit number for a permit in process, you will receive a pop-up confirmation, see figure 4 and an email notification, see figure 4a.

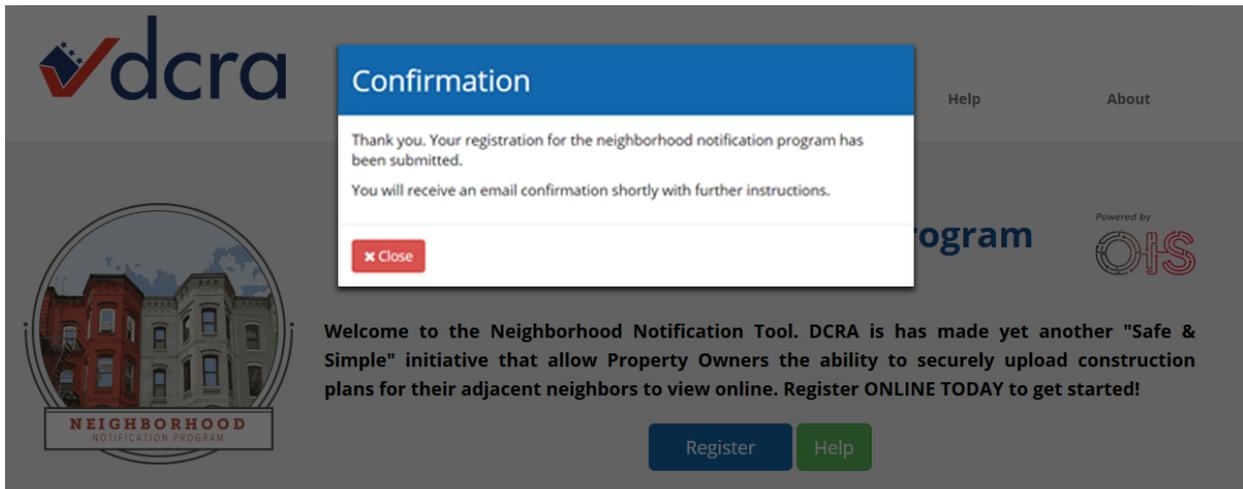


Figure 4

Email Notification, go to your email inbox and check for an email from DCRA Neighborhood Notification Program, see figure 4a.

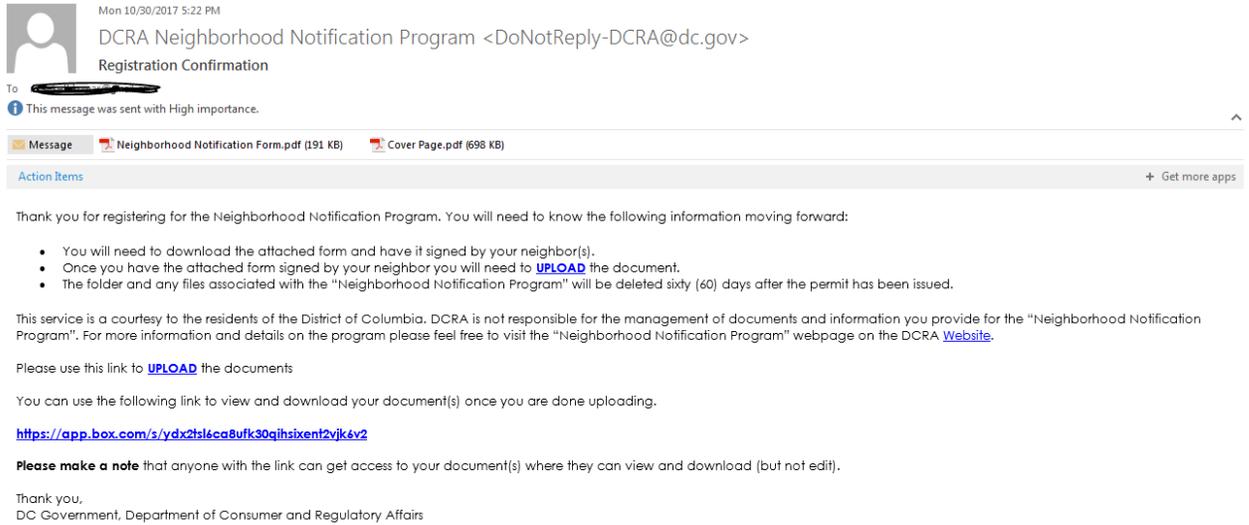


figure 4a

Neighborhood Notification Form

Click on the link and print the Neighborhood Notification Form, *see figure 5.*

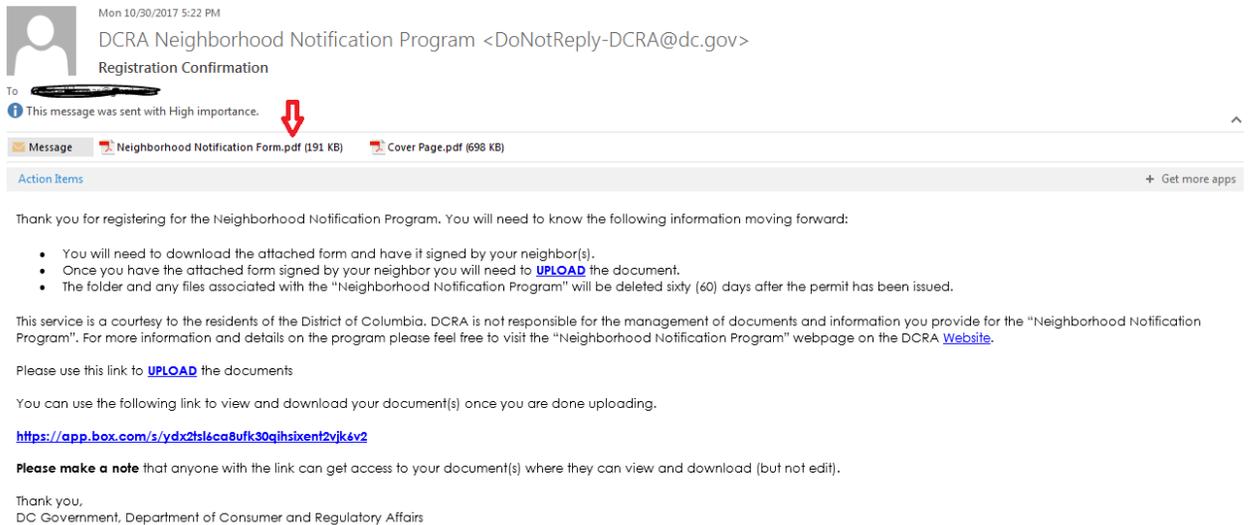


Figure 5

Fill out the form, sign and provide the form to your adjacent neighbors, *see figure 6*.



NOTIFICATION FORM SAFEGUARDS DURING CONSTRUCTION

DATE:			
OWNER:		ADJOINING OWNER:	
MAILING ADDRESS:		ADJOINING ADDRESS:	
TELEPHONE:		TELEPHONE:	
EMAIL:		EMAIL:	
ADDRESS OF PROPOSED WORK:			

Section §3307.1 of the 2013 District of Columbia Building Code, 12 DCMR A (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 <http://dcra.dc.gov/page/regulations-dcra> or through the following online link: <https://codes.iccsafe.org/Chapter%2033%20-%20SafeGuards%20During%20Const%20Construction.pdf/>

SCOPE OF WORK REQUIRING NOTIFICATION OF ADJOINING PROPERTY OWNER(S) (check as applicable):

Figure 6

Upload construction plans

Once you have the attached form signed by your adjacent neighbor you will need to upload the form.

To upload the form (as well as construction plans), click on the Upload link from your email, *see figure 7*.

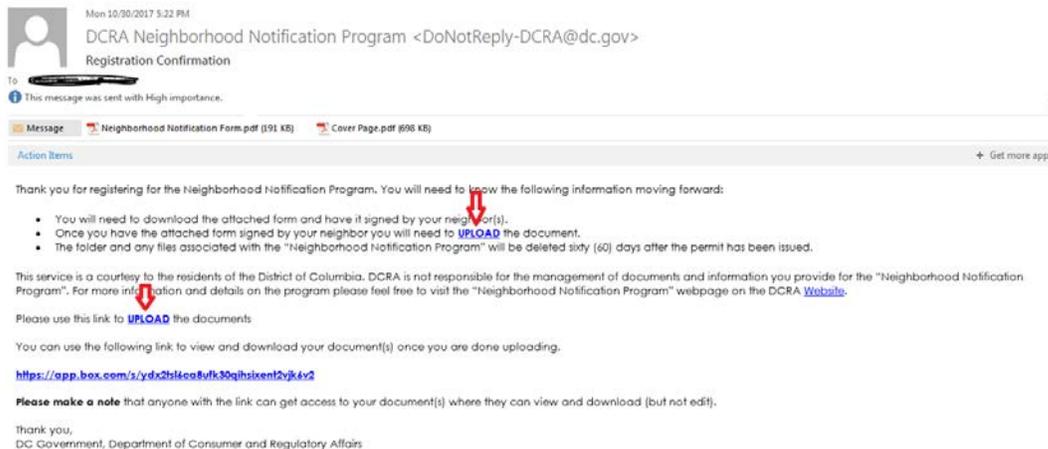


Figure 7

Browse your device to upload document/s, see figure 8. **Please note, uploaded documents will be deleted sixty (60) days after the permit has been issued.**

The screenshot shows the DCRA Property and Permit Center website. The navigation menu includes DCRA Home, Services, Permits, Codes & Zoning, Inspections, Business Licensing & Registration, and About DCRA. The main content area contains a message: "Please upload all the related document(s) necessary for the neighborhood notification here. The files or folders uploaded will be deleted sixty (60) days after the permit has been issued." Below this is a large white box with a red arrow pointing to a document icon and the text "Drag and drop files or browse your device". At the bottom of the box are buttons for "Close", "Cancel Uploads", and "Upload". Below the box is a message: "You will receive an email confirmation after successfully uploading the document(s)."

Figure 8

After you have completed the upload of documents, you will receive an email confirmation, see figure 9.

The screenshot shows an email confirmation from DCRA. The header includes the date and time "Mon 10/30/2017 5:24 PM" and the sender "DCRA Neighborhood Notification Program <DoNotReply-DCRA@dc.gov>". The subject is "Upload(s) Confirmation". The recipient is redacted. A note states "This message was sent with High importance." The email body contains an "Action Items" section with the following text: "This is an automatically generated email, please do not reply." "Thank you for uploading the document(s) for the Neighborhood Notification Program." "You can use the following link to view and download your document(s)." "<https://app.box.com/s/ydx2t5l6ca8ufk30qihsixent2vjk6v2>" "Please make a note that anyone with the link can get access to your document(s) where they can view and download (but not edit)." "Thank you, DC Government, Department of Consumer and Regulatory Affairs"

Figure 9

To download your document use the red marked link (**Don't need to sign up for a box account to view or download the document(s)**), see figure 10

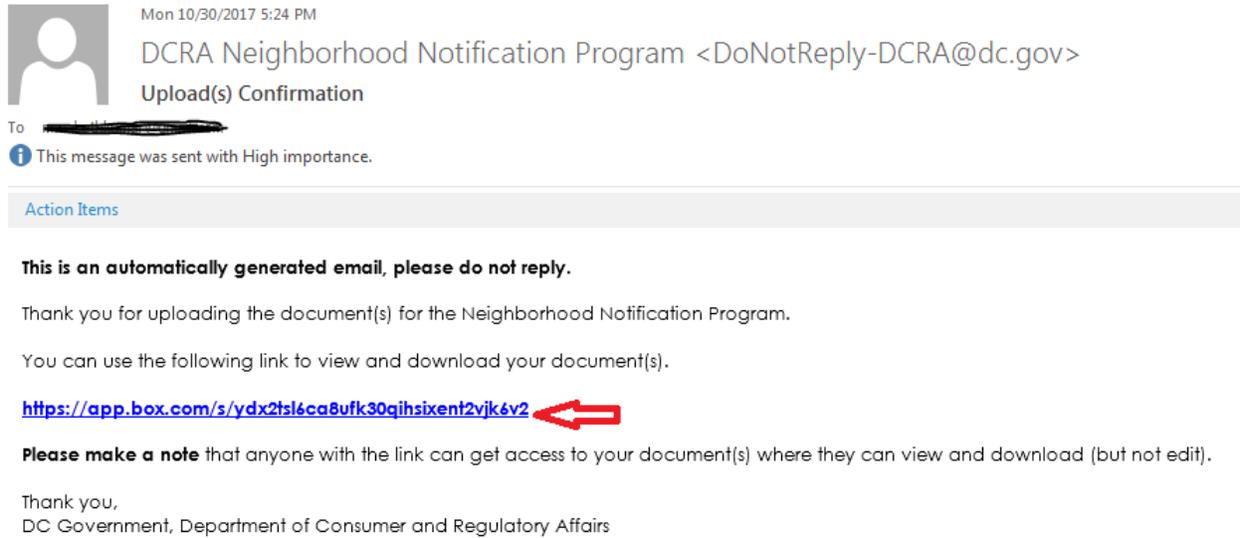


Figure 10



Neighborhood Notification Tool

If you have any questions about this User Manual or the Neighborhood Notification Tool, please call DCRA at (202) 442-4589.

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