



## Permit Application Enhancements Frequently Asked Questions

- 1) Are the Contractor, Subcontractor, and registered design professional information required for permit application submission?**  
No, the Contractor, Subcontractor, and registered design professional Information are not required at the time of permit application submittal. However, please provide them as soon as possible to avoid any delay on your permit application process as no permit can be issued without this information.
- 2) When will I need to provide the Contractor, Subcontractor, and registered design professional information?**  
The Contractor, Subcontractor, and registered design professional information must be provided before a Permit is issued. There will be reminders during the plan review process.
- 3) Can I edit the Contractor, Subcontractor, and registered design professional information in the permit application anytime while the project is under review?**  
Yes, the permit application can be edited to include the Contractor, Subcontractor, and registered design professional information before the permit is issued.
- 4) Are Licenses for the Contractor, Subcontractor, and registered design professional required?**  
Yes, the Contractor, Subcontractor, and registered design professional must be licensed in the District of Columbia.
- 5) I am the Homeowner; can I be listed on the permit application as the Contractor responsible for the project?**  
Yes, the Property Owner can be listed as the Contractor for the project.
- 6) I submitted my permit application before September 28<sup>th</sup>, is my application subject to the new requirements that become effective September 28<sup>th</sup>?**  
No, the new requirements that are effective September 28<sup>th</sup> will only apply to new applications submitted on or after September 28<sup>th</sup>.
- 7) When will I be required to provide the Estimated Cost of Construction?**

The Estimated Cost of Construction is required at the time of application submittal and supporting documentation should be uploaded to the system.

**8) When will I be required to provide the signed construction contract(s)?**

Signed construction contract (s) are required before the Permit is issued for validation. No permit will be issued without signed construction contract(s).

**9) How is my fee being assessed for my permit application?**

The cost of your permit application is based on the entire cost of your construction project. Please visit [permit fee structure](#) on DCRA's website. The first fee payment is 50% of your fee portion based on the permit fee structure using your estimated cost of construction. The remaining fee balance is based on the cost of your signed construction contract(s).

**10) Will the new requirements effective June 22<sup>nd</sup> apply to Supplemental/Trade Permit?**

No, the application intake process will not change for the Supplemental/Trade Permit.

**11) If I cannot find my Architect, Engineer, Interior Designer or Supplemental Trade License on the Occupational and Professional Licensing Administration (OPLA) Database, what can I do to locate and verify License information?**

The [OPLA Business License Verification Database](#) includes the most up to date license information and it is updated nightly for your convenience. If you do not locate the license on the database, please contact your design professional who should contact OPLA to ensure that their license is in an active status. OPLA can be contacted at (202) 442-4320 or [dcra.dcropla@dc.gov](mailto:dcra.dcropla@dc.gov).

**12) I believe that my application does not require a License Professional. How will this change affect my application submittal process?**

If you are proposing interior layout construction of your home and a License Professional is not required. You will be directed to select another option that will allow you to complete that portion of the application.

**13) Can I now submit the Raze Application online?**

Yes, the application can now be processed online through the application intake process. Please "select" Raze as the Application Type.