



Government of the District of Columbia  
Department of Consumer and Regulatory Affairs

## PROJECTDOX APPLICATION PRESCREENING GUIDE

The purpose of this document is to assist you through the ProjectDox application prescreening process. During the application submittal and prescreening process, you will be required to identify and provide necessary documents for plan review. Please note that your prescreening requirements are based on your application type and description of work. The frequently asked questions section of this guide will answer questions you may have about this process.

### General

1. Indicate the address of work on all plan sheets.
2. Provide a cover sheet that indicates the address of work, scope of work, building codes applied to the plans, and an index.
3. Provide a minimum 3x3 clear space on the upper, most, far-right corner of all plan sheets.
4. Name files to include the actual sheet number and description (i.e., "A001 Cover Sheet.")
5. All commercial plans must bear the seal and signature of a design professional licensed in the District of Columbia.
6. All residential structural plans must bear the seal and signature of a professional engineer licensed in the District of Columbia.
7. New residential buildings require all plans to bear the seal and signature of a licensed professional of the District of Columbia.
8. All drawings uploaded into the "drawings folder" should be uploaded separately.
9. All drawings must be oriented to the upright landscape position.
10. If your project has been assigned to DC Water you are required to reach out to them directly to prompt the DC Water review, as well as to check if any additional information is required. DC Water can be reached at (202)646-8600.

### Most Common Supporting Documents

1. [DC Surveyor's Plat](#) is required for new buildings, construction and equipment outside of the existing structure.



- Provide a DC Surveyor's Plat, issued no more than 2 years ago, signed by the DC Office of the Surveyor and property owner or authorized agent.
  - You must show all existing structures and any new construction or external equipment. Upload the plat into the "Supporting Documents" folder.
  - **For assistance, or more information, please contact the DC Office of the Surveyor at 202-442-4566.**
  - Plats can be ordered online at [Office of the Surveyor](#)
2. Neighbor Notifications give notice of construction to adjacent properties and are required for any alteration, repair, additions to structure, party walls, chimneys, underpinning or similar work adjacent to the property.
- Provide a proof of notification (i.e., certified mail receipt).
  - Complete the [Neighbor Notification Form](#).
3. [Energy Verification Worksheet \(EVS\)](#) is submitted in the official plan set when applying for a building permit.
- The EVS provides a transparent and consistent method of communication between the designers, code reviewers, and inspectors to show compliance with the DC Energy Conservation Code.

**NOTE : Structural certification forms are no longer accepted by DCRA.**

## Permit Types

- Addition Alteration & Repair is an extension or increase in the building area, aggregate floor area, number of stories, or height of a building or structure (i.e., a newly constructed enclosed space).
- Tenant layouts are for the first-time occupancy of a "new building" space. Please provide a copy of the previously issued building permit for a "new building" or "addition." Upload the permit into the "Supporting Documents" folder.
- Foundation Permits are for foundation to grade work for a new building only. Can't include underpinning or sheeting & shoring.
- Garage Permits are for the construction of a new detached garage. For residential projects, if there is a second story accessory unit or if the NEW garage will include a bathroom, the permit type should be "New Building".



## Timelines

- Prescreening – Takes up to 2 business days from the time the applicant completes the task in ProjectDox.
- Plan Review Cycles – DCRA's goal is to complete the first review cycle within 30 business days from the time the project completes the prescreening phase, and 10-15 business days for all other review cycles.
- Are you ready to submit the project to DCRA for prescreening? Then you must "complete the task" which is often mistaken for "Save & Close". "Completing the Task" action sends the project into our active queue.

## Instructions to Submit to Prescreening for the First Time:

1. Log into ProjectDox
2. Select project number
3. Select "Workflow Portals"
  - Look for Header labeled "Task"
4. Select "Applicant Upload"
5. Fill in the "Invite Project Owner" information
  - Indicate your information if you do not have the owner's information
  - Select "Invite"
6. Select "Upload Complete - Notify Jurisdiction"
7. Project should show as "No Task Available at this time"

## Common Terms

- Complete the Task – This action sends the project back to the DCRA active queue
- HFC – Held for Corrections followed by reviewer comments

## Accessing Reports and Checking the Status

1. Select the "Project Reports" Tab then select one of the following reports:
  - Prescreening Report – is a list of prescreening comments
  - Routing Slip Report – is a timestamp of all actions taken on the project
  - Department Review Status Report – is a detail status of the project status it shows disciplines assigned to, the status, and any comments to be addressed



## Review Response Format

Response to reviewer's comments must be submitted with a response letter. The letter should be formatted by discipline, and include the reviewer's comment(s) a "Response:" as to how the comment was addressed and the sheet number the comment was addressed on. See example below.

<b>Discipline</b>	<b>HFC Comment</b>	<b>Response</b>	<b>Sheet #</b>
Electrical	<b>DCMR 12A 106.1.7</b> the applicant shall provide plans and schedules with detail and clarity. A photo of an electrical panel will not be acceptable in place of an electrical panel schedule.	Electrical panel schedules submitted	E101

## Questions?

For questions, please contact DCRA, Plan Review Coordinator by emailing [dcra@dc.gov](mailto:dcra@dc.gov) and referencing Prescreen Review.