



RAZE APPLICATION INSTRUCTIONS & GENERAL INFORMATION

- ✓ In order to raze a building, the Property Owner or Contractor must first get a Raze Permit, which starts the process of utility disconnections and further regulatory approvals.
- ✓ The Owner or Contractor must get a Raze Permit, which approves the razing method and certifies that the utilities have been properly disconnected.
- ✓ Razing a building before you get a Raze Permit is a violation of the Construction Code (DCMR 12) -- and can result in significant fines and penalties.
- ✓ Raze Permit fees are assessed based on information you provide (cubic feet of structure to be razed); any fee adjustment necessary after field inspection will be assessed on issuance of the Raze Permit.
- ✓ Sidewalk deposits and/or tap bills may be required before Raze Permit issuance. Contact DDOT's Public Space Management Administration at (202) 442 - 4670 to get more information.
- ✓ Get the soil erosion package for Raze Contractors from DDOE's Soil Erosion Unit, you can visit the contact provided on page 4, to prepare your raze operation plan.
- ✓ A plumbing supplemental permit, obtained by a plumber Registered and Licensed in the District of Columbia, is required for any water/sewer line cap.
- ✓ Fees are required for abandonment of the water/sewer services in the public easement (paved road).
- ✓ You must pay any outstanding water bills before a Raze Permit can be issued.
- ✓ You are required to obtain a sign-off by any adjacent property owners when the raze involves party walls.

RAZE PERMIT APPLICATION PROCESS

1. To submit your Raze permit application, log onto your Access DC account and select Raze Permit to begin the process. Once you have answered all required questions, please be sure to upload the following:
 - a. Current Certificate of Insurance – General Liability
 - b. Photo(s) accurately depicting premises
2. DCRA staff will prepare and give letters to the applicant for the Historic Preservation Review Board and/or the US Commission of Fine Arts, if applicable. The applicant must get the necessary approvals and submit them to the Permit Division.
3. Payment of the Raze Permit fee is required. Fee calculation is based upon the volume of the structure in cubic feet times .02.
4. DCRA staff will prepare and issue clearance letters to the applicant for these agency approvals/sign-offs:
 - DCRA Plumbing Inspection DDOT Public Space
 - PEPCO - Utility cut off
 - Verizon Telephone Co - Utility cut off
 - Washington Gas - Utility cut off
 - WASA - Sewer/Water line Cut Public
 - DCRA Zoning Administrator - Overlay Impacts on Site
 - DDOE Asbestos Abatement
 - DDOE Soil Erosion Control
 - DCRA Construction Inspection
 - DOH Vector Control
5. The applicant is responsible for submitting clearance letters to required agencies, paying any required fees to the agencies, getting written approvals, and returning the originals to DCRA. **Clearance approved letters No older than 6 months**
6. Before DCRA will issue a Raze Permit, the building(s) must be unoccupied. If the building is still occupied, DCRA will accept and process the Permit Application, but will not issue the Permit until the applicant notifies the Permit Division that the building is vacant.

7. After the applicant has provided all required approved clearance letters, vacated the property, and paid any additional fees as determined by the field inspection, DCRA will issue a Raze Permit granting the applicant the authority to raze the structure by the razing method specified in the application.
8. Clearance approved Letters can't be older than 6 months and the DOH (Vector control) can't be older than 30 days.

NOTE: DCRA will not issue any Raze Permits before the end of the applicable 30-day Advisory Neighborhood Commission (ANC) notification period.

Raze Permit Agency Contacts

AGENCY	DIVISION	CONTACT PERSON	PHONE	EMAIL
DCRA	Inspections (Construction & Plumbing)	Andrea Sumner	(202) 442-9557, <i>option 6 for a representative</i>	Andrea.Sumner@dc.gov
DCRA	Office of Zoning Administrator	Ms. Evon Epps	(202) 442-4576	Evon.Epps@dc.gov
DC Water	Water/Sewer		(202) 646 - 8600	
DOEE	Asbestos	Ralph Knatt	(202) 535 - 2998	Ralph.Knatt@dc.gov
DOEE	Soil Erosion	Saba Gharavi Nykia Barnes	(202) 336 – 2549 (202) 309 - 5812	Saba.Gharavi@dc.gov Nykia.Barnes@dc.gov
DDOT	Public Space	Tiffany Tenbrook Courtney Williams	(202) 907 - 7224 (202) 481 – 3493	Tiffany.Tenbrook@dc.gov Courtney.Williams@dc.gov
DHCD	Rental Accommodation & Conversion	Lauren J. Pair	P (202) 442-9505 F (202) 645-5870	Lauren.Pair@dc.gov
DOH	Vector Control	Jermaine Matthews Donna Bennett	P (202) 442 - 5864 C (202) 309 - 3156 (202) 535 - 1954	Jermaine.Matthews@dc.gov Donna.Bennett@dc.gov
Office of Planning	Historic Preservation Office	Bruce Yarnell	(202) 442 - 8850	Bruce.Yarnall@dc.gov
PEPCO	Pepco Distribution Engineering		P (202) 331 – 6237 F (202) 388 - 2721	
Verizon	Verizon	Linda Smith	(240) 970 - 6271	Linda.a.smith@verizon.com
Washington Gas	Service Abandonments		(703) 750 - 4750	svacabandments@washgas.com

Note: Please get your plumbing permit for your cut and cap before scheduling your plumbing inspection. Call for inspection at (202) 442-9557, option code 490 for automated scheduling.

Please note once all Raze letters have been signed by all agencies, you must then contact the Inspection and Compliance Administration at (202) 442-9557, option code 170 to schedule for your inspection and to get your Construction Branch letter signed.