



STOP WORK ORDER APPEAL MEETING REQUEST

Under Title 12A, DC Municipal Regulations, § 114.11, you have the right to appeal the Stop Work Order (SWO) on your property. You must complete and file this form within **15 calendar** days after the posting of the Stop Work Order. If you do not file this form within 15 days you forfeit your right to have your case reviewed by an Administrative Reviewer, and your case will be forwarded directly to the Office of Administrative Hearing for adjudication. To request a meeting with an Administrative Reviewer please mail, email, or hand-deliver this appeal to the Administrative Reviewer.

Stop Work Order
 Administrative Reviewer
 DCRA Inspections Division
 1100 4th Street, SW, 4th Floor
 Washington, D.C. 20024 202-442-8936
dcraillegalconstruction2@dc.gov

The Administrative Reviewer will contact the property owner or agent directly within five (5) business days of receiving your Stop Work Order Appeal Request, to schedule an in person meeting to review your Stop Work Order. At this meeting the Administrative Reviewer shall affirm, modify, or reverse the Stop Work Order. Please make sure to bring any proof (drawings, plans, or permits) to justify the work that was being performed at the time of the Stop Work Order.

Under Title 12A, DC Municipal Regulations, § 114.11.1 if the Administrative Reviewer denies or takes no action on your appeal within ten (10) working days of receiving it, you may appeal to the DC Office of Administrative Hearings (OAH). You may hand deliver or mail your written request for a hearing to: Office of Administrative Hearings, One Judiciary Square, 441 4th Street, N.W. Washington, D.C. 20001. Email: oahfiling@dc.gov or telephone 202-442-4789.

Under Title 12A, DC Municipal Regulations § 114.11.2: The filing of an appeal does not stay the effect of a Stop Work Order. NO WORK may occur at this property without the written consent of the Administrative Reviewer. A Limited Work Authority to work may be requested to secure and/or clean the property. Any person found at the property while the Stop Work Order is in effect, is subject to removal and/or arrest for trespassing.

Property Address:		Date of Stop Work Order:
Property Owners Name:		Owners Phone #:
Property Owners Address:		Owner E-mail:
Agent's Name (If Applicable):	Agent's E-mail:	Agents Phone #:
Owner/Agent Signature	<input type="checkbox"/> Owner <input type="checkbox"/> Agent	Date Request Submitted:
DCRA Staff Intake (Official Use Only)		
Print Name:	Signature:	Date Request Form Received: