



## Permit Application Enhancements Frequently Asked Questions

### 1) **When do the changes take effect?**

Effective June 29, 2019, documentation supporting the estimated construction value is required at application submission, and contractor, subcontractor, and registered design professional information is required prior to permit issuance.

### 2) **I submitted my permit application before June 29, 2019. Is my application subject to the new requirements that become effective June 29, 2019?**

No, the new requirements that are effective June 29, 2019 will only apply to new applications submitted on or after June 29, 2019.

### 3) **Will the new requirements effective June 29, 2019 apply to supplemental/trade (mechanical, electrical, or plumbing) permits?**

No, the application intake process will not change for supplemental/trade permits.

### 4) **When will I be required to provide the estimated construction value?**

The estimated construction value is required at the time of application submittal and supporting documentation must be uploaded to the system at that time.

### 5) **What are the acceptable documents for the estimated construction value?**

The following are accepted:

- Signed itemized letter from the design professional with company's letterhead;
- Formal contractor's estimate;
- The RS Means Report; or
- Fully executed construction contract.

**6) Is the contractor, subcontractor and registered design professional information required for permit application submission?**

No, the contractor, subcontractor, and registered design professional information is 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 processing as no permit will be issued without this information.

**7) 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.

**8) 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.

**9) 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.

**10) I am the homeowner; can I be listed on the permit application as the contractor responsible for a building permit?**

Yes, the property owner can be listed in the permit application as the contractor responsible for a building permit. However, the property owner cannot be listed as the contractor responsible for the supplemental/trade (mechanical, electrical or plumbing) permits.