



**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**APPLICATION FOR**  
**RAZE PERMIT AND/OR SUPPLEMENTAL RAZING OPERATIONS PERMIT**

Please type or print legibly in ink. Provide **detailed information**. Write N/A (non-applicable) for items that do not apply. Erasing, crossing out, whiting out, or otherwise altering any entered information will **void this application**. The owner of record must sign the application with an original signature. Applicable code sections are in the 2003 DC Building Code Supplement Chapter I § 107.2.4 107.2.10 (5), and 110.1.

Application Date: \_\_\_\_\_

**1. INFORMATION ON PROPERTY**

1. Address of Proposed Work	2. Quad	3. Ward	4a. Square	4b. Suffix	5. Lot
-----------------------------	---------	---------	------------	------------	--------

**2. APPLICANT INFORMATION**

6. Property Owner	7. Complete mailing address (include zip)	8. Phone Number(s)	9. Email
10. Agent/Contractor for Owner (if applicable)	11. Complete mailing address (include zip)	12. Phone Number(s)	13. Email

**3. TYPE OF PERMIT**

14. Check all that apply:

Raze Permit     
  Supplemental Razing Operations Permit

**4. DESCRIPTION OF BUILDING**

15. Description of Building to be Razed (e.g., two story brick single family dwelling)			16. Existing Number of Stories of Bldg:
17. Use(s) of Property (specifically indicate if any use is residential.)		18. Materials of Building (brick, wood, etc.)	
19. Bldg Length (ft)	20. Bldg Width (ft)	21. Bldg Height (ft)	22. Bldg Volume (cu ft) (L x W x H)

**OFFICIAL USE ONLY**

**SECTION A. RAZE PERMIT**

23. Raze Contractor's Name		24. Contractor's Address (including zip code)		25. Contractor's Phone	
26. Historic District?	<input type="checkbox"/> Yes <input type="checkbox"/> No	33. Raze Contractor Signature			
27. Fine Arts District?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
28. Raze Entire Building?	<input type="checkbox"/> Yes <input type="checkbox"/> No	34. Property Owner Signature			
29. Building Condemned?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
30a. Party Wall?	<input type="checkbox"/> Yes <input type="checkbox"/> No	30b. If yes, adjacent property owner signature is required. -----			
31. Building Vacant?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Building must be vacant before Supplemental Raze Operations Permit issuance.			
32. Public Space Vault?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Official Use Only</b>			
		Fee	By	Date	

**SECTION B. SUPPLEMENTAL RAZE OPERATIONS PERMIT**

35. Raze Contractor's Name		36. Contractor's Address (including zip code)		37. Contractor's Phone	
38. Plumber's Name		39. Plumber's License Number		40. Raze Method (ball, bulldozer, by hand, etc.)	

1. You must submit a Certificate of Insurance covering the raze operation/contractor– unless the building you plan to raze is an accessory building 500 square feet or less in area and not more than one story, wholly detached from any other building on the same or adjoining premises.

2. The Certificate should:

- Show the holder of the insurance as: Deputy Director, Permit Division, 941 North Capitol St NE, Washington, DC 20002
- Include a 30-day advance notice cancellation clause.
- Include these amounts of insurance coverage: Bodily Injury, \$100,000; Aggregate, \$300,000; and Property Damage, \$100,000.
- State that the insurance covers "Razing Operations in the District of Columbia," if the scope of the insurance is for blanket coverage.
- If the insurance is for one specific address only, state that, "Razing Operations at \_\_\_\_\_"  
**(address of raze operation)**

41. Insurance Company		42. Policy or Certificate No.		43. Expiration Date	
44. Historic District?	<input type="checkbox"/> Yes <input type="checkbox"/> No	52. Raze Contractor Signature			
45. Fine Arts District?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
46. Raze Entire Building?	<input type="checkbox"/> Yes <input type="checkbox"/> No	53. Property Owner Signature			
47. Building Condemned?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
48a. Party Wall?	<input type="checkbox"/> Yes <input type="checkbox"/> No	47b. If you answer yes, adjacent property owner must sign here. -----			
		47c. Any raze permit application for a building(s) involving party walls must include 2 copies of a plan that shows how the party wall(s) will be protected.			
49. Building Vacant?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Building must be vacant before Supplemental Raze Operations Permit issuance.			
50. Public Space Vault?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Official Use Only</b>			
51. Asbestos in Building? If yes, indicate location:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Fee	By	Date	



**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**APPLICATION FOR**  
**RAZE PERMIT AND/OR SUPPLEMENTAL RAZING OPERATIONS PERMIT**  
**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 also get a **Supplemental Razing Operations Permit**, which approves the razing method and certifies that the utilities have been properly disconnected.
- Razing a building before you get a **Supplemental Razing Operations 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; any fee adjustment necessary after field inspection will be assessed on issuance of the **Supplemental Razing Operations 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, located in the Permit Center and 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.
- You must pay for water/sewer cut off services in the public easement (paved road).
- You must pay any outstanding water bills before a Raze Permit can be issued.

**RAZE PERMIT APPLICATION PROCESS**

**Raze Permit**

1. Complete Areas 1-4 and Section A of the application and submit:
  - a. Certification for Raze Permit Application
  - b. Current Certificate of Insurance – General Liability
  - c. Environmental Intake Form (EIF)
  - d. Photo(s) accurately depicting premises
2. For residential property, DCRA staff will prepare and forward clearance letters to the Rent Administrator for review and approval.
3. DCRA staff will prepare and give letters to the applicant for the Historic Preservation Review Board (HPRB) and/or the US Commission of Fine Arts, if applicable. The applicant must get the necessary approvals from HPRB and the Commission of Fine Arts and submit them to the Permit Division.
4. You must pay the Raze Permit fee. Fee calculation is based upon the volume of the structure in cubic feet times .02.
5. Each Raze Permit will show these conditions: "Restrictions: No razing operations shall start until the Owner has a Supplemental Razing Operations Permit."

**Supplemental Razing Operations Permit**

1. The applicant must complete Section B of the application.
2. DCRA staff will prepare and issue clearance letters to the applicant for these agency approvals/sign-offs:
 

DCRA Construction Inspection	DOH Vector Control	Washington Gas - Utility cut off
DCRA Plumbing Inspection	DDOT Public Space	WASA - Sewer/water line cut
DDOE Asbestos Abatement	PEPCO - Utility cut off	DCRA Zoning Administration - Overlay impacts on site
DDOE Soil Erosion Control	Verizon Telephone Co - Utility cut off	
3. You are responsible for submitting clearance letters to required agencies, paying any required fees to the agencies, getting written approvals, and returning the originals to DCRA.
4. Before DCRA will issue a Raze Operations 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.
5. 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 Supplemental Razing Operations Permit granting the applicant the authority to raze the structure by the razing method specified in the Application.

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



GOVERNMENT OF THE DISTRICT OF COLUMBIA
CERTIFICATION FOR RAZE PERMIT APPLICATION

This certifies that \_\_\_\_\_ (referred to as Owner) owns the property at \_\_\_\_\_ (Legal Name of Property Owner) and that the person signing below has the legal authority to execute this Certification (Property Address)

and to make the representations and certifications below, on behalf of the Owner:

I am applying for a Raze Permit and intend to apply for a Supplemental Razing Operations Permit.

I understand that the Raze Permit does not authorize any raze activity on the Property and that DCRA must grant me a Supplemental Razing Operations Permit before I can start any raze activity or operations.

I understand that a Raze Permit merely allows me to go to the next step in the raze process -- to get the required clearances and releases for a Supplemental Razing Operations Permit.

If I do not have a Raze Permit and a Razing Operations Permit before I start any activity or operations to raze the structure, I will be subject to criminal or civil penalties under District of Columbia laws.

\_\_\_\_\_ (Initial here to certify that you have read and understand this paragraph)

A. Use of Property as Housing Accommodation

I hereby certify that the structure to be razed \_\_\_\_\_ a housing accommodation. (is/is not)

If the structure is a housing accommodation, complete Section B. If the structure is not a housing accommodation, skip to Section C and the signature block.

B. Additional Provisions Applicable to Razing of "Housing Accommodations"

I agree, in accordance with DC Official Code (DCOC) §§ 42-3506.02(a)-(b) and 14 DCMR § 4400.2, not to use the permits to:

Demolish any housing accommodation or rental unit for the purpose of constructing or expanding a hotel, motel, inn, or other transient residential accommodation.

Construct or expand a hotel, motel, inn, or other transient residential occupancy on the site of a housing accommodation or rental unit demolished after July 17, 1985.

\_\_\_\_\_ (Initial here to certify that you have read and understand this paragraph)

I acknowledge that I must comply with the requirements in the "Tenants Opportunity to Purchase Act," codified in DCOC § 42-3404.02, et seq., and in subchapter VII of the "Rental Housing Act," codified in DCOC §§ 42-3507.01 to 42-3507.03 with implementing regulations in 14 DCMR § 4401. These requirements include, but are not limited to:

Providing tenants with an opportunity to purchase the housing accommodation, via a written copy of an offer for sale, before issuing a Notice to Vacate for purposes of demolition or discontinuance of housing use.

Providing tenants with a 180-day Notice to Vacate that complies with and notifies each tenant of his/her potential right to relocation assistance.

\_\_\_\_\_ (Initial here to certify that you have read and understand this paragraph)

C. Execution and Certification Applicable to All Applicants

I certify that I have read and understand the requirements in this certification and that any representations I made here are true and accurate to the best of my knowledge. If I fail to follow the above requirements, I acknowledge that this application, and any permits issued as a result of it, may be revoked under DCRA's authority and discretion. I acknowledge that I have been advised that failure to get a Supplemental Razing Operations Permit before I start operations to raze the structure may subject me to criminal and/or civil penalties.

Name of Owner: \_\_\_\_\_ (Print Name of Owner)

Signature: \_\_\_\_\_

Name of Agent: \_\_\_\_\_ (Print Name of Authorized Agent)

Signature: \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public in and for the District of Columbia, do hereby certify that \_\_\_\_\_, (Signatory) whose name is signed to this Certification with the date of the \_\_\_ day of \_\_\_, 20 \_\_\_, personally appeared before me in the District, the said Signatory is personally well known to me as the person who executed the said Certification, and acknowledged the same to be his act and deed. The Signatory did make oath that he has carefully read and fully understand the same; his execution was voluntary.

Given under my hand and official seal this \_\_\_ day of \_\_\_, 20\_\_.

\_\_\_\_\_ NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

**CONTACT PERSONS FOR RAZE PERMITS**

<b>AGENCY</b>	<b>DIVISION</b>	<b>CONTACT PERSON</b>	<b>PHONE NUMBER</b>
1. DCRA	Construction Inspection		202-442-9557
2. DCRA	Plumbing Inspection		202-442-9557
3. Department of the Environment	Asbestos Abatement		202-535-2257 202-535-1371 (f)
4. Department of the Environment	Soil Erosion	Robert (Tony) Gooden Charles Edwards	202-442-9518 202-442-6996
5. Department of Health	Vector Control	Anthony Cuff	202-535-1954
6. Office of Planning	Historic Preservation	David Maloney	202-442-7600
7. PEPCO		Sheila Anderson	202-872-3282 202-331-6234 (f)
8. Department of Transportation	Public Space		202-442-4670
9. Verizon		Terry Marcoux	301-595-6122 301-595-3227 (f)
10. Washington Gas		Kimberly Booker	703-750-4314 703-750-7570 (f)
11. Water & Sewer Authority (WASA)			202-442-4556
12. Office of the Zoning Administrator			202-442-4576