

**TO: THE DIRECTOR, DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS,
WASHINGTON, DC**

DATE _____

I hereby request the plans filed in your office under the name of _____
to (erect) (alter) the following structure, _____ Lot _____ Square _____
premises: _____ be processed as provided in Section 106.1.4.1 of the DC Construction
Codes Supplement of 2003 as amended, upon certification of the plans by who, to the best of my knowledge, is
a professional engineer, practicing in the field of structural engineering, and validly registered in the District of
Columbia.

Date _____ Signature _____ (Owner)

STRUCTURAL CERTIFICATION

I, _____, certify that I am a professional engineer practicing in
the field of structural engineering and duly registered in accordance with the provisions of Public Law 789 of
the 81st Congress, and approved September 19, 1950, and that such registration is in full force and effect and
has not been suspended or revoked, and I do further certify that to the best of my knowledge and belief the
structural portion of the attached plans pertaining to the above inscribed structure complies in every respect with
the applicable requirements of International Building Codes 2000, as amended by the DC Construction Codes
Supplement of 2003, with particular reference to strength, stresses, loads, stability and type of materials.

Signature _____
Registered Professional Engineer

Reg.No. _____

ACKNOWLEDGEMENT

I, _____, a notary public in and for _____

do hereby certify that _____ the person(s) who signed the foregoing certificate,
personally appeared before me in said _____ the said _____
be personally well known to me as the person who signed the certificate, and acknowledged the same to be
his/her act and deed.

Given under my hand and seal this _____ day of _____, 20____

Notary Public _____

My Commission Expires _____ (Seal)

TO: THE DIRECTOR, Department of Consumer and Regulatory Affairs, Washington, DC
Application has been made to (erect) (alter) the above-mentioned structure. Plans have been filed in accordance
with the procedure outlined in your instructions, and a directive as to whether these plans described above
should be processed without a structural check as provided in Section 106.1.4.1 of the DC Construction Codes
Supplement of 2003 as requested.

NOTED AND APPROVED FOR THE DIRECTOR
Department of Consumer and Regulatory Affairs

Structural Engineer

**INSTRUCTIONS TO STRUCTURAL ENGINEERS FILING STRUCTURAL PLANS
UNDER THE PROVISIONS OR SECTION 106.1.4.1 OF THE CONSTRUCTION
CODES SUPPLEMENT OF 2003 AS AMENDED**

1. Certifications will be accepted only from registered professional structural engineers certified by the District of Columbia Board of Registration for Professional Engineers.
2. The Director, Department of Consumer and Regulatory Affairs, may in his discretion, approve the structural portion of the plans for the erection or alteration of a building or other structure.
3. Applications with certified structural plans will be assigned for processing in chronological order along with other applications and plans. They will not be processed as a separate group, and certification shall not be used as a means of expediting an application through the Department.
4. Portions of plans not certified shall be checked as usual.
5. Each sheet of structural plans shall bear the signature of the certifying engineer under this statement: "Structural plans certified as provided in Section 106.1.4.1 of the DC Construction Codes supplement as amended to date," together with the engineer's seal firmly impressed or stamped thereon.
6. Those structural shop details and drawings necessary to complete the structural plans and design shall also bear the signature and seal of the certifying structural engineer.
7. Structural plans so certified shall be on separate sheets from those showing other phases of work, shall be complete in every detail when filed and certified, and shall comply with all the provisions of the International Building Code 2000, as amended and the DC Construction Codes Supplement of 2003, as amended. Provisions shall include, but shall not be limited to the following:
 - (a) Complete design with sizes, sections, and relative locations of various members, floor levels, column centers and beam spacing shall be dimensioned
 - (b) Column loads both for direct and bending stresses shall be tabulated
 - (c) Soil value used in design shall be indicated and reports of soil tests shown when required
 - (d) Live loads (uniform and concentrated) shall be shown
 - (e) Wind stresses when required by the DC Code shall be shown
 - (f) Working stresses of materials used in the design shall be indicated
 - (g) Method of design shall be indicated
 - (h) Layout analysis and stress diagrams of trusses shall be shown
 - (i) Special system of construction and types of materials which are not specifically covered by the regulations but which have been approved by the Director of DCRA, under authority given in the Code shall be shown
8. When structural plans are filed and certified under the provisions of Section 106.1.4.1 of the DC Construction Codes Supplement of 2003 as amended, and it is later found that these plans are in serious conflict with the provisions of the International Building Code 2000, as amended by the DC Construction Codes Supplement of 2003, the structural engineer who certified such plans will be referred to the Board of Registration for Professional Engineers, with the recommendation that appropriate action be taken as provided under Section 8, Paragraph (p) of the Professional Engineers Registration Act, Public Law 789, 81st Congress, approved September 19, 1950.

False statements or misrepresentation of facts on a permit application and or plans is subject to criminal penalties pursuant to DC law 22 – 2405.