**Permit Review Submission Log-In Sheet**

**Project Information**

**1ST Submission**  **Resubmission**  (If Resubmission, See Resub. Page two ONLY)

Project Address: Click here to enter text.

Project Name: Click here to enter text.

Square: Click here to enter text. Lot: Click here to enter text.

**Project Type (Check the Appropriate Type)**

1) **Approved Plan Revision (APR)**

An APR is defined as a new submission for any plan type previously reviewed and approved asking for a change in design SCOPE for any reason, or unforeseen FIELD circumstances that prevent the approved plan design from being executed.

2) **Home / Townhome / Residential not more than two units (HOME)**

A HOME is defined as a Small Residential or Townhome Project with 1 or 2 units ONLY per lot, with an existing or proposed water service connection of two inches in diameter or less and complies with the International Residential Code.

3) **Proposed Plan Review Large (PPRL)**

A PPRL is defined as a Large Non-Residential Project with an existing or proposed domestic water service connection of more than two inches in diameter, that complies with the International Building Code (IBC).

4) **Proposed Plan Review Small (PPRS)**

A PPRS is defined as a Small Commercial or Multi-Family Project with more than 2 units with existing, or proposed water service connection of two inches in diameter or less.(Fall under IBC)

5) **Raze (Large or Small Service Connection) (RAZE)**

A RAZE is defined as a plan to remove a structure and may include the abandonment and/or removal of DC Water service laterals and related equipment as part of a project demolition.

6) **Sheeting and Shoring and/or Foundation to Grade (SHEET)**

A SHEET is defined as a plan for the temporary support of an excavation in order to protect infrastructure within the zone of influence to allow for the construction of the Foundation to Grade superstructure.

7) **Water and Sewer Availability Letter (WSAL)**

A WSAL is a letter that identifies whether existing water and sewer service are available.

**Number of Metered Connections** Click here to enter text.

**Number of Units** Click here to enter text.

c) **Does Project include Fire Protection Sprinkler system?**  **Yes**  **No**

If Yes, Please Provide Fire Service Meter Size: \_\_\_\_\_\_\_\_\_\_

If fire Pump is utilized, please provide Pump Flow Rate (GPM). **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Permit Review Submission Log-In Sheet**

**Permit Coordination Contact Information**

(This is the person/entity submitting this plan set)

Engineer Expeditor Contractor Owner Other

Contact Person: Click here to enter text.

Company Name: Click here to enter text.

Address: Click here to enter text.

**Include Zip Code and City Quadrant where applicable.**

Phone Number: Click here to enter text.

Email (Print Legibly): Click here to enter text.

**Required 1st Submission Contents:**

1. Completed Project Log In Form YES NO
2. Completed Project Financial Declaration Agreement YES NO
3. Completed Project Submission Check List YES NO
4. Base Plan Submission Fee $140 (Large Projects Only, at this time) YES NO

$0 (Small Projects)

1. 2 Sets of Full Size Plans YES NO
2. Disc with .pdf of Full Plan Set YES NO

**All items listed above must be included in the submission or the application will not be accepted.**

**Required Re-Submission Contents:**

**PLEASE PROVIDE THE DC WATER TRACKING NUMBER HERE** Click here to enter text.

1. A copy of the review comments, with responses YES NO
2. 2 Sets of Full Size Plans revisions clouded YES NO
3. Disc with .pdf with revisions clouded YES NO

**All items listed above must be included in the submission or the application will not be accepted.**

**Thank you for your cooperation and together we build a better Washington, DC.**

**Project Financial Declaration Agreement**

**Project Financial Owner Information (Project Owner)**

**Note: This Contact information shall pertain to the entity or person(s) that will be financially responsible for all required payments and will be the entity to receive all refunds.**

Contact Person and Title: Click here to enter text.

Company Name: Click here to enter text.

Address: Click here to enter text.

Phone Number: Click here to enter text.

Email (Print Legibly): Click here to enter text.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby confirm the above contact information is accurate and that I am the Project Owner and accept the financial responsibility related to this project.

**Owner Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**IN WITNESS WHEREOF**, Project Owner(s), acting through its Authorized Signatory, has caused this Agreement to be executed as of the day and year written below.

Name:

Title:

Signature:

STATE OF: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )

) ss:

COUNTY OF: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a Notary Public in and for the aforesaid jurisdiction do hereby certify that , as Authorized Signatory representing Property Owner(s), personally appeared before me in said jurisdiction, the said Authorized Signatory being personally well known to me as the person who executed said Agreement and acknowledged the same to be his or her act and deed and the act and deed of Property Owner(s).

Given under my hand and seal this day of 20 .

|  |  |
| --- | --- |
| NOTARY PUBLIC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  My Commission Expires \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | [Notarial Seal] |