

**NOTIFICATION FORM**  
**SAFEGUARDS DURING CONSTRUCTION**

DATE: \_\_\_\_\_

OWNER: \_\_\_\_\_

ADJACENT OWNER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TEL: \_\_\_\_\_

TEL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Address of Proposed Work: \_\_\_\_\_

Section §3307.1 of the 2013 District of Columbia Building Code, 12 DCMR A (the “Building Code”) requires adjoining public and private property to be protected from damage during construction, alteration, repair, demolition or raze of a premises at the expense of the person causing the work. Protection must be provided for lots, and for all elements of a building or other structure, including, but not limited to, footings, foundations, party walls, chimneys, skylights, and roofs. Provisions shall be made to control water runoff and erosion during construction or demolition or raze activities.

Proper underpinning of existing adjoining or party walls which require underpinning must be provided in accordance with applicable sections of the Building Code.

Under Sections §3307.2 and §3307.3 of the Building Code, notification of the adjoining property owner is required for certain types of construction activities. A copy of Section §3307 of the Building Code is available online on the DCRA website at <http://dcra.dc.gov/page/regulations-dcra> or through the following online link:

[http://www.ecodes.biz/ecodes\\_support/free\\_resources/2013DistrictofColumbia/13Building/PDFs/Chapter%2033%20%20Safeguards%20During%20Construction.pdf](http://www.ecodes.biz/ecodes_support/free_resources/2013DistrictofColumbia/13Building/PDFs/Chapter%2033%20%20Safeguards%20During%20Construction.pdf)

**SCOPE OF WORK REQUIRING NOTIFICATION OF ADJACENT PROPERTY OWNER(S) (check as applicable):**

1. The proposed work involves the need to install structural support of an adjoining building or structure (e.g., underpinning of foundation) \_\_\_\_\_; or
2. The proposed work involves excavation on the owner’s property and the related need to support an adjacent property, including land and any buildings or structures located on the adjacent property (not including a public way) \_\_\_\_\_; or
3. The proposed work will impact the use or stability or structural support of a party wall or party line \_\_\_\_\_.

**Form of Notification Required**

Dear \_\_\_\_\_

My name is \_\_\_\_\_. (I am/we are) the owner of the property located at \_\_\_\_\_ which adjoins your property. Pursuant to Section §3307.2 and/or Section §3307.3 of the 2013 District of Columbia Building Code, Title 12 DCMR Subtitle A (the “Building Code”), (I am/We are) proposing to carry out work, as identified above, which requires notification to you as the adjacent property owner. This notification includes a copy of all *construction documents* which relate to the structural support of the adjoining building or other structure or to the structural support of the excavation, including any updates or amendments to the work plan that have been submitted with the permit application(s).



*1 This form has been provided by DCRA for the purpose of demonstrating a permit applicant's compliance with the notification and property access requirements of Section 3307 of the Building Code. Compliance with these requirements does not relieve a permit holder, or person causing the work, of any obligations or responsibilities under civil or criminal law to protect an adjoining property from damage.*

I/we have determined that the following specific measures need to be undertaken to protect the adjoining premises:

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Access to your property is hereby requested to install structural support or provide support for the excavation on my/our property:  
\_\_\_yes \_\_\_no.

You have 30 days from the date that this notification is delivered to object in writing on the grounds that the proposed work plan will not protect your adjoining property. The objection must include technical support for any claim that the proposed work plan will not protect your property. DCRA is authorized, but not required, to grant a reasonable extension of time to you if necessary to complete evaluation of the proposed work plan. Objections will be resolved pursuant to the process set forth in Section §3307.2.2.2 of the Building Code.

Any written objection must be delivered, with supporting technical documentation, to the owner at the address provided above. (Delivery by email is authorized.) A copy of any objection, with supporting technical documentation, must be provided to the Department of Consumer and Regulatory Affairs, by the owner seeking to undertake the work, at the following address:

**Chief Building Official**  
**Department of Consumer and Regulatory Affairs**  
**1100 4th Street SW, Third Floor**  
**Washington, DC 20024**

Email: \_\_\_\_\_

Within the same 30-day period, you must indicate in writing whether access to your adjoining premises is authorized (if such access is requested to install structural support or to provide support for the excavation) and the conditions, if any, of such access. If you expressly deny access for entry within 30 days after delivery of this notification, or if you fail to respond within the 30-day period, you will be deemed to have elected to make safe your own property without delay so as not to impede or materially delay the original construction. However, if you file an objection in accordance with Building Code Section §3307.2.2.2, you will not be required to decide whether or not access is granted to your adjoining premises, until the objection is resolved.

You should be aware that once a building permit is granted even if you fail to grant access or fail to respond to an access request, you shall be deemed to have authorized limited access to your property in the following circumstances:

1. Where a wall or foundation located on a party line or on the premises requires underpinning as a result of the proposed work;
2. Where I/we can provide the underpinning by undertaking the work from my/our property, even if the footing extends onto your property; and
3. Where extension of the footing is required to stabilize and support your building, and to avoid unreasonable delay in excavation and development of the permitted project.

Your written permission to provide underpinning for your adjoining structure is not required where the work will impact the use or stability or structural support of a party wall. In such situations, proper underpinning of existing adjoining or party walls which require underpinning will be provided by me/us in accordance with applicable sections of this code.

Please provide your response by completing the appropriate lines below, and providing your response within 30 days after delivery of this letter.

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

\_\_\_\_\_  
Signature of Owner

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**Adjoining Owner's Response**

Address of Proposed Work: \_\_\_\_\_

Adjacent Property Address: \_\_\_\_\_

I do not object to the proposed work plan \_\_\_\_\_.

Requested access to my property is:

Granted \_\_\_\_\_

Granted with Conditions \_\_\_\_\_

\*Denied \_\_\_\_\_

I object to the proposed work plan on the grounds that the proposed work plan will not protect my adjoining property, and I have attached technical support for my objection \_\_\_\_\_. Following resolution of my objection under Section §3307.2.2.2 of the Building Code, I understand that I will have an opportunity to decide whether or not access to my property will be granted.

\_\_\_\_\_ Date: \_\_\_\_\_  
Adjoining Owner's Signature

\*If access is denied, I understand that (1) I will be responsible for making safe my own property without delay so as not to impede or materially delay the proposed construction; and (2) limited access will still be authorized in the following circumstances  
(a) where a wall or foundation located on a party line or on my property requires underpinning as a result of the proposed work;  
(b) where the owner causing the work can provide the underpinning by undertaking the work from his/her/its property, even if the footing extends onto my property; and (c) where extension of the footing is required to stabilize and support my building, and to avoid unreasonable delay in excavation and development of the permitted project.