

# DCRA Plan Submission Checklist

Please complete this entire form prior to arriving at DCRA. To help to ensure quick and efficient processing, DCRA strongly recommends that this checklist be completed by someone familiar with the design details for the project (e.g. project architect or engineer).

You must indicate the following information when completing this form:

- Page number of the plan on which the item is shown. If the item is shown on multiple pages, please list all applicable pages; or
- If the item is shown on an attachment, rather than the plan:
  - For paper submissions - indicate the title of the document and the page number in the columns below
  - For electronic submissions - include the file name (e.g. See attached file “Tub Manufacturer Info on Structural Loading.pdf”) and the page number

NOTE: If an entire section (e.g. “Foundation”) is not applicable to the project, you must mark ALL of the Not Applicable (NA) boxes for that section.

## GENERAL REQUIREMENTS

- No Pencil Drawings
- No Red Ink
- No White Out or Tape
- Dimensions Given in Feet/Inches
- Scale is at Least 1/8 Inch = 1 Foot
- Sheet Size is at Least 21 x 30 Inches (Commercial) or 11 x 17 Inches (Residential)

| ALL PLANS MUST INDICATE  | PAGE # | NA                       | DCRA |
|--|--------|--------------------------|------|
| Code Year Used for Design  |        | <input type="checkbox"/> |      |
| Building Designer Name, Address, and Occupation  |        | <input type="checkbox"/> |      |
| Building Contractor’s License  |        | <input type="checkbox"/> |      |
| Code Analysis (i.e. Single Family Resident)  |        | <input type="checkbox"/> |      |
| Existing Work & Work to be Modified  |        | <input type="checkbox"/> |      |
| Safety Glazing Location  |        | <input type="checkbox"/> |      |
| Proposed Classification  |        | <input type="checkbox"/> |      |
| Distinction from Existing Construction   |        | <input type="checkbox"/> |      |
| Specific Scope of Work Indicated and Consistent with Scope of Work                       |        | <input type="checkbox"/> |      |
| Copy of Existing Certificate of Occupancy (if applicable)                                |        | <input type="checkbox"/> |      |
| All Components (Footings, Posts, Beams, Joists, Rafters, Framing, Trusses, etc.) Labeled |        | <input type="checkbox"/> |      |
| Lumber Sizes and Center Spacing  |        | <input type="checkbox"/> |      |
| Material Specifications (e.g. Grade and Species of Lumber, Steel Strength, etc.)         |        | <input type="checkbox"/> |      |

| FOUNDATION                      | PAGE # | NA                       | DCRA |
|---------------------------------|--------|--------------------------|------|
| Foundation Plan                 |        | <input type="checkbox"/> |      |
| Foundation Size and Depth       |        | <input type="checkbox"/> |      |
| Pier System Post Size & Spacing |        | <input type="checkbox"/> |      |

| FLOOR PLANS  | PAGE # | NA                       | DCRA |
|--|--------|--------------------------|------|
| Floor Layout for Each Existing and Proposed Floor  |        | <input type="checkbox"/> |      |
| Door and Window Sizes or Schedule  |        | <input type="checkbox"/> |      |
| Finishing Schedules  |        | <input type="checkbox"/> |      |
| Roof Plans Included Showing All Existing and Proposed Equipment                                    |        | <input type="checkbox"/> |      |
| Whirlpool/Jacuzzi/Oversized Tub Manufacturer’s Information Showing Structural Loading Requirements |        | <input type="checkbox"/> |      |
| Safety Glazing Location  |        | <input type="checkbox"/> |      |
| Pre-Fabricated Fireplace Manufacturer Design Specifications  |        | <input type="checkbox"/> |      |

| FRAMING   | PAGE # | NA                       | DCRA |
|---|--------|--------------------------|------|
| Floor Framing Plan  |        | <input type="checkbox"/> |      |
| Wall Bracing Method Shown w/ Location of Braced Wall Lines    |        | <input type="checkbox"/> |      |
| I-Joist System Manufacturer/Series                            |        | <input type="checkbox"/> |      |
| Roof Framing Plan or Identification of Pre-Engineered Trusses |        | <input type="checkbox"/> |      |

| <b>MECHANICAL/PLUMBING</b>  | <b>PAGE #</b> | <b>NA</b>                | <b>DCRA</b> |
|---|---------------|--------------------------|-------------|
| Location of Existing Systems Shown, Including Supply and Return, Exhausts, Registers, w/ Details and Specifications   |               | <input type="checkbox"/> |             |
| BTU Rates and Sizing Calculations Shown for HVAC systems and Grease Interceptors  |               | <input type="checkbox"/> |             |
| Complete Ductwork and Piping Layout Shown, Including Main and Branch Duct Sizes w/ Registers, CFM, and Air Balance Schedule   |               | <input type="checkbox"/> |             |
| Equipment, Appliance, and Fixtures Schedules w/ Sizing Calculations   |               | <input type="checkbox"/> |             |
| Floor Layout of Plumbing Shown Including: Cold/Hot Water Supply, Sanitary and Storm Sewers, Gas Lines, Pipe Sizes, and Specifications for New Installations/Relocations |               | <input type="checkbox"/> |             |
| Notes to Include Abbreviations, Symbols, Legend, and Key Reference  |               | <input type="checkbox"/> |             |
| Seal and Signature of Plumbing Engineer for New Designs and Sizing, Addition, Alteration  |               | <input type="checkbox"/> |             |

| <b>ELEVATIONS</b>  | <b>PAGE #</b> | <b>NA</b>                | <b>DCRA</b> |
|--|---------------|--------------------------|-------------|
| Front/Back/Sides with Window and Door Dimensions                     |               | <input type="checkbox"/> |             |
| Exterior Grade (Pre and Post-Construction) Accurately Shown          |               | <input type="checkbox"/> |             |
| Location of Building Height Measuring Point (BHMP) for Zoning Review |               | <input type="checkbox"/> |             |

| <b>DETAILS</b>  | <b>PAGE #</b> | <b>NA</b>                | <b>DCRA</b> |
|---|---------------|--------------------------|-------------|
| Section View from Foundation to Roof                            |               | <input type="checkbox"/> |             |
| Partition Schedules with Fire Rating and Test Numbers           |               | <input type="checkbox"/> |             |
| Building Cross-Sections with All Post, Joist, and Beams Labeled |               | <input type="checkbox"/> |             |

| <b>ENERGY</b>                          | <b>PAGE #</b> | <b>NA</b>                | <b>DCRA</b> |
|--|---------------|--------------------------|-------------|
| Insulation R-values or U-factors       |               | <input type="checkbox"/> |             |
| Energy Verification Sheet              |               | <input type="checkbox"/> |             |
| Fenestration $\mu$ Values/ SHGC Values |               | <input type="checkbox"/> |             |
| Lighting Power Density Calculations    |               | <input type="checkbox"/> |             |

| <b>FIRE PROTECTION</b>  | <b>PAGE #</b> | <b>NA</b>                | <b>DCRA</b> |
|---|---------------|--------------------------|-------------|
| Fire Separation and Fire Resistance Details   |               | <input type="checkbox"/> |             |
| Fire Protection Systems Details (e.g. Fire Alarms, Automatic Sprinklers, and Smoke Control) |               | <input type="checkbox"/> |             |

| <b>ELECTRICAL</b>  | <b>PAGE #</b> | <b>NA</b>                | <b>DCRA</b> |
|--|---------------|--------------------------|-------------|
| Floor Plans Showing Location of Service Equipment, Sub-Panels, and Transformers  |               | <input type="checkbox"/> |             |
| Riser Diagram Indicating Size of Services, Over-Current Protection, Feeders, Raceways, Fault Current (AIC), and Grounding Size |               | <input type="checkbox"/> |             |
| Lighting Layout  |               | <input type="checkbox"/> |             |
| Load Calculation for Service   |               | <input type="checkbox"/> |             |
| Service Panel  |               | <input type="checkbox"/> |             |
| Panel Schedules (e.g. Load Increases, Added Floors, etc.)  |               | <input type="checkbox"/> |             |

| <b>ZONING</b>   | <b>PAGE #</b> | <b>NA</b>                | <b>DCRA</b> |
|---|---------------|--------------------------|-------------|
| Four Copies of DC Surveyors Plat to Scale, Showing Existing and New Construction, and Roof Structures |               | <input type="checkbox"/> |             |
| Zoning Data Summary Sheet   |               | <input type="checkbox"/> |             |
| Supplemental Applications as Required   |               | <input type="checkbox"/> |             |
| Certification of Inclusionary Zoning (CIZC) Form and Filing Fee Receipt                               |               | <input type="checkbox"/> |             |
| Green Area Ration Exemption Form OR Landscape Checklist   |               | <input type="checkbox"/> |             |
| Parking Waiver w/ HPRB Approval   |               | <input type="checkbox"/> |             |
| Board of Zoning Adjustment (BZA) or Zoning Commission (ZC) Order with Certified Copies of Exhibits    |               | <input type="checkbox"/> |             |
| Reasonable Accommodation Form and Supporting Documents  |               | <input type="checkbox"/> |             |

| <b>EGRESS &amp; LIFE SAFETY</b>                       | <b>PAGE #</b> | <b>NA</b>                | <b>DCRA</b> |
|---|---------------|--------------------------|-------------|
| Egress Plans  |               | <input type="checkbox"/> |             |
| Egress Analysis Summary w/ Occupant Load Calculations |               | <input type="checkbox"/> |             |