



**District of Columbia - Department of Consumer and Regulatory Affairs**

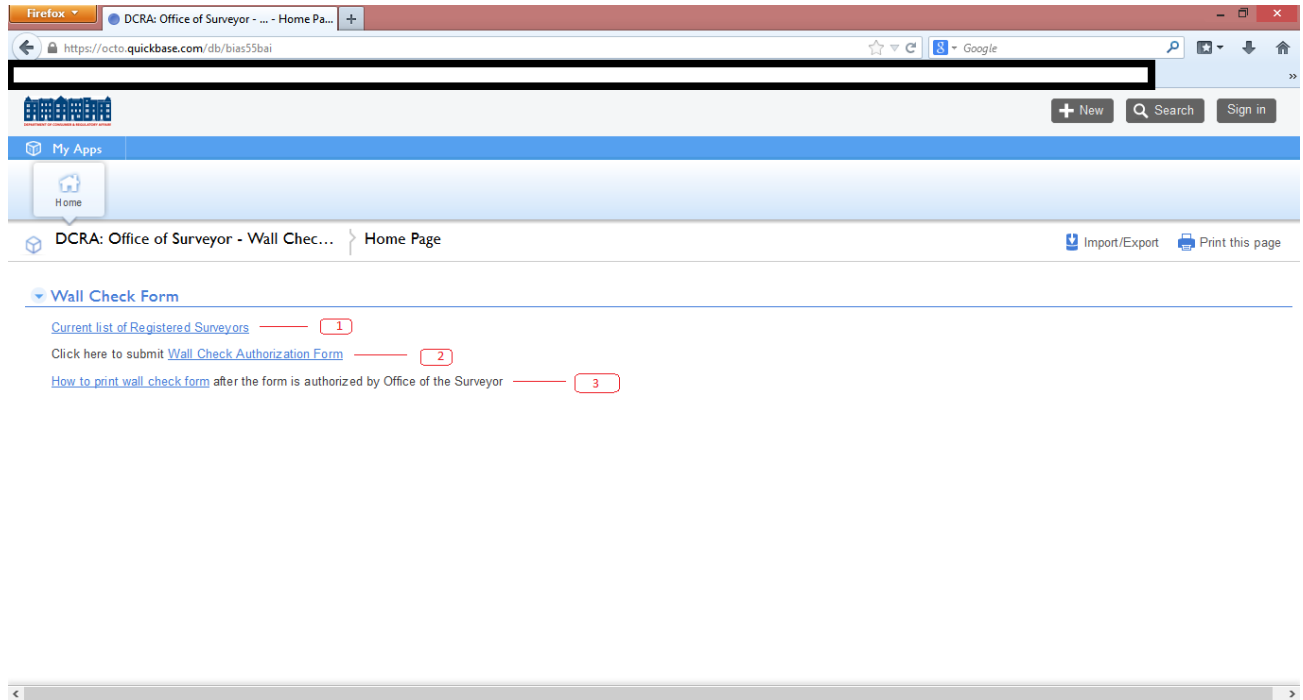
**Wall Check Online Application Form User Guide for Clients**

**Wall Check Online Application Form  
User Guide for Clients**

## 1) Getting started to submit Wall Check Form Online Application

### To log on to Application

- a) Open your web browser (Internet Explorer/Google Chrome/Mozilla Firefox)
- b) Go to the website: <https://octo.quickbase.com/db/bias55bai>
- c) Home page will appear



On the Home Page:

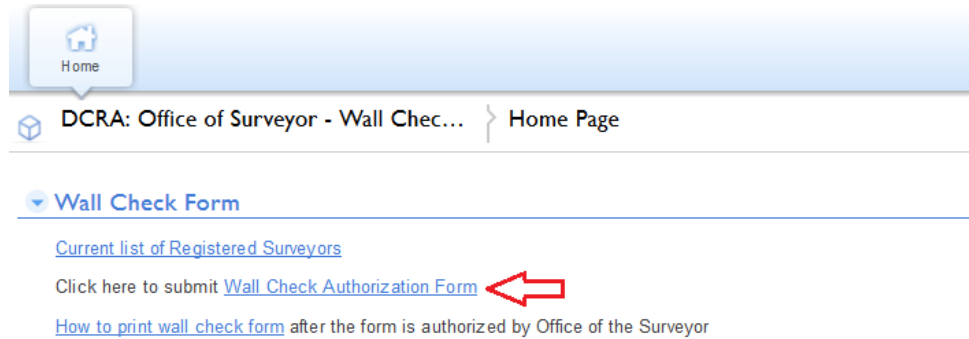
Click on #1 to see the list of Registered DC Surveyors.

Click on #2 to submit your wall check authorization form.

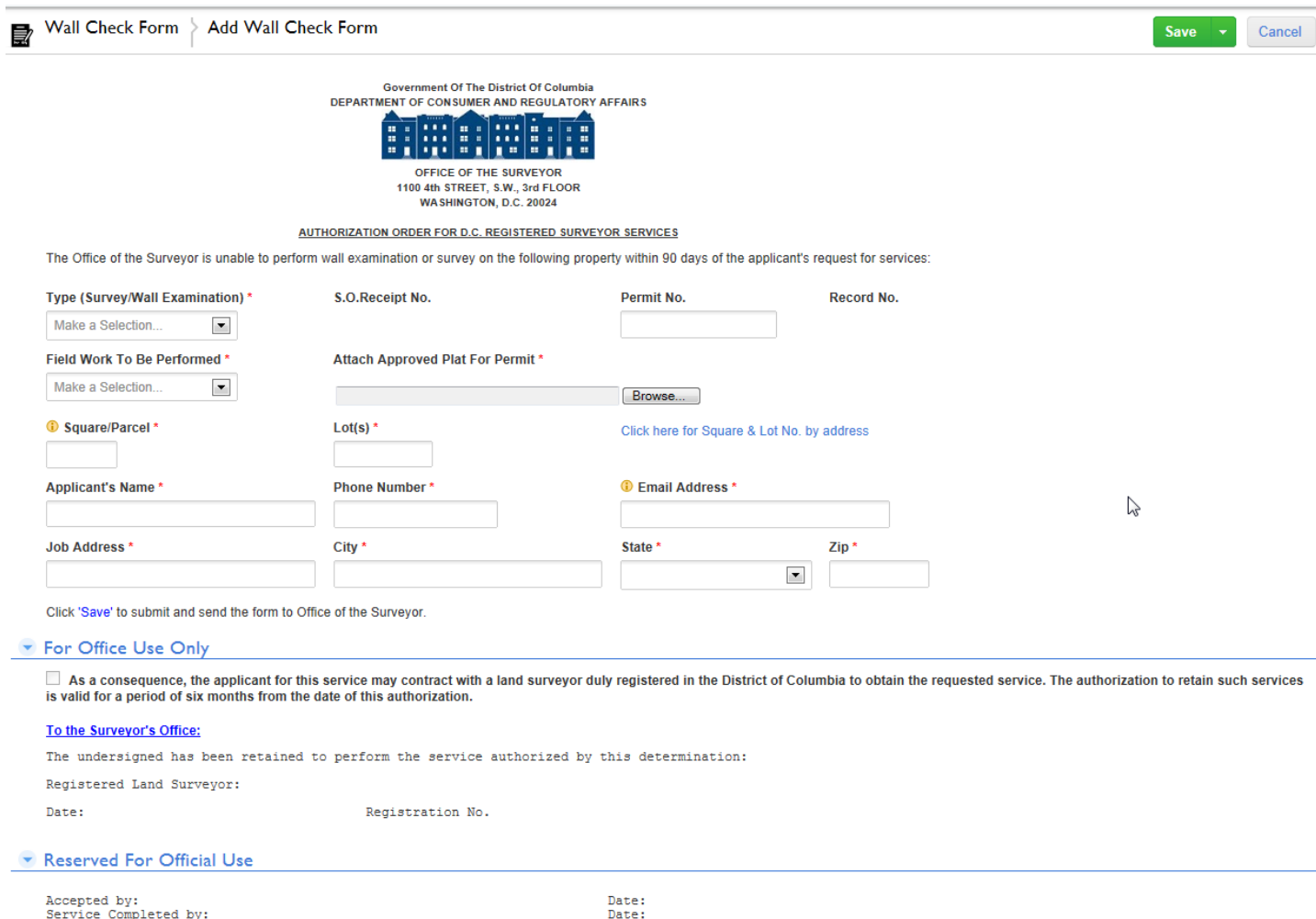
Click on #3 to see the instructions on how to print your authorized wall check form.

## **To submit Wall Check Form**

a) Click on "[Wall Check Authorization Form](#)"



b) Wall check form



\* Required field

c) Fill out information on the form and save the form.

Home

Wall Check Form

Add Wall Check Form

Government Of The District Of Columbia  
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS

OFFICE OF THE SURVEYOR  
1100 4th STREET, S.W., 3rd FLOOR  
WASHINGTON, D.C. 20024

AUTHORIZATION ORDER FOR D.C. REGISTERED SURVEYOR SERVICES

The Office of the Surveyor is unable to perform wall examination or survey on the following property within 90 days of the applicant's request for services:

Type (Survey/Wall Examination) *	S.O.Receipt No.	Permit No.*	Record No.
Wall Examination		12345	

Field Work To Be Performed *	Attach Approved Plat For Permit *
Addition To Existing Building	<input type="button" value="Browse..."/>

① Square/Parcel *	Lot(s) *	<a href="#">Click here for Square &amp; Lot No. by address</a>
0014	0073	

Applicant's Name *	Phone Number *	① Email Address *
SAKETH	1234567890	TEST@DC.GOV

Job Address *	City *	State *	Zip *
1100 4TH ST SW	WASHINGTON	DC	20024

Click 'Save' to submit and send the form to Office of the Surveyor.

☒ For Office Use Only

☐ As a consequence, the applicant for this service may contract with a land surveyor duly registered in the District of Columbia to obtain the requested service. The authorization to retain such services is valid for a period of six months from the date of this authorization.

[To the Surveyor's Office:](#)

The undersigned has been retained to perform the service authorized by this determination:

Registered Land Surveyor:

Date:

Registration No.

☒ Reserved For Official Use

Accepted by:

Service Completed by:

Date:

Date:

Once the form is saved, an email notification with a link to your form will be sent to DC Office of the Surveyor for authorization.

d) (1) If the form is approved by Office of the Surveyor, below screenshot shows how it will reflect on your wall check form.

## Wall Check Form Online Application: User Guide

Wall Check Form | Edit Wall Check Form #15568

Save Cancel Delete Customize this Form

Job Address \* City \* State \* Zip \*

1100 4TH ST SW WASHINGTON DC DC 20024

Click 'Save' to submit and send the form to Office of the Surveyor.

For Office Use Only

☒ As a consequence, the applicant for this service may contract with a land surveyor duly registered in the District of Columbia to obtain the requested service. The authorization to retain such services is valid for a period of six months from the date of this authorization.

Authorized By Date of Authorization Initials\*

Office of the Surveyor 11-12-2013 12:13 PM TEST

To the Surveyor's Office:

The undersigned has been retained to perform the service authorized by this determination:

Registered Land Surveyor:

Date: Registration No.

Reserved For Official Use

Accepted by: Date:

Service Completed by: Date:

Created today at 12:07 PM (EST). Owned by Anonymous. (Change)

(2) If the form is denied then you will receive an email notification with the reason of denial. **To submit the wall check form again, make the changes accordingly on the form and save it.**

- e) You will receive your authorized form to the email address provided in the wall check form.
- f) Click on the link provided in the email. It will open your requested wall check form authorized. Now, click on **More** (located on the top-right side of the form)>**Print** to print the form.

Wall Check Form | Wall Check Form #15568

+ New Wall Check Form Edit Email More Customize this Form

Copy this Wall Check Form

New notification...

Print

Delete this Wall Check Form

Government Of The District Of Columbia  
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS

OFFICE OF THE SURVEYOR  
1100 4th STREET, S.W., 3rd FLOOR  
WASHINGTON, D.C. 20024

AUTHORIZATION ORDER FOR D.C. REGISTERED SURVEYOR SERVICES

The Office of the Surveyor is unable to perform wall examination or survey on the following property within 90 days of the applicant's request for services:

Type (Survey/Wall Examination) S.O. Receipt No. Permit No. Record No.

Wall Examination 12345 7786

Field Work To Be Performed Attach Approved Plat For Permit

Commercial Building Below Grade

Revisions