

1402 APPLICATION PROCEDURE

- 1402.1 All applications for Certificate of Occupancy shall be filed with the Director or his or her designee on the prescribed forms.
- 1402.2 The Director or his or her designee shall collect the designated fees and refer the application to appropriate inspection agencies within five (5) working days from the date of filing.
- 1402.3 For changes in ownership of structures, land, or parts with an existing valid Certificate of Occupancy, a new Certificate of Occupancy shall be issued in the name of the new owner (without reinspection), provided there is no proposed change in use or occupancy load.
- 1402.4 For new construction, renovation, and changes in use or occupancy load, no application for a Certificate of Occupancy shall be accepted unless the applicant provides proof that required permit work (electrical, plumbing and construction) is completed and has been approved and that the building or premises complies with the requirements of the Zoning Regulations and related building, electrical, plumbing, mechanical and fire prevention requirements.
- 1402.5 Following the filing of an application, inspections shall be made within fifteen (15) working days from the date of referral and the applicant shall be provided with a written composite notice of all existing violations of the applicable Codes and Regulations within ten (10) working days from the date of the initial inspection.
- 1402.6 The notice of violations shall be hand delivered to the applicant or sent by certified mail, return receipt requested. The inspection agency shall maintain the returned receipt for review by the Director.
- 1402.7 If an inspection has not been performed by an agency within fifteen (15) working days, the respective agency shall report all relevant facts to the Director or his or her designee issuing Certificates of Occupancy and the Director or his or her designee shall report these facts to the applicant within ten (10) days.
- 1402.8 If a second visit is required to complete the initial inspection, the reinspection shall be made within ten (10) working days from the date of the initial inspection.

SOURCE: Notice of Final Rulemaking published at 29 DCR 5571, 5572 (December 17, 1982).