



District of Columbia

Restaurant Food Service Permitting & Licensing Guide

From the U Street Corridor to DuPont Circle, Adams Morgan to Georgetown, Penn Quarter to Chinatown, and The Yards to Barracks Row, DC's restaurant scene has flourished in recent years – and rapidly continues to expand. Navigating DC's permitting and business licensing process can appear daunting. Understanding the basics of the regulatory requirements for restaurants is the key to navigating through the permitting and licensing process. The purpose of this guide is to explain the regulations and processes you will need to go through to successfully open a new restaurant in the District of Columbia.

Owning and operating a restaurant in DC can be a challenging endeavor as restaurants must meet building code and zoning requirements, food service requirements, and health requirements. Even though an Owner has a creative menu and restaurant design, the Owner must also file for and obtain all legal licenses and permits to successfully open a restaurant. In order to open up a restaurant in DC, the restaurant Owner must interact with the Department of Consumer and Regulatory Affairs (DCRA) and the Department of Health (DOH). If you plan to serve alcohol, there are steps you must take with Alcoholic Beverage Regulation Administration (ABRA) to gain approval. (Reference this helpful [video](#) for more information on the ABRA licensing and approval process.)

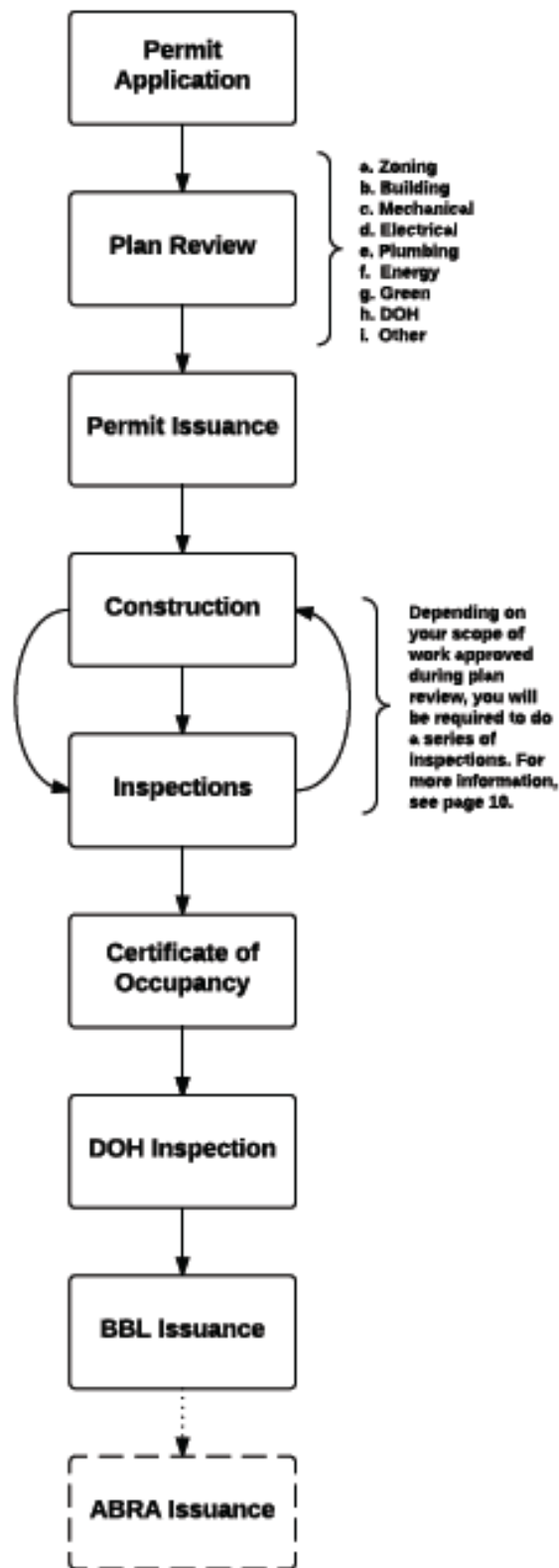
An Owner must obtain a permit for the restaurant or food service establishment. Once the Owner has applied for a permit, applicants will work primarily with DCRA, as the clearinghouse and lead agency for the construction permitting process in the District of Columbia. In addition to processing permits, DCRA also processes all the requisite business licenses. A Basic Business License (BBL) is also required to open a business. For restaurants, the approval from DOH will be required each time. Other key agencies that must review restaurant proposed designs to ensure full regulatory compliance prior to the permit issuance are DC Water, and historic preservation review performed by the Office of Planning (OP), Commission of Fine Arts (CFA), and the District Department of Transportation (DDOT). Prior to the permit application submission, when there are specific questions regarding the restaurant design, it can be very

helpful to reach out to DCRA Code Officials, or the Office of Zoning Administrator, whether through an in-person meeting, email, or simply a phone call.

For applicants who are not opening a new eating establishment or not expanding an existing one with either additional seats or square footage, but seek only to change the ownership of an existing eating establishment, you may apply for a [Change in Ownership C of O](#) online. You will be required to upload the lease or letter of authorization from the property owner allowing you to apply for a certificate of occupancy in lieu of a lease, the current C of O, the proposed menu, and completed Eating Establishment Questionnaire. If the prior C of O was issued greater than 10 years ago, an inspection by DCRA is required to verify the use. Additionally, if the current C of O does not specify the total occupant load and the total number of seats and tables per floor, including any outdoor dining areas, the applicant will be required to provide architectural drawings of the occupied space so that the Structural or Fire review staff can determine the allowable number of occupants and seats and tables before the C of O is issued.

Additionally, step-by-step guidance is available 24/7 here on the DCRA website: <http://dcra.dc.gov/page/permit-guidelines2>. These published guide sheets are a reference tool for business Owners, designers, and all stakeholders to better understand the various permitting processes.

DCRA Permitting & Licensing Process



DCRA Permitting Process

Under the 2013 District of Columbia Construction Codes, a permit is required for any change of use, construction, demolition, or alteration unless exempted by code (see [DCMR 12-A Code Section 105](#)). Permit drawings are required where construction is proposed for a change of use. The permitting process information below is intended to simplify the process of application submission, DCRA/DOH plan review and inspection, Certificate of Occupancy, and the issuance of a business license for restaurants in the District of Columbia:

1. Submittal Documents

All proposed designs for a permit require a registered DC Architect or Professional Engineer seal and must be submitted electronically using ProjectDox – DCRA’s web-based electronic plan program – for compliance review. Here are some helpful tips for plans submission:

- A critical item to include in the construction documents is the scope of work so that the reviewer can determine the applicable code(s). The scope of work must be consistent with the plans, plats, and other documents.
- Your application and plans will not be accepted if necessary information or forms are missing. Use the Plan Submission Checklist to determine what is required to be submitted when you apply for your permit.
- Use a District of Columbia registered Architect to prepare drawings of sufficiency, clarity, and detail. Detailed drawings will minimize comments and delays during the plan review process which could delay the issuance of the permit. Also, well-prepared construction plans make it easier for the contractor to construct according to the plans, saving time and questions or requests for information.
- Plans must be drawn to scale and clearly indicate restaurant square footage, the number and location of tables and seats per floor, and the Maximum Occupant Load per floor and for any outdoor dining areas. Both numbers – Maximum Occupant Load per floor and the number of seats and tables per floor, including outdoor dining areas – must be specifically listed on the issued Certificate of Occupancy. (This is a requirement of a joint MOA between DCRA and ABRA. For information, see the *DCRA-ABRA MOA* section on page 14.)
- Site plan showing property line boundaries, building restriction lines, easements, projections, canopies, awnings, trees, etc.
- An official DC Surveyor’s [plat](#) is required for new construction of a building, addition or any work in public space. It must depict all existing and proposed structures, as well as off-street parking, and outdoor dining areas.

- Must indicate code summary with proposed occupancy(s), construction type, fire protection, restroom facilities, accessibility upgrades.
- Include the [Energy Verification Sheets](#).
- Include the restaurant menu, parking information, equipment schedule, and the completed [Eating Establishment Questionnaire](#) for zoning review.
- Provide floor plans illustrating table, seating, and counter arrangement with aisle and passageway dimensions.
- Copy of the [Notification Letter](#) signed by the Owner of the adjacent property, when applicable.

2. Permit Application

- a. Complete a permit application [online](#) to receive a FJ (File Job) number. Please make be sure to record your FJ number after completing the online application. (Note: the Commission of Fine Arts and DC Water only accept paper plans. You are personally responsible for delivering your plans to these agencies directly.)
- b. Consult the list of [fees](#) to calculate the cost of your permit. Payment of all or a portion of your fees may be required at the time of application.
- c. Visit DCRA (1100 4th Street SW, 2nd floor) with your FJ number. Where you will be assigned a unique permit number for your building permit.
- d. A Plan Review Coordinator (PRC) will review your application and calculate your fees.
- e. Pay the fees at the cashier's window.
- f. Return to the PRC to receive an invitation to upload your plans and supporting documents in ProjectDox. For more information, please see the [ProjectDox Application Manual](#).
- g. Upload all drawings and supporting documents.
- h. DCRA will verify that your application is complete and contains all the required documents. Once all drawings and documents have been uploaded, and the permit filing fee is paid, your application and plans will be reviewed and accepted by DCRA and the review cycle will begin.

3. Plan Review

Once the application is accepted, the plan review workflow begins. All plan review disciplines receive your plans at the same time electronically and will review them simultaneously in ProjectDox.

a. Zoning

All eating establishments require a zoning review to determine if the proposed use is allowed in the zone in which the subject property is located, as depicted

on the [zoning map](#). The Office of the Zoning Administrator (OZA) will determine whether the proposed eating establishment (fast food establishment, prepared food shop, or restaurant) is permitted based on a review of the completed [Eating Establishment Questionnaire](#), the proposed menu, equipment schedule and floor plan. For a definition of the three types of eating establishments that are allowed in the District of Columbia, please review the zoning regulations, DCMR 11, on the Office of Zoning website at [dcoz.dc.gov](#). If OZA staff determines that the proposed eating establishment is permitted as a matter-of-right, the staff will complete and approve the zoning review. If staff determines that the proposed eating establishment is not allowed as a matter or right, the applicant may seek relief from the Board of Zoning Adjustment (BZA). For information on the application process, cost, and timing, please refer to the Office of Zoning website at [dcoz.dc.gov](#). Once the BZA approves the request and an Order is published and effective, OZA staff will review the plans and plat for conformance with the BZA Order, and any conditions imposed by the BZA, and complete and approve the zoning review.

b. Building

A Building Plan Review includes all structural and non-structural reviews. When construction or renovation is proposed, a critical item to include in the construction documents is the scope of work so that the reviewer can determine the applicable code(s). If it is a newly constructed restaurant, the International Building Code (IBC) is the primary tool used for verifying design compliance. If the scope involves alteration of an existing building or change of occupancy, then the International Existing Building Code (IEBC) becomes the primary compliance tool. View the [2013 District of Columbia Construction Codes](#) for more information.

The following are the critical restaurant review areas that fall under Building Plan Review:

- **Means of Egress.** Adequacy of exits, stairs, aisles and access corridors, door swings and panic hardware, roof terrace, and summer garden.
- **Maximum Occupant Load.** The number of occupants for a given structure shall be in accordance with the allowable square footage based upon the occupant load factor and the function of the space. As noted in DCMR 2012 Chapter 10 (Means of Egress) Table 1004.1.2. (This is a requirement of a joint MOA between DCRA and ABRA. For information, see the *DCRA-ABRA MOA* section on page 14.)

- **Fire Protection.** Fire protection sheets shall indicate as detailed in the 2013 DCMR 12A Sect. 106.1.5 – Fire Protection Documents. Sprinklers, commercial cooking systems, kitchen hood suppression systems, fire alarm systems to include pull station locations and notification devices, fire extinguishers, annunciator panel location, fire department connection, fire pumps, and fire command center in accordance with the International Building Code and referenced National Fire Protection Association (NFPA) Codes.
- **Fire-resistance.** Fire separation of walls and floor/ceiling assembly where required, penetrations through rated assemblies detailed on drawings with approved test number, shafts designed in accordance with approved tests, rating shown for protected structural members such as columns, beams, and bar joists. Plans must show storage rooms and incidental uses.
- **Fuel Gas.** Fuel gas sheets shall indicate as detailed in the 2013 DCMR 12A Sect.106.1.8 – Fuel Gas Documents.
- **Accessibility.** Ensure doors, routes, seating, restrooms and other elements of space are accessible per the International Code Council (ICC) Accessibility Code A117.1. Accessible routes including to primary function area, wheelchair maneuver clearances, restrooms and plumbing elements and facilities, dimensions, ramps, handrails, and signage. Raised or sunken floor areas shall be indicated by plan and/or section. Counter tops and dining surface dimensioned above the finished floor. Elevators or lifts are detailed where required. Details for all accessible elements shall be illustrated clearly in the submittal documents.
- **Noise.** Details are required in plans showing Sound Transmission Control (STC) ratings where a restaurant is adjacent to a residential occupancy and amplified music is employed.

c. Mechanical

Mechanical sheets must show the restaurant meets requirements for exhaust systems and ventilation for the kitchen and the amount of occupants for which space is designed, in accordance with the International Mechanical and Fuel Gas Code (IFGC) as adopted by the District of Columbia. View the [2013 District of Columbia Mechanical Code](#) for more information.

Mechanical sheets shall indicate as detailed in the 2013 DCMR 12A Sect. 106.1.9, Mechanical Documents, including:

- Drawings must provide HVAC equipment location and listing. (2012 IMC Sect. 301)
- Kitchen equipment must provide a make-up air system and fire suppression information. (2012 IMC Sect 508 and 509)
- Ducts and shafts shall be identified, as well as smoke control when required by code. Appliances, refrigeration, freezers, water heaters and boilers must be shown within rooms or spaces, to include all dimensions and clearance information listed and labeled correctly. (2012 IMC Chap. 3)
- Required fire separation illustrated with testing details. (2012 IBC Sect. 708 and 711)
- Exhaust discharge location indicated on plans along with the distance from adjacent buildings and property lines. (2012 IMC Sect. 501.3)
- Type and sizing of grease duct(s). (2012 IMC Sect. 506 and 507)
- Commercial kitchen hood ventilation system ducts and exhausts equipment. (2012 IMC Sect. 506)

d. Electrical

Electrical sheets, typically power and lighting, must show that the proposed wiring, installation, and equipment comply with the current National Electric Code (NEC) as adopted by the District of Columbia.

Electrical sheets shall indicate as detailed in the 2013 DCMR 12A Sect. 106.1.7, Electrical Documents, including:

- Wiring methods are shown on electrical plans with diagrams, with power and lighting plans included. (NEC 110.22, 210.5, 210.70 and 220 , 250 and 700)
- All appliances and equipment with dimensions and clearances. (NEC 110.13, 110.26, 210.8, 210.70, 410, 422)
- Emergency egress lighting with required foot-candle intensity. (NEC 210, 314.10 , 410, 700)
- Panels and switches. (NEC 404, 408)
- Standby power system. (NEC 705)
- Service feeder load. (NEC 210, 215)
- Energy conservation (IECC C405, C406)
- Inclusive of all other required sections deemed necessary.

e. Plumbing

Plumbing sheets must show the proposed installation, appliances, and equipment complies with the current International Plumbing Code (IPC) as adopted by the District of Columbia. View the [2013 District of Columbia Plumbing Code](#) for more information.

Plumbing sheets shall indicate as detailed in the 2013 DCMR 12A Sect. 106.1.10 – Plumbing Documents, including:

- Water and sewer lines. (2012 IPC Sect. 305, 306, 307, 308)
 - Restrooms with all doors, stalls, fixtures, dispensers, and dimensions. (2012 IPC Chap. 4)
 - Floor and mop sinks. (2012 IPC Sect 427)
 - Drains. (2012 IPC Chap. 7)
 - Storage closets.
 - Grease traps and interceptors. (2012 IPC Sect 1003)
 - Backflow preventers. (2013 DCMR 12F Sect. 603.3.1)
- Signage including gender-neutral restroom signs. (2013 DCMR 12A Sect. 2902.4)

f. Energy Review

The 2012 International Energy Conservation Code (IECC) as amended by 12 I DCMR is requires building systems and equipment meet certain energy efficiency requirements. View [2013 District of Columbia Energy Conservation Code](#) for more information.

- View the [2013 DC Energy Conservation Code](#).
- Drawings must include the applicable DCRA [Energy Verification Sheet \(EVS\)](#). This template is a checklist for designers to make certain the drawings comply with the applicable Energy Code requirements and that it is communicated clearly to DCRA plan reviewer. To learn more and download an EVS.
- You can learn more about how to comply with the DC Energy Code at DCRA’s Green Building Program’s website, [buildgreendc.org](#).
- If you have any questions, please email green.building@dc.gov.

g. Green Review

The 2012 International Green Construction Code (IGCC) as amended by 12 K DCMR is the District’s first Green Code. It applies to restaurant projects 10,000 square feet or greater. The Green Code requirements address water efficiency,

materials, indoor environmental quality, requires building systems and equipment meet certain energy efficiency requirements.

- View the [DC Green Construction Code](#) for more information.
- You can learn more about how to comply with the DC Green Code at DCRA's Green Building Program's website, buildgreendc.org.
- For more information and tips on designing and operating green restaurants, please see the Department of Small and Local Business Development (DSLBD) guide on [Green Restaurants](#).
- If you have any questions, please email green.building@dc.gov.

h. DOH Approval Process & Health Review

The DC DOH is responsible for ensuring that all food establishments are in compliance with the [DC Food Code](#), in order to protect the residents and visitors of the District of Columbia from foodborne illness. A food establishment must meet the following requirements prior to approval:

Step 1- Plan Review:

- The establishment must submit plans for review.
- DOH shall review plans within 30 days of submission.
- After approval of all plans, building permits must be obtained.
- Department of Health review may be filed electronically through [DCRA's ProjectDox](#). Your plans and supporting documentation should include:
 - Proposed menu (including seasonal, offsite and banquet menus).
 - Manufacturer Specification Sheets for each piece of equipment shown on the equipment schedule.
 - Site plan showing location of business in building; location of building on site including alleys, streets; and location of any outside, equipment (dumpsters, well, septic system - if applicable).
 - Plans drawn to scale of food establishment showing location of equipment, plumbing, electrical services and mechanical ventilation.
 - Equipment schedule.
 - Include proposed menu, seating capacity, and projected daily meal volume for food service operations.

- Clearly designate adequate hand washing lavatories for each part of the operation. I.E., dishwashing, cooking, food prep, service line.
- Provide the room size; aisle space, space between and behind equipment and the placement of the equipment on the floor plans.
- Food Equipment schedule to include make and model numbers and listing of equipment that is certified classified for sanitation by an ANSI/NSF accredited certification program.
- Ventilation schedule for each room.
- A mop sink or curbed cleaning facility with facilities for hanging wet mops.
- Cabinets for storing toxic chemicals.
- Dressing rooms, locker areas, employee rest areas, and/or coat rack as required.
- Employee health policy.
- Vomitus and diarrheal event clean-up policy.
- Variance and/or HACCP plan if applicable.
- DC Certified Food Protection Manager certificate if applicable.

Step 2- Construction:

- Establishment must build according to approved plans.
- After construction of establishment, must be inspected by DCRA.
- Upon DCRA approval, establishment must obtain a C of O.

Step 3- Inspection:

- Establishment request DOH inspection.
- DOH shall conduct an inspection within 72 hours of request.
- DOH approves establishment for license.

i. Additional Review Considerations

- Any proposed sidewalk café located in public space (not private property) will be subject to review by DDOT and the Public Space Committee.
- Sign permits for all proposed exterior signage are separate from the building permit. All signs require a sign permit unless exempted by code.
- Plan review status can be checked 24 hours a day, 7 days a week on DCRA's website at www.dkra.dc.gov.

4. Plan Re-Review

Each discipline will review the plans and approve them or put a hold on the application for corrections to be made. If the permit application is held for corrections (HFC) because a review could not be approved due to the need for additional information or failure to comply with codes, you will be notified through ProjectDox. You must make the required corrections within ProjectDox and resubmit the application along with a response letter detailing how each comment was addressed and where the revisions can be found on the plans. For assistance with ProjectDox please contact the ProjectDox Coordinator Shaun Baskerville (shaun.baskerville2@dc.gov) or the ProjectDox Support Staff Darnell Watkins (darnell.watkins@dc.gov). For more information, please see the [ProjectDox Application Manual](#).

Final building permit approvals are made once all disciplines and external agencies have reviewed, approved and stamped your plans – and as a result, your permit will be issued.

5. Construction & Inspections

When your building permit is issued, you are authorized to proceed with construction, but you must obtain all required inspections prior to wall and floor closing (i.e., framing or trade rough-in). There's nothing worse than having to tear out a finished wall, floor, or ceiling because your contractor neglected to schedule an inspection. Contractors or permit holders can schedule all inspections 24 hours a day, 7 days a week by using the automated IVR system at 202-442-9557. Inspection results are updated the morning of the following business day. Do not forget to post your occupant load signs and street numbers (address). These are simple items but are frequently rejected during the final inspection. See [12 DCMR, Chapter 109](#) for more details about each type of inspection. Also, see DCRA's Inspections [website](#) for more information.

6. Wall Examinations

Wall Examinations (also known as a “wall test” or “wall check”) are performed pursuant to requirements of [DCMR 12, Chapter 1 109.3.1.2](#) to determine wall locations. As part of the building permit review process, an applicant may be required to submit a wall examination to confirm that the location of the footings and footprint of a new or enlarged structure is consistent with the approved plat.

To comply with this requirement, an applicant would hire a private surveyor to prepare the wall test and to submit it to DCRA, Office of the Surveyor, to review and to forward to the Office of Zoning Administrator for the review described above. For more information

about the wall test process or to see a list of registered surveyors, please visit [insert link to Office of Surveyor Services, Get a wall examination].

The Office of the Zoning Administrator staff will review the wall examination and the approved plat to determine whether the wall test is consistent with the approved plat. If it is, the zoning technician will approve the wall test, enter the approval into our database, and the applicant is able to schedule a footing inspection and move forward with the construction consistent with the approved building permit and plats.

7. Certificate of Occupancy

Once construction is completed and all inspections passed, you may submit your application for a Certificate of Occupancy (C of O). A C of O is a legal document issued by DCRA following all inspection approvals for new construction, change of occupancy, or change of Ownership, giving the building or business Owner authorization to occupy the specified building or space based on validation that the proposed occupancy is in compliance with building code and zoning regulation. The number of tables, seats, and occupancy load must be consistent with what is depicted on the submitted and approved floor plans and building permit. Additionally, if your project was subject to a Board of Zoning Adjustment (BZA) or Zoning Commission (ZC) Order, an inspection may be required to verify compliance with the order. In some cases, staff will ask the applicant and provide a letter demonstrating compliance before the C of O application is approved.

The C of O Certificate validates the use of the restaurant or eating establishment and includes important information such as the description, use and occupancy, maximum occupant load per number of seats per floor, including outdoor seating, as required by the MOA between DCRA and ABRA (see the *DCRA - ABRA MOA* section below on page 13), and any special conditions specified by the Code Official. It must be posted in a conspicuous location in the restaurant. It also allows DOH to proceed with their final inspection, as well as may be checked by the Fire Marshall and Building Official during business operation to ensure your occupant load conforms to what is stated on the C of O.

The following are the steps to get your C of O approved:

1. Complete the [C of O Application](#) – you will be required to provide a copy of your lease. Also, if applicable, complete the [Certificate of Occupancy Authorization Form](#) to authorize someone else to act on your behalf.
2. Visit DCRA (1100 4th Street SW, 2nd floor) Information Desk.
3. A DCRA staff member will input your application and assigned you a unique permit CO number. You will be routed to the zoning desk in the Permit Center for review of

your application for compliance with the approved building permit. As stated above, if the eating establishment was the subject of a BZA or ZC approval, an inspection may be required to verify compliance with the Order conditions. In some cases, a letter that documents compliance with the conditions may suffice.

- In cases where the eating establishment is limited by the zoning regulations to a maximum number of seats, for example a prepared food shop in C-1 or C-2-A zones, an inspection will be required to verify that the seating does not exceed the maximum amount allowed.
 - **NOTE:** If the inspections were performed by a Third Party Agency, your application will be routed to DCRA's Third Party Program. The owner or the owner's agent may apply for a [Certificate of Occupancy Certification](#) and send them to TPICofO@dc.gov. DCRA's Third Party Program staff will verify that we received, reviewed, and accepted all of the required inspections reports. Requests received Monday through Friday and before noon (12:00 PM) will be reviewed and processed within 2 business days. Applicants must provide a copy of the C of O application and all supporting documents to have their applications processed. Please ensure current contact information is listed on the application so we can notify you when the application is ready for pickup, or if further information is required. For more information, refer to the [2016 Third Party Program Manual](#).
4. For DCRA-related inspections, visit the Inspections Administration (4th floor) to verify all your inspections have been approved.
 5. Pay the issuance fee at the cashier window (varies according to the square footage of your property), and return back to the Permit Center Issuance Desk to get a ticket. You will be called in-turn to be issued your C of O.
 6. You may now apply for your Basic Business License with DCRA.

8. DCRA - ABRA MOA

DCRA and ABRA have a memorandum of agreement wherein DCRA will ensure that the certificate of occupancy issued for an eating establishment clearly states on the issued certificate: (1) total occupant load by floor; and (2) number of seats and tables by floor, including an outdoor dining area if proposed. During the building permit review process, the Structural or Fire reviewer will review the occupant load provided by the applicant and confirm that it complies with the building codes. For information on the review process and building codes, see the *Plan Review* section above on page 4.

9. DOH Inspection

In order to request a DOH inspection the establishment may request by calling 202-535-2180 or emailing food.safety@dc.gov. Prior to scheduling the inspection, a C of O must be submitted. Upon receipt of the C of O, DOH will schedule the inspection within 72 business hours. All construction must be completed, all equipment must be operational to specifications and facility must match plans submitted. Establishment must also provide extermination, grease, trash and hood contracts during inspection. After DOH inspection, establishment must provide DCRA a copy of approved inspection report in order to obtain license.

10. Basic Business Licensing Issuance (DCRA)

A Basic Business License (BBL) is required to conduct business in the District of Columbia. Restaurant, Deli, Caterer, and Bakery are examples of categories of food service licenses at DCRA. The BBL category your business will need is based on the business activity. Applicants for food service Basic Business License are required to submit the following:

- **Corporate Registration:** LLCs, Corporations, Partnerships and other corporate entities are required to submit Certificates of Registration from the DC Corporations Division as part of the BBL application. Corporations may also register Trade Names. Information about this process can be found here: <https://corp.dcradepartment.gov>.
- **Registration with DC Office of Tax and Revenue (OTR):** Applicants are required to submit a FR-500 form to OTR to demonstrate that they are registered to collect and remit taxes. For information visit: <https://otr.cfo.dc.gov>.
- **Certificate of Occupancy (C of O):** Applicants operating from a commercial space shall be required to obtain a C of O, as described above on page 12 in the *Certificate of Occupancy* section.
- **DOH Final Inspection report:** Food service business applicants are required to submit a final DOH inspection report, which shows DOH approval prior to issuance of a BBL. For more information visit: <http://doh.dc.gov/service/food-safety-hygiene-inspection-services-division>
- **Clean Hands Certification:** Applicants will need to produce a Clean Hands Certification that they do not owe more than \$100 in [fees](#) to the District of Columbia. For more information visit: <https://dcradepartment.gov/publication/dcra-clean-hands-self-certification-form>.
- **Basic Business License (BBL) Application:** All Applicants shall be required to fill out a BBL application form and submit all of the required documentation described above. For more information visit: <http://dcradepartment.gov/page/business-licensing-corporate-registration>.

Contact Information

Below find the contact information for the agencies listed in this guide.

Department of Consumer and Regulatory Affairs (DCRA)

1100 4th Street, SW, Washington, DC 20024

(202) 442-4400

<http://dcra.dc.gov>

Email: dcra@dc.gov

Department of Health (DOH)

899 North Capitol Street, NE, Washington, DC 20002

(202) 442-5955

<http://doh.dc.gov>

Email: doh@dc.gov

Alcoholic Beverage Regulation Administration (ABRA)

2000 14th Street, NW, S400, Washington, DC 20009

(202) 442-4423

<http://abra.dc.gov>

Email: abra@dc.gov

Department of Energy & Environment (DDOE)

1200 First Street NE, Washington, DC 20002

(202) 535-2600

<http://doee.dc.gov>

Email: doee@dc.gov

Office of Planning (OP)

1100 4th Street, SW, Suite 650 East,

Washington, DC 20024

(202) 442-7600

<http://planning.dc.gov>

Email: planning@dc.gov

DC Water - District of Columbia Water and Sewer Authority

Overlook Avenue, SW, Washington, DC 20032

(202) 787-2000

<https://www.dewater.com>

info@dewater.com

Office of Tax and Revenue (OTR)

1101 4th Street, SW, Suite 270 West, Washington, DC 20024

(202) 727-4829

<http://otr.cfo.dc.gov/>

District Department of Transportation (DDOT)

55 M Street, SE, Suite 400, Washington, DC 20003

(202) 673-6813

<http://ddot.dc.gov>

Email: ddot@dc.gov

