Design Changes to Your Space: A Practical Guide

**Ask the Architect if You’d Like To:**
- Change the room layout
- Increase the number of children under 30 months of age to be enrolled at the child development facility
- Add service stations like bathroom stalls
- Remove a wall
- Change facility access and egresses
- Change appliance location
- Add a space/expansion
- Change the location of fixed equipment in your outdoor area
- File a permit
- Add a window well
- Add a deck or playground
- Add a permanent ADA ramp

**Find an Architect:**
- Architects must be licensed by the local jurisdiction

  AIA list of licensed architects in the D.C. area
  [bit.ly/3XFlwvi](bit.ly/3XFlwvi)
  OPLA list of licensed architects in the D.C. area
  [bit.ly/3wuNYV0](bit.ly/3wuNYV0)

**Ask the Contractor if You’d Like To:**
- Replace toilets
- Replace appliances
- Replace floors
- Replace fixed furniture
- Finish maintenance, like wall paints, etc.
- Replace outdoor equipment
- Replace an electrical box
- Replace light fixtures (trade permit required)
- Add/move an electric switch (trade permit required)
- Add a demountable ADA ramp

**Find a Contractor:**
- Contractors must be licensed by the local jurisdiction

  List of selected contractors in the D.C. area
  [bit.ly/3wyMvNC](bit.ly/3wyMvNC)

**File a Permit if You’d Like To:**
- Increase the number of children under 30 months of age to be enrolled at the child development facility
- Change the occupancy or use type of a space
- Add or remove a wall
- Add or remove a sink*
- Replace or add appliances*
- Add new or replacement plumbing fixtures*
- Add new or replacement electrical*
- Add new or replacement HVAC*

*Requires a supplemental systems installation permit distributed by a licensed DC contractor

**Things You Can Do on Your Own:**
- Paint
- Replace small appliances
- Replace building fixtures like door handles, cabinet handles

**Buildings within the Historical District could be subject to additional compliance requirements.**
Information Needed for the Task:

Applicant’s Name
___________________________________________

Email
___________________________________________

Phone Number
___________________________________________

Building Address
___________________________________________

Building Type
☐ Home       ☐ Commercial

Number of Children
Currently in the Childcare Facility
___________________________________________

Allowed per Childcare License
___________________________________________

Age Range
___________________________________________

Brief Description of Your Inquiry
___________________________________________

Desired Timeline
☐ 0-3 months ☐ 6-12 months ☐ >12 months

Date of Inquiry
___________________________________________

Information Needed for Permit Issuance:

Property Owner’s Name
___________________________________________

Property Owner’s Business Name
___________________________________________

Property Owner’s Email Address
___________________________________________

Property Owner’s Address
___________________________________________

Property Owner’s Phone Number
___________________________________________

Applicant’s Name
___________________________________________

Applicant’s Business Name
___________________________________________

Trade Name of Business (if applicable)
___________________________________________

Applicant’s Email Address
___________________________________________

Applicant’s Phone Number
___________________________________________

Applicant’s Address
___________________________________________

Required Documents (if Applicable):

- Dimension of the issue area
- Drawings of the existing conditions (blueprints)
- Reference photos (for example, if you’d like to change a piece of furniture, please provide an example of what it should look like)
- Contact information for the selected supplier
- Contact information for contractors used
- Certificate of Occupancy
- Property information can be found here: https://mytax.dc.gov/ /
- Photos of existing condition

Still Not Sure Who To Reach Out To?
Answer a few questions to find out