



One Family & Two-Family Dwelling Basic Business License Self-Certification

ADDRESS: _____

UNIT # _____

BBL CAP No.: _____

Is property occupied? YES NO

All forms must be completed and included in the Rental Housing License application package for submission to the DLCP Business License Center.

By signing this Self-Certification Form, I hereby affirm that I:

1. Recognize that non-compliance with all applicable laws and regulations of the District of Columbia may lead to personal liability for the violations,
2. Recognize that non-compliance with all applicable laws and regulations may be grounds for legal liability from my ten-ants,
3. Agree to have any cited code violations corrected, re-inspected, and approved by Department of Buildings (DOB) within the time specified in the notification.
4. **Agree to provide access for all subsequent regulatory/compliance inspections within 30 days of the issuance of this license including obtaining signed consent from the legal occupant,**
5. Understand that if I do not provide access for the inspections, the agency will secure a search warrant to complete the inspection and my license may be revoked,
6. A \$90.00 fee will be charged for all re-inspections.
7. Certify that my ceiling height is 7 feet in required spaces,
8. Certify means of egress doors shall be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort.
9. Provide a smoke alarms on every level, vicinity of the sleeping room and every sleeping room Smoke alarms and smoke detectors shall NOT be installed within a 36 in. horizontal path from the tip of the blade of a ceiling-suspended (paddle) fan, horizontal path from a door to bathroom containing a shower or tub & horizontal path from the supply register of a forced air heating or cooling system and shall be installed outside of the direction of the air flow from those registers.
10. Carbon monoxide detection shall be provided in Group I-1, I-2, I-4 and R occupancies, in buildings Regulated by the *Residential Code*, and in classrooms in Group E occupancies, where required by and in accordance with Sections 310.1 through 310.7

Exception: Group I-1, I-2, I-4 and R occupancies, buildings regulated by the *Residential Code*, and classrooms in Group E occupancies, that are lawfully occupied on the date of adoption of the *Construction Codes*, shall be equipped with carbon monoxide detection in accordance with Sections 310.1 through 310.7, except that carbon monoxide alarms shall be allowed to be solely battery operated.

310.2.1 Dwelling units. Carbon monoxide detection shall be installed in *dwelling units* outside of each separate sleeping area in the immediate vicinity of the bedrooms. Where a fuel-burning appliance is located within a bedroom or its attached bathroom, carbon monoxide detection shall be installed within the bedroom.

11. Required emergency escape openings shall be maintained in accordance with the code in effect at the time of construction and shall conform with the following. Required emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools. Bars, grilles, grates or similar devices are permitted to be placed over emergency escape and rescue openings provided the minimum net clear opening size complies with the code that was in effect at the time of construction and such devices shall be releasable or removable from the inside without the use of a key, tool or force greater than that which is required for normal operation of the escape and rescue opening. It shall be the duty of the *owner* to keep fire escapes, stairways, and other egress facilities in a good state of repair, painted and free from obstruction.

Current building code requirement for emergency escape window opening:

- A minimum net clear opening of 5.7 sq. ft. (or 5 sq. ft. unit if unit is grade level)
- A minimum net clear opening height dimension of 24 inches
- A minimum net clear opening width dimension of 20 inches.
- A finished sill height of not more than 44 inches above the floor.
- Window well shall be 9 sq. feet & 36" wide with fixed ladder

12. Two family dwelling shall comply with the 2015 IRC dwelling unit separation section R302.3, in its entirety. Two family dwelling enclosed usable space under stairs must be protected on the underside and sidewalls with 5/8-inch type "X" gypsum board. The one (1) hour fire separation between dwelling units shall be maintained per UL or ICC standards.

Exceptions: 1. A fire -resistance rating of 1/2 hour shall be permitted in buildings equipped throughout with an automatic sprinkler system installed in accordance with NFPA 13

13. Not allowing anyone to occupy uninhabitable spaces (e.g. basement, crawlspace, deck, den, garage, sleeping rooms, etc.)

14. By signing this document, I attest that I will be in compliance with the Self Certification form and the Basic Business License Checklist.

I declare that the information provided is accurate, true and complete to the best of my knowledge and belief. I further declare that I have the authority to represent the property owner to complete this application and sign on behalf of the company and/or persons listed as owners. I understand that if such information and/or claims contained in this application are false, I am subject to the penalty provisions of DC Law 22-2405. Any fraud or misrepresentation on an application shall be grounds for automatic rejection of the application and/or civil administrative penalties. I understand that failure to provide full disclosure of any of the requested or required information may result in rejection of this application for approval.

Owner/Agent Name: _____ Phone: _____

Owner/Agent Signature: _____ Date: _____

The landlord/operator is required to be aware of Lead Based Paint notification requirements. Go to www.epa.gov/lead & www.hud.gov/offices/lead for more information.

VER. 3.0 (eff. 2/2020)



Basic Business License Checklist

One Family Dwelling Two Family Dwelling Other: _____ Is the property occupied? Yes No

BBL CAP#: _____ Address: _____ Unit #: _____

Inspection Date: _____ Inspector Name: _____

WARNING: Do not occupy uninhabitable spaces (e.g. basement, crawlspace, deck, den, garage, sleeping rooms, etc.)

		Passed	Failed
A.	Provide a smoke alarms on every level, vicinity of the sleeping room and every sleeping room Smoke alarms and smoke detectors shall NOT be installed within a 36 in. horizontal path from the tip of the blade of a ceiling-suspended (paddle) fan, horizontal path from a door to bathroom containing a shower or tub & horizontal path from the supply register of a forced air heating or cooling system and shall be installed outside of the direction of the air flow from those registers.		
B.	Carbon monoxide detection shall be provided in Group I-1, I-2, I-4 and R occupancies, in buildings regulated by the <i>Residential Code</i> , and in classrooms in Group E occupancies, where required by and in accordance with Sections 310.1 through 310.7 Dwelling units. Carbon monoxide detection shall be installed in <i>dwelling units</i> outside of each separate sleeping area in the immediate vicinity of the bedrooms. Where a fuel-burning appliance is located within a bedroom or its attached bathroom, carbon monoxide detection shall be installed within the bedroom.		
C.	Every living room shall contain not less than 120 square feet (11.2 m ²) and every bedroom shall contain not less than 70 square feet (6.5 m ²) and every bedroom occupied by more than one person shall contain not less than 50 square feet (4.6 m ²) of floor area for each occupant thereof.		
D.	Does the ceiling height meet minimum requirement in all habitable spaces 7 feet or basement 6'8" and 6'4" under beams?		
E.	Does unit meet light and ventilation requirements and system operational?		
F.	Means of egress doors shall be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort.		
G.	Required emergency escape openings shall be maintained in accordance with the code in effect at the time of construction and shall conform with the following. Required emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools. Bars, grilles, grates or similar devices are permitted to be placed over emergency escape and rescue openings provided the minimum net clear opening size complies with the code that was in effect at the time of construction and such devices shall be releasable or removable from the inside without the use of a key, tool or force greater than that which is required for normal operation of the escape and rescue opening. It shall be the duty of the owner to keep fire escapes, stairways, and other egress facilities in a good state of repair, painted and free from obstruction. Current building code requirement for emergency escape window opening: <ul style="list-style-type: none"> A minimum net clear opening of 5.7 sq. ft. (or 5 sq. ft. unit if unit is grade level) A minimum net clear opening height dimension of 24 inches A minimum net clear opening width dimension of 20 inches. A finished sill height of not more than 44 inches above the floor. Window well shall be 9 sq. feet & 36" wide with fixed ladder 		
H.	Are sleeping rooms free from gas meters and fuel burning appliances or meet exceptions?		
I.	All interior surfaces, including windows and doors, shall be maintained in good, clean, dry and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster, holes, decayed wood, water damage and other defective surface conditions shall be corrected		

J.	Are windows & doors (including hardware) in good repair, weather tight and are screens provided?		
K.	Every stair, ramp, landing, balcony, porch, deck or other walking surface shall be maintained in sound condition and good repair and maintained free from hazardous conditions.		
L.	Every exterior and interior flight of stairs having more than three risers shall have a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface which is more than 30 inches (762 mm) above the floor or grade below shall have <i>guards</i> . Handrails shall not be less than 30 inches (762 mm) in height or more than 42 inches (1067 mm) in height measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. <i>Guards</i> shall not be less than 30 inches (762 mm) in height above the floor of the landing, balcony, porch, deck, or ramp or other walking surface.		
M.	Are electrical outlets, switches and fixtures operational?		
N.	Are the required number of receptacles and electrical fixtures present?		
O.	Does dwelling unit contain the required plumbing fixtures and operational?		
P.	Is the heating system operational?		
Q.	Is the AC system operational May 15 and ending no earlier than September 15 & for two pipe system period starting no later than June 1?		
R.	Is the water heating equipment operational and Pressure Relief Valve Pipe installed 6'' from the floor/pan?		
S.	Are installed appliances operational?		
T.	Is the exterior of the property maintained? (Roof, gutters, downspouts, walkways, porches, etc.)		

Passed
 Failed
Inspector Signature: _____
Badge#: _____

Received _____
By: (Owner/Agent Name) (Owner/Agent Signature) (Owner/Agent Phone)

Correct the failed items and call (202) 442-9557, Option '6' to schedule a re-inspection. **A \$90.00 fee will be charged for all re-inspections.** The landlord/operator is required to be aware of the Lead Based Paint notification requirements. Go to www.wpa.gov/lead & www.hud.gov/offices/lead for more information. Violations that are not listed on this checklist are subject to be cited per the current **codes** shall be abated prior to issuing of the Basic Business License. **All repairs must be abated in a workmanship manner section 102.5 per 2015 International Property Maintenance Code (IPMC).**