

Neighbor-to-Neighbor Letter

Ms. Jane Smith  
1232 Anywhere La NE  
Washington, DC 20000

[date]

Mr. John Doe  
1234 Anywhere La NE  
Washington, DC 20000

Re: Underpinning Notification

Dear Mr. Doe:

I, [Building Permit Applicant], owner of 1232 Anywhere Lane NE, plan to renovate my building, which shares a party wall with your property.

I am in the process of submitting a building permit application to renovate to my building to the DC Department of Consumer and Regulatory Affairs (DCRA).

Under DC Municipal Regulations (DCMR) Title 12 DC Building Code Supplement, Section 3307A, I'm required to give a certified notification letter to tell you about the construction I want to do.

I'm also required to give you the opportunity to review the permit application and the proposed work plans.

If you would like to review a copy of the proposed construction plans, please send me a written request.

The code also requires you, as the adjacent property owner, to allow me, as the person causing the construction, to inspect your property for any damages -- before and after the proposed construction (at times that are convenient for both of us).

The code clearly states that:

I'm responsible for safeguarding your property during the construction.

If you don't grant me permission to access your property, any damage to your property will be borne by you, the adjacent property owner(s).

This letter hereby serves as the notification letter required by DCMR 12A section 3307A.

I ask you sign this letter below to acknowledge that you received it; and sign in the consent block to allow the inspections of your property mentioned above.

You can reach me by calling [your phone numbers]

Thank you.

Yours truly,

[Building Permit Applicant's signature]

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- I received this notice
- I consent (agree to) your inspection of my property
- I need more time to review your proposed plans and consult others. I will give you my answer by [date] \_\_\_\_\_.
- Other \_\_\_\_\_.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_