

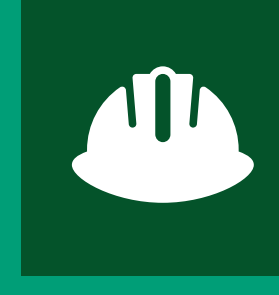
# Design Changes to Your Space: A Practical Guide

## 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

## 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

## 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

## Find an Architect:



- Architects must be licensed by the local jurisdiction



AIA list of licensed architects in the D.C. area  
[bit.ly/3XFlwvL](https://bit.ly/3XFlwvL)



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

## Find a Contractor:



- Contractors must be licensed by the local jurisdiction



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

## 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

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Email

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Phone Number

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Building Address

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### Building Type

Home       Commercial

### Number of Children

Currently in the Childcare Facility

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Allowed per Childcare License

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Age Range

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Brief Description of Your Inquiry

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### Desired Timeline

0-3 months     6-12 months     >12 months

Date of Inquiry

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## Information Needed for Permit Issuance:

Property Owner's Name

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Property Owner's Business Name

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Property Owner's Email Address

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Property Owner's Address

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Property Owner's Phone Number

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Applicant's Name

---

Applicant's Business Name

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Trade Name of Business (if applicable)

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Applicant's Email Address

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Applicant's Phone Number

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Applicant's Address

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## 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



See our Help Finder Guide for assistance in solving your issue  
<http://bit.ly/3n4u6GL>

