



Permit Operations Division
Office of the Surveyor
1100 4th Street, S.W., 3rd Floor
Washington, D.C. 20024

Request for a Building Plat

Date: _____

Name (Print): _____

Daytime Phone: (____) _____ - _____

Square: _____ Lot(s): _____

Delivery Method – Please Choose One:

*\$55.00 - Regular - Pick-up in Person within 3-5 business days

*\$82.50 - Expedited – Pickup after 2 p.m. the next business day

Customer must return paid receipt no later than 3 p.m. to receive plat after 2 p.m. next business day.

*\$60.50 – Sent via E-mail within 3-5 business days

*\$88.00 – Expedited sent via E-mail after 2 p.m. the next business day

Customer must return paid receipt no later than 3 p.m. to receive plat after 2 p.m. next business day.

Email Address: _____

You must have CADD compatible software to use emailed copy of the plat. You must be able to print the plat on 11 x 17 inch paper. Emailed plats are not official until returned for signature by the D.C. Surveyor.

The Surveyor's Office must have the Square and Lot Numbers, which are listed on the deed, to complete all orders. The Surveyor's Office strongly recommends that you check your deed. The Surveyor's Office *is not* responsible for incorrect information provided on this order form.

***FEES LISTED ARE BASE FEES FOR USUAL SHAPED LOTS. ADDITIONAL FEES MAY BE APPLIED TO LARGER OR UNUSAL SHAPED LOTS. THE PLAT WILL SHOW ONLY LOT LINES NOT IMPROVEMENTS ON THE LOT.**

You can now order Building Plats on- line. Go to www.dkra.dc.gov and click on "Order Building Plat.