permit arlington

QUICK REFERENCE GUIDE
Update or Add Mechanic's Lien

Once your permit is issued, you may add or update Mechanic's Lien information using the following steps.

1. Log in to Permit Arlington and select **Home > My Records** from the menu in the upper left corner.

2. Open the **Building** list and find your Residential Building project on the list.

3. Your project will have a status of *Issued Awaiting Insp* and will have an ***Amendment*** link in the Action column. Click the ***Amendment*** link.

4. On the Project Details form, check the **Mechanic's Lien Agent** checkbox and click the **Continue Application** button**.**

5. On the Mechanic's lien agent page, choose either:

   a. **Select from Account** (if your Mechanic's Lien agent contact information is already saved to your account) in which case you will be shown a list of contacts saved to your account, and you may select the appropriate contact and click **Continue**; or

b. **Add Contact Information** if your Mechanic's Lien agent information is not already saved to your account), in which case you will need to fill in the form with the required contact information and click **Continue.**

6. Click **Continue Application** at the bottom of the screen.

7. Next you will see a summary of the information provided. Check the box at the bottom of the page to certify that the information provided is true and accurate, and click **Continue Application.**

8. You are done. There is no staff review required for updating your Mechanic's Lien agent. You will receive an email notification indicating your Placard has been re-issued with the Mechanic's Lien information. You may download the updated placard from the Customer Portal as follows:

   a. select **Home > My Records** from the menu in the upper left corner.

   b. Open the **Building** list and find your Residential Building project on the list.

   c. Select the Permit number.

   d. Click **Record Info > Attachments.**

   e. Look for the document called "Permit Placard" on the list and click the link to view or download.