

## 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.

Building						
<input type="checkbox"/>	Date	Record Number	Record Type	Expiration Date	Status	Action
<input type="checkbox"/>	07/27/2022	<a href="#">RALT22-TA-00240</a>	Residential Alteration	01/23/2023	Accepted Fees Due	
<input type="checkbox"/>	07/27/2022	<a href="#">RALT22-TA-00239</a>	Residential Alteration	01/24/2023	Issued Awaiting Insp	<a href="#">Amendment</a>

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

**Step 1: Project Information > Project Details** \* indicates a required field.

Project Details

**REVISION TO APPROVED**  
 What type of documents are being submitted? (Please select at least one checkbox)

Revisions to approved plan set sheets:

Roof Truss Layout and Engineered Truss Packet:

Wall Check Plat:

Final Certification Letter:

Mechanics Lien Agent:

Save and resume later

Continue Application »

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.