

## QUICK REFERENCE GUIDE

### *Renew Land Disturbing Activity Permit*

Land Disturbing Activity permits must be renewed annually until they are issued. Thirty days prior to expiration of your permit, you will receive an email notification from Permit Arlington. You will then have thirty days to request renewal via the Customer Portal, as follows:

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 Land Disturbing Activity project on the list (alternatively, type your permit number into the search box in the upper right corner).
3. Click the **Request Extension/Renewal** link in the Action column (or at the bottom of the page if you used the search box).

Building						
Showing 41 -50 of 59   <a href="#">Download results</a>   <a href="#">Add to collection</a>						
<input type="checkbox"/>	Date	Record Number	Record Type	Expiration Date	Status	Action
<input type="checkbox"/>	06/16/2022	<a href="#">LDAP22-TA-00101</a>	Land Disturbing Activity/Stormwater Permit	12/20/2022	Inspection Scheduled	<a href="#">Amendment</a>
<input type="checkbox"/>	06/16/2022	<a href="#">LDAP22-TA-00102</a>	Land Disturbing Activity/Stormwater Permit	12/20/2022	Inspection Scheduled	<a href="#">Amendment</a>
<input type="checkbox"/>	06/16/2022	<a href="#">LDAP22-TA-00103</a>	Land Disturbing Activity/Stormwater Permit	12/20/2022	Inspection Scheduled	<a href="#">Amendment</a>
<input type="checkbox"/>	06/16/2022	<a href="#">LDAP22-TA-00104</a>	Land Disturbing Activity/Stormwater Permit	12/20/2022	Expired	<a href="#">Request Extension/Renewal</a>

4. Answer the questions on the Renewal Information page, including a description of why the extension is required. Note, you must answer the first question to see the additional questions and description box.

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

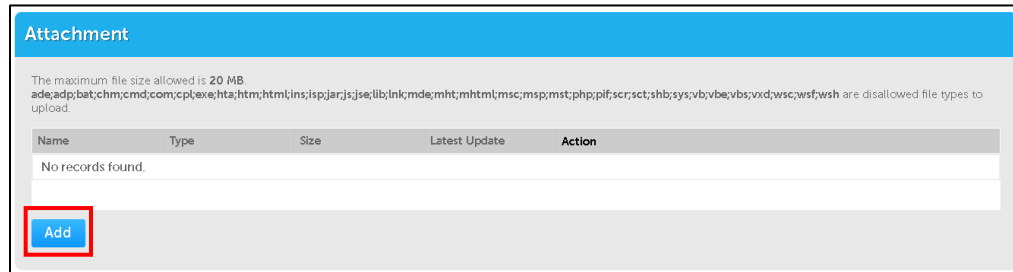
Custom Fields

\*Are you the permit holder?:  Yes  No

Save and resume later
Continue Application >

5. Next you will see the attachment page. If you are the permit holder, no attachments are required, and you may skip to **Step 6**, otherwise continue with Step a below.

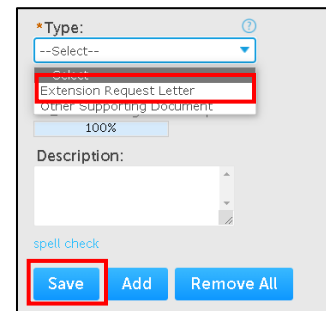
- a. If you are not the permit holder, you will see a green banner at the top of the page indicating that an **Extension Request** Letter is required. This letter must be from the permit holder and on their letterhead. Select **Add** to attach the letter.



- i. Click **Add** in the File Upload pop up to browse your device.
- ii. Select the file with the letter and select **Open**.
- iii. Select **Continue** in the pop up.



- iv. Back on the main screen, choose **Extension Request Letter** from the dropdown and select **Save** to identify your document.



6. Select **Continue Application** at the bottom of the page.
7. Next you will be presented with a summary of the information provided. Check the box at the bottom of the page to certify that the information is true and correct, and select **Continue Application**.
8. The next page will provide confirmation that your request has been submitted. Note, your renewal record will have the same number as the original permit with a **REN** extension at the end, e.g. LDAP22-00114-**REN1**.
9. Your renewal request will be reviewed by staff, and if accepted, you will receive an email notification of the renewal fees due and once paid, you will be able to download your updated permit from the Customer Portal.