

QUICK REFERENCE GUIDE

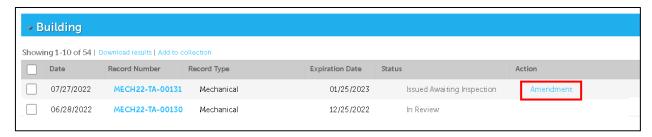
Submit Active Revisions (Revisions to Approved) to Trade Permits: Electrical, Fire, Mechanical, Plumbing

Once your permit is issued and until the final inspection is finaled, you may submit active revisions to your project using the following steps.

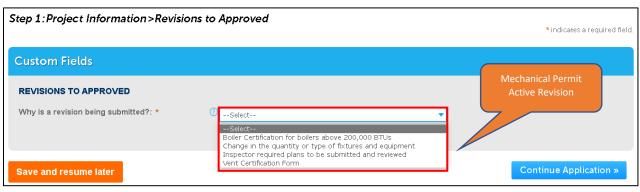
Note: If the trade permit is associated with a building permit and revisions to the trade permit will affect the approved plans, the applicant must revise the building permit plans first. Revisions to the building permit must be approved before the applicant can revise the trade permit.

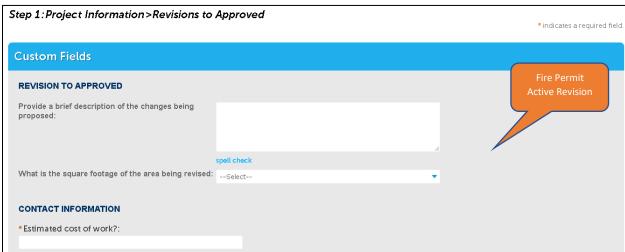
Note: For **Electrical, Mechanical and Plumbing permits** if your active revision is rejected, you will submit a NEW amendment from your ORIGINLAL record with your revisions, rather than submitting an edit on your active revision record. However, for **Fire** permits, you will receive an edit button on the revision record if the revision is rejected.

- Log in to <u>Permit Arlington</u> and select **Home > My Records** from the menu in the upper left corner.
- 2. Open the **Building** list and find your project on the list.
 - a. Alternatively, type your permit number in the search box in the upper right and then scroll down to the bottom of the page and select **Create Amendment** and then skip to step 3.
- 3. When eligible for active revisions, your project will have an **Amendment** link in the Action column. Click the **Amendment** link.



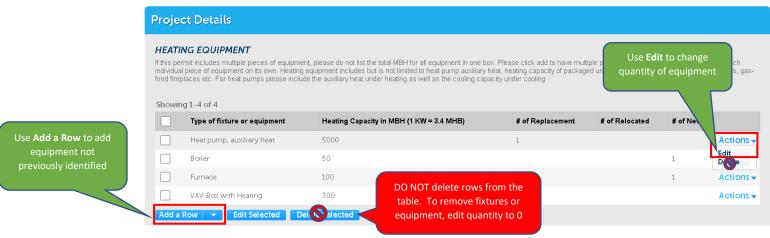
4. On the Project Details form, depending on the permit type, you will have various options for types of revisions that can be submitted (Fire and Mechanical are shown below). To submit revisions, select the appropriate option from the list (either checkbox or dropdown menu).





- 5. When you select **Change to quantity of Fixtures or Equipment** for Plumbing, Electrical or Mechanical permits, you will next be presented with a number of screens and/or tables **filled in with the original quantities** of fixtures or equipment from your initial application
 - a. Fields can be updated by changing the number in the field. For Fire permits, there are no tables so you will simply update the quantities on the form and continue with step 6.
 - b. Tables in <u>Mechanical</u>, <u>Electrical and Plumbing permits</u> can be updated following the instructions in i, ii and iii below.
 - i. To modify quantity of previously identified fixtures or equipment, choose Actions > Edit from the dropdown at the end of each row where changes are needed and in the pop-up, change the number(s) of new, replacement or relocated, accordingly, to reflect the new total quantity for each fixture.
 - ii. To remove a fixture or equipment entirely, follow the instructions in a, above, and simply change the quantity to 0. IMPORTANT: DO NOT delete any rows from the table and DO NOT change the value in the dropdown to a different fixture or equipment.
 - iii. To add a fixture or equipment that was *not* previously identified on your application, choose Add a Row and choose the appropriate fixture from the

dropdown and fill in the **quantity** of new, replacement or relocated, accordingly.



- 6. Once you have completed all the desired changes to quantities for all the tables on the page, select **Continue Application** at the bottom of the page.
- 7. Next you will see a summary of the updated 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. Next you will be presented with the document upload page. Use the **Browse** button to select all the relevant revised plan sheets in accordance with the following:
 - a. If you are replacing existing files, remember to use the exact same file names.
 - b. Do not delete any files.
 - c. Use new file names for new sheets, for new files such as a roof truss or wall check submission.
- 9. Select **Upload** once you have selected all of your documents, select **Yes** to confirm you are ready to upload, and then confirm that they were successfully uploaded.
- 10. Select the green **Submit Active Revision** button to complete your submittal.
- 11. View the confirmation pop up and click **Submit** to confirm.
- 12. Click **OK** in the Plan Review pop up.
- 13. Note the record number in the middle of the page. This number will match the number of your original permit and will have an RA1 extension (e.g. MECH22-00234-RA1; ELEC21-00046-RA2; P2201445-RA1). With each active revision, the RA number will increment by one. This RA record is the number you will use to check status of your revision on the Customer portal (see notes on next page for next steps if your active revision is rejected).

Note: For **Plumbing, Electrical and Mechanical permits,** if your active revision is rejected, you will submit a NEW amendment from your ORIGINAL record with your revisions, rather than submitting an edit on your active revision record, as shown in Step 3 and below.

