permit arlington

QUICK REFERENCE GUIDE

Submit Revisions to Permits Rejected at Completeness Check or Plan Review

Your permit is reviewed for completeness after submittal. If there is information missing, you may be asked to submit additional information. At plan review, revisions may also be required. Depending on the type and scope of permit, one or more reviewers may be assigned to review your project at plan review. If you receive a notification that revisions are required at either Completeness Check or Plan Review, follow these steps to resubmit your permit.

1. Click the link in the email notification to view the Review Results Letter. The letter will provide comments from the staff who reviewed your application.

> During the pre-screening process, your submission was determined to be incomplete. Additional information is needed to continue its processing. The Review Results Letter is attached for your convenience. You may also check the status of your application online at any time.   Please make the requested revisions and resubmit your application to initiate processing.
>
> Your Review Results Letter is also available online **click here to view the letter**
>
> Permit Type: Fire
> Permit Number: FIRE22-SA-01175
> Staff Comments :
>
> *Please do not reply to this automated message.*
>
> - *For questions or assistance, please find our contact information at http://building.arlingtonva.us/resources/contact-us/*
> - *For technical support, contact the Permit Arlington Help Desk at PermitTechSupport@arlingtonva.us*

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

3. Open the appropriate **Planning, Building** or **Zoning** list and find your project on the list.

   a. Select the **Edit** link in the Action column.

	Date	Record Number	Record Type	Expiration Date	Status	Action
☐	08/08/2022	MECH22-SA-01173	Mechanical	02/04/2023	Additional Info Required	Edit

4. The next step(s) vary depending on which part of the application needs revision. To revise the application itself, continue with Step 5 below; to submit revised or additional plan sheets, skip to step 6.

5. **To revise the application itself:**

   a. From the Review page, you may edit the application as requested, by selecting the **Edit** button next to the section you need to update.

   b. Update your response(s) on the form, as requested.

c. Once you have made your updates, select the **Continue Application** button at the bottom of the page.

d. ==**Be sure to repeat steps a – c for <u>each section</u> you have been requested to update to address all items listed by staff.**==

6. For all revisions: Scroll to the bottom of the page and **check the box** to certify that all your updated responses are true and correct, and select the **Submit Updated Information** button.

If this application was a plumbing, electrical or mechanical permit that did not require plan review, or, if no plan sheet revisions were required after rejection at Completeness Check, you are done. ***You will next land on the document upload page****.*

NOTE – KNOWN ISSUE: IF you get the following message indicating that your revision was successfully submitted, <u>you still have an additional step to submit your permit</u> – select the blue **record number** of your permit and select the **Plan Review** tab to return to the document upload page. Then either continue with step 7 if you have revised application documents to submit, or select **Submit for Review** to complete your resubmission.
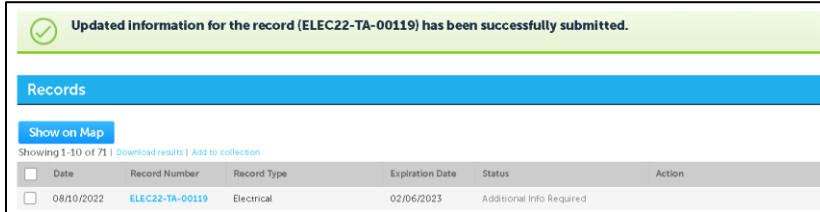
7. **To submit revised or additional application documents:**

   Note: Do not delete any files: Never delete plans or drawings that have been submitted, unless directed to do so by the County)

   a. When submitting a plan or drawing, you **must** include a Comment Response Letter (PDF or Microsoft Word format). The letter should describe how outstanding County comments have been addressed and should identify any additional changes made to the plan or drawing file since the last review cycle.

      i. To upload the Comment Response Letter, select **Browse** to select the file containing your Comment Response Letter and select **Open.**

   b. To submit revised plan sheets, either:

      i. *[Preferred option]* To submit a revised sheet with the SAME file name as the original sheet Select **Browse** on the document upload page to select the revised file with the same name, and select **Open**; or

      ii. To submit a revised plan sheet with a DIFFERENT file name as the original, select the [paper with the up arrow icon] in the center of the Action column next to the sheet to be replaced and select the replacement sheet with a different name and select **Open**.

   c. Select **Upload** to complete upload of all new and revised documents**.**

   In the example below, a Comment Response Letter and a revised version of the Fire Pump Information sheet have been uploaded.

| | Plans & Documents | Review Results & Mark-ups | Approved Documents | Project Information | | | | | | Submit for Review |

Document Upload Instructions and Tips

- Plan Set Documents Must be 24x36 or 11x17 PDFs with no password protection. Vector-based PDFs preferred.
- View our Submission Guidelines. For your convenience, you may use Arlington County's naming conventions.
- Name your plan set documents so they will display in the desired order alphanumerically, and select the discipline/sheet type for each.
- Continue to use the same file names for each submission, or click 📄 to upload using a new file name.
- Never delete documents that have already been submitted, unless directed by the County.
- Upon approval, your plan set will be ordered exactly as displayed.

Plan Set Documents

Browse for all plans, drawings, and other documents that are included in your plan set. The file names will display below, allowing the selection of a Discipline and Sheet Type for each document.

Browse... | Clear | Upload | Cancel | Edit Names | Status: Done

☐	Name	Discipline	Sheet Type	Description	Revision	Status	Actions
☐	A-001 SITEPLAN	Fire Pump Information	Construction Plans		2	Success	
☐	A-002 ELEVATION2	Materials/Manufacturer's Data	Construction Plans		1		
☐	Comment Response Letter	Comment Response Letter	Comment Response Letter		1	Success	

Submit for Review

d. When all documents have been uploaded, select **Submit for Review** to complete your submittal.