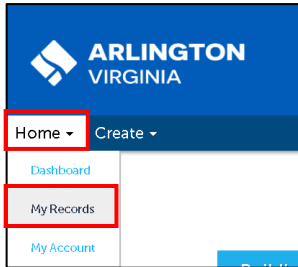# QUICK REFERENCE GUIDE
View Plan Review Status and Assignments

You may **view review detailed status and assignments** for your permit using the following steps.

1. Log in to Permit Arlington and select **Home > My Records** from the menu in the upper left corner (or type in your permit number in the search box in the upper right corner and skip to step 3).
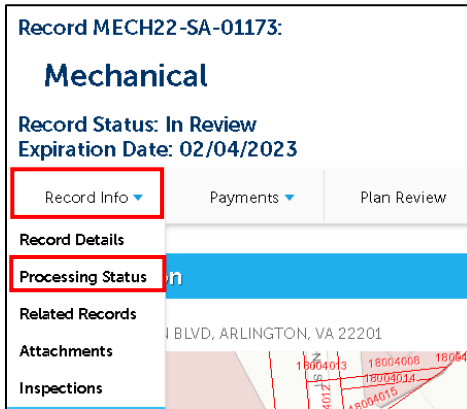

The status column provides *only a general* status, but follow the next steps in this guide for detailed status and assignments

2. Find your project on the **Building, Planning** or **Zoning** list.
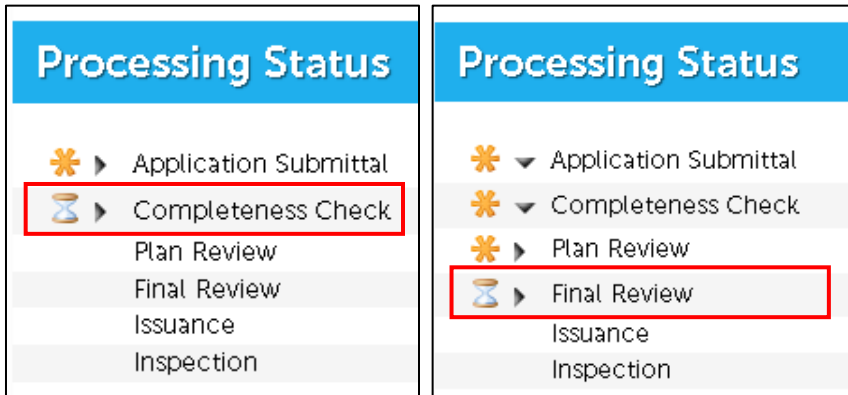
   a. Select the Record Number (Permit ID)

Note: You can sort any column in the list by clicking on the column heading

Building

Showing 41-50 of 55 | Download results | Add to collection

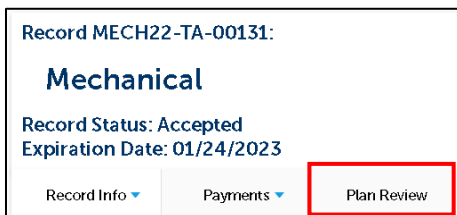|	Date	Record Number	Record Type	Expiration Date	Status	Action
☐	06/16/2022	LDAP22-TA-00105	Land Disturbing Activity/Stormwater Permit	12/20/2022	Finaled	
☐	07/06/2022	LDAP22-TA-00112	Land Disturbing Activity/Stormwater Permit	01/03/2023	Revision Pending	
☐	07/07/2022	LDAP22-TA-00112-RA1	LDA - Revision to Approved	07/07/2022	Submitted	
☐	07/06/2022	LDAP22-TA-00113	Land Disturbing Activity/Stormwater Permit	01/03/2023	Revision Pending	
☐	07/07/2022	LDAP22-TA-00113-RA1	LDA - Revision to Approved	07/07/2022	Submitted	
☐	07/06/2022	LDAP22-TA-00114	Land Disturbing Activity/Stormwater Permit	01/03/2023	Revision Pending	
☐	07/07/2022	LDAP22-TA-00114-RA1	LDA - Revision to Approved	07/07/2022	Submitted	Pay Fees Due
☐	06/28/2022	MECH22-TA-00130	Mechanical	12/25/2022	In Review	
☐	07/27/2022	MECH22-TA-00131	Mechanical	01/24/2023	Accepted	

3. Click **Record Info** and choose **Processing Status** to view where your permit is in the workflow.

4. The processing status will be displayed. In the two examples below, the permit on the left is in **Completeness Check**, and the permit on the right is in **Final Review**, as denoted by the hourglass.

5. Next click **Plan Review** to view *assignments* and *review cycle due dates*.

6. Click **Review Results & Mark-ups**.

7. Click **Review Status & History** to view the review groups assigned and decision and due date for the current review cycle.

8. Select the **Review Comments** tab to view comments from staff who have completed their review (Plan Review Comments are available on Building, Trade, Demolition and Land Disturbing Activity permits).