

Building Permit and Land Disturbing Activity (LDA) Permit Applications

Plan Review Quick Reference Guide

Version 1.0, May 2020

This Quick Reference Guide provides instruction for Applicants on submitting Building (Commercial and Residential) and Land Disturbing Activity permit applications.


Log-In to Existing Account or Register for New Account

1. Navigate to <https://archives.arlingtonva.us/planreview>:
2. Log into Existing Account:
 - a. Click the **Sign In** link
 - b. Enter User Name
 - c. Enter Password
 - d. Click the **Sign In** button

-Or-

Register for a New Account:

- a. Click the **Register for an Account** link
- b. Click the Terms and Conditions checkbox
- c. Click the **Next** button
- d. Complete fields
Note: Asterisked fields are required
- e. Click the **Next** button
- f. Review the User Name and Password
- g. Click the **Next** button
- h. Confirm the email confirmation
Note: Check Inbox and Junk Folder for the email



ePlan Review
Submit Applications, Plans & Pay Fees Online.
Building Permits + Land Disturbing Activity (LDA) Permits
+ Civil Engineering Plans (CEP)

Welcome to Arlington County's ePlan Review Customer Portal. Electronic plan review is available for civil engineering plans, land disturbing activity (LDA) permits for new construction, additions and renovations, both commercial and residential permits, customers can choose to submit plans for review either electronically or in person.

Use this portal to:

- Submit plans and construction related documents electronically
- Access review status in real-time
- Access comments and marked-up plans
- Access approved plans that are signed and stamped
- Download and print approved plan sets, permits, and permit placards for inspection
- Submit deposit payments and final payments for electronic submissions

Visit the [Apply for Permits](#) page to view more information about applying for trade permits (electrical, mechanical, plumbing, or fire), which currently require in-person application.

First Time Users: [register for an account](#). **Registered Users:** [sign in](#).

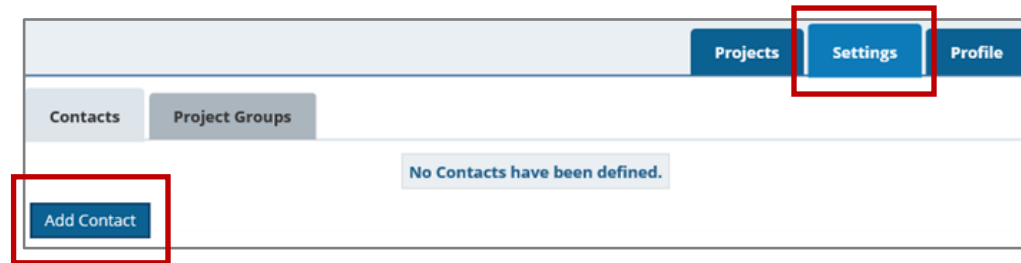
First Time Users: [register for an account](#). **Registered Users:** [sign in](#).

Add Contacts and Project Groups

Note: Highly recommended that Contacts and Project Groups are created before starting the application

Add Contacts:

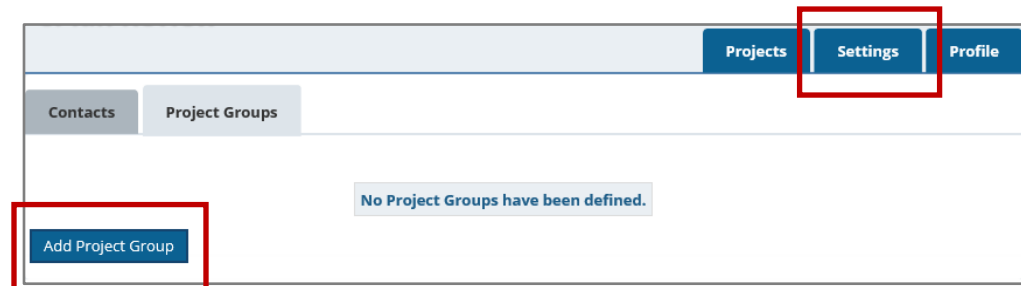
1. Click the **Settings** tab
Note: Defaults to the Contact sub-tab
2. Click the **Add Contact** button
3. Complete fields
Note: Asterisked fields are required
4. Click the **Add** button
5. Confirm the new Contact
Note: Click the edit "pencil" icon in the Actions column to edit
Note: Click the delete "X" icon in the Actions column to delete the Contact
6. Repeat above steps to add more Contacts



Add Project Groups:

Note: Project Groups group or link multiple, related applications/projects, such as by address (e.g., 100 Wayne St.)

1. Click the **Settings** tab
2. Click the **Add Project Groups** sub-tab
3. Complete the Name field
4. Click the **Save** button
5. Confirm the new Project Group
Note: Click the edit icon in the Actions column to edit
Note: Click the delete icon in the Actions column to delete the Project Group
6. Repeat above steps to add more Project Groups



Complete Online Application

Note: Submitting an application consists of two parts: completing the online application and uploading Plans and/or Documents

1. Log into Plan Review
2. Select the type of application from the Start New Project drop down menu
3. Click the **Add Project** button

Start New Project View Within Last 6 Months

- Building Permit - Commercial Addition
- Building Permit - Commercial Alteration
- Building Permit - Commercial New**
- Building Permit - Residential Addition
- Building Permit - Residential Alteration
- Building Permit - Residential New
- Land Disturbing Activity Permit

The new construction of a building or structure that is anything other than a 3-story or less single family home, duplex or townhome.

Add Project

Group	
one>	CNEW-6906
one>	CADD-6905

4. Complete appropriate fields

Note: Asterisked fields and red highlighted fields are required

Note: Number and type of fields vary based on the type of permit

Note: Scroll down the application to complete all fields

Note: For Commercial Alteration and Residential Alteration applications, complete additional fields in the Additional Questions tab

Commercial Building Permit Application	
Department of Community Planning, Housing and Development Inspection Services Division 2100 Clarendon Blvd., Suite 1000, Ph: 703-228-3800, Fax: 703-228-7046	
System Information	
ePlan User Name* <input type="text"/>	
*In order to use the Contact Lookup feature throughout this form, you must add Contacts	
Related Land Disturbing Activity Permits	
Have you already been assigned a Land Disturbing Activity (LDA) Permit # related to this application? <input type="text"/>	

Commercial Building Permit Application	Additional Questions
Department of Community Planning, Housing and Development Inspection Services 2100 Clarendon Blvd., Suite 1000, Ph: 703-228-3800, Fax: 703-228-7046	
System Information	
ePlan User Name* <input type="text"/>	
*In order to use the Contact Lookup feature throughout this form, you must add C	
Related Land Disturbing Activity Permits	
Have you already been assigned a Land Disturbing Activity (LDA) Permit # relat <input type="text"/>	

5. Click the **Add** button to save the application for submission or...
Click the **Close** button to exit the application without saving or...
Click the **Save Progress and Return Later** button to save (but not submit) as a work in-progress
*Note: Clicking **Save Progress and Return Later** redirects to the Warning tab – click the **Add** button to finalize saving*



Special Fields

Note: The following fields appear on the various applications – note that types and number of fields vary based on permit type

ePlan User Name*

ePlan User Name:

Enter the User Name (the same one used to log into Plan Review)

Note: This field must be completed for the Contact fields to work properly

Briefly describe scope of work *

Briefly Describe Scope of Work:

Enter the following: “This is a revision to building permit _____” and include the Building Permit Number (e.g., B1201234). If there are multiple building permits, include all Building Permit Numbers.

Job Address	Tenant	Permit Holder
Number and Street* <input type="text"/>	Name* <input type="text"/>	Permit Holder* <input type="text"/>
Unit* <input type="text"/> Floor* <input type="text"/>	Phone* <input type="text"/>	
<input type="checkbox"/> Additional Units / Addresses?		

Job Address, Tenant and Permit Holder:

Entries should match those on the paper application

Contact Lookup:

Click the field to reveal a list of previously entered Contacts in the Settings tab – select the appropriate Contact

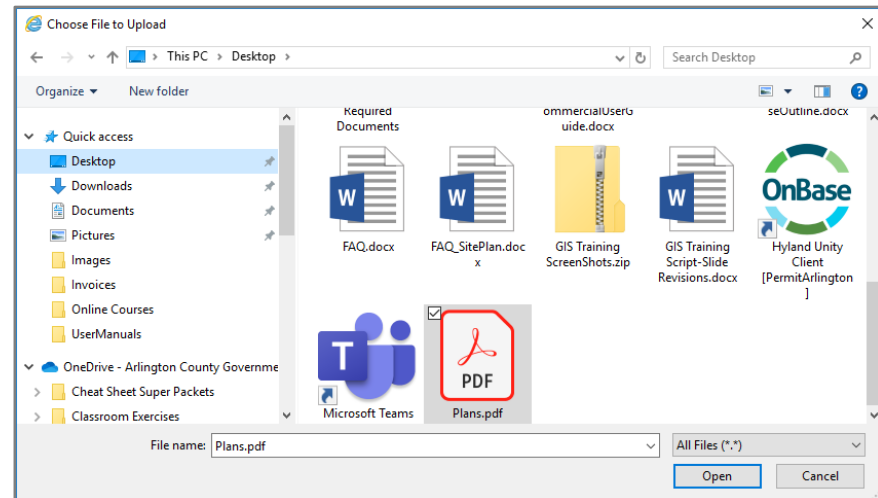
Contact Lookup

- DONOHUE, MICHAEL - md2233@donohue.com
- JOHNSON, TED - ted@johnson.com
- WHITE, ALLISON - awhite@awassociates.com

Upload Plans and Documents

1. Click the **Plan Documents** tab
2. Review the Document Upload Instructions and Tips
3. Click the **Browse** button
Note: Popup window opens
4. Navigate to the appropriate Plan(s) (PDF) or Document(s) (PDF)
Note: Click the [Standard File Naming Conventions](#) to learn the proper naming conventions for Plan and Documents files
5. Double-click the appropriate file (PDF)
Note: To upload multiple files at once, click and hold the CTRL key and simultaneously click appropriate files one-at-a-time
Note: Upload ALL and most UPDATED documents (i.e., supporting documents and forms) originally submitted with the application
Note: Popup window closes

Project Information	Plan Documents	Review Documents	Receipts, Permits + Approved Documents
Project CNEW-6906	Document Upload Instructions and Tips		
Group <None>	<ul style="list-style-type: none">· Upload all files as PDFs with no password protection, encryption, or other security re· Name your files so they will display in the desired order, and select the discipline and· Upon approval, your plan set will be ordered exactly as displayed below.· For your convenience, you may use Arlington County's naming conventions.· Continue to use the same file name for each submission of the same document, or c· Never delete sheets that have already been submitted, unless directed by the County· Avoid the use of AutoCAD SHX Text comments. Refer to this article for more informa		
Name 100 WAYNE			
Status New			
Review Status None	Browse... Clear Upload Cancel Edit Names Status: Ready		



6. Select the appropriate option from the Discipline field
7. Select the appropriate option from the Sheet Type field
8. (Optional) Enter a brief description in the Description field
9. If necessary, click the delete icon in the Actions column to delete the attachment
10. Repeat Steps 3-8 to add additional files
11. Click the **Upload** button
12. Click **Yes** on the confirmation message

<input type="checkbox"/>	Name	Discipline	Sheet Type
<input type="checkbox"/>	Plans	Select Discipline	Select Sheet Type

Description	Revision	Upload Status	Actions
	New	Pending Upload	

Are you sure you want to upload the document changes? Yes No

Browse...
Clear
Upload
Cancel
Edit Names
Status: Ready

<input type="checkbox"/>	Name	Discipline	Sheet Type
<input type="checkbox"/>	Plans	Architectural Interiors	Building Elevations an

Submit Application

1. Click the **Submit for Review** button
2. Click the **OK** button on the confirmation message
3. Confirm the confirmation email
Note: Check Inbox and Junk Folder
Note: Email delivery time may vary

Project Information	Plan Documents
<p>Project CNEW-6906</p> <p>Group <None></p> <p>Name 100 WAYNE</p> <p>Status New</p> <hr/> <p>Review Status None</p> <p>Actions</p> <p>Submit for Review</p> <hr/>	

ePlan Review

Your application has been successfully submitted.

[OK](#)

Support and Further Resources

If you need further assistance with the technical aspects of the ePlan system, such as uploading the plans or resolving any errors, please call 703-228-7638.

[ePlan Online Permit Portal](#)

[Residential Plan Review Process](#)

[Commercial Plan Review Process](#)

END OF DOCUMENT

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