Our monthly Contractors and Permit Expeditors meeting will be held Thursday,

03/20/200, from 2-3 p.m. online. Please join us by using link below:

Join Microsoft Teams Meeting

+1 347-973-6905   (Toll)

Conference ID: 889 697 339#

Local numbers | Reset PIN | Learn more about Teams | Meeting options

AGENDA

Latest News about Arlington County Permitting and Inspection Process

Helpful links and info from meeting:

Due to COVID-19, the Inspection Services Division has changed how we are processing permits to minimize the impact to customers. As of Wednesday, March 18 the permit offices are closed to the public until further notice but services are continuing online. Please note, this is subject to change, please check the website https://building.arlingtonva.us/2020/03/permit-office-service-changes-due-to-coronavirus-covid-19/ for updates.

All ISD permits except for building can be applied for by emailing

ISDTradePermits@arlingtonva.us a PDF copy of the applicant and any plans or supporting documents you previously would have submitted in paper.

Your application is reviewed by the ISD Permit Specialist for completeness. You should receive a response within two (2) business days, with directions for any changes required to process the permit or with directions for the next steps of the permit process.

Please only email ISDTradePermits@arlingtonva.us for submitting new permit applications or revisions based on plan review comments. Please do not send these requests directly to an ISD Permit Specialist because this could cause delays in processing your email if I am that person is due to other assigned duties, training, or leave.

Here are the links to some of the most common ISD applications:

Mechanical: https://arlingtonva.s3.amazonaws.com/wp-content/uploads/sites/38/2019/09/Mechanical-Permit-Application-2019.pdf

Electrical: https://arlingtonva.s3.amazonaws.com/wp-content/uploads/sites/38/2019/09/Electrical-Permit-Application-2019.pdf

Plumbing: https://arlingtonva.s3.amazonaws.com/wp-content/uploads/sites/38/2019/09/Plumbing-and-Gas-Permit-Application-2019.pdf

Fire: https://arlingtonva.s3.amazonaws.com/wp-content/uploads/sites/38/2018/10/Fire-Protection-Permit-Application.pdf

Demolition: https://building.arlingtonva.us/permits/demolition/

CO application: https://building.arlingtonva.us/wp-content/uploads/sites/38/2016/08/CO-application.pdf

TRANSITIONING FROM PAPER TO EPLAN

Below are links to provide an overview of the online permit process as well as screenshots and instructions to help you transition from paper to online building permit.

This is a link to the ePlan Online Permit Portal for submitting you applications and upload plans: https://archives.arlingtonva.us/planreview

For Residential Projects:

For an overview of applying for a residential building permit online, please click on the bold black text that say "Online Residential Building Permit Submission Process" for an overview of the steps for the process: https://building.arlingtonva.us/review-processes/residential/

For Commercial Projects:
For an overview of applying for a commercial building permit online, please click on the bold black text that say "Online Commercial Residential Building Permit Submission Process" for an overview of the steps for the process: https://building.arlingtonva.us/review-processes/commercial/

Instructions for transitioning from paper to ePlan:
1. Please use the ePlan Online Permit Portal to register for an account then sign into the system. Here is the link https://archives.arlingtonva.us/planreview

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

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 inspections
- Submit deposit payments and final payments for electronic submissions

Visit the Apply for Permits page to view more information about applying for a permit, including trade permits (electrical, mechanical, plumbing, or fire), which currently require a paper permit application.

First Time Users: register for an account. **Registered Users:** sign in.

2. Please select the permit type from the drop-down menu, then click "add project"
Your permit type should be on the back sheet of the plans on the white, orange or green sticker. If not, building permit options are:
- CNEW for new commercial buildings and structures
- CADD for commercial additions
- CTBO for commercial interior alterations / renovations

- RNEW for new residential buildings and structures
- RADD for residential additions, decks, retaining walls, and any other projects with exterior work
- RALT for interior alterations / renovations

3. Please enter your use name and fill out the online application. If you have multiple addresses for one plan set, please check the "additional units / addresses" box and add the addresses to the "additional units/addresses" tab. Please fill out the rest of the application with the same information as the paper application except for the scope of work field, see step 4.

Permit Application

ePlan User Name*

Please enter the same user name you used to log in

*In order to use the Contact Lookup feature throughout this form, you must add Contacts to the Settings tab of the ePlan Review Portal prior to working on this f

Related Land Disturbing Activity Permits

Have you already been assigned a Land Disturbing Activity (LDA) Permit # related to this building permit activity?*

Please enter the same information on your paper permit application

Job Address

Number and Street*

Unit

Floor

☐ Additional Units / Addresses?

Home Owner

Name*

Phone*

Permit Holder

Permit Holder*

If the plan set is for multiple addresses, please click this box and fill out the other addresses in the "additional units/address" tab at the top of the application

4. In the scope of work please write "This is a revision to building permit ____" and include the building permit number, such as B1201234. If you have multiple building permits because your paper plans were for multiple addresses, please include all building permit numbers in the scope of work.

Job Details

Type of Project*

Altered Sq. ft

Additional Types of Projects

Acknowledge V.U.S.B.C Year designed under*
2015

Briefly describe scope of work*

Please write "This is a revision to building permit ____" and include your building permit number, such as B1201234

5. Please make sure you click on the additional questions tab and select answers to all of the questions

Commercial Building Permit Application | **Additional Questions**

Is this project an interior alteration in an existing commercial building? *

Is this project a Business (B) or Mercantile (M, Retail) use? *

Is the space being altered on the first floor, rooftop, penthouse or top floor? *

Does the project include a crane or trailer? *

Does the site have any changes, such as parking, windows, doors, exterior vents, or other exterior changes? *

Does the project have a change of use per the Virginia Construction Code or the Zoning Ordinance? *

Are Structural modifications being made to the building? *

Please make sure you click on the additional questions tab and select answers to all of the questions

6. Once all fields are complete, click the add button. If any fields are incomplete or missing, a pop up will come up and missing fields will be highlighted in red.

Once the application is complete, click the add button. If any fields are incomplete, a pop up will come up and missing fields will be highlighted in red

Save Progress and Return Later

You can save your progress at any point while filling out the application

Close | Add

7. After clicking "add" the screen will load up with new tabs and options. The project is created, and you will be assigned a project ID as shown below. Please then click "Plan Documents" and it will take you to the tab to upload plan documents.

ePlan Review

Project Information	**Plan Documents**	Review Documents	Receipts, Permits + Approved Documents	Related Projects

Project
CTBO-13011

Group
<None>

Name
2100 CLARENDON BLVD

Status
New

This is the Project ID, Please use for referring to the project. Once the application is processed in, the building permit number will be added.

Review Status
None

Actions
Submit for Review

Project Information

Roles

Permit Application

Commercial Building Permit Application	**Additional Questions**	**Review Status**

nt of Community Planning, Housing and Development Inspection Services Division
uilding.arlingtonva.us)
endon Blvd., Suite 1000, Ph: 703-228-3800, Fax: 703-228-7046

System Information

Project ID	Permit #	County Site Plan # / Use Permit #
CTBO-13011		

ePlan User Name*
SUBMITTER3

*In order to use the Contact Lookup feature throughout this form, you must add Contacts to the Set

8. Click "browse" to select the PDFs of the plans, forms, and any other documents associated with the permit. It is recommended to only browse and upload 10 PDFs at a time to prevent errors. You can browse and upload files multiple times.

Please upload each plan sheet and form as an individual PDF. Calculations, manual Js, and spec sheets can be uploaded as multi-page PDFs. Please do not upload any old / void sheets from the paper set. Please upload each plan sheet, form and document. Here are guidelines for ePlan submissions: https://building.arlingtonva.us/permits/apply-online/eplan-guidelines/

Most importantly, please ensure the file name closely matches the sheet name. For example, if the plan sheet is A100 and is the cover sheet, the file name could be **A-100-CoverSheet.pdf**. Another example, if the plan sheet is S202 and contains the second floor framing, the file name could be **S-202-SecondFloor-Framing.pdf**. Revisions must have the same exact file name as the original file so please keep that in mind when naming files.

To take full advantage of benefits offered by Arlington County ePlan Review we strongly recommend following the Arlington County's Standard File Naming Conventions. Here are guidelines for Arlington County ePlan Standard File Naming Conventions: http://buildingarlington.s3.amazonaws.com/wp-content/uploads/2016/01/Standard-File-Naming-Conventions.pdf

9. Once you have files selected from "browse", click "upload". It is recommended to only upload 10 PDFs at a time to prevent errors. You can browse and upload files multiple times.

After all files are uploaded, click "submit for review" to send the project in for the ISD Permit Specialist to perform the completeness check and send to plan review. Please ensure the "upload status" says "success", otherwise the file will not be sent to plan review.

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