

**QUICK REFERENCE GUIDE**  
**Submit Active Revisions (Revisions to Approved):**  
**Building and Land Disturbing Activity Permits**

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

1. Log in to [Permit Arlington](#) 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.
3. When eligible for active revisions, your project will have an **Amendment** link in the Action column. Click the **Amendment** link.

Building						
Date	Record Number	Record Type	Expiration Date	Status	Action	
07/27/2022	<a href="#">RALT22-TA-00240</a>	Residential Alteration	01/23/2023	Accepted Fees Due		
07/27/2022	<a href="#">RALT22-TA-00239</a>	Residential Alteration	01/24/2023	Issued Awaiting Insp	<a href="#">Amendment</a>	

4. On the Project Details form, you will have various options for types of revisions that can be submitted. To submit revisions, select the appropriate option from the list (either checkbox or dropdown menu). **Note: You may only select ONE option per revision submittal. Once the active revision is approved, you may start a new application for another type.**

*Step 1: Project Information > Project Details*

**Project Details**

**REVISION TO APPROVED**  
 What type of documents are being submitted? (Please select at least one checkbox)

Revisions to approved plan set sheets:

Roof Truss Layout and Engineered Truss Packet:

Wall Check Plat:

Final Certification Letter:

Mechanics Lien Agent:

**Building Permit Active Revision**

**Project Details**

**REVISION TO APPROVED**

What type of Revision to Approved is being requested?:

--Select--

--Select--

Change of contact: Responsible Land Disturber or Permit Holder

Revisions to approved plan set sheets

SWF As Built Certification Plan

**LDA Active Revision**

5. Depending on the selected option, you may see some additional questions. Fill in the requested information and select **Continue Application** at the bottom of the screen.

*Note: for Building and Land Disturbing Activity Permits, you may only submit revised or additional plan sheets as part of your active revision; you will not have the opportunity to edit the original inputs from the application.*

6. Next you will see a summary of the 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**.
7. Next you will be presented with the document upload page. Upload the relevant documents 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.*
8. 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.
9. Select the green **Submit Active Revision** button to complete your submittal.
10. View the confirmation pop up and click **Submit** to confirm.
11. Click **OK** in the Plan Review pop up.
12. 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. CADD22-00234-RA1; LDAP21-00046-RA2; B2201445-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.