

QUICK REFERENCE GUIDE

Submit Active Revisions (Revisions to Approved) to Trade Permits: Electrical, Fire, Mechanical, Plumbing

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

Note: If the trade permit is associated with a building permit and revisions to the trade permit will affect the approved plans, the applicant must revise the building permit plans first. Revisions to the building permit must be approved before the applicant can revise the trade permit.

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.
 - a. Alternatively, type your permit number in the search box in the upper right and then scroll down to the bottom of the page and select **Create Amendment** and then skip to step 3.
3. When eligible for active revisions, your project will have an **Amendment** link in the Action column. Click the **Amendment** link.

Building							
Showing 1-10 of 54 Download results Add to collection							
<input type="checkbox"/>	Date	Record Number	Record Type	Expiration Date	Status	Action	
<input type="checkbox"/>	07/27/2022	MECH22-TA-00131	Mechanical	01/25/2023	Issued Awaiting Inspection	Amendment	
<input type="checkbox"/>	06/28/2022	MECH22-TA-00130	Mechanical	12/25/2022	In Review		

4. On the Project Details form, depending on the permit type, you will have various options for types of revisions that can be submitted (Fire and Mechanical are shown below). To submit revisions, select the appropriate option from the list (either checkbox or dropdown menu).

Step 1: Project Information > Revisions to Approved * indicates a required field.

Custom Fields

REVISIONS TO APPROVED

Why is a revision being submitted?: *

--Select--

--Select--

Boiler Certification for boilers above 200,000 BTUs

Change in the quantity or type of fixtures and equipment

Inspector required plans to be submitted and reviewed

Vent Certification Form

**Mechanical Permit
Active Revision**

Save and resume later **Continue Application »**

Step 1: Project Information > Revisions to Approved * indicates a required field.

Custom Fields

REVISION TO APPROVED

Provide a brief description of the changes being proposed:

**Fire Permit
Active Revision**

spell check

What is the square footage of the area being revised: --Select--

CONTACT INFORMATION

* Estimated cost of work?:

5. When you select **Change to quantity of Fixtures or Equipment** for Plumbing, Electrical or Mechanical permits, you will next be presented with a number of screens and/or tables ***filled in with the original quantities*** of fixtures or equipment from your initial application
 - a. Fields can be updated by changing the number in the field. For Fire permits, there are no tables so you will simply update the quantities on the form and continue with step 6.
 - b. Tables in Mechanical, Electrical and Plumbing permits can be updated following the instructions in i, ii and iii below.
 - i. **To modify quantity of previously identified fixtures or equipment**, choose **Actions > Edit** from the dropdown at the end of each row where changes are needed and in the pop-up, change the number(s) of new, replacement or relocated, accordingly.
 - ii. **To remove a fixture or equipment entirely**, follow the instructions in a, above, and simply change the quantity to 0. **IMPORTANT: DO NOT delete any rows from the table and DO NOT change the value in the dropdown to a different fixture or equipment.**
 - iii. **To add a fixture or equipment that was not previously identified** on your application, choose **Add a Row** and choose the appropriate fixture from the

dropdown and fill in the quantities of new, replacement or relocated, accordingly.

Project Details

HEATING EQUIPMENT

If this permit includes multiple pieces of equipment, please do not list the total MBH for all equipment in one box. Please click add to have multiple pieces of equipment listed as individual pieces of equipment on its own. Heating equipment includes but is not limited to heat pump, auxiliary heat, heating capacity of packaged units, gas-fired fireplaces etc. For heat pumps please include the auxiliary heat under heating as well as the cooling capacity under cooling

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<input type="checkbox"/>	Type of fixture or equipment	Heating Capacity in MBH (1 KW = 3.4 MHB)	# of Replacement	# of Relocated	# of New	Actions
<input type="checkbox"/>	Heat pump, auxiliary heat	5000	1			Actions
<input type="checkbox"/>	Boiler	50			1	Edit Delete
<input type="checkbox"/>	Furnace	100			1	Actions
<input type="checkbox"/>	VAV Box with Heating	300				Actions

Buttons: Add a Row, Edit Selected, Delete Selected

Callouts:

- Use Add a Row to add equipment not previously identified
- Use Edit to change quantity of equipment
- DO NOT delete rows from the table. To remove fixtures or equipment, edit quantity to 0

6. Once you have completed all the desired changes to quantities for all the tables on the page, select **Continue Application** at the bottom of the page.
7. Next you will see a summary of the updated 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**.
8. Next you will be presented with the document upload page. Use the **Browse** button to select all the relevant revised plan sheets 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.*
9. 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.
10. Select the green **Submit Active Revision** button to complete your submittal.
11. View the confirmation pop up and click **Submit** to confirm.
12. Click **OK** in the Plan Review pop up.
13. 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. MECH22-00234-RA1; ELEC21-00046-RA2; P2201445-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.