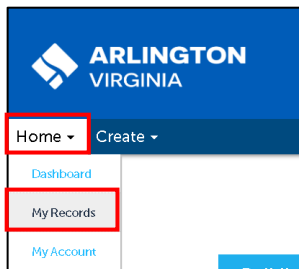


QUICK REFERENCE GUIDE

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).



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

▼ **Building**

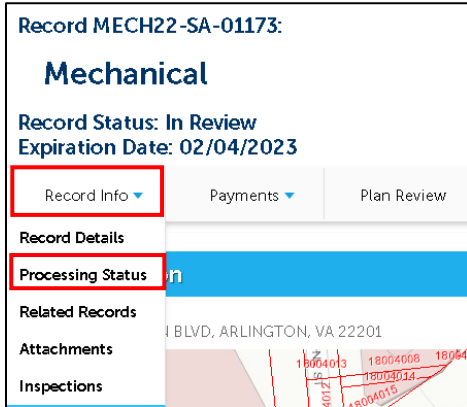
Showing 41-50 of 55 | [Download results](#) | [Add to collection](#)

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

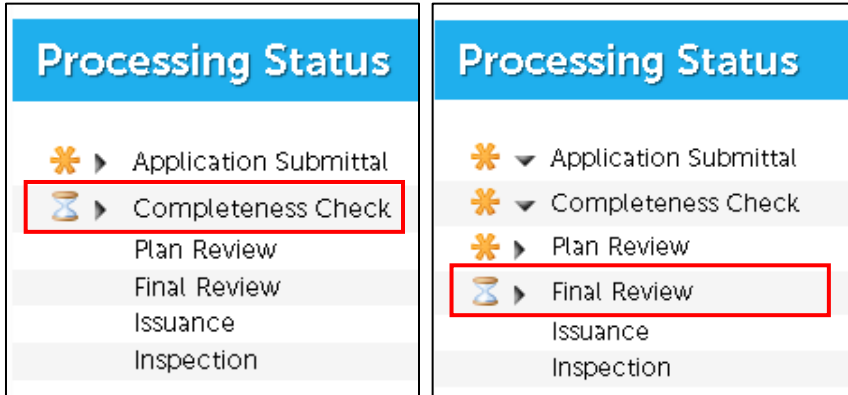
The status column provides *only a general* status, but follow the next steps in this guide for detailed status and assignments

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

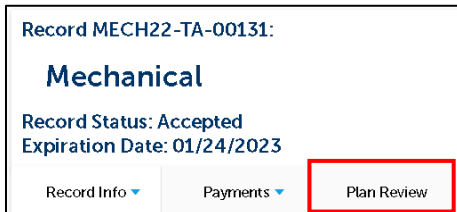
3. Click **Record Info** and choose **Processing Status** to view where your permit is in the workflow.



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**.

The screenshot shows the 'Plan Review' interface. At the top, there is a blue header with the text 'Plan Review' and a link icon. Below the header, there are four tabs: 'Plans & Documents', 'Review Results & Mark-ups' (which is highlighted with a red box), 'Approved Documents', and 'Project Information'. A yellow information banner below the tabs contains an information icon and the text: 'Document upload is disabled while the project is under review, and will be enabled if revisions are required.' Below the banner is a section titled 'Plan Set Documents' with a table. The table has columns for Name, Discipline, Sheet Type, Description, Revision, Status, and Actions. One row is visible with the following data: Name: A-001 SITEPLAN, Discipline: Architectural (TRAD), Sheet Type: Proposed Plat/Site Plan, Revision: 1, and an Actions column with a download icon.

7. Click **Review Status & History**

The screenshot shows the 'Plan Review' interface with the 'Review Results & Mark-ups' tab selected. Below the tabs, there are two sub-tabs: 'Comment Letters & Plan Mark-ups' and 'Review Status & History' (which is highlighted with a red box). Below these sub-tabs, a grey box contains the text: 'This project does not have any Review Letters or Plan Sets.'

8. View the review groups and decisions and due date for the current Review Cycle.

The screenshot shows the 'Review Status & History' interface. At the top, there are two tabs: 'Comment Letters & Plan Mark-ups' and 'Review Status & History' (which is highlighted with a blue background). Below the tabs, there is a blue warning banner with the text: 'Warning! The status and history displayed below is meant to provide a high-level summary of the pending and completed reviews during the current review cycle, along with the decisions reached during each of the previous review cycles. Decisions listed on this page are subject to change. Final decisions for each review group can be viewed in the Review Results Letter provided at the end of each review cycle.' Below the banner, there is a section titled 'Review Status & History' with buttons for 'Copy', 'Excel', and 'PDF'. To the right of these buttons is a search field. Below the search field is a table with the following data:

Review Cycle #	Review Group	Decision
Review Cycle 1: 7/28/2022 - 8/2/2022		
1	DES Permit Tech	In Review
1	Zoning	Accepted

At the bottom right of the table, there are navigation buttons: 'Previous', '1', and 'Next'.