



## QUICK REFERENCE GUIDE

### Update Contractor TBD with Contractor Information

If you selected Contractor TBD as the Permit Holder when you submitted your permit on a building permit or on a fence or sign permit that requires building review, you will be asked to update the Contractor information with the selected Contractor before your permit can be issued. You may also be asked to update your Contractor information if the selected Contractor license has expired prior to issuance, and/or if it is determined by staff that the selected Contractor is inadequate or does not meet the eligibility requirements for the permit scope of work. This guide provides instructions for submitting updated Contractor information.

If updated Contract information is required, after Plan Review is complete, you will receive an email notification with the subject **Application <PROJECT ID> - Contractor Information Needed**. Follow these steps to provide updated Contractor information.

1. Review the email notification to view the message from staff indicating the reason updated Contractor information is requested.
2. Log in to [Permit Arlington](#) and select **Home > My Records** from the menu in the upper left corner.
3. Open the **Building** list and find your Building project on the list, or open the **Zoning** list to find your Fence or Sign project.
4. Your project will have a status of **Awaiting Contractor Info** and will have an **Amendment** link in the Action column. Click the **Amendment** link.

<input type="checkbox"/>	Date	Record Number	Record Type	Expiration Date	Status	Action
<input type="checkbox"/>	07/27/2022	FRWW22-TA-00007	Fence/Retaining Wall or Wall	01/23/2023	Awaiting Contractor Info	<a href="#">Amendment</a>

5. Answer the question(s) on the Contractor TBD Form and click **Continue Application**.

### Fence Contractor TBD

1 Project Information    2 People    3 Review    4 Record Submittal

**Step 1: Project Information > Project Details** \* indicates a required field.

#### Project Details

**CONTRACTOR TBD**

\* Does the specified permit holder have a valid Arlington County Business License?  Yes  No

[Save and resume later](#) [Continue Application »](#)

6. On the Licensed Professional List page, you will need to add the DPOR license for the licensed Contractor, and if applicable, Arlington County Business License (if reciprocity is to be provided, you will instead, be asked to upload proof of reciprocity later in the application).

- a. Click the **Add DPOR/Business License** button to add the contact information for the licensed contractor.
- b. Fill in the license number in the **DPOR or BLC License** box and hit enter. If the license is current, **Current** will display in red next to the license box and the license type will display in red next to the License type box, and Business Name, DBA/Trade Name and Address will auto-populate.
- c. Fill in the all other fields marked with an asterisk (\*) to provide contact information and scroll to the bottom of the form and click **Save and Close**.
- d. Repeat steps a – c to add the County Business License, if applicable. If you are providing proof of reciprocity, continue with step 7.

7. Click **Continue Application** at the bottom of the page.
8. 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**.
9. If you are providing reciprocity for your Arlington County Business License, you will need to upload the document on the Document upload page, following the instructions below; ***if you provided an Arlington County Business License, skip to Step 10 – you still need to submit your changes.***
  - a. To upload your proof of reciprocity, if applicable, click **Browse** to find the document on your computer and select the document.
  - b. Click **Upload** to upload the document.
10. Click **Submit Application Changes**.
11. You are done. Staff will now continue with the final review stage and if the Contractor information provided is eligible for the scope of this permit, you will next receive an email notification that you may pay the fees due.