

QUICK REFERENCE GUIDE

Download your Permit, Placard, Plan Set or Certificate of Occupancy from the Customer Portal

Once your permit is issued and you pay the fees due, you may download your permit and if applicable, placard, from the Customer Portal; and typically within two days, you may also download your approved Plan Set.

For Certificates of Occupancy, you may download your Certificate of Occupancy (CO) application from the Customer Portal once the ALL final inspections have been approved AND the CO has been issued.

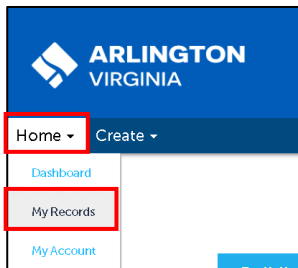
Select the appropriate item in the Table of Contents below to jump to instructions.

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View or Download Permit, Placard or Certificate of Occupancy

1. Log in to [Permit Arlington](#) and select **Home > My Records** from the menu in the upper left corner.



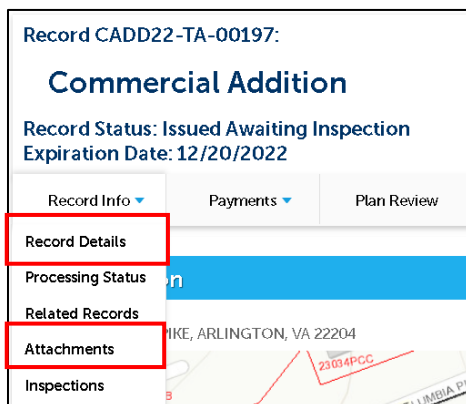
2. Find your project on the **Building** list, or click the arrow next to the **Zoning** list to find your Zoning project.
 - a. Select the Record Number (Permit ID) and note that your permit is issued.

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

<input type="checkbox"/>	Date	Record Number	Record Type	Expiration Date	Status	Action
<input type="checkbox"/>	07/06/2022	LDAP22-TA-00112	Land Disturbing Activity/Stormwater Permit	01/03/2023	Revision Pending	
<input type="checkbox"/>	07/06/2022	22TMP-0002363	Elevator			Resume Application
<input type="checkbox"/>	07/06/2022	LDAP22-TA-00114	Land Disturbing Activity/Stormwater Permit	01/03/2023	Revision Pending	
<input type="checkbox"/>	07/06/2022	LDAP22-TA-00113	Land Disturbing Activity/Stormwater Permit	01/03/2023	Revision Pending	
<input type="checkbox"/>	07/06/2022	22TMP-0002364	Elevator Detail			Resume Application
<input type="checkbox"/>	06/28/2022	MECH22-TA-00130	Mechanical	12/25/2022	In Review	
<input type="checkbox"/>	06/27/2022	EPER22-TA-00128	Elevator	12/24/2022	Awaiting Plans and Documents	
<input type="checkbox"/>	06/27/2022	ELEV22-TA-00194	Elevator Detail		Submitted	
<input type="checkbox"/>	06/22/2022	CADD22-TA-00197	Commercial Addition	12/20/2022	Issued Awaiting Inspection	Amendment
<input type="checkbox"/>	06/22/2022	EPER22-TA-00124	Elevator	12/19/2022	Awaiting Plans and Documents	

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3. Click **Record Info > Attachments**.



4. Look for :

- a. For permits, look for the documents called “Permit” and “Permit Placard” on the list and click the document name to view or download (first image below); or
- b. For Certificate of Occupancy, look for the document starting with “Certificate of Occupancy” and click the document name to view or download (second image below).

Attachments					
The maximum file size allowed is 20 MB. ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;upload.					
Name	Record ID	Entity Type	Type	Size	
Record Summary Tables - Record_Summary_Report_Cross_Tab_-_only_Tables_20221209_162228.pdf (RADD22-TA-00314)	RADD22-TA-00314	Record	Record Summary Tables	35.68 KB	
Record Summary Tables - Record_Summary_Report_Cross_Tab_-_only_Tables_20221209_164936.pdf (RADD22-TA-00314)	RADD22-TA-00314	Record	Record Summary Tables	35.58 KB	
Invoice - 12/9/2022 (RADD22-TA-00314)	RADD22-TA-00314	Record	Invoice	63.38 KB	
Permit Placard 12/9/2022 (RADD22-TA-00314)	RADD22-TA-00314	Record	Document	59.82 KB	
Permit 12/9/2022 (RADD22-TA-00314)	RADD22-TA-00314	Record	Permit	83.63 KB	

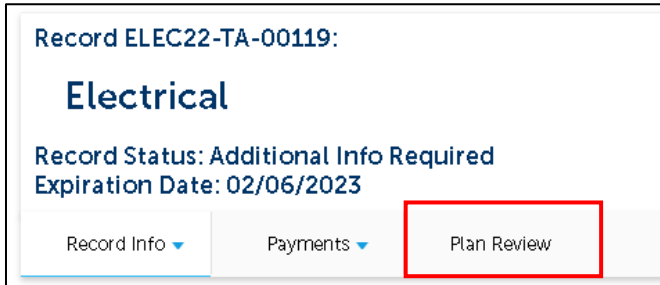
Attachments						
The maximum file size allowed is 20 MB. ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;w;upload.						
Name	Record ID	Record Type	Entity Type	Type	Size	
Invoice - 2/15/2023 (COFO23-TA-00100)	COFO23-TA-00100	Certificate of Occupancy	Record	Invoice	61.31 KB	
Certificate of Occupancy - CQ_Residential_Report_20230217_143524.pdf (COFO23-TA-00100)	COFO23-TA-00100	Certificate of Occupancy	Record	Certificate of Occupancy	59.33 KB	

View or Download Plan Set

1. Log in to [Permit Arlington](#)
2. Search for the permit number in the upper right corner (or find your permit by selecting Home > My Records in the upper left corner and opening the appropriate Building, Planning or Zoning list).



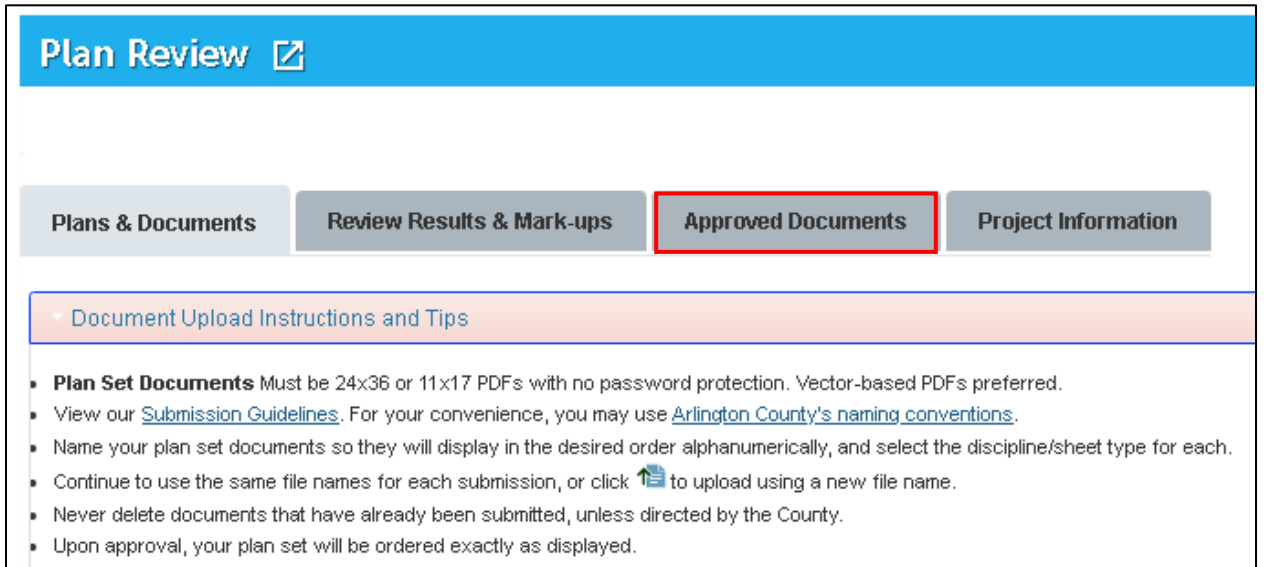
3. Click on **Plan Review**.



Record ELEC22-TA-00119:
Electrical
Record Status: Additional Info Required
Expiration Date: 02/06/2023

Record Info ▾ Payments ▾ **Plan Review**


4. Click on **Approved Documents**.



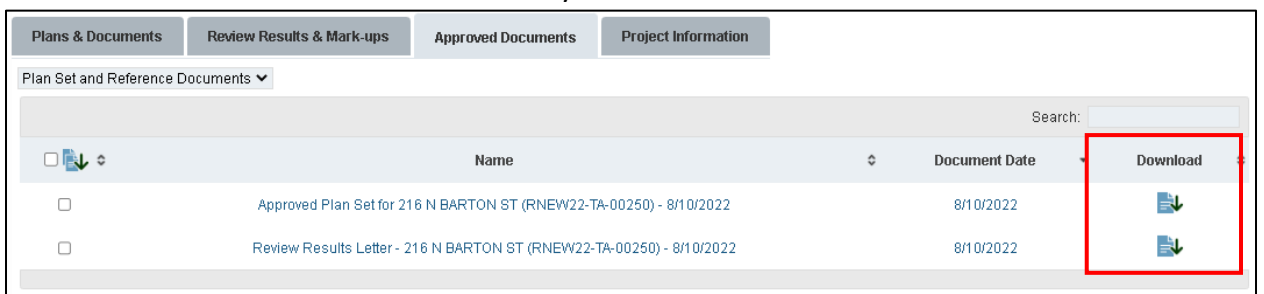
Plan Review [↗](#)

Plans & Documents Review Results & Mark-ups **Approved Documents** Project Information

Document Upload Instructions and Tips


- **Plan Set Documents** Must be 24x36 or 11x17 PDFs with no password protection. Vector-based PDFs preferred.
- View our [Submission Guidelines](#). For your convenience, you may use [Arlington County's naming conventions](#).
- Name your plan set documents so they will display in the desired order alphanumerically, and select the discipline/sheet type for each.
- Continue to use the same file names for each submission, or click  to upload using a new file name.
- Never delete documents that have already been submitted, unless directed by the County.
- Upon approval, your plan set will be ordered exactly as displayed.

5. Click on the **download icon** next to the document you wish to view or download and then find the downloaded document from your browser's download location.



Plans & Documents Review Results & Mark-ups **Approved Documents** Project Information

Plan Set and Reference Documents ▾

<input type="checkbox"/>	Name	Document Date	Download
<input type="checkbox"/>	Approved Plan Set for 216 N BARTON ST (RNEW22-TA-00250) - 8/10/2022	8/10/2022	
<input type="checkbox"/>	Review Results Letter - 216 N BARTON ST (RNEW22-TA-00250) - 8/10/2022	8/10/2022	