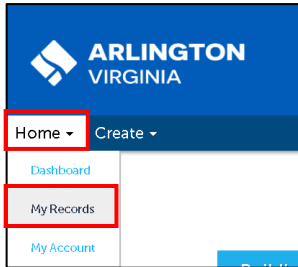


## QUICK REFERENCE GUIDE

### 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).



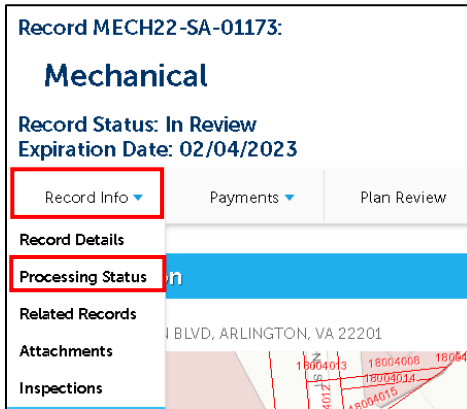
The status column provides *only a general* status, but follow the next steps in this guide for detailed status and assignments

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

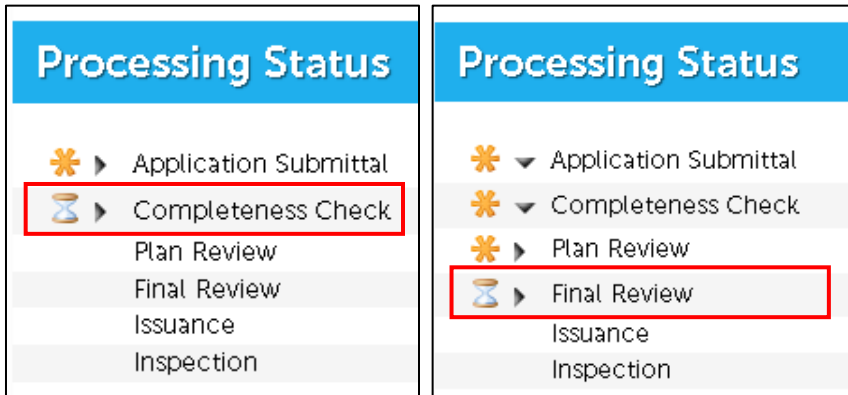
Note: You can sort any column in the list by clicking on the column heading

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

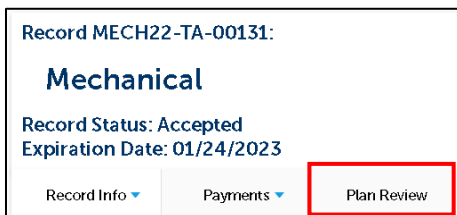
3. Click **Record Info** and choose **Processing Status** to view where your permit is in the workflow.



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**.

Plan Review [🔗](#)

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

**i** Document upload is disabled while the project is under review, and will be enabled if revisions are required.

Plan Set Documents

<input type="checkbox"/>	Name	Discipline	Sheet Type	Description	Revision	Status	Actions
<input type="checkbox"/>	A-001 SITEPLAN	Architectural (TRAD)	Proposed Plat/Site Plan		1		

7. Click **Review Status & History** to view the review groups assigned and decision and due date for the current review cycle.

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

Comment Letters & Plan Mark-ups **Review Status & History** Review Comments

**Warning!** The status and history displayed below is meant to provide a high-level summary of the review process 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.

**Review Status & History** [Copy](#) [Excel](#) [PDF](#) Search:

Review Cycle #	Review Group	Decision
<b>Review Cycle 2: 12/2/2022 - 12/16/2022</b>		
2	DES Bike Review	Accepted
2	DES Permit Tech	Accepted
2	DES TEO Parking	In Review
2	Zoning	In Review
<b>Review Cycle 1: 12/2/2022 - 12/2/2022 (Complete)</b>		
1	DES Bike Review	Revisions Required
1	DES Permit Tech	Revisions Required
1	DES TEO Parking	Accepted
1	ISD - Commercial Building	Revisions Required
1	Zoning	Accepted

8. Select the **Review Comments** tab to view comments from staff who have completed their review (Plan Review Comments are available on Building, Trade, Demolition and Land Disturbing Activity permits).

Comment Letters & Plan Mark-ups   Review Status & History   **Review Comments**

Warning! The comments displayed below are not final, and are subject to change. Final comments for each review group can be viewed in the Review Results Letter provided at the end of each review cycle.

**Review Comments**   Copy   Excel   PDF   Search:

ID	Review Group	Sheet	Comment	Status
CB-1	ISD - Commercial Building	A-001 SITEPLAN	some issues with this site plan	Open
CB-2	ISD - Commercial Building	Project Comment	also a genera comment	Open
DES-PT-1	DES Permit Tech	A-001 SITEPLAN	comment from DES Tech	Resolved