













Submission Requirements

Applications for all building, land disturbing permits and civil engineering plans may be submitted electronically. These include commercial new construction, additions and renovations, residential new construction, additions and renovations, and land disturbance. Customers can also choose to submit in paper.

-  **Save documents as searchable PDF files.**
-  **A 3 " by 3 " blank space** is required at the top right corner of each submitted document. This space is for Arlington County's approval stamp, which is applied at permit issuance.
-  **Scanned images** should be **scalable vector drawings**. A vector drawing is one that has snappable points and lines, which facilitates the review. There are no file size limitations.
-  **Use Standard File Naming Conventions** to prepare plans for building and land disturbance permits. Help to better organize the uploaded files for submission and ensure the plans are placed in the correct order for the final compiled plan set at permit issuance.
-  **Upload as individual files** through the ePlan Review portal. The construction set should **NOT** be submitted as one file.
-  **File names (each sheet) must remain the same** throughout the submittal and re-submittal process. Revisions to file names will require the County to reject your plan resubmission.
-  **Files should not be deleted** between revisions unless the submitted file is being completely removed from the permit set.
-  **A comment response letter** must be submitted with each permit revision. This letter should address all outstanding County comments and address any additional revisions to the plan set. This must be uploaded as a PDF file with the revised sheets.
-  **Applicants should print the approved construction document set** and have it available on-site prior to the first scheduled inspection.
-  **Applicants using the Firefox browser** will need to download Silverlight, a free web browser plug-in that enables interactivity within the ePlan Review application form. Search for "download Silverlight."
-  **After a permit application is submitted**, applicants will receive notification from the County verifying acceptance of the application and, if required, notifying the applicant of the filing fee amount.
-  **Permit applications requiring a filing fee** will not be routed for review until this fee is received. Land disturbing activity permits fees are collected when issued and building permits qualifying for express processing. The County does not yet accept online payments for permit fees. Customers can pay permit fees with a check, debit card or credit card (American Express is not accepted) in person at the service counters on the 8th and 10th floors of Courthouse Plaza, 2100 Clarendon Blvd. All credit card transactions include a 2.5% fee, charged by the card processor. There is no fee for PIN-based debit card transaction.
-  **Pay fees for residential and commercial building permits** at the Inspection Services Division Permitting Office service counter on the 10th Floor. Phone: 703-228-3800
-  **Pay fees for land disturbing activity permits and civil engineering plans** at the Development Services Permitting and Inspections service counter on the 8th Floor. Phone: 703-228-3629
-  **When a permit is approved and issued**, an approved construction document set will be created by county staff. This set will be available for the applicant's use on the ePlan Review portal.