

City of Arlington
Planning & Development Services (P&DS)
How to Apply for a Permit

Log in to ArlingtonPermits.com:

Link to arlingtonpermits.com

Log in with email: per user

Password: per user

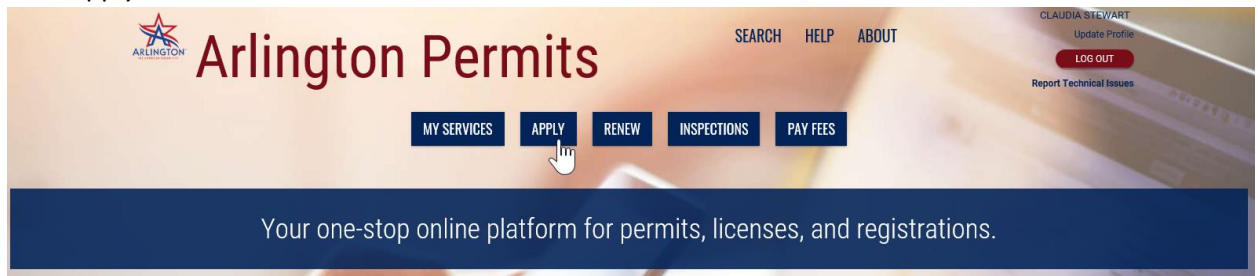
Below are instructions and screen shots to assist Customers when applying for an Electrical Permit associated with a Small Cell permit on arlingtonpermits.com

Folder Type: Electrical Permit

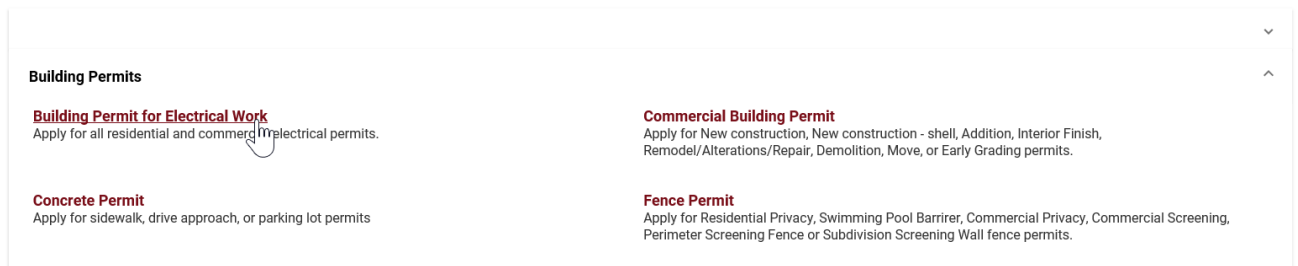
Sub Type: Work Associated with a Building Permit

Work: Small Cell

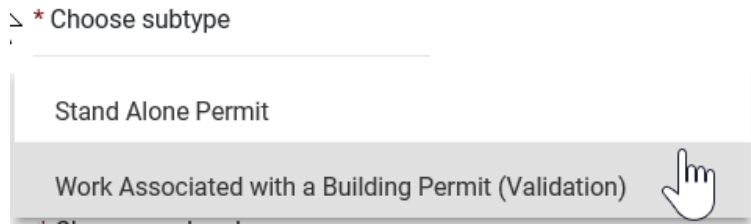
- 1) Click Apply



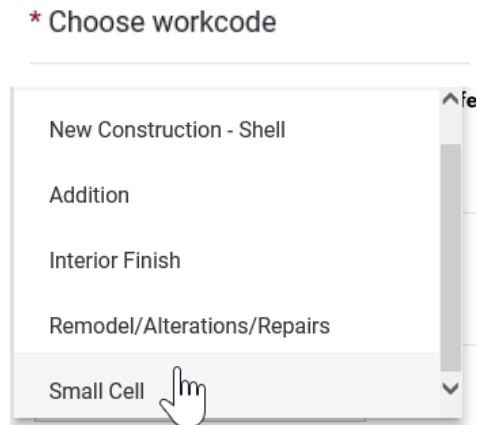
- 2) Under Building Permits – Pick Building Permit for Electrical Work



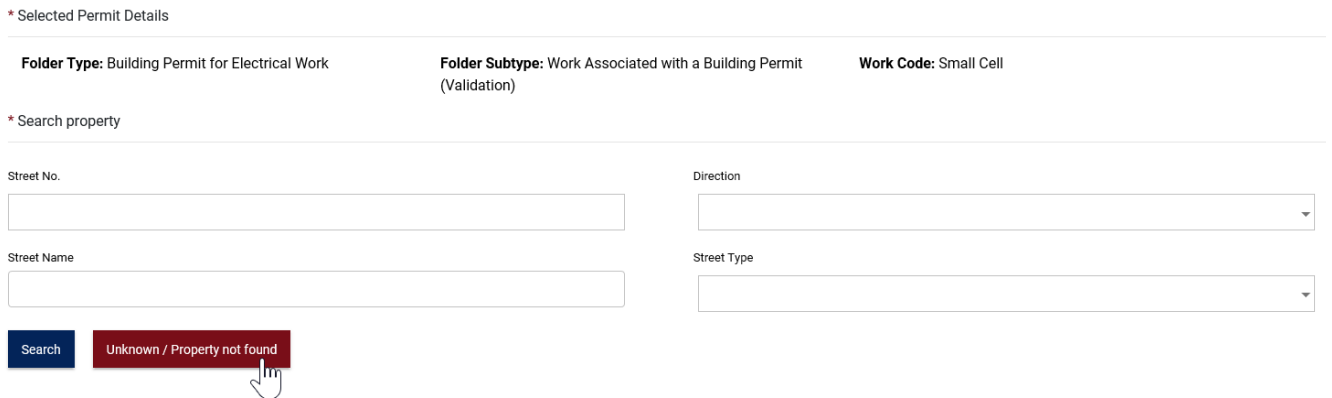
- 3) Choose subtype – Work Associated with a Building Permit (Validation)



- 4) Choose workcode – Small Cell



- 5) Search property – click on **Unknown/Property not found**



6) Required address of the Job – type in approximate address location. Click Continue button

Please Confirm the following details:

Folder Type: Building Permit for Electrical Work	Application Date: 2020-04-03	Folder Subtype: Work Associated with a Building Permit (Validation)
Work Code: Small Cell	Address:	

***REQUIRED: Address of the Job (if property not found), Name of Project and detailed explanation of scope of work:**

Electrical permit for Small Cell located near 2021 E Mayfield Rd

7) Under General Information – Type in required fields:

- a. Small Cell Permit Number
- b. Primary Service Provider (drop down option)

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Selected Permit Details	Property Information
Folder Type: Building Permit for Electrical Work(Work Associated with a Building Permit (Validation):Small Cell) Application Number: 2500893 Application Date: 2020-04-03	No property selected

Permit Details

General Information

* Small Cell Permit Number (Required) Ex: 18-123456 <input type="text" value="20-001408"/>	* Primary Service Provider <input type="text" value="AT-T"/>
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8) Upload required attachments

Attachment Instructions

Please select "Electronic Plans" or "Plan Review Documentation" on Attachment Type for building plans that will be used for electronic plan review. Supporting documents (such as asbestos surveys, HOA documentation, calculations, etc.) should be uploaded using "Miscellaneous" on Attachment Type. Although an Attachment Type may seem more appropriate, please use only these two attachment types for upload.

Building plans should be combined into a single file. Please do NOT separate plans down by trade or specialty. If the file exceeds 100 MB or 800 pages, break the file into two or more files accordingly. Please note that energy code plans (such as COMcheck or REScheck) should be included in the building plans file. Supporting documents do NOT need to be combined into one file.

Attachment List

Attachment Type	Attachment Description	Attachment File Alias	Attachment File Detail	Attachment Date	Current Version	Download
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Upload New Attachment

Attachment Description

*Attachment Type

File:

Attachment Detail

9) Please confirm the following details: - Click I Agree button

Please Confirm the following details:

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local ordinances regulating construction, the performance of construction or the use of any land or buildings.

10) Applications has been submitted.

Application Statement
City of Arlington
Application Details
Number: 2020 001424 000 00 EP Type: Building Permit for Electrical Work(Work Associated with a Building Permit (Validation):Small Cell) Description: Small Cell Status: Pre Application
PAYMENT DETAILS
Registered User: CLAUDIA STEWART Email Address: claudia.stewart@arlingtontx.gov Current Date: 2020-04-03 Amount Due: \$0.00 Interim Receipt Date: 2020-04-03
Apply for another permit
Note: All permit fees and any other applicable fees must be paid before a permit will be issued.

- 11) The Electrical Permit is created as child of the Small Cell Permit
- 12) When the Electrical Permit is issued the Electrical Final will be inserted.