# 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**

![Arlington Permits](image)

Your one-stop online platform for permits, licenses, and registrations.

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

<table>
<thead>
<tr>
<th>Building Permits</th>
<th>Commercial Building Permit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Permit for Electrical Work</td>
<td>Apply for New construction, New construction - shell, Addition, Interior Finish, Remodel/Alterations/Repair, Demolition, Move, or Early Grading permits.</td>
</tr>
<tr>
<td>Concrete Permit</td>
<td>Apply for sidewalk, drive approach, or parking lot permits</td>
</tr>
<tr>
<td>Fence Permit</td>
<td>Apply for Residential Privacy, Swimming Pool Barrier, Commercial Privacy, Commercial Screening, Perimeter Screening Fence or Subdivision Screening Wall fence permits.</td>
</tr>
</tbody>
</table>
3) **Choose subtype** – Work Associated with a Building Permit (Validation)

[Image of a dropdown menu with the options: Stand Alone Permit, Work Associated with a Building Permit (Validation)]

4) **Choose workcode** – Small Cell

[Image of a dropdown menu with the options: New Construction - Shell, Addition, Interior Finish, Remodel/Alterations/Repairs, Small Cell]

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

[Image of a search form with fields for Street Name and Street Type, and a button labeled Search]
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

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

Continue

7) Under General Information – Type in required fields:
   a. Small Cell Permit Number
   b. Primary Service Provider (drop down option)

Selected Permit Details

Folder Type: Building Permit for Electrical Work (Validated)  
Application Number: 2500393

Application Date: 2020-04-03

Property Information

No property selected

Permit Details

General Information

* Small Cell Permit Number (Required) Ex: 18-123456

20-004168

* Primary Service Provider

AT&T

Continue

8) Upload required attachments
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.

[Submit]
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.