BUSINESS REGISTRATION

RIGHT OF WAY CONTRACTORS AND GENERAL CONTRACTORS WORKING IN RIGHT OF WAY
AGENDA

• Arlington has a new process for permitting and tracking work in the City’s right of way
• Business Registration through ArlingtonPermits.com
  • Application
  • Application statuses
  • Fee payment
• Maintaining the Contractor List
  • How to look up a Business Registration (BR) number
  • Keeping the list current
New Process for Permitting and Tracking Work in the Right of Way

• A contractor doing work in the ROW is required to have a current Business Registration
• Contractors working in the ROW will be able to maintain their list of sub-contractors in ArlingtonPermits.com
• Contractors will be able to submit required documentation online
BUSINESS REGISTRATION

• The City has an online process for ROW permit applications through ArlingtonPermits.com

• To apply for Right of Way Permits you will need a Business Registration (BR) available through ArlingtonPermits.com

• Create a Login if you do not already have one in ArlingtonPermits.com

• To begin – Logon to ArlingtonPermits.com. Click on “APPLY,” select Registrations and Licenses, click on “Business Registration”
1) Click on “APPLY” to navigate to Apply Page

2) Collapse or open section here

3) Click on “Business Registration”
1) Select Contractor Subtype

ROW Contractors will select a Workcode of Prime or Sub. Primes will have Contractors who work for them. Subs do not.

3) Note Attachment Instructions
1) Enter Business Name and Address

2) Click on “Next Button”
Complete Form, required items are marked with a red asterisk.

When form is completed, click “Next.”

This is the name that will be used to identify your business in Public Search.

The fee for one year registration is $100, two years is $175.

Click on icon for calendar. Date format is YYYY-MM-DD.

When form is completed, click “Next.”
Following the information form in Attachments. Click “Add New” to add attachments or Continue to confirm application.

Attachments can be added after the application is submitted.
Insert Attachment Screen.

1) Select Attachment Type from the dropdown menu.

2) Fill in your attachment Description. Do not use special characters.

3) Click on Choose File button to select a pdf file from your directory to upload

4) Click on “Upload Attachment”
System will notify you whether upload is successful or not.

Click “Add New” to upload another file.

Preview allows you to download and view your files.

Click “Continue” when you have completed uploading files.
System will display the “Attachment List” again and allow you to add more files. Click “Next” to continue.
Click green button, “I Agree,” to submit application.

Clicking “I Disagree” will void your application. To reapply, start over.

Clicking “I Agree” will submit your application.
Successful Application

Your application is ready for review. You may be notified to submit additional information. Fees will be billed at the close of the review process.
APPLICATION STATUS

• Pre-Application – Application has been successfully submitted

• Application Incomplete – Additional information required. You should receive an email stating what additional information is required.

• Pending – Additional information has been received for review.

• Pending Payment – Application has been approved. Fees can be paid through ArlingtonPermits.com.

• Active – Business Registration is complete, and fees have been paid.
Application Status of your BR is listed on My Services, in the My License and Registration section.

To view BR, click on Number
To add attachments to your existing application, open the BR and navigate to the Attachment List. Click on the Modify Attachments button. Adding an attachment will work the same as shown in the initial application.

Click on “Modify Attachments” to upload additional files.
To Pay Fees.

1) Select “PAY FEES”

2) Click “Add to Cart”

3) Proceed to cart, click “Review Shopping Cart”
1) Click “Go To Checkout”
2) Select ACH or Credit Card
3) Go to Bank Payment Page
MAINTAINING THE SUB-CONTRACTOR LIST

• Sub-Contractor lists will be maintained on the Business Registration (BR) on ArlingtonPermits.com

• You will need the contractor’s City Registration number (BR Number) to include the company in your list. Registration Number is available for look up on ArlingtonPermits.com

• The contractor list includes start and end dates. To indicate when a contractor is no longer authorized to work on your projects, add an “Authorized To” date. Dates can be modified.

• Contractor list is only available on Active BRs

• Contractors can not be deleted
3) Enter a portion of Business Name

4) Option to add a filter to your list

5) Note the Registration Number in format YY-XXXXXX
   Example 21-048741
Select BR from My Services (Slide 16), in the My License and Registration section. Scroll down BR to Contractors Section.

Click “Add/Modify” From BR

Click “Add” On BR
COMPLETE CONTRACTOR FORM

- Contact Name, City Registration, and Email Address are required
- City Registration Format is YY-XXXXXXXX
  - Example, if BR is “2021 049011 000 00 BR” you would enter 21-049011
- “Authorized From” and “Authorized To” date format is YYYY-MM-DD, click on icon for calendar
- Click “Save” when complete
- System will auto fill Business Name based on City Registration #
System will notify you when your Contractor is successfully added.

Click “Add” enter next Contractor

Dates can be changed, other information can not

Click Icon for pop up Calendar,

When finished adding Contractors, click “Continue”
QUESTIONS

CONTACT:
STUART YOUNG
STUART.YOUNG@ARLINGTONTX.GOV
817-459-6581