



Planning & Development Services FAQs: Subcontractor Feature May 2021

Planning and Development Services Department is continually working to improve [ArlingtonPermits.com](https://www.arlingtonpermits.com) permitting site to provide a better customer service experience! We are introducing the **Subcontractor Feature** - a new self-service tool. This new tool will allow **General Contractors** and **Architects** to add/modify Subcontractors on their permits and provide subcontractors with email notifications about inspections. In addition, an Interested Party, such as property owner, can be added to receive emails and monitor inspections on the job.

- **When will this new feature start?**

Starting, after business hours, Tuesday, May 18, 2021, anyone submitting building permit applications that include Mechanical, Electrical, Plumbing (MEP) trade work, will be asked to provide information of the MEP Subcontractors at the time of application online.

- **What permit types will be affected?**

The permit types requiring MEP subcontractor information before inspections can be scheduled are:

- Commercial Building Permits (CP)
- Residential Permits (RP)
- Sign Permits (SI)
- Swimming Pool Permits (SW)

- **What subcontractor information do I need?**

- **Contact Information:** The correct Company Name, Phone #, and Email Address of the person that will be receiving Inspection Notifications. If an Interested Party, no business name is required, only Name and Email Address.
- **Dates the Subcontractor** will be performing work on the job.

- **How can I find out if the MEP Subcontractor is registered with the City?**

Go to [ArlingtonPermits.com](https://www.arlingtonpermits.com) to perform a Contractor Search. Click on **Search** at the top of the page.

- **When do I add the Subcontractor information?**

During the online permit application process, you will be presented with a new Sub-Contractors page to add the Subcontractor detail. You must know the Company Name to add the subcontractor, not an individual's name.

- **Can I request inspections without the MEP subcontractors listed on my permit?**

No, all MEP subcontractor's information will be required **before inspections** will be scheduled on your project. If we are unable to schedule your inspection due to missing subcontractor information, you will receive an email with instructions to update your permit and retry your request.

- **How do I add/remove an MEP Subcontractor from my permit?**

Log in to [ArlingtonPermits.com](https://www.arlingtonpermits.com) Find your permit number or the job address and click on the permit number to view the permit details. Scroll down to the **Sub-Contractors** section to view the information. Click **Add/Modify** to either a) add another subcontractor or b) **Modify** the **Effective From** and **To Dates** and **Inspection Notification of the existing subcontractor**.