2. Choose "Residential" Subtype > Choose "Public" Workcode

If you are submitting Electronic Plans with your permit, you must first use the Scout PDF Analyzer software (open in Chrome or Edge) to re-convert and what to do. You must select either Electronic Plans or Plan Review Documentation as an attachment type in order for your construction plans to go through the Electronic Plan Review (EPR) or E-Plan process. Supporting documents, such as calculations, as-built drawings, survey data, and plans, must be submitted as an attachment.

For stand-alone public improvements or residential subdivisions, a Public Improvements submittal is required. A separate Public Improvements submittal is not required when the improvements are included in the Commercial Site Plan submittal.
3. Enter address in search bar > select pre-populated address > click Search
4. Verify address is correct > click Select

<table>
<thead>
<tr>
<th>Property Type</th>
<th>Street Address</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parcel</td>
<td>4551 NEW YORK AVENUE</td>
<td>76018</td>
</tr>
</tbody>
</table>
5. Enter project name and description > click Next

- **Select type**
- **Input Information**
- **Attach documents**
- **Agree with terms**
- **Option to pay**

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

- Bandit Warehouse
- 100,000 sf warehouse with associated site improvements (parking lot, landscaping, etc.)
6. Enter project info > click Next
7. Click **Add Attachment** to upload civil plans.
8. Click **Add New** > enter Attachment Description > Choose file > click Upload Electronic Plan

Please select **Electronic Plans** as Attachment Type for construction plans that will be used for electronic plan review. Supporting documents (such as fire flow tests, SWPPPs, flood studies, etc.) should be uploaded using "Miscellaneous" on Attachment Type. Although an Attachment Type may seem more appropriate, please use only those two attachment types for upload.

Construction plans should be combined into a single file. Please do NOT separate plans. If the file exceeds 100 MB or 600 pages, break the file into two or more files accordingly. Supporting documents do NOT need to be combined into one file.

### Required Documents
- Civil Sheet
- Piled Plat
- Site Plans / Dimension Control Plans
- Drainage Area Map with Calculations
- Paving, Grading, and Erosion Control Plans with profiles and details
- Water and Sewer Survey Plan with profiles and details
- Erosion Control Plans with details
- Fire Suppression Plan with fire lanes, fire hydrants, backflow prevention devices, etc., as required
- Storm Water Management Site Plan (SWMP)
- Site Plans / Groundwater Protection Warning Plan (item 3, 4)
- Site Plans / Groundwater Protection Warning Plan (item 3, 4)
- Storm Water Pollution Prevention Plan (SWPPP) and Construction Site Notice
- SWPPP Narrative for sites 1 - 1 acre

### Attachment Table

<table>
<thead>
<tr>
<th>Attachment Type</th>
<th>Attachment Description</th>
<th>File Name</th>
<th>Attachment Date</th>
<th>Current Version</th>
<th>Preview</th>
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</thead>
<tbody>
<tr>
<td><strong>Electronic Plans</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Before submitting Electronic Plans with your permit, you must use this free PDF Analyzer software (open in Chrome or Edge) to ensure your construction plans will upload successfully. The Adobe Acrobat Reader will help you understand the file format and what to do. You must select either Electronic Plans or Plan Review documents as an attachment type in order for you to submit plans to go through the Electronic Plan Review (EPR) or Electronic Plan Review (EPR) process. Supporting documents, such as COA, AEC, and engineering surveys, etc., are not processed through the Electronic Plan Review process.*

[Click here to upload electronic plans](#)
9. Click Add New under Attachments to upload supporting documentation (SWPPP, TIA, etc.)

Electronic Plans

Please select "Electronic Plans" as Attachment Type for construction plans that will be used for electronic plan review. Supporting documents such as fire flow tests, SWPPPs, flood studies, etc. should be uploaded using "Miscellaneous" as Attachment Type. Although an Attachment Type may seem more appropriate, please use only these two attachment types for upload.

Construction plans should be combined into a single file. Please do NOT separate plans. If the file exceeds 1.4 MB or 400 pages, break the file into two or more files accordingly. Supporting documents do NOT need to be combined into one file.

Required Documents:

- Cover Sheet
- Plan Pit
- Site Plan
- Erosion Control Plan
- Stormwater Management Plan
- CIP Plan
- Erosion Control Plan
- Flood Determination Plan
- Floodplain Determination Plan
- Building Elevations
- Stormwater Pollution Prevention Plan (SWPPP)
- Construction Site Notice

### Attachment Table

<table>
<thead>
<tr>
<th>Attachment Type</th>
<th>Attachment Description</th>
<th>File Name</th>
<th>Attachment Date</th>
<th>Current Version</th>
<th>Preview</th>
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</thead>
<tbody>
<tr>
<td>Electronic Plans</td>
<td>Combined Set</td>
<td>2021-06-26 11:11</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add New

## Miscellaneous

Please select "Miscellaneous" for attachments not intended for electronic plan review. Supporting documents such as fire flow tests, SWPPPs, flood studies, etc. should be uploaded using "Miscellaneous" as Attachment Type. Non-electronic plan review plans/documents do NOT need to be combined into one file or processed through 'Add New' for upload.

- Add New
10. Select Attachment Type > Enter Attachment Description > Choose File > click Upload Attachment

### Attachments

Please select Miscellaneous for attachments not intended for electronic plan review. Supporting documents (such as fire flow tests, SWAPP, flood studies, etc.) should be uploaded using "Miscellaneous" on Attachment Type. Non-electronic plan review plans/documents do NOT need to be combined into one file or processed through PDF for upload.

<table>
<thead>
<tr>
<th>Attachment Type</th>
<th>Attachment Description</th>
<th>File Name</th>
<th>Attachment Date</th>
<th>Current Version</th>
<th>Preview</th>
<th>Resubmit</th>
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</thead>
<tbody>
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<td>Preview</td>
<td></td>
</tr>
</tbody>
</table>

Showing 1 of 1

Add New

Supporting documents such as fire flow tests, SWAPP, flood studies, etc., do not go through the Electronic Plan Review process and must be uploaded as "Miscellaneous" attachment type.

Choose File > click Upload Attachment
11. Verify plans uploaded successfully > upload additional documents if needed > click Continue when all documents are uploaded

- Successfully uploaded ePlan file

Construction plans should be combined into a single file. Please do NOT separate plans. If the file exceeds 100 MB or 800 pages, break the file into two or more files accordingly. Supporting documents do NOT need to be combined into one file.

**Required Documents**
- Cover Sheet
- Plot Plan
- Site Plan / Dimension Control Plan
- Survey and/or Construction Plan with details
- Erosion Control Plan with details
- Storm Water Management Plan (SWMSP)
- Streets, street markings, signs and pavement markings, including details (if applicable)
- Landscape Plan (Lots > 1/2 acre must be sealed by Registered Landscape Architect)
- Tree Survey/Tree Mitigation Plan if trees exist on site
- Building Elevations
- Storm Water Pollution Prevention Plan (SWPPP) and Construction Site Notice

**Attachments**

Please select 'Miscellaneous' for attachments not intended for electronic plan review. Supporting documents such as fire flow tests, SWPPPs, flood studies, etc. should be uploaded using 'Miscellaneous' as Attachment Type. Non-electronic plan review plans/documents do NOT need to be combined into one file or processed through Scout for upload.

**Add new**
12. Review attachments > click Next if finished uploading, or Add Attachment to upload more documents

Arlington Permits
Arlington, Texas

<table>
<thead>
<tr>
<th>Attachment Type</th>
<th>Attachment Description</th>
<th>File Name</th>
<th>Attachment Date</th>
<th>Current Version</th>
<th>Download</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miscellaneous</td>
<td>TIA</td>
<td>TIA</td>
<td>2021-10-26 11:17</td>
<td>Yes</td>
<td>Download</td>
</tr>
<tr>
<td>Electronic Plans</td>
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<td></td>
<td>2021-10-26 11:13</td>
<td>Yes</td>
<td>Download</td>
</tr>
</tbody>
</table>

Showing page 1 of 1

Add Attachment
13. Click *I agree* to continue to permit summary page
14. Application process is now complete. Staff will review documents for completeness and contact applicant with any questions.
Hint: Click on MY SERVICES to see permit status, then click on permit number to view Permit Summary page

<table>
<thead>
<tr>
<th>Permit Number</th>
<th>Address</th>
<th>Status</th>
<th>Expiry Date</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021 09066 000 00 PI</td>
<td>4551 NEW YORK AVENUE</td>
<td>Submittal Review</td>
<td>00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Showing page 1 of 1
**Permit Summary**

**Permit Number:** 2021 099066 000 00 PI

**Work:** Public

**Status:** Submittal Review

**Application Date:** 10/26/2021

**Sub:** Residential

**Expiry Date:**

**Description:** test

**Property Details**

**Address:** 4551 NEW YORK AVENUE

**City:** ARLINGTON

**Legal Description:** BARDIN FIRST IND 1 1

**State:** TX

**Property Roll Number:** 7405515:009:000

**Lot:** 1

**Zip Code:** 76018

**Name:**

**Property Type:** Parcel

**Area:**

**Status:** Active

**Zoning:**

**Frontage:**

**Depth:**

**General Requirements**

**Site Area (Square Feet):** 50

**Enterprise Zone:** 0

**Processing**

**Case Manager Pick**

**Site Information**

**Gross Acreage:** 50

**Zoning**

**Zoning District IM (Industrial Manufacturing)**

**Zoning District Overlay**
### Permit Summary page continued

**Zoning**

**Processes**

<table>
<thead>
<tr>
<th>Process</th>
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<th>Started</th>
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<tr>
<td>PI Submittal Review</td>
<td>Open</td>
<td>10/26/2021</td>
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</table>

**Attachment List**

<table>
<thead>
<tr>
<th>Attachment Type</th>
<th>Attachment Description</th>
<th>Attachment File Alias</th>
<th>Attachment Date</th>
<th>Current Version</th>
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<tbody>
<tr>
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<td>Download</td>
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</table>

**Fees and Payments**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Balance</th>
<th>Fee Amount</th>
<th>Payment</th>
</tr>
</thead>
</table>

Total Fees: $0.00
Total Payments: $0.00
Total Balance Due: $0.00
Resubmittals: 1. ArlingtonPermits.com > login > MY SERVICES > click on permit number under *My Permits*

<table>
<thead>
<tr>
<th>Permit Number</th>
<th>Address</th>
<th>Status</th>
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<th>Balance</th>
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<tbody>
<tr>
<td>20210990666001 Fl</td>
<td>4551 NEW YORK AVENUE</td>
<td>Pending Customer Response</td>
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</tbody>
</table>

Showing page 1 of 1
2. Scroll down on this page....
3. Click on **Modify Attachments**
3. Click on Resubmit

Electronic Plans

Please select "Electronic Plans" on Attachment Type for construction plans that will be used for electronic plan review. Supporting documents (such as fire flow tests, SWPPPs, flood studies, 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.

Construction plans should be combined into a single file. Please do NOT separate plans. If the file exceeds 100 MB or 900 pages, break the file into two or more files accordingly. Supporting documents do NOT need to be combined into one file.

Required Documents

Cover Sheet
Filed Plat
Site Plan / Dimension Control Plan
Drainage Area Map with Calculations
Paving, Grading, and Drainage Plans with profiles and details
Water and Sanitary Sewer Plan with profiles and details
Erosion Control Plan with details
Fire Suppression Plan with fire lanes, hydrants, FDC, backflow preventer/detector check, as required
Fire Suppression Data, including fire flow test (< 1 year old)
Storm Water Management Site Plan (SWMSP)
Streetlights, street markers, signs and pavement markings, including details (if applicable)
Landscape Plan (Lots > 1/2 acre must be sealed by Registered Landscape Architect)
Tree Survey/Tree Mitigation Plan if trees exist on site
Building Elevations
Storm Water Pollution Prevention Plan (SWPPP) and Construction Site Notice
SWPPP Narrative for sites > 1 acre

To resubmit a new version of previously submitted plans, use the Resubmit button above.
4. Enter Attachment Description > Choose File > Upload Electronic Plan

<table>
<thead>
<tr>
<th>Attachment Type</th>
<th>Attachment Description</th>
<th>File Name</th>
<th>Attachment Date</th>
<th>Current Version</th>
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<tbody>
<tr>
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<td>Electronic Plans</td>
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<td>2021-10-26 11:47</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Showing page 1 of 1

To resubmit a new version of previously submitted plans, use the Resubmit button above.

Add New

If you are submitting updated plans for review in response to comments, please select the 'resubmittal' button next to the 'Electronic Plans' file you wish to replace.

<table>
<thead>
<tr>
<th>Attachment Type</th>
<th>Attachment Description</th>
<th>Attachment File *</th>
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</thead>
<tbody>
<tr>
<td>Electronic Plans</td>
<td>resubmittal</td>
<td>Combined resubmittal.pdf</td>
</tr>
</tbody>
</table>

Upload Electronic Plan
5. Verify resubmittal uploaded correctly > click Continue

**Successfully uploaded ePlan file**

<table>
<thead>
<tr>
<th>Attachment Type</th>
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<th>Attachment Date</th>
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<td>Combined Set</td>
<td>2021-10-26 11:47</td>
<td>No</td>
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</table>

To resubmit a new version of previously submitted plans, use the Resubmit button above.

**Attachments**

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<th>Attachment Description</th>
<th>File Name</th>
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<tbody>
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<td>TIA</td>
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</tbody>
</table>

Showing page 1 of 1
6. Resubmittal process is now complete.

Attachment List

<table>
<thead>
<tr>
<th>Attachment Type</th>
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<td>Electronic Plans</td>
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<td>Corrections Report</td>
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<td>TIA</td>
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<td>Yes</td>
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</tbody>
</table>

Showing page 1 of 1

Fees and Payments

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Balance</th>
<th>Fee Amount</th>
<th>Payment</th>
</tr>
</thead>
</table>

Showing page 1 of 1

Total Fees: $0.00
Total Payments: $0.00
Total Balance Due: $0.00
### My Permits

<table>
<thead>
<tr>
<th>Permit Number</th>
<th>Address</th>
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Showing page 1 of 1