2. Choose "Commercial" Subtype > Choose "Commercial Site Plan" Workcode

Arlington Permits
Arlington, Texas

SITE PLAN

Choose Subtype
Commercial

Choose Workcode
Commercial Site Plan
Zoning - AEC
Zoning Review Site Plan

If you are submitting Electronic Plans with your permit, you must first use this Scout PDF Analyzer software (open in Chrome or Edge) to edit and what to do. You must select either Electronic Plans or Plan Review Documentation as an attachment type in order for your construction calculations, asbestos survey, etc.) do not go through the Electronic Plan Review process.

The Commercial Site Plan package includes the general civil engineering plans for the site work, building elevations, and landscape plans.

Copyright © City of Arlington, TX. All rights reserved.
3. Enter address in search bar > select pre-populated address > click Search

Arlington Permits
Arlington, Texas

Enter the address of the property

4551 NEW YORK AVENUE, ARLINGTON

Search

Unknown/Property not found

Show 10 entries

No entries to show
4. Verify address is correct > click Select

Arlington Permits
Arlington, Texas

Select type
1

Input Information
2

Attach documents
3

Agree with terms
4

Option to pay
5

SITE PLAN > COMMERCIAL > COMMERCIAL SITE PLAN

Search property

Enter the address of the property

Search

Unknown/Property not found

Show: 10 entries

Property Type
 Parcel

Showing page 1 of 1

Street Address
4551 NEW YORK AVENUE

Select

Select

Previous 1 Next

Copyright © City of Arlington, TX. All rights reserved.
5. Enter project name and description > click Next

Bartin Warehouse
10,000 sf warehouse with associated site improvements (parking lot, landscaping, etc.)
6. Enter project info > click Next

Arlington Permits
Arlington, Texas

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select type</td>
</tr>
<tr>
<td>2</td>
<td>Input Information</td>
</tr>
<tr>
<td>3</td>
<td>Attach documents</td>
</tr>
<tr>
<td>4</td>
<td>Agree with terms</td>
</tr>
<tr>
<td>5</td>
<td>Option to pay</td>
</tr>
</tbody>
</table>

Site Plan > Commercial > Commercial Site Plan > 4551 New York Avenue 76018 > Application Number: 2752457

**Ungrouped Info Fields**

**Chapter 380 Agreement**

- Yes

**Site Information**

- Gross Acres: 2.7
- Area to be developed (in acres): 7.7

**General Requirements**

- Building Footprint Area: 1000000
- Pavement Area: 200000

[Next]
7. Click **Add Attachment** to upload Site Plan pdf (civils + landscaping + building elevations)
8. Click Add New > enter Attachment Description > Choose file > click Upload Electronic Plan

**Electronic Plan**

Required Documents:
- Site Plan
- Site Plan / Dimension Control Plans
- Elevation Control Plans
- Landscaping Plans
- Construction Documents
- Water and Electrical Systems
- Seismic Analysis

**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>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic Plan</td>
<td>Siteplan (site + landscaping + building elevations)</td>
<td>Choose file</td>
<td>upload file</td>
<td></td>
<td><img src="button" alt="Upload Electronic Plan" /></td>
</tr>
</tbody>
</table>

Before submitting Electronic Plans with your permit, you must use this PDF Analyzer software (open in Chrome or Edge) to ensure your construction plans will upload successfully. The PDF Inspector article will help you understand about the PDF software and what to do. You must select either Electronic Plans or Plan Review documentation as an attachment type in order for your permit to upload through the Plan Review (ERPS) or ERPL process. Supporting documents, such as COA/NECC, structurally calculations, permit survey, etc., do not go through the Electronic Plan Review Process.
9. Click Add New under Attachments to upload supporting documentation (SWPPP, TIA, etc.)
10. Select Attachment Type > Enter Attachment Description > Choose File > click Upload Attachment
11. Verify plans uploaded successfully > upload additional documents if needed > click Continue when all documents are uploaded
12. Review attachments > click **Next** if finished uploading, or **Add Attachment** to upload more documents

![Image of the Arlington Permits website showing the attachment review page.](image-url)

### Attachment Instructions

Before submitting electronic plans with your permit, you must first use the **SoCil PDF Transformer** software (open in Chrome or Edge) to ensure your construction plans upload successfully. The **SoCil PDF Inspector** article will help you understand the SoCil software and what to do.

### Attachment List

<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>
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</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>
<td>Combined Set</td>
<td>Comb</td>
<td>2021-10-24 11:11</td>
<td>Yes</td>
<td>Download</td>
</tr>
</tbody>
</table>

**Showing page 1 of 5**

*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.
## My Permits

Shown below are the permits you have applied for. Click on the Permit Number link to view the details for that permit.

<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>20210959700000 SP</td>
<td>4551 NEW YORK AVENUE</td>
<td>Submit Review</td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Showing page 1 of 1

## My License and Registration

Show 10 entries

---

*Hint: Click on MY SERVICES to see permit status, then click on permit number to view Permit Summary page*
### Permit Summary

<table>
<thead>
<tr>
<th>Permit Number: 2021 098697 030 00 SP</th>
<th>Status: Submittal Review</th>
<th>Sub: Commercial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work: Commercial Site Plan</td>
<td>Reference File:</td>
<td>Application Date: 10/26/2021</td>
</tr>
<tr>
<td>Issued:</td>
<td>Expiry Date:</td>
<td>Description: Bardin Warehouse 100,000 sf warehouse with associated site improvements (parking lot, landscaping, etc.)</td>
</tr>
</tbody>
</table>

### Property Details

<table>
<thead>
<tr>
<th>Address: 4551 NEW YORK AVENUE</th>
<th>Legal Description: BARDIN FIRST IND 1.1</th>
<th>Property Roll Number: 7400515-000-000</th>
</tr>
</thead>
<tbody>
<tr>
<td>City: ARLINGTON</td>
<td>State: TX</td>
<td>Zip Code: 76018</td>
</tr>
<tr>
<td>Block: 1</td>
<td>Lot: 1</td>
<td>Property Type: Parcel</td>
</tr>
<tr>
<td>Name:</td>
<td>X and Y Co-ordinates: 2405777.15, 6930422.45</td>
<td>Status: Active</td>
</tr>
<tr>
<td>Area:</td>
<td>Frontage:</td>
<td>Depth:</td>
</tr>
<tr>
<td>Zoning:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### General Requirements

<table>
<thead>
<tr>
<th>Building Footprint Area 100000</th>
<th>Pavement Area 200000</th>
</tr>
</thead>
</table>

### Site Information

<table>
<thead>
<tr>
<th>Gross Acreage 7.7</th>
<th>Area to be developed (in acres) 7.7</th>
</tr>
</thead>
</table>

### Zoning

<table>
<thead>
<tr>
<th>Zoning District Overlay</th>
<th>Zoning District Modifier N/A</th>
</tr>
</thead>
</table>
### Zoning District Overlay

**Zoning Use**

### Associated People

<table>
<thead>
<tr>
<th>People Type</th>
<th>Name</th>
<th>Address</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant</td>
<td>COA</td>
<td>ABRAM W 0 STREET</td>
<td><a href="mailto:brian.cholewinski@arlingtontx.gov">brian.cholewinski@arlingtontx.gov</a></td>
<td>8174596557</td>
</tr>
<tr>
<td>Owner(TAD)</td>
<td>FIRST INDUSTRIAL LP</td>
<td>5010 HARVEST HILL RD STE 270</td>
<td></td>
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### Processes

<table>
<thead>
<tr>
<th>Process</th>
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<th>Scheduled</th>
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<th>Ended</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Completeness Check</td>
<td>Open</td>
<td>10/26/2021</td>
<td></td>
<td></td>
<td>Engineering</td>
</tr>
<tr>
<td>SP Submittal Review</td>
<td>Open</td>
<td>10/26/2021</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</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>
<th>Download</th>
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</thead>
<tbody>
<tr>
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<td>TIA</td>
<td>TIA</td>
<td>2021-10-25 11:17</td>
<td>Yes</td>
<td>Download</td>
</tr>
<tr>
<td>Electronic Plans</td>
<td>Combined Set</td>
<td></td>
<td>2021-10-25 11:11</td>
<td>Yes</td>
<td>Download</td>
</tr>
</tbody>
</table>
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>
<th>Expiry Date</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021-098337-000-00-06 SP</td>
<td>4551 NEW YORK AVENUE</td>
<td>Pending Customer Response</td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

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

### 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>
<th>Download</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corrections Report</td>
<td>Corrections Report</td>
<td>2021-10-26 02:12</td>
<td>Yes</td>
<td></td>
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<tr>
<td>Electronic Plans</td>
<td>resubmittal</td>
<td>Combined resubmittal</td>
<td>2021-10-26 11:47</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Electronic Plans</td>
<td>Combined Set</td>
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<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corrections Report</td>
<td>Corrections Report</td>
<td>2021-10-26 11:42</td>
<td>Yes</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
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 300 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
- Filled Plat
- Site Plan / Dimension Control Plan
- Plan 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

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

Showing page 1 of 1

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

- Site Plan / Elevation 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, FIDC, backflow preventer/detector check, as required
- 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

**Attachment Details**

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<td>Resubmit</td>
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<tr>
<td>Electronic Plans</td>
<td></td>
<td>Combined Set</td>
<td>2021-10-26 11:47</td>
<td>No</td>
<td>Preview</td>
<td></td>
</tr>
</tbody>
</table>

**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>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic Plans</td>
<td>resubmittal</td>
<td>Choose File Combined resubmittal.pdf</td>
</tr>
</tbody>
</table>

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

### Attachments

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

#### Attachment Types

- **Electronic Plans**
  - **Attachment Description**: resubmittal
    - **File Name**: Combined resubmittal
    - **Attachment Date**: 2021-10-26 11:47
    - **Current Version**: Yes
  - **Attachment Description**: Combined Set
    - **File Name**: Combined Set
    - **Attachment Date**: 2021-10-26 11:47
    - **Current Version**: No

#### Additional Attachments

- **Corrections Report**
  - **File Name**: Corrections Report
  - **Attachment Date**: 2021-10-26 02:12
  - **Current Version**: Yes

- **Corrections Report**
  - **File Name**: Corrections Report
  - **Attachment Date**: 2021-10-26 11:42
  - **Current Version**: Yes

- **Miscellaneous**
  - **File Name**: TIA
  - **Attachment Date**: 2021-10-26 11:17
  - **Current Version**: Yes
6. Resubmittal process is now complete.
Review status is updated to **Pending Review**

<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 098697 000 00 SP</td>
<td>4551 NEW YORK AVENUE</td>
<td>Pending Review</td>
<td></td>
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Showing page 1 of 1