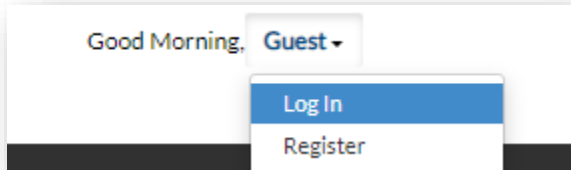


Revisions and Resubmittals

Managing and viewing documents

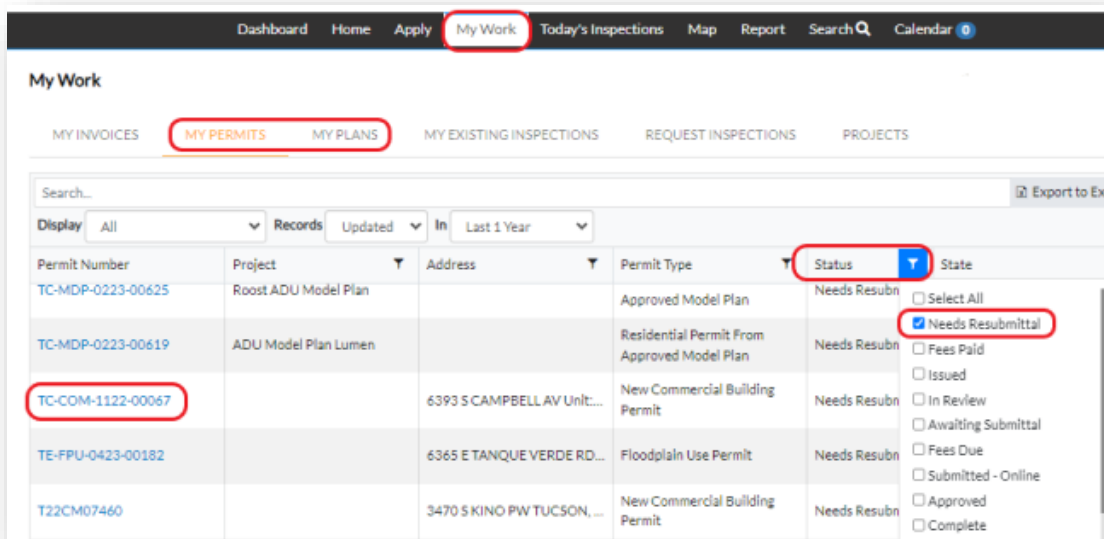


1. Go to [TDC Online](#), for best results use a Google Chrome browser.
2. **Register** or **Log In**, using your email address.



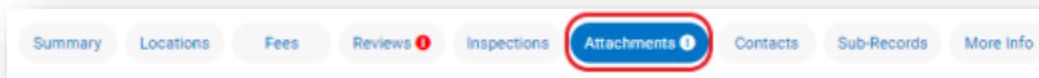
Locate a File for an Existing Application

1. Click the **"My Work"** tab or use the search bar to locate the permit or plan.
2. Use the **"Status"** filter if needed.
3. Click the **blue permit or plan number hyperlink** to go to the details screen.



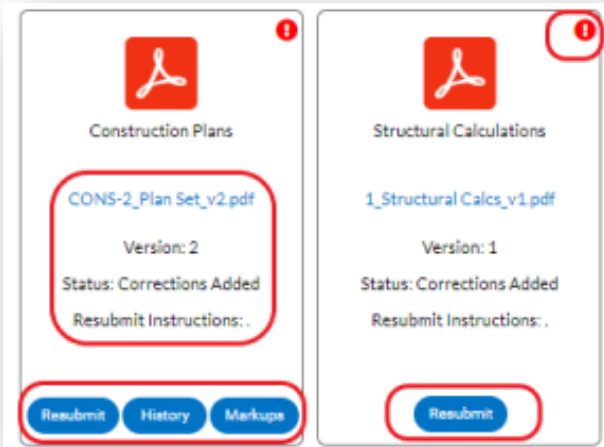
You will also be notified of a required resubmittal on your dashboard under the "Attention" tile.

4. Click the **"Attachments"** tab.



Downloading and Viewing a File

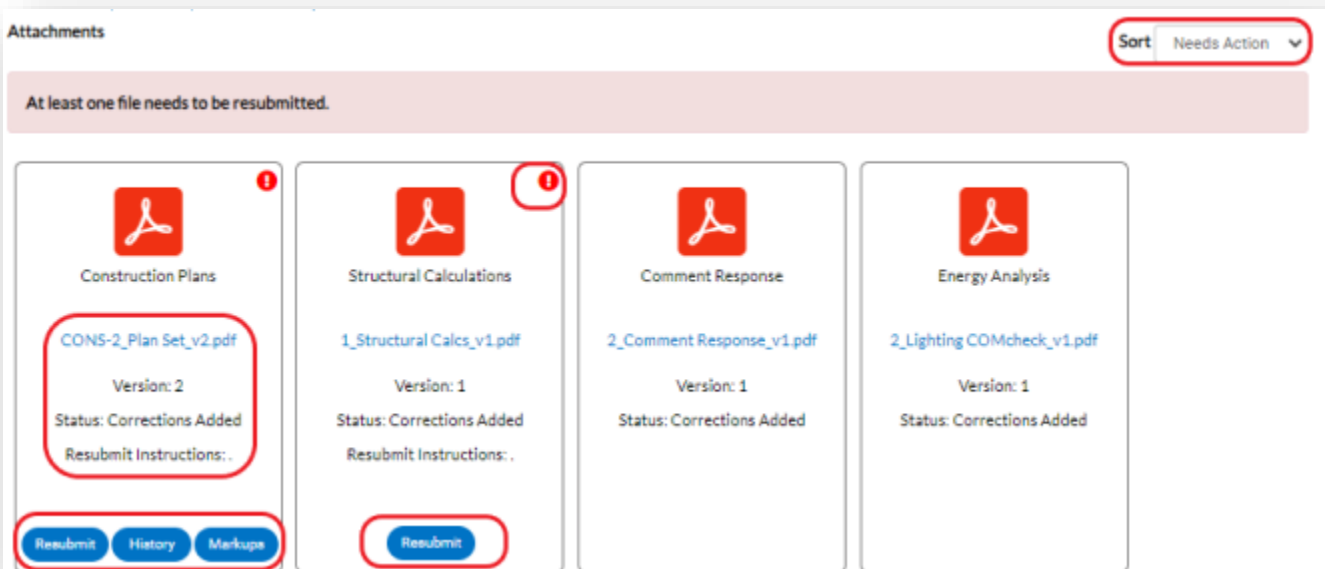
5. Click the **title of the document** to download a copy. (Example: CONS-2_Plan Set_v2.pdf.)
6. Click the **history button** for links to previous versions.



Each submitted file will be displayed on its own tile and may have different options available.

Resubmittals (Staff Request for Additional Information or Corrections)

1. Documents with a “Resubmit” button and a notification icon will need to be resubmitted.
2. Click on the blue **Resubmit button** on the file to open the upload screen.

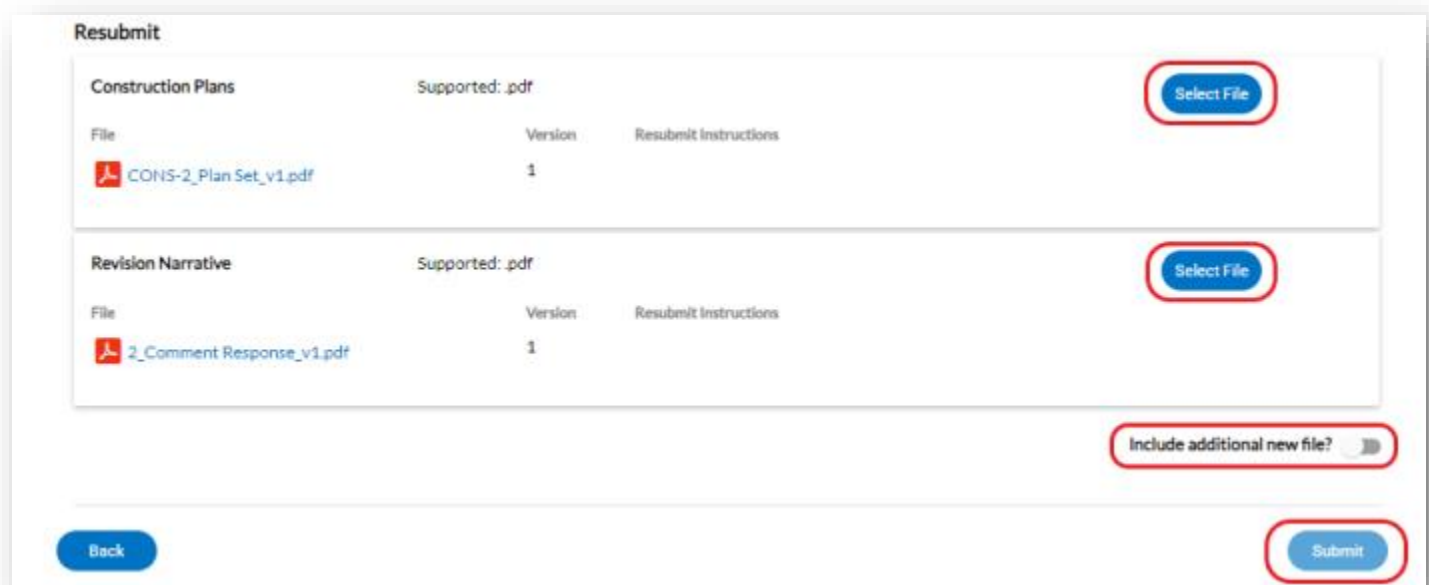


Permits or Plans from the old permit system, may require an action from PDS staff before you can upload a new file. **If you do not see a blue “Resubmit” button check the “History” to see what the last upload was and contact staff (see below) to have them turn on the upload option if the file has not already been resubmitted.**

3. Acknowledge the comments to continue.
4. All required resubmittals will be listed and will **have to be done at the same time**.
5. Use the Naming Convention for your uploads.

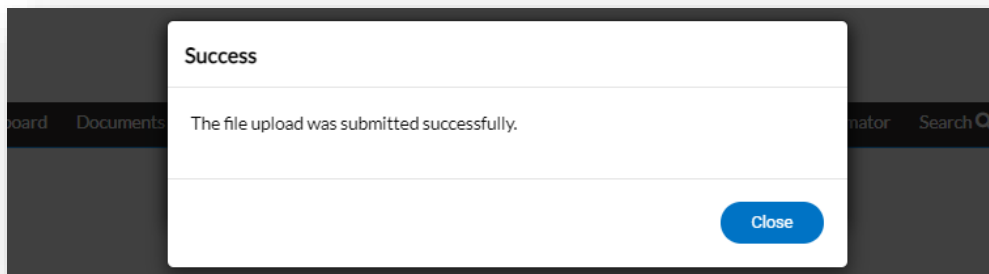
Example of Naming Conventions for First Reviews	Example of Naming Conventions for Resubmittals
1_Plan Set	2_Plan Set
1_Structural Calcs	2_Comment Response Narrative
1_Mechanical Calcs	2_Structural Calcs

6. Use the blue “Select File” button to upload a new version.
7. To add a new document that isnt on the list select “**Include additional new file?**”.



The required documents will change to a new version (v2, v3 etc). Include a comment response or narrative.

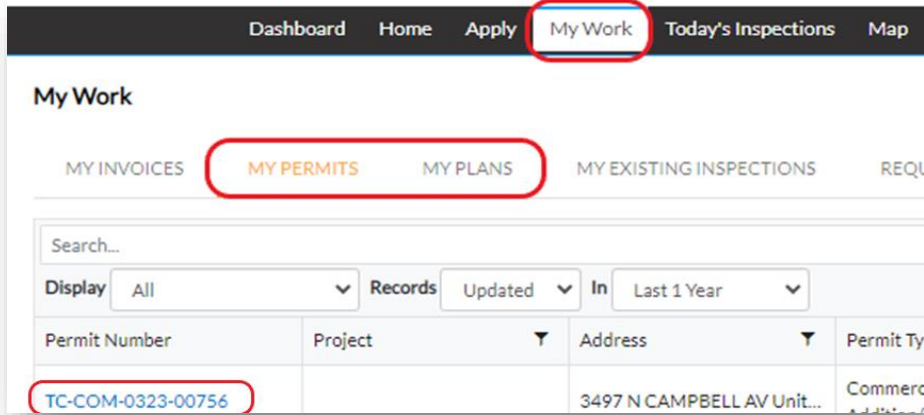
8. You will get a pop-up that the file(s) is uploaded.



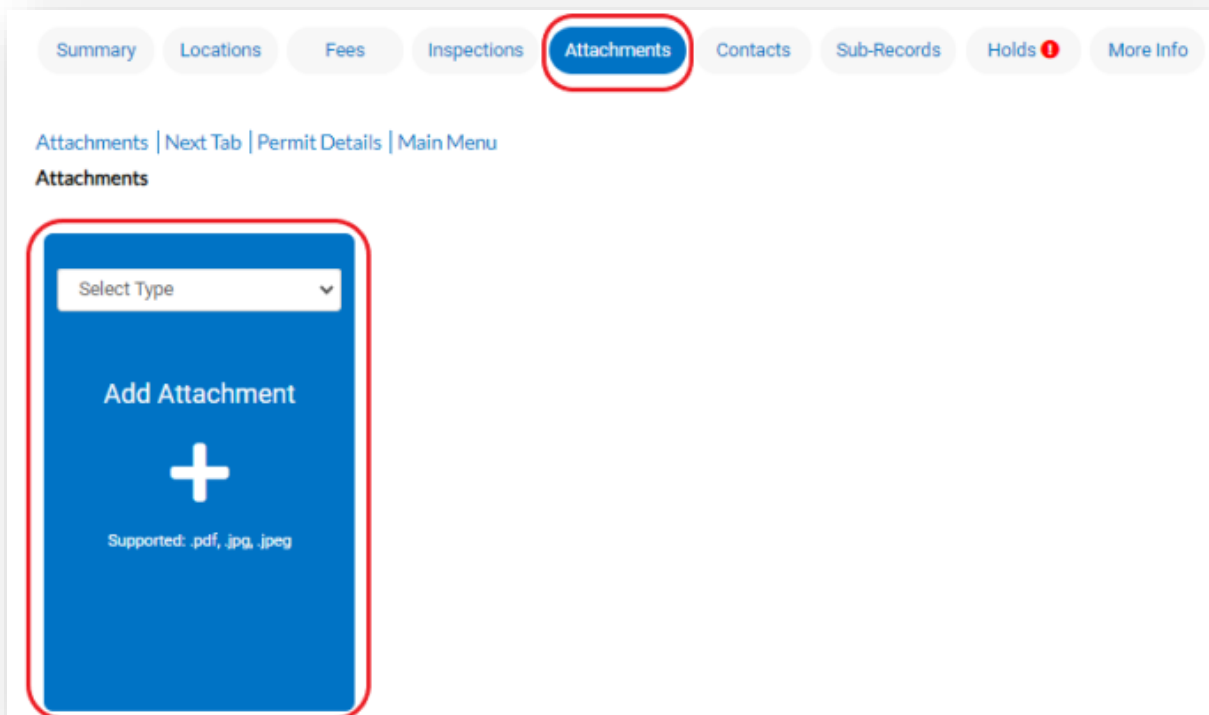
Once the files are re-submitted there will be a blue “History” button on the tile, no email will be sent.

Revisions on Issued Permits (Citizen Request for Major Changes to the Original Application Outside of a Resubmittal)

1. Click the “**My Work**” tab or use the search bar to locate the permit.
2. Click the **blue permit hyperlink** to go to the details screen.

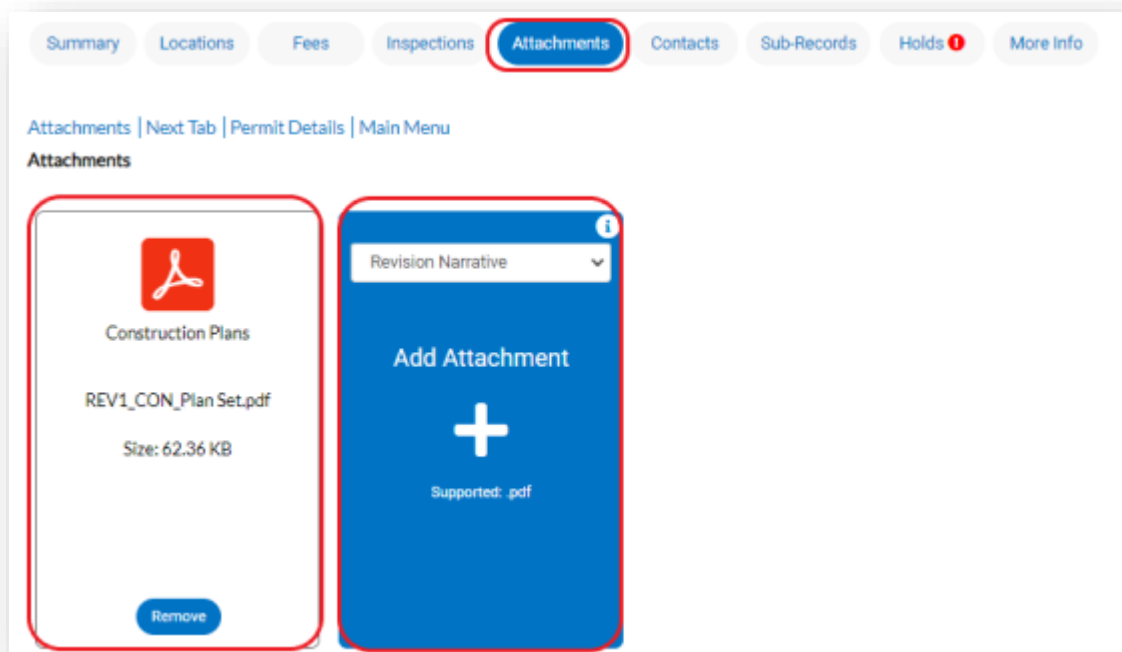


3. Click the “**Attachments**” tab.



If you do not have the blue tile with “Add Attachment” and it says “no records to display”, make sure you are logged into the account associated with the permit, and contact staff (see below) to enable an upload.

4. Click the **+ plus button** to add required documents from your device.
5. Use the Naming Convention for your uploads.
6. **Include a “Narrative”** outlining the changes.



You will receive confirmation that your new plans/docs have been uploaded. Staff will process these into review in the order in which they are received.

Example of Naming Conventions for Revisions
REV1_1_Plan Set (indicating this is the first submittal of the first revision)
REV1_2_plan Set (indicating this is the second submittal of the first revision)
REV2_1_Plan Set (indicating this is the first submittal of the second revision)
REV2_2_Plan Set (indicating this is the second submittal of the second revision)

Contact Information

- cdrc@tucsonaz.gov - CDRC (Development Plans/Plats)
- pdsdinquiries@tucsonaz.gov - General Information
- TFD-PERMIT-SUBMITTAL@tucsonaz.gov - Tucson Fire Department
- TW-Electronic-Pay-Project@tucsonaz.gov - Tucson Water
- TDC-Online@tucsonaz.gov - TDC Technical Help
- Building_official@tucsonaz.gov - Existing permit help