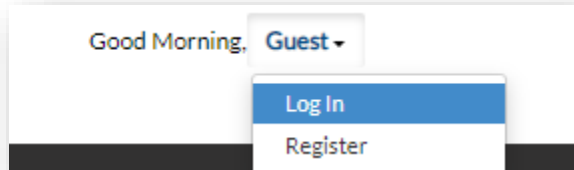


Submittal and File Statuses

Submittals for review and the corresponding files



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



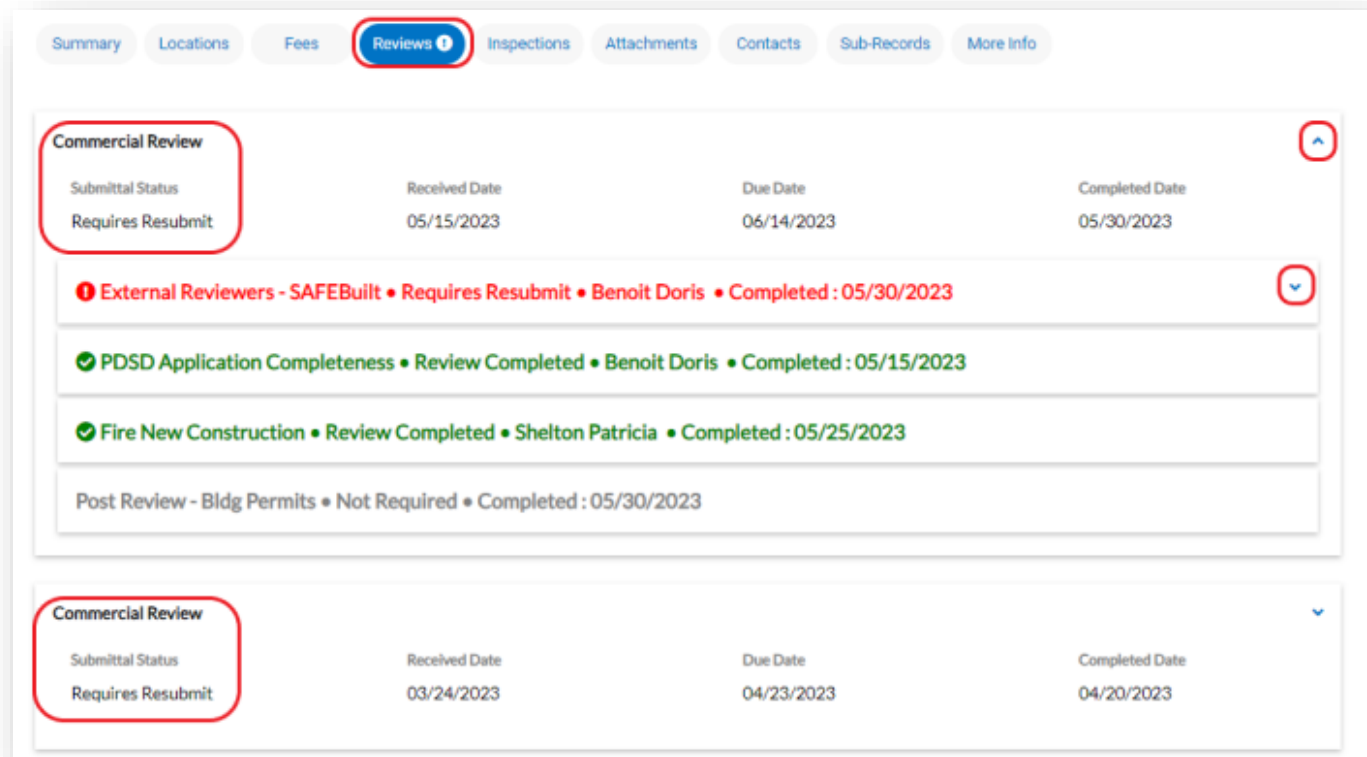
Submittal status on the "Reviews" tab

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.

The screenshot shows the "My Work" page in the TDC Online system. The "MY PERMITS" tab is selected. A table lists several permits with columns for Permit Number, Project, Address, Permit Type, Status, and State. The "Status" column has a dropdown menu open, showing options like "Needs Resubmit", "Needs Resubm", "Needs Resubn", "Needs Resubn", "Needs Resubn", and "Needs Resubn". The "Needs Resubmit" option is selected. The "Permit Number" column has a red box around the value "TC-COM-1122-00067".

Permit Number	Project	Address	Permit Type	Status	State
TC-MDP-0223-00625	Roost ADU Model Plan		Approved Model Plan	Needs Resubm	<input type="checkbox"/> Select All
TC-MDP-0223-00619	ADU Model Plan Lumen		Residential Permit From Approved Model Plan	Needs Resubm	<input checked="" type="checkbox"/> Needs Resubmittal
TC-COM-1122-00067		6393 S CAMPBELL AV Unit...	New Commercial Building Permit	Needs Resubn	<input type="checkbox"/> Fees Paid
TE-FPU-0423-00182		6365 E TANQUE VERDE RD...	Floodplain Use Permit	Needs Resubn	<input type="checkbox"/> Issued
T22CM07460		3470 S KINO PW TUCSON, ...	New Commercial Building Permit	Needs Resubn	<input type="checkbox"/> In Review
					<input type="checkbox"/> Awaiting Submittal
					<input type="checkbox"/> Fees Due
					<input type="checkbox"/> Submitted - Online
					<input type="checkbox"/> Approved
					<input type="checkbox"/> Complete

4. Click on the **"Reviews"** tab.
5. Click on the **"v" down caret** for the submittal review (the one at the top is most recent).
6. Click on the down caret on each item review to view comments.



When files are uploaded to the “Attachments” tab with an application they are considered a “Submittal”. Submittals will go to staff for review. The “Reviews” tab displays the status of the submittal and review comments.

Submittal Statuses

<u>Status</u>	<u>Description</u>
Approved	All departments have approved the submittal review and the application can move to the next steps
In Review	The files submitted are currently in review, plan reviewers can add comments and markups
Requires Resubmit	There are some issues with the submittal and a re-submit is required, corrected files or additional files

File status on the “Attachments” tab

7. Click the “My Work” tab or use the search bar to locate the permit or plan.
8. Use the “Status” filter if needed.
9. Click the **blue permit or plan number hyperlink** to go to the details screen.

Dashboard Home Apply **My Work** Today's Inspections Map Report Search Q Calendar

My Work

MY INVOICES **MY PERMITS** MY PLANS MY EXISTING INSPECTIONS REQUEST INSPECTIONS PROJECTS

Search... Export to Excel

Display All Records Updated In Last 1 Year

Permit Number	Project	Address	Permit Type	Status	State
TC-MDP-0223-00625	Roost ADU Model Plan		Approved Model Plan	Needs Resubm	<input type="checkbox"/> Select All
TC-MDP-0223-00619	ADU Model Plan Lumen		Residential Permit From Approved Model Plan	Needs Resubm	<input checked="" type="checkbox"/> Needs Resubmittal
TC-COM-1122-00067		6393 S CAMPBELL AV Unit...	New Commercial Building Permit	Needs Resubm	<input type="checkbox"/> Fees Paid
TE-FPU-0423-00182		6365 E TANQUE VERDE RD...	Floodplain Use Permit	Needs Resubm	<input type="checkbox"/> Issued
T22CM07460		3470 S KINO PW TUCSON, ...	New Commercial Building Permit	Needs Resubm	<input type="checkbox"/> In Review
					<input type="checkbox"/> Awaiting Submittal
					<input type="checkbox"/> Fees Due
					<input type="checkbox"/> Submitted - Online
					<input type="checkbox"/> Approved
					<input type="checkbox"/> Complete

10. Click the “Attachments” tab.





11. The file status is displayed on each file under the name and version.

Summary Locations Fees Reviews **Attachments** Contacts Sub-Records More Info

Attachments | Next Tab | Permit Details | Main Menu

Attachments Sort Needs Action

At least one file needs to be resubmitted.

 <p>Design Plan</p> <p>1_Plan Set_v1.pdf</p> <p>Version: 1</p> <p>Status: Corrections Added</p> <p>Resubmit Instructions: John Vincent:</p> <p>Resubmit</p>	 <p>Additional/Supporting Documentation</p> <p>135 N HOFF AVE- Development_Package_and_Lan</p> <p>Version: 1</p> <p>Status: Corrections Added</p>	 <p>Drainage/Hydrology Report or Statement</p> <p>CED22-061- 135 N HOFF AVE SEP 2022- HYDROLOGY_v1.pdf</p> <p>Version: 1</p> <p>Status: Corrections Added</p>	 <p>Last Approved Site Plan</p> <p>Dp Site 22-061_v1.pdf</p> <p>Version: 1</p> <p>Status: Under Review</p>
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Each file can have its own status. If a file is required for resubmittal there will be a blue “Resubmit” button.

File Statuses for TDC online

<u>Status</u>	<u>Description</u>
Approved	Approved
Denied	Denied
Submitted for Review	Submitted but is not yet reviewed
Under Review	In process of being reviewed
Waiting for Files	The reviewer is waiting for files or additional files
Corrections Added	Corrections have been added to the file

Additional Information – Please see our other FAQ topics.

- ✓ Dashboard statuses and categories
- ✓ Permit statuses
- ✓ Plan statuses
- ✓ Project statuses
- ✓ Revisions and resubmittals