Submitting for Multiple Permits on one Plan Set

CITY OF TUCSON

Tucson Development Center Online

1. Go to [TDC Online,](TDC Online) for best results use a Google Chrome browser.
2. Register or Log In, using your email address.
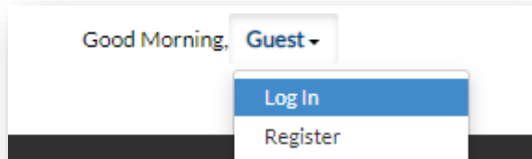
(For instructions on how to resubmit, please turn to page 5)

Large projects, such as apartment complexes, sometimes require multiple permits on one set of plans. Each building or structure requires a separate permit for inspection and occupancy purposes. You will need to submit a separate application for each structure. However, you will only attach the plan set to the original permit.

This example is for a new apartment complex, and the submittals are for the amenity and community structures.

1. Determine which structure/building will be your "main permit" and submit for that structure first. In this example, the clubhouse has been deemed the main permit.
2. Enter the address as you would for any other project. If you have building numbers, but they have yet to be activated, you will enter that into the description on the next page.

3. On the next page, enter the description (including the building number if applicable) and note that this is the main permit for this project. This indicates to staff that you will apply to other permit numbers that share the same plan set.

Locations	Type	Contacts	More Info	Attachments	Signature	Review and Submit

PERMIT DETAILS

Please provide some basic information about your project. Please provide your valuation in whole numbers only. (A valuation of $5 million should be entered as "5000000")

* Permit Type

Commercial New Building Permit

* Description

New Clubhouse Building 19 (main permit for shared plan set)

* Square Feet

7283

* Valuation

4479825

4. On the next tab, attach all necessary contacts for this project.

CONTACTS

Please add all relevant contacts to your application. You will be noted as the Applicant on this case. You can also attach contacts for developers, contractors, engineers, and others. Attaching these individuals to your application allows them to track the progress of this case and conduct actions on your behalf, such as paying invoices or requesting inspections.

Applicant

Sonoran Development Con...

Lisa Bowers (You)

149 N Stone Ave 3rd Floor , Tucson, AZ , 85701

Contractor

HSL Construction Services ...

Erin Dick

3901 E Broadway Blvd , Tucs...

Remove

Applicant

Marissa Rivera

HSL Construction Services

3901 e Broadway Blvd , Tucs...

Remove

Select Type

Add Contact

+

5. Complete the More Info Screen with the building-specific information and continue to the "Attachments" tab.
6. On the Attachments page, attach the plan set and any other files specific to this structure. In this example, we include the clubhouse plans and all the associated supporting documentation.
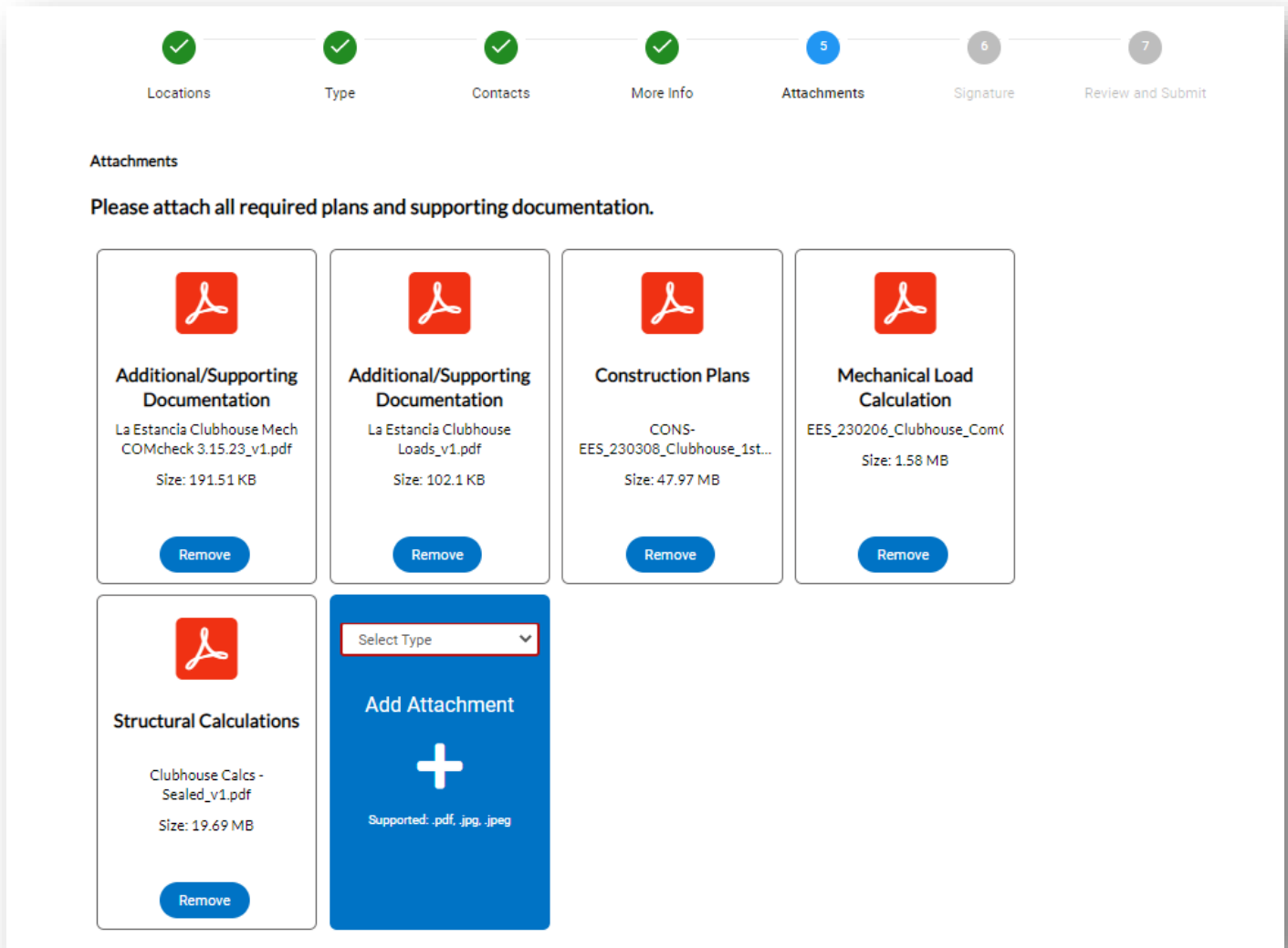
7. Complete the signature page, submit your project, and on the confirmation page, open the permit you just created.

For all subsequent permits on this shared plan set, you will reference this first or "Main" permit number where the construction plan set will live.

For the following permit, we will attach the address as we did initially, but our description will change. In this example, we submit a different building number but reference the original permit number where the plan set lives.

8. Proceed through the next screens as you did for the first permit; when you reach the "Attachments" page you will only attach the documents specific to this structure. Below, we are not attaching a plan set, just the supporting documents specific to the maintenance building

Follow this same process for as many buildings as are being submitted as part of the one plan set.

Resubmitting a project with multiple permits on one plan set or submitting a revision.
When resubmitting to address comments on a project or submitting a revision to multiple permits on one set of plans, you will only resubmit on the "main" permit (assuming specific documents to other permit numbers do not need to be resubmitted), and COT staff will manage all other permits in the group.
Please reference all permit numbers related to the project on your narrative letter so staff is clear on which permit numbers are being resubmitted or revised.

Please note: if you are applying for a Site Lighting or Private Sewer permit you will need to apply using the Sub-Records under the Development Package permit. You cannot apply by searching the application types on the portal. Please see the separate FAQ for using for a Sub-Record.