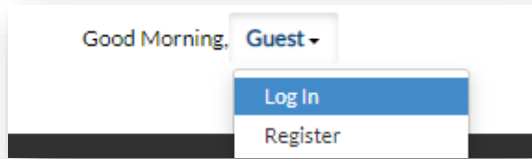


Temporary Structures



Tyler EPL -Energov

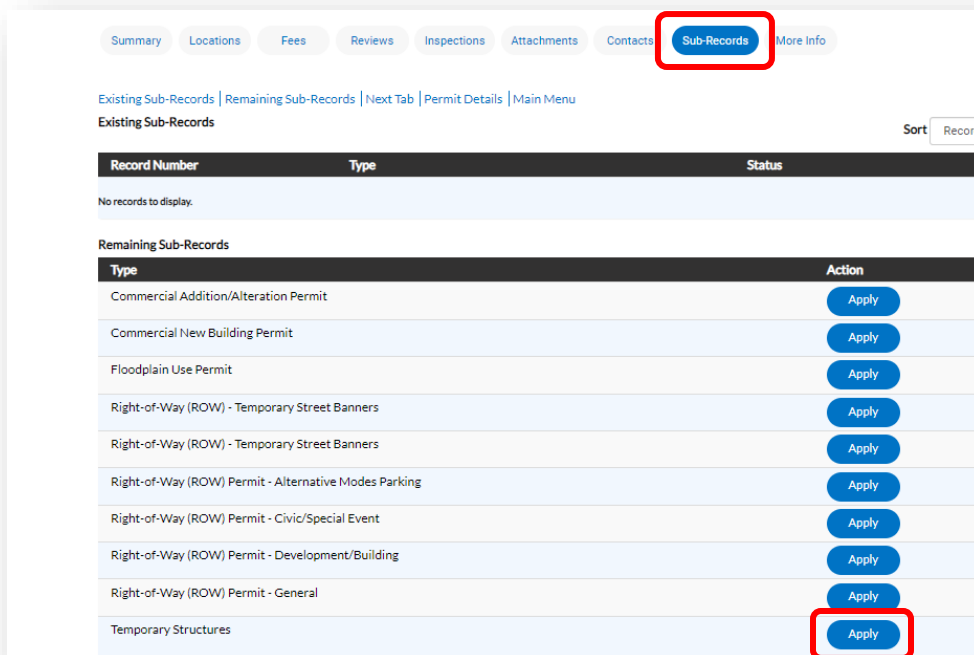
1. Go to [TDC Online](#). For best results, use a Google Chrome browser.
2. **Register** or **Log In**, using your email address.



Finding the Right Application – Temporary Structure

Temporary Structures first require a Temporary Use Permit. If you do not have a Temporary Use Permit issued by the Zoning Administration Section, you must complete that process before you submit this building permit.

1. From your Temporary Use Permit, navigate to the “Sub-Records” tab and locate “Temporary Structures.”
2. Click on the “Apply” button.



3. This will open the application for the Temporary Structures and auto-populate the address used for the Temporary Use Permit.
4. Click “Next” at the bottom of the screen.

Permit/Plan Details

5. Fill out all required fields.
6. In the Description field, include the scope of the work and any pertinent call-outs such as electrical to the temporary structure.

Apply for Permit - Temporary Structures *REQUIRED

Locations 2 3 4 5 6 7

Locations Type Contacts More Info Attachments Signature Review and Submit

PERMIT DETAILS

Please describe the use for the proposed temporary structure.

* Permit Type Temporary Structures

Description Temporary power for job trailer off existing TEP transformer.

Back Save Draft Next

Contacts

7. To be added, contacts must have a TDC account.
8. Add additional contacts to the application who may need to:
 - ✓ Request inspections
 - ✓ View updates
 - ✓ Get email updates
 - ✓ Receive a receipt for fees paid

More Info

9. Fill out all required fields.
10. Be sure to select the type of temporary structure you are applying for from the drop-down menu.

Locations Type Contacts **More Info** Attachments Signature Review and Submit

MORE INFO

Provide as much detail as possible, if left blank staff may need to reach out for additional information before the project can continue. **Fields with a red asterisk * are required to submit the application.**

Project Scope | [Top](#) | [Main Menu](#)

Please indicate the type of Temporary Structure you are permitting using the dropdown menu.

Number of Buildings/Foundations: 1

Temporary Structure: Construction Trailer

Attachments

11. Click the “+” (plus button) to add required documents from your device.
12. Select “Site/Plot Plan/Location Map”
13. Use the Naming Conventions for your uploads. *(Shown in image below)*

Apply for Permit - Temporary Structures

Locations Type Contacts More Info **Attachm**

Attachments

The minimum required documents to continue are included below. Please also include any from the drop down (if none apply, use the "Additional/Supporting Documentation" option).

Providing as much documentation available with the initial application and the appro the application within its estimated time. If you have any questions about what needs to to staff.

Select Type: Site/Plot Plan/Location Map

Supported: .pdf, .jpg, .jpeg

Example of Naming Conventions for First Reviews
1_Plan Set
1_Structural Calcs
1_Mechanical Calcs

*There is a **limit of 1 attachment per selected type**. Consolidate your documents as required, select the appropriate type from the drop-down, and ensure the format is correct (example: .pdf). Different document types have different review times, so this **must be accurate**.*

Signature

14. Read the statement on the signature page.
15. Type your full legal name in the consent field.
16. Draw your signature or toggle the “Enable Type Signature” button and type your name into the field.

Final Review

17. Verify that the information is correct and edit if needed.
18. Click on the “**Submit**” button to submit your application.

Next Steps

19. You will receive a permit number beginning in “TC-FBB-...”.
20. You can view your application and updates in real-time.