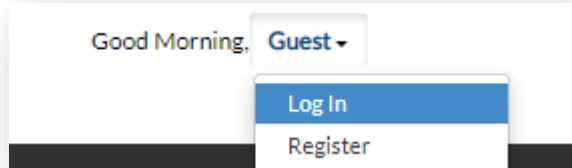


Model Plans and Permits

For new and existing Models

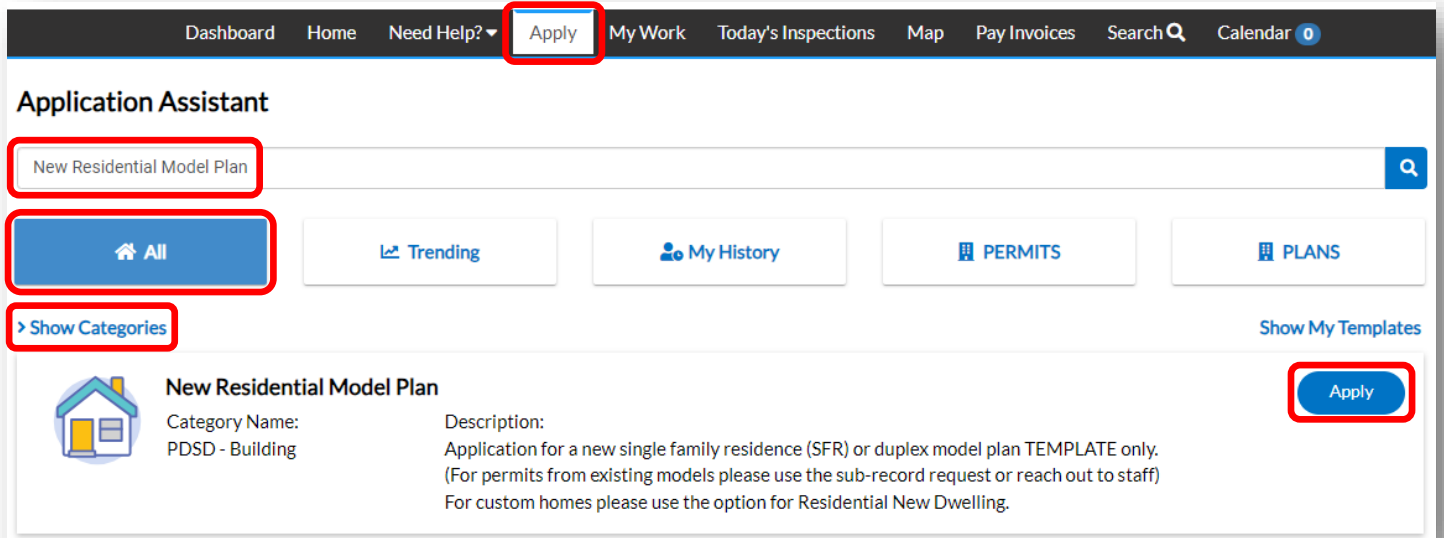


1. Go to [TDC Online](#), for best results use a Google Chrome browser.
2. **Register** or **Log In**, using your email address.



Finding the Right Application – New Model Plan Templates

1. Click the “**Apply**” tab on the top bar.
2. Search for “**New Residential Model Plan**” in the search bar.
3. To view a complete list of application types, click the blue “**All**” button.
4. Click “**Show Categories**” to filter application types by department.
5. Click “**Apply**” on the permit or plan that best describes your project.



Permit/Plan Details

6. **Fill out all required fields.**
7. In the **Description** field include the scope of the work and any pertinent call outs.
8. Be sure to include **square feet**.

Contacts

9. **Contacts must have a TDC account to be added.**
10. Add additional contacts to application who may need to:
 - ✓ Request inspections
 - ✓ View updates
 - ✓ Get email updates
 - ✓ Receive a receipt for fees paid

More Info

11. Fill out all required fields, indicated by a red asterisk.
12. For electrical and gas reconnects fill out the structure type.

Attachments

13. Click the **+ plus button** to add required documents from your device.
14. Include the “Construction Plans”, “Special Inspection Cert (SIC) and “Wastewater Receipts”.
15. Use the Naming Convention for your uploads.



Example of Naming Conventions for First Reviews

1_Plan Set

1_Structural Calcs

1_Mechanical Calcs

There is a **limit of 9 attachments per selected type**. Consolidate your documents as required, select the appropriate type from the drop down and make sure the format is correct (example: .pdf, .jpg). Different document types have different reviews times, so it is important that this is accurate.

Signature

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

* Please type your name as consent to electronically sign this application.

Type Name Here

Enable Type Signature Type Name Here

June, 02 2023

X

Final Review

19. Verify the information is correct and edit if needed.
20. Click the “**Submit**” button to submit your application.

Next Steps

21. You will receive a Model Plan Number Template beginning in “TC-MDP-...”
22. You can view your application and updates in real time.

✔ **Your application was successfully submitted!**

Your request has been submitted. It will be reviewed by staff for completeness and you will be notified by email if your application has been accepted as complete. You can check the progress of your application at any time using your personal Dashboard (see tab above).

[Continue to plan](#)

After the plan request is received staff will make a permit and it will be displayed under the “Permit” tab.

Locate an Existing Model Permit

The permit numbers that have been assigned to your model templates as well as 3 permits that have already been started for your use will be located under the “My Work” tab. The model plan template takes the place of the model master. The description on the template will include both the name of your model that was used in our old system as well as the Model Permit number. Both Templates and New Sites from models will have an “MDP” designation (eg. TC-MDP-1222-00302). The Template (model master) will have the word “TEMPLATE” at the beginning of the description; the sites from that template will not have that designation in the description.

Type:	Residential New Dwelling Permit	Status:	Approved	Project Name:	BT2685-228 T22-M0012
Applied Date:	02/18/2022	Issue Date:			
District:	Ward 4	Assigned To:		Expire Date:	11/29/2022
Square Feet:	2,712.00	Valuation:	\$339,862.44	Finalized Date:	
Description:	TEMPLATE SFR BT2685-228 T22-M0012				

The template will stay in "Issued" status until the model expires.

1. Click the "My Work" tab or use the search bar to locate the model plan template.
2. Use the "Status" filter if needed.
3. The permits will be in the status "Awaiting Submittal."
4. Click the blue permit number hyperlink to go to the details screen.

Permit Number	Project	Address	Permit Type	Status	State
TC-COM-0323-00877		605 E GRANT RD Unit: UNI...	Commercial Addition/Alteration Permit	Issued	
T22CM08142		101 W IRVINGTON RD TU...	Commercial Addition/Alteration Permit	Issued	
TF-FOP-0923-01493		201 N STONE AV TUCSON, ...	Fire Special Event Permits - Organizer	Void	
TC-MDP-0523-00982	SFR VC 1465-130	6367 S AMBARELLA DR TU...	New Residential Model Plan	In Review	
TC-MDP-0323-00762	SFR 500 Coolidge Model Pla...	6512 E PASEO BARANDA T...	New Residential Model Plan	Revision Fees	
TD-DEV-0723-00296		322 S WILMOT RD TUCSO...	Development Package	In Review	
TC-COM-0323-00758		1610 W VALENCIA RD Unit...	Commercial Addition/Alteration Permit	Approved	
TC-COM-0623-01445		6550 S BAY COLONY DR T...	Commercial Addition/Alteration Permit	Issued	

5. The "Description" on the permit should match the plan template but will not say "TEMPLATE".

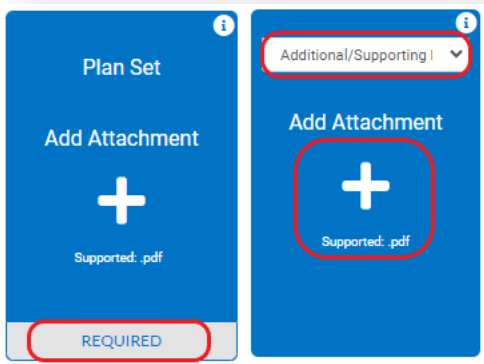
Type:	New Residential Model Plan	Status:	Awaiting Submittal	Project Name:	490 Indiana Dunes Model Plan for La Estancia Blocks 6, 7, 8
Applied Date:	08/11/2023	Issue Date:			
District:	Ward 4	Assigned To:		Expire Date:	
Square Feet:	2,482.00	Valuation:	\$325,634.48	Finalized Date:	
Description:	490 Indiana Dunes Model Plan for La Estancia Blocks 6, 7, 8				

6. Click the “Attachments” tab.



Attachments

7. Click the + plus button to add required documents from your device.
8. Include the “Construction Plans” as “Site Plans,” “Special Inspection Cert (SIC) and “Wastewater Receipts.”
9. Use the Naming Conventions for your uploads.
10. Select “Submit.”



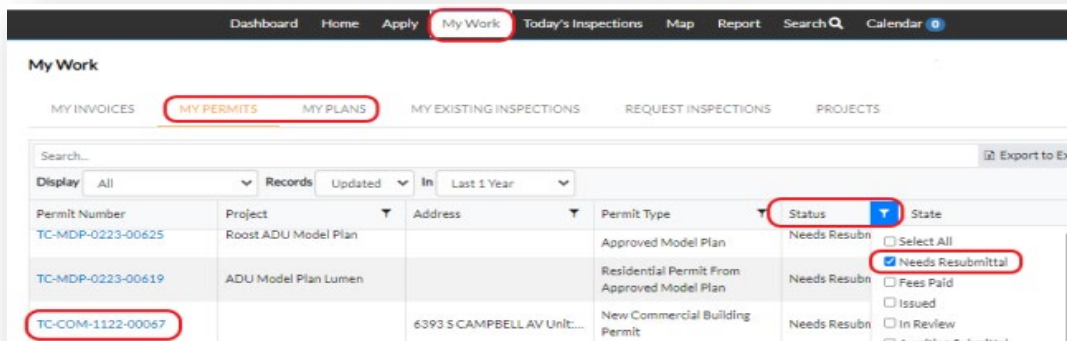
Example of Naming Conventions for First Reviews

- 1_Plan Set
- 1_Structural Calcs
- 1_Mechanical Calcs

There is a **limit of 9 attachment per selected type**. Consolidate your documents as required, select the appropriate type from the drop down and make sure the format is correct (example: .pdf, .jpg). Different document types have different reviews times, so it is important that this is accurate. Staff will attach the address from the documents that you submit for these first permits that have been initialized.

Additional Permit Numbers for Additional Lots

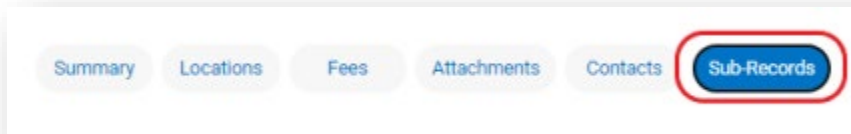
1. Click the “My Work” tab or use the search bar to locate the plan.
2. Use the “Status” filter if needed.
3. Click the **blue plan number hyperlink** to go to the details screen.



4. The “Description” on the plan should say “TEMPLATE”.

Type:	Residential New Dwelling Permit	Status:	Approved	Project Name:	BT2685-228 T22-M0012
Applied Date:	02/18/2022	Issue Date:			
District:	Ward 4	Assigned To:		Expire Date:	11/29/2022
Square Feet:	2,712.00	Valuation:	\$339,862.44	Finalized Date:	
Description:	TEMPLATE SFR BT2685-228 T22-M0012				

5. Click the “Sub-Records” tab.



6. Select “Apply” next to “Request SFR from Model.”

Remaining Sub-Records	
Type	Action
Building Code Appeal	Apply
Request Address Change for Existing Permit/Plan	Apply
Request Renewal/Extension of Existing Plan or Permit	Apply
Request SFR from Model	Apply
Request Withdrawal of Existing Permit or Plan	Apply

23. In the **description field** state how many additional permits you need as well as the addresses or provide a list of addresses and we will the required number of new permits.

24. Fill out all required fields.

Click through the remaining screens, do not attach any documents to this request, and staff will create new permits. Once created the permits will be placed into “Awaiting Submittal” status and you will receive an automated email notification. You can then follow the instructions above for uploading the documents to that permit.