

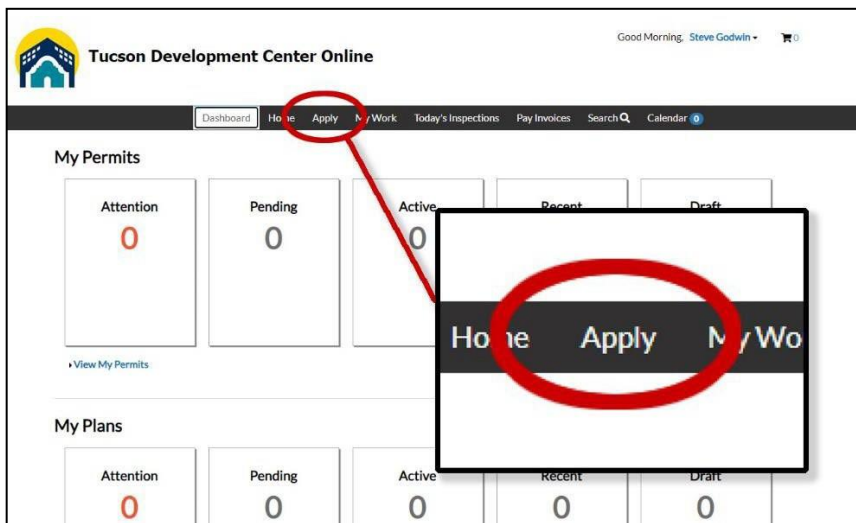
Applying for Permit



Log into your TDC Online account. If you do not yet have an account, be sure to register now: <https://tdc-online.tucsonaz.gov>

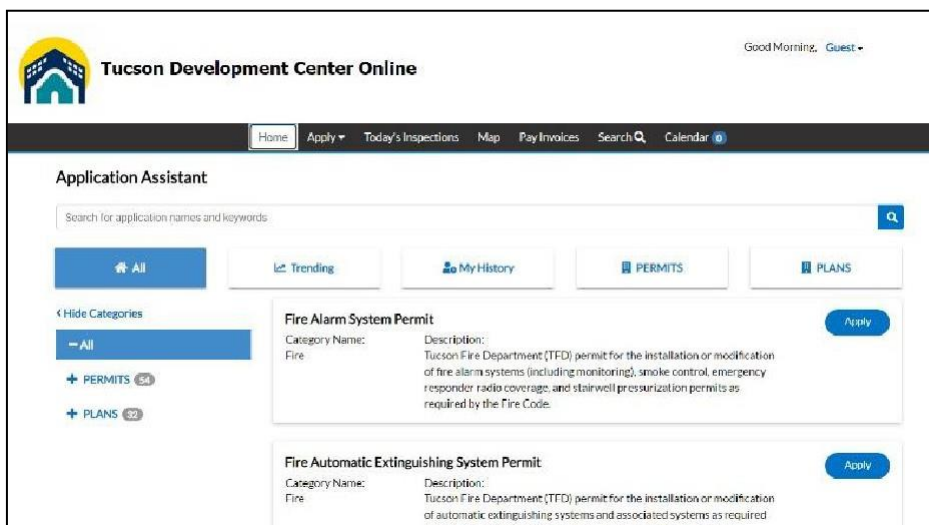
To illustrate the application process, let's assume you need a permit to replace the water heater in your home.

From your dashboard, click the **Apply** option in the main menu.



Find the Permit You Need

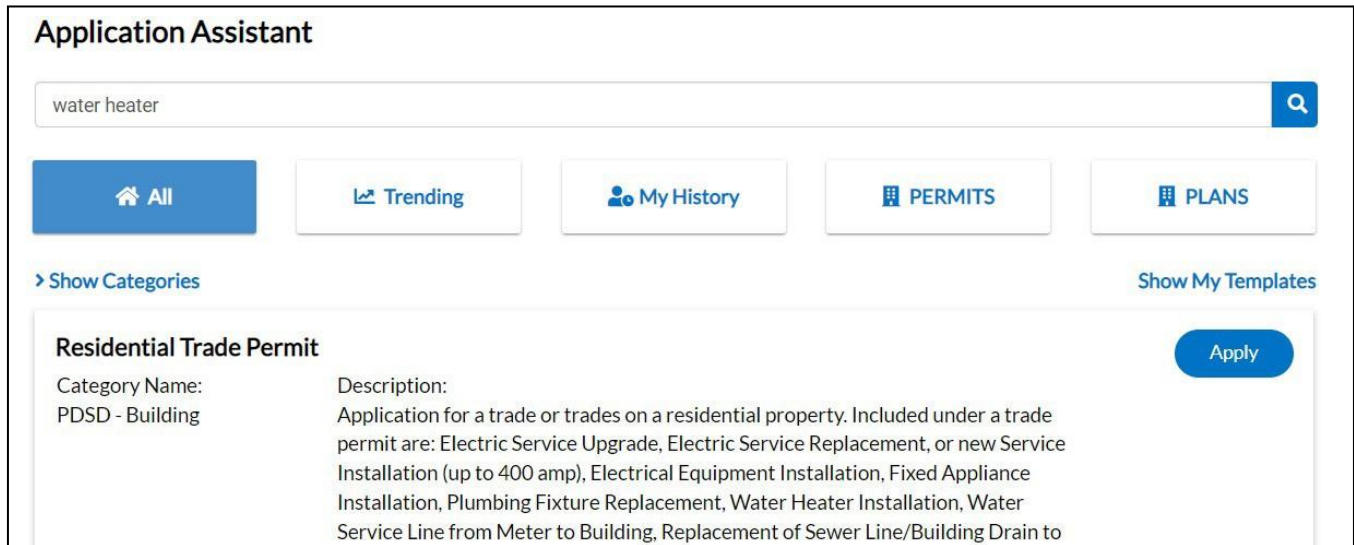
The **Application Assistant** page lists all the available plans and permits. Click "All" to see the full list or use the other links to sort and refine the list as you want.



In our example case, let's use the search function to find the permit we need.

Enter the words "water heater" in the search field at the top of the page click the magnifying glass to the right of the search field.

The system finds the *Residential Trade Permit*.



Use the search field to find the permit you need

There are two broad classes of permits – one for homes and one for commercial buildings.

The name of this permit says "Residential". Since you're installing the water heater in your own home, this is what you want.

Notice too that the description says that this permit includes "Water Heater Installation", so this is the permit we want. Click "Apply" to begin the application process.

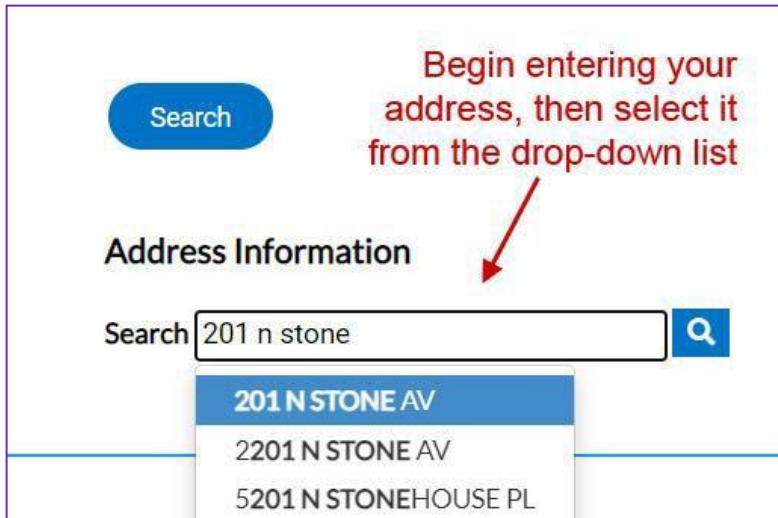
Locations

The first step is to enter the location where the work will be performed. In this case, that's your home address.

Click the plus sign in the blue box. The "Add Location" page appears. Two types of locations can be entered: Address and Parcel. Address should be selected by default, and that's what we want for our permit.

Enter your home address under Address Information. The system will confirm that your address is accurate and within the City of Tucson by searching the City's GIS database.

The best way to enter a valid address is to begin typing it, and then select from the suggestions in the auto-completion dropdown when it appears.



Do not use punctuation after directions or abbreviations. For example, instead of **123 N. Main St.** enter **123 N Main St**

The auto-completion drop-down list should appear by the time you have entered the name of the street. It can take several seconds depending on the type of internet connection you have.

If it doesn't appear at all, you can finish the address. Use the following abbreviations for the street type:

Avenue	AV
Street	ST
Drive	DR
Stravenue	SV
Boulevard	BL
Court	CT
Road	RD
Way	WY
Lane	LN
Terrace	TR
Place	PL

Finally, click the magnifier icon or press Enter to begin the search.

It's possible that your address record will not be found. In that case, try entering your address again. Make sure you see the address in the auto-completion dropdown. If you have trouble selecting it, enter the address exactly as it appears in the dropdown list.

When the search is successful, one or more records will be displayed.

Address Information Click the **Add** button next to your address

Search

Address	Action
201 N STONE AV TUCSON, AZ, 85701	<input type="button" value="Add"/>
201 S STONE AV TUCSON, AZ, 85701	<input type="button" value="Add"/>
201 S STONE AV BLDG 1 TUCSON, AZ, 85701	<input type="button" value="Add"/>

Click the “Add” button to the right of the address record to add it to your permit application.

Since you'll only be working at this one location, we can move on to the next step in the permit application process. Click the “Next” button on the Locations page to enter the permit details.

LOCATIONS

Type: Location
201 N STONE AV TUCSON,
AZ, 85701

Main Address

Parcel Number
11711001D

Main Parcel

Location

After adding your address, click the **Next** button

Permit Details

The Permit Details page is very simple for the Residential Trade Permit.

You'll notice that the system has already filled in the Permit Type in the top field.

Now enter a short description of your project. The Square Feet and Valuation field are optional; enter the information if it pertains to your permit. In our example case, they're not applicable so we'll leave them blank.

The screenshot shows a form titled "PERMIT DETAILS". The "Permit Type" dropdown menu is set to "Residential Trade Permit". The "Description" text area contains the text "Change out old water heater for new unit.". The "Square Feet" and "Valuation" fields are empty. At the bottom of the form are four buttons: "Back", "Create Template", "Save Draft", and "Next". Red arrows and text annotations point to the "Permit Type" dropdown, the "Description" text area, and the "Next" button.

PERMIT DETAILS

* Permit Type: Residential Trade Permit

* Description: Change out old water heater for new unit.

Square Feet: [Empty]

Valuation: [Empty]

Buttons: Back, Create Template, Save Draft, Next

Annotations:

- The Permit Type is filled in automatically.
- Enter a short description of what the project entails...
- ...and click the Next button.

Contacts

Since you're logged into the system and applying for the permit, your name and address will already appear on the Contacts page.

If you're working with someone else on the project, you can add their name as well.

The screenshot shows a blue "Add Contact" form. At the top is a dropdown menu with "Contractor" selected. Below the dropdown is a large white plus sign. Red arrows and text annotations point to the dropdown menu and the plus sign.

Contractor

Add Contact

+

Annotations:

- Select the contact type...
- ...and click the plus sign.

Let's say you're working with a plumbing contractor. First, select "Contractor" in the selection field at the top of the blue box. Then click the plus sign to move to the **Add Contact Page**.

Most of the contractors in Tucson already exist in our database, so try searching for your contractor first.

Enter their name, company name or email address into the Search field and click the search icon, or press enter.

If the name or company you're looking for appears in the results, click "Add" to the right of name. If no records are displayed, or none of the matched records show your contractor, click the "Enter Manually" button above the search field to enter the contact information.

The screenshot shows a search interface with three buttons at the top: "Search" (blue), "Enter Manually" (light blue), and "My Favorites" (light blue). Below the buttons is a search input field containing "Rogers Plumbing Company" and a search icon. To the left of the search field is a "Sort" dropdown menu set to "Relevance". Below the search field is a table header with columns: "Favorite", "First Name", "Last Name", "Address", "Company", "Email", and "Action". The table body is empty, displaying "No records to display." Red arrows point from text annotations to the "Enter Manually" button and the "My Favorites" button.

My Favorites lists contacts from your previous permit applications

If no records are displayed click the **Enter Manually** button to add your contractor contact

Favorite	First Name	Last Name	Address	Company	Email	Action
No records to display.						

When you've successfully completed adding your contact, you'll be returned to the **CONTACTS** page. Repeat the process to add as many contact records as you need.

Now that you've entered the first few pages of the application, click "Save Draft" to save your work. Then click the "Next" button to move to the More Info page.

More Info

From here you will follow each section to add necessary information.

The first field is a structure type. We will assume this is for a single-family residence. Then you can add a row for the trade columns.

You can choose exactly what type of work will be performed, then you can press the update button.

Once all the fields have been filled out you can hit next to go to the next screen.

MORE INFO

Please provide details information about your project. Fields with a red asterisk * require a response, all other fields can be left blank. For electrical/gas reconnects only, please complete the structure type and choose your option from the drop down in the trade table.

Project Scope

[Next Section](#) | [Top](#) | [Main Menu](#)

*Structure Type

Please indicate the scope of work by selecting your option from the dropdown in the table below. If your scope of work includes more than one trade/activity please include additional rows for each additional item.

Trades for Residential/Com Buildings Details		
+ Add Row		
	Trades	Count (ex., 1, 2, 3)
Edit Delete	Plumbing Fixture Repair/Replace	1

Fee Assessments

[Previous Section](#) | [Top](#) | [Main Menu](#)

Was Work Done without a Permit?

Attachments

If you have plans, engineering drawings or any other types of material that need to be submitted with the application, you can do it here.

Click the "Select Type" dropdown to choose the type of document you're submitting. Then click the plus sign to select a file from your computer to upload. Please note that PDF files are the only files supported at this time.

Signature Page

Read the statement on the signature page and consent by adding your signature. First, type your full legal name in the consent field.

Next, if you are using a touchscreen device that allows you to draw your signature, you can do so in the signature area at the bottom of the page.

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

John X. Doe

First, type your name here...

Enable Type Signature

John Doe
August, 29 2022

... then draw your signature here if your device allows it.

X Draw Signature Here

If you're not using a touchscreen, click the "Enable Type Signature" button and type your name into the field that appears.

If you're not using a touch-screen, click this button, and type your name in the field.

Enable Type Signature

Type Name Here

John Doe
August, 29 2022

After adding your signature, click "Next".

Final Review

The final page in the application shows a summary of everything you've entered.

Review the summary carefully and edit the data as needed. When you've verified that the information is correct, click the "Submit" button to submit your application.