



Tucson Development Center Online

Existing Model Plans

COT staff has been working to input the most recently utilized model plans into the new Tucson Development Online system. After you create your account in TDC Online you will see the permit numbers that have been assigned to your model templates as well as 3 permits that have already been started for your use. The model plan template takes the place of the model master that you are used to using. 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.

In the example below the arrow is pointing to the name of the 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				

This template will stay in "Approved" Status until the model expires.

Utilizing the "My Work" tab on TDC-Online, go to the "My Permits" tab and you will see permits that have been initialized for different models. These permits will be in "Needs Resubmittal" Status. From the list you can select one of the permits by clicking on the permit number and it will launch into that permit.

Permit Number	Project	Address	Permit Type	Status	State
DP22-0181		2719 E BROADWAY BL TU...	Development Package	Needs Resubmit...	Attention, Pendi
T22CM07001		5743 E CAMINO DEL APAD...	Residential New Dwelling Permit	Needs Resubmit...	Attention, Recen Not Passed)
T22CM07036		902 S 6TH AV TUCSON, AZ ...	Commercial Addition/Alteration Permi...	Needs Resubmit...	Recent, Pending
DP22-0239		5575 S HOUGHTON RD TU...	Development Package	Needs Resubmit...	Recent, Pending
T22CM06707		1030 N PERRY AV TUCSON...	Residential Addition/Alteration Permit	Needs Resubmit...	Recent, Pending
T22CM05678		2130 N ORACLE RD TUCS...	Commercial	Needs Resubmit...	Pending

In the permit you will see that it is in the status of “Needs Resubmittal” and the Description matches the template aside from not saying “TEMPLATE”

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

Go to the “Attachments” tab to upload your documents.

Permit Number: TC-RES-1022-00007

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

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

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[Attachments](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Attachments

Construction Plans

Add Attachment

+

Supported: .pdf

REQUIRED

Select Type

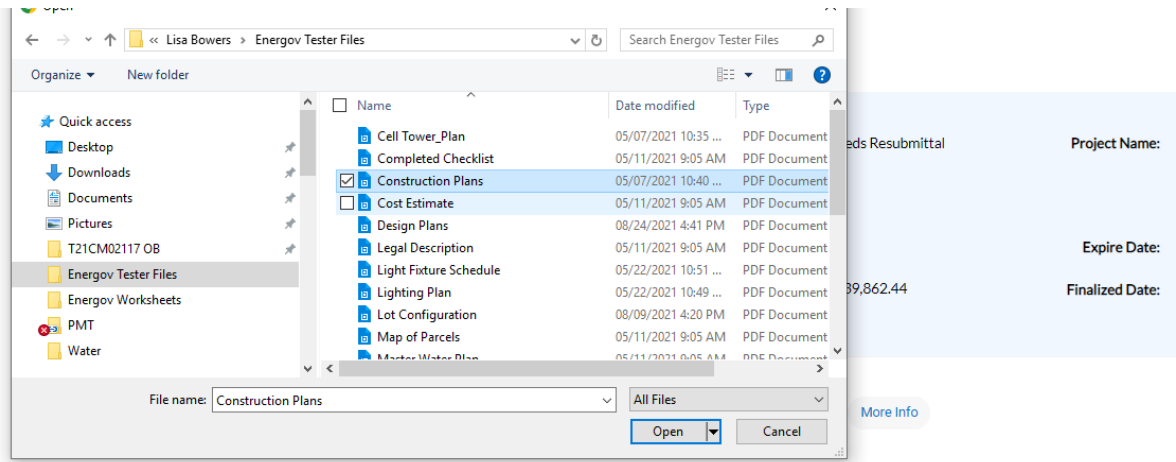
Add Attachment

+

Supported: .pdf, .jpg, .jpeg

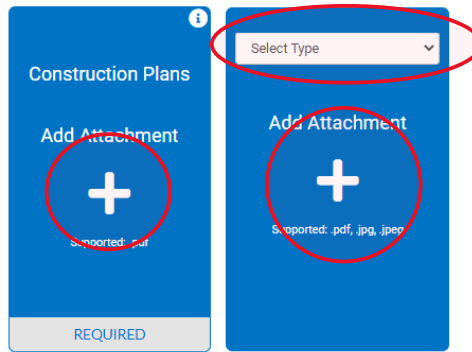
[Submit](#)

Upload your site plan as “Construction Plans” by clicking on the plus sign. Add your additional documents by selecting the document type and then the plus sign on that card.

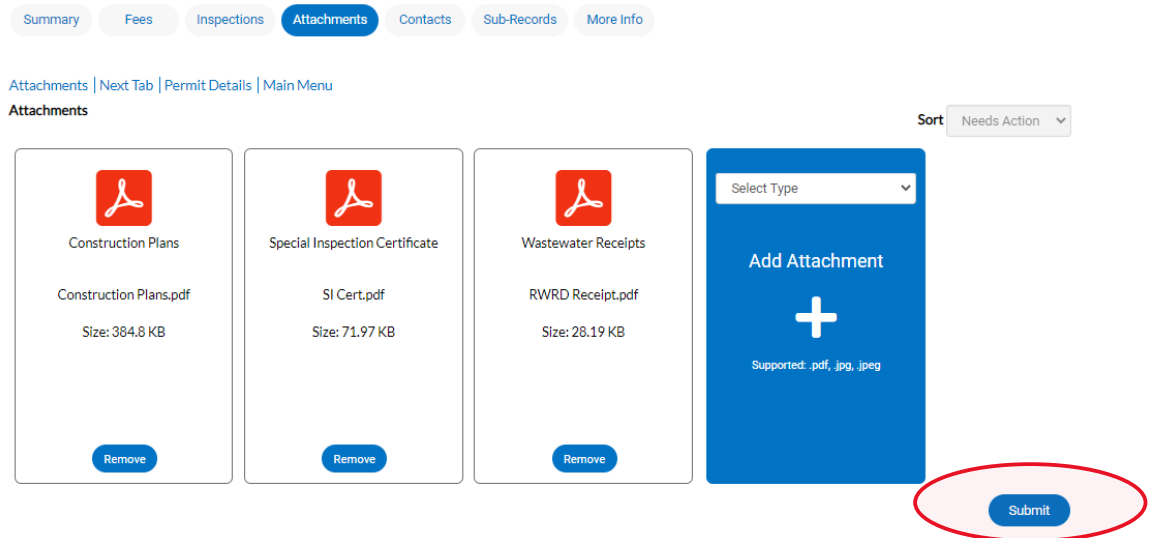


Attachments | Next Tab | Permit Details | Main Menu

Attachments



When you have added all your documents click the “Submit” button in the bottom right.



Staff will attach the address from the documents that you submit for these first permits that have been initialized.

If you need additional permit numbers for additional lots, please go to the template and select the “Sub-Records” tab. In the list of sub-records, you will see an option for “Request New Model Permit”. Click “Apply” and this will launch you into the application.

Permit Number: TC-RES-1022-00006

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

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Existing Sub-Records

Sort

Record Number	Type	Status
No records to display.		

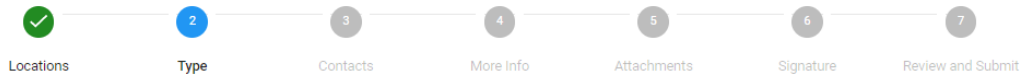
Remaining Sub-Records

Type	Action
Request Address Change for Existing Permit/Plan	Apply
Request New Model Permit	Apply
Request Report/Docs Upload	Apply
Request Withdrawal of Existing Permit or Plan	Apply

In the description, please tell us how many additional permits you need as well as the addresses or provide a list of addresses and we will create that many new permits.

Apply for Plan - Request New Model Permit

*REQUIRED



PLAN DETAILS

* Plan Type

* Description

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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 "Needs Resubmittal" status and you will receive an automated email notification. You can then follow the instructions above for uploading the documents to that permit.