Sub-Records

Applying for a subrecord on an existing case





Benefits of the Sub-Record Application Process

A Sub-Record will automatically attach itself to the Parent Record it was applied from. This is an important association for projects that require multiple reviews or permits. It also copies some key information from one record to the other. Sub-Records include "Requests" for support on existing applications and applications for new related reviews and permits.

See also the List of Record Types and Sub-Record Types in the FAQ Document

Found on the TDC Home Page <u>Need Help?</u> Section.

Statuses and Definitions					
Document					
Dashboard Statuses (PDF, 508KB)					
2 Permit Statuses (PDF, 206KB)					
2 Plan Statuses (PDF, 211KB)					
2 Project Statuses (PDF, 176KB)					
Permit and Plan Prefixes and Naming Conventions (PDF, 219KB)					

Getting Started

- 1. Go to <u>TDC Online</u>, for best results use a Google Chrome browser.
- 2. Register or Log In, using your email address.



Finding the Right Application

- 1. Go to "My Work" or search your case number in the search bar.
 - a. Click the **blue hyperlink** to view the permit or plan.
 - b. If the link isnt displaying, use the filter to change it from "Last 1 Year" to a broader range.

Dashboard	Home	Login or Register 🔻	Apply	Application	n Help ▼ Insp	ections 🗸 🔵	My Work	FAQ's ▼	Мар	Pay Invoices	Sea
My Work											
MY INVOICES	MY	PERMITS MY F	PLANS	PROJECTS							
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TW-MWP-1023-00073				Single-Phase W	Void			Attention, Pending Approved)			

Locate an Existing Sub-Records and Apply for a New Sub-Record

- 2. From the Permit or Plan Overview scroll down to locate the menu
- 3. Click the "**Sub-Records**" tab.
 - a. "Existing Sub-Records" if you have one it will be listed with a blue hyperlink.
 - b. To apply for a new Sub-Record locate it in the list of "Remaining Sub-Records".

Dashboard He	ome	Login or Register 🕶	Apply	Application Help	In	spections 🕶	My Work	FAQ's▼	Мар	Pay Invoices		
Plan Number: TW-MWP-1023-00073												
	Type: Single-Phas Master Plar			Water Status: Void					Project Name:			
Applied	Date:	10/04/2023		Expiration	Date:	10/03/20	24					
Dis	strict:	City Wide		Assigne	d To:				Comple	tion Date:		
Summary Locat	tions	Fees Revi	ews 🔒	Attachments Co	ntacts	Sub-Rec	ords M	ore Info				
Existing Sub-Records	Existing Sub-Records Remaining Sub-Records Next Tab Plan Details Main Menu											
Record Number	Record Number Type Status								IS			
No records to display.												
Remaining Sub-Record	ds											
Туре										Action		
Request Refund									(Apply		
Request Renewal/E	xtensio	on of Existing Plan or	Permit							Apply		
Water Design Plan										Apply		
Results per page 10	• :	1-5of5 << <	1 >	>>								

There may be more than one page, use the navigation arrows at the bottom to see additional results.