

Sub-Records

Applying for a sub-record on an existing case








What is a Sub-Record?

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.

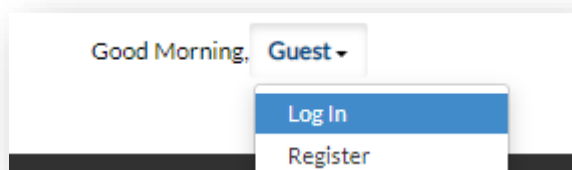
See also the List of Record Types and Sub-Record Types in the FAQ Document

Found on the TDC Home Page [Need Help?](#) Section.

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

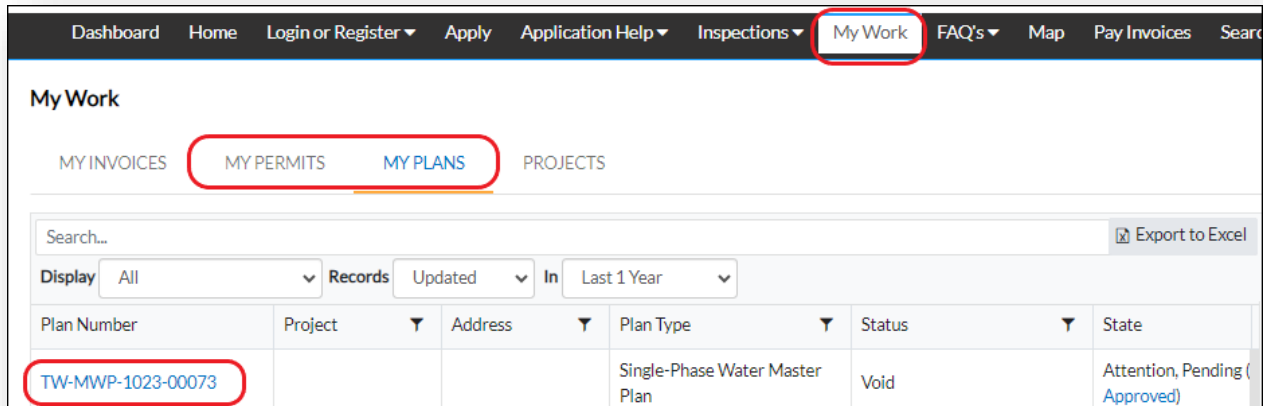
Getting Started

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



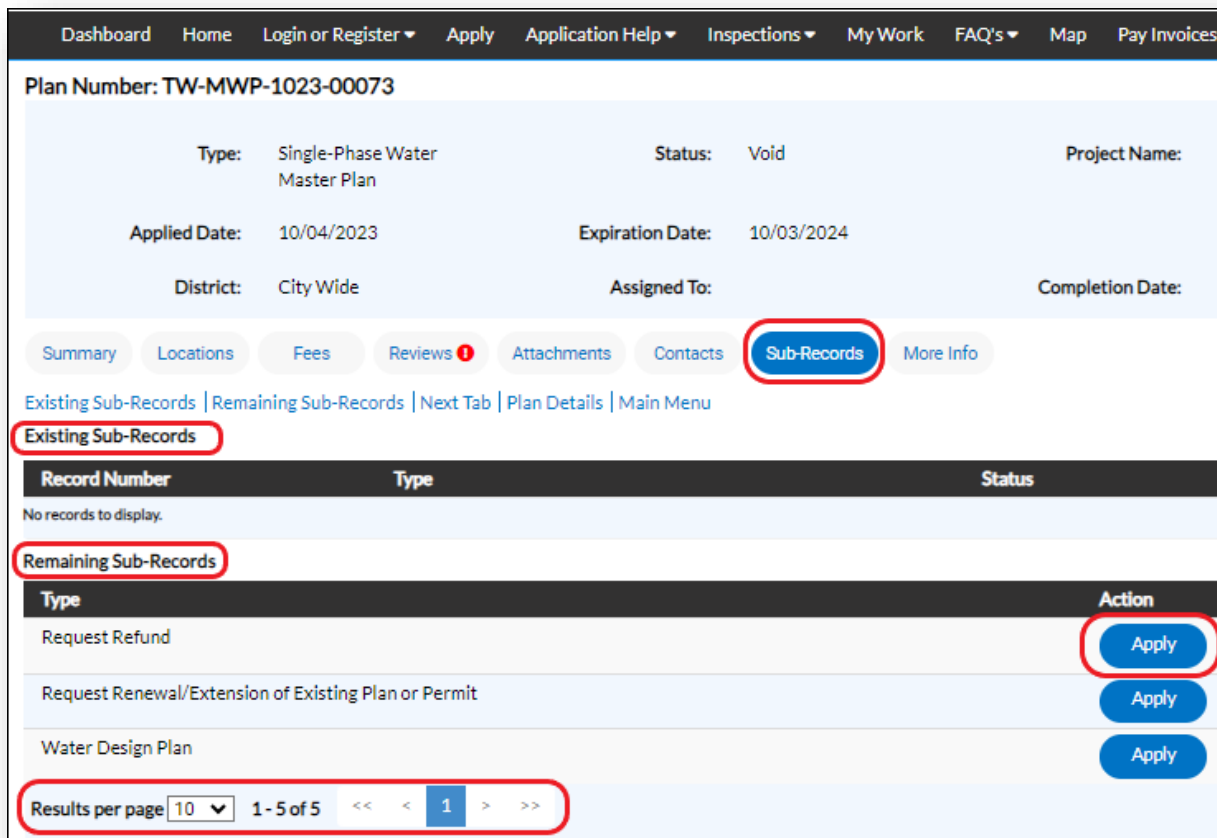
Finding the Right Application

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.



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”.



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