Sub-Records

Applying for a subrecord 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.

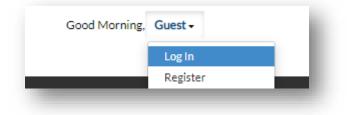
See also the List of Record Types and Sub-Record Types in the FAQ Document

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

Statuses and Definitions					
Document					
Dashboard Statuses (PDF, 508KB)					
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.

Dashboard	Home	Login or Register 🔻	Apply	Applicatio	n Help ▼ Inspec	tions 🔻 🛛 🔊	Ny Work FAC	('s▼ Map	Pay Invoices	Sea
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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	Home	Login or Register 🕶	Apply	Application Help	• Ins	pections 🕶	My Work	FAQ's ▼	Мар	Pay Invoices	
Plar	Plan Number: TW-MWP-1023-00073											
	Туре:		Single-Phase Water Master Plan		S	Void	Void			ect Name:		
	Applied Date:		10/04/2023		Expiration Date:		10/03/2024					
		District:	City Wide	Assign					tion Date:			
Su	ummary	Locations	Fees Revie	ews 🕕	Attachments C	ontacts	Sub-Rec	ords Mor	e Info			
	Existing Sub-Records Remaining Sub-Records Next Tab Plan Details Main Menu											
	Existing Sub-Records Record Number Type Status											
	Record Number Type Status No records to display. Status Status											
Remaining Sub-Records												
Type Action										Action		
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Re	Request Renewal/Extension of Existing Plan or Permit Apply										Apply	
W	Water Design Plan									Apply		
Res	Results per page 10 V 1-5 of 5 << 1 > >>											

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