

**BEFORE YOU START**

Please ensure you have completed steps 1-3 of the [CE-1410 Solar App+ Application Guidelines](#)

Additionally, you will need to complete the [Declaration in Support of a Building Permit Application](#) Before you apply, be sure to download it, complete it and have it saved and ready to be uploaded.

**IPERMITS REGISTRATION PROCESS**

You will be registered for iPermits when you register your electrical license with the City of Houston Electrical Inspections group. If you have not done so, please contact the Electrical Inspections group at [hpcelectricalsection@houstontx.gov](mailto:hpcelectricalsection@houstontx.gov) or (832)394-8860.

**GETTING STARTED**

1. Go to [iPermits](#)
2. Enter the User ID
3. Enter the password
4. Click the **Submit login request** button
5. Click on **Continue to the iPermits Online Service Menu**

**BEGIN THE APPLICATION PROCESS**

6. Click **Building Permit Applications**
7. Click on **Begin New Application**
8. Click on **Residential Applications**, a drop-down menu will display.
9. Select **Residential Addition/Remodel/Other Building Permit Application**
10. Click on **Begin New Application**

**SEARCH ADDRESS**

11. Enter the address  
*Note: Do not use street directions or street types, such as N., S., St., or Ave.*
12. Click **Search for Address**
13. Click on the appropriate street name
14. Click on the appropriate address

**COMPLETE THE APPLICATION**

15. Enter the required information on Page 1.
16. Select **Solar Panel Installation** for the Scope of Work
  - a. Select **Yes** for the question “Is the project a qualifying SolarApp+ installation on an existing structure?”
  - b. Enter the **SolarApp+ Application No., Number of Panels, and Total Kilowatts**
17. Enter the rest of the required information and click on the **Save & Continue** button
18. Enter the required information on Page 2. Including the altered and total square footage.
19. Click on the **Save & Continue** button
20. On the following page, upload the Declaration in Support of a Building Permit Application, SolarAPP+ Approved Inspection Checklist and the SolarAPP+ Approved Uploads
  - a. Click the **Select files...** button
  - b. Select the appropriate file from your computer
  - c. Click the **Open** button
  - d. Click the **Upload** button
21. Once completed, you will return to the second page

**FINALIZE APPLICATION AND PAY THE BUILDING PERMIT FEE**

22. Scroll to the bottom of the page and click on the acknowledgement checkbox
23. Click on the **Finalize Application** button
24. A window will open asking to confirm, click **Yes**
25. You will be transferred to the shopping cart maintenance page to pay for the fee.
26. Click on the **Make Online Payment via Credit Card or Electronic Check** button
27. On the following page, leave the “Payment Processed” field blank
28. Select the CC Holder Type (typically individual)
29. Enter the rest of the Payer Information
30. Click on the **Update Payer Information** button
31. Click on the **Continue as a Registered User** button or the **Continue as Guest** button
32. Click **OK** when the popup window displays
33. You will be transferred to CHASE PaymentUs website where you will enter your credit card information

### PROJECT NUMBER

34. Your project number has been created. You will receive the building permit via email.

### ELECTRICAL PERMIT APPLICATION AND 1– LINE DIAGRAM

The electrical contractor will need to upload the One-line Diagram and pay for the SU (Solar Panel permit)

35. Logon to [iPermits](#)
36. Select your master license number from the **Select the desired Customer/License No.** drop-down box on the right side of the screen.
37. Click **Purchase Trade Permit**
38. Select **Project Number**
39. Enter the project number and click the **Project** button
40. Click **Add an Additional Permit**
41. Click on the **Building Category** drop-down box and select the appropriate option
42. Click on the **Permit Type** drop-down box and select **SU-Solar Permit**
43. Enter the appropriate **Description of Work**
44. Check the acknowledgement box after reviewing the information
45. Click **Verify This Data & Begin the New Project Application Process**
46. A window will open asking to confirm; click **Yes**
47. On the following page, choose the correct electrical contractor license from the drop-down box **Mastering for**.
48. Enter the appropriate item count configurations
49. Click **Calculate/Recalculate the Permit Fees**

### UPLOAD ONE-LINE ELECTRICAL DIAGRAM

50. Click on **Upload the one-line electrical diagram** button
  - a. Click the **Select files...** button
  - b. Select the One-Line Electrical diagram from your computer
  - c. Click the **Open** button
  - d. Click the **Upload** button

### ELECTRICAL PERMIT

51. Check the acknowledgement box at the bottom of the page.

52. Click on **Finalize Sales Order**
53. You will be transferred to the shopping cart maintenance page to pay for the fee.
54. Click on the **Make Online Payment via Credit Card or Electronic Check** button
55. On the following page, leave the “Payment Processed” field blank
56. Select the CC Holder Type (typically individual)
57. Enter the rest of the Payer Information
58. Click on the **Update Payer Information** button
59. Click on the **Continue as a Registered User** button or the **Continue as Guest** button
60. Click **OK** when the popup window displays
61. You will be transferred to PaymentUs website where you will enter your credit card information
62. Once the payment is processed, the permit will be emailed to you.

### SCHEDULE ELECTRICAL INSPECTION

63. Schedule the [inspection online](#) or via the Interactive Voice Response system at 713-222-9922.

The Inspector will verify “Approval Plan/Installation Documents”, “Approval Checklist” and “One-line diagram” and will verify the installation matches the approved documents

### THIRD PARTY SPECIAL INSPECTION AND STRUCTURAL INSPECTION.

64. For structural inspections, the Contractor must contact an [approved Third-party Special Inspector](#). The Special Inspector will provide a special inspection letter certifying that the completed installation conforms to the city approved design.
65. Schedule a final Structural Inspection [online](#) or via the Interactive Voice Response system at 713-222-9922. The special inspection letter may be submitted to the field inspector during the final field inspection or to the Structural Inspections office via email at [structural.inspections@houstontx.gov](mailto:structural.inspections@houstontx.gov)