

STEP 1: Go to <https://www.pdinet.pd.houstontx.gov/ILMS Online Permits/default.asp>

STEP 2: Select First Time User. (If you are not a first-time user, proceed to STEP 5.)

https://www.pdinet.pd.houstontx.gov/iPermits/



Welcome to iPermits.

Please enter your user name and password. Then press the submit button

Please note: The user password is case sensitive

User ID: Optionally, you can logon based on your email address rather than your user-id

User Email:

Password:

Alternate User Actions

[First Time User? Click here to Register](#)

[Forgot your User Name or Password? Click here](#)

Password Requirements

- Must be updated every 270 days. iPermits Customer portal will prompt for password update. Must be 8-12 characters long. Must include a combination of uppercase and lowercase letters, numbers, and special characters.

Report An Issue/Technical Support

- Should you experience any issues or have questions on iPermits, please use the following link to [Report An IT Issue](#) and a team member will respond within 48 hours

Advanced Pay Accounts

- If you have concerns or questions regarding information on past Advance Pay Account Settlements please [ClickHere](#)

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STEP 3: Select **No** to each question.

https://www.pdinet.pd.houstontx.gov/iPermits/credentials/selectUserProfile

Please help us identify the appropriate user registration process.

Are you associated with an electrical, plumbing, mechanical, fire alarm, fire line, sign, or sprinkler trade contractor?

Yes No

https://www.pdinet.pd.houstontx.gov/iPermits/credentials/selectUserProfile

Please help us identify the appropriate user registration process.

Are you associated with an electrical, plumbing, mechanical, fire alarm, fire line, sign, or sprinkler trade contractor?

Yes No

Are you associated with a Texas state licensed engineering firm?

Yes No

STEP 3: (Cont'd.)

https://www.pdinet.pd.houstontx.gov/iPermits/credentials/selectUserProfile

Please help us identify the appropriate user registration process.

Are you associated with an electrical, plumbing, mechanical, fire alarm, fire line, sign, or sprinkler trade contractor?
 Yes No

Are you associated with a Texas state licensed engineering firm?
 Yes No

Do you have a City of Houston iPermits advanced payment account?
 Yes No

Press Submit to begin the 'Non-License related' or Homeowner user registration process.

Submit

Step 4: Create a User Profile for a Non-Licensed User (for ID# use EIN).

https://www.pdinet.pd.houstontx.gov/iPermits/credentials/addNonRegUserProfile

Create a User Profile For a Non-Licensed User or Homeowner

Please Read The Following Information Before Proceeding

- Fields marked with * are required.
- Once the user profile is created, your User ID and Password will be sent to the email address provided below.
- Your password must be between 8 & 12 characters in length and include both upper and lowercase alphabetic characters.
- Your password must contain at least one numeric digit and one special character.

User Information

User Email Address*
Email Confirmation*
Password* Enter your password Confirm* Enter your password

Individual Name

First Name* Middle*
Last* Last Name

Customer/Contractor/User State Issued Identification Information

Identification Number* State: TEXAS
Note: This is normally the user's State issued driver's license number

Mailing Address

Address Type* PO Box Street

No.* Fraction Dir. Street Name* Type Dir. Unit Id Unit#
City* State* Zip Code* Zip Plus
Phone Number* Fax Number*
Company Name*

Submit Add
Clear

10:50:05 AM 10/14/2025

• You will receive your user ID and password via email. Once you receive this information, login at:
https://www.pdinet.pd.houstontx.gov/ILMS_Online_Permits/default.asp

Step 5: Click on the Continue to the iPermits Online Service Menu.

Contractor Status

Please review the status of your licenses and proceed to the next screen if they are in good standing. If there is a problem please contact the appropriate Inspection Group.

License No	Lic Type	Name	License Status
211270	USR	HIGHT, DANIEL	This License is in good standing.

[Continue to the iPermits Online Service Menu](#)

Step 6: Click on the appropriate button to pay an Invoice or Survey.

iPermits Online Service Menu

Project / Permit Applications

- Building Permit Applications
- Utility Capacity Reservation Application
- User Project Management - List Maintenance
- Project inquiry - based on a project no.
 - Schedule Inspection
 - Check the Status of Plan Review or Inspection Report on a Project

Select the desired Customer / License No.

- Use this entry for sales-orders that do not require a License
- Purchase a trade permit
- Review your recent shopping cart entries
- Pay for a Houston Permitting Center shopping cart
- Annual Invoice Statements/Bills
- Make an Advance Payment Account Deposit

[Reset](#)

 To pay for Notice of Unpermitted Sign(s) (Sign Survey[s])

 To pay for Sign Operating Permit Renewal(s)

Step 7: Enter the Shopping Cart or Statement # and proceed with payment.

The first screenshot shows the 'Import a Houston Permitting Center Point of Sale Transmittal' form. It includes a text box for 'Shopping Cart #' and buttons for 'Submit' and 'Reset'. Below the form, it says 'Please contact the Permit Office for additional assistance.'

The second screenshot shows the 'ILMS Annual Invoice/Billing Statement Lookup' form. It includes a text box for 'Statement #' and buttons for 'Submit' and 'Reset'. Below the form, it says 'Please contact the Permit Office for additional assistance.'

Step 8: Verify the selection checked to make sure all permits are correct **before** you proceed to Make Online Payment. If any of the information is incorrect, please contact us at: signadministration@houstontx.gov

Step 9: Select Begin the Payment Process.

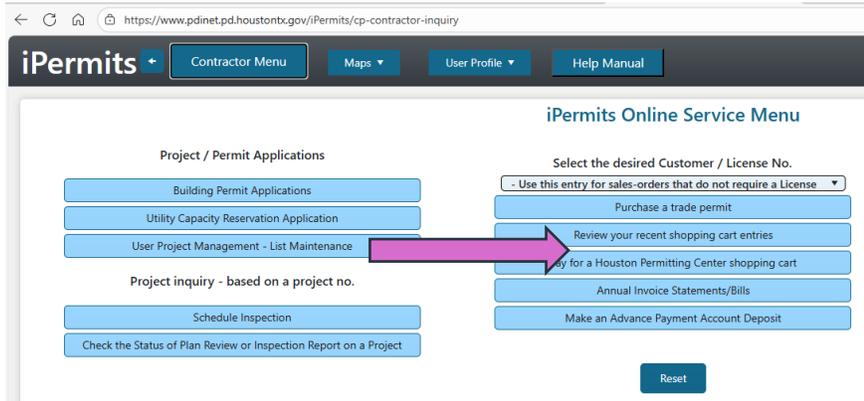
Step 10: Make Online Payment via Credit Card or Electronic Check.

• Note: Sign Administration mails **Blue** certificates once per month, **the 1st week of every month**. Certificates are mailed to the location of the sign.

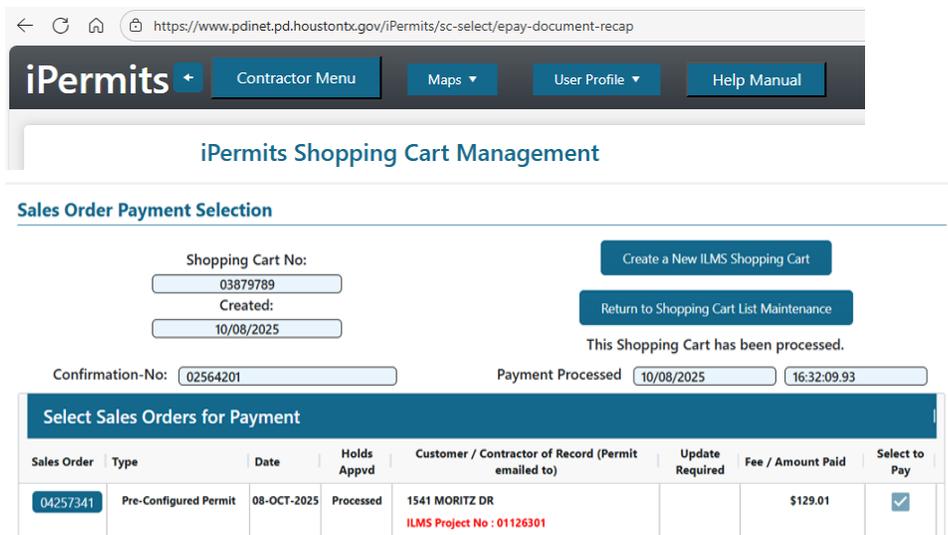
• We do not issue certificates electronically. However, if you paid online, you have the option to print permits (which are also used as paid receipts) on your **iPermits** account.

How to Print a Permit Online:

- Log in to your account
- Click on Contractor Menu (at the top left)
- Review your recent shopping cart entries (2nd option on the right)



- Make sure it says **Processed** in the Status column
- Click the shopping cart entry
- Click the Sales Order that appears
- Make sure the Paid box is checked



- Click [View the paid receipt](#)
- The permit should appear as a .pdf file
- Print