HOUSTON PUBLIC WORKS
Houston Permitting Center

Solar Panels Plan Review

Step-by-step user guide to the electronic plan review process

**SAVE PAPER, HELP THE ENVIRONMENT!**

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Overview
ELECTRONIC PLAN REVIEW

This document will guide first-time users through the electronic plan review (EPR) process for **SOLAR PANELS.**

Two online systems are used to complete the steps in the EPR process: iPermits and ProjectDox. The **iPermits** portal is used for the completion of permit applications, address verification and payments. The **ProjectDox** system is used to upload plans, receive and respond to comments and download approved plans.

Step 1	Register for iPermits (One time only)
Step 2	Submit an application (for each project, address)
Step 3	Verify address
Step 4	Upload files to ProjectDox
Step 5	Complete the assigned task
Step 6	Review and respond to comments
Step 7	Upload corrections and complete assigned task (repeat as needed)
Step 8	Pay Permit Fee
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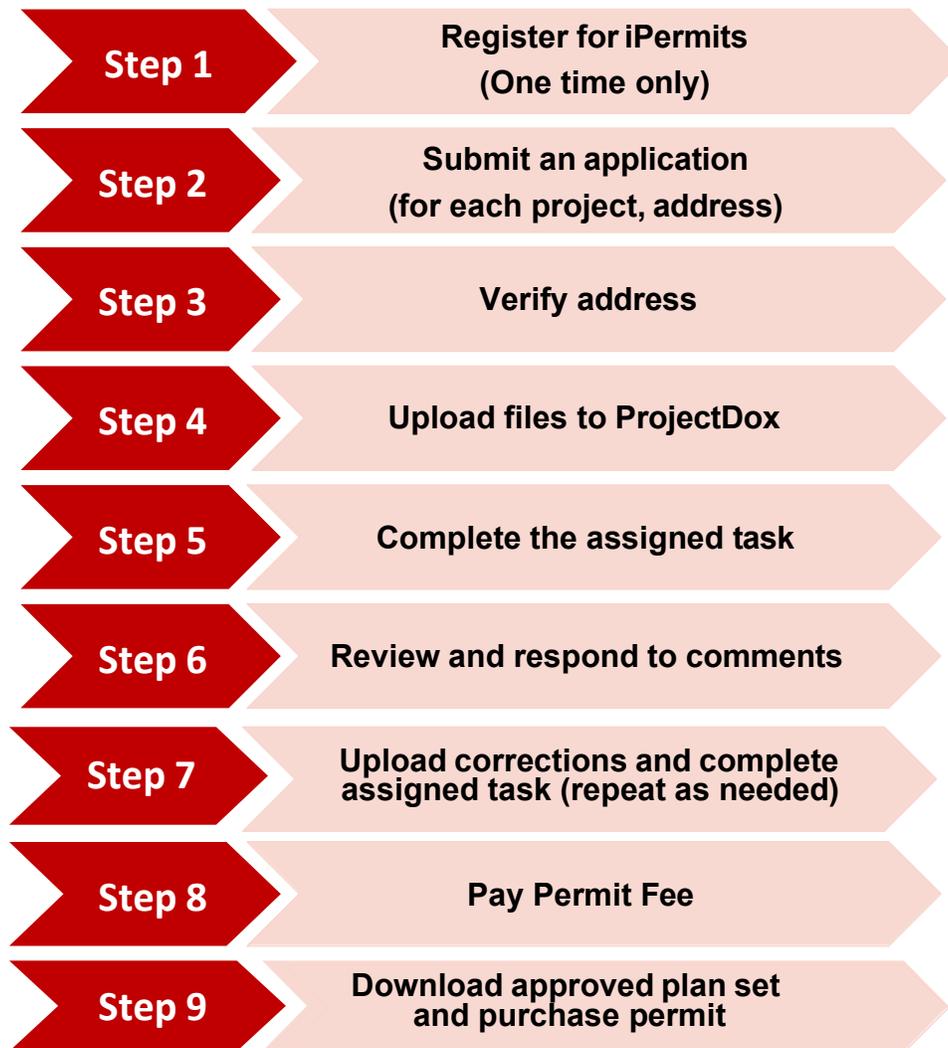
iPermits Registration
STEP 1: CREATE A LICENSED COMPANY PROFILE

NOTE:

- If you are not an engineer or master electrician, skip to Step 2 on page 7 to create a non-licensed user profile.

- A company and its users must be registered for iPermits before an application can be submitted. If your company is already registered, please skip the iPermits registration process and go to page 8 to **Step 1: CREATE AN APPLICATION.**

To create a licensed user company profile, the applicant must complete an **iPermits Acknowledgement** form and submit it either in person or via email to:

- **rmcacd@houstontx.gov**

The form must be notarized if submitting via email. All fields are required unless otherwise noted.

Once the application is processed, you will receive an email from the City of Houston with instructions to create the profile.

To create an iPermit login account, please click on **First Time User**.

iPermits Registration
STEP 2: CREATE A USER PROFILE

Please answer the following questions to create an iPermit account.

Fill out the required information to create a user profile for a Non-Licensed User.

Application Process
RESIDENTIAL BUILDING PERMIT APPLICATION

Log into your iPermits Portal account.

Under the iPermits Online Service Menu, click on **Building Permit Application** button.

To submit a new application, click on the **Begin New Application** button.

Application Process
RESIDENTIAL BUILDING PERMIT APPLICATION

Click on **Residential Applications**.
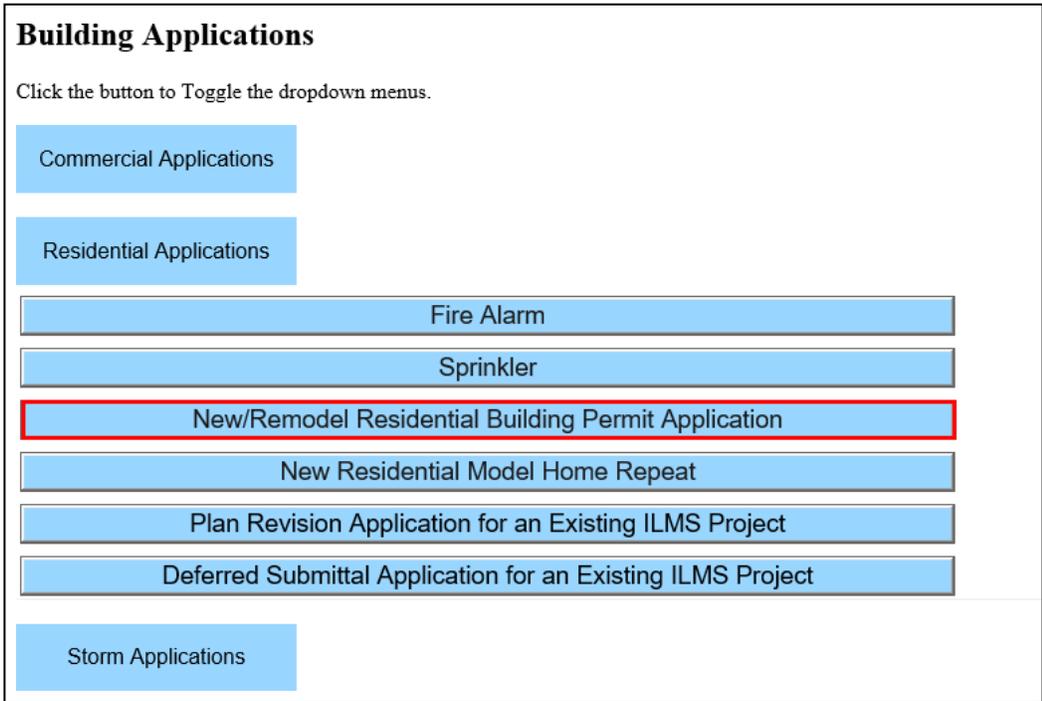
Click the **New /Remodel Residential Building Permit Application** button.

Application Process
RESIDENTIAL BUILDING PERMIT APPLICATION

Complete the street number, abbreviated as Street No, and Street Name fields. Then click the **Search for Address** button.

Do not enter street directions (e.g. N, S, E, W) nor street types (e.g. Dr., Rd., Ave., etc.) into the address search.

If your street name does not appear on the list, contact the City of Houston Addressing team via email at Hpcaddressing.team@houstontx.gov for assistance.

Click on the correct street name from the generated list to continue.

Application Process
RESIDENTIAL BUILDING PERMIT APPLICATION

From the generated list, click on the correct street number to continue.

If the street number is not listed, click on the button The needed property address is not listed and contact the Addressing section at Hpcaddressing.team@Houstontx.gov for assistance.

Click on the **Back** button to return to the list of qualified addresses.

Your Property Address inquiry has qualified the following Addresses. Click on the appropriate Address.

Suite, Floor, Building Number Not Listed:

If your exact address (including the Space) does not appear in the list, click one that matches your Street Number.

Street Number Not Listed:

If your Street Number does not appear in the list, contact the City of Houston.

Address List

Qualified Addresses	
Address	**Name on Situs**
1000 WASHINGTON AVE 1001	HPC TEST PROJECTS 2, 012
1000 WASHINGTON AVE 102	TEST, PLUMBING PERMIT
1000 WASHINGTON AVE 111	TESTING ELECTRICAL PERMIT
1002 WASHINGTON AVE	CITY OF HOUSTON- PERMITTING CENTER
1002 WASHINGTON AVE -	AIA HOUSTON
1002 WASHINGTON AVE 2ND	CITY OF HOUSTON- PERMITTING CENTER
1002 WASHINGTON AVE 3RD	CITY OF HOUSTON- PERMITTING CENTER
1002 WASHINGTON AVE A	WASHINGTON CAFE
1002 WASHINGTON AVE ACRX	
1002 WASHINGTON AVE B	COH-PWE
1002 WASHINGTON AVE FL 1	CITY OF HOUSTON- PERMITTING CENTER
1002 WASHINGTON AVE FL 2	CITY OF HOUSTON- PERMITTING CENTER
1002 WASHINGTON AVE FL 3	CITY OF HOUSTON- PERMITTING CENTER
1002 WASHINGTON AVE FL 4	CITY OF HOUSTON- PERMITTING CENTER
1002 WASHINGTON AVE SGN	SIGNS
1002 WASHINGTON AVE SIGNS	HOUSTON GREEN RESOURCE CENTER
1002 1/2 WASHINGTON AVE	CITY OF HOUSTON- PERMITTING CENTER
1002 1/2 WASHINGTON AVE SIGNS	SIGNS TEST
1003 WASHINGTON AVE	BIG BROTHERS BIG SISTERS
1003 2/3 WASHINGTON AVE	****
1010 WASHINGTON AVE	KITCHCO REALTY LTD, ET AL
1010 WASHINGTON AVE SWA	STORM LETTER, APPLICATION

The needed property address is not listed

Back

Application Process
RESIDENTIAL BUILDING PERMIT APPLICATION

- Select the option **Electronic/ProjectDox Plan Submission**.

- Choose the **County** in which the project is located.

  Note: if other parts of the project address are changed, the address verification process is triggered.

- Describe the proposed development under the Project Information.

- **Include "Solar Panel" in the description box.**

Residential Building Permit Application - Page 1 of 2

Instructions
Complete this page in its entirety and click the Save & Continue button to proceed to page 2 of the application. Please note an Unsworn Declaration must also be submitted as part of the Building Permit Application package. Applications without the declaration will not be processed.

For **Address Assistance**, please contact the Permits Office or phone 832-394-8899Ⓢ.
For **General Inquiries**, please contact Residential Plan Review or phone 832-394-8820Ⓢ.

Please read the following information before proceeding
- Fields marked with "*" are required.
- Completion of one of the following forms is a prerequisite for the Building Permit Application process.
  Declaration In Support of Application For City of Houston Building Permit (Individual)
  Declaration In Support of Application For City of Houston Building Permit (Business Entity)

Application

[Google Map]

Manual/Hard Copy Plan Submission ○   Electronic/ProjectDox Plan Submission ○

Property Information

Owner, Tenant, or Business Name
Entity Name Type: Individual ○   Corporation or Firm ○
Last, First Middle: TEST FOR PROJECTDOX , ADDING RQ
Corporation or Firm: TEST FOR PROJECTDOX ADDING RQ

Project Address
Street #	Fraction	Pre-Dir	Street Name	Post-Dir	Street Type	Unit Type	Unit No.
*911			WASHINGTON		Avenue		FEE20

City	Zip Code*	County*	Key Map #*	# of Stories*
	77002	Please Select		

Complete the following fields for new construction only.
Subdivision*	Block/Lot*	Tract*

Project Information

Describe the proposed development*

Application Process
RESIDENTIAL BUILDING PERMIT APPLICATION

- Choose the **Type of Structure**.

- Select **Solar Panel Installation** under Scope of Project.

- If the applicant is not the owner, complete the **Owner Information** fields.

- Once all required fields are completed, click the **Save & Continue** button to go to the next page.

Application Process
RESIDENTIAL BUILDING PERMIT APPLICATION

Enter the required information on Page 2. Once complete, click the **Save & Continue** button located at the bottom of the page.

Enter the contact information for the Project Manager and General Contractor.

Application Process
RESIDENTIAL BUILDING PERMIT APPLICATION

DO NOT UPLOAD BUILDING PLANS ON THIS PAGE.

Please upload the **Declaration Form** here.

Check the disclaimer box and click the **Finalize Application** button to create a project number.

Pay the Fees
CRECIT CARD OR E-CHECK

On the Shopping Cart Maintenance screen, check the box of permit(s) to be paid. Then click the **Make Online Payment via Credit Card or Electronic Check** button. You will be taken to Chase website to complete the online payment.

If application needs to be updated, select sales order number and click **"Delete This Sales Order."**

Processed payments are indicated by a project number in red

Enter the payer information and click on the Continue the Credit Card/Electronic Check Payment Process button.

You will be transferred to the J.P Morgan payment website to complete transaction.

⚠️

Note: Chase® PayConnexion will assess a convenience fee for their service. PayConnexion **does not** accept American Express

Pay the Fees
ADVANCED PAYMENT ACCOUNT

If an Advanced Pay Account (APA) has been established, this payment option will be included on your Shopping Cart Maintenance screen.

Check the box of permit(s) to be paid, then click the **Charge This to My APA Account** button.

Select the appropriate account number associated with your iPermits user profile. Then click on the **Submit APA Payment** button to complete the transaction.

⚠️

Don't want to pay for the fees? A third-party can import a shopping cart number to their iPermits user account and complete the sales transaction

ProjectDox Set Up
NEW USER ACCOUNT

ProjectDox®

PROJECT INVITE

Hello Applicant 07,

You have been invited to the participate in the plan review for project: **2020-09-26 Applicant Training 001**, as a member of the **Applicant** group.

> **TIP: Complete Setup Now**
> **Your temporary password will expire quickly.** You must complete your setup before you can upload files or complete any tasks.

Your login: **vidtrain07@avolvesoftware.com**
Temporary password: **85943C6**

Please complete your account setup now, click on "Login" below.

Login   To complete your setup

SAMPLE INVITATION

Once the plan review deposit has been paid, an invitation (see above) will be sent to the applicant to upload plans into ProjectDox®. For new users, the invitation will contain a temporary password. Subsequent invitations will not contain a password.

First time users should note:

- ProjectDox® uses pop-up windows. Configure your browser's pop-up blocker to allow for pop-ups for the ProjectDox® site. If you log in but no ProjectDox® window appears, a pop- up blocker is likely still installed.

- Click on the **Install ProjectDox® Components** link on the login page for easy downloading and installation of ActiveX controls

- The login page also has a link for adding a desktop shortcut to the ProjectDox® site, and a link for adding it to your favorites.

Depending upon your organization's security settings, a network administrator or IT department may need to complete the steps required for system set up.

ProjectDox Set Up
NEW USER ACCOUNT

From the invitation, click on the **Login to ProjectDox**® link or **Project Access** link to open the login page using your default web browser. You can also type or paste the ProjectDox® URL into another web browser.

Enter your email address and temporary password and click the **Login** button. (*The password is case sensitive.*)

You will be taken to your User Profile, where you must complete the required yellow fields:
- ■ Change your password
- ■ Create a security question and answer
- ■ Contact information

Click the **Save** button to continue onto the home page.

Login into ProjectDox® a second time (and every time after that) you will use the permanent password that you entered in your Profile page.

If you ever forget your password, click on the **Forgot Your Password?** link. You will be prompted with your security question.

NOTE: This feature requires that the user has logged in at least once and no longer has a temporary password.

Navigation Basics
HOME PAGE LAYOUT

SAMPLE PROJECDOX HOMEPAGE

The ProjectDox® home page is divided into two main sections. The Projects section is your **Projects List**, which displays basic information about every project you have been invited into as a main applicant and as a project member.

The most recently accessed projects are listed, with the most recent at the top. Select the **All** button to view a list of all your projects.

The **Projects** List can be sorted by clicking on the header of the column. You can search for words contained in these columns through the **Press Enter to Search** field.

The Tasks section of the home page is your **Active Task List**, which displays all your outstanding tasks on projects for which you are the main applicant. The Active Task List can be sorted by clicking on the column header. Both the Projects List and Task List are set to display a limited number of entries at a time. Use these buttons

ProjectDox can be used in multiple browsers, including Chrome, Safari, FireFox, and Edge. Review the *System Use Requirements* document located on the ProjectDox login page to ensure proper set up is completed.

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Navigation Basics
HOME PAGE TOOLBAR

Your primary navigation buttons are located in the upper right corner of the home page.

- The **Home** button will take you back to the home page.

- The **Profile** button will take you to your User Profile, where you can edit your personal information or change your password.

The **Search** button allows you to search for a project based on the key information entered in the Project Info Page, or it allows you to search for keywords within a project.

- The **Help** button takes you to the ProjectDox® Help site. Use the index or search functions to find instructions on specific aspects of ProjectDox®

- The **Logout** button logs you out of ProjectDox®.

- The **All Task**s button shows any tasks requiring action from the applicant in a separate pop-up window.

From the Home screen on the **Projects** tab, you can view your projects and perform the following actions

- View Pending Tasks
- Project Status
- Project Reports
- Project Info
- View Uploaded files (Files can also be uploaded through this screen)

Standards
FILE TYPES AND BORDERS

Prior to upload, ensure that all files comply with the following standards. **Failure to meet the City's standards may delay your review**.

REQUIRED FILES
- A fully completed commercial application for plan review
- Pre-requisite check list must be included with the application

FILE TYPE STANDARDS
- DOC, DOCX, and PDF files are accepted for calculations, reports, and other supporting documentation (i.e. non-drawing files)
- Flat Files recommended (no layer). Vector PDF and JPEG files will be acceptable for drawings.

BORDER STANDARDS
- 1" clear border with a 4 ½" title block
- Reserve 2 ½" W X 3 ½" H area on the upper right corner of the drawing (as shown below) for the approval stamp.
- The City of Houston requires that plans be uploaded in an approved format, to scale, with a minimum output dimension of 24" x 36".

**MARKUP NAME AND COLOR STANDARDS**
Standard markup names and colors will be used for each reviewing discipline for easy identification. A markup can have more than one changemark. Changemarks are created to quickly identify a markup and associated comments.
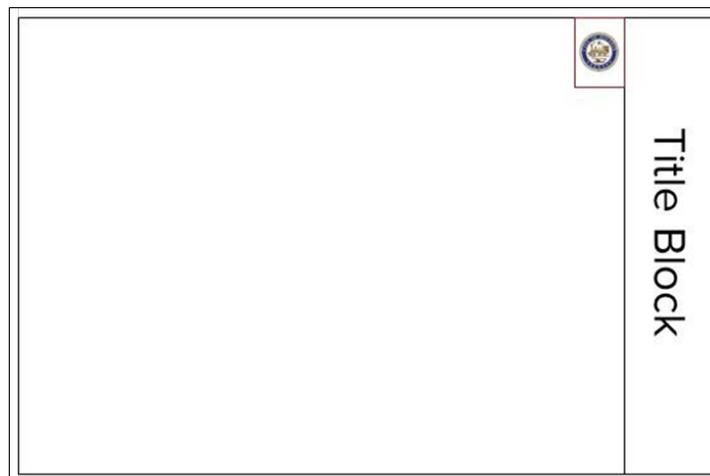
Drawings should be uploaded in landscape mode.

Upload Your Files
FIRST SUBMISSION
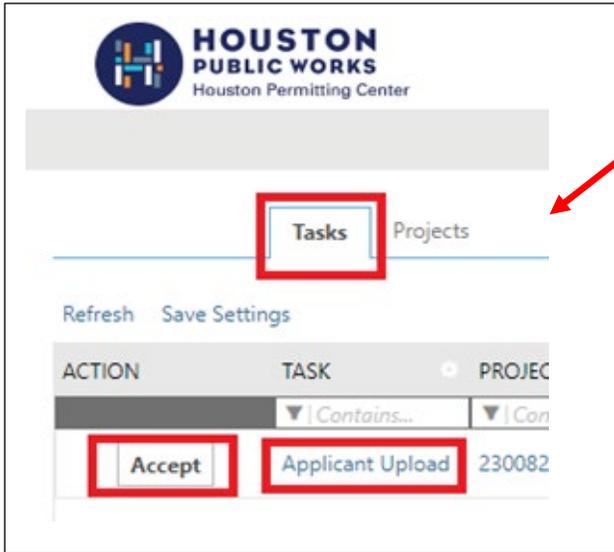
On your Projectdox Home Page click on the **Tasks** tab and click on **Accept or Applicant Upload.**

The eForm window will open in a pop-up screen. From there the applicant may select and upload drawings and supporting documents into the project

APPLICANT UPLOAD

ProjectFlow BUILDING avolve software

Task Information | Permit Info | HOLD Data | Resources | Invite User

Task Information

Project Name:	23008192
Project Description:	TEST 9.2
Workflow:	Commercial-Residential Workflow 2
Task Due Date:	6/12/23 2:38 PM

STEP 1 of 3: Select and upload your drawing and supporting document files into this project, as required

File Upload for: 23008192 ⍰

Select the destination folder to upload your files: **Watch video**
Select arrow next to folder to expand folder list.

- 📁 Cover Sheet (1 - 0 New)
- ▸ 📁 Documents
- ▸ 📁 Drawings
- 📁 Drawings for Reference Only
- 📁 Reviewer Attachments
- 📁 Approved
- 📁 Quick Review

Select your files to upload to this folder: **Watch video**

Select Files to Upload   **View Folders**

📁 Drawings

Upload Your Files
FIRST SUBMISSION

By default, up to 200 files or 10GB, whichever comes first can be uploaded at the same time.

Click **Browse for Files** or Drag files into the Upload window.

Once all files have been selected or dragged, Click **Start Upload**.

To upload files into a different folder, repeat the process until all drawings and documents are uploaded into their respective folders.

Upload Your Files
FIRST SUBMISSION

Once files are uploaded into a folder, the files will be visible. Next to each file is the file name, upload date and time, file size, and name of the user who uploaded that file.

If a file is uploaded into the wrong folder, select the check box next to the file name and then select the delete icon.

Individuals invited into a project will not have this ability and should contact the main applicant to delete files.

To upload files into another folder, click on the folder. Repeat the process until all drawings and documents are uploaded into their respective folder.

Completing the Submittal
APPLICANT UPLOAD

ProjectDox® moves a project through a series of tasks called a workflow. Some of these tasks are assigned to the applicant and others to City staff.

The completion of one task signals ProjectDox® to assign the next task in the workflow. Reminder notifications of an open (i.e., incomplete) task are sent via email at designated intervals.

To notify the City of Houston that your plans are ready for pre-screen, the applicant must complete the **ApplicantUpload** task.

From the **eForm** where plans were uploaded, the applicant will need to check to confirm all required documents and/or drawings have been uploaded.

Completing the Submittal
APPLICANT UPLOAD

Through the eForm, the main applicant can invite individuals into the project. Enter the individual's name and email address and then click on the Invite user. An email will be sent to the user to create an account.

Invited users will have the ability to upload and view files, but cannot complete a task (i.e., no access to the eForm). Invited project members will also receive the same email notification that the main applicant receives as the project moves through the workflow.

Pre-Screen Review
PROCESS OVERVIEW

During the pre-screen review, the uploaded files will be reviewed for completeness and compliance with the standards.

If you have met the submittal requirements, you will receive a **Prescreen Approved** email and your submittal is ready for the formal review process. The City's Review Coordinator (RC) group will assign the formal review to all required disciplines and departments.

If items are missing or corrections are required, a **Corrections Complete** task notification will be emailed to you with instructions on how to resubmit to fix the issues.

The review coordinator can provide information about the submittal issues or add comments to the check list and can also attach supporting documents for you to review.

23008191- PreScreen Correction Resubmit Request Task Assignment

PE ePlans@houstontx.gov
To   ↩ Reply   ↩↩ Reply

[This message came from outside the City of Houston email system. Please be careful while clicking links, opening attach email.]

PreScreen Correction Resubmit Request Task Assignment

Attention   :

Your plan review submission for Project: **23008191** has not met the minimum requirements for acceptance. You may review correction comments and requirements by accessing the ProjectDox site.

When corrected plans and/or documents are ready for re-submittal, please Login to ProjectDox and follow the instructions provided for re-submittal.

Please be advised when re-submitting plans and/or documents:

- All corrections must be uploaded using the same file names as the original submittal
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested
- Please make corrections within 180 days of this notice to prevent your application from expiring.

| Project:	23008191
Description:	REMODEL - TEST
Task:	Prescreen Resubmit
Project Access	Login to ProjectDox

Sample Prescreen Correction Email

Pre-Screen Review
CORRECTION COMPLETE TASK

The following steps outline how to review comments, submit corrections, and complete the assigned **Correction Complete** task:

- Log into ProjectDox® or click on the Project Access button directly from your email.
- Select **Task** button, then click on **Accept**.
- Click on **Review Comments** to display the Review coordinators comments. There the applicant may view and respond to requested corrections.
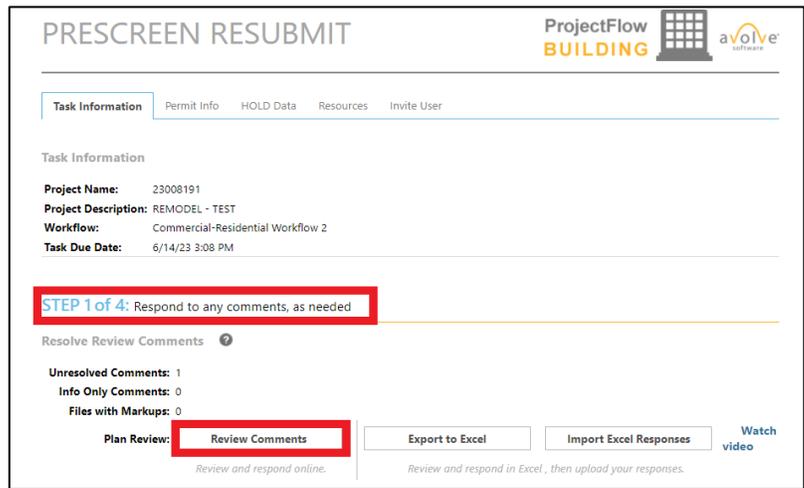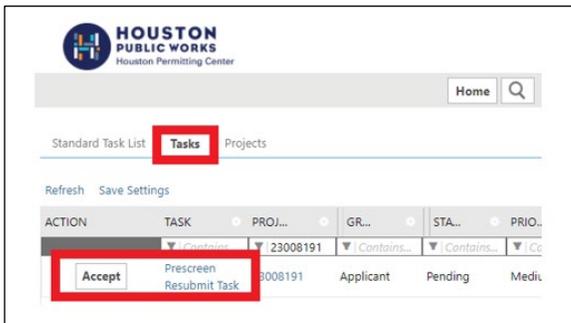
"Versioned Files"- New version of a file previously submitted.

"New Files"- New file, not previously uploaded and submitted.

If you are uploading versioned files, Answer the following question…

If **Yes**, follow the same procedures as the initial upload. Projectdox will rename the file upon upload as version of the original file.

If **No**, select the file that will be a new version of the existing file. Upon upload Projectdox will rename the file for you with the same name.

Once all requested corrections are completed, the applicant will need to check all to confirm responded to the prescreen request. Click Submit to complete the task and submit project for review.
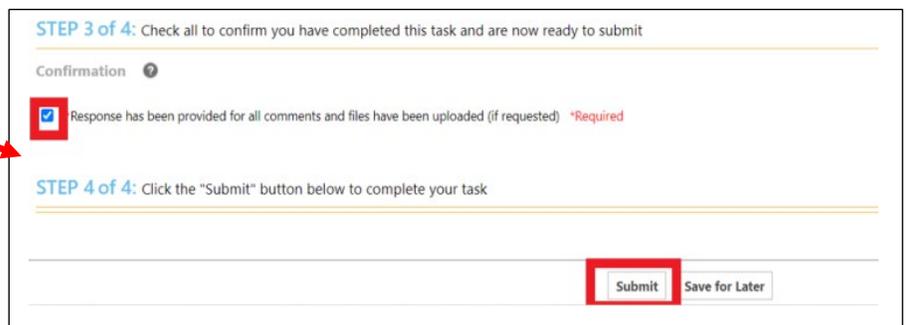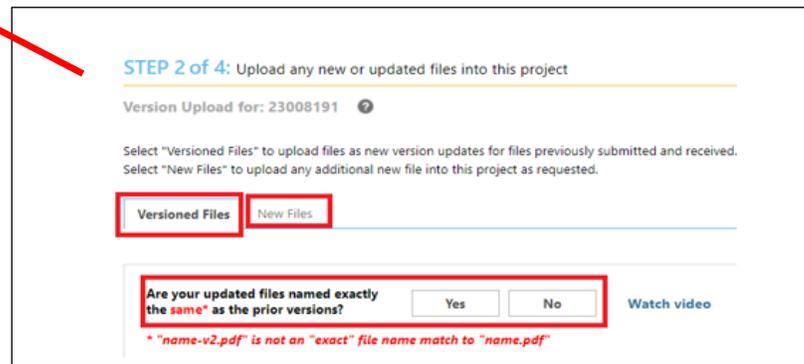
Review of Plans
PROCESS OVERVIEW

Once the project has passed the Pre-Screen requirements, the City's Review Coordinator (RC) group assigns the formal review to all required disciplines and departments. Each assigned department may approve or reject their review, and may add a status, check list comments, free form comment and/or change mark to the drawings.

Once all assigned departments have completed their review, the RC notifies the applicant whether the plan review is approved, or corrections are required. If all reviews have been approved, Review QA Coordinator applies the final City of Houston approval stamp, and the applicant will receive an **Approved** email with instructions. If at least one reviewer has selected "Rejected", the applicant will receive an email notification of the **Applicant Resubmit** task with instructions on how to resubmit to fix the issues.

The following steps outline how to review the comments, submit corrections, and complete the assigned **Respond and Resubmit Task**:
1. Log in to ProjectDox®.
2. From the Home page select **Task** bar
   a) This can be done from the respond and resubmit email sent to applicant.
3. Click on **Review Comments:**
   a) Applicants may review provided comments and provide responses as required.
   b) Ensure that responses have been provided in applicant response column

Review of Plans
APPLICANT RESUBMIT TASK

- View the reviewer comments and markups
- Click on file name to open the drawing with markups
- Add your response in the Applicant Response column

Confirm you have completed the Task and are ready to submit.

    c) Check box "I have responded to all review comments."

    d) Check box "I have uploaded my revised files, if requested."

Select the Submit button to complete your Task

An email notification will be sent to the Review Coordinator assigning them to the step **Respond and Resubmit Received**. The Review Coordinator will confirm that plans have been uploaded and the appropriate departments are selected for assignment for the next review cycle.

Download and Print
APPROVED PLAN SET

After final payment is made, you will receive an email indicating that you may access your approved drawings and documents. You may do so through the email notification or from your Projectdox account (see below.)
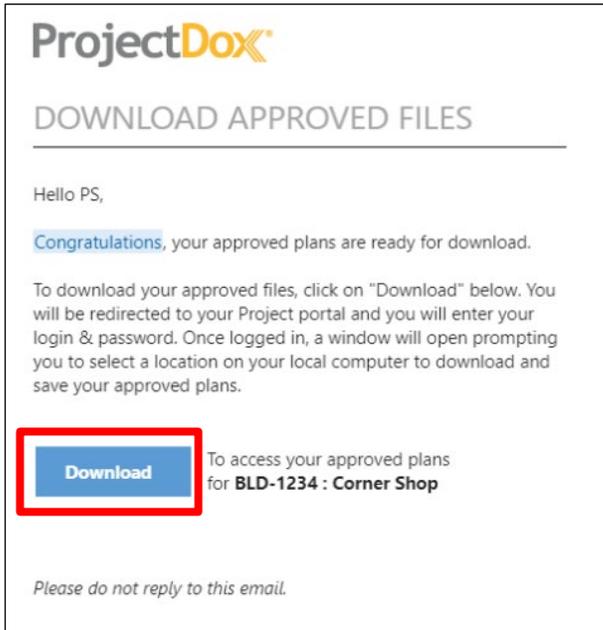

To Download your Approved Plans. Click on your 🗁 **Files** icon.
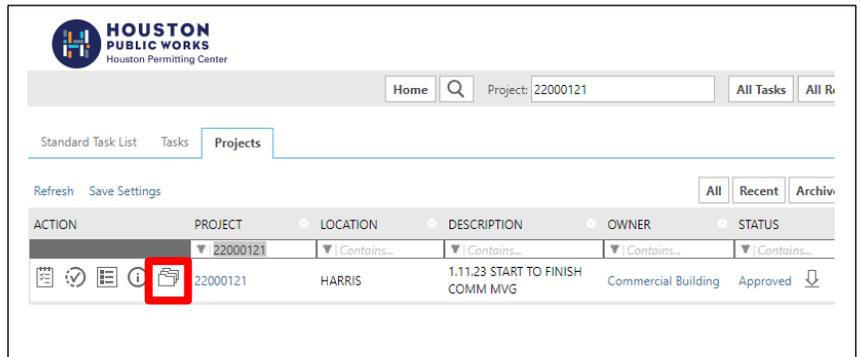
To download the entire folder, select the box at the top of the thumbnails.
When your selection is complete, click on the download icon.

A single zip file will be created. Click the **Download Zip** file button to continue. Select Save or Save As in the pop-up window.
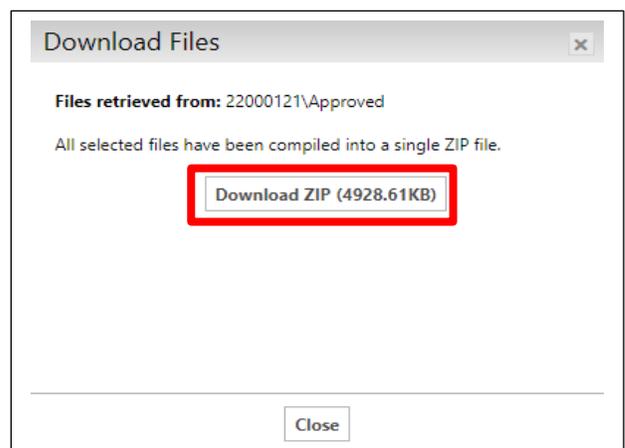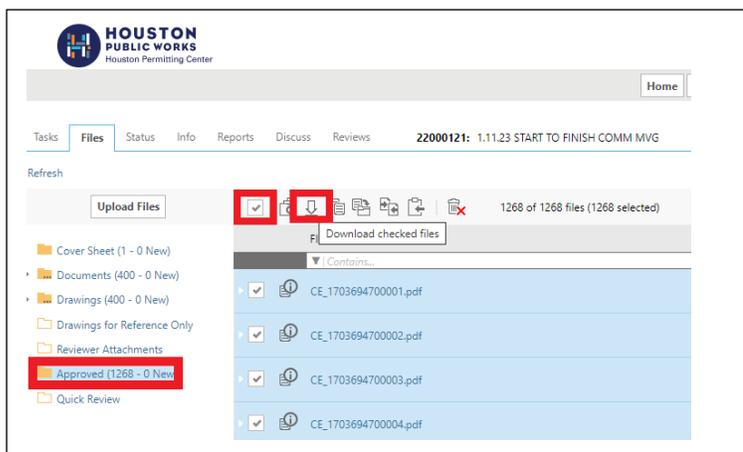
The approved plan set must be printed at <u>a minimum size of 24"x36" and kept on the jobsite throughout the duration of construction.</u>

Plan Review Revision
APPLICATION PROCESS

The process of setting up a revision is similar to setting up a new project on the iPermits Portal.

iPermits Online Service Menu

Building Permit Applications

Office of the City Engineer Plan Review Application

Logon to iPermits and click on **Building Permit Applications**.

Electronic Building Permit Applications
This page allows you to view Electronic Plan Review applications that are attached to your user profile.

Begin New Application
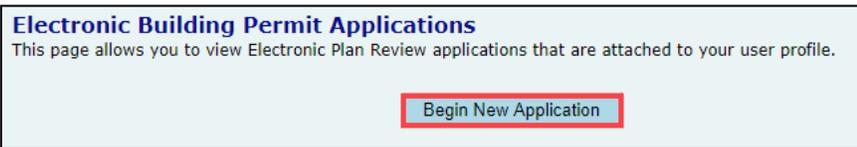
On the next screen click on **Begin New Application**.

Commercial Applications

Electronic Locks

Fire Alarm

Sprinkler

Underground Fire Line Plan Check

New/Remodel Commercial Building Permit Application

Site Work Permit Application

Plan Revision Application for an Existing ILMS Project

Deferred Submittal Application for an Existing ILMS Project
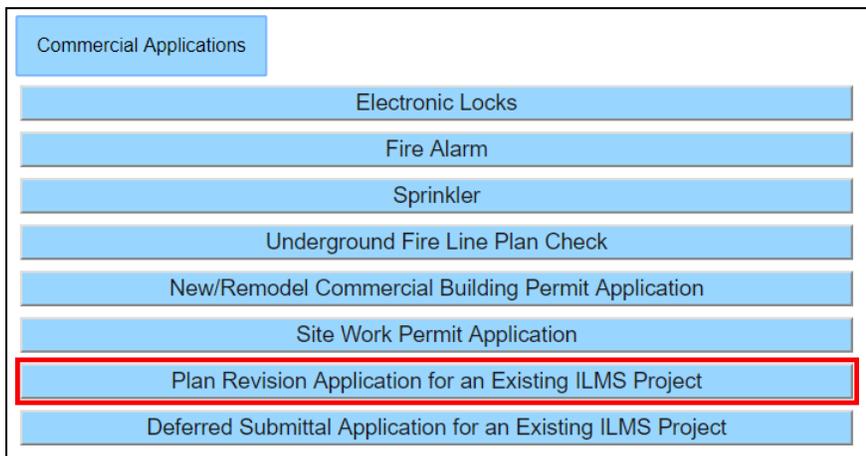
Click on **Commercial Applications**. From the list of available applications, please select the **"Plan Revision Application for an Existing ILMS Project".**

Plan Revision Project Lookup

Please enter the project number that needs revision

Project # 19116541

Submit

Reset
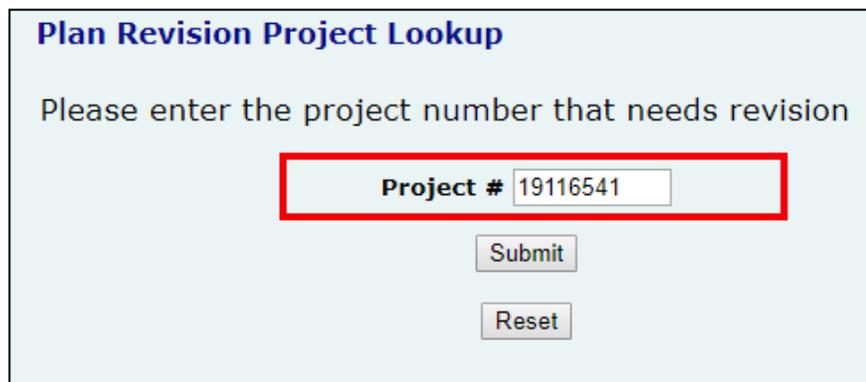
Enter your project number of the plans you wish to submit for a revision.

Plan Review Revision
APPLICATION PROCESS

Plan Revision Project Verification

Please review and confirm this is the project requiring revision

Project Number: 19116541

Address: 911 WASHINGTON AVE # 5.74
Description: ELECTRIC LOCKS PLAN REVIEW
Applicant Name: PROJECTDOX, PROJECTDOX TESTER
Submittal(s): These plans were submitted: 10/25/2019
Approval Date: These plans were approved for permitting on: 10/25/2019
Plan Location: Plans were returned to applicant on 10/25/2019

Begin the plan revision project application process

Back

Select the "**Begin the plan revision project application process**" button.

Commercial Plan Review Revision Application

Project/Situs Information

Project Number: **19116541**   Application Number: **00055544**
Name on Situs: TEST FOR ILMS CLIENT VERSION 5-74 UPGRADE
Property Address: 911 WASHINGTON AVE # 5.74
City/State/Zip: HOUSTON, TX 77002
Project Use: ELECTRIC LOCKS PLAN REVIEW
Estimated Valuation: $0

Are you adding additional scope of work not originally covered in the project?
Yes: ○ No : ⦿

Are you adding square footage to the original foot print or lease space?
Yes: ○ No : ⦿

Are you adding any additional impervious cover above the originally approved design?
Yes: ○ No : ⦿

Are you changing the original occupancy classification or use of the building?
Yes: ⦿ No : ○

Based on your answer you do not qualify for a Project Revision. You must start a new application.

Submit

Answer the following 6 questions to find out of you qualify for the revision.

If you answer "**Yes**" to any of the questions from 1 to 4 or 6, you do not qualify for a revision.

You will have to start a new building permit application for the proposed scope of work.

Plan Review Revision
QUALIFICATION

If you answer, **"No"** to all the 6 questions, you qualify for a revision. Click the **Submit** button to continue. You will be directed to the shopping cart maintenance page.

NOTE: If you are requesting the revision with 1 or 2 trades and three or fewer sheets for each trade, please select **"Yes"** to question number 5 to qualify for the reduced rate revision.

Commercial Plan Review Revision Application

Project/Situs Information

Project Number: **19116541**	Application Number: **00055544**

Name on Situs: TEST FOR ILMS CLIENT VERSION 5-74 UPGRADE
Property Address: 911 WASHINGTON AVE # 5.74
City/State/Zip: HOUSTON, TX 77002
Project Use: ELECTRIC LOCKS PLAN REVIEW
Estimated Valuation: $0

Are you adding additional scope of work not originally covered in the project?
Yes: ○ No : ◉

Are you adding square footage to the original foot print or lease space?
Yes: ○ No : ◉

Are you adding any additional impervious cover above the originally approved design?
Yes: ○ No : ◉

Are you changing the original occupancy classification or use of the building?
Yes: ○ No : ◉

Is the revision limited to 1 or 2 trades and three or fewer sheets? If so, based on the fees paid to date, you qualify for a minimum fee review.
Yes: ○ No : ◉

Are you adding more than 15% ($0) of additional cost valuation to the original cost of improvements
Yes: ○ No : ◉

You qualify for a Project Revision.

Submit

Plan Review Revision Payment
CRECIT CARD OR E-CHECK

On the Shopping Cart Maintenance screen, check the box of permit(s) to be paid. Then click the **Make Online Payment via Credit Card or Electronic Check** button. You will be taken to Chase website to complete the online payment.

If application needs to be updated, select sales order number and click **"Delete This Sales Order."**

Processed payments are indicated by a project number in red

Enter the payer information and click on the Continue the Credit Card/Electronic Check Payment Process button.

You will be transferred to the J.P Morgan payment website to complete the transaction. A receipt will be emailed to you from J.P Morgan. You may need to check your spam or junk folder.

Plan Review Revision Payment
ADVANCED PAYMENT ACCOUNT

If an Advanced Pay Account (APA) has been established, this payment option w be included on your Shopping Cart Maintenance screen.

Check the box of permit(s) to be paid then click the **Charge This to My APA Account** button.

Select the appropriate account number associated with your iPermits user profile. Then click on the **Submit APA Payment** button to complete the transaction.

⚠️

Don't want to pay for the fees? A third-party can import a shopping cart number to their iPermits user account and complete the sales transaction

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HOW TO RUN REPORTS ON PROJECTDOX

Step 1: Log in to your ProjectDox account and select the project number to run report.

Step 2: Click on the Reports tab. Click on the magnifying glass for the report your wish to run.

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HOW TO RUN REPORTS ON PROJECTDOX

Step 3: Click on Drop Down arrow. Select the report and Click View Report.
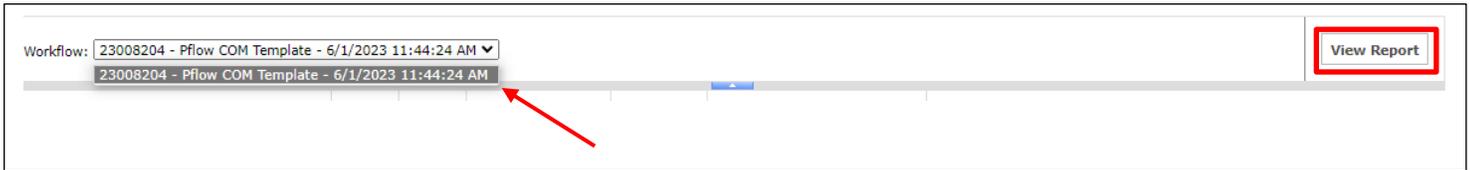
Example of report shown below

Plan Review - Workflow Routing Slip

Report Generated: **06/02/2023 09:50 AM**

Review Type: **Commercial and Residential Building Permit**
Number of Files: **5**
Project Name: **23008193**
Workflow: **23008193 - Pflow COM Template - 5/15/2023 3:48:30 PM**
Total Review Comments:

Time Elapsed: **13 days 18 hrs**
Time with Jurisdiction: **12 days 18.5 hrs**
Time with Applicant: **0 days 23.5 hrs**
Completed Submission (Prescreen): **0 days 23.5 hrs**
Completed Plan Review: **Not Completed**

TASK	TASK STATUS	REVIEW STATUS	CYCLE	ASSIGNED	ACCEPTED	COMPLETED	GROUP	USER
Applicant Upload	Completed		0	05/15/2023 03:48 PM	05/16/2023 03:07 PM	05/16/2023 03:07 PM	Applicant	Tanya Stillman

Thanks for using electronic plan review!

If you need further assistance, please contact us via email at
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