



**HOUSTON
PUBLIC WORKS**

Houston Permitting Center

Solar Panels Plan Review

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

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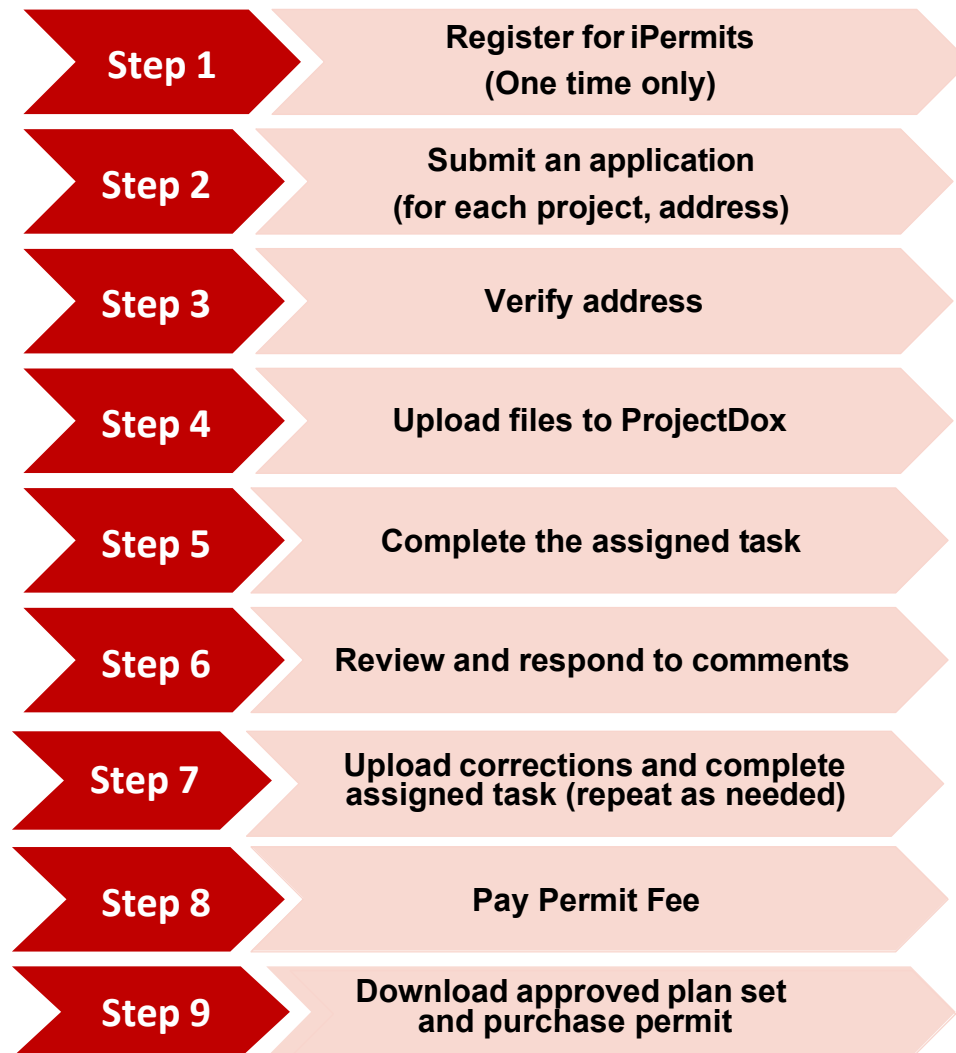
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Overview

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.



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.

The City of Houston
Official Site for Houston, Texas

Home | I Want To | Government | Residents | Business | Departments | Visitors | En Espanol

Public Works and Engineering > Planning and Development Services Division [Contractor Menu](#)

iPermits Customer and Contractor Portal Logon

First-time user? [Click here to Register](#)

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

Please Note: You can now logon using either your Logon User ID or your Registered Email Address.

User-ID:

or User Email Address:

Password:

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.

Application Number	Date	Occupant Name	Street Name/Status Comments	Project Number	Sub Projects
00064287	12/22/2019	PRESENTATION FOR IPERMITTS PORTAL WORKSHOP	911 WASHINGTON AVE TEST 2020 Plan review is incomplete	19147113	
00064254	12/20/2019	TEST FOR AVOLVE	911 WASHINGTON AVE # PROJ Plan review is incomplete	19147070	
00063610	12/16/2019	TEST-NATOYA	911 WASHINGTON AVE Address validated; Pending Final		
00063460	12/14/2019	TEST FOR ILMS 5.78 UPGRADE AND FEE INCREASE	911 WASHINGTON AVE TEST 5.78A Plan review is incomplete	19144346	

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

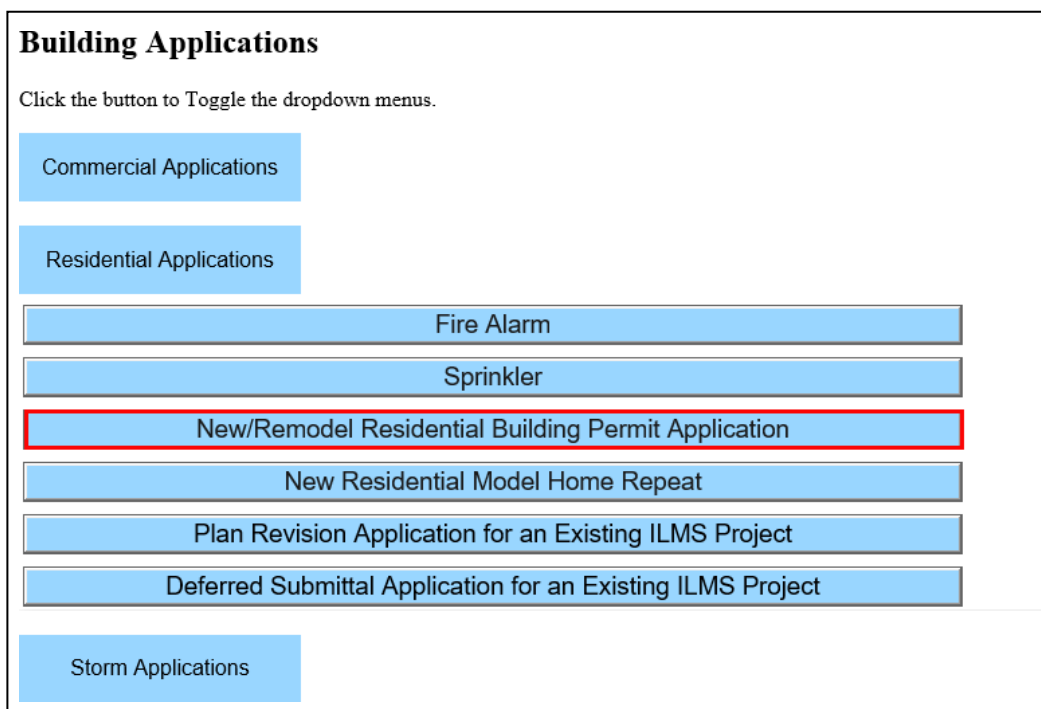
Application Process

RESIDENTIAL BUILDING PERMIT APPLICATION



The screenshot shows the City of Houston website header with the logo and navigation links: Home, I Want To, Government, Residents, Business, Departments, Visitors, and En Espanol. Below the header, the breadcrumb trail reads "Public Works and Engineering > Planning and Development Services Division". There are links for "Contractor Menu" and "Log Off". The main content area is titled "Building Applications" and includes the instruction "Click the button to Toggle the dropdown menus." Below this instruction are three buttons: "Commercial Applications", "Residential Applications" (which is highlighted with a red border), and "Storm Applications".

Click on
**Residential
Applications.**



The screenshot shows the "Building Applications" dropdown menu. It includes the instruction "Click the button to Toggle the dropdown menus." and a list of application types: "Commercial Applications", "Residential Applications", "Fire Alarm", "Sprinkler", "New/Remodel Residential Building Permit Application" (highlighted with a red border), "New Residential Model Home Repeat", "Plan Revision Application for an Existing ILMS Project", "Deferred Submittal Application for an Existing ILMS Project", and "Storm Applications".

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

Application Process

RESIDENTIAL BUILDING PERMIT APPLICATION

The screenshot shows the 'Residential Building Project Application - Address Search' page on the City of Houston website. The page has a blue header with the City of Houston logo and navigation links: Home, I Want To, Government, Residents, Business, and Departments. Below the header, it says 'Public Works and Engineering > Planning and Development Services Division'. The main heading is 'Residential Building Project Application - Address Search'. There is a blue button labeled 'ADDRESS SEARCH OR ASSIGNMENT'. Below this, a paragraph states: 'All Building permit applications will be associated with a specific address. Using the below search feature, enter the physical address of where the work will be performed.' Another paragraph says: 'For address related assistance please email Permit_office@houstontx.gov or call 832.394.8899. During the application process you will also be offered the opportunity to submit the application.' A 'Note:' section follows, stating: 'Do not enter street directions, (e.g., N., S., W., etc.)' and 'Do not enter street types (e.g., Rd., Dr., etc)'. At the bottom, there are two input fields: 'Street No:' and 'Street Name:'. Below these fields is a red-bordered button labeled 'Search for Address'.

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.

The screenshot shows the 'Electronic Locks Plan Review Application - Address Search' page. The header is similar to the previous page, but with additional links: Visitors and En Espanol. It also includes 'Contractor Menu' and 'Log Off' links. The main heading is 'Electronic Locks Plan Review Application - Address Search'. A paragraph states: 'Your address search returned the following street names results. Click on the appropriate street name.' Another paragraph says: 'If your Street Name does not appear on the list, contact the City of Houston Permits office at 832-394-8899 or Permit_office@houstontx.gov for assistance.' Below this is a 'Street List' section. It contains a table with two columns: 'Qualified Street Names' and 'Address'. The first row shows 'WASHINGTON AVE' under 'Qualified Street Names' and is highlighted. Below the table, there is a message: 'The needed street name is not listed' and a 'Back' button. At the bottom, there is a footer with links: Home, 311 City Helpline, En Espanol, Contact Us, FAQs, and Privacy Policy. Below the footer, it says: '© 2018 copyright, City of Houston. All Rights Reserved. Site best viewed at 1280 x 1024 screen size'.

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:

Corporation or Firm:

Project Address

Street #	Fraction	Pre-Dir	Street Name	Post-Dir	Street Type	Unit Type	Unit No.
*911	<input type="text" value="v"/>	<input type="text" value="v"/>	WASHINGTON	<input type="text" value="v"/>	Avenue <input type="text" value="v"/>	<input type="text" value="v"/>	FEE20
City			Zip Code*	County*	Key Map #*	# of Stories*	
<input type="text"/>			77002	Please Select <input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	

Complete the following fields for new construction only.

Subdivision*	Block/Lot*	Tract*
<input type="text"/>	<input type="text"/>	<input type="text"/>

Project Information

Describe the proposed development*

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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.

Type of Residential Structure*

☐ Single Residence

☐ Swimming Pool (one stop)

☐ Duplex

☐ Fence (one stop)

☐ Carport (one stop)

☐ Storage Shed (one stop)

☐ Garage

☐ Other

Scope of Project*

☐ New Complete Building

☐ Addition

☐ Foundation (New) (one stop)

☐ Addition & Remodel

☐ Remodel (one stop)

☐ Foundation (Repair) (one stop)

☐ Partial Demolition

☐ Conversion (one stop)

☐ Re-Roof (one stop)

☐ Repair (one stop)

☐ Solar Panel Installation

☐ Water damage repairs not attributed to hurricane, storm, or flood

☐ Other

Responsible Parties

Applicant Information

Entity Name Type: Individual ☐ Corporation or Firm ☐

Last, First Middle: PROJECTDOX, PROJECTDOX TESTER1

Corporation or Firm: PROJECTDOX PROJECTDOX TESTER1

Mailing Address: Street # 1002 Fraction Pre-Dir Street Name WASHINGTON Type Avenue Space

City: HOUSTON State: TX Zip: 77002

Phone Number*: 8323949011 Phone Number: (Numeric Digits Only)

Email Address*:

Relationship to project

☐ Owner ☐ Contractor ☐ Architect/Designer ☐ Agent ☐ Other

Owner Information

Please note: **Owner Information must be provided unless you indicate that the applicant is the owner.**

Entity Name Type: Individual ☐ Corporation or Firm ☐

Last, First Middle:

Corporation or Firm:

Mailing Address: Street # Fraction Pre-Dir Street Name Type Space

City: State: Zip:

Contact:

Phone Number: Phone Number: (Numeric Digits Only)

Email Address:

Save & Continue

Reset

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.

Residential Building Permit Application - Page 2 of 2

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 \(Business Entity\)](#)
- Submittal of false information will result in invalidation of the application.

Application

Application Number: 00064535 Date: 12/27/2019

Project Address: 911 WASHINGTON AVE # 5.78 Google Map

Project Scope: New, Single Family Residential

Present Occupancy: R-3 Residential, Single Family Residence or Duplex

Proposed Occupancy: No change in occupancy

Construction Type: Select the appropriate code

Fire Rating: Select the appropriate code

Square Footage (added): Total Cost of Improvement:

Describe the proposed development*: TEST

MDI Project
☐ Yes ☒ No

MDI Registration No

Certificate Requested
☐ C/C ☐ None

Green Building Type
☐ No ☐ Leed ☐ GBI ☐ GHBA

Before proceeding ensure the address listed above is the location where the work will be performed. A permit is only valid for a specific address. If the address provided is inaccurate an address change is required. There is a fee associated with this change.

Responsible Parties

Project Manager Information

Enter or Copy One of the Following to the Project Manager Information.

☐ Applicant ☒ Owner

Entity Name Type: Individual ☒ Corporation or Firm ☐

Last First Middle:

Street # Fraction Pre-Dir Street Name Type Space

Mailing Address:

City: State: Zip:

Contact*:

Phone Number*: Phone Number: (Numeric Digits Only)

Email Address*:

General Contractor Information

Enter or Copy One of the Following to the General Contractor Information.

☐ Applicant ☐ Owner ☐ Project Manager

Entity Name Type: Individual ☒ Corporation or Firm ☐

Last, First Middle:

Street # Fraction Pre-Dir Street Name Type Space

Mailing Address:

City: State: Zip:

Contact:

Phone Number: Phone Number: (Numeric Digits Only)

Email Address:

Save and Continue

Reset

Application Process

RESIDENTIAL BUILDING PERMIT APPLICATION

The screenshot shows the 'Attach Documents / Finalize Application' page of the City of Houston's online permit application system. The page header includes the City of Houston logo and navigation links. The breadcrumb trail indicates the user is in the 'Public Works and Engineering > Planning and Development Services Division' section, specifically on the 'Contractor Menu'. The page has tabs for 'Application List', 'Application Page 1', 'Application Page 2', 'Documents Attached', and 'Generate PDF'. The 'Application Page 1' tab is active.

Attach Documents / Finalize Application

Project Information

Application No: 00064309

Upload Additional Documents

Note:

- Required Attachments Include
 - Declaration in support of application for City of Houston building permit
 - Commercial construction plan review prerequisite checklist

PDF is the City's preferred file format but we also accept the various Microsoft office file formats (DOC, DOCX, PPT, PPTX, XLS, XLSX) as well as GIF, JPG, JPEG, TIFF, TXT AND ZIP files.

This page is for application related information; Please do not upload building plans or construction documents.

Upload documents associated with this application

Choose File No file chosen
Choose File No file chosen
Choose File No file chosen

Note: Uploading documents does not finalize the application

Begin Upload

Copy Feature

If this application is part of a larger development, click the following button to begin the application copy process.

Copy this Application

Application Status

Based on your stated \$75,000 dollars total cost of improvement, the calculated permit fee is \$357.71. A 25% down payment must be made prior to submitting the plans for review. Click the 'Finalize Application' button to generate a sales order based on a 25% down payment (\$89.43) plus the \$29.18 admin. fee.

☐ I hereby certify that all of the information provided in this application is true and correct to the best of my knowledge. If any information is found to be inaccurate, this application is subject to be voided and will require the submission of a new application including any applicable fees.

Finalize 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

CREDIT CARD OR E-CHECK

iPermits Shopping Cart Maintenance
Sales Order Payment Selection

Create a New ILMS Shopping Cart

Shopping Cart No: 02190070 Return to Shopping Cart List Maintenance

Created: 10/01/2019

The following Sales Order(s) are pending payment. Check the selection box of the ones that you wish to pay at this time.

Sales Order	Type	Date	Holds Appvd	Customer / Contractor of Record (Permit emailed to)	Update Required	Fee / Amount Paid	Select to Pay
02340820	Plan Review Deposit	01-OCT-2019	No Holds	911 WASHINGTON AVE # 5.73		\$552.66	<input checked="" type="checkbox"/>
02404585	New Single Trade	09-DEC-2019	On Hold, call 832-394-8899 for assistance	01234567-EM ELECTRICAL 01234567, MASTER TEST AIR LINE kenneth_porter@abcglobal.net 911 WASHINGTON AVE		\$108.35	<input type="checkbox"/>
Shopping Cart Amount Due						\$552.66	

Recalculate

View the payment transmittal

Charge This to My APA Account

Make Online Payment via Credit Card or Electronic 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.”**

ILMS Shopping Cart Online Payment Processing

Payment Selection

Shopping Cart No: 02218046 Return to Shopping Cart Maintenance

Created: 11/15/2019

We need to collect the following data before your payment can be processed. Please enter the appropriate payer name and address. Depending on the type of purchase, this data will be printed on the City issued permit documents. Consequently, data accuracy is important.

Payment Processed:

CC Holder Type: Individual ☒ Corporation or Firm ☐

Last, First Middle: PROJECTDOX PROJECTDOX TESTER1

House # Fraction Pre-Dir Street Name Type Space

Billing Address: 1002 WASHINGTON Avenue

Billing Zip Code: 77002 - 0000

Shopping Cart Amount Due 74.33

Update Payer Information

Continue the Credit Card/Electronic Check Payment Process

Please Note: Electronic Check payments cannot be submitted after 8:30 PM.

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

iPermits Shopping Cart Maintenance
Sales Order Payment Selection

Create a New ILMS Shopping Cart

Shopping Cart No: 02190070

Return to Shopping Cart List Maintenance

Created: 10/01/2019

The following Sales Order(s) are pending payment. Check the selection box of the ones that you wish to pay at this time.

Select Sales Orders for Payment							
Sales Order	Type	Date	Holds Appvd	Customer / Contractor of Record (Permit emailed to)	Update Required	Fee / Amount Paid	Select to Pay
02340820	Plan Review Deposit	01-OCT-2019	No Holds	911 WASHINGTON AVE # 5.73		\$552.66	<input checked="" type="checkbox"/>
02404585	New Single Trade	09-DEC-2019	On Hold, call 832-394-8899 for assistance	01234567-EM ELECTRICAL 01234567, MASTER TEST AIR LINE kenneth_porter@abcglobal.net 911 WASHINGTON AVE		\$108.35	<input type="checkbox"/>
Shopping Cart Amount Due						\$552.66	

Recalculate

View the payment transmittal

Charge This to My APA Account

Make Online Payment via Credit Card or Electronic Check

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.

ILMS Shopping Cart APA Payment

Payment Selection

ILMS Shopping Cart: 02218046

Created: 11/15/2019

E-Pay Completed:

Return to Shopping Cart Maintenance

Select the appropriate Advanced Payment Account and press the 'Submit APA Payment' Button to complete the purchase.

Choose the appropriate Advanced Payment Account				
Select	APA Account	Type	Name	Account Balance
<input type="radio"/>	00046589	SR	PROJECTDOC, TESTER PROJECTDOX	4.10
Shopping Cart Amount Due				\$74.33

Submit APA Payment

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

The screenshot shows the ProjectDox login interface. At the top left is the Houston Public Works logo. A banner at the top says "Welcome to the Portal" with the date "May 25, 2023" on the right. The main heading is "Login". Below it are input fields for "E-mail:" and "Password:", followed by a "Login" button and a "[Forgot password?](#)" link. A note states: "You need an account to access your projects. Contact the Jurisdiction if you don't have an account login." To the right, a blue box titled "Welcome to the City of Houston TX Login Page!" contains a welcome message and a "VIDEO SERIES" section with links: "[GETTING STARTED](#) || [ACCEPTING A TASK](#) || [DOWNLOADING APPROVED PLANS](#)".

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.*)

The screenshot shows the "Profile Information" setup page. It has two main sections: "Change Password:" and "Password Reset Question & Answer:". The "Change Password:" section has fields for "New password:" and "Confirm new password:". The "Password Reset Question & Answer:" section has fields for "Security question:" and "Security answer:". Below these is the "Profile Information" section with tabs for "Contact Information", "User Metadata", "Project Membership", and "Group Membership". The "Contact Information" tab is active. It contains a "Save" button and a list of fields. A red box highlights the "First Name:", "Last Name:", "Applicant Email:", "Title:", and "Company:" fields, which are marked as "* Required field". Other fields include "Address 1:", "Subdivision", "City:", "State/Province:" (a dropdown), "Postal Code:", "Phone:", "Fax:", "Mobile:", "Lot No:", "Stamps:", and "Language:" (a dropdown set to "en").

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

ACTION	PROJECT	LOCATION	DESCRIPTION	OWNER	STATUS	CREATE DATE
	23008203		TEST	Commercial Building	First Submission Pending	5/16/23 2:33 PM
	23008202	FT BEND	TEST OCE #10	Office of City Engineer	First Submission Pending	5/15/23 4:33 PM
	23008201		TEST OCE #9	Office of City Engineer	First Submission Pending	5/15/23 4:28 PM
	23008198		Houston - Cycle #2	Commercial Building	In Review	5/15/23 4:03 PM

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.

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 Tasks** 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)

ACTION	PROJECT	LOCATION	DESCRIPTION	OWNER	STATUS	CREATE DATE
	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ On...
	23008203		TEST	Commercial Building	First Submission Pending	5/16/23 2:33 PM

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

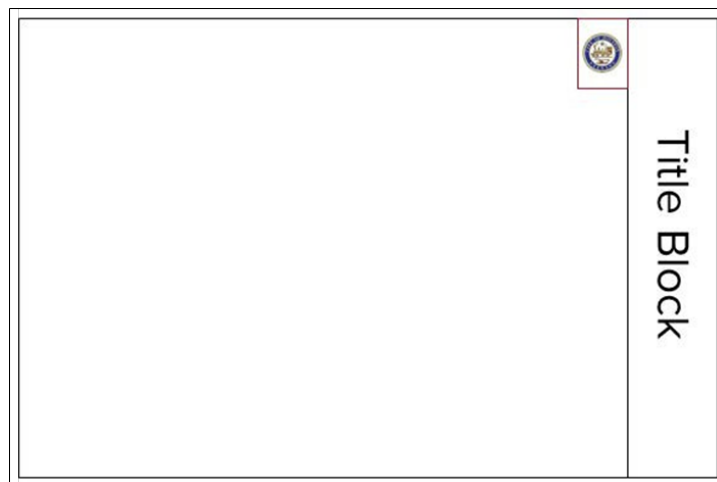
- DOC, DOCX, and PDF files are accepted for calculations, reports, and other supporting documentation (i.e. non-drawing files)
- Flat Files recommended (no layer). Vector PDF and JPEG files will be acceptable for drawings.

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

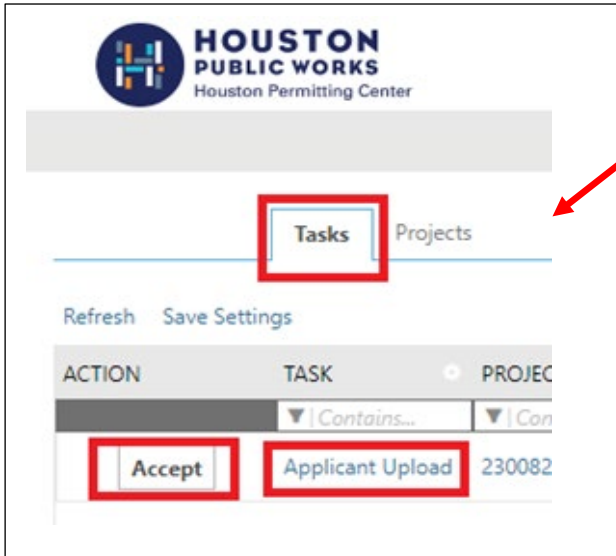
Standard markup names and colors will be used for each reviewing discipline for easy identification. A markup can have more than one changemark. Changemarks are created to quickly identify a markup and associated comments.



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

HOUSTON PUBLIC WORKS
Houston Permitting Center

Close Window

Folder: 23008192\Drawings for Reference Only

Browse For Files or drag files into this area.

Start Upload

Orange files are new uploads
Blue files are new version uploads
Red files appear to be same as previously uploaded (will likely be discarded)

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.

HOUSTON PUBLIC WORKS
Houston Permitting Center

Close Window

Folder: 23008192\Drawings for Reference Only

Browse For Files or drag files into this area.

Start Upload

23006153- A.001.pdf 0B/70.39KB X

0 of 1 uploaded Hide Details

0B/70.39KB

Select your files to upload to this folder: [Watch video](#)

Select Files to Upload View Folders

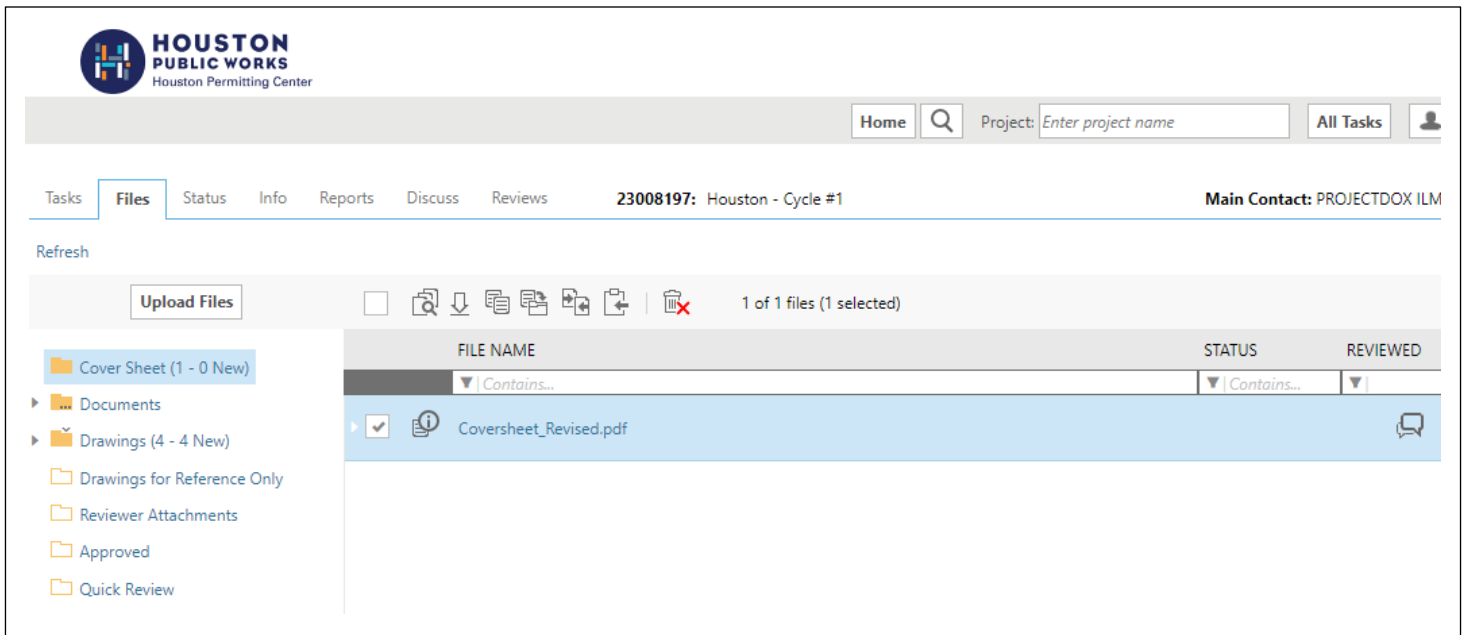
Drawings (2 - 2 New)

22086980-survey.pdf New X

23006153- A.001.pdf New X

Upload Your Files

FIRST SUBMISSION

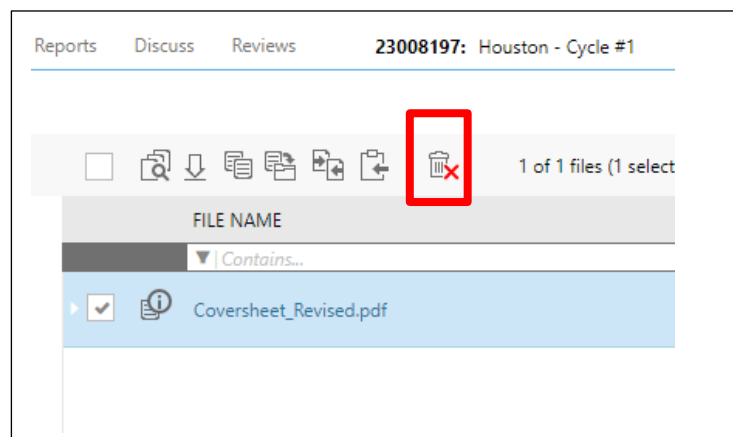
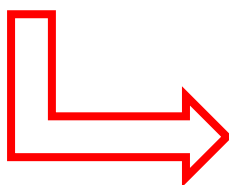


Once files are uploaded into a folder, the files will be visible. Next to each file is the file name, upload date and time, file size, and name of the user who uploaded that file.

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.

The screenshot displays the 'APPLICANT UPLOAD' interface. On the left, a sidebar contains 'Task Information' with details: Project Name (23008192), Project Description (TEST 9.2), Workflow (Commercial-Residential Workflow 2), and Task Due Date (6/12/23 2:38 PM). Below this, 'STEP 1 of 3: Select and upload your drawing and supporting document' is shown, featuring a file upload section with a folder list including 'Cover Sheet (1 - 0 New)', 'Documents', 'Drawings (2 - 2 New)', 'Drawings for Reference Only', 'Reviewer Attachments', 'Approved', and 'Quick Review'. A red arrow points from this section to the main content area.

The main content area shows 'STEP 2 of 3: Check all to confirm you have completed this task and are now ready to submit'. It includes a 'Confirmation' section with a red box around the text 'Selection is required.' and a checked checkbox for 'I have uploaded all required drawings and/or documents.' Below this, 'STEP 3 of 3: Click the "Submit" button below to complete your task' is displayed. At the bottom right, there are 'Submit' and 'Complete Later' buttons, with the 'Submit' button highlighted by a red box.

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.

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 file

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 (2 - 2 New)
 - Drawings for Reference Only
 - Reviewer Attachments
 - Approved
 - Quick Review

APPLICANT UPLOAD

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

Invite/Remove Project User

Invite to Group: Owner_Agent_Contractors

First Name:

Last Name:

Applicant Email:

STEP 2 of 3: Check all to confirm you have completed this task and are now ready to submit

Confirmation

Selection is required.

☐ I have uploaded all required drawings and/or documents.

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@houston.tx.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

SOLAR PANELS USER GUIDE V 9.2

28

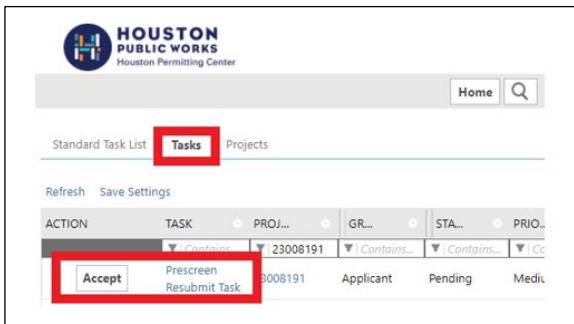
HOUSTON PERMITTING CENTER – JUNE 2023

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

RESPOND AND RESUBMIT

Task Information | Review Results | Invite Others

Task Information

Project Name: [REDACTED]
Project Description: Rev
Coordinator: Mara Fitter
Review Cycle: 2
Workflow: WST Building Workflow - Optional Reviews
Current User Login: Mara Fitter (mfitter@avolvesoftware.com)
Task Due Date: 4/5/22 1:48 PM

Task Instructions | Watch Video

Please follow the steps below:

STEP 1 of 4: Respond to all comments, as requested

Resolve Review Comments ?

Unresolved Comments: 1
Info Only Comments: 0
Files with Markups: 0
Plan Review: **Review Comments**

Resolve Review Comments ?

Unresolved Comments: 4
Info Only Comments: 1
Files with Markups: 3
Plan Review: **Review Comments**
Review and respond online.

Export to Excel | **Import Excel Responses** | **Watch Video**
Review and respond in Excel, then upload your responses.

STEP 2 of 4: Upload any new or updated files into this project

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

HOUSTON PUBLIC WORKS
Houston Permitting Center

Home | Project: Enter project name | All Tasks

Tasks | Files | Status | Info | Reports | Discuss | **Reviews** | 23008192: Houston - Cycle #1 | Main Contact: PROJECT

Dept: Show All | Status: Show All | Response: Show All | Search: Enter keyword

Type: Show All | Cycle: Show All | Time: Show All

Refresh

☐ (0 selected)

Ref.#	Why?	File Name	Date	Cycle	Response
Unresolved		1st floor architectural.pdf	5/16/23 1:57 PM	Cycle 1	
Markup		Why is this here?			

Please enter your responses

Type your response here.

Please enter your responses

I have made changes and uploaded a new file

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.

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 (2 - 2 New)
 - Drawings for Reference Only
 - Reviewer Attachments
 - Approved
 - Quick Review

STEP 2 of 3: Check all to confirm you have completed this task and are now ready to submit

Confirmation

Selection is required.

☒ I have uploaded all required drawings and/or documents.

STEP 3 of 3: Click the "Submit" button below to complete your task

STEP 2 of 3: Check all to confirm you have completed this task and are now ready to submit

Confirmation

Selection is required.

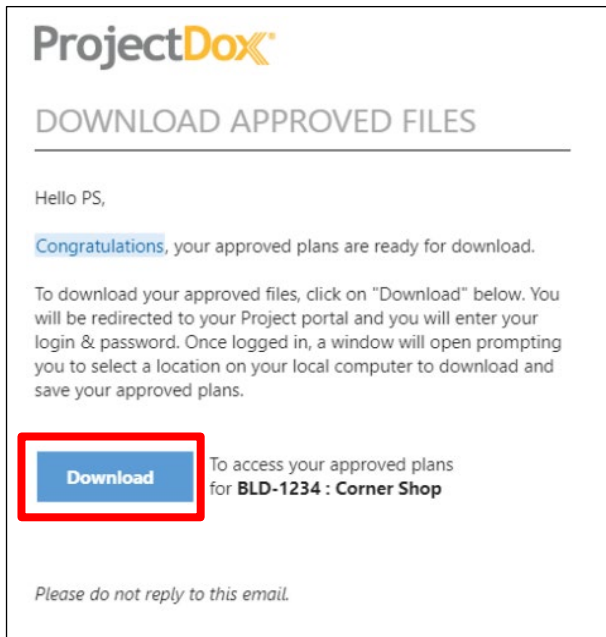
☒ I have uploaded all required drawings and/or documents.


STEP 3 of 3: Click the "Submit" button below to complete your task

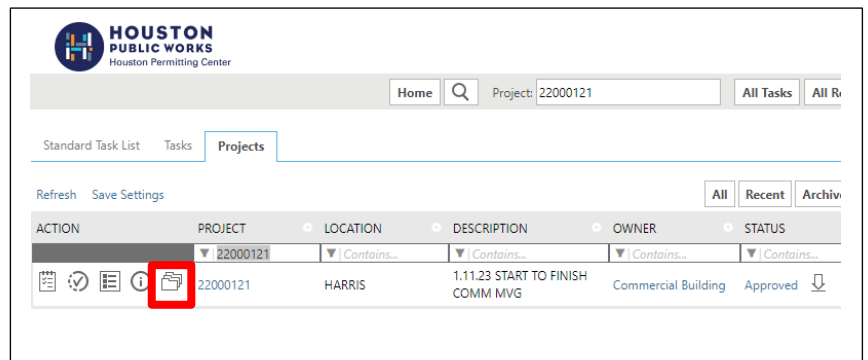
Download and Print

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.)

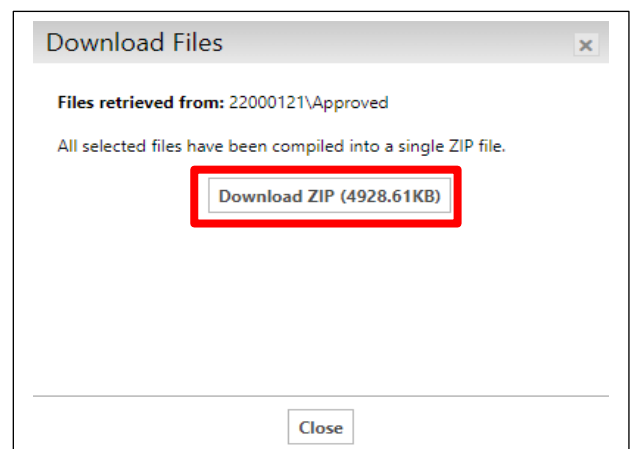
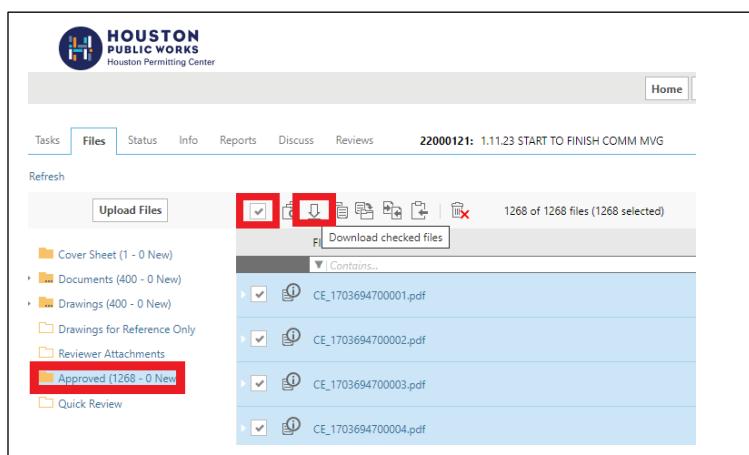


To Download your Approved Plans. Click on your  **Files** icon.



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.

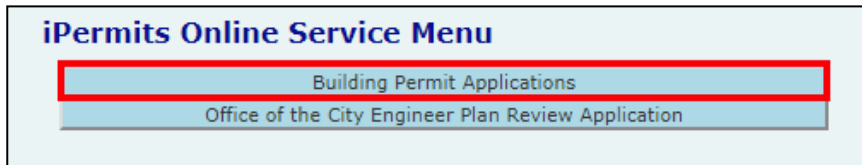


The approved plan set must be printed at a minimum size of 24"x36" and kept on the jobsite throughout the duration of construction.

Plan Review Revision

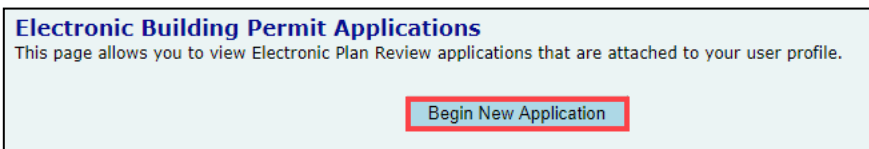
APPLICATION PROCESS

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



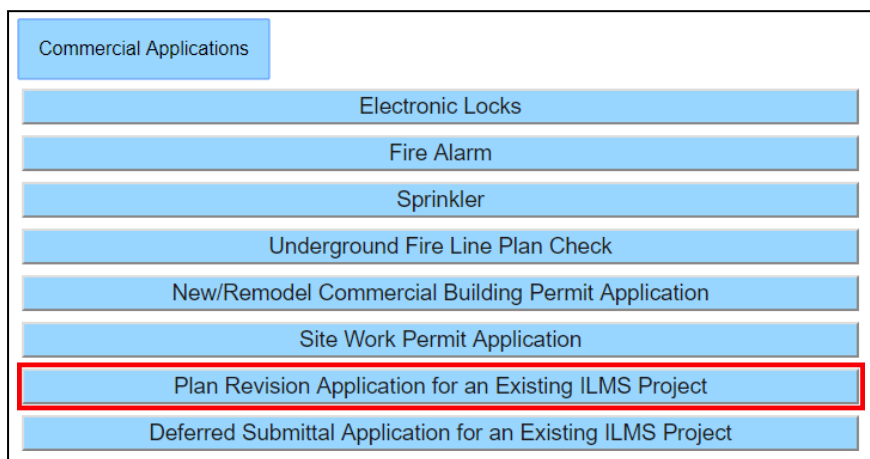
The screenshot shows the 'iPermits Online Service Menu'. A red rectangle highlights the 'Building Permit Applications' button, which is located above the 'Office of the City Engineer Plan Review Application' link.

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



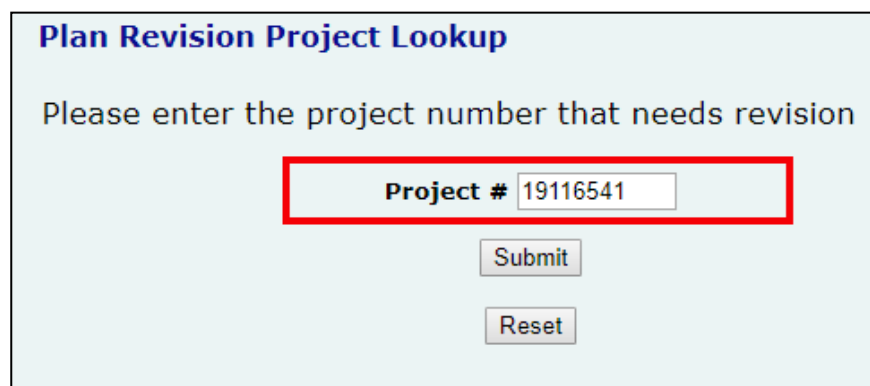
The screenshot shows the 'Electronic Building Permit Applications' page. It includes a sub-header and a description: 'This page allows you to view Electronic Plan Review applications that are attached to your user profile.' A red rectangle highlights the 'Begin New Application' button.

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



The screenshot shows a list of 'Commercial Applications'. A red rectangle highlights the 'Plan Revision Application for an Existing ILMS Project' option, which is the eighth item in the list. Other options include Electronic Locks, Fire Alarm, Sprinkler, Underground Fire Line Plan Check, New/Remodel Commercial Building Permit Application, Site Work Permit Application, and 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**”.



The screenshot shows the 'Plan Revision Project Lookup' page. It prompts the user to 'Please enter the project number that needs revision'. A red rectangle highlights the input field where the project number '19116541' has been entered. Below the input field are 'Submit' and 'Reset' buttons.

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 if 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

CREDIT CARD OR E-CHECK

iPermits Shopping Cart Maintenance
Sales Order Payment Selection

Shopping Cart No: 02190070
Created: 10/01/2019

[Create a New ILMS Shopping Cart](#)
[Return to Shopping Cart List Maintenance](#)

The following Sales Order(s) are pending payment. Check the selection box of the ones that you wish to pay at this time.

Sales Order	Type	Date	Holds Appvd	Customer / Contractor of Record (Permit emailed to)	Update Required	Fee / Amount Paid	Select to Pay
02340820	Plan Review Deposit	01-OCT-2019	No Holds	911 WASHINGTON AVE # 5.73		\$552.66	<input checked="" type="checkbox"/>
02404585	New Single Trade	09-DEC-2019	On Hold, call 832-394-8899 for assistance	01234567-EM ELECTRICAL 01234567, MASTER TEST AIR LINE kenneth_porter@abglobal.net 911 WASHINGTON AVE		\$108.35	<input type="checkbox"/>
Shopping Cart Amount Due						\$552.66	

[Recalculate](#)
[View the payment transmittal](#)
[Charge This to My APA Account](#)
[Make Online Payment via Credit Card or Electronic 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.”**

ILMS Shopping Cart Online Payment Processing

Payment Selection
Shopping Cart No: 02218046
Created: 11/15/2019

[Return to Shopping Cart Maintenance](#)

We need to collect the following data before your payment can be processed. Please enter the appropriate payer name and address. Depending on the type of purchase, this data will be printed on the City issued permit documents. Consequently, data accuracy is important.

Payment Processed:

CC Holder Type: Individual ☒ Corporation or Firm ☐

Last, First Middle: PROJECTDOX, PROJECTDOX, TESTER1

Billing Address: House # 1002, Fraction , Pre-Dir , Street Name WASHINGTON, Type Avenue, Space

Billing Zip Code: 77002 - 0000

Shopping Cart Amount Due	74.33
---------------------------------	--------------

[Update Payer Information](#)
[Continue the Credit Card/Electronic Check Payment Process](#)

Please Note: Electronic Check payments cannot be submitted after 8:30 PM.

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

iPermits Shopping Cart Maintenance

Sales Order Payment Selection

Create a New ILMS Shopping Cart

Return to Shopping Cart List Maintenance

Shopping Cart No: 02190070

Created: 10/01/2019

The following Sales Order(s) are pending payment. Check the selection box of the ones that you wish to pay at this time.

Sales Order	Type	Date	Holds Appvd	Customer / Contractor of Record (Permit emailed to)	Update Required	Fee / Amount Paid	Select to Pay
02340820	Plan Review Deposit	01-OCT-2019	No Holds	911 WASHINGTON AVE # 5.73		\$552.66	<input checked="" type="checkbox"/>
02404585	New Single Trade	09-DEC-2019	On Hold, call 832-394-8899 for assistance	01234567-EM ELECTRICAL 01234567, MASTER TEST AIR LINE kenneth_porter@abcglobal.net 911 WASHINGTON AVE		\$108.35	<input type="checkbox"/>
Shopping Cart Amount Due						\$552.66	

Recalculate

View the payment transmittal

Charge This to My APA Account

Make Online Payment via Credit Card or Electronic Check

ILMS Shopping Cart APA Payment

Payment Selection

ILMS Shopping Cart: 02218046

Created: 11/15/2019

E-Pay Completed:

Return to Shopping Cart Maintenance

Select the appropriate Advanced Payment Account and press the 'Submit APA Payment' Button to complete the purchase.


Select	APA Account	Type	Name	Account Balance
<input type="radio"/>	00046589	SR	PROJECTDOC, TESTER PROJECTDOX	4.10
Shopping Cart Amount Due				\$74.33

Submit APA Payment

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
















Index

HOW TO RUN REPORTS ON PROJECTDOX

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

ACTION	PROJECT	LOCATION	DESCRIPTION	OWNER	STATUS	CREATE DATE
	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ On...
    	23008204		UAT	Commercial Building	First Submission Pending	6/1/23 11:44 AM

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

ACTION	REPORT NAME	REPORT TYPE	REPORT DESCRIPTION
	▼ Contains...	▼ Contains...	▼ Contains...
	Current Project - All Emails Sent	Project	All template emails sent from within this project
	Current Project - All Group Users	Project	All project users listed by group and name
	Current Project - All Logged Events	Project	All logged events for a project between specified dates
	Current Project - All Uploaded Files with Sheet Sizes	Project	All uploaded files with sheet sizes within this project
	Current Project - Combined Discussions	Project	Project discussion comments, discuss file and workflow form discussions
	Current Project - Discussion Comments with All Participants	Project	Project discussion comments listing all topic participants
	Current Project - Unpublished Files	Project	All unpublished files within this project
	Current Project - User Activity History by Date	Project	All logged project events by a named user between specified dates
	Plan Review - Department Review Status	ProjectFlow	Status of departmental reviews for a specified workflow
	Plan Review - Discussion Board Plan Review	ProjectFlow	Discussions within workflow task forms used within this project
	Plan Review - Review Comments	ProjectFlow	Lists the review comments, checklist and changemark details for a workflow instance review cycles.
	Plan Review - Review Details	ProjectFlow	Displays the Workflow Routing Slip with a list of review comments
	Plan Review - Workflow Routing Slip	ProjectFlow	Displays the sequential routing and times for completed or current plan review tasks
	ProjectFlow - Department Review Status	ProjectFlow	Status of departmental reviews for a specified workflow
	ProjectFlow - Workflow Routing Slip	ProjectFlow	Displays the sequential routing and times for completed or current plan review tasks

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HOW TO RUN REPORTS ON PROJECTDOX

Step 3: Click on Drop Down arrow. Select the report and Click View Report.

Workflow:

23008204 - Pflow COM Template - 6/1/2023 11:44:24 AM

23008204 - Pflow COM Template - 6/1/2023 11:44:24 AM

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
solarpanels@houstontx.gov



HOUSTON PUBLIC WORKS

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