



**HOUSTON  
PUBLIC WORKS**

Houston Permitting Center

# *Residential Building Plan Review*

Step-by-step user guide to electronic plan review

A stack of several rolled-up architectural blueprints, showing various technical drawings and text. The blueprints are white with black lines and text. Some visible text includes "NOTE 1", "BASE DE E", "HAUT A DE", "HACIER A", "D'ONCRETE", "TO REMAIN (SI", and "MARQUISE EXTERIEURE EXISTANTE EXISTING EXTERIOR CANOPY". The blueprints are stacked on a light-colored surface, possibly a table.

**PAPER PLANS ARE NO LONGER NEEDED!**

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# Overview

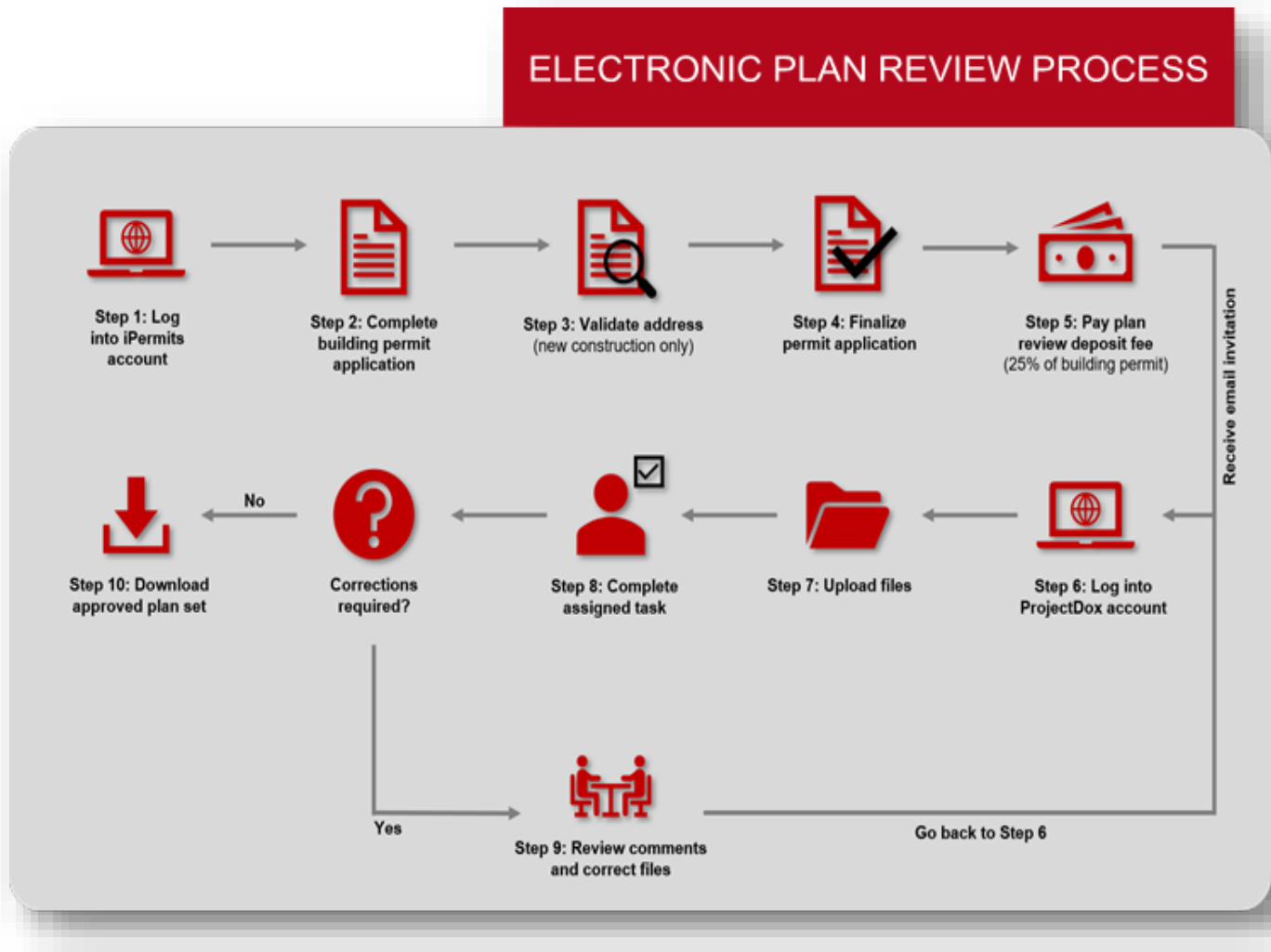
This document will guide first-time users through the electronic plan review (EPR) process for **residential** buildings. Two online systems are used to complete the steps in the EPR process: **ILMS Customer Portal (iPermits)** and **ProjectDox®**.

**iPermits** is used for the completion of permit applications, address verifications and payments. The **ProjectDox®** system is used for plan submittal and review. This system will allow you to upload plans, receive and respond to plan reviewer comments, and download the approved plans.





# ELECTRONIC PLAN REVIEW PROCESS - FLOWCHART



# Registration

## ILMS CUSTOMER PORTAL

Before a building permit application can be submitted, a user profile must be created. The table below outlines the steps needed to create either a Non-licensed or Licensed user profile.

<b>STEP 1: CREATE AN ONLINE PROFILE</b>	<p><b><u>NON-LICENSED USERS</u></b></p> <ol style="list-style-type: none"><li>1. Visit: <a href="https://www.pdinet.pd.houstontx.gov/ILMS_Online_Permits/default.asp">https://www.pdinet.pd.houstontx.gov/ILMS_Online_Permits/default.asp</a></li><li>2. Click on the link <b>First Time User? Click here to register</b></li><li>3. Click <b>No</b> when asked, <i>Are you associated with an electrical, plumbing, mechanical fire alarm, fire line, sign, or sprinkler trade contractor?</i></li><li>4. Click <b>No</b> when asked, <i>Are you associated with a Texas state licensed engineering firm?</i></li><li>5. Click <b>No</b> when asked, <i>Do you have a City of Houston iPermits advanced payment account?</i></li><li>6. Click the <b>Submit</b> button</li><li>7. Enter the required user information and click the <b>Submit Add</b> button</li></ol> <p><b><u>LICENSED USERS</u></b></p> <p><i>(Including Advanced Pay Account Holders)</i></p> <ol style="list-style-type: none"><li>1. Submit an <a href="#">iAcknowledgement form</a> (CE-1240) by one of the following methods:<ul style="list-style-type: none"><li>• Email to <a href="mailto:rmcacad@houstontx.gov">rmcacad@houstontx.gov</a></li><li>• Fax to 832-395-9614 or</li><li>• In person at the Houston Permitting Center on the 1st Floor at Counter 29.</li></ul></li></ol>
<b>STEP 2: USERNAME AND PASSWORD</b>	<p><b><u>NON-LICENSED USERS</u></b></p> <p>You will receive an email with your User ID and password.</p> <p><b><u>LICENSED USERS</u></b></p> <p>You will receive a confirmation email with instructions.</p>



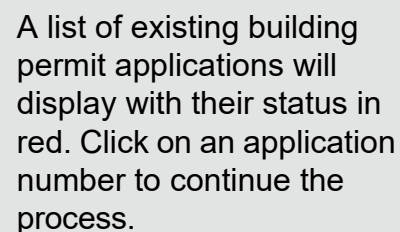
**Note:** Any **iAcknowledgement forms** submitted via email or fax **must be notarized**.

# RESIDENTIAL BUILDING PERMIT APPLICATION

Log into your ILMS Customer Portal account. Under the iPermits Online Service Menu, click on the **Building Permit Applications** button as illustrated.

*For the model homes process, skip to page 12.*

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



# Application Process

## RESIDENTIAL BUILDING PERMIT APPLICATION

### Building Applications

Click the button to Toggle the dropdown menus.

Commercial Applications

Residential Applications

Fire Alarm

Sprinkler

New/Remodel Residential Building Permit Application

Plan Revision Application for an Existing ILMS Project

Deferred Submittal Application for an Existing ILMS Project

Storm Applications

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

The screenshot shows the 'Residential Building Project Application - Address Search' page on the City of Houston website. At the top is the City of Houston logo and navigation links. Below the header is a blue button labeled 'ADDRESS SEARCH OR ASSIGNMENT'. A paragraph explains that all building permit applications are associated with a specific address and provides instructions on how to use the search feature. It also includes contact information for address-related assistance. A 'Note' section specifies that users should not enter street directions (N, S, E, W) or street types (Dr., Rd., etc.) into the search fields. 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'.

**Residential Building Project Application - Address Search**

ADDRESS SEARCH OR ASSIGNMENT

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.

For address related assistance please email [Permit\\_office@houston.tx.gov](mailto:Permit_office@houston.tx.gov) or call 832.394.8899.

During the application process you will also be offered the opportunity to submit the application.

**Note:**

Do not enter street directions, (e.g., N., S., W., etc.)  
Do not enter street types (e.g., Rd., Dr., etc)

Street No:  Street Name:

**Search for Address**

One of the most important parts of the process is selecting the correct address. An erroneous address can result in additional fees and delays in the approval process.


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



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

# Application Process

## RESIDENTIAL BUILDING PERMIT APPLICATION



The

City of Houston

Official Site for Houston, Texas

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

Public Works and Engineering > Planning and Development Services Division

Contractor M

Residential Building Project Application - Address Search

Your address search returned the following street names results. Click on the appropriate street name.

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](mailto:Permit_office@houstontx.gov) for assistance.

Street List

Qualified Street Names
Address
<a href="#">WASHINGTON AVE</a>

The needed street name is not listed

Back

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

If your street name does not appear, click on the button **The needed street name is not listed** and contact the Permits Section for assistance.

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

Public Works and Engineering > Planning and Development Services Division

Contractor M

Residential Building Project Application - Address Search

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
<a href="#">1000 WASHINGTON AVE 1001</a>	HPC TEST PROJECTS 2, 012
<a href="#">1000 WASHINGTON AVE 102</a>	TEST, PLUMBING PERMIT
<a href="#">1000 WASHINGTON AVE 111</a>	TESTING ELECTRICAL PERMIT
<a href="#">1002 WASHINGTON AVE</a>	CITY OF HOUSTON- PERMITTING CENTER
<a href="#">1002 WASHINGTON AVE -</a>	AIA HOUSTON
<a href="#">1002 WASHINGTON AVE 2ND</a>	CITY OF HOUSTON- PERMITTING CENTER
<a href="#">1002 WASHINGTON AVE 3RD</a>	CITY OF HOUSTON- PERMITTING CENTER
<a href="#">1002 WASHINGTON AVE A</a>	WASHINGTON CAFE
<a href="#">1002 WASHINGTON AVE ACRX</a>	
<a href="#">1002 WASHINGTON AVE B</a>	COH-PWE
<a href="#">1002 WASHINGTON AVE FL 1</a>	CITY OF HOUSTON- PERMITTING CENTER
<a href="#">1002 WASHINGTON AVE FL 2</a>	CITY OF HOUSTON- PERMITTING CENTER
<a href="#">1002 WASHINGTON AVE FL 3</a>	CITY OF HOUSTON- PERMITTING CENTER
<a href="#">1002 WASHINGTON AVE FL 4</a>	CITY OF HOUSTON- PERMITTING CENTER
<a href="#">1002 WASHINGTON AVE SGN</a>	SIGNS
<a href="#">1002 WASHINGTON AVE SIGNS</a>	HOUSTON GREEN RESOURCE CENTER
<a href="#">1002 1/2 WASHINGTON AVE</a>	CITY OF HOUSTON- PERMITTING CENTER
<a href="#">1002 1/2 WASHINGTON AVE SIGNS</a>	SIGNS TEST
<a href="#">1003 WASHINGTON AVE</a>	BIG BROTHERS BIG SISTERS
<a href="#">1003 2/3 WASHINGTON AVE</a>	*****
<a href="#">1006 WASHINGTON AVE</a>	BURGER WORLD
<a href="#">1010 WASHINGTON AVE</a>	KITCHCO REALTY LTD, ET AL
<a href="#">1010 WASHINGTON AVE SWA</a>	STORM LETTER, APPLICATION

The needed property address is not listed

Back

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

If a suite, floor, or building number is not listed, click on the address that most closely matches.

If the street number is not listed, click on the button **The needed property address is not listed** and contact the Addressing team [Hpcaddressing.team@houstontx.gov](mailto:Hpcaddressing.team@houstontx.gov) for assistance.



# Application Process

## RESIDENTIAL BUILDING PERMIT APPLICATION

### 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

##### Property Information

##### Owner, Tenant, or Business Name

Entity Name Type: ☐ Individual ☒ Corporation or Firm

Corporation or Firm: CITY OF HOUSTON- PERMITTING CENTER

##### Project Address

Street #  Fraction  Pre-Dir  Street Name  Post-Dir  Street Type  Unit Type  Unit No.   
 \*1002  WASHINGTON  Avenue   
 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

##### 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

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

City: HOUSTON State: TX Zip: 77002

Phone Number\*:  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:

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

Enter the required information on Page 1. Once complete, click the **Save & Continue** button.

**Note:** Ensure you select the Electronic/ProjectDox® Submission option otherwise you will not receive an invitation to submit plans.

The indicated Occupant and Project Address fields may be pre-populated. Review and edit as needed.



Projects identified as new construction trigger an automatic address verification.



# 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.

Select the appropriate information from the drop-down boxes.

Enter added square footage (if applicable) and the cost of improvement.

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 City of Houston  
Official Site for Houston, Texas

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

Public Works and Engineering > Planning and Development Services Division

Application List | Application Page 1 | Application Page 2 | Documents Attached | Generate PDF

**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**

Upload all required attachments in support of the building permit application:

- Deed restrictions declaration form
- Documents relating to address verification

### DO NOT UPLOAD BUILDING PLANS HERE.

Choose up to three files to upload at the same time and select the **Begin Upload** button.

Attached files are displayed at the top of the page.

Check the disclaimer box and click the **Finalize Application** button.

Twenty-five percent of the permit cost is due upon submitting an application.



If address verification is required, the *Finalize Application* button will not be visible. You will need to click on **Application Page 2** (top of the page) and then click on the **Request Address Validation Assistance** button (bottom of the page). You will be notified via email whether the address has been approved or requires correction. There is a turnaround time of 1-2 business days.

# Application Process

## MODEL HOME MASTER PLAN CHECK APPLICATION

**iPermits Online Service Menu**

Building Permit Applications

**Residential Model Home Master Plan Check Applications**

Sign Administration Plan Review Application

Select the desired Customer

- Use this entry for sales-orders that do not require a License ▼

Purchase a Trade Permit

Review Your Recent Shopping Cart Entries

User Project Management - List Maintenance

Pay for a Houston Permitting Center shopping cart

Make an Advanced Payment Account Deposit

Log into your ILMS Customer Portal account. Under the iPermits Online Service Menu, click on the **Residential Model Home Master Plan Check Applications** button.

**Residential Model Home Master Building Permit Applications**

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

This iPermits User currently affiliated with the following companies

LIFEWAY HOMES ▼ Refresh

**Begin New Application**

Existing Applications

Application Number	Date	Owner Name	Project Description/Status Comments	Project Number	Sub Projects	Shopping Cart
00047457	06/20/2019	PORTER, KEN	Application has not been finalized			
00037965	02/04/2019	HOOPER, BOB	Application has not been finalized			
00003569	10/19/2015	ELECTRICAL, TEST VOLT	Application has not been finalized			
00002968	09/14/2015	ILMS VERSION 5.06	Pending plan review approval	15106052		
00002913	09/09/2015	ELECTRICAL, TEST VOLT	Application has not been finalized			
00002757	08/30/2015	ELECTRICAL, TEST VOLT	Application has not been finalized			

From the drop-down menu, select the appropriate company name and then click on the **Begin New Application** button.



**This option only appears for approved City of Houston repeat homebuilders.**  
For qualifications, please email [residential.planreview@houston.tx.gov](mailto:residential.planreview@houston.tx.gov)

# Application Process

## MODEL HOME MASTER PLAN CHECK APPLICATION

Residential Model Home Building Permit Master Application - Page 1 of 2

Application

Property Information

Builder Information

Corporation or Firm: LIFEWAY HOMES

Builder Street Name: LIFEWAY HOMES

Project Information

Describe the proposed development\* Describe the proposed development

# of Stories:

Type of Residential Structure

Single Residence

Duplex

Responsible Parties

Applicant Information

Entity Name Type: Individual Corporation or Firm

Last, First Middle: PORTER, KEN

Street # Fraction Pre-Dir Street Name Type Space

Mailing Address: 1002 WASHINGTON Avenue

City: HOUSTON State: TX Zip: 77002

Phone Number\* 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:

Street # Fraction Pre-Dir Street Name Type Space

Mailing Address:

City: State: Zip:

Contact:

Phone Number: Phone Number: (Numeric Digits Only)

Email Address:

Save & Continue

Reset

Enter the required information on Page 1. Once complete, click on the **Save & Continue** button.

# Application Process

## MODEL HOME MASTER PLAN CHECK APPLICATION

### Residential Model Home Building Permit Master Application - Page 2 of 2

#### Application

Application Number: 00064539 Date: 12/27/2019

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

Green Building Type

☐ No ☐ LEED ☐ GBI ☐ GHBA

Enter the required information on Page 2.

Once complete, click on the Save & Continued button.

The page will refresh and display the application fee portion at the bottom of the page.

Check the disclaimer box and then click the finalize Application button when ready to submit.

Payment of the minimum Plan review fee and admin fee is due at the time of submission.

#### 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)

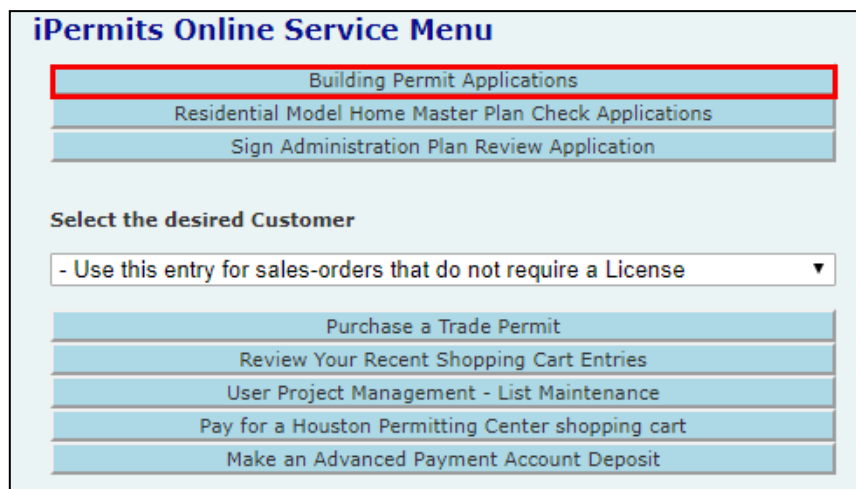
Email Address:

Save and Continue

Reset

# Application Process

## REPEAT HOME APPLICATION



**iPermits Online Service Menu**

- Building Permit Applications** (highlighted with a red box)
- Residential Model Home Master Plan Check Applications
- Sign Administration Plan Review Application

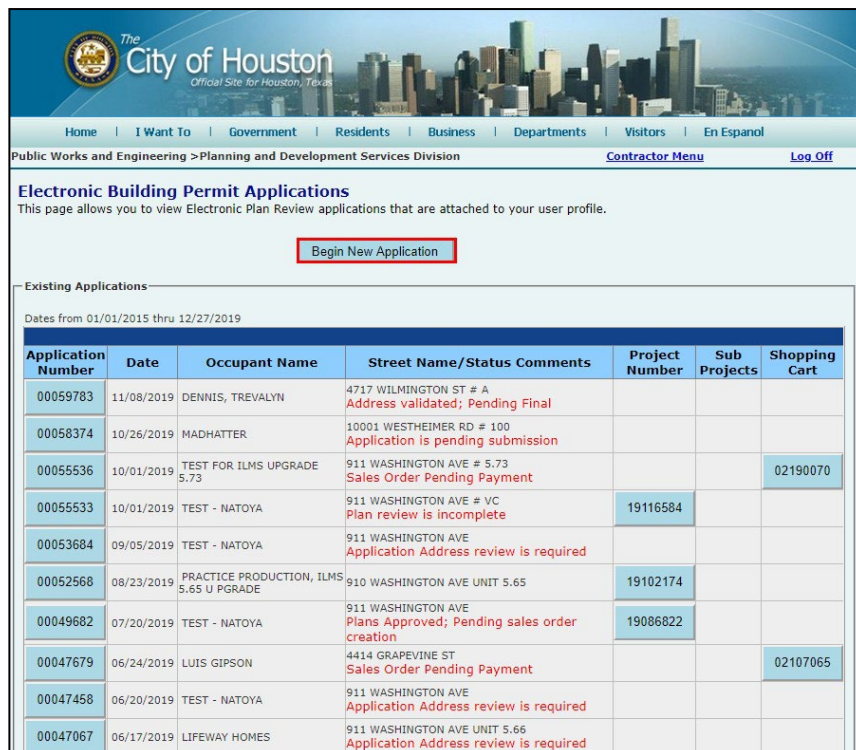
**Select the desired Customer**

- Use this entry for sales-orders that do not require a License ▼

- Purchase a Trade Permit
- Review Your Recent Shopping Cart Entries
- User Project Management - List Maintenance
- Pay for a Houston Permitting Center shopping cart
- Make an Advanced Payment Account Deposit

Once the model home master plan has been approved and you are ready to build on a site, a repeat home application must be submitted.

Log into your ILMS Customer Portal account. Under the iPermits Online Service Menu, click on the **Building Permit Applications** button as illustrated.



**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](#) [Log Off](#)

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

[Begin New Application](#) (highlighted with a red box)

**Existing Applications**

Dates from 01/01/2015 thru 12/27/2019

Application Number	Date	Occupant Name	Street Name/Status Comments	Project Number	Sub Projects	Shopping Cart
00059783	11/08/2019	DENNIS, TREVALYN	4717 WILMINGTON ST # A Address validated; Pending Final			
00058374	10/26/2019	MADHATTER	10001 WESTHEIMER RD # 100 Application is pending submission			
00055536	10/01/2019	TEST FOR ILMS UPGRADE 5.73	911 WASHINGTON AVE # 5.73 Sales Order Pending Payment			02190070
00055533	10/01/2019	TEST - NATOYA	911 WASHINGTON AVE # VC Plan review is incomplete	19116584		
00053684	09/05/2019	TEST - NATOYA	911 WASHINGTON AVE Application Address review is required			
00052568	08/23/2019	PRACTICE PRODUCTION, ILMS 5.65 U PGRADE	910 WASHINGTON AVE UNIT 5.65	19102174		
00049682	07/20/2019	TEST - NATOYA	911 WASHINGTON AVE Plans Approved; Pending sales order creation	19086822		
00047679	06/24/2019	LUIS GIPSON	4414 GRAPEVINE ST Sales Order Pending Payment			02107065
00047458	06/20/2019	TEST - NATOYA	911 WASHINGTON AVE Application Address review is required			
00047067	06/17/2019	LIFEWAY HOMES	911 WASHINGTON AVE UNIT 5.66 Application Address review is required			

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



# Application Process

## REPEAT HOME APPLICATION

### Building Applications

Click the button to Toggle the dropdown menus.

Commercial Applications

Residential Applications

Fire Alarm

Sprinkler

New/Remodel Residential Building Permit Application

New Residential Model Home Repeat

Plan Revision Application for an Existing ILMS Project

Deferred Submittal Application for an Existing ILMS Project

Storm Applications

Click on **Residential Applications** then select the **New Residential Model Home Repeat** button.

### Residential Model Home Repeat Building Project Application - Address Search

ADDRESS SEARCH OR ASSIGNMENT

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.

For address related assistance please email [Permit\\_office@houston.tx.gov](mailto:Permit_office@houston.tx.gov) or call 832.394.8899. During the application process you will also be offered the opportunity to submit the application.

#### Note:

Do not enter street directions, (e.g., N., S., W., etc.)  
Do not enter street types (e.g., Rd., Dr., etc)

Street No:

Street Name:

Search for Address

One of the most important parts of the process is selecting the correct address. An erroneous address can result in additional fees and delays in the approval process.


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



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

# Application Process


## REPEAT HOME APPLICATION



The

City of Houston

Official Site for Houston, Texas



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

Public Works and Engineering > Planning and Development Services Division

Contractor Menu

Residential Model Home Repeat Building Project Application - Address Search

Your address search returned the following street names results. Click on the appropriate street name.

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](mailto:Permit_office@houstontx.gov) for assistance.

Street List


Qualified Street Names
Address
WASHINGTON AVE

The needed street name is not listed

Back

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

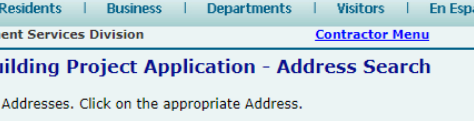
If your street name does not appear, click on the button **The needed street name is not listed** and contact the Permits Section for assistance.



The

City of Houston

Official Site for Houston, Texas



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

Public Works and Engineering > Planning and Development Services Division

Contractor Menu

Residential Model Home Repeat Building Project Application - Address Search

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

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

If a suite, floor, or building number is not listed, click on the address that most closely matches.

If the street number is not listed, click on the button **The needed property address is not listed** and contact the Permits Section for assistance.

# Application Process

## REPEAT HOME APPLICATION

**Residential model home repeat - building permit application**

**Model Home Plan Selection**

**Property Information**

Street #	Fraction	Pre-Dir	Street Name	Post-Dir	Street Type	Unit Type	Unit No.	Zip Code
* 1002			WASHINGTON		Avenue			77002

**This iPermits User currently affiliated with the following companies**

LIFEWAY HOMES

**Models currently affiliated with this company**

07006472 - NEW SF RESIDENCE W/ATTACHED GARAGE (MASTER PLAN FOR 1596 A, B)

Begin the application process

Refresh

Reset

Select the appropriate company name and model from the dropdown menus.

Then click on **Begin the application process**.

This will take you to the residential building permit application.

*Review pages 9 - 11 for further application instructions.*

**Application Fee**

Please Note:

This application has been coded as 'New complete building; E Educational Construction'. Based on your stated \$500,000 dollar cost of improvement, the calculated permit fee is (\$2,093.93). A 25% down payment ((\$523.48) plus an additional (\$29.18) administration fee must be paid prior to building plan submission. The total amount due is (\$552.66).

**Is the proposed construction related to a Houston Airport System, or Metro development contract?** If Metro or HAS related, you may optionally click the following check box to request the City review this application and determine if the plan review deposit can be deferred. ☐

**Please Note:** Selecting the above option will place the application on hold until reviewed by Building Code Enforcement.

Transfer to the pending sales order

Reset

**Note:** Address verification is required prior to finalizing the application.

Notification is typically given via email within 1-2 business days.

# Plan Review Deposit Fee

## MAKING AN ONLINE PAYMENT

**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@sbcglobal.net		\$108.35	<input type="checkbox"/>
<b>Shopping Cart Amount Due</b>						<b>\$552.66</b>	

[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 the permit(s) to be paid. Then click the **Make Online Payment via Credit Card or Electronic Check** button.

Processed payments are indicated by a project number in red.



If an Advanced Pay Account (APA) has been established, that payment option will also be listed.

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

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

**ILMS Shopping Cart Online Payment Processing**  
Payment Selection

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

[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: PORTER, KEN

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

Billing Zip Code: 77002 - 0000

**Shopping Cart Amount Due** 552.66

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

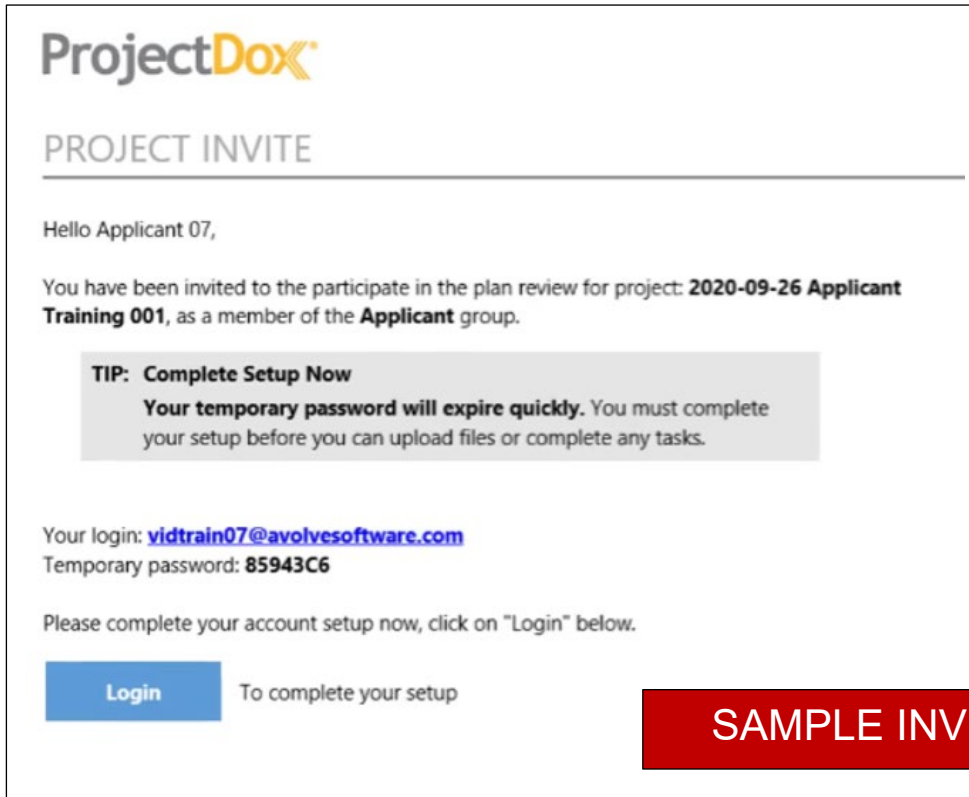
Please Note: Electronic Check payments cannot be submitted after 8:30 PM.

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.

# ProjectDox® Set Up

## NEW USER ACCOUNT



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:

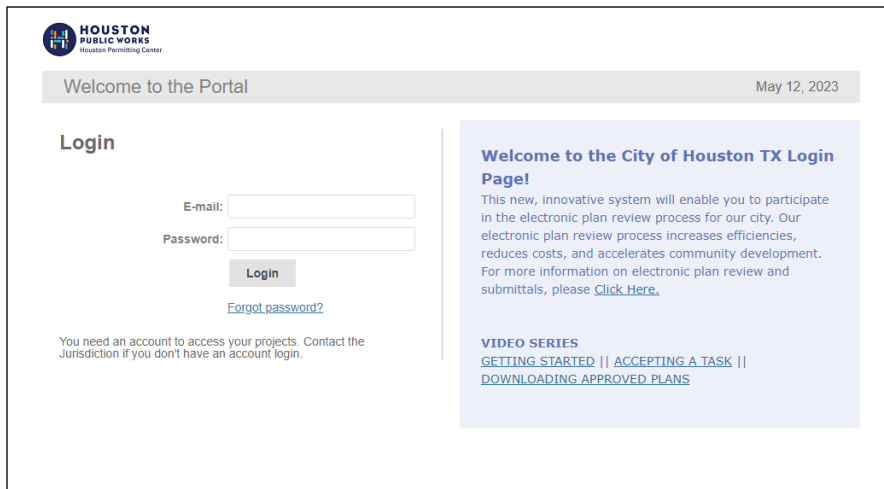
- ProjectDox® uses pop-up windows. Configure your browser's pop-up blocker to allow for pop-ups for the ProjectDox® site. If you log in but no ProjectDox® window appears, a pop-up blocker is likely still installed.

- 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

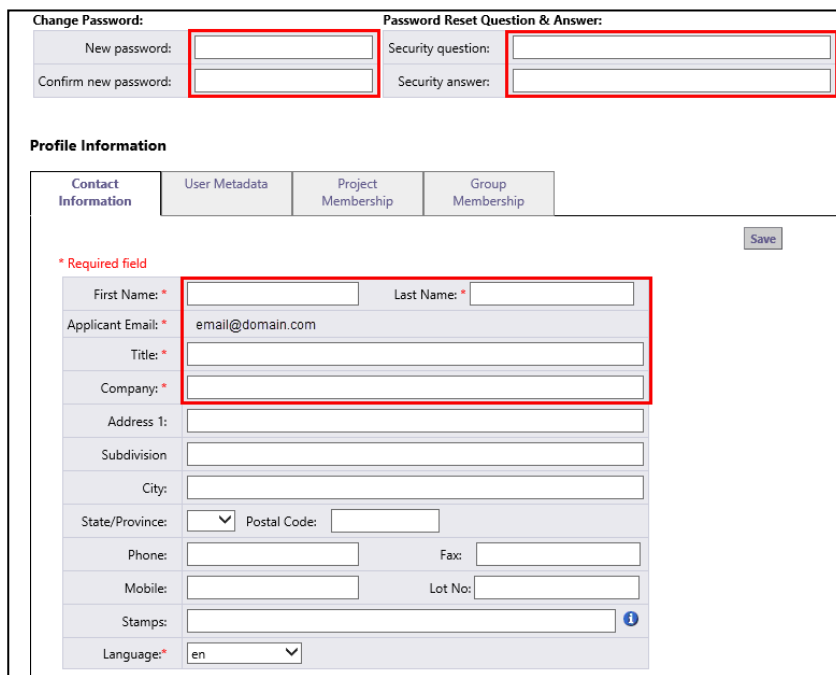
## NEW USER ACCOUNT



The screenshot shows the ProjectDox® Login Page. At the top left is the Houston Public Works logo. Below it is a 'Welcome to the Portal' message with the date 'May 12, 2023'. The main heading is 'Login'. There are two input fields for 'E-mail:' and 'Password:', followed by a 'Login' button. A link for 'Forgot password?' is below the password field. A sidebar on the right contains a 'Welcome to the City of Houston TX Login Page!' message, a brief description of the system, and a 'VIDEO SERIES' section with links for 'GETTING STARTED', 'ACCEPTING A TASK', and 'DOWNLOADING APPROVED PLANS'. At the bottom left, a note states: 'You need an account to access your projects. Contact the Jurisdiction if you don't have an account login.'

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' page. At the top, there are two sections: 'Change Password:' with fields for 'New password:' and 'Confirm new password:', and 'Password Reset Question & Answer:' with 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:', 'Postal Code:', 'Phone:', 'Fax:', 'Mobile:', 'Lot No:', 'Stamps:', and 'Language:'.

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.

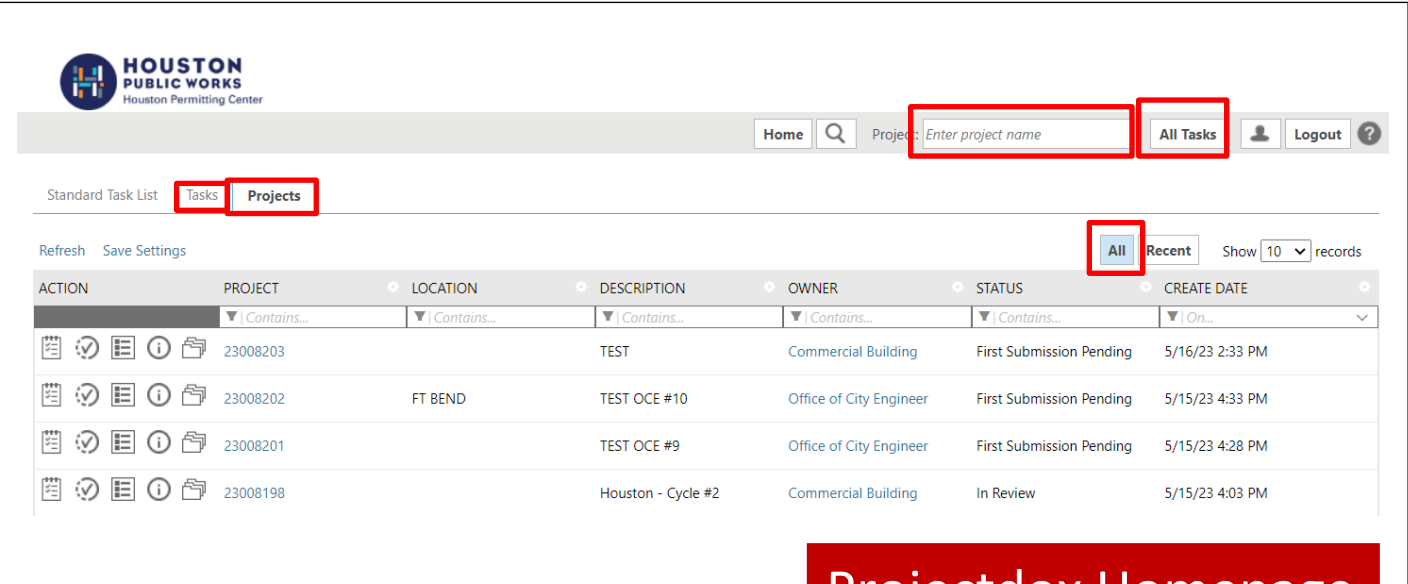
If you ever forget your password, click on the **Forgot Your Password?** link. You will be prompted with your security question.

**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



## Projectdox Homepage

The ProjectDox® home page is divided into two main sections. The Projects section is your **All 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.

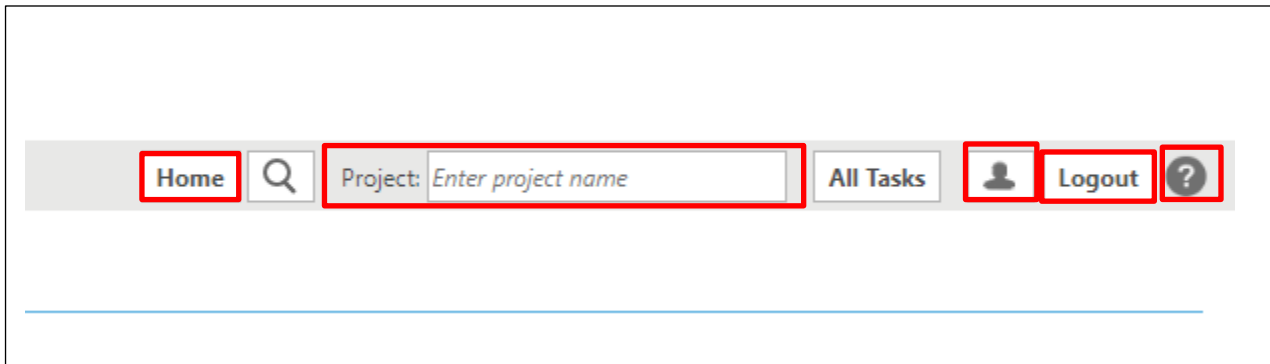
The Tasks section of the home page is your **All Tasks List**, which displays all your outstanding tasks on projects for which you are the main applicant. The Active Task List can be sorted by clicking on the column header. Both the Projects List and Task List are set to display a limited number of entries 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 **All Task** button shows any tasks requiring action from the applicant in a separate pop-up window.

The **Search** button allows you to search for a project based on the key information entered into 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®.

From the Home screen on the **Projects** tab, you can view your projects (see page 28) and perform the following actions

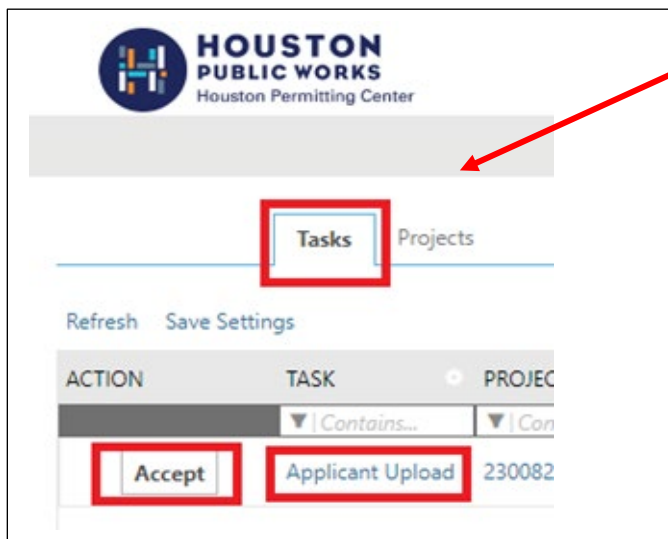
- View Pending Tasks
- Project Status
- Project Reports
- Project Info
- View Uploaded files (Files can also be uploaded through this screen)

The screenshot shows the Houston Public Works Houston Permitting Center interface. The 'Projects' tab is selected and highlighted with a red box. A red arrow points from the 'Projects' tab to a callout box. Below the tabs, there is a table of projects. The first row of the table is highlighted with a red box, showing a project with ID 23008198, description 'Houston - Cycle #2', owner 'Commercial Building', status 'In Review', and create date '5/15/23 4:03 PM'. The table headers are: ACTION, PROJECT, LOCATION, DESCRIPTION, OWNER, STATUS, and CREATE DATE. The 'ACTION' column has icons for View Pending Tasks, Project Status, Project Reports, Project Info, and View Uploaded files.

ACTION	PROJECT	LOCATION	DESCRIPTION	OWNER	STATUS	CREATE DATE
	23008198		Houston - Cycle #2	Commercial Building	In Review	5/15/23 4:03 PM

# File Upload

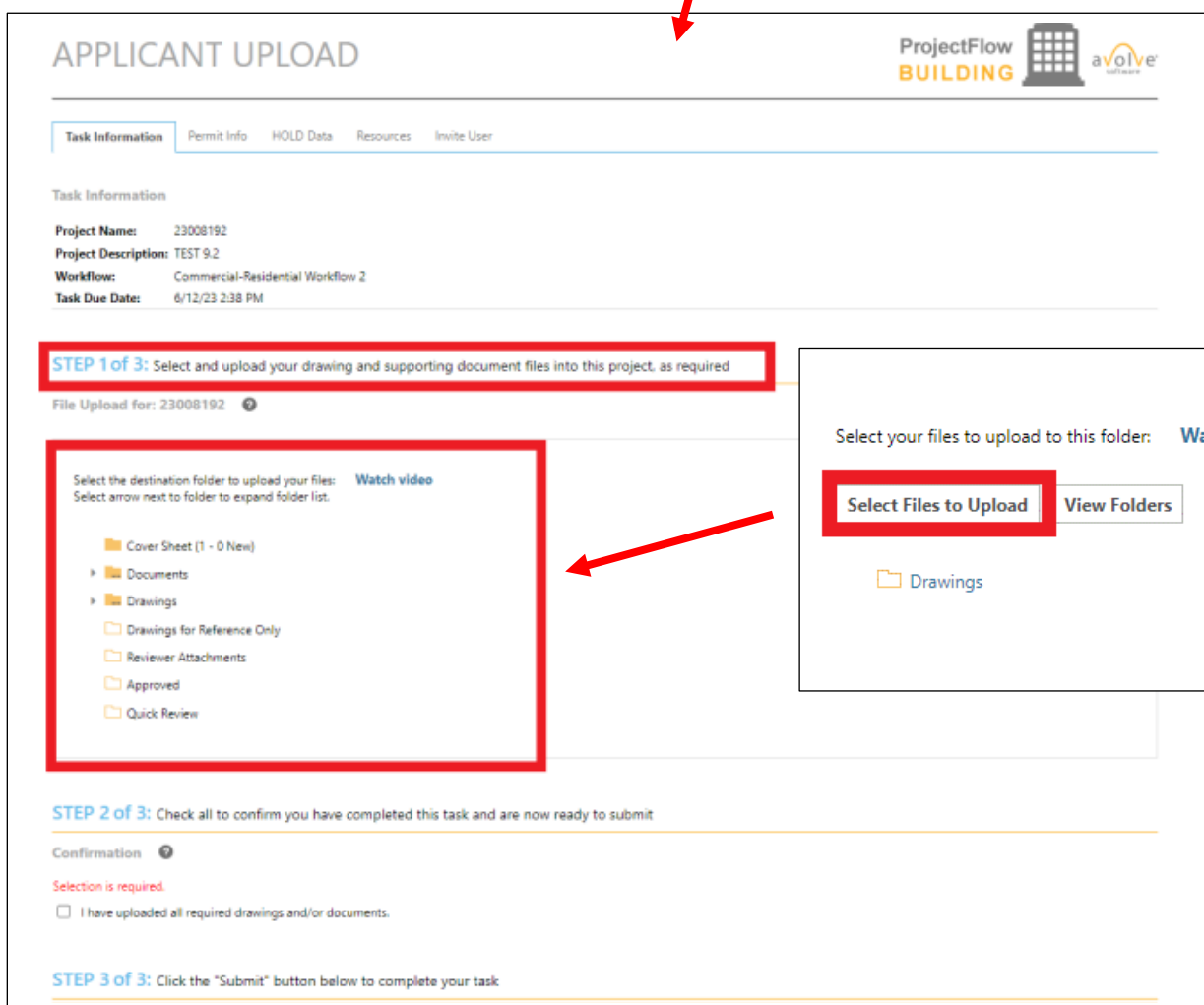
## FIRST SUBMISSION



The screenshot shows the Houston Public Works Home Page. The 'Tasks' tab is selected and highlighted with a red box. Below the tabs, there is a table with columns 'ACTION', 'TASK', and 'PROJECT'. The 'Accept' and 'Applicant Upload' buttons are highlighted with red boxes. A red arrow points from the 'Accept or Applicant Upload' text in the adjacent text block to the 'Applicant Upload' button.

On the 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. *(Please see page 30 for naming standards.)*



The screenshot shows the 'APPLICANT UPLOAD' eForm window. The 'Task Information' tab is selected. The 'Task Information' section displays project details: Project Name: 23008192, Project Description: TEST 9.2, Workflow: Commercial-Residential Workflow 2, Task Due Date: 6/12/23 2:38 PM. A red box highlights the 'STEP 1 of 3: Select and upload your drawing and supporting document files into this project, as required' section. A red arrow points from the 'Applicant Upload' button in the previous screenshot to this section. Below the step, there is a 'File Upload for: 23008192' section. A red box highlights the 'Select the destination folder to upload your files:' section, which lists folders: Cover Sheet (1 - 0 New), Documents, Drawings, Drawings for Reference Only, Reviewer Attachments, Approved, and Quick Review. A red arrow points from the 'Select Files to Upload' button in the adjacent text block to the 'Drawings' folder. To the right, a pop-up window shows 'Select your files to upload to this folder: Watch video' and a 'Select Files to Upload' button, which is highlighted with a red box. Below the pop-up, a 'Drawings' folder is listed.

# File Upload

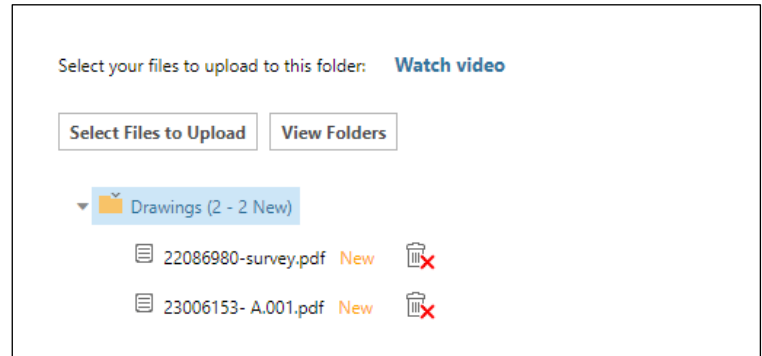
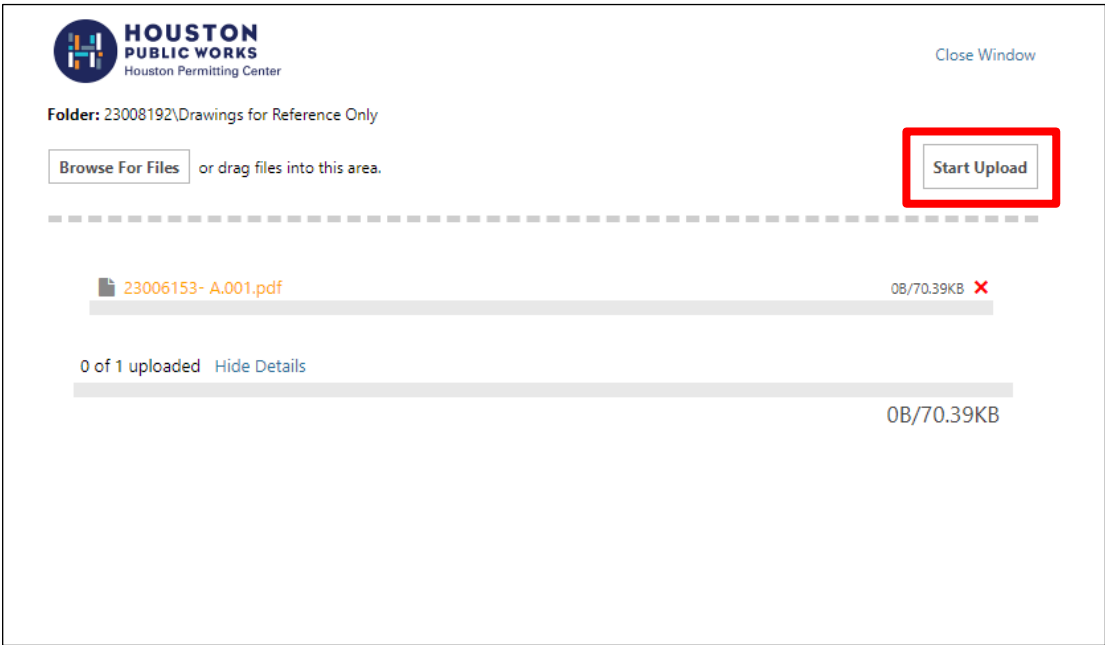
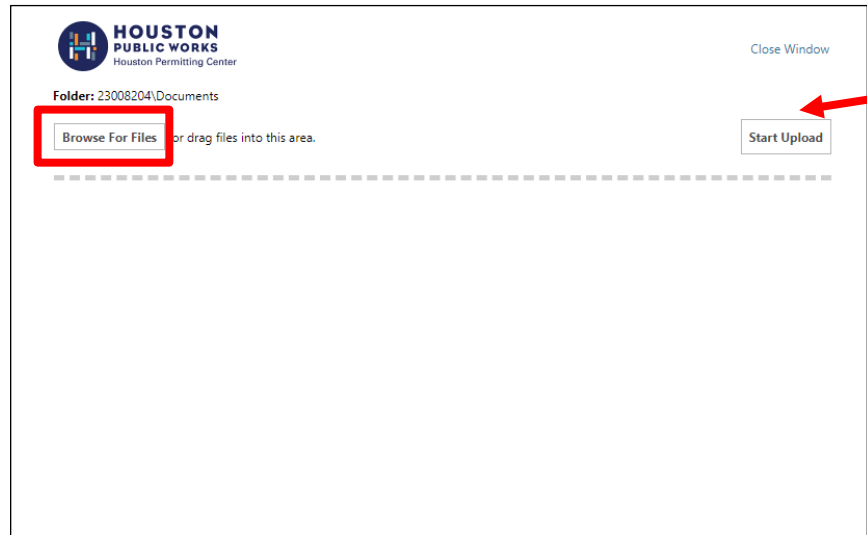
## FIRST SUBMISSION

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.

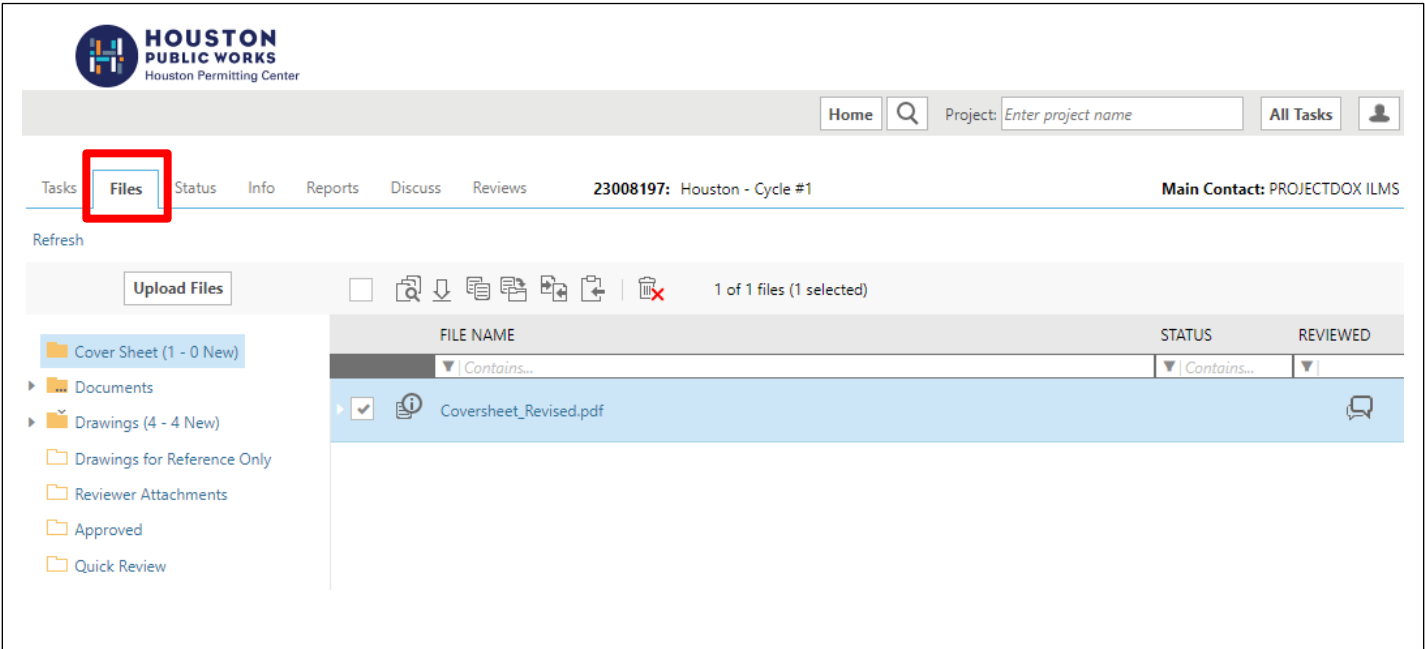
Once all files have been selected or dragged, Click **Start Upload**.

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



# File Upload

## FIRST SUBMISSION



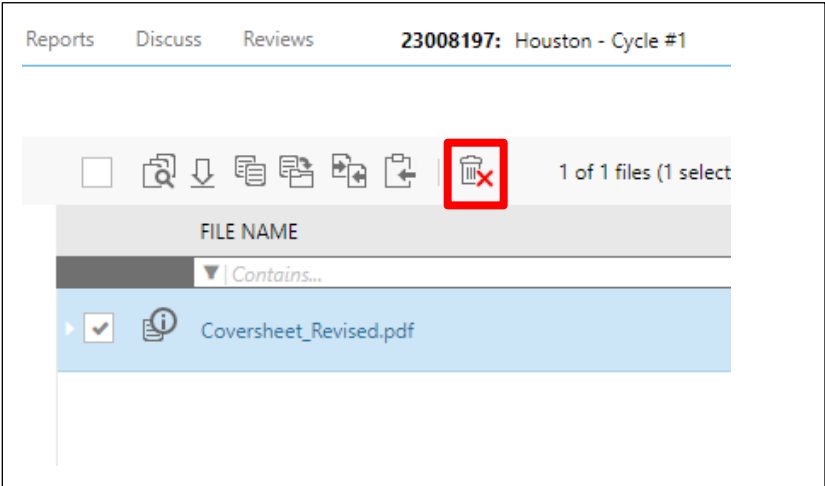
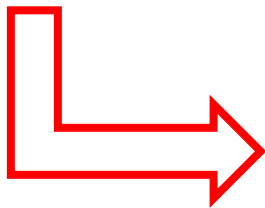
From the **Home** button the applicant may also view uploaded files by selecting the project number

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

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.

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

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



# Completing the Submittal

## APPLICANT UPLOAD

If you wish to invite a user, click on the **Invite User** tab.

Enter the individual's name and email address and then click on the **Invite User** button. 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 notifications that the main applicant receives as the project moves through the workflow.

If you are not ready to submit select complete later. If ready to complete task, confirm all files have been uploaded and **Submit**.

APPLICANT UPLOAD

Project BUILD

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:

**Invite User**

Remove

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 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

**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

**Submit** Complete Later



# Standards

## FILE TYPES, BORDERS, AND NAMING CONVENTIONS

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

### REQUIRED FILE

- A Residential Prerequisite Checklist must be included

### FILE TYPE STANDARDS

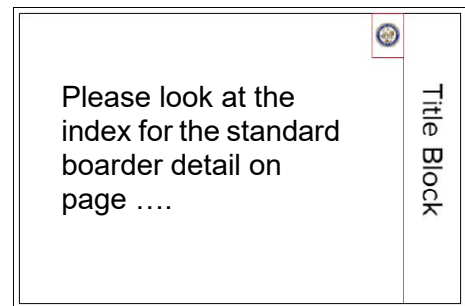
- Only searchable PDF files are accepted for calculations, reports, and other supporting documentation (i.e. non- drawing files).
- PDF and JPEG files will be acceptable for drawings.

### 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 change marks. Change marks are created to quickly identify a markup and associated comments.

### 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 42" x 30".



### FILE NAMING

File names are limited to 70 characters. File names for drawings submitted for electronic plan review should include the first character of the discipline name, followed by the 3-digit sheet number. If decimals are needed in the sheet number, place decimal after the 3rd digit, ex. S.001.99

Corrected files should always be resubmitted with the SAME FILE NAME as the original submittal.

**Note: If this is not followed the submitted file will appear as a NEW file, and not a correction to an existing file.**

Folder Name/Drawing Type	Abbreviation for Drawing	File Name Example
Index	I	I1.1 Sheet Index
General	G	G1.1 General Notes
Demo	D	D1.1 Building 1 Demolition
*Site Plan	A, E, C	A1.1 Architectural Site Plan
Architectural	A	A1.2 Door and Hardware Schedule
Landscape	L	L1.1 Planting Plan
Structural	S	S1.1 Structural Framing
Electrical	E	E1.1 Electrical Floor Plan
Plumbing	P	P1.1 Piping Plan
Swimming Pool	POOL	POOL.1 Swimming Pool Details
Civil	C	C1.1 Storm Drainage Plan

*\*The folder can facilitate the Architectural Electrical and Civil Site Plans.*



ProjectDox will automatically detect changes in resubmitted files of the same name and version it. This feature allows plan analysts to overlay versions during reviews

# Standards

## FOLDER STRUCTURE

### ORIENTATION

Drawings must be uploaded in landscape mode.

### FOLDER STRUCTURE

Files are securely managed through a pre-defined folder structure, which is listed below. Users cannot rename or add folders to the structure.

All drawings should be uploaded as single-page files into the **Drawings** folder for each project. (ex: 20 electrical pages = 20 files in the electrical drawings sub-folder).

All documentation (any non-drawing files, geotechnical reports, etc.) should be uploaded as multi-page files into the **Documents** folder.

- Cover Sheet
- Documents
  - Prerequisite Check list
  - Utility Letters
  - Forms
    - Energy Forms - Codes
    - Deferred submittal
    - Grade and Fill
    - Impervious Cover Calculation
    - Landscape analysis
    - Sound Attenuation
  - Manufacturing Specs
  - Geotechnical Reports
  - Asbestos Survey
  - ARA Application
  - U.L. Designs – Fire rated Designs
  - Owner Statement of Intended Use
  - Occupant Reduction Letter
  - Approved Code of Records
  - Approved Alternate Methods
  - Fire Suppression Product Data and Calcs
  - Miscellaneous
  - Applicant Responses
  - Flood
  - Planning
  - Traffic
  - Fire
  - Health
  - Urban Forestry
- Drawings
  - Index
  - General
  - Demo
  - Site Plan
  - Architectural
  - Landscape
  - Structural
  - Electrical
    - Low Voltage
  - Plumbing
  - HVAC
  - Civil
    - Storm Drainage
    - Mitigation (if applicable)
    - Water / Wastewater
    - Plat – Survey
  - Health – Food and Beverage Services
  - Electric Locks
  - Fire Marshal
    - Haz – Mat
    - High – Pile
    - Standpipes – pump Room Details
    - Alarm
    - LP Gas – Natural Gas – Tanks
    - Generators etc.
  - Fire Suppression
    - Sprinklers – Above Ground
    - Sprinklers – Add and Relocate
    - Underground Fire Lines
  - Urban Forestry
- Drawings for Reference only
- Reviewer Attachments
- Approved
- Quick Review

Please look at the index for details on the upload requirements.

# Pre-Screen Review

## Process Overview

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

If you have met the submittal requirements, you will receive a Prescreen Approved email notifying the 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 and resolve the issue (see below.)

### Prescreen Corrections

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
<a href="#">Project Access</a>   <a href="#">Login to ProjectDox</a>	

Sample Prescreen correction Email

RESIDENTIAL USER GUIDE V 9.2

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HOUSTON PERMITTING CENTER | JUNE 2023

# Review of Plans

## 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.

HOUSTON PUBLIC WORKS  
Houston Permitting Center

Home

Standard Task List **Tasks** Projects

Refresh Save Settings

ACTION	TASK	PROJ...	GR...	STA...	PRIO...
<b>Accept</b>	Prescreen Resubmit Task	23008191	Applicant	Pending	Medi...

ProjectFlow BUILDING avolve software

Task Information Permit Info HOLD Data Resources Invite User

Task Information

Project Name: 23008191  
Project Description: REMODEL - TEST  
Workflow: Commercial-Residential Workflow 2  
Task Due Date: 6/14/23 3:08 PM

**STEP 1 of 4: Respond to any comments, as needed**

Resolve Review Comments

Unresolved Comments: 1  
Info Only Comments: 0  
Files with Markups: 0

Plan Review: **Review Comments** Export to Excel Import Excel Responses Watch video

Review and respond online. Review and respond in Excel, then upload your responses.

(0 selected)

Ref.#	Structural (330)	Cycle 1
1	testing comment	

**Unresolved**

A response letter was not found in the applicant response folder. As of 9/15/2022, in order to make the plan review process more efficient and to increase accuracy of review, a response letter shall be provided. The response letter shall state where and how corrections were made or where new documents may be found to resolve each comment for each department. Please provide a response letter that states where and how each comment for each department was addressed on the plan and documents.

**Please enter your responses**

Type your response here.

# Review of Plans

## CORRECTION COMPLETE TASK

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

Version Upload for: 23008191 ?

Select "Versioned Files" to upload files as new version updates for files previously submitted and received. Select "New Files" to upload any additional new file into this project as requested.

**Versioned Files** **New Files**

Are your updated files named exactly the same as the prior versions?   [Watch video](#)

\* "name-v2.pdf" is not an "exact" file name match to "name.pdf"

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

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

**"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. Projectdix 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 Projectdix 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.

**STEP 3 of 4:** Check all to confirm you have completed this task and are now ready to submit

Confirmation ?

☒ Response has been provided for all comments and files have been uploaded (if requested) \*Required

**STEP 4 of 4:** Click the "Submit" button below to complete your task

*Note: If all review comments require a response and they have not been provided, you will see the following notification and will not be able to complete your task until required responses have been entered*

Before completing this task, you must provide a response to all applicable comments by clicking the review comments button.

*The Prescreen Corrections task can be repeated as many times as necessary until all corrections have been submitted. You will receive an email when your Prescreen review is accepted and review is beginning*

# Review of Plans

## PROCESS OVERVIEW

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 changemark 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 corrections are required, the applicant will be notified of A Respond and Resubmit Task.

### RESPOND AND RESUBMIT

Hello wt01,

Review comments are now available.

Your responses and requested file corrections are required for your plan review to continue.

NOTE: Your review **will go faster** if new versions are uploaded properly.

**TIP: Naming new file versions**

It's easier to upload many files when new versions are named the same. Put all the new versions to be uploaded into a separate folder on your computer. Now rename each new version to the exact same file name you submitted prior. For example, if "file.pdf" was submitted before and "file-v2.pdf" is new version, then rename "file-v2.pdf" to "file.pdf", removing any suffixes (like -v2, \_v2, or -r2).

To begin, please click on "Start Task" below.

Start Task

To submit your corrections  
for **zTraining 2021-07-12 Onboarding Chris : Training**

Please do not reply to this email.

Sample Respond and Resubmit Email

# Review of Plans

## APPLICANT RESUBMIT TASK

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** | Export to Excel | Import Excel Responses | Watch Video

*Review and respond online.* | *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

The screenshot shows a table with review comments and a response box. A red arrow points from the 'Add your response in the Applicant Response column' instruction to the response box. In the table, the 'Markups' button for Ref.# 4 is highlighted with a red box. The file name 'A2-2 2nd floor Proposed Addition 100380704.pdf' is also highlighted with a red box. The response box on the right has a yellow header 'Please enter your responses' and a text area where 'I have made changes and uploaded a new file' is entered, highlighted with a red box.

Ref.#	Department	Reviewer	Comment	Response
Ref.# 2	Plumbing	Plumbing-mf05 Reviewer	No metallic pipe permitted in this use.	
Ref.# 3	Plumbing	Plumbing-mf05 Reviewer	Water Lines must be able to hold water in all lines	
Ref.# 4	Restroom Compliance	Plumbing	Confirm plumbing allows for the proper sink height in all restrooms.	

In addition to **Review Comments**, the applicant may also select **Export to Excel** to view comments on Excel spreadsheet. Export can be as one single file, or multiple files by department.

The screenshot shows the 'Export to Excel' dialog box. The 'Export to Excel' button in the main interface is highlighted with a red box. The dialog box has a title bar 'Export to Excel' and a close button. It contains the text 'Export review comments to Excel' and two radio buttons: 'Single XLSX file' (selected) and 'Multiple XLSX files by department/trade (as ZIP)'. At the bottom, there are 'Download' and 'Close' buttons, with 'Download' highlighted by a red box.

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

Resolve Review Comments

Unresolved Comments: 4  
Info Only Comments: 0  
Files with Markups: 1

Plan Review: Review Comments | Export to Excel | Import Excel Responses | Learn how

Export to Excel

Export review comments to Excel

☒ Single XLSX file  
☐ Multiple XLSX files by department/trade (as ZIP)

Download Close

# Review of Plans

## APPLICANT RESUBMIT TASK

Applicant can review and respond in Excel.

REF #	REVIEWED BY	TYPE	VIEW	ENTER YOUR COMMENT RESPONSE HERE
1	Plumbing Plumbing-mf05 Reviewer 1/11/21 9:03 AM	Comment Add comment allows the Coordinator or Reviewer to add comments using their own words, or to copy and paste from an outside document. Rich-Text is an option.		
2	Plumbing Plumbing-mf05 Reviewer 1/11/21 9:04 AM	Library Comment No metallic pipe permitted in this use.		
3	Plumbing Plumbing-mf05 Reviewer 1/11/21 9:04 AM	Library Comment Water Lines must be able to hold water in all lines		
4	Plumbing Plumbing-mf05 Reviewer 1/11/21 9:06 AM	Markup A2-2 2nd floor Proposed Addition 100380704.pdf Restroom Compliance Confirm plumbing allows for the proper sink height in all restrooms.	<a href="#">Open</a>	

Upon Resubmittal the applicant will go to the **eForm** and import the comments back into the system by selecting the **Import Excel Responses**, browse for files, and upload Excel spreadsheet.

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

Resolve Review Comments ?

Unresolved Comments: 4

Info Only Comments: 0

Files with Markups: 1

Plan Review:

Review Comments

*Review and respond online.*

Export to Excel

*Review and respond in Excel , then upload your responses.*

Import Excel Responses

[Learn how](#)

Import Responses

Select to upload the Excel file (XLSX) that contains your responses ?

Browse for File

Close

# Review of Plans

## APPLICANT RESUBMIT TASK

1. Make required corrections and upload any new or updated files into the project.
  - a) Select **“Versioned Files”** to upload files as new version updates for files previously submitted and received.
  - b) Select **“New Files”** to upload any additional new files into the project as requested.

The screenshot shows the 'ProjectDox' interface for 'Project: zTraining Batch Stamp 2021-01-11'. It features a 'STEP 2 of 4: Upload any new or updated files into this project' section. Under 'Version Upload for: zTraining Batch Stamp 2021-01-11', there are two tabs: 'Versioned Files' and 'New Files'. A question asks, 'Are your updated files named exactly the same as the prior versions?' with 'Yes' and 'No' buttons. A red box highlights the 'No' button, and a red arrow points from it to the 'Upload File Versions' header. Below this, a list of files is shown with 'Select F' buttons. A legend at the bottom indicates: 'Orange files are new uploads', 'Blue files are new version uploads', and 'Red files appear to be same as previously uploaded (will likely be discarded)'.

1. Confirm you have completed 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.



The screenshot shows the 'STEP 3 of 4: Check all to confirm you have completed this task and are now ready to submit' section. It includes a 'Confirmation' section with two checked boxes: 'I have responded to all review comments' and 'I have uploaded my revised files, if requested'. Both are marked as '\*Required'. Below is 'STEP 4 of 4: Click the "Submit" button below to complete your task'. At the bottom, there are 'Submit' and 'Save for Later' buttons, with 'Submit' highlighted by a red box.

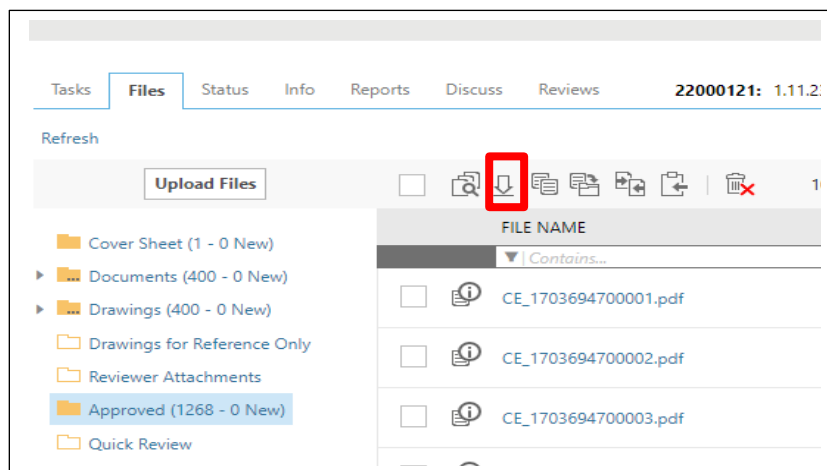
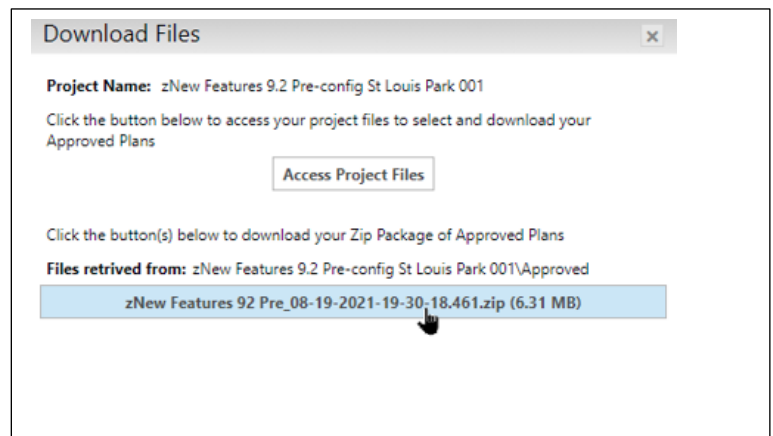
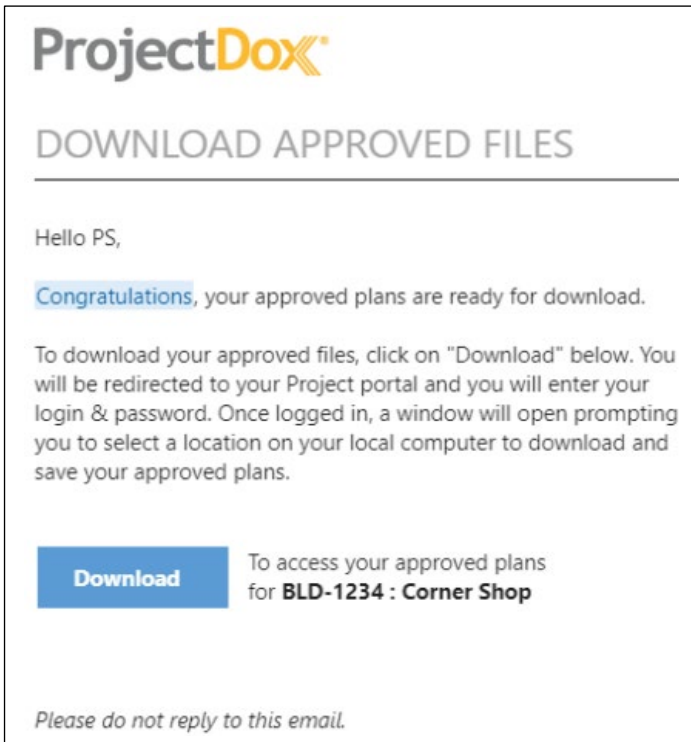
# Print

## 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 either (see below.)

To download the entire folder, select the Download button in the email of approved plan.

A single ZIP file will be created of the selected pages. Click the Download ZIP Files 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**



Each page of the approved plan set will be stamped with the City of Houston seal in red, and a cover sheet will be stamped by each individual reviewer.

# 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**.

Residential Applications

Fire Alarm

Sprinkler

New/Remodel Residential Building Permit Application

New Residential Model Home Repeat

Plan Revision Application for an Existing ILMS Project

Deferred Submittal Application for an Existing ILMS Project

Click on **Residential Applications**. From the list of available applications, please select the “**Plan revision application for an existing project**”.

**Plan Revision Project Lookup**

Please enter the project number that needs revision

Project #

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 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 PROCESS

**Permits Shopping Cart Maintenance**  
Sales Order Payment Selection

Shopping Cart No:

Created:

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_pomer@abcglobal.net 911 WASHINGTON AVE		\$108.33	<input type="checkbox"/>
<b>Shopping Cart Amount Due</b>						<b>\$552.66</b>	

Select the appropriate payment method to pay for the revision

**ILMS Shopping Cart Online Payment Processing**  
Payment Selection

Shopping Cart No:

Created:

Payment Processed:

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.

CC Holder Type: Individual ☐ Corporation or Firm ☒

Corporation or Firm:

House #  Fraction  Pre-Dir  Street Name  Type  Space

Billing Address:

Billing Zip Code:  -

**Shopping Cart Amount Due** 200.80

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

If you select, **Make Online Payment via Credit Card or Electronic Check**, you will be transferred to the ILMS Shopping Cart Online Payment Processing screen where you will enter the payer information.

Click the **Update Payer Information** button then click the **Continue the Credit Card/Electronic Check Payment** process button.

You will be transferred to the J.P. Morgan payment website where you will enter your credit card information or electronic check information and complete the transaction.

# Plan Review Revision

## PAYMENT PROCESS

**ILMS Shopping Cart APA Payment**

**Payment Selection**  
 ILMS Shopping Cart: 02218046  
 Created: 11/15/2019  
 E-Pay Completed:

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
<b>Shopping Cart Amount Due</b>				<b>\$74.33</b>

If you select **Charge this to my APA Account**, you will be transferred to the ILMS Shopping Cart APA Payment screen.

Select the APA by clicking on the radio button besides it and then click the **Submit APA Payment** button

**ILMS Shopping Cart APA Payment**

**Payment Selection**  
 ILMS Shopping Cart: 02218046  
 Created: 11/15/2019  
 E-Pay Completed:

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
<b>Shopping Cart Amount Due</b>				<b>\$74.33</b>

Once the payment is made, select the **“Return to Shopping Cart List Maintenance”** button to view the project number for this revision.

**Permits Shopping Cart Maintenance**  
**Sales Order Payment Selection**

Shopping Cart No: 01103296  
 Created: 05/11/2016

This Shopping Cart has been processed.

You should receive an email inviting you to upload your plans. Upon receipt, follow the instructions outlined in the email to upload the pertinent drawings and supporting documentation to the City's 'Electronic Plan Review' document repository. The application review process is dependent on you completing this task. No action will be taken by the City until the upload activity is complete.

Please note: document repository. The application review process is dependent on you completing this task. No action will be taken by the City until the upload activity is complete.

Confirmation-No: APA: 824-SR Payment Processed 05/11/2016 16:27:20.69

Sales Order	Type	Date	Holds Appvd	Customer / Contractor of Record (Permit emailed to)	Update Required	Fee / Amount Paid	Select to Pay
01170676	Plan Revision	11-MAY-2016	Processed	911 WASHINGTON AVE ILMS Project No: 16000327		\$102.71	<input checked="" type="checkbox"/>
<b>Shopping Cart Amount Paid</b>						<b>\$102.71</b>	

The project number will appear in red font in the iPermits Shopping Cart Maintenance screen. You will then receive an invitation email from ProjectDox® to upload your plans.

Login to ProjectDox® system to upload the drawings and documents. Submit them for the revision plan review.

**NOTE:** When submitting an electronic revision to a plan that was approved on paper, a copy of the previously approved sheets is required to be uploaded into the **Drawings for Reference Only** folder along with the revised sheets.

# Deferred Submittals

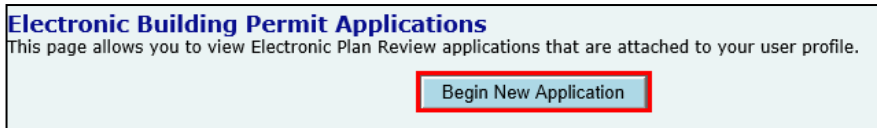
## APPLICATION PROCESS

The process of setting up a deferred submittal is similar to setting up a new project on the iPermits portal.



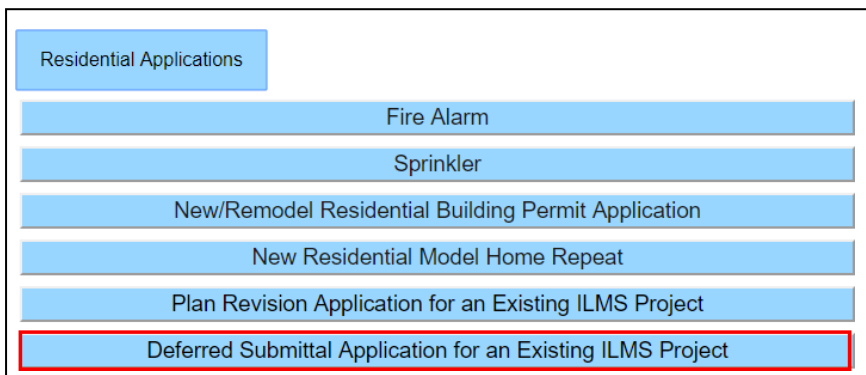
The screenshot shows the 'iPermits Online Service Menu'. A red rectangle highlights the 'Building Permit Applications' link, which is located above the 'Office of the City Engineer Plan Review Application' link.

Logon to iPermits Customer Portal and click on “**Building Permit Applications**”.



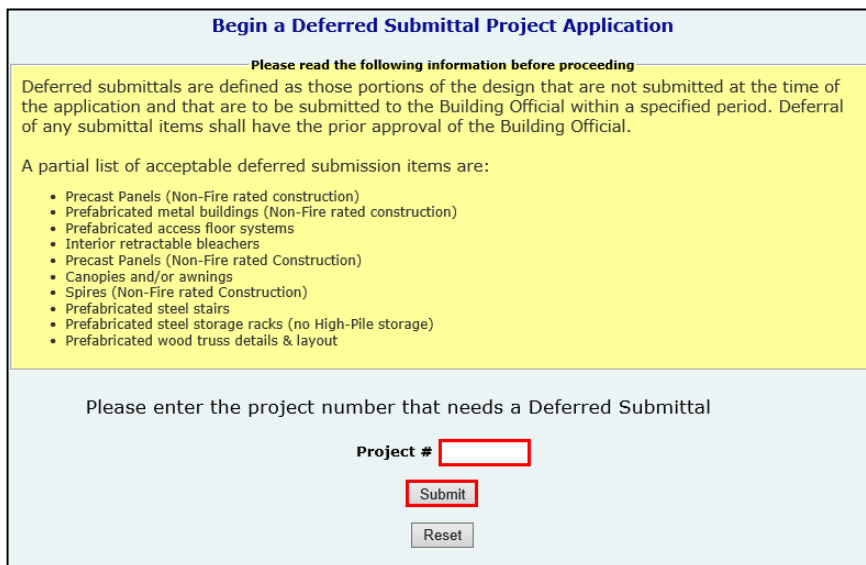
The screenshot shows the 'Electronic Building Permit Applications' page. A red rectangle highlights the 'Begin New Application' button. The page text states: 'This page allows you to view Electronic Plan Review applications that are attached to your user profile.'

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



The screenshot shows a list of 'Residential Applications'. A red rectangle highlights the 'Deferred Submittal Application for an Existing ILMS Project' option at the bottom of the list. Other options include Fire Alarm, Sprinkler, New/Remodel Residential Building Permit Application, New Residential Model Home Repeat, and Plan Revision Application for an Existing ILMS Project.

Click on **Residential Applications**. From the list of available applications, please select the “**Deferred Submittal Application for an Existing ILMS Project**” to begin a deferred submittal project application.



The screenshot shows the 'Begin a Deferred Submittal Project Application' page. It includes a yellow box with instructions: 'Please read the following information before proceeding' and 'Deferred submittals are defined as those portions of the design that are not submitted at the time of the application and that are to be submitted to the Building Official within a specified period. Deferral of any submittal items shall have the prior approval of the Building Official.' Below this, a list of acceptable deferred submission items is provided. At the bottom, there is a text input field for 'Project #' and two buttons: 'Submit' and 'Reset'.

Enter the **project number** and select the **Submit** button to verify the project information and begin the application process.

# Deferred Submittals

## APPLICATION PROCESS

### Deferred Submittal Project Verification

Please review and confirm this is the project requiring a deferred submittal

Project Number: **19144324**

Address: 911 WASHINGTON AVE TEST 5.78

Description: MASTER INCLUDES (1) SUB PROJECTS; BUILDOUT, OFFICE

Applicant Name: PROJECTDOX, PROJECTDOX TESTER1

.These plans were originally submitted on: 12/14/2019

Submittal(s): .To date, the plans have been submitted twice

.The last submittal was: 12/14/2019

Approval Date: These plans were approved for permitting on: 12/14/2019

Plan Location: Plans were returned to applicant on 12/14/2019

Begin the project application process

Back

Click the button “**Begin the project application process**” to start the deferred submittal application.

### Deferred Submittal Project Application

#### Project/Situs Information

Project Number: **19144324**

Application Number: **00063441**

Name on Situs: TEST FOR ILMS 5.78 UPGRADE AND FEE INCREASE

Property Address: 911 WASHINGTON AVE TEST 5.78

City/State/Zip: HOUSTON, TX 77002

Project Use: MASTER INCLUDES (1) SUB PROJECTS; BUILDOUT, OFFICE

Estimated Valuation: \$250,000

Improvement Square Footage: 15,000

#### Please select the appropriate deferred items pertaining to this application

Select

☐

Description

Precast Panels (Non-Fire rated construction)

☐

Prefabricated metal buildings (Non-Fire rated construction)

☐

Prefabricated access floor systems

☐

Interior retractable bleachers

☐

Precast Panels (Non-Fire rated Construction)

☐

Canopies and/or awnings

☐

Spires (Non-Fire rated Construction)

☐

Prefabricated steel stairs

☐

Prefabricated steel storage racks (no High-Pile storage)

☐

Prefabricated wood truss details & layout

Other #1

Other #2

Other #3

Please note

The item(s) selected MUST have been identified as deferred submissions during the plan review process of the project mentioned above.

For additional information click the following link to view the deferral request form which as already mentioned should be completed and included as part of the original project application. [Deferral Submission Request](#)

Submit

Select the appropriate deferred items from the list and click on **Submit** button.

**NOTE:** All items designated with an asterisk (\*) in the table require a City of Houston Approved Fabricator. To obtain a list of approved fabricators please [click here](#).

# Deferred Submittals

## PAYMENT PROCESS

**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.

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"/>
<b>Shopping Cart Amount Due</b>						<b>\$552.66</b>	

Recalculate

View the payment transmittal

Charge This to My APA Account

Make Online Payment via Credit Card or Electronic Check

Select the appropriate payment method to pay for the deferred submittal

**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

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.

If you select, **Make Online Payment via Credit Card or Electronic Check**, you will be transferred to the ILMS Shopping Cart Online Payment Processing screen where you will enter the payer information.

Click the **Update Payer Information** button then click the **Continue the Credit Card/Electronic Check Payment** process button.

You will be transferred to the J.P. Morgan payment website where you will enter your credit card information or electronic check information and complete the transaction.

# Deferred Submittals

## PAYMENT PROCESS

**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
<b>Shopping Cart Amount Due</b>				<b>\$74.33</b>

[Submit APA Payment](#)

If you select **Charge this to my APA Account**, you will be transferred to the ILMS Shopping Cart APA Payment screen. Select the APA by clicking on the radio button besides it and then click the **Submit APA Payment** 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.

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

[Submit APA Payment](#)

Once the payment is made, select the **“Return to Shopping Cart List Maintenance”** button to view the project number for this revision.

**Permits Shopping Cart Maintenance**

**Sales Order Payment Selection**

[Create a New ILMS Shopping Cart](#)

Shopping Cart No: 01103296  
 Created: 05/11/2016

[Return to Shopping Cart List Maintenance](#)

This Shopping Cart has been processed.

You should receive an email inviting you to upload your plans. Upon receipt, follow the instructions outlined in the email to upload the pertinent drawings and supporting documentation to the City's 'Electronic Plan Review' document repository. The application review process is dependent on you completing this task. No action will be taken by the City until the upload activity is complete.

Please note:

Confirmation-No: APA: 824-SR Payment Processed 05/11/2016 16:27:20.69

Sales Order	Type	Date	Holds Appvd	Customer / Contractor of Record (Permit emailed to)	Update Required	Fee / Amount Paid	Select to Pay
01170676	Plan Revision	11-MAY-2016	Processed	911 WASHINGTON AVE ILMS Project No: 16000327		\$102.71	<input checked="" type="checkbox"/>
<b>Shopping Cart Amount Paid</b>						<b>\$102.71</b>	

[Display the Building Application List Maintenance](#)

The project number will appear in red font in the iPermits Shopping Cart Maintenance screen. You will then receive an invitation email from ProjectDox® to upload your plans.

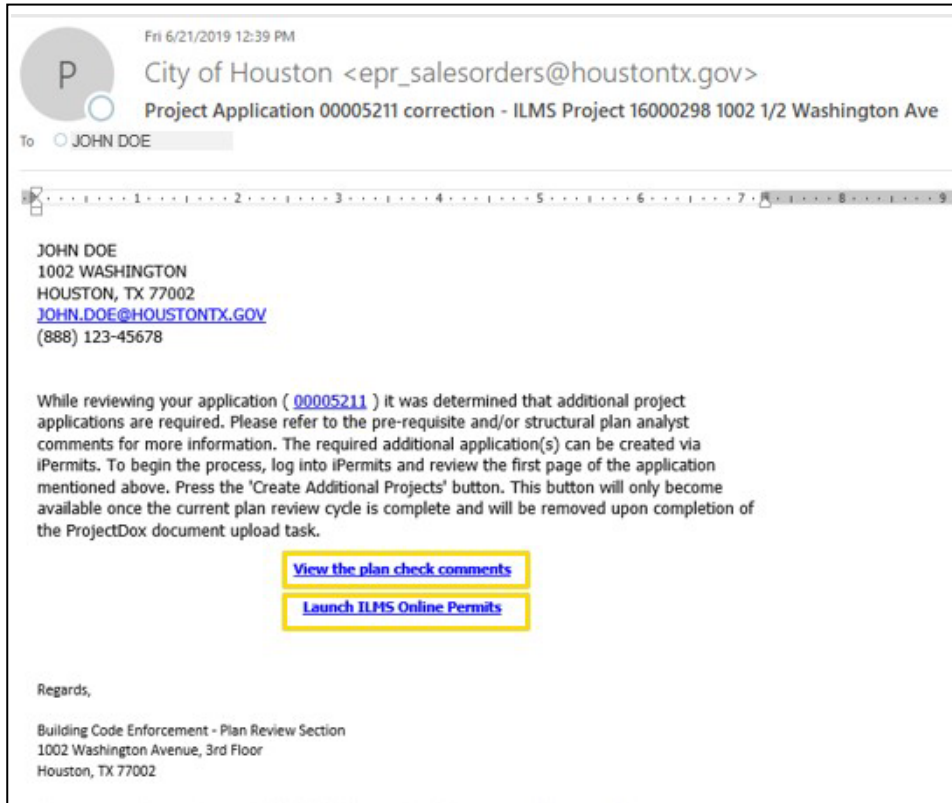
Login to ProjectDox® system to upload the drawings and documents. Submit them for the revision plan review.



# Additional Permit Applications for Subprojects

## CORRECTION REQUEST

When the Regulatory Compliance Coordinator (RCC) or a Structural Plan Analyst request that you to create additional application(s), you will receive an email with the instructions.



View the comments from structural plan analyst by clicking **View the plan review comments** from the email.

Use the link **Launch ILMS Online Permits** to login to iPermits.

Electronic Building Permit Applications					
This page allows you to view Electronic Plan Review applications that are attached to your user profile.					
<a href="#">Begin New Application</a>					
Existing Applications					
Dates from 01/01/2015 thru 12/23/2019					
Application Number	Date	Occupant Name	Street Name/Status Comments	Project Number	Sub Projects
00064287	12/22/2019	PRESENTATION FOR PERMITS 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	
00063454	12/14/2019	TEST FOR ILMS 5.78 UPGRADE AND FEE INCREASE	911 WASHINGTON AVE # 5.78 Plan review is incomplete	19144338	

From the list of existing applications, click on the appropriate application number (specified in the email).



# Additional Permit Applications for Subprojects

## APPLICATION PROCESS

**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 [Commercial Plan Review](#) or phone 832-394-8810.

**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 \(Business Entity\)](#)
- Completion of this form is a prerequisite for the Commercial Plan Review process.  
[Commercial Construction Plan Review Prerequisite Checklist](#)
- Currently, plans and drawings for minor remodels and repairs are not being accepted for Electronic Plan Review and should continue to be submitted as hard copies (paper plans) through the One-Stop section. Please note that submitting One-stop Plans for Electronic Plan Review will trigger a full plan review and could potentially lengthen the approval process.
- Effective October 01, 2019 all commercial applications must be submitted for electronic plan review and as such, manual submission is no longer supported.
- Submittal of false information will result in invalidation of the application.
- Fields marked with "\*" are required.

**Application**  
Number: 00049681 Date: 07/20/2019 [Google Map](#)  
ILMS Project: 19086821 REMODEL, OFFICE  
Manual/Hard Copy Plan Submission ☐ Electronic/ProjectDox Plan Submission ☒

**Property Information**  
**Owner, Tenant, or Business Name**  
Entity Name Type: Individual ☐ Corporation or Firm ☒  
Corporation or Firm: TEST FOR ILMS UPGRADE 5.69

**Project Address**  
Street # \* 911 Fraction  Pre Dir  Street Name WASHINGTON Street Type Avenue Post Dir  Unit Type  Unit # 5.69  
City HOUSTON Zip Code\* 77002 County\* HARRIS Key Map #  # of Stories

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

 The City has reviewed your plans and found that one or more additional project application need to be created to cater for structure not identified in your application. The additional application requirements have been outlined in the structural plan analyst's comments and are available for review via ProjectDox or via the iPermits plan check comments. Please click the following button to research the requirement. [Review plan review status](#) follows to begin the application process.  
Please click the button that **Create an additional application**

You will be transferred to Application Page 1

To create an additional application, click on the **Create an additional Application** button and you will be transferred to the **Copy this application** page.

The application being copied '00005210' will be converted to a 'Master Application' and the resulting application will be created as a subordinate application.

**Copy & Continue**

**Reset**

Make changes to the project information where necessary and select the **"Copy and Continue"** button to copy the application.

The original application will be converted as a master application and this new application will be created as a sub application.

# Additional Permit Applications for Subprojects

## APPLICATION PROCESS

Enter the info on page 2 and select **Save and Continue** button to go to the **Attach Documents / Finalize Application** page.

[Master Application Recap](#) [Application Page 1](#) [Application Page 2](#)

### 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 \(Business Entity\)](#)
- Completion of this form is a prerequisite for the Commercial Plan Review process.  
[Commercial Construction Plan Review Prerequisite Checklist](#)
- Submittal of false information will result in invalidation of the application.

#### Application

Application Number: 00005223    Date: 05/05/2016    Subordinate to Master Application: 00005210

Project Address: 1002 1/2 WASHINGTON AVE [Google Map](#)

Project Scope: **New Residence**

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

Proposed Occupancy: No change in occupancy

Construction Type: Material Type I

Fire Rating: B' Fire Rating

Square Footage (added):  Total Cost of Improvement

Describe the proposed development\*: NEW RESIDENCE

Sprinkler Installed: ☐ Yes ☒ No    Sprinkler Percentage:     Sprinkler Type:     TDLR Project No:     CO/CC Certificate Requested: ☐ C/O ☐ C/C ☒ None

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 ☐    The Project Manager is yet to be determined ☐

Last First Middle: DOE    JOHN

Street #    Fraction    Pre-Dir    Street Name    Type    Space

Mailing Address:     PO BOX 77406-0240

City: HOUSTON    State: TX    Zip: 77002

Contact\*:

Phone Number\*: 7135357555    Phone Number:  (Numeric Digits Only)

Email Address\*: John.doe@houston.tx.gov

##### 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 ☐    The General Contractor is yet to be determined ☐

Last, First Middle: DOE    JOHN

Street #    Fraction    Pre-Dir    Street Name    Type    Space

Mailing Address:     PO BOX 77406-0240

City: HOUSTON    State: TX    Zip: 77002

Contact:

Phone Number: 7135357555    Phone Number:  (Numeric Digits Only)

Email Address: John.doe@houston.tx.gov

**Save and Continue**

Reset

# Additional Permit Applications for Subprojects

## APPLICATION PROCESS

You can attach any documents associated with this application on this page.

Click on the **Copy this Application** button to create another sub application.

Select the **Return to Master Application Recap** button to see the details about the master and sub project applications

Select the sub application number and go to Page 2 of the application to finalize the sub application.

Master Application Recap

Application Page 1

Application Page 2

Documents Attached

Generate PDF

Attach Documents / Finalize Application

Project Information

Application No:00005223

Upload Additional Documents

Please 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

Browse...

Browse...

Browse...

Note: Uploading documents does not finalize the application

Begin Upload

Copy Feature

This application is part of a larger development, click the following button to begin the sub-application creation process.

Copy this Application

Application Status

Return to Master Application Recap

Master Application (00005210) Subordinate Project Application Recap

This page allows you to view Electronic Plan Review applications that are attached to your user profile. Select the date range that you would like to search. If no date range is selected the search will default to the last year's activity.

Master Application

Master Number:00005210

Date:04/26/2016

ILMS Project No: 16000297

Address:1002 1/2 WASHINGTON AVE

Owner Name:

Please Describe the Proposed Development\*:NEW RESIDENCE

Sub Project Applications

Application Number	Date	Occupant Name	Property Address/Status Comments	Project Number	Estimated Value	Shopping Cart
00005223	05/05/2016	CITY OF HOUSTON- PERMITTING CENTER	1002 1/2 WASHINGTON AVE Application has not been finalized		1,234	
Master application (00005210) estimated value of construction					1,300	
Total development estimated value of construction					2,534	

Application Fee

Please Note:

This master application has been coded as 'New; R-3 Residential Construction'. The stated cost of construction is (\$1,300) dollars. In addition to the 'Master Application', there is one construction sub-project application attached to this master. The estimated total cost of construction for the 'Sub Applications' is 1,234 dollars. The estimated grand total cost of construction of the overall development project is 2,534 dollars. The calculated grand total construction permit fee is 150.10 dollars and the associated 25 percent deposit that must be paid prior to plan submission is 37.52 dollars.

Application has been processed



# Additional Permit Applications for Subprojects

## APPLICATION PROCESS

Please Note: Per your estimate the cost of construction for this application is **\$1,234** dollars. The calculated permit fee is **\$75.05**. A 25% down payment (**\$18.76**) plus an additional **\$27.66** administration fee must be paid prior to building plan submission. The total amount due is fee is **\$46.42**.

Is the proposed construction related to a Houston Airport System, or Metro development contract? If Metro or HAS related, you may optionally click the following check box to request the City review this application and determine if the plan review deposit can be deferred. ☐

Please Note: Selecting the above option will place the application on hold until reviewed by Building Code Enforcement.

☐ 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**

Check the disclaimer box and click the **Finalize Application** button.

Existing Applications					
Dates from 05/05/2015 thru 05/05/2016					
Application Number	Date	Occupant Name	Street Name/Status Comments	Project Number	Sub Projects
00005221	05/05/2016	TEST ITEM 5	911 WASHINGTON AVE Plan review is incomplete	16000313	
00005220	05/05/2016	CITY OF HOUSTON-PERMITTING CENTER	1002 WASHINGTON AVE # FL 2 Plan review is incomplete	16000312	
00005218	04/29/2016	300 MAIN ST LLC	300 MAIN ST Plan review is incomplete	16000308	
00005215	04/28/2016	CITY OF HOUSTON-PERMITTING CENTER	1002 1/2 WASHINGTON AVE Plan review is incomplete	16000302	
00005214	04/28/2016	CERTIFICATION OF ILMS FOR WINDOWS 2010	911 WASHINGTON AVE # 2010 Plan review is incomplete	16000301	
00005213	04/28/2016	TEST ITEM 5	This is a master project 911 WASHINGTON AVE Plan review is incomplete	16000300	1
00005211	04/26/2016	CITY OF HOUSTON-PERMITTING CENTER	1002 1/2 WASHINGTON AVE Plan review is incomplete	16000298	
00005210	04/26/2016	CITY OF HOUSTON-PERMITTING CENTER	This is a master project 1002 1/2 WASHINGTON AVE Plan review is incomplete	16000297	1

Once you finalize the application, you will return to the Existing Applications list page. The application number button changes to **green color** for the master applications

Select the master application number to view the project number for sub application.

**Master Application (00005210) Subordinate Project Application Recap**

This page allows you to view Electronic Plan Review applications that are attached to your user profile. Select the date range that you would like to search. If no date range is selected the search will default to the last year's activity.

**Master Application**

Master Number: **00005210** Date: 04/26/2016 ILMS Project No: 16000297

Address: 1002 1/2 WASHINGTON AVE

Owner Name:

Please Describe the Proposed Development\*: NEW RESIDENCE

**Sub Project Applications**

Application Number	Date	Occupant Name	Property Address/Status Comments	Project Number	Estimated Value	Shopping Cart
00005223	05/05/2016	CITY OF HOUSTON-PERMITTING CENTER	1002 1/2 WASHINGTON AVE	16000316	1,234	
Master application (00005210) estimated value of construction					1,300	
Total development estimated value of construction					2,534	

**Application Fee**

Please Note: This master application has been coded as 'New; R-3 Residential Construction'. The stated cost of construction is **(\$1,300)** dollars. In addition to the 'Master Application', there is one construction sub-project application attached to this master. The estimated total cost of construction for the 'Sub Applications' is **1,234** dollars. The estimated grand total cost of construction of the overall development project is **2,534** dollars. The calculated grand total construction permit fee is **150.10** dollars and the associated 25 percent deposit that must be paid prior to plan submission is **37.52** dollars.

**Application has been processed**

**Back**

Click the subproject's application number to pay for the plan review (PX) fee.

# INDEX

## STANDARD FOLDER STRUCTURE WITH UPLOAD REQUIREMENTS

- ☐ Cover Sheet
- ☐ Documents – No upload.
  - ☐ Prerequisite Check list - **PreReq form 1301 or 1105.**
  - ☐ Utility Letters - **Water and wastewater letter and storm water information form.**
  - ☐ Forms – No uploads.
    - ☐ Energy Forms – **Codes - ComCheck / ResChek, IC3, REMRATE**
    - ☐ Deferred submittal – **Completed Form 1086 form**
    - ☐ Grade and Fill - **Completed Fill & Grade Form CE-1094 form**
    - ☐ Impervious Cover Calculation - **Completed form CE-1248/ Form CE-1207**
    - ☐ Landscape analysis – **Completed Landscape analysis form**
    - ☐ Sound Attenuation - **Completed form CE-1202 form**
  - ☐ Manufacturing Specs - **Walk in coolers specs, vent hoods, prefab metal building plans**
  - ☐ Geotechnical Reports - **Soil Report**
  - ☐ Asbestos Survey - **Report from DSHS Licensed Inspector or Asbestos Free Letter from Engineer or Architect signed, sealed, and dated.**
  - ☐ ARA Application - **Time stamped ARA application**
  - ☐ U.L. Designs – **Fire rated testing criteria**
  - ☐ Owner Statement of Intended Use - **Completed form CE-1120**
  - ☐ Occupant Reduction Letter – **Signed reduced occupant load letter**
  - ☐ Approved Code of Records – **Signed Code of record letter from Building Official**
  - ☐ Approved Alternate Methods - **Letter from Building Official**
  - ☐ Fire Suppression Product Data and Calcs – **Fire Suppression Product Data & calcs**
  - ☐ Miscellaneous – **Other documents that do not have a specific folder**
  - ☐ Applicant Responses – **Applicant Responses only**
  - ☐ Flood
  - ☐ Planning
  - ☐ Traffic
  - ☐ Fire
  - ☐ Health
  - ☐ Urban Forestry

See “*Standard Folder Structure*” for more information regarding upload requirements.

# INDEX

## STANDARD FOLDER STRUCTURE WITH UPLOAD REQUIREMENTS

- ☐ Drawings – No upload.
  - ☐ Index – **Drawing Index only**
  - ☐ General - **Project notes, ADA drawings and notes \_**
  - ☐ Demo - **Demo plans only**
  - ☐ Site Plan - **Site plans only, paving, lot lines, easements**
  - ☐ Architectural - **Elevations, floor plans, design details**
  - ☐ Landscape - **Landscape plans**
  - ☐ Structural - **Engineered drawings structural, load bearing, fire rated**
  - ☐ Electrical – **Electrical load analysts, panel schedule, one-line diagram, power plan**
    - ☐ Low Voltage – **Low voltage electrical plans**
  - ☐ Plumbing – **Plumbing floor plan, riser diagram**
  - ☐ HVAC – **HVAC Floor Plan with layout**
  - ☐ Civil – **Civil site plan, paving plans**
    - ☐ Storm Drainage - **Drainage, grading, retention plans**
    - ☐ Mitigation (if applicable) - **Flood plan**
    - ☐ Water / Wastewater - **Utility plans**
    - ☐ Plat – Survey - **Survey or recorded subdivision plat**
  - ☐ Health – Food and Beverage Services – **Kitchen equipment, Kitchen finishes plans**
  - ☐ Electric Locks – **Electric lock drawings**
  - ☐ Fire Marshal – No upload.
    - ☐ Haz – Mat – **Hazmat drawings**
    - ☐ High – Pile – **High pile drawings, Rack plans**
    - ☐ Standpipes – **Pump Room Details**
    - ☐ Alarm – **Fire alarm plans**
    - ☐ LP Gas – Natural Gas – **LPG tank plans**
  - ☐ Fire Suppression – No upload.
    - ☐ Sprinklers – Above Ground – **Above ground sprinkler plans**
    - ☐ Sprinklers – Add and Relocate – **Add and relocate sprinkler plans**
    - ☐ Underground Fire Lines – **Underground fire line plans**
  - ☐ Urban Forestry – Drawing
  - ☐ Drawings for Reference only – **Separately permitted work such as foundation plans, sitework plans. Also reference drawings for revisions**
  - ☐ Reviewer Attachments
  - ☐ Approved
  - ☐ Quick Review

For further clarification regarding upload requirements please contact the respective business group.

# INDEX

## HOW TO RUN REPORTS IN PROJECTDOX®

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

The screenshot shows the ProjectDox® interface. At the top left is the Houston Public Works logo. The navigation bar includes 'Home', a search icon, a 'Project:' field with 'Enter project name', 'All Tasks', a user icon, 'Logout', and a help icon. Below the navigation bar, there are tabs for 'Standard Task List', 'Tasks', and 'Projects'. The 'Projects' tab is selected. Below the tabs, there are 'Refresh' and 'Save Settings' buttons. On the right, there are 'All' and 'Recent' buttons, and a 'Show 24 records' dropdown. The main table has columns: ACTION, PROJECT, LOCATION, DESCRIPTION, OWNER, STATUS, and CREATE DATE. The first row shows a project with ID 23008204, description UAT, owner Commercial Building, status First Submission Pending, and create date 6/1/23 11:44 AM.

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 report name you wish to run.

The screenshot shows the ProjectDox® interface with the Reports tab selected. The navigation bar is the same as in the previous screenshot. Below the navigation bar, there are tabs for 'Tasks', 'Files', 'Status', 'Info', 'Reports', and 'Discuss'. The 'Reports' tab is selected. Below the tabs, there are 'Refresh' and 'Save Settings' buttons. On the right, there is a 'Main Contact: PROJECTDOX ILMs IPERIMTS PORTAL' link. The main table has columns: ACTION, REPORT NAME, REPORT TYPE, and REPORT DESCRIPTION. The table lists 15 reports. The report 'ProjectFlow - Department Review Status' is highlighted with a red box. At the bottom, there is a pagination bar showing '1 - 15 of 15 records' and navigation buttons.

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



# INDEX

## HOW TO RUN REPORTS IN PROJECTDOX®

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

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**

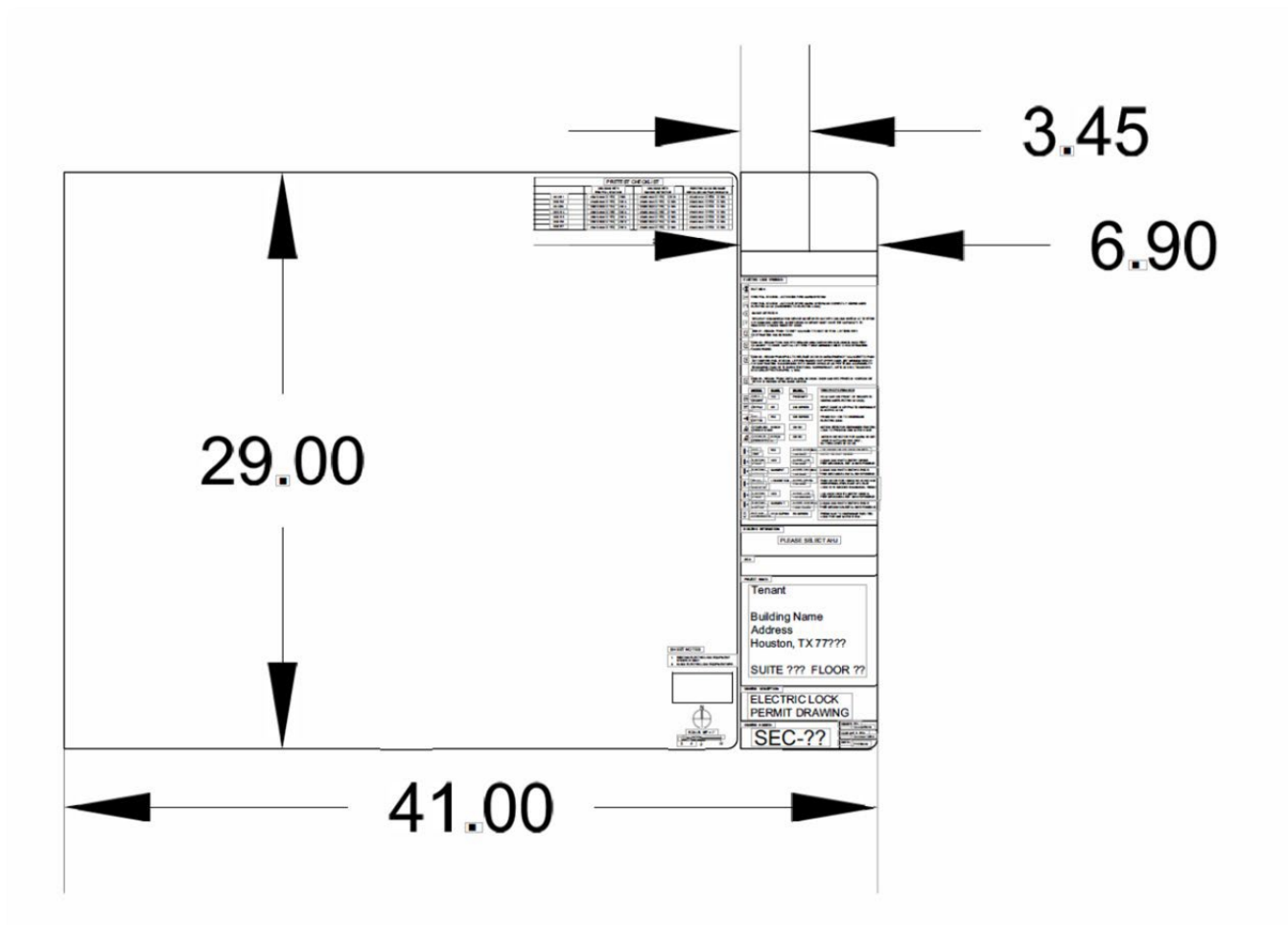
Completed Submission (Prescreen): **0 days 23.5 hrs**

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

# INDEX

STANDARD BORDER-DETAIL EXAMPLE





# HOUSTON PUBLIC WORKS

Houston Permitting Center

Thanks for using electronic plan review!

*If you need further assistance, please contact us via email at  
[residential.planreview@houstontx.gov](mailto:residential.planreview@houstontx.gov)*



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**1002 Washington Avenue  
Houston, Texas 77002**

**832.394.9000**

**[houston.permittingcenter@houstontx.gov](mailto:houston.permittingcenter@houstontx.gov)**

**[www.houstonpermittingcenter.org](http://www.houstonpermittingcenter.org)**