



**HOUSTON
PUBLIC WORKS**

Houston Permitting Center

Sign Administration Plan Review

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



**SAVE PAPER, HELP THE
ENVIRONMENT!**

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Overview

ELECTRONIC PLAN REVIEW

This document will guide first-time users through the electronic plan review (EPR) process for **on-premises signs only**, including wall, projecting, marquee, directional and ground signs. Off-premises signs must follow the current manual process (i.e. via paper plans).

Two online systems are used to complete the steps in the EPR process **iPermits** and **ProjectDox**. The iPermits portal is used for the completion of permit applications, address verification and payments. The ProjectDox system is used to upload plans, receive and respond to comments. Approved plans, permits & site verification sheets are accessed via iPermits.



iPermits Registration

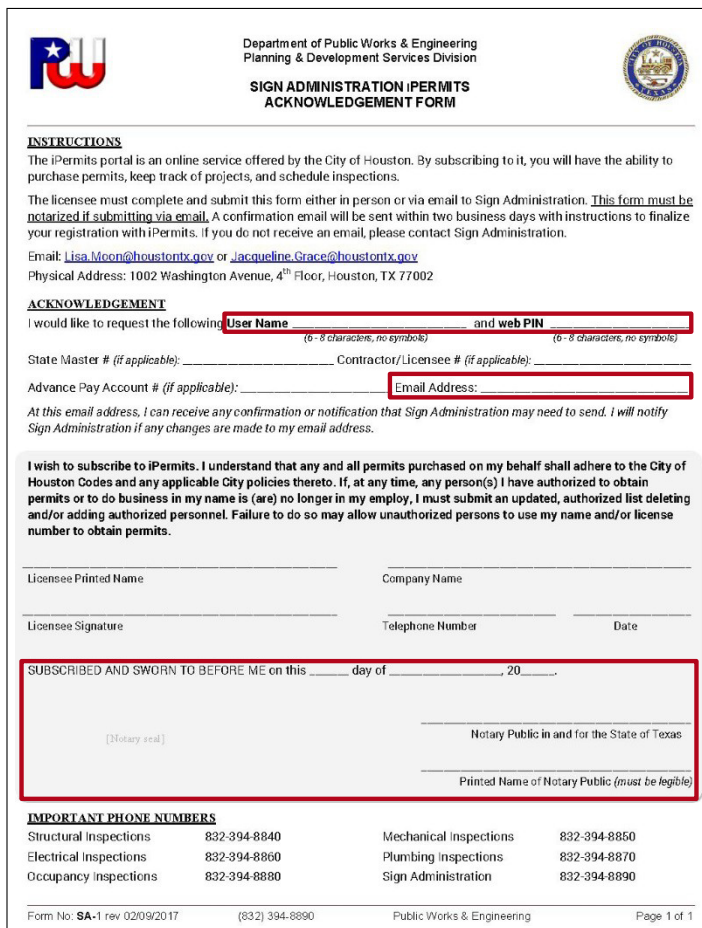
STEP 1: CREATE A COMPANY PROFILE

A company and its users must be registered for iPermits before an application can be submitted. If your company is already registered, please skip to page 9.

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

- signadministration@houstontx.gov

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



The form is titled "SIGN ADMINISTRATION iPERMITS ACKNOWLEDGEMENT FORM" and is issued by the Department of Public Works & Engineering, Planning & Development Services Division. It includes a header with the City of Houston logo and a seal. The form contains several sections: "INSTRUCTIONS" explaining the iPermits portal and the need for notarization if submitted via email; "ACKNOWLEDGEMENT" with fields for User Name, Web PIN, State Master #, Contractor/Licensee #, Advance Pay Account #, and Email Address; a subscription statement; a notary section for signing and notarizing; and a table of "IMPORTANT PHONE NUMBERS" for various inspection types. The form number is SA-1 rev 02/09/2017, and it is page 1 of 1.

INSTRUCTIONS

The iPermits portal is an online service offered by the City of Houston. By subscribing to it, you will have the ability to purchase permits, keep track of projects, and schedule inspections.

The licensee must complete and submit this form either in person or via email to Sign Administration. This form must be notarized if submitting via email. A confirmation email will be sent within two business days with instructions to finalize your registration with iPermits. If you do not receive an email, please contact Sign Administration.

Email: Lisa.Moon@houstontx.gov or Jacqueline.Grace@houstontx.gov
Physical Address: 1002 Washington Avenue, 4th Floor, Houston, TX 77002

ACKNOWLEDGEMENT

I would like to request the following User Name and web PIN
(6-8 characters, no symbols) (6-8 characters, no symbols)

State Master # (if applicable): _____ Contractor/Licensee # (if applicable): _____

Advance Pay Account # (if applicable): _____ Email Address: _____

At this email address, I can receive any confirmation or notification that Sign Administration may need to send. I will notify Sign Administration if any changes are made to my email address.

I wish to subscribe to iPermits. I understand that any and all permits purchased on my behalf shall adhere to the City of Houston Codes and any applicable City policies thereto. If, at any time, any person(s) I have authorized to obtain permits or to do business in my name is (are) no longer in my employ, I must submit an updated, authorized list deleting and/or adding authorized personnel. Failure to do so may allow unauthorized persons to use my name and/or license number to obtain permits.

Licensee Printed Name _____ Company Name _____

Licensee Signature _____ Telephone Number _____ Date _____

SUBSCRIBED AND SWORN TO BEFORE ME on this _____ day of _____, 20____.

[Notary seal] _____ Notary Public in and for the State of Texas

Printed Name of Notary Public (must be legible) _____

IMPORTANT PHONE NUMBERS

Structural Inspections	832-394-8840	Mechanical Inspections	832-394-8850
Electrical Inspections	832-394-8860	Plumbing Inspections	832-394-8870
Occupancy Inspections	832-394-8880	Sign Administration	832-394-8890

Form No: SA-1 rev 02/09/2017 (832) 394-8890 Public Works & Engineering Page 1 of 1

Choose a **User Name** and **Web PIN** that is between six to eight characters in length and does not contain symbols (ex: #, %, &, @, etc.).

To prevent unauthorized use, do not share the Web PIN.

Provide an **Email Address** where you can receive direct communication from Sign Administration staff.

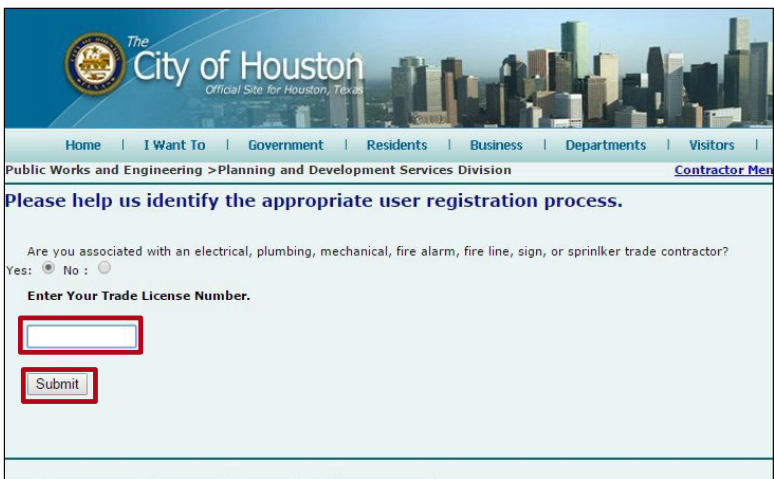
iPermits Registration

STEP 2: CREATE A SECURITY ADMINISTRATOR



Once the iPermits Acknowledgment form has been processed, instructions will be emailed to the user to complete a user profile.

From the [iPermits login page](#), select the link **Click here to register** next to *First-time user?*



On the next screen, select Yes to the first question: Are you associated with an electrical, plumbing, mechanical, fire alarm, fire line, sign or sprinkler trade contractor?

Then enter the company's **license number** and click on **Submit button**.



The first person to create a user profile under a company will be assigned the role of Security Administrator by default.

iPermits Registration

STEP 2: CREATE A SECURITY ADMINISTRATOR

The screenshot shows the 'Create a User Profile for a Licensed User' page on the City of Houston iPermits website. The page is titled 'Create a User Profile for a Licensed User' and includes a yellow warning box with instructions. The main form is divided into three sections: Licensee and related companies, License Information, and User Information. The Licensee section shows a dropdown menu for selecting a license entry. The License Information section includes fields for License No., License Type, Email Address, and iPermits PIN. The User Information section includes a Security Level selection, User ID, Password, Confirm, and various contact fields. A 'Submit Add' button is at the bottom.

Create a User Profile for a Licensed User
Please read the following information before proceeding

- Only a License holder should complete this page.
- Fields marked with * are required.
- The license provided must be valid and registered with the appropriate City of Houston Inspection Group.
- The [iPermits Acknowledgement Letter](#) is a prerequisite and must be completed and submitted to the City prior to user registration.

Licensee and related companies with license # 12345678

1 Select the desired entry

12345678ESM - HOTWIRED, JOEY
12345678FMO - FIRE, BILL
12345678FSC - MARSHAL, FIRE TEST
12345678GS - SIGNS R US - TEST
12345678HAB - TEST, HABITABILITY AGENT

License Information

License No.: 12345678 License Type: GS

Email Address: bi*****@houston.tx.gov

2 iPermits PIN: If you do not know the Pin number you may select the following option:
PIN Override ☐ I do not know the PIN. Please proceed with the registration but email the company's security administrator and request he/she activate this user profile.

PLEASE NOTE If a security administrator has not been identified for this license as of yet you will need to contact the appropriate City of Houston support staff to activate the user profile. If a security administrator has been assigned he/she will be emailed and asked to complete the registration process.

User Information

3 Security Level: ☒ This is my license. Do not restrict user access.
☐ The user being added is a staff member. Restrict his/her web portal access rights to my license

4 User ID: Password: Confirm:

Email Address: *
First Name: * Middle: Last: *
Phone Number: * Fax Number: *
Mailing Address: *
City: * State: * Zip: *
Company Name: *

5 Submit Add

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1. Select the appropriate company and licensee from the list. The license information will display below.
2. Enter the **iPermits PIN** submitted with the iPermits Acknowledgment from.
3. Under **Security Level** select the option: *This my license. Do not restrict user access.*
4. Enter the **User ID** submitted with the iPermits Acknowledgment form. Choose a **Password** between 6-8 characters (no symbols).
5. Complete the remaining required fields and click on the **Submit Add** button.



The Security Administrator is responsible for managing corporate users, overseeing the advance pay account, and associating other licensed contractors or companies to the company profile. This role may be re-assigned once additional users are registered.

iPermits Registration

STEP 3: REGISTER ADDITIONAL USERS

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

Please help us identify the appropriate user registration process.

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

Enter Your Trade License Number.

Additional company users may self-register for iPermits under the company's license number. From the [iPermits login](#) page, select the link **Click here to Register**.

Answer **Yes** to the first question. Enter the company's license number and click on the **Submit** button.

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

Create a User Profile for a Licensed User
Please read the following information before proceeding

- Only a License holder should complete this page.
- Fields marked with "*" are required.
- The license provided must be valid and registered with the appropriate City of Houston Inspection Group.
- The [iPermits Acknowledgement Letter](#) is a prerequisite and must be completed and submitted to the City prior to user registration.

Licensee and related companies with license # 12345678

1 Select the desired entry

12345678ESM - HOTWIRED, JOEY
12345678FMO - FIRE, BILL
12345678FSC - MARSHAL, FIRE TEST
12345678GS - SIGNS R US - TEST
12345678HAB - TEST, HABITABILITY AGENT

License Information

License No.: 12345678 License Type: GS
Email Address: bi*****@houstontx.gov
iPermits PIN: If you do not know the Pin number you may select the following option:
2 ☒ PIN Override

PLEASE NOTE If a security administrator has not been identified for this license as of yet you will need to contact the appropriate City of Houston support staff to activate the user profile. If a security administrator has been assigned he/she will be emailed and asked to complete the registration process.

User Information

3 Security Level: ☐ This is my license. Do not restrict user access.
☒ The user being added is a staff member. Restrict his/her web portal access rights to my license

4 User ID: Password: Confirm:

Email Address: First Name: Middle: Last: Phone Number: Fax Number: Mailing Address: City: State: Zip: Company Name:

5

1. Select the appropriate company and licensee from the list. The license information will display below.
2. Check the box for **PIN OVERRIDE**.
3. Under **Security Level** select the option: The user being added is a staff member. Restrict his/her web portal access rights to my license.
4. Choose a **User ID** and **Password** between 6-8 characters.
5. Complete the remaining required fields and click on the **Submit Add** button.
6. The account is now pending activation by the Security administrator(s).

iPermits Registration

STEP 3: REGISTER ADDITIONAL USERS

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iPermits Online Service Menu

User Profile
You are: **SIGNS01**
[Edit User Profile](#)
[User Document Catalog](#)
Corporate User Roster 1
[Licensees Associate with your User-ID](#)
[Users Associated with a License](#)
[Companies Associated with a License](#)

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

Enter the Desired Date Range (blank defaults to the last year)
From 11/22/2015 Thru 11/22/2016 (mm/dd/yyyy)

Online Services
[Free Estimated Reports](#)
Permit Questions
Review Open Permits
Review Project History
Review Plan Review Status

1. The Security Administrator (SA) will receive an email whenever a new user account is requested. To approve a request, the SA will log into iPermits and select **Corporate User Roster** from the *iPermits Online Service Menu*.
2. Click on the **User-ID** with the *Pending Activation* status.
3. Change the **User Status** to *Active*. Optionally, you may assign the role of **Corporate Security Administrator** to the new user by checking the box.
4. Select the **Update Profile** button to complete activation.

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iPermits Corporate User Management

This page allows you to manage the iPermit Users associated with your company

Company: **SIGNS R US - TEST** [Refresh List](#) [Company Maintenance](#) [Company Documents](#)

User-ID	User Name	Branch	Security Administrator
SIGNS01	SIMMONS BILLY	MAIN	Yes
SIGNS03	USER SIGN	MAIN	Yes
SIGNS04	HASSETT KATRINA (Pending Activation)	MAIN	

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Corporate Information

Company ID: 00004432
Company Name: *SIGNS R US - TEST
Company Address: 1002 WASHINGTON AVE MAIN
City: HOUSTON State: TX Zip: 77002
Main Phone Number:
Branch Name: MAIN [Delete Company Relationship](#)

User Information

User ID: SIGNS04 User Status: Active **Corporate Security Administrator** ☒ 3
Email Address: @gmail.com
First Name: *KATRINA Middle: Last: HASSETT
Phone Number: * Fax Number:
Mailing Address: * 1002 WASHINGTON AVENUE
City: HOUSTON State: TX Zip: 77002

License Number	License Type	Licensee Name	License Status	Allow User Access
12345678	GS	SIGNS R US - TEST	License in good standing	<input checked="" type="checkbox"/>

4 [Update Profile](#)

[Grant User Access To Additional Licenses Numbers](#)

[Clear](#)



To remove a user, change the user status to Inactive and un-check the box for Allow User Access to the company's license(s).

Application Process

SIGN PERMIT APPLICATION

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iPermits Online Service Menu

[NS01](#)

[file](#)

[nt Catalog](#)

[er Roster](#)

[ociate with](#)

[ted](#)

[E](#)

[Building Permit 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 iPermits Portal account.

Under the iPermits Online Service Menu, click on the **Sign Administration Plan Review Application** button.

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Electronic Sign Permit Applications

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

[Begin New Application](#)

Existing Applications

Dates from 03/23/2016 thru 03/23/2017

[Begin New Application](#)

Application Number	Date	Occupant Name	Street Name/Status Comments	Project Number	Sub Projects	Shopping Cart
00013437	03/08/2017	2017 ILMS MONTHLY UPGRADE	910 WASHINGTON AVE UNIT 2017 Sales Order Pending Payment			01422981
00013315	03/05/2017	PRODUCTOX PRODUCTION REBOOT	910 WASHINGTON AVE UNIT 5.26 Application is incomplete			
00013302	03/04/2017	SIGNS BILLING INVOICE	910 WASHINGTON AVE UNIT 5.265 Application is incomplete			
00013070	02/23/2017	PRODUCTOX PRODUCT, ON SIGNS TES T	910 WASHINGTON AVE UNIT 5.165 Sales Order Pending Payment			01412685
00013069	02/23/2017	PROJECTOX PRODUCT, ON SIGNS TES T II TAGS	910 WASHINGTON AVE UNIT 5.225 Application is incomplete			
00012815	02/10/2017	PROJECTOX PRODUCTION SIGNS TEST II TAGS	Associated master application is 00012814 910 WASHINGTON AVE UNIT 5.225	17014606		
00012814	02/10/2017	PROJECTOX PRODUCTION SIGNS TEST II TAGS	This is a master application 910 WASHINGTON AVE UNIT 5.225 Plan review is incomplete	17014605	1	
00012528	01/29/2017	SIGNS TEST FOR HISTORICAL HOLD	410 W MAIN ST # HABIT Plan review is incomplete	17009465		
00012020	01/08/2017	SIGNS TAG TEST	Associated master application is 00012019 910 WASHINGTON AVE UNIT TAG Plan review is incomplete	17001981		
00012019	01/08/2017	SIGNS TAG TEST	This is a master application 910 WASHINGTON AVE UNIT TAG	17001980	1	
00012017	01/07/2017	SIGNS TAG TEST	Associated master application is 00012016 910 WASHINGTON AVE UNIT TAG Plan review is incomplete	17001973		

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



A list of existing Sign applications will display with their status in red. Click on an application number to continue the process.

Application Process

ADDRESS SEARCH



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On Premise Sign Administration Project Application - Address Search

ADDRESS SEARCH OR ASSIGNMENT

All On-Premise sign project applications will be associated with a specific address. Using the below search feature, enter the physical address of where the sign currently exists or will be erected.

For address related assistance please email 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:

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

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

Note: If a direction is part of the street name (North Sam Houston Parkway, East Freeway, etc.), spell out the word.



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On Premise Sign Administration 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@houston.tx.gov for assistance.

Street List

Qualified Street Names
Address
WASHINGTON AVE

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 Addressing team Hpcaddressing.team@houston.tx.gov for assistance.



All Sign applications must be associated with an address and a Certificate of Occupancy (CO). An erroneous address can delay the review process.

Application Process

CO SELECTION

On Premise Sign Administration 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

Address	Qualified Addresses
	Name on Situs
902 WASHINGTON AVE	AMTRAK(NATIONAL RAILROAD PASSENGER CORP)
908 1/2 WASHINGTON AVE	
909 WASHINGTON AVE	CENTER POINT ENERGY
909 WASHINGTON AVE ROW	CENTERPOINT ENERGY
909 WASHINGTON AVE SWA	STORM WATER, APPLICATION
910 WASHINGTON AVE	U S POSTAL SERVICES
910 WASHINGTON AVE STE 1	PROJECTDOX PRODUCTION TEST
910 WASHINGTON AVE STE 5.18	PROJECTDOX PRODUCTION TEST
910 WASHINGTON AVE UNIT1	PROJECTDOX TEST PROJECTS
910 WASHINGTON AVE UNIT2017	2017 ILMS MONTHLY UPGRADE
910 WASHINGTON AVE UNITS.16	SOLAR, TEST
910 WASHINGTON AVE UNITS.165	PRODUCTDOX PRODUCTION SIGNS TEST
910 WASHINGTON AVE UNITS.195	PRODUCTDOX PRODUCTION SIGNS TEST
910 WASHINGTON AVE UNITS.225	PROJECTDOX PRODUCTION SIGNS TEST II TAGS
910 WASHINGTON AVE UNITS.235	PRODUCTDOX PRODUCTION REBOOT
910 WASHINGTON AVE UNITBCE	PRODUCTDOX PRODUCTION FOR BCE OVERRIDE
910 WASHINGTON AVE UNITPDOX	PROJECTDOX 114 SCREEN UPDATE PROJECT TWO
910 WASHINGTON AVE UNITPDOX1	PROJECTDOX OVERRIDE
910 WASHINGTON AVE UNITTAG	SIGNS TAG TEST
911 WASHINGTON AVE	TESTING PROJECTS FOR ILMS-BUNDLING
911 WASHINGTON AVE 2010	CERTIFICATION OF ILMS FOR WINDOWS 2010
911 WASHINGTON AVE 2015	TESTING PROJECTS FOR 2015 FEE INCREASE
911 WASHINGTON AVE 2015	2015 PROJECT NUMBE R
911 WASHINGTON AVE 4.81	TESTING PROJECTS FOR ILMS GIS FEATURES
911 WASHINGTON AVE 4.82	BCE CONSTRUCTION CONTRACTOR SELECTION
911 WASHINGTON AVE 4.87	TESTING PROJECTS FOR ILMS 4.87 UPGRADE
911 WASHINGTON AVE 4.88	TESTING PROJECTS FOR ILMS 4.88 UPGRADE
911 WASHINGTON AVE 4.90	TESTING PROJECTS FOR ILMS 4.90 UPGRADE
911 WASHINGTON AVE 4.91	TESTING PROJECTS FOR ILMS 4.91 UPGRADE 3-2
911 WASHINGTON AVE 4.91	TESTING PROJECTS FOR ILMS 4.91 UPGRADE 4-1

From the generated list, click on 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 via email at Hpcaddressing.team@houstontx.gov for assistance

Sign Administration - C/O Project Selection

Please select the appropriate occupancy project

Address Information

Occupant: PROJECTDOX PRODUCTION TEST

Property Address: 910 WASHINGTON AVE STE# 1

City/State/Zip: HOUSTON, TX 77002

Tax Assessor No: - - -

Subdivision Name:

Project History

Project No	Project Date	Group	Pmt Type	Permit Use/Description	Status
15057609	05/29/2015	Building	CO	REMODEL, RETAIL	Active

Back

Select the appropriate **Project No.** which corresponds to the Certificate of Occupancy (CO) for that address.

Click on the **Back** button to return to the list of qualified addresses. If a project number is not listed, it is important to confirm that a CO exists for that address. Please contact Occupancy Inspections Section or Open Records Section for further assistance.

Application Process

SIGN PERMIT APPLICATION – PAGE 1

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Application List

On-Premise Sign 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.
For **General Inquiries** please contact Sign Administration at 832-394-8890 or [Sign Administration](#).

Please read the following information before proceeding

- Fields marked with "*" are required.
- Submittal of false information will result in invalidation of the application.

Application

Property Information

Owner, Tenant, or Business Name
Entity Name Type: Individual ☐ Corporation or Firm ☒
Corporation or Firm: PROJECTDOX PRODUCTION TEST

Project Address

Street #: 910 Fraction: Pre-Dir: Street Name: WASHINGTON Street Type: Avenue Post Dir: Unit Type: Suite: Unit #: 1
City: HOUSTON Zip Code: 77002 County: HARRIS

Sign Contractor License Select

12345678GS - SIGNS R US - TEST Occupancy Project: 15057609

Responsible Parties

Applicant Information

Entity Name Type: Individual ☐ Corporation or Firm ☒
Corporation or Firm: SIGNS R US
Street #: 1002 Fraction: Pre-Dir: Street Name: WASHINGTON Type: Avenue Space: 360
Mailing Address: 1002 City: HOUSTON State: TX Zip: 77002
Phone Number: 8323949011 Phone Number: (Numeric Digits Only)
Email Address: ken.porter@houston.tx.gov

Relationship to project

☐ Owner ☒ Contractor ☐ Agent ☐ Other

Owner Information

Entity Name Type: Individual ☐ Corporation or Firm ☒
Corporation or Firm: City of Houston
Street #: 1002 Fraction: Pre-Dir: Street Name: Washington Type: Avenue Space: 360
Mailing Address: 1002 City: Houston State: TX Zip: 77002
Contact: John Smith
Phone Number: 8323948890 Phone Number: (Numeric Digits Only)
Email Address: houstonpermittingcenter@houston.tx.gov

Billing Information

Entity Name Type: Individual ☒ Corporation or Firm ☐
Last, First Middle: Smith, John
Street #: 1002 Fraction: Pre-Dir: Street Name: Washington Type: Avenue Space: 360
Mailing Address: 1002 City: Houston State: TX Zip: 77002
Contact: John Smith
Phone Number: 8323948890 Phone Number: (Numeric Digits Only)
Email Address: houstonpermittingcenter@houston.tx.gov

Save & Continue

Reset

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1. Choose the **County** in which the project is located - only. **Do not change any of the pre-populated fields in the address section.** (Note: You must select the County from the County* drop-down list.)
2. Choose the appropriate contractor license from the drop-down list.
3. Select the applicant's **Relationship to project**.
4. If the applicant is not the owner, complete the Owner Information fields.
5. Complete the Billing Information fields. An accurate billing address is required for annual renewal invoicing.
6. Once all required fields are completed, click the Save & Continue button to go the next page.

Application Process

SIGN PERMIT APPLICATION – PAGE 2

On-Premise Sign Permit Application - Page 2 of 2 - Sign Attributes

Application Number: 00013762 Date: 03/23/2017
 Address: 910 WASHINGTON AVE STE# 1
 Occupant Name: PROJECTDOX PRODUCTION TEST
 Project Description*: New illuminated ground sign, 2 face, 1 pole, 10x5x20. Get Your Permits Here **1**

Sign Electrical Master License Select
 - select the appropriate license
 If the proposed electrical master is not associated with your user profile and can optionally manually supply an electrical contractor license number and type
 Electrical Master License No: 01234567 License Type: EM **3**
 Sign Category B **2** Review sign category guidelines

Sign 'A'
 Sign Type: New **4** Ground
 Illumination Method: Internal Illumination
 Sign Message: Get Your Permits Here
 Sign Attributes:
 Width (feet): 10 Height (feet): 5 Maximum Height (feet): 20
 Faces: 2 Number of Poles: 1
 Select the following items for sign refurbishment projects
 Refurb Type: ☐
 Project No.: -

Sign 'B'
 Sign Type:
 Illumination Method:
 Sign Message:
 Sign Attributes:
 Width (feet):
 Height (feet):
 Maximum Height (feet):
 Faces:
 Number of Poles:
 Select the following items for sign refurbishment projects
 Refurb Type: ☐
 Project No.: -

Sign 'C'
 Sign Type:
 Illumination Method:
 Sign Message:
 Sign Attributes:
 Width (feet):
 Height (feet):
 Maximum Height (feet):
 Faces:
 Number of Poles:
 Select the following items for sign refurbishment projects
 Refurb Type: ☐
 Project No.: -

Sign 'D'
 Sign Type:
 Illumination Method:
 Sign Message:
 Sign Attributes:
 Width (feet):
 Height (feet):
 Maximum Height (feet):
 Faces:
 Number of Poles:
 Select the following items for sign refurbishment projects
 Refurb Type: ☐
 Project No.: -

Sign 'E'
 Sign Type:
 Illumination Method:
 Sign Message:
 Sign Attributes:
 Width (feet):
 Height (feet):
 Maximum Height (feet):
 Faces:
 Number of Poles:
 Select the following items for sign refurbishment projects
 Refurb Type: ☐
 Project No.: -

5 Update
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 Site best viewed at 1280 x 1024 screen size

1. Enter a Project Description.
2. Enter the appropriate Sign Category. Click on the Review sign category guidelines button for assistance.
3. If the sign requires illumination an Electrical Master must be identified on the application.
 - If electrical master licenses have been associated with the Sign company profile, choose the appropriate license number from the drop-down list.
 - Otherwise, enter the electrical master's license number and license type (i.e. EM, EMS, ESM, or ESS) for the project.
4. Enter all sign attributes, messages, sign types, and illumination methods for up to five signs.

Note: Never check the Refurb box or select a Project No. unless it's for a bona fide Refurb.

** To get a project staged for a Refurb, or for questions, contact the Plan Analyst Supervisor.*

5. Once all required fields are completed, click the Update button. The page will refresh.



You will receive a project number for each sign entered. If you require more than five signs, please submit multiple applications.

Application Process

GENERATE AFFIDAVIT

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

Application List | Application Page 1 | Application Page 2 | Documents Attached | **Generate PDF** | Log Off

On-Premise Sign Permit Application - Page 2 of 2 - Sign Attributes

Application Number: 00013762 Date: 03/23/2017

Address: 910 WASHINGTON AVE STE# 1

Occupant Name: PROJECTDOX PRODUCTION TEST

Project Description*: New illuminated ground sign, 2 face, 1 pole, 10x5x20, Get Your Permits Here

After the page refreshes, two additional buttons will now appear at the top of page.

PLEASE DO NOT UPLOAD ANY FILES OR DRAWINGS IN THE DOCUMENTS ATTACHED PAGE.

1. Click the **Generate PDF** button.

Application: 00013762 1 / 1

ON-PREMISE SIGN PERMIT APPLICATION Application No: 00013762

1002 Washington Ave. 4th Floor - Houston, TX 77002 Phone: 832-394-8890 Monday - Friday 7:30 am - 4:00 pm

☐ Category A ☒ Category B ☐ Category C ☐ Category D ☐ Changeable Message Sign

APPLICANT
Sign Company: SIGNS R US
Contact: JANE DOE
Address: 1002 WASHINGTON AVE
City, ST, Zip: HOUSTON, TX 77002
Sign Co. License: 12345678
E-Mail: katrina.hassett@houston.tx.gov
Office Phone: (832)394-9000
Cell Phone#:

PROPERTY
Owner Name: PROJECTDOX PRODUCTION TEST
Address: 910 WASHINGTON AVE
City, ST, Zip: HOUSTON, TX 77002
Billing Name:
Address:
City, ST, Zip:

Sign Type
FC = Face Change N1 = Ground N2 = Roof N3 = Wall N4 = Projecting N5 = Marquee N6 = Portable N7 = Directional

Sign A ☒ New Electrical **Sign B** ☐ New Electrical **Sign C** ☐ New Electrical **Sign D** ☐ New Electrical **Sign E** ☐ New Electrical

Sign Type N1 Sign Type Sign Type Sign Type Sign Type
Width 010 Ft 00 In Width Ft In Width Ft In Width Ft In Width Ft In
Height 005 Ft 00 In Height Ft In Height Ft In Height Ft In Height Ft In
Max HT 020 Ft 00 In Max HT Ft In Max HT Ft In Max HT Ft In Max HT Ft In
Faces 2 Poles 1 Faces Poles Faces Poles Faces Poles Faces Poles
Project# Project# Project# Project# Project#

SIGN MESSAGE(S)

A Get Your Permits Here **D**
B **E**
C Other

FC/Reburb - Ref.# A B C D E

Electronic (LED) Signs - Changeable Message and High Technology Acknowledgement Receipt

"Notice is hereby given to the sign owner, occupant or leaseholder about the Houston Sign Code Regulations, rules, or ordinances pertaining to changeable messages. The lighting of the sign and sign structure must comply with Section 4611(b) of the Houston Sign Code regulations.

SECTION 4611--ON-PREMISE SIGNS

(h) Changeable Message and High Technology Signs. Save and except for signs erected pursuant to the provisions of Section 4620, the following provisions shall apply to all existing and new changeable message and high technology signs:

(1) Blinking, rotating, moving, chasing, flashing, glinting, strobe, scintillating, or spot lights are prohibited.

(2) Lights or colored elements creating a continuously moving, shimmering, or prismatic effect, or the use of rotating or moving parts in association with such lights or colored elements, are prohibited.

(3) A changeable message sign may not change the message more often than every five minutes and must change the message within one second or less; a high technology sign may not change the message without a new permit.

(4) Brightness limits shall be set at a maximum of 6500 nits between sunrise and sunset, and at a maximum of 1250 nits between sunset and sunrise, and each sign shall be fitted with a qualified light sensing device to automatically adjust the brightness in accordance with these standards.

Person or persons responsible for the sign must sign this acknowledgment upon submitting the application. A citation will result for any future violation(s). If you disagree with the interpretation by the City of Houston Sign Administration, you have the right to appeal in accordance with Section 4604(e) of Houston Sign Code Regulations.

2 Printed Name _____ Signature _____ Phone # _____

3 Sworn to and subscribed before me by said _____ on _____ of 20____

PRINT OWNER NAME/AGENT/LESSEE OF PREMISE PRINT SIGN REPRESENTATIVE

Owner's Signature/Agent/Lessee of Premise NOTARY PUBLIC in and for the State of Texas

Sign Representative Signature NOTARY PUBLIC in and for the State of Texas

2. From the pop-up window, print or save the application.

3. If any proposed sign is either a High Technology or Changeable Message Sign, the client (business owner or location manager) must complete the **Changeable Message and High Technology Acknowledgment Receipt**.

4. All applicants must sign and notarize the **Affidavit**.

5. Scan and save the notarized application to your computer.

Note: Scanning is accomplished via a conventional image scanner - *not* digital image capturing via Smart Phone or digital camera.

Application Process

FINALIZE APPLICATION- PAGE 2

1. To finalize and submit the application to Sign Administration scroll to the bottom of **APPLICATION PAGE 2** and click on the **Finalize Application** button.

Upon finalizing the application, the plan exam fee and site inspection fee are due.

Sales Order	Type	Date	Holds Appvd	Customer / Contractor of Record (Permit emailed to)	Update Required	Fee / Amount Paid	Select to Pay
02528940	Sign Plan Review	08-MAY-2020	No Holds	12345678-GS SIGNS HPC - TEST billy.simmons@houston.tx.gov 911 WASHINGTON AVE UNIT 5.74		\$201.40	<input checked="" type="checkbox"/>

- If the application needs to be updated, proceed to the Shopping Cart Maintenance screen and click-on the sales order button.

A new screen opens, with a **Delete This Sales** Order button. Click on that button to delete the sales order and unlock the application pages. Update the application, then repeat Step 1.

Pay the Fees

CREDIT CARD OR E-CHECK

Upon finalizing the application, the plan exam fee and site inspection fee are due.

Permits Shopping Cart Maintenance
Sales Order Payment Selection

Create a New ILMS Shopping Cart

Shopping Cart No: 02190070

Return to Shopping Cart List Maintenance

Created: 10/01/2019

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

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

Recalculate

View the payment transmittal

Charge This to My APA Account

Make Online Payment via Credit Card or Electronic Check

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

Processed payments are indicated by a project number in red

ILMS Shopping Cart Online Payment Processing

Payment Selection

Shopping Cart No: 02218046

Return to Shopping Cart Maintenance

Created: 11/15/2019

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

Payment Processed:

CC Holder Type: Individual ☒ Corporation or Firm ☐

Last, First Middle: PROJECTDOX, PROJECTDOX, TESTER1

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

Billing Zip Code: 77002 - 0000

Shopping Cart Amount Due 74.33

Update Payer Information

Continue the Credit Card/Electronic Check Payment Process

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

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

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

Pay the Fees

ADVANCED PAYMENT ACCOUNT

iPermits Shopping Cart Maintenance
Sales Order Payment Selection

Create a New ILMS Shopping Cart

Shopping Cart No: 01350377 Return to Shopping Cart List Maintenance

Created: 01/03/2017

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
01435301	Sign Plan Review	03-JAN-2017	No Holds	12345678-GS SIGNS R US - TEST billy.simmons@houston.tx.gov 1002 WASHINGTON AVE		\$189.93	<input checked="" type="checkbox"/>
01435302	Sign Plan Review	03-JAN-2017	No Holds	12345678-GS SIGNS R US - TEST billy.simmons@houston.tx.gov 1002 WASHINGTON AVE		\$108.93	<input checked="" type="checkbox"/>
Shopping Cart Amount Due						\$298.84	

Recalculate

View the payment transmittal

Charge This to My APA Account

Make Online Payment via Credit Card or Electronic Check

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

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

- If the application needs to be updated, click-on the sales order button. A new screen opens, with a **Delete This Sales Order** button. Click on that button to delete the sales order and unlock the application pages.

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

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

ILMS Shopping Cart APA Payment
Payment Selection

ILMS Shopping Cart: 01350377 Return to Shopping Cart Maintenance

Created: 01/03/2017

E-Pay Completed:

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

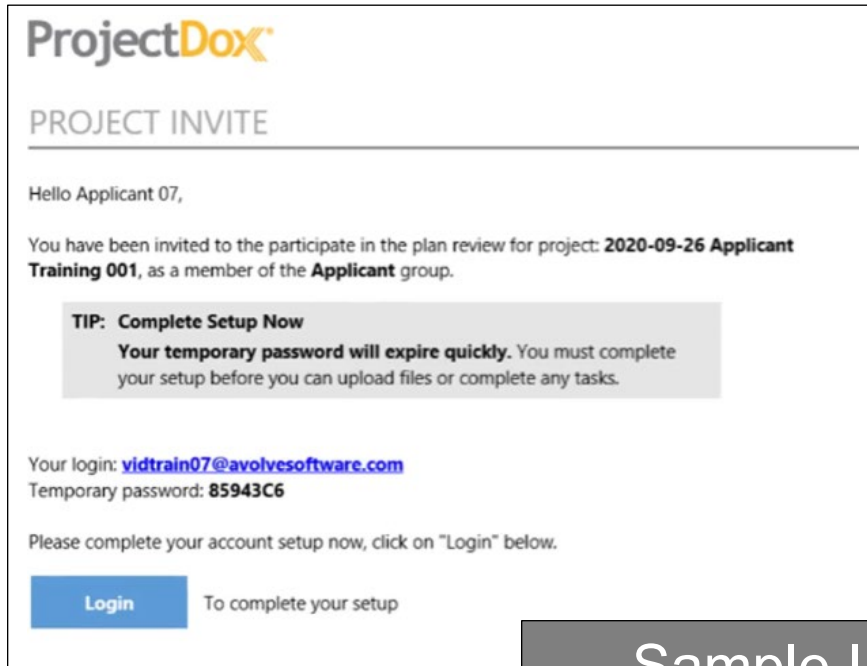
Select	APA Account	Type	Name	Account Balance
<input checked="" type="radio"/>	12345678	GS	SIGNS R US - TEST	9,596.57
Shopping Cart Amount Due				\$298.84

Submit APA Payment

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

ProjectDox Set Up

NEW USER ACCOUNT



Sample Invitation

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

First time users should note:

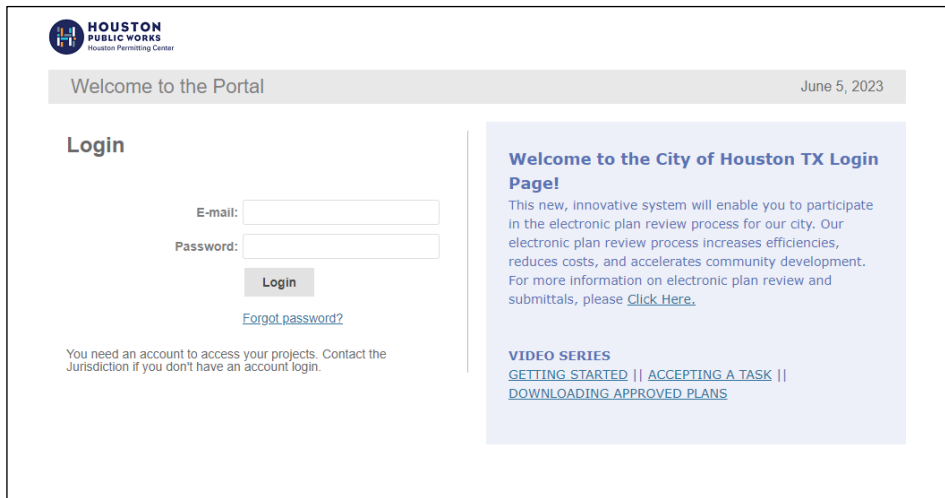
- ProjectDox® uses pop-up windows. Configure your browser's pop-up blocker to allow for pop-ups for the ProjectDox® site. If you log in but no ProjectDox® window appears, a pop-up blocker is likely still installed.

- Click on the **Install ProjectDox® Components** link on the login page for easy downloading and installation of ActiveX controls
- The login page also has a link for adding a desktop shortcut to the ProjectDox® site, and a link for adding it to your favorites.

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

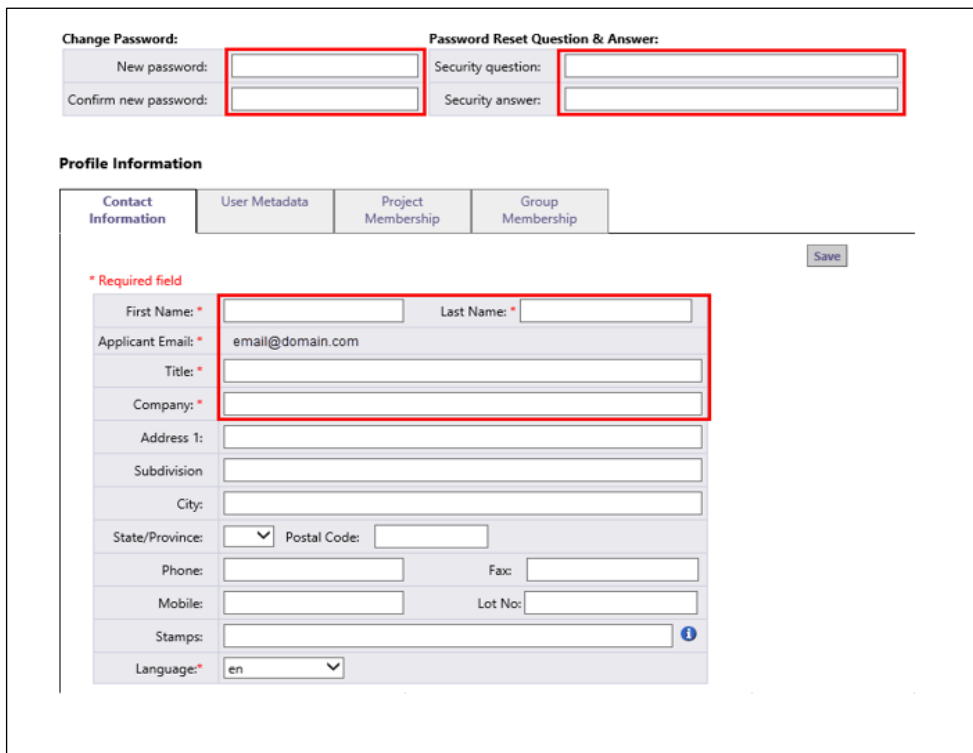
ProjectDox Set Up

NEW USER ACCOUNT



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

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



You will be taken to your User Profile, where you must complete the required yellow fields:

- ❖ Change your password
- ❖ Create a security question and answer
- ❖ Contact information

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

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

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

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

Navigation Basics

HOME PAGE LAYOUT & TOOLBARS

HOUSTON PUBLIC WORKS
Houston Permitting Center

Home All Tasks Logout ?

Standard Task List **Tasks** **Projects**

Refresh Save Settings All Recent Show records

ACTION	PROJECT	LOCATION	DESCRIPTION	OWNER	STATUS	CREATE DATE
	23008191		REMODEL - TEST	Commercial Building	Prescreen Resubmit	5/15/23 2:38 PM
	23008192		TEST 9.2	Commercial Building	First Submission Pending	5/15/23 2:38 PM
	22000127		TESTING 9.2	Commercial Building	Approved	1/18/23 10:09 AM
	23008177	HARRIS	TESTING RESIDENTIAL WORKFLOW	Commercial Building	Resubmit Received	3/13/23 8:34 AM
	22000091		TEST-P.DOX 9.2 TEST 397 RES	Commercial Building	In Review	12/1/22 12:35 PM
	23008185	HARRIS	TEST 9.2 4.18.23	Commercial Building	Prescreen Review	4/18/23 9:50 AM

SAMPLE PROJECTDOX HOMEPAGE

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

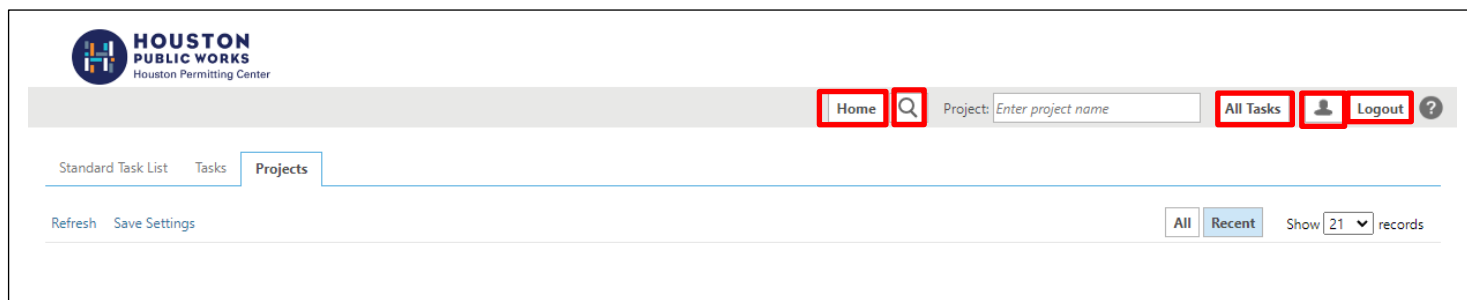
The most recently accessed projects are listed, with the most recent at the top. Select the **All** button to view a list of all your projects.

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

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

Navigation Basics

HOME PAGE LAYOUT & TOOLBARS



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

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

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

- The **Help** button takes you to the ProjectDox® Help site. Use the index or search functions to find instructions on specific aspects of ProjectDox®
- The **Logout** button logs you out of ProjectDox®.
- The **All Tasks** button shows any tasks requiring action from the applicant in a separate pop-up window.

A screenshot of the Houston Public Works Projects tab interface. The 'Projects' tab is highlighted. Below the tabs, there are links for 'Refresh' and 'Save Settings'. A table with columns 'ACTION', 'PROJECT', 'LOCATION', 'DESCRIPTION', and 'OWNER' is shown. The first row of data has a project ID of '23008203', a description of 'TEST', and an owner of 'Commercial Building'. A red box highlights the 'ACTION' column, which contains icons for 'View Pending Tasks', 'Project Status', 'Project Reports', 'Project Info', and 'View Uploaded files'. A red arrow points from the text box on the right to the 'Projects' tab.

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

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

Standards

FILE TYPES AND BORDERS

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

ACCEPTED FILE TYPES

- ◆ Supported file types for documents include DOC, DOCX, PDF, XLS, XLSX, JPEG, GIF, PNG, etc.
- ◆ Vector PDF, DWG, DGN, DWF, etc., files will be acceptable for drawings.
- ◆ The City of Houston requires that plans be uploaded in an approved format, to scale, with a minimum output dimension of 8.5" x11".

FILE NAMING CONVENTIONS

All file names are limited to 70 characters.

File names for drawings should be simple and straightforward (e.g., Plot Plan; Survey; Elevations; Construction, Electrical and Attachment; Engineering; etc).

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 STRUCTURE

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

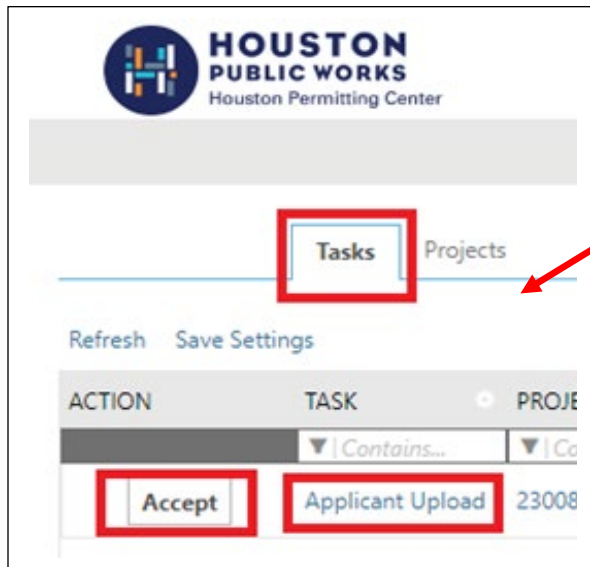
- ◆ Drawings
- ◆ Documents and Photos
- ◆ Reject
- ◆ Changemark Reports

All drawings (or anything submitted in lieu of a drawing [i.e. Title Abstract Report] should be uploaded to the **Drawings folder**. Single-page files may be best, but multiple-page files are acceptable. Note: Don't mix documents or photos with drawings.

All documents or photos should be uploaded to **the Documents and Photos folder**. Again, single-page files may be best, but multiple-page files are acceptable. Note: Don't mix drawings with documents or photos.

Upload Your Files

FIRST SUBMISSION



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

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

APPLICANT UPLOAD

ProjectFlow BUILDING avolve software

Task Information Permit Info HOLD Data Resources Invite User

Task Information

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

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

File Upload for: 23008192 ?

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

Select arrow next to folder to expand folder list.

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


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

Select Files to Upload View Folders

Drawings

Upload Your Files

FIRST SUBMISSION

Close Window

Folder: 23008192\Drawings for Reference Only

Browse For Files or drag files into this area.

Start Upload

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

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

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

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

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

Close Window

Folder: 23008192\Drawings for Reference Only

Browse For Files or drag files into this area.

Start Upload

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

0 of 1 uploaded Hide Details

0B/70.39KB

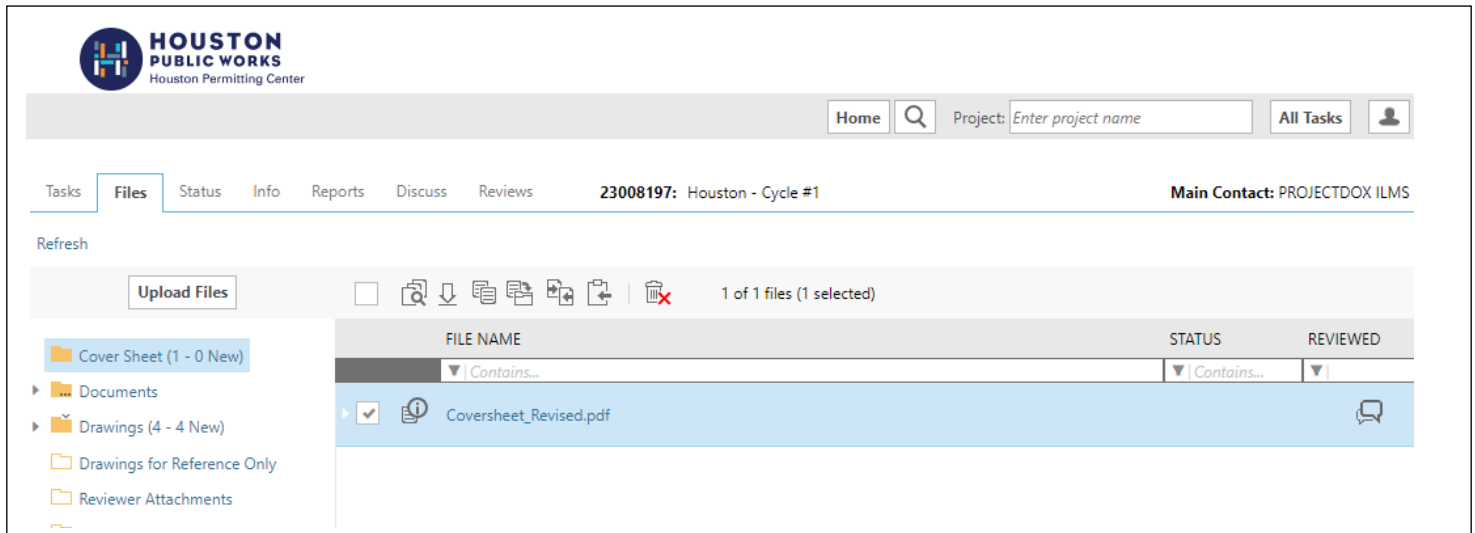
Select your files to upload to this folder: [Watch video](#)

Select Files to Upload View Folders

Documents (1 - 1 New)

On Premise Sign (2).pdf New

Managing Files

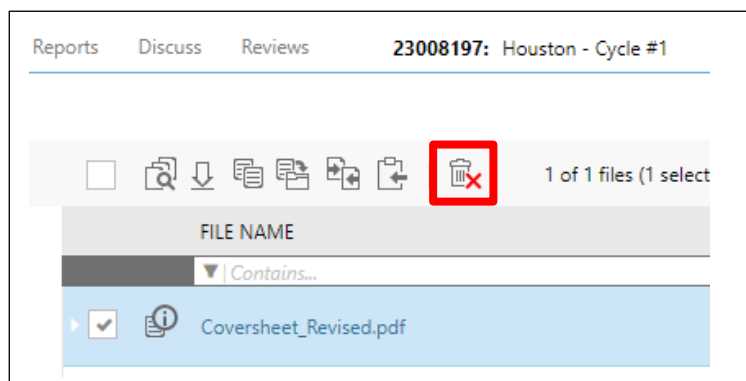


Once files are uploaded into a folder, the files will be visible. Next to each file is the file name, upload date and time, file size, and name of the user who uploaded that file.

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

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

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



The thumbnail images do not need to finish processing before uploading files to another folder.

Completing the Submittal

APPLICANT UPLOAD

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

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

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

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

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

File Upload for: 23008192

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

Cover Sheet (1 - 0 New)

Documents

Drawings (2 - 2 New)

Drawings for Reference Only

Reviewer Attachments

Approved

Quick Review

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

Confirmation

Selection is required.

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

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

Submit

Complete Later

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

Completing the Submittal


APPLICANT UPLOAD


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

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

APPLICANT UPLOAD

ProjectFlow BUILDING





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 from Group: Owner_Agent_Contractors

Name:

Remove User

Formal Review of Plans

PROCESS OVERVIEW

A supervisor in the Sign Administration Coordinator Group will assign and route the submission to a Plan Analyst for review.

If the review is approved, the plan analyst applies the necessary stamps and annotations. Afterward, the applicant will receive an **Approved email** with instructions.

At this point, permits are set-up, fees are assessed, and permits are sold-out utilizing funds from your AP Account. Note: All permit fees must be paid at the conclusion of the Plan Review, prior to the Site Inspection.

In version 9.2, if the reviewer has selected “Rejected”, the applicant will receive an email notification of the **Applicant Respond and Resubmit** task with instructions on how to resubmit to fix the issues.

Formal 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) View the reviewer comments and markups
 - b) Click on file name to open the drawing with markups
 - c) Add your response in the Applicant Response column
4. Make Corrections to the files and upload them to their original folder
 - a) **“Versioned Files”**- New version of a file previously submitted.
 - b) **“New Files”**- New file, not previously uploaded and submitted.
5. Confirm you have completed Task and are ready to submit.
 - a) Check box “I have responded to all review comments.”
 - b) Check box “I have uploaded my revised files, if requested.”
 - c) Select the Submit button to complete your task

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**

Export to Excel | Import Excel Responses | Watch Video

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

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.

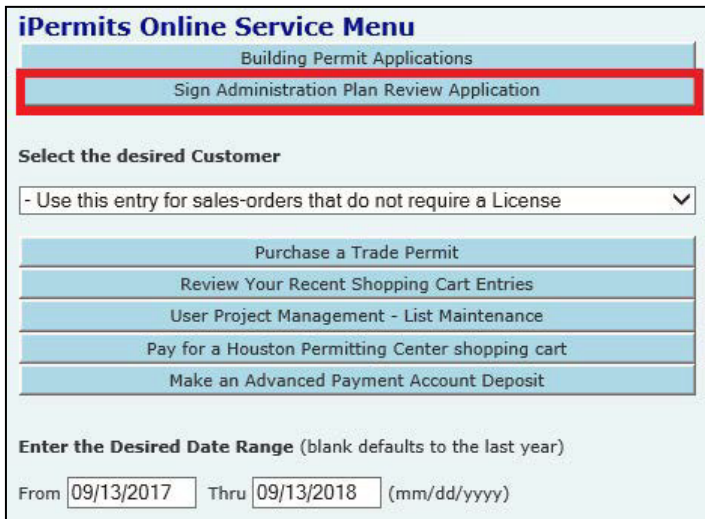
STEP 3 of 3: Click the "Submit" button below to complete your task

Submit | Complete Later

Download Plans

ACCESSING APPROVED PLAN SET & PERMITS

After notification of approval you can download your approved permits, site sheet and stamped plan set.



iPermits Online Service Menu

Building Permit 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

Enter the Desired Date Range (blank defaults to the last year)

From 09/13/2017 Thru 09/13/2018 (mm/dd/yyyy)

1. Log into iPermits and proceed to the Contractor Menu and click the Sign Administration Plan Review Application button.

00021584	01/26/2018	2018 PRODUCTION PROJECTDOX TEST - SFR	Associated master application is 00021583 911 WASHINGTON AVE UNIT 2018 Plan review is incomplete	18010389	
00021583	01/26/2018	2018 PRODUCTION PROJECTDOX TEST - SFR	This is a master application 911 WASHINGTON AVE UNIT 2018 Plan review is incomplete	18010388	1
00021138	01/13/2018	2018 FEE INCREASE TEST	Associated master application is 00021137 911 WASHINGTON AVE UNIT 2018	18005553	
00021137	01/13/2018	2018 FEE INCREASE TEST	This is a master application 911 WASHINGTON AVE UNIT 2018	18005552	1
00021035	01/11/2018	CITY OF HOUSTON - PERMITTING CENTER	1002 WASHINGTON AVE Application is pending submission		
00020762	12/30/2017	2018 FEE INCREASE TEST - SIGNS	Associated master application is 00020761 911 WASHINGTON AVE UNIT 2018 Plan review is incomplete	17146927	
00020761	12/30/2017	2018 FEE INCREASE TEST - SIGNS	This is a master application 911 WASHINGTON AVE UNIT 2018 Plan review is incomplete	17146926	1

2. In the Application list find the lead (or lone) project number of the project that has been approved and click on the Project Number button.

Download Plans

ACCESSING APPROVED PLAN SET & PERMITS

ILMS Project Information

Project/Situs Information

Project Number:18005552

Project Use:N1 ILUM 2FC 2PL 12X6X10 PRODUCTION PROJECTDOX TEST 2018

Name on Situs:2018 FEE INCREASE TEST

Property Address:911 WASHINGTON AVE UNIT 2018

City/State/Zip:HOUSTON, TX 77002

Subdivision Name:

Project History

Permit Summary					
Permit Type	Description	Status	Receipt Number	Plan Review Deposit	Permit Fee
EG	Sign Elec Inst	Pending Purchase	N/A	.00	79.82
GC	SIGN CONSTRUCT	Pending Purchase	N/A	.00	101.78
GD	Sign Descript	Invoice Control	N/A	.00	141.25
GI	SIGN SITE INSP	Pending Purchase	N/A	.00	80.98
GO	SIGN OPERATING	Pending Purchase	N/A	.00	112.75
GP	SIGN PLAN EXAM	Pending Purchase	N/A	.00	109.48

Display Project Information History

Inspection History

Display Attached Documents

Documents Attached

Display Plan Review Info

Plan Review

Display Google Map

Google Map

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- The following page will list the attached permit fees for this project number. At the bottom of the page find the Documents Attached button.
- NOTE:** If there is no Documents Attached button here, then go back to Step 2. & click on the Application Number button. At the top of that page will be a Documents Attached button.

Permits - Review documents attached to this project

This page allows you to view documents that have been attached to a project.

Project Information

Project No:18005552

Description:N1 ILUM 2FC 2PL 12X6X10 PRODUCTION PROJECTDOX TEST 2018

Project Address:911 WASHINGTON AVE UNIT 2018

Zip Code:77002

Documents Attached to Project Activity

Documents associated with this project			
Document No	File Date	Project No.	Description / File Reference
00677608	20180113	18005552	Markup of the Storm Flood Spec List.pdf
00677609	20180113	18005552	Markup of the Storm Flood Spec List.pdf
00677615	20180113	18005552	1112_commercial_repair_check_list_fillable-1.pdf
00677616	20180113	18005552	Markup of the Storm Flood Spec List.pdf
00677617	20180113	18005552	1112_commercial_repair_check_list_fillable-1.pdf
00677618	20180113	18005552	Markup of the Storm Flood Spec List.pdf
00679674	20180119	18005552	1112_commercial_repair_check_list_fillable-1.pdf
00679675	20180119	18005552	Markup of the Storm Flood Spec List.pdf
00679676	20180119	18005552	1112_commercial_repair_check_list_fillable-1.pdf
00679677	20180119	18005552	Markup of the Storm Flood Spec List.pdf
00681317	20180123	18005552	1112_commercial_repair_check_list_fillable-1.pdf
00681318	20180123	18005552	Markup of the Storm Flood Spec List.pdf
00681319	20180123	18005552	1112_commercial_repair_check_list_fillable-1.pdf
00681320	20180123	18005552	Markup of the Storm Flood Spec List.pdf

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- All the associated permits, site verification sheet, and stamped plans and drawings will be accessible by clicking on the green buttons.
- For multiple sign packets: If there are ultimately no documents attached to the lead project, try the subordinate project to which the GI Permit (Site Inspection) is attached.

NOTE: Approved Permits, Site Verification Sheets and stamped plans can either be printed, or downloaded to a tablet, laptop or notebook to be present at the job site during installation.



Thanks for using electronic plan review!

If you need further assistance, please contact us via email at
signadministration@houstontx.gov



HOUSTON PUBLIC WORKS

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