

OPEN AN ADVANCE PAY ACCOUNT (APA)

The following items are required to establish an APA:

1. [Form CE-1052 Authorization Form for Advance Pay Accounts](#) or a letter requesting an APA that includes the name of the primary account holder, the company's mailing address, phone number, fax number and email address. The letter should also list the names of the individual(s) authorized to obtain permits using your APA (persons who may sign the permit application and acquire permits in person at the *Permits Section*).
2. Minimum initial deposit is \$500.00. (Checks must be made payable to the City of Houston)

In Person

Visit the Permits Office located at 1002 Washington Avenue, 1st floor, Houston, TX 77002. Obtain a ticket by selecting *Permits* → *Building Construction Permits* → *Project Number/Single Trade Permit* from any of the four kiosks located by the entrance. When the Customer Service Representative calls your number, drop off the form or letter and payment. **Note:** Minimum processing time is 24 hours.

Mail

Mail the required documentation to:

Permits Section
P.O. Box 2688
Houston, TX 77252-2688

Email or Fax

Email the required form or letter to permits_office@houston.tx.gov or fax it to (832) 395-9621. You will be contacted when your account has been established. If you opted for the email option, funds will need to be deposited using iPermits at https://www.pdinet.pd.houston.tx.gov/ilms_online_permits/default.asp.

PERMITS

Once the APA has been established, it may be used to purchase permits online or by fax. When using the fax option, the trade permit application must be completed entirely and display your **APA NUMBER** and return fax number.

When the permit is issued, your APA is debited for the permit amount. A copy of the permit is emailed or faxed to you. The copy you will receive is acceptable for posting on the jobsite and will be the only copy you will receive. Processing time for all faxed trade permit applications is a minimum of 24 hours. If you do not receive a permit via fax within 24 hours, please call (832) 394-8899.

DEPOSITS TO YOUR ACCOUNT

A minimum deposit of \$150.00 is required to replenish your account. Permits cannot be sold using an APA if the account does not contain sufficient funds for that purchase. Deposits can be made in person, by mail or online.

Note: Expect delays when submitting deposits via U.S. mail.

BALANCES DUE

Balances due for reinspection fees, registration fees and similar charges may be paid with your APA. Such balances due, if any, must be **PAID** before permits may be obtained using this program.

MONTHLY STATEMENTS

A statement of transactions will be sent by the 15th of the next month for your reconciliation. Please check immediately for any charges that may be incorrect.