iPERMITS

SIGN PERMITS

iPERMITS is the current online site that allows users to apply for and purchase building and trade permits. Its capabilities have now been expanded to allow the submittal of sign permit applications. Users will be able to start the application process via iPermits and view and manage projects from the convenience of their home, office, or any location where the internet is accessible.

SERVICES AVAILABLE ONLINE

- ✓ Apply for sign permits
- ✓ Make an Advance Pay Deposit
- ✓ Check APA Account Balances
- ✓ Purchase permits
- ✓ Print permits
- ✓ Track applications

HOW TO REGISTER

LICENSED USERS

Licensed users include registered licensees and they are required to complete the iAcknowledgement Form (CE-1240) and submit it to the City of Houston prior to accessing iPermits. This may be done via email at

> Before registering with *i*PERMITS, contractors must register their license with the appropriate City of Houston Inspections Section. License and insurance information must be current.

signadministration@houstontx.gov or in person. A confirmation with the login information will be sent. Once the email is received, the user may create their profile at: https://www.pdinet.pd.houstontx.gov/ilms_online_permits/default.asp

- **Advance Pay Account**
  After creating a profile, users will be able to view their Advance Pay Account (APA) via iPermits.

- **Pin Numbers**
  The iPermits pin and the scheduling pin are two different numbers. The web pin is used to logon to **iPERMITS**.

NON-LICENSED USERS

Non-licensed users include general contractors, permit services, and other non-license holders and can establish a user profile at https://www.pdinet.pd.houstontx.gov/ilms_online_permits/default.asp

1. Click on First Time User
2. Click **No** for the three questions asked
3. Click the <Submit> button
4. Enter the required information
5. Click the <Submit Add> button
6. The user profile has been created. You will receive an email with your logo information.

CONTACT US

Email Us
signadministration@houstontx.gov

Visit Us Online
https://www.houstonpermittingcenter.org/code-enforcement/sign-administration-and-permits.html

General Information
832-394-8890