

### 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: [Jacqueline.Grace@houstontx.gov](mailto:Jacqueline.Grace@houstontx.gov)

Physical Address: 1002 Washington Avenue, 4<sup>th</sup> Floor, Houston, TX 77002

### ACKNOWLEDGEMENT

I would like to request the following **User Name** \_\_\_\_\_ and **web PIN** \_\_\_\_\_  
(8 - 12 characters, mix of U/lc letters, numbers, and symbols [no ! or \$]) (6 - 8 characters, no symbols)

State Master # (if applicable): \_\_\_\_\_ Contractor/Licensee # (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)

### CONTACT INFORMATION

Structural Inspections 832-394-8840  
Electrical Inspections 832-394-8860  
Occupancy Inspections 832-394-8880

Mechanical Inspections 832-394-8850  
Plumbing Inspections 832-394-8870  
Customer Assistance Office 832.394.8899