

iPermits How to Guide



Purchasing Trade Permits

GETTING STARTED

Logging In

1. Go to https://www.pdinet.pd.houstontx.gov/ilms_online_permits/default.asp
2. Enter the User ID
3. Enter the password
4. Click the **Submit** button



APPLYING FOR THE PERMIT

5. Ensure your license(s) is up to date. Click **Continue to the iPermits Online Service Menu**
6. Select your master license number from the "Select the desired customer" drop-down box.
7. Click **Purchase a Trade Permit**
8. Select either "Project Number" or "Property Address" from the drop-down list.

Do you have an existing project number ?

- a. Enter the project number
- b. Click **Project**
- c. Click **Add an Additional Permit**

Do you have an address?

- a. Enter the address
Note: Do not use street directions or street types; e.g. n., s., st., ave.
- b. Click **Search for Address**
- c. Click on the appropriate street name
- d. Click on the appropriate address
- e. Click on the appropriate project number or the **Start a New Project** button

9. Select the appropriate Building Category from the drop-down box.
10. Select the appropriate Permit Type from the drop-down box.
11. Check the acknowledgement box after reviewing the information

12. Click **Verify Data & Begin the New Application Process**

13. Enter the item count configurations

ELECTRICIANS ONLY

On the following page, choose the correct electrical contractor license from the drop down box "Mastering for".

14. Click **Calculate/Recalculate the Permit Fees**
15. Check the acknowledgement box after reviewing the information.
16. Click **Finalize Sales Order**
17. Select the method of payment

PAYING FOR THE PERMIT

APA

18. Click **Charge This to My APA Account**
19. Click on the radio button besides the appropriate APA Account number
20. Click **Submit APA Payment**
21. Click **OK** to reconfirm your APA Payment request

Credit Card or E-Check

18. Click on the **Make Online Payment via Credit Card or Electronic Check** button
19. On the following page, leave the "Payment Processed" field blank
20. Select the CC Holder Type (typically individual)
21. Enter the rest of the Payer Information
22. Click on the "Update Payer Information" button
23. Click on the **Continue the Credit Card/ Electronic Check Payment Process** button
24. Click **OK** when the popup window displays
25. You will be transferred to Chase's website where you will enter your credit card or check information