

Non-Licensed User Account Guide

Step 1: Go to www.houstonpermittingcenter.org

Scroll down and click on “**ESERVICES**” and click on “**IPERMITS PORTAL**”

Step 2: Please enter the **User Id or email and password** provided by the Mechanical Section.

The screenshot shows the City of Houston website header with the city skyline and navigation links. Below the header, the breadcrumb trail reads "Public Works and Engineering > Planning and Development Services Division". The main heading is "iPermits Customer and Contractor Portal Logon". There are two login boxes: "User Actions" on the left with links for first-time users and password recovery, and "iPermits Portal Logon by User-ID or Email" on the right with input fields for User-ID, Email, and Password, and a Submit button. Below these is an "Announcements or User Information" section with two red text notices regarding payment processing and the Houston Fire Department's Life Safety Bureau. The footer contains a navigation bar with links to Home, 311 City Helpline, En Espanol, Contact Us, FAQs, and Privacy Policy, along with a Valid CSS! logo and copyright information.

The City of Houston
Official Site for Houston, Texas

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

iPermits Customer and Contractor Portal Logon

User Actions

First Time User? [Click here to Register](#)

Forgot your User Name or Password? [Click here](#)

iPermits Portal Logon by User-ID or Email

User-ID: or Email:

Password:

Announcements or User Information

iPermits online credit card & electronic check payment processing will be unavailable from Saturday, September 12, 2020, 12:00 PM to Sunday, September 13, 2020, 4:00 AM due to J.P. Morgan Chase system maintenance.

The Houston Fire Department's Life Safety Bureau will no longer accept payments through iPermits effective February 8, 2020. A new payment portal is planned and will be announced soon. Please visit our [News & Events](#) page to learn more.

Home | [311 City Helpline](#) | [En Espanol](#) | [Contact Us](#) | [FAQs](#) | [Privacy Policy](#)

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Site best viewed at 1280 x 1024 screen size

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Public Works and Engineering > Planning and Development Services Division

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iPermits Online Service Menu

User Profile

You are: **E108822**

[Edit User Profile](#)

[Corporate User Roster](#)

[Licensees Associate with your User-ID](#)

[Users Associated with a License](#)

[Companies Associated with a License](#)

Online Services

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Permit Questions

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[Online Survey](#)

[Q-Flow Appointment Scheduling](#)

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[Customer Portal Help](#)

[Download Team Viewer](#)

Building Permit Applications

Enter a specific License Number and Type or Select from the following list

License Number Type

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 Thru (mm/dd/yyyy)

Review Open Permits

Review Project History

Review Plan Review Status

Review Inactive / Expired Projects

Review Advanced Payment Account Activity

View Advanced Payment Account Cross-References

View Authorized Signatories

Documents attached to a License

Schedule Inspection

Check the Status of a Plan Review or Inspection Report on a Project

Utility Capacity Reservation Application

Stormwater Capacity Reservation Application

Monitor Pending Sales Order Holds

ILMS Renewable Permit Statement Review

Reset

Step 3: Click on “PAY FOR A HOUSTON PERMITTING CENTER SHOPPING CART”

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HOUSTON PUBLIC WORKS

Houston Permitting Center - Code Enforcement

1002 Washington Ave, Houston, TX 77002

Non-Project Point of Sale Transmittal

30-SEP-2020

Customer Name/Address
MECH HOT AIR - ACCOUNT
3300 MAIN ST
HOUSTON, TX, 77002
713-555-5555

Payer Name/Address
MECH HOT AIR - ACCOUNT
3300 MAIN ST
HOUSTON, TX, 77002
713-555-5555

Sales Order: 02626399 License-No: 01234567-ATA

Receipt Description
2021 TEST EXP 12/31/00

| | | |
|------------------|------------------|-------|
| ATA | AC CNTR A(STATE) | 1.00 |
| DDD | PERMIT PREP FEE | 29.64 |
| Total Amount Due | | 30.64 |




001-02446104

Shopping Cart: 02446104

Step 4:

Enter the Shopping Cart from the Sales Order Provided by Permit Technician and click the **“Submit”** button.

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Import a Houston Permitting Center Point of Sale Transmittal

This feature enables you to Import Houston Permitting Center, Point of Sale transmittals to your iPermits account. Enter the shopping cart reference number that is printed at the bottom of the hardcopy document that was provided by the City.

Shopping Cart #

Please contact the [Permit Office](#) for additional assistance.

Import a Houston Permitting Center Point of Sale Transmittal

This feature enables you to import Houston Permitting Center, Point of Sale transmittals to your iPermits account. Enter the shopping cart reference number that is printed at the bottom of the hardcopy document that was provided by the City.

Shopping Cart #

Please contact the [Permit Office](#) for additional assistance.

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iPermits Houston Permitting Center -- POS Transmittal Transfer

Shopping Cart No: 02446104

Created: 09/30/2020

| Shopping Cart Content | | | | | | |
|--------------------------|-------------|-------------|-------------|---|------------|-------------------------------------|
| Sales Order | Type | Date | Holds Appvd | Customer / Contractor of Record (Permit emailed to) | Permit Fee | Select to Pay |
| 02639175 | Non-project | 30-SEP-2020 | No Holds | 01234567-ATA MECH HOT AIR - ACCOUNT hpchelpdesk@houston.tx.gov | \$30.64 | <input checked="" type="checkbox"/> |
| Shopping Cart Amount Due | | | | | \$30.64 | |

Transfer this shopping cart to my account

Step 5: Click the “Transfer this shopping cart to my account” button.

Step 6: Click the “Make Online Payment via Credit Card or Electronic Check” button

iPermits Shopping Cart Maintenance

Sales Order Payment Selection

Create a New ILMS Shopping Cart

Shopping Cart No: 02446104

Return to Shopping Cart List Maintenance

Created: 09/30/2020

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

| Select Sales Orders for Payment | | | | | | |
|---------------------------------|------------------|-------------|-------------|---|-----------------|-------------------|
| Sales Order | Type | Date | Holds Appvd | Customer / Contractor of Record (Permit emailed to) | Update Required | Fee / Amount Paid |
| 02626399 | Non-project | 30-SEP-2020 | No Holds | 01234567-ATA MECH HOT AIR - ACCOUNT hpchelpdesk@houston.tx.gov | | \$30.64 |
| 02148673 | New Single Trade | 08-MAR-2019 | Fee Config. | 3251 REED RD | | \$0.00 |
| Shopping Cart Amount Due | | | | | | \$30.64 |

Recalculate

View the payment transmittal

Make Online Payment via Credit Card or Electronic Check

Recalculate

View the payment transmittal

Make Online Payment via Credit Card or Electronic Check

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ILMS Shopping Cart Online Payment Processing

Payment Selection

Shopping Cart No: 02446104

[Return to Shopping Cart Maintenance](#)

Created: 09/30/2020

Payment Processed:

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.

CC Holder Type: Individual ☒ Corporation or Firm ☐

Last, First Middle: [REDACTED] [REDACTED] (HVAC)

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

Billing Zip Code: 77002 -

Shopping Cart Amount Due

30.64

[Update Payer Information](#)

Step 7:

Please enter your name and address and press the **“Update Payer Information”** button.

Once you have updated your information please click on the **“Continue the Credit Card/Electronic Check Payment Process”**

ILMS Shopping Cart Online Payment Processing

Payment Selection

Shopping Cart No: 02446104

[Return to Shopping Cart Maintenance](#)

Created: 09/30/2020

Payment Processed:

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.

CC Holder Type: Individual ☒ Corporation or Firm ☐

Last, First Middle: [REDACTED] [REDACTED] (HVAC)

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

Billing Zip Code: 77002 - 0000

Shopping Cart Amount Due

30.64

[Update Payer Information](#)

[Continue the Credit Card/Electronic Check Payment Process](#)

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

Message from webpage



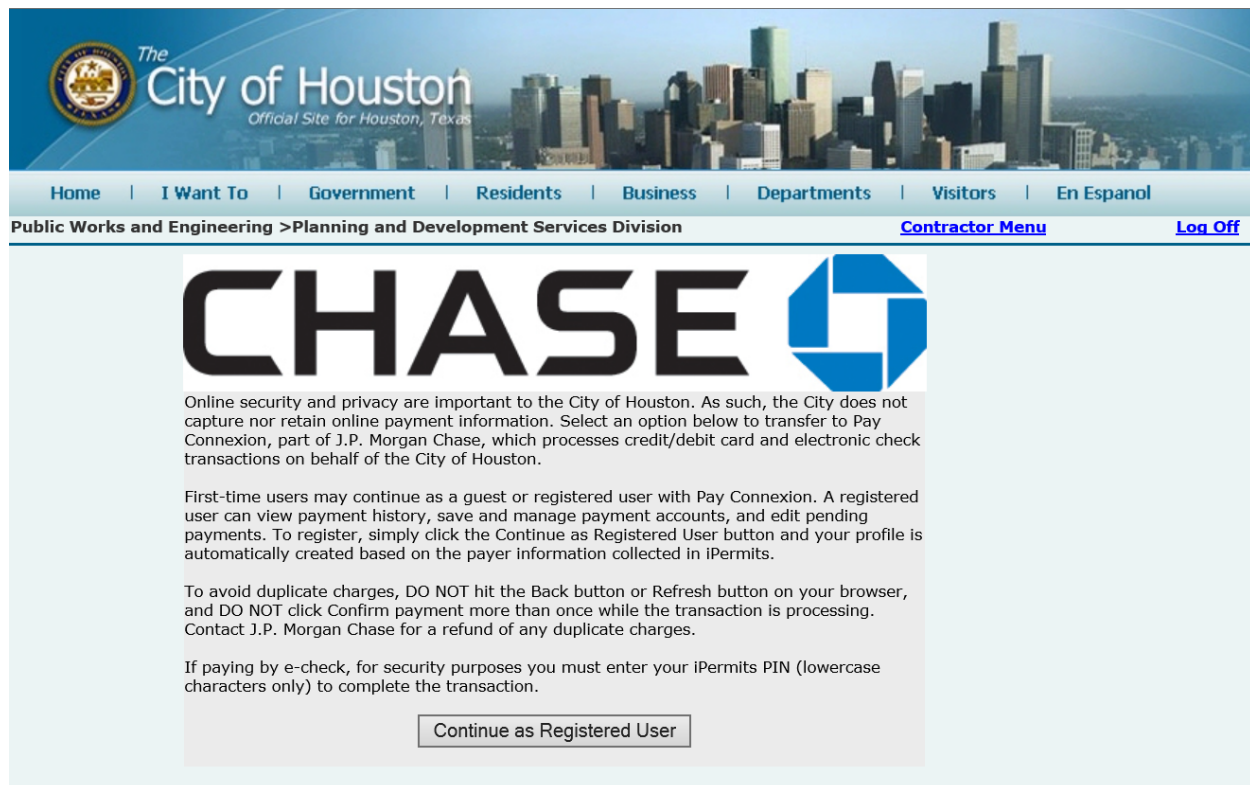
By pressing OK, the contents of this shopping cart will be locked and modifications cannot be made. If you do not complete the purchase by 5 AM the following business day, this shopping cart will automatically unlock and you must resubmit a payment request. Once unlocked, you may make additional changes to the shopping cart

OK

Cancel

Step 8: Press the “ok” button.

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Step 9: Please press the “Continue as Registered User” button.

After this step you will directed to enter your credit card or e-check information for the payment.

You will receive an email once the transaction has been approved and you are done.

Thank you.