



# Commercial Building Plan Review

Step-by-step user guide to the electronic plan review



**ELECTRONIC PLAN  
REVIEW**

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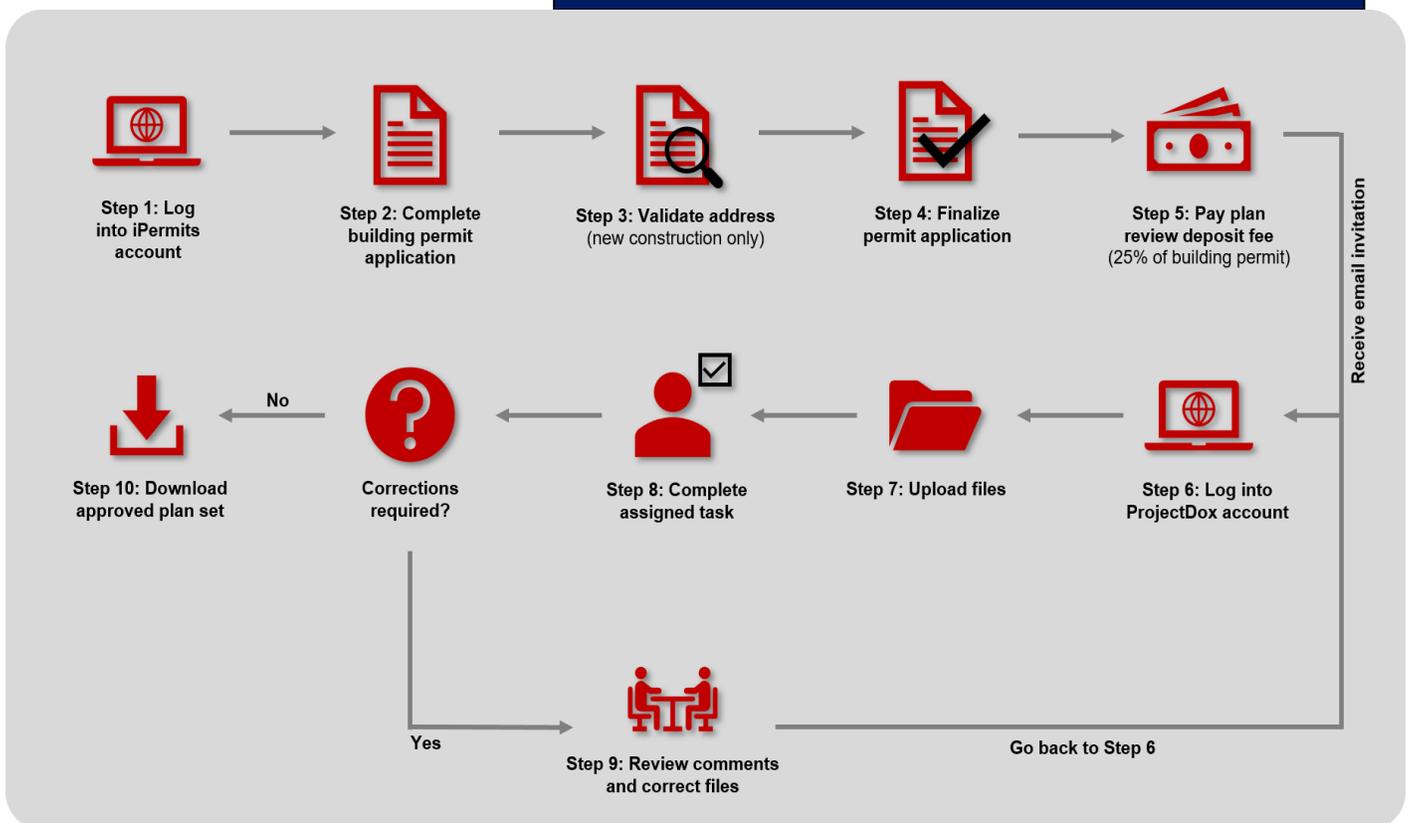
# Overview

## Electronic Plan Review

This document will guide first-time users through the electronic plan review (EPR) process for **Commercial** buildings. Two online systems are used to complete the steps in the EPR process: iPermits and ProjectDox®.

The iPermits portal is used for the completion of permit applications, address verifications, and payments. The ProjectDox® system is used to upload plans, receive, and respond to comments, and download of approved plans.

### Electronic Plan Review Process



# iPermits Registration

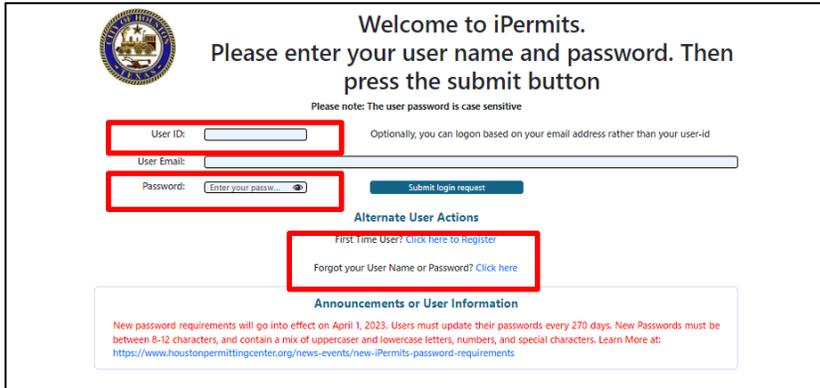
## ILMS Customer Portal

Before a building permit application can be submitted, a user profile must be created. The table below outlines the steps needed to create either a Non-licensed or Licensed user profile.

<b>STEP 1: CREATE AN ONLINE PROFILE</b>	<b><u>NON-LICENSED/HOMEOWNER USERS</u></b>  Visit the iPermits Portal <a href="https://www.pdinet.pd.houstontx.gov/iPermits/">https://www.pdinet.pd.houstontx.gov/iPermits/</a>  Click on the link <b>First Time User? Click here to register.</b>  Click <b>No</b> when asked, <i>Are you associated with an electrical, plumbing, or mechanical trade contractor?</i>  Click <b>No</b> when asked, <i>Are you associated with a Texas state licensed engineering firm?</i>  Click <b>No</b> when asked, <i>Do you have a City of Houston iPermits advanced payment account?</i>  Click the <b>Submit</b> button.  Enter the required user information and click the <b>Submit Add</b> button.
<b>STEP 2: USERNAME AND PROFILE</b>	You will receive a confirmation email with instructions.

# Application Process

## Commercial Building Permit Application



Welcome to iPermits.  
Please enter your user name and password. Then press the submit button

Please note: The user password is case sensitive

User ID:  Optionally, you can logon based on your email address rather than your user-id

User Email:

Password:

**Alternate User Actions**

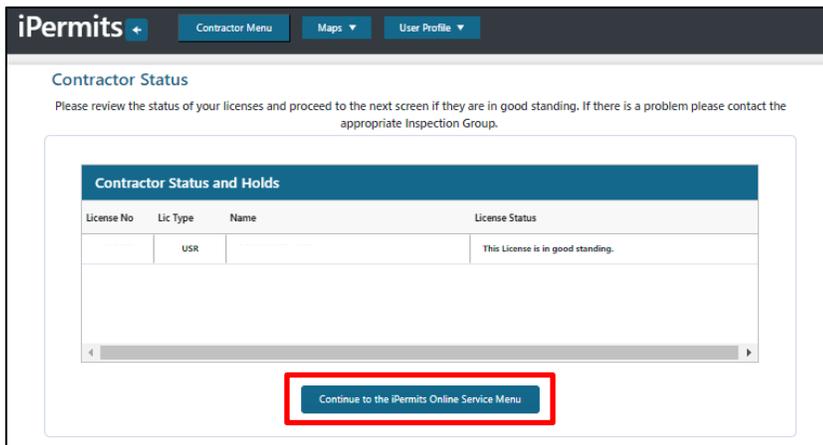
First Time User? [Click here to Register](#)

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

**Announcements or User Information**

New password requirements will go into effect on April 1, 2023. Users must update their passwords every 270 days. New Passwords must be between 8-12 characters, and contain a mix of uppercase and lowercase letters, numbers, and special characters. [Learn More at: https://www.houstonpermittingcenter.org/news-events/new-iPermits-password-requirements](https://www.houstonpermittingcenter.org/news-events/new-iPermits-password-requirements)

Log into your **iPermits Portal** account.



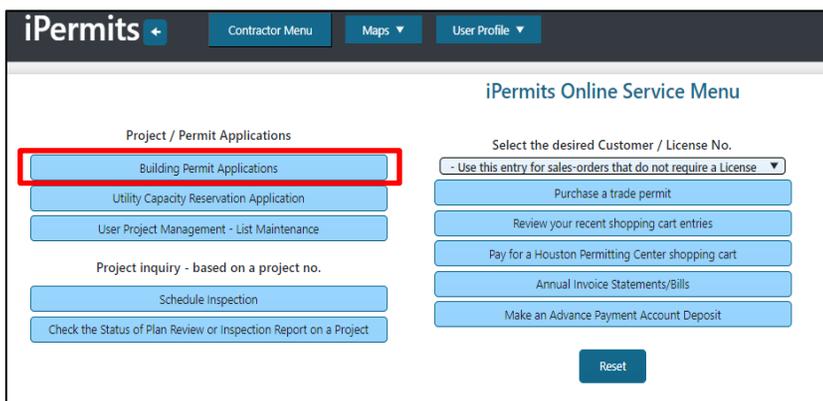
**iPermits** Contractor Menu Maps User Profile

### Contractor Status

Please review the status of your licenses and proceed to the next screen if they are in good standing. If there is a problem please contact the appropriate Inspection Group.

Contractor Status and Holds			
License No	Lic Type	Name	License Status
	USR		This License is in good standing.

Click on **“Continue to the iPermits Online Service Menu”**.



**iPermits** Contractor Menu Maps User Profile

### iPermits Online Service Menu

Project / Permit Applications

Project inquiry - based on a project no.

Select the desired Customer / License No.

Under the iPermits Online Service Menu, click on the **Building Permit Applications** button as illustrated.

# Application Process

## Commercial Building Permit Application

**BCE - Project Application Review**

[Begin a new application](#)

This page allows you to view Electronic Plan Review applications that are attached to your user profile.

Select the date range that you would like to search. If no date range is selected the search will default to the last year's activity.

6/5/2023  6/5/2024  Include Inactive Projects  Include Finaled Projects  Include Voided  [Refresh List](#)

Application No	Application Date	Application Type	Owner Name	Street Address	Sub Projects	Project No	Shopping Cart
<a href="#">00324325</a>	05/23/2024	WindStorm/Flood Damage	CITY OF HOUSTON- PERMITTING CENTER	1002 WASHINGTON AVE <i>Application is pending submission</i>			
<a href="#">00324066</a>	05/22/2024	WindStorm/Flood Damage	JIMENEZ, ANA	1726 SKINNER RD <i>Application is pending submission</i>			
<a href="#">00323872</a>	05/21/2024	WindStorm/Flood Damage	JIMENEZ, ANA	1726 SKINNER RD <i>Application is incomplete</i>			
<a href="#">00321109</a>	05/02/2024	One-Stop Commercial	DE SANTIAGO, MONICA (PERMITS)	1002 WASHINGTON AVE <i>Application is pending submission</i>			

To create a new application, click on **Begin a New Application**

**Building Applications**

Click the button to **Toggle the dropdown menus.**

[Commercial Applications](#)

- New/Remodel Commercial Building (only one active)
- One-Stop Commercial Building Permit Application
- Site Work Permit Application
- Electronic Locks
- Fire Alarm
- Sprinkler
- Plan Revision Application for an Existing ILMS Project
- Underground Fire Line Plan Check
- Deferred Submittal Application for an Existing ILMS Project
- Complete Building Demolition

Click on the **Commercial Applications** button.

Select the appropriate commercial application.

**Commercial Building Project Application - Address Search**

ADDRESS SEARCH OR ASSIGNMENT

All Building permit applications will be associated with a specific address. Using the below search feature, enter the physical address of where the work will be performed.

For address related assistance please email [hpcaddressing.team@houston.tx.gov](mailto:hpcaddressing.team@houston.tx.gov) or call 832.394.8899. During the application process you will also be offered the opportunity to submit the application.

**Note:**  
Do not enter street directions, (e.g., N., S., W., etc.)  
Do not enter street types (e.g., Rd., Dr., etc.)

Number  Street Name

[Search](#)

[Search address on map](#)

Enter the correct Street **Number** and **Street Name**. Then click the **Search** button.



**Do not enter street directions (N., S., E., W., etc.)**

**Do not enter street types (Dr., Rd., etc.)**



# Application Process

## Commercial Building Permit Application

Application list

Commercial Building Permit Application - Page 1 of 2

**Instructions** ⓘ

Complete this page in its entirety and click the Save & Continue button to proceed to page 2 of the application. Please note an Unsworn Declaration must also be submitted as part of the Building Permit Application package. **Applications without the declaration will not be processed.**

For **Address Assistance**, please contact the [Addressing Team](#) or phone 832-394-8899.  
For **General Inquiries**, please contact [Commercial Plan Review](#) or phone 832-394-8810.

**Please read the following information before proceeding**

- Fields marked with "\*" are required.
- Completion of the form [Commercial Prerequisite Checklist \(CE-1105\)](#) is a prerequisite for the Commercial Plan Review process.
- All Building permit applications must be submitted for [electronic plan review](#).
- Submittal of false information will result in invalidation of the application.
- Does this application involve multiple buildings or tenant lease spaces? If so, please create a separate [application](#) for each project or tenant space.

**Declaration in Support of Application for City of Houston Building Permit**

Please note: Effective April 5, 2021, Building Code Enforcement will require a deed restriction declaration form according to Section 10-3 of the Houston Code of Ordinances.

A declaration form is required for all building permit applications except for the:

- Complete demolition of a building
- Repair of a building if the materials and method used for repair are substantially the same materials and methods used for construction
- Interior remodeling of a building that does not change the building's use and occupancy classification

In addition, the process for submitting the declaration form has been updated:

- The form must be signed by the property owner
- The form will be validated against HCAD records during pre-screen review. If ownership does not match HCAD, applicants should upload proof of ownership with the signed declaration form.

**General Application Information** ⓘ

Owner, Tenant, Business Name  
Entity Name Type:  Individual  Corporation or Firm  
Corporation or Firm Name

**Project Address**

No.  Fraction  Dir.  Street Name  Type  Dir.  Unit Id  Unit#

City  Zip Code\*  Zip Plus  County\*  Key Map  # of Stories

Complete the following fields for new construction only:  
Subdivision  Lot/Block  Tract

**Project Information**

Describe the proposed development\*

Structure Type & Project Scope  
Structure Type   
Project Scope

**Applicant Name & Address Information**

Last/First/Middle  
Entity Name Type:  Individual  Corporation or Firm  
Last  First  Middle

Address  
Street #  Fraction  Pre-Dir  Street Name  Type  Space

Zip Code  Zip Plus  City  State:  Phone:

Phone:  Email\*

Relationship to Project\*

**Owner Name & Address Information**

Please note: **Owner Information must be provided unless you indicate that the applicant is the owner.**

Last/First/Middle  
Entity Name Type:  Individual  Corporation or Firm  
Corporation or Firm Name

Address  
Street #  Fraction  Pre-Dir  Street Name  Type  Space

City  State:  Zip Code  Zip Plus  Phone:

Phone:  Contact:  Email

Enter the required information on Page 1.

Once completed, click the **Save & Continue** button located at the bottom of the page.

The **Owner/Tenant/Business Name** and Project Address fields may be pre-populated. Review and edit as needed.

The **Subdivision, Lot/Block, and Tract** fields are **only** required for new construction.

Complete all the required fields for Project Information.

1. Describe the Proposed development.
2. Select Structure Type
3. Select Correct Project Scope

The **Applicants information** is automatically filled in with the iPermits Account holders' information.



**Projects identified as New Construction will trigger a request for address validation.**

# Application Process

## Commercial Building Permit Application

Application list    Application Page 1    Application Page 2    Document Attached

### Commercial Building Permit Application - Page 2 of 2

Please read the following information before proceeding

- Fields marked with "\*" are required.
- Completion of the form **Commercial Prerequisite Checklist (CE.1105)** is a prerequisite for the Commercial Plan Review process.
- All Building permit applications must be submitted for electronic plan review.
- Submittal of false information will result in invalidation of the application.
- Does this application involve multiple buildings or tenant lease spaces? If so, please create a separate [application](#) for each project or tenant space.

#### Application

Application Number: 00305919    Date: 06/06/2024

Project Address: 1002 WASHINGTON AVE

Project Scope: Remodel, Retail

Present Occupancy:

Proposed Occupancy:

Construction Type:

Fire Rating:

Describe the proposed development: REMODEL

Sprinkler Installed:  Yes  No    Sprinkler Percentage:     Sprinkler Type:     TDLR Project No:     CO/CC Certificate Requested:  C/O  C/C  None

Please read the following information before proceeding

- Complete of the Fire Marshal Hazardous Material Declaration Form when applicable

Fire Marshal Hazardous Materials Inventories Statement (HMIS)

Does this project scope include new or modify High-Pile Storage?  Yes  No

**What is High-Pile storage?**

Does this project scope include new or modify LP-Gas Fuel Tank Use or Storage?  Yes  No

Does this project scope include new or modify anyother types of Hazardous Material Use or Storage?  Yes  No

Before proceeding ensure the address listed above is the location where the work will be performed. A permit is only valid for a specific address. If the address provided is inaccurate an address change is required. There is a fee associated with this change.

**Enter the required Square footage Values**

Square Footage (added):     Total Cost of Improvement:

#### Responsible Parties

##### Project Manager Information

Enter or Copy One of the Following to the Project Manager Information.  Applicant  Owner

The Project Manager is yet to be determined

Entity Name type:  Individual  Corporation or Firm

Last:     First:     Middle:

Address

Street #:     Fraction:     Pre-Dir:     Street Name:     Type:     Space:

City:     State:     Zip Code:     Zip Plus:     Phone:

Phone:     Contact:     Email:

##### General Contractor Information

Enter or Copy One of the Following to the General Contractor Information.  Applicant  Owner  Project Manager

The General Contractor is yet to be determined

Entity Name type:  Individual  Corporation or Firm

Last:     First:     Middle:

Address

Street #:     Fraction:     Pre-Dir:     Street Name:     Type:     Space:

City:     State:     Zip Code:     Zip Plus:     Phone:

Phone:     Contact:     Email:

**Save and Continue**

Enter the required information on Page 2. Once completed, click on the **Save & Continue** button located at the bottom of the page.

Select the appropriate information from the drop-down boxes. (If new construction FCC code is required.)

A **TDLR** number is required for commercial projects over \$50,000.

Enter the required **Square Footage** (if applicable) and **Total Cost of Improvements**.

If known, enter the **Project Manager** and **General Contractor** information. Otherwise, select the **To be determined** option.

# Application Process

## Commercial Building Permit Application

Application list    Application Page 1    Application Page 2    Document Attached    Generate PDF

Select the appropriate declaration button based on Property Ownership of your application, complete the document, and upload it to this page

Individual Owned Declaration of support    Business Entity Owned Declaration of support

When preparing the declaration of support document please ensure that you include Application No: 00305919

### Attach Documents / Finalize Application

**Project Application Information**

Application No: 00305919 C RE AS

### Upload Additional Documents

**Please Note:** Required Attachments Include

- Declaration in support of application for City of Houston building permit

This page is for application related information; Please do not upload building plans or construction documents.

PDF is the City's preferred file format but we also accept the various Microsoft office file formats (DOC, DOCX, PPT, PPTX, XLS, XLSX) as well as GIF, JPG, PNG, JPEG, TIFF, TXT AND ZIP files.

Select files...    Drop files here to upload

Note: Uploading documents does not finalize the application

### Create Supplemental Applications or Sub\_Projects for Multiple Tenants or Projects

If your project contains multiple buildings, multiple tenant spaces, multiple sites, multiple addresses, or multiple structures, then additional applications are required. Click below to create the applications for Sub-Applications or Projects. Please include an accurate valuation for the exact scope of work identified on each separate application.

Create/Copy Additional Project Applications

### Application Status

Return to the second page to finalize Application

Upload all required documents in support of the building permit application:

- Deed restrictions declaration form.
- Prerequisite checklist
- Documents relating to address verification.

**DO NOT UPLOAD BUILDING PLANS HERE.** Plans will be uploaded in ProjectDox®.

Choose up to three files and select the **Upload** button. Attached files are displayed at the top of the page.

Click the **Create/Copy this Project Application** button to create sub-project application(s). This option must be clicked prior to finalizing the application.

Select the button to **Return to the second page to Finalize Application** and/or to submit for address verification.

Check the disclaimer box and click the **Finalize Application** button.

Twenty-five percent (25%) of the permit fee is due upon appl

### Application Status

Based on your stated 1,000 dollars total cost of improvement, the calculated permit fee is 87.24. A 25% down payment must be made prior to submitting the plans for review. Click the 'Finalize Application' button to generate a sales order based on a 25% down payment (21.81) plus the 32.16 admin. fee.

hereby certify that all of the information provided in this application is true and correct to the best of my knowledge. If any information is found to be inaccurate, this application is subject to be voided and will require the submission of a new application including any applicable fees.

Finalize Application



If Addressing Verification is required, the **Finalize Application** button will not be visible. You will need to click on the **Request Address Validation Assistance** button (located at Bottom of Page 2).

Once approval is granted, the applicant will be notified via email to proceed with finalization. Addressing Verification can take 1-2 business days.

# Plan Review Deposit Fee

## Credit Card or E-check

iPermits Shopping Cart Maintenance

**Sales Order Payment Selection**

Shopping Cart No: 03400053  
Created: 06/06/2024

Create a New ILMS Shopping Cart  
Return to Shopping Cart List Maintenance

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	Select to Pay
03714467	Plan Review Deposit	06-JUN-2024	No Holds	1002 WASHINGTON AVE [PROJECT NUMBER]		\$53.97	<input checked="" type="checkbox"/>

Shopping Cart Amount Due: \$53.97

Recalculate  
View the payment transmittal  
Charge This to My APA Account  
Make Online Payment via Credit Card or Electronic Check

On the Shopping Cart Maintenance screen, check the **Select to Pay** box. Then click the **Make Online Payment via Credit Card or Electronic Check** button.

If the application needs to be updated, click on the sales order number, and then click on **“Delete This Sales Order”**.

Processed payments are indicated by a project number in red.

**Payment Selection**

Shopping Cart No: 03400053  
Created: 06/06/2024  
Payment Processed:

Return to Shopping Cart Maintenance

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.

Credit Card/Checking Account type:  Individual  Corporation or Firm

Last Name: ILMS-PROJECTDOX  
First Name: PROJECTD  
Middle Name: IPERMITS

Billing Address:

House #: 1002  
Fraction: [dropdown]  
Pre-Dir: [dropdown]  
Street Name: WASHINGTON  
Type: AVENUE  
Space: [input]

Billing Zip Code:  
Zip code: 77002  
Zip plus: 0000

Shopping Cart Amount Due: \$ 53.97

please confirm the payer info is correct and press update  
Update Payer Information  
Continue the Credit Card/Electronic Check Payment Process

Please Note: Electronic Check payments cannot be submitted after 8:30 PM.  
This Shopping Cart is currently being processed.

Enter or Update the payer information and then click on the **Continue the Credit Card/Electronic Check Payment Process** button.

You will be transferred to the online payment website to complete the transaction. **Upon completing your payment, a receipt will be emailed.** You may need to check your spam or junk folder.



**Don't want to pay for the fees?** A third-party can import a shopping cart number to their iPermits user account and complete the sales transaction.

# ProjectDox® Set Up

## New User Account

### NEW ACCOUNT REQUEST

---

Welcome to Online Submission!

Before gaining access, you must confirm your account.

**TIP: Set New Password Now**

Your verification code will expire quickly. If it has expired, you can click on Login and request another to be sent by email.

Your login: [@gmail.com](#)  
Verification code: **5567F3** good until 6/29/2023 1:58:53 PM

To set a new password, please click on "Login" below.

[Login](#) To confirm account and set your password

**ProjectDox Invitation**

After paying the plan review deposit an invitation, *as shown above*, will be sent to the applicant to upload plans through the ProjectDox® site.

New users will receive an invitation containing a verification code. Subsequent project invitations will not contain a code.

### First-time users should note:

- ProjectDox® uses pop-up windows. Configure your browser's pop-up blocker to allow for pop-ups for the ProjectDox® site. If you login but no ProjectDox® window appears, a pop-up blocker is likely still installed.
- Please use the User PC Settings guide from the login page for instructions and other browser specific settings you need for the ProjectDox system.
- The login page also has a link to add a desktop shortcut for ProjectDox® site, and a link to add the ProjectDox site to your favorites.
- Depending upon your organization's security settings, a network administrator or IT department may need to complete the steps required for system set up.

# ProjectDox® Set Up

## New User Account

NEW ACCOUNT REQUEST

Welcome to Online Submission!

Before gaining access, you must confirm your account.

**TIP: Set New Password Now**  
Your verification code will expire quickly. If it has expired, you can click on Login and request another to be sent by email.

Your login:  
Verification code: **5567F3** good until 6/29/2023 1:58:53 PM

To set a new password, please click on "Login" below.

**Login** To confirm account and set your password

From the email invitation, click on the **Login** button to open **ProjectDox®**.

**NOTE:** If your verification code has expired, click on the Forgot Password link and A new verification code will be emailed.

**HOUSTON PUBLIC WORKS**  
Houston Permitting Center

Verification Code \*

Enter the verification code that you received via email to complete the account verification process.

Continue Resend Code

Enter the Verification code provided and click on the **Continue** button.

**HOUSTON PUBLIC WORKS**  
Houston Permitting Center

Password:

Password must not contain special characters, must contain at least one digit and one alphabetical character, and must be between 8 and 10 characters

Confirm Password:

Update Cancel

Create your own password, then click **Update**.

- No Special Characters
- At least one digit
- At least one alphabetical character
- Minimum of 8-10 characters

**HOUSTON PUBLIC WORKS**  
Houston Permitting Center

Home Profile

My Profile ?

Personal Information

In order to start your application request, please verify your profile information.  
To be able to save changes in your Personal Information you must provide your Current Password.

First Name \* LOGAN

Last Name \* \*\*\*\*\*EZ

Email \* vince1911@gmail.com

Phone \*  x   
The Phone field is required in XXX-XXX-XXXX format

Additional Phone  x

I Have a Company \*  Yes  No  
This field is required.

Address 1 \*   
The Address 1 field is required.

Address 2

Country \* (Not Specified)  
The Country field is required.

Province/State \*

City \*   
The City field is required.

Postal Code/Zip Code \*   
The Postal Code/Zip Code field is required.

Current Password \*

Save Cancel

After creating your password, login. You will be prompted to your **User Profile**, to complete the required fields:

- Enter the required contact information.

Click the **Save** button to continue onto the home page.

*Logging in to **ProjectDox®** a second time (and every time after that); will require you use the permanent password that you've created in your Profile page.*

# Navigation Basics

## ProjectDox Dashboard/Home Page Layout

The screenshot shows the ProjectDox Dashboard for Houston Public Works. At the top left is the logo and 'Houston Permitting Center'. Below it is a 'Profile' link and a 'Logout' link. The main header area contains 'ProjectDox Dashboard' and the date 'June 7, 2024'. A 'My Projects' section features a table with columns: PROJECT, DESCRIPTION, LOCATION, STATUS, and TASKS (2). The table lists five projects, with the first two having 'Open' status and 'Applicant Resubmit Task' tasks. A 'View All Projects' button is located at the bottom center of the dashboard area.

PROJECT	DESCRIPTION	LOCATION	STATUS	TASKS (2)
<a href="#">23068777</a>	1,986 SF. RETAIL REMODEL 1-1-5-M-B '21IBC	HARRIS	Corrections Requested	<span>Open</span> Applicant Resubmit Task
<a href="#">23068775</a>	1,986 SF. RETAIL REMODEL 1-1-5-M-B '21IBC	HARRIS	Corrections Requested	<span>Open</span> Applicant Resubmit Task
<a href="#">23019746</a>	**VOID**COMMERCIAL BUILDING REPAIR		Withdrawn	
<a href="#">23005054</a>	**VOID**COMMERCIAL REPAIRS AS PER SPEC SHEET. 2015 IBC		Withdrawn	
<a href="#">23001694</a>	**VOID**NEW DRIVEWAY AND APPROACH 2015 IRC		Withdrawn	

### ProjectDox Dashboard

The screenshot shows the ProjectDox Homepage. At the top left is the logo and 'Houston Permitting Center'. The main navigation bar includes 'Home', a search bar with 'Project: Enter project name', and 'All Tasks' and 'Logout' buttons. Below the navigation bar are 'Standard Task List' tabs for 'Tasks' and 'Projects'. A 'Refresh' and 'Save Settings' link are present. The main content area features a table with columns: ACTION, PROJECT, LOCATION, DESCRIPTION, OWNER, STATUS, and CREATE DATE. The table lists five projects, with the first two having 'Corrections Requested' status. A 'Show 27 records' dropdown is visible. A 'ProjectDox Homepage' label is overlaid on the bottom right of the screenshot.

ACTION	PROJECT	LOCATION	DESCRIPTION	OWNER	STATUS	CREATE DATE
	<a href="#">23068777</a>	HARRIS	1,986 SF. RETAIL REMODEL 1-1-5-M-B '21IBC	Commercial Building	Corrections Requested	7/19/23 2:30 PM
	<a href="#">23068775</a>	HARRIS	1,986 SF. RETAIL REMODEL 1-1-5-M-B '21IBC	Commercial Building	Corrections Requested	7/19/23 2:30 PM
	<a href="#">23019746</a>		**VOID**COMMERCIAL BUILDING REPAIR			
	<a href="#">23005054</a>		**VOID**COMMERCIAL REPAIRS AS PER SPEC SHEET. 2015 IBC			
	<a href="#">23001694</a>		**VOID**NEW DRIVEWAY AND APPROACH 2015 IRC			

### ProjectDox Homepage

The **ProjectDox®** home page is divided into two main sections **Tasks & Projects**.

The **Projects** section displays basic information about every project you've submitted for Electronic Plan Review as a main applicant and as a project member.

The **All Projects** button lists all your projects.

The **Recent Projects** button displays projects accessed in the last 30 days.

Projects can be sorted by clicking on the column header (i.e., Project, Location, Description, Owner...). You can also search for words keywords related to a specific Project through the Search field.

The All Tasks section displays all your outstanding tasks for projects for which you are the main applicant. The Active Task List can be sorted by clicking on the column header.

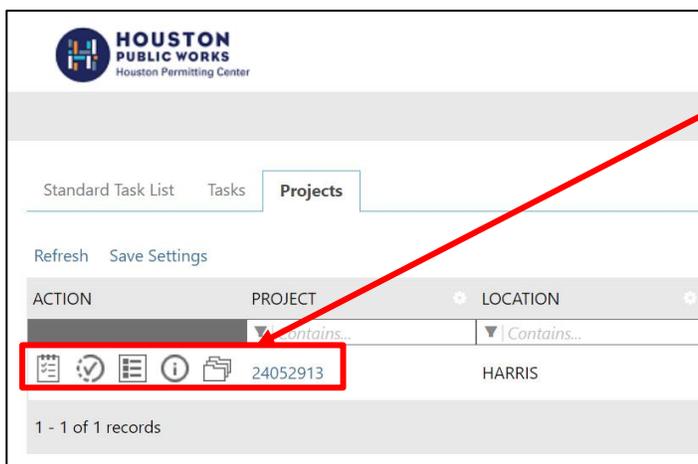
# Navigation Basics

## Home Page Toolbar

Your primary navigation buttons are in the upper right corner of the home page.



- The **Home** button will take you back to the Home Page.
- The **Search** button allows you to search for a project based on the key information entered the Project Info Page, or it allows you to search for keywords within a project.
- The **All Task** button shows any tasks requiring action from you.
- The **Profile** button will take you to your User Profile, where you can edit your personal information or change your password.
- The **Logout** button logs you out of ProjectDox®.
- The **Help** button takes you to the ProjectDox® Help site. Use the index or search functions to find instructions on specific aspects of ProjectDox®



From the Home screen on the **Projects** tab, you can view your projects and perform the following actions.

- View Pending Tasks
- Project Status
- Project Reports
- Project Info
- View and Upload files

# Standards

## File Types & Borders

Prior to upload, ensure that all files comply with the following standards. Failure to meet the City's standards may delay your review.

### REQUIRED FILES

- A fully completed commercial application for plan review.
- Pre-requisite check list must be included with the application.

### FILE TYPE STANDARDS

- DOC, DOCX, and PDF files are accepted for calculations, reports, and other supporting documentation (i.e., non-drawing files)
- Flat Files recommended (no layer). Vector PDF and JPEG files will be acceptable for drawings.

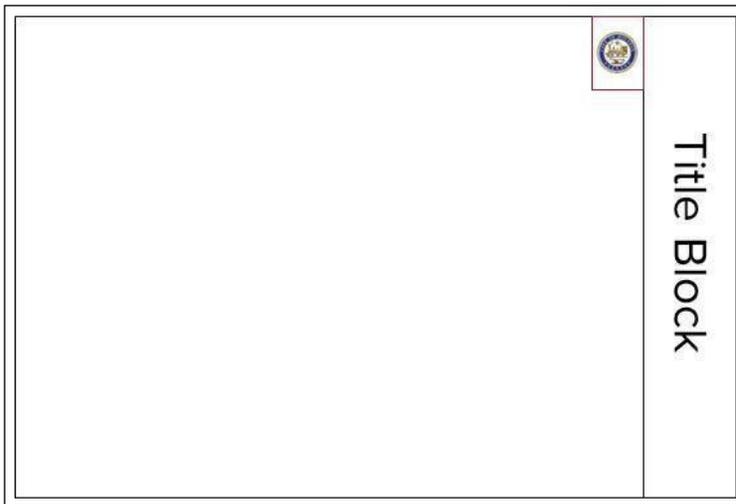
### BORDER STANDARDS

- Reserve 2 ½" W X 3 ½" H area on the upper right corner of the drawing (as shown below) for the approval stamp.
- The City of Houston requires that plans be uploaded in an approved format, to scale, with a minimum output dimension of 22" x 34" (commercial) or 11"x 17" (residential).

### MARKUP NAME AND COLOR STANDARDS

Standard markup names and colors will be used for each reviewing discipline for easy identification. A markup can have more than one changemark.

Changemarks are created to quickly identify a markup and associated comments.



Drawings should be uploaded in landscape mode.

# Standards

## File Naming Conventions

All file names are limited to 70 characters.

File names for drawings should include the first character of the discipline name, followed by the 3-digit sheet number. If decimals are needed in the sheet number, place a decimal after the 3rd digit, for example: S.001.99.

**Corrected files should always be resubmitted with the SAME FILE NAME as the original submittal. Use all CAPS on naming files.**

**Note: If this is not followed the submitted file will appear as a NEW file, and not a correction to an existing file.**

Drawing Type	Discipline	Sheet No.	Example
Index	I	001-999	1.000 SHEET INDEX
General	G	001-999	G.001 GENERAL NOTES
Demo	D	001-999	D.002 DEMOLITION FLOOR PLANS
Architectural, Interior Design	A, ID	001-999	A.003 SITE PLAN & DETAILS
Landscape	L	001-999	L. 004 IRRIGATION DETAILS
Structural, Shop Drawings	S, SK	001-999	S.005 FOUNDATION PLANS
Electrical, Low Voltage	E, LV	001-999	E.006 FIRST FLOOR POWER PLAN
Plumbing	P	001-999	P.007 LEGEND SCHEDULE & NOTES
HVAC	M	001-999	M.008 LEVEL I HVAC PLAN
Civil	C	001-999	C.009 SWPP PLAN
Health Equipment, Pools	K, PL	001-999	K.010 ROOM FINISHES
Electric Locks	EL	001-999	EL.001 PERMIT DRAWINGS
Fire Marshal	FM	001-999	FM.001 FIRE ACCESS SITE PLAN
Haz-Mat	HZ	001-999	HZ.001 HAZ-MAT PLANS
High-Pipe	HP	001-999	HP.004 HIGH PILED STORAGE
Standpipes	FP	001-999	FP.005 STANDPIPE
Alarms	FA	001-999	FA.006 SPEC SHEET
Fire Suppression	FS	001-999	
Sprinklers	FS	001-999	FS.001 SPRINKLER EVALUATION
Underground Fire Lines	UL	001-999	FS.001 FIRE LINES

# Standards

## Folder Structure

Files are securely managed through a pre-defined folder structure, which is listed below. Users cannot rename or add folders to the structure.

All drawings should be uploaded as single-page files into the **Drawings** folder for each project. (Ex: 20 electrical pages = 20 files in the electrical drawings sub-folder).

All documents (any non-drawing files, geotechnical reports, etc.) should be uploaded as multi- page files into the **Documents** folder.

### 1. DRAWINGS

- Index
- General
- Demo
- Architectural
- Landscape
- Structural
- Electrical
  - Low Voltage
- Plumbing
- HVAC
- Civil
  - Storm Drainage
  - Mitigation, *if applicable*
  - Water Wastewater
  - Plat-Survey
- Health Equipment (Food Consumption)
- Electric Locks
- Fire Marshal
  - Haz-Mat
  - High Pile
  - Standpipes
  - Alarm
  - LP Gas - Natural Gas (tanks, generators, etc.)
- Fire Suppression
  - Sprinklers-Above Ground
  - Sprinklers-Add and Relocate
  - Underground Fire Lines
- Urban Forestry

### 2. DOCUMENTS

- Application
- Pre-Requisite Check List
- Utility Letter(s)
- Energy Forms (codes)
- Manufacturing Specs
- Geotechnical Reports
- Asbestos Survey
- ARA Application
- U.L. Designs
- Owner Statement of Intended Use
- Occupant Reduction Letter
- Approved Code of Records
- Approved Alternate Methods
- Fire Suppression Product Data & Calcs
- Occupant Reduction Letter
- Miscellaneous
- Applicant Responses
- Flood
- Planning
- Traffic
- Fire
- Health

### 3. APPROVED

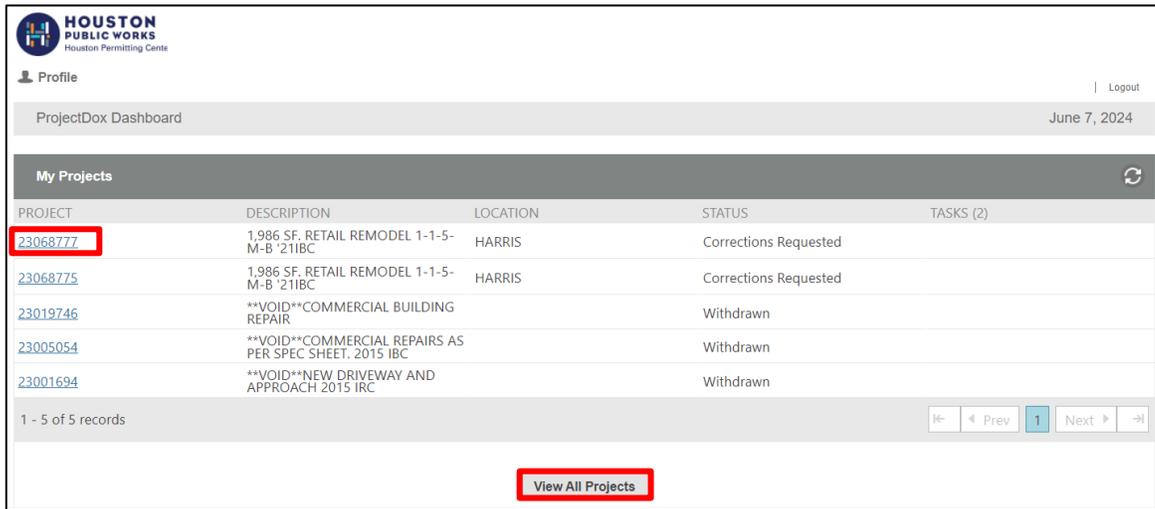
### 4. CHANGEMARK REPORTS

### 5. PDF DESTINATION FOLDER

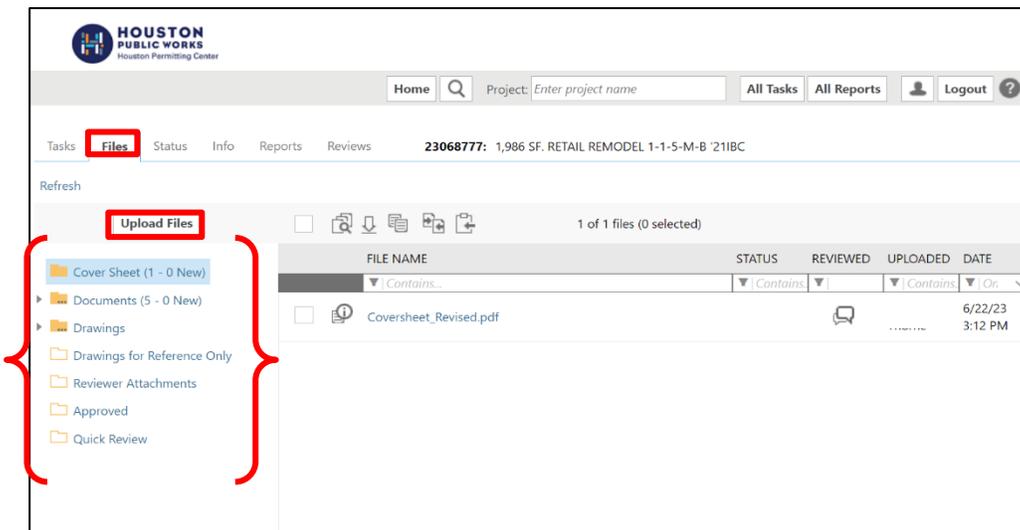
# Uploading Files

## First Submission

To upload files, you can select the project number from the **Dashboard** or go to **View All Projects** and select your project from the **Projects** tab in the **Home** page.



Form the **Files** tab, Select the desired folder.



Click the ► icon to view any subfolders and click the ▼ icon to hide subfolders.

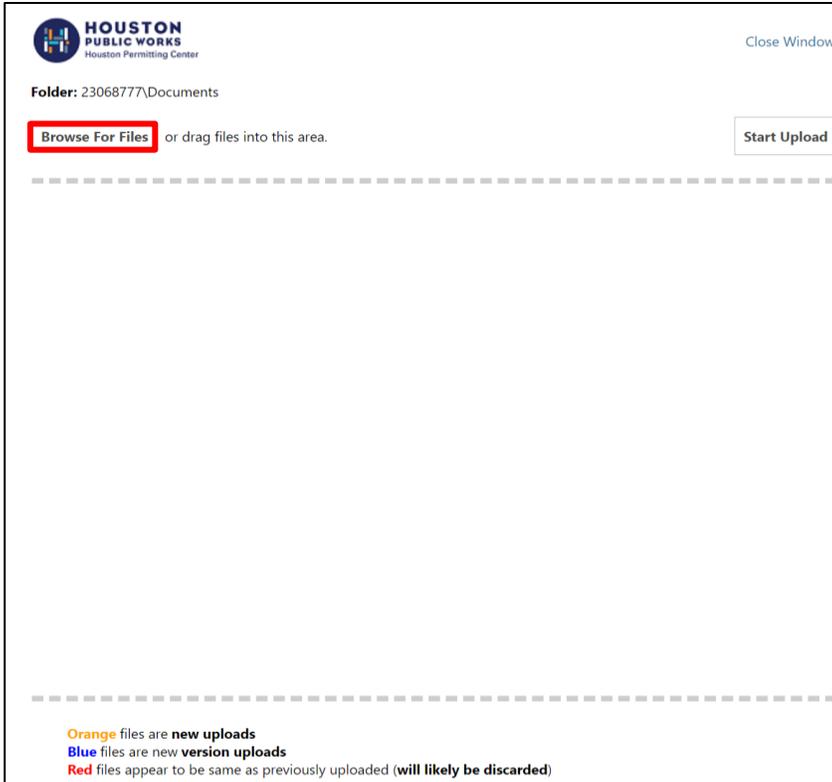
Click the **Upload Files** button.

A pop-up window will appear.

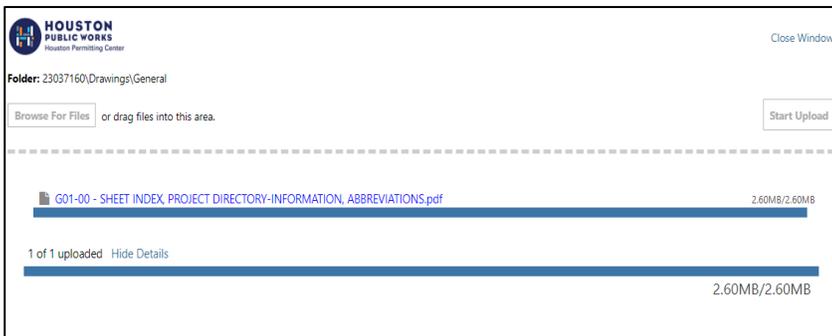
# Uploading Files

## First Submission

By default, up to 200 files or 10GB, whichever comes first. By default, up to 200 files can be uploaded at the same time.



1. Select **Browse for Files** and navigate to the file or Drag & Drop your desired files.
2. Select the file and click Open.
3. Once all files have been selected or dragged, click the **Start Upload** button.



# Uploading Files

## First Submission

Once files are uploaded into a folder, thumbnail images of all the files will be visible. Next to each thumbnail is the filename, status, name of the user who uploaded that file, upload date and time.

If a file is uploaded into the wrong folder, select the specific file, then click on the delete button (red "X"). **The ability to delete files is only permitted on the first submission.**

Individuals invited into project will not have this ability and should contact the main applicant to delete files.

To upload files into another folder, select the designated folder on the left and repeat the process until all drawings and documents are uploaded to their respective folders.

The screenshot displays the Houston Public Works web application interface for file management. At the top, the Houston Public Works logo and navigation links (Home, Project, All Tasks, Logout) are visible. The main content area shows a project titled "23068777: 1,986 SF. RETAIL REMODEL 1-1-5-M-B '21IBC". Below the project title, there is a "Refresh" button and an "Upload Files" button. A file list table is shown with columns for "FILE NAME", "STATUS", "REVIEWED", "UPLOADED", and "DATE". The file "913 75th & 913 A HCAD.pdf" is highlighted. A red box highlights the delete button (red X) in the top right of the file list. Another red box highlights the "STATUS", "REVIEWED", "UPLOADED", and "DATE" columns. A third red box highlights the file "913 75th & 913 A HCAD.pdf". A red arrow points from this file to a detailed view of the file information and history, which shows a thumbnail and metadata such as "File Type: PDF", "File Size: 172.37 KB", and "Upload Date: 7/19/23 10:49 PM".

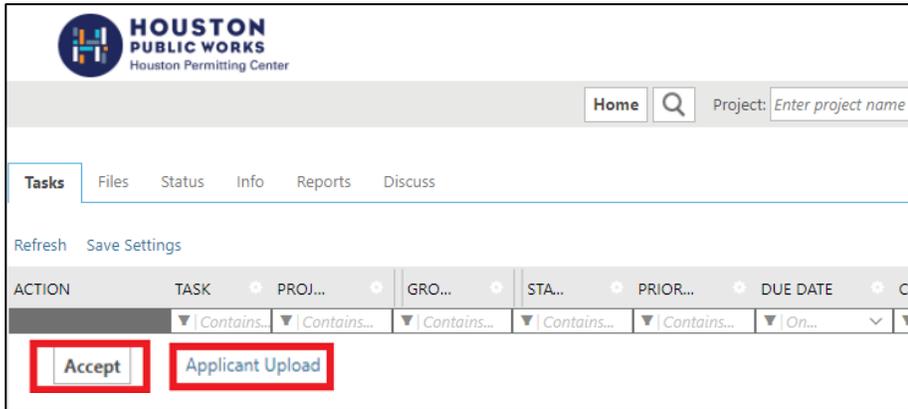
FILE NAME	STATUS	REVIEWED	UPLOADED	DATE
913 75th & 913 A HCAD.pdf			John Doe	7/19/23 10:49 PM
913 A 75th St Building Permit.pdf				
913 A 75th St Commercial Minor Repair Spec List.pdf				
Gmail - 913 75th ST & 913 75th ST A Houston TX 77011.pdf				
Limited Asbestos Survey Report - 913 75th St.pdf				

# Completing Assigned Task

## Submitting Project for Review

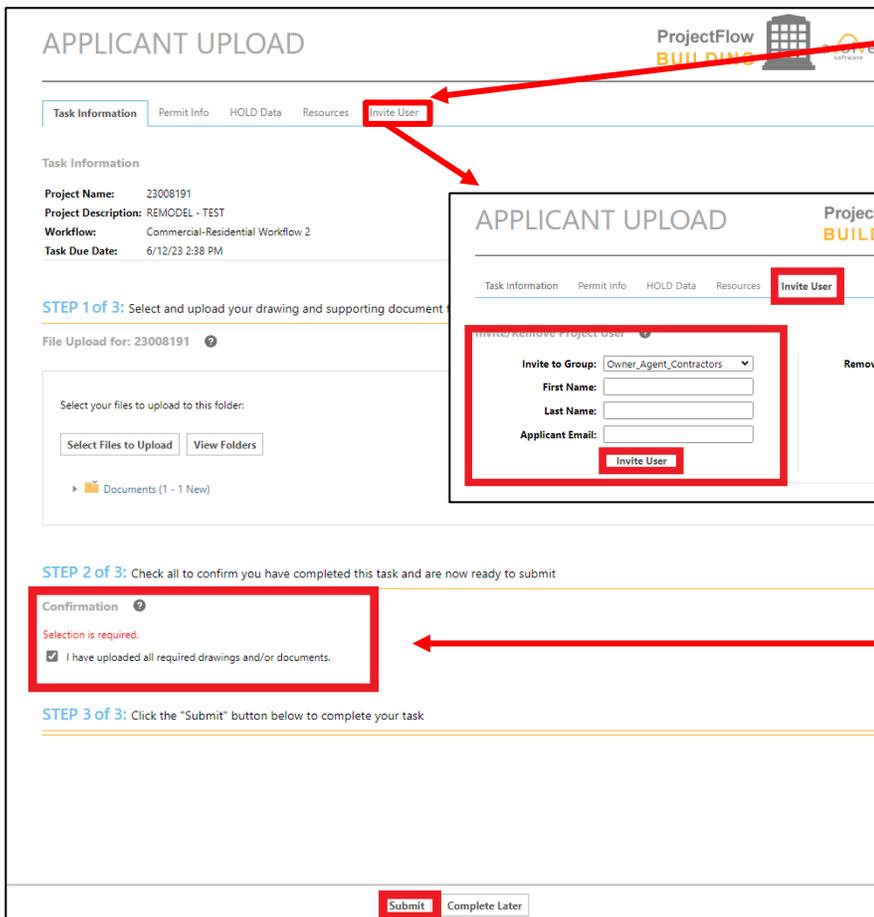
To notify the City of Houston that your plans are ready for pre-screen review, the applicant **must complete** the assigned **TASK**.

From the project's main page, click on the **Tasks** button to display the assigned task.



Click on the **Accept** or **Applicant Upload** task link, and then click **OK** to accept the task.

The **eForm** will pop-up in a separate window.



Before completing the task, if you wish to invite an additional user, click on the **Invite User** tab.

Invited users will have the ability to upload and view files, but cannot complete a task (i.e., no access to the eForm). Invited project members will also receive the same email notifications that the main applicant receives as the project moves through the workflow.

If you are ready, confirm all files have been uploaded and **Submit**.

If you are not ready to submit your plans select, **Complete Later**.

# Pre-Screen Review

## Process Overview

During the pre-screen review, a permit tech will review the uploaded files for completeness and compliance with the standards.

If you have met the submittal requirements, you will receive a Prescreen Approved email and your submittal is ready for the formal review process. The City’s Review Coordinator (RC) group will assign the formal review to all required disciplines and departments.

If items are missing or corrections are required, a **Pre-Screen Resubmit Task** notification will be emailed to you with instructions on how to resubmit to fix the issues.

The permit tech can provide information about the submittal issues or add comments to the check list and can also attach supporting documents for you to review.



### PreScreen Correction Resubmit Request Task Assignment

---

**Attention**

Your plan review submission for Project: ; has not met the minimum requirements for acceptance. You may review correction comments and requirements by accessing the ProjectDox site.

When corrected plans and/or documents are ready for re-submittal, please [Login to ProjectDox](#) and follow the instructions provided for re-submittal.

Please be advised when re-submitting plans and/or documents:

- All corrections must be uploaded using the same file names as the original submittal
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested
- Please make corrections within 180 days of this notice to prevent your application from expiring.

Project:	
Description:	
Task:	<b>Prescreen Resubmit</b>
<a href="#">Project Access</a>   <a href="#">Login to ProjectDox</a>	

## Sample Prescreen Corrections Email

# Pre-Screen Review

## Pre-Screen Resubmit Task

The following steps outline how to review the comments, submit corrections, and complete the assigned **Pre-screen Resubmit Task**:

1. Log in to **ProjectDox®**.
2. Select your **Project number** from the Dashboard or from the Home Page.
3. Click on the **Reviews** Tab.
  - a) The Applicant may view and respond to the requested corrections.
  - b) Ensure that a response is provided for all Unresolved comments.
  - c) Click on the **Files** tab to Upload all new and/or corrected files.

The screenshot displays the ProjectDox interface for project 23068777. The 'Reviews' tab is selected, showing a list of comments. Two comments are highlighted with red boxes: one with 'Unresolved' status and another with a yellow callout box that says 'Please enter your responses'. The comments contain detailed instructions regarding incomplete plans and electrical requirements.

Ref.#	Status	Date/Time	Cycle	Action
Ref.# 10	Unresolved	3/7/24 5:59 PM	Cycle 1	Type your response here.
Ref.# 11	Unresolved	3/7/24 6:00 PM	Cycle 1	Type your response here.

**Comment 10:** \*\* Plan submittals resulting in incomplete plans do not qualify to utilize the customer paid overtime service \*\*\*

**Comment 11:** 1. Incomplete Plans  
Your electrical plans are incomplete and cannot be reviewed as submitted. The design of your electrical plans must be complete and clearly document compliance with the design requirements specified in, but not limited to the following:  
a) Texas Engineering Practice Act,  
b) Houston Code Word 97-27,  
c) Section 106.3.2 of the Texas Engineering Practice Act, and  
d) The 2023 N.E.C. and include but not be limited to the following items:  
(1) A light & power lay-out (Missing all circuiting, home runs to the panel and circuit number it is fed from)  
(2) One Line Diagram (A complete diagram of service feeders, showing voltage, grounding and bonding, wire size, type of insulation, raceway type and size, overcurrent-protection size and type.)  
(3) A Load Analysis,  
(4) Panel Schedule,  
(5) Panel Location Shown on Plan,  
(6) The wiring method for the proposed occupancy requirements.  
(7) Short -Circuit Calculation (List short circuit available at each panel board, Article 110.9 & 10 N.E.C. With respect to Article 110.9 & 10 short circuit calculations will be required. The intent is to verify that all panels, circuit breakers and fuses shall have adequate available fault current. If current limiting devices are used, Let-Through current values will be required.)  
(8) AIC rating for each panel  
  
RE: Cover Sheet shows 2 Electrical Sheets missing (E-1, and E-2). Also provide information of what is existing and what is new to be installed. Scope of work notates, "Removing and Replace Electrical Components". Please identify the electrical components.

# Pre-Screen Review

## Pre-Screen Resubmit Task

ACTION	TASK	PROJECT	GROUP	STATUS	PRIORITY
Accept	Prescreen Resubmit Task	23068777	Applicant	Accepted	Medium

NAME	COORDINATOR GROUP
23068777 - Pflow COM Template - 7/19/2023 2:30:46 PM	Review Coordinator

Once all requested corrections are completed, select the **Task** tab, and click on the **Accept/Complete** button.

Once accepted, this will open e-Form window.

From the e-form proceed to steps 3 & 4, the applicant will need to certify the information and click **Submit** to complete the task and submit the project for review.

**STEP 3 of 4:** Check all to confirm you have completed this task and are now ready to submit

Confirmation ?

Response has been provided for all comments and files have been uploaded (if requested) \*Required

**STEP 4 of 4:** Click the "Submit" button below to complete your task

Submit Save for Later

**Note:** If all review comments require a response and they have not been provided, you will see the following notification and will not be able to complete your task until required responses have

Before completing this task, you must provide a response to all applicable comments by clicking the review comments button.

\*The Prescreen Corrections task can be repeated as many times as necessary until all corrections have been submitted. You will receive an email when your Prescreen review is accepted and review is beginning.

# Review of Plans

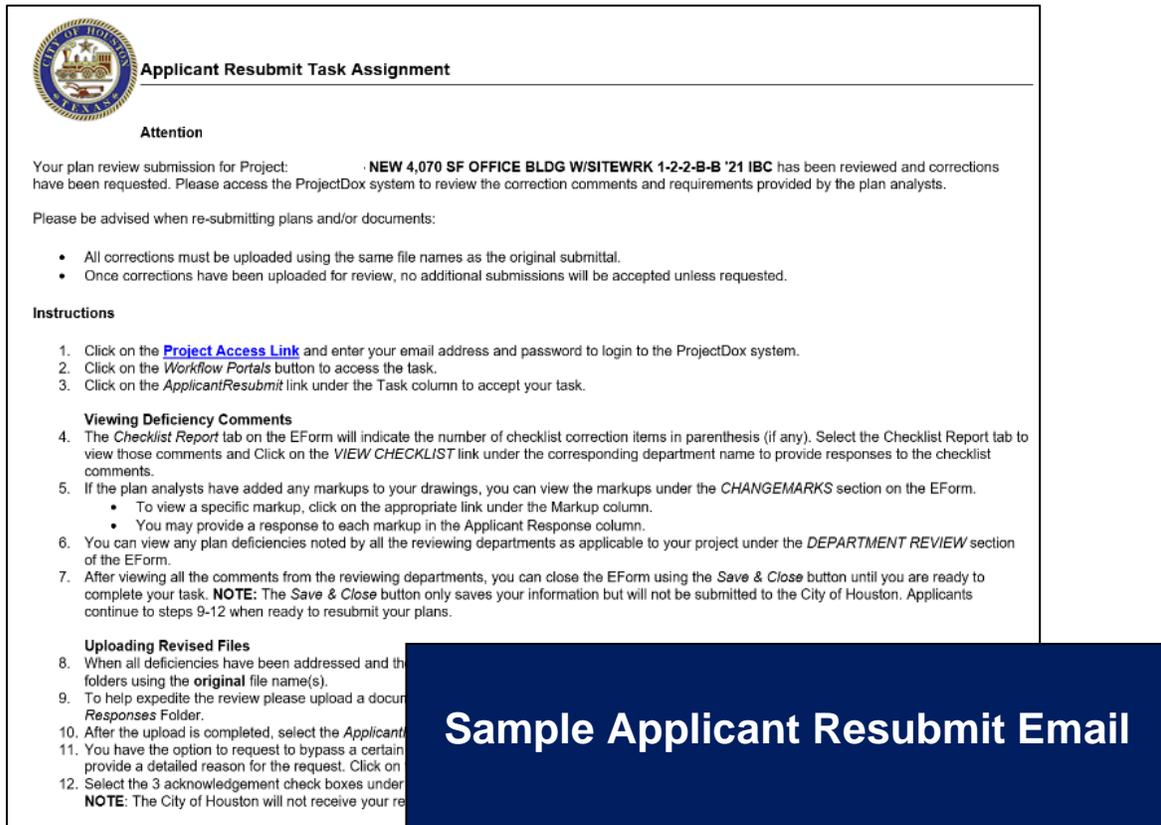
## Process Overview

The City's Review Coordinator (RC) group assigns the formal review to all required disciplines and departments. Each assigned department may approve or reject their review, and may add a status, check list comments, free form comment and/or changemark to the drawings.

Once all assigned departments have completed their review, the RC notifies the applicant whether the plan review is approved, or corrections are required.

If all reviews have been **Approved**, the Review QA Coordinator applies the final City of Houston approval stamp, and the applicant will receive an **Approved** email with instructions. (See Page 33)

If corrections are required, the applicant will receive an email notification to complete the **Applicant Resubmit Task** with instructions on how to resubmit.



The image shows a sample email titled "Applicant Resubmit Task Assignment" from the City of Houston. The email contains the following text:

**Attention**

Your plan review submission for Project: **NEW 4,070 SF OFFICE BLDG W/SITWRK 1-2-2-B-B '21 IBC** has been reviewed and corrections have been requested. Please access the ProjectDox system to review the correction comments and requirements provided by the plan analysts.

Please be advised when re-submitting plans and/or documents:

- All corrections must be uploaded using the same file names as the original submittal.
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested.

**Instructions**

1. Click on the [Project Access Link](#) and enter your email address and password to login to the ProjectDox system.
2. Click on the [Workflow Portals](#) button to access the task.
3. Click on the [ApplicantResubmit](#) link under the Task column to accept your task.

**Viewing Deficiency Comments**

4. The [Checklist Report](#) tab on the EForm will indicate the number of checklist correction items in parenthesis (if any). Select the Checklist Report tab to view those comments and Click on the [VIEW CHECKLIST](#) link under the corresponding department name to provide responses to the checklist comments.
5. If the plan analysts have added any markups to your drawings, you can view the markups under the [CHANGEMARKS](#) section on the EForm.
  - To view a specific markup, click on the appropriate link under the Markup column.
  - You may provide a response to each markup in the Applicant Response column.
6. You can view any plan deficiencies noted by all the reviewing departments as applicable to your project under the [DEPARTMENT REVIEW](#) section of the EForm.
7. After viewing all the comments from the reviewing departments, you can close the EForm using the [Save & Close](#) button until you are ready to complete your task. **NOTE:** The [Save & Close](#) button only saves your information but will not be submitted to the City of Houston. Applicants continue to steps 9-12 when ready to resubmit your plans.

**Uploading Revised Files**

8. When all deficiencies have been addressed and the folders using the **original** file name(s).
9. To help expedite the review please upload a document to the [Responses](#) Folder.
10. After the upload is completed, select the [Applicant](#) button.
11. You have the option to request to bypass a certain deficiency. You must provide a detailed reason for the request. Click on the [Request to Bypass](#) button.
12. Select the 3 acknowledgement check boxes under the [Acknowledgement](#) section.

**NOTE:** The City of Houston will not receive your re-submission until you have completed all the above steps.

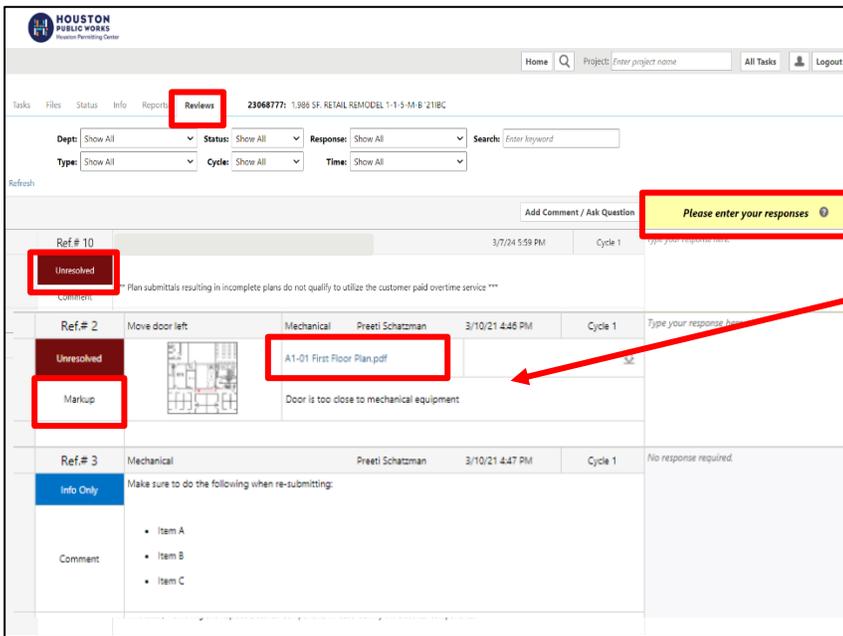
**Sample Applicant Resubmit Email**

# Review of Plans

## Applicant Resubmit Task

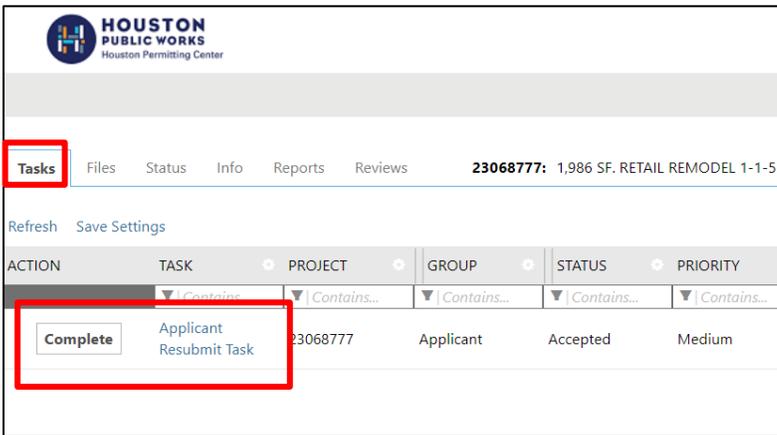
The following steps outline how to review the comments, submit corrections, and complete the assigned **Applicant Resubmit Task**:

1. Log in to [ProjectDox®](#).
2. From the Dashboard or Homepage select the **Project Number**
3. Click on **Reviews** tab:
  - a) Applicants may review provided comments and provide responses as required.
  - b) Ensure that responses have been provided in the applicant response column.



- View the reviewer comments and markups.
- Click on file name to open the drawing with markups.
- Add your response in the Applicant Response column.

Once all requested corrections are completed, select the **Task** tab, and click on the **Accept/Complete** button.



# Plan Review Revision Application Process

In addition to **Review Comments**, the applicant may also select **Export to Excel** to view comments on Excel spreadsheet. Export can be as one single file, or multiple files by department.

If needed, upload revised documents/files. **If not proceed to STEPS 3 & 4.**

- Select **“Versioned Files”** to upload files as new version updates for files previously submitted and received.
- Select **“New Files”** to upload any additional new files into the project as requested.

After all corrections are completed and all files have been uploaded. Confirm you have completed your Task.

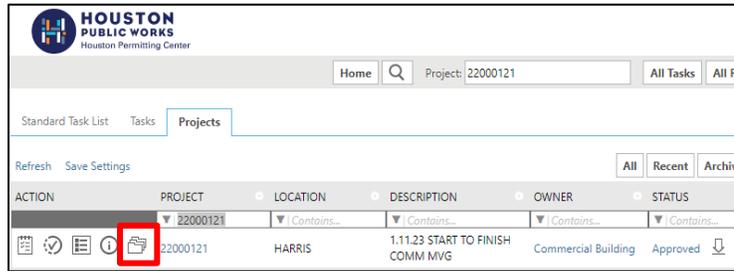
- Check all required boxes to certify your information.
- Click the **Submit** button.

# Download Approved Plans

## Print Approved Plan Set

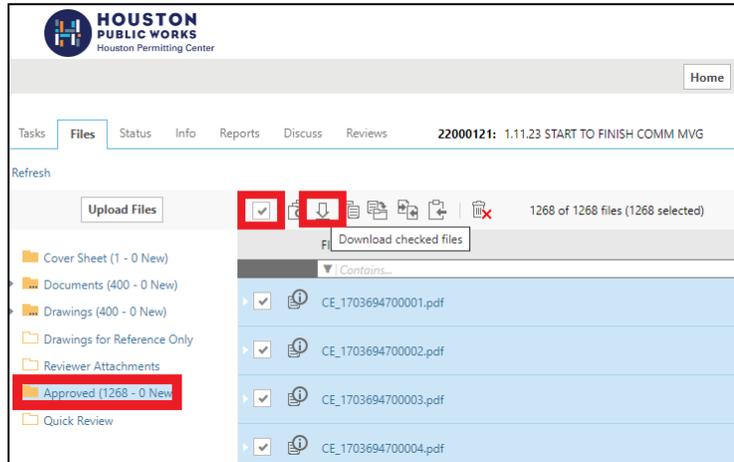
After all departments have approved their review, each page of the approved plan set will be stamped with the City of Houston seal in red, and a cover sheet will be stamped by each individual reviewer.

An email will be sent indicating the files are available for download in the **Approved** folder. It will also include the remaining balance due prior to starting construction.



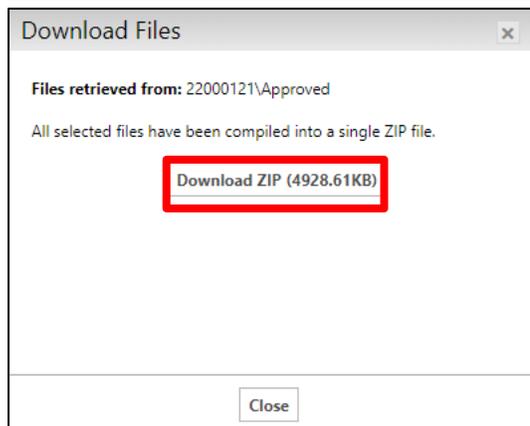
To **Download** your **Approved** Plans.

Click on your  **Files** icon.



To download the entire folder, select the box at the top of the thumbnails.

When your selection is complete, click on the download icon.



A single zip file will be created. Click the **Download Zip** file button to continue. Select Save or Save As in the pop-up window.

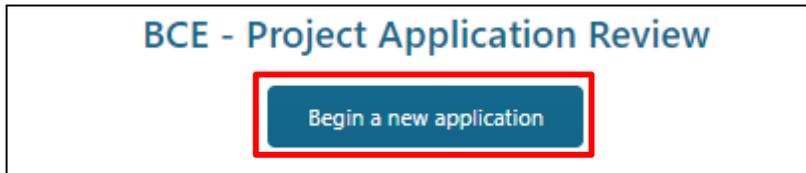


**The approved plan set must be printed in color at a minimum size of 24”x36” and kept on the jobsite throughout the duration of construction.**

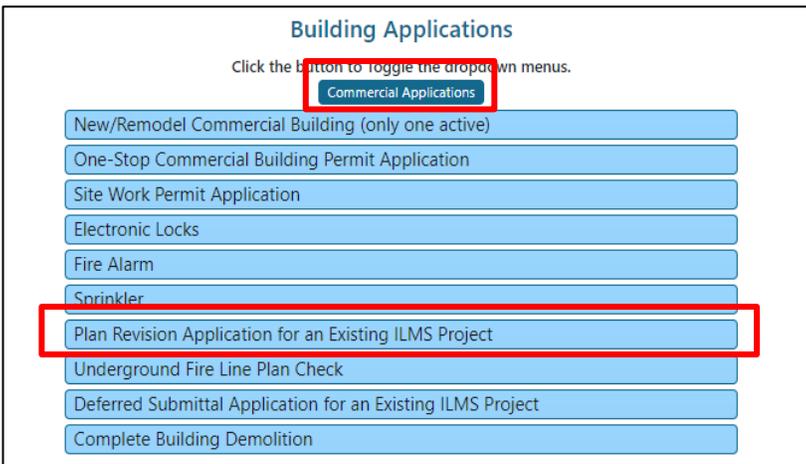
# Plan Review Revision Application Process



The process of setting up a revision is similar to setting up a new project on the iPermits Portal.



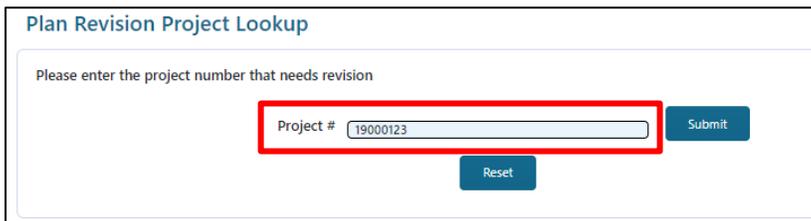
Logon to **iPermits** and click on the **Building Permit Applications** button.



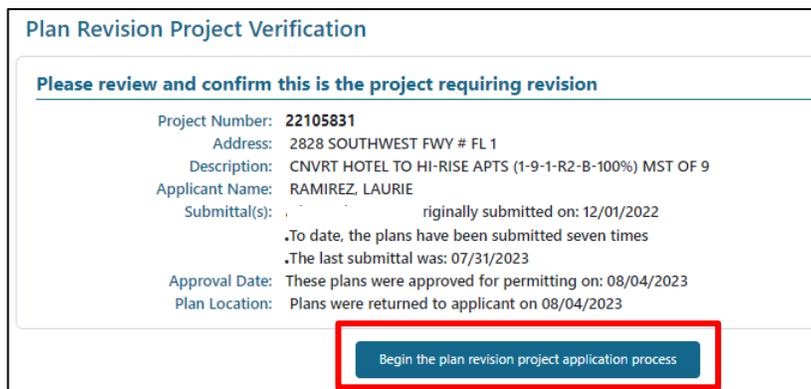
On the next screen click on **Begin a New Application**.

Click on **Commercial Applications**.

From the list of available applications, please select the **"Plan Revision Application for an Existing ILMS Project"**.



Enter the project number you wish to revise, and the click **Submit**.



Select the **"Begin the plan revision project application process"** button.

# Plan Review Revision Qualifications

Commercial Building Plan Review Revision Application

**Project/Situs Information**

Project Number:	22105831	Application Number:	00233290
Name on Situs:	*LEVY PARK APARTMENTS		
Property Address:	2828 SOUTHWEST FWY # FL 1		
City/State/Zip:	HOUSTON, TX 77098		
Project Use:	CNVRT HOTEL TO HI-RISE APTS (1-9-1-R2-B-100%) MST OF 9		
Estimated Valuation:	\$2,125,000	Improvement Square Footage:	17,207

Are you adding additional scope of work not originally covered in the project?  
 Yes  No

Are you adding square footage to the original foot print or lease space?  
 Yes  No

Are you adding any additional impervious cover above the originally approved design?  
 Yes  No

Are you changing the original occupancy classification or use of the building?  
 Yes  No

Based on your answer you do not qualify for a project revision. You must start a new application.

[Start New Application](#)

Answer the following 6 questions to find out if you qualify for a revision.

If you answer “**Yes**” to any of the questions from 1 to 4 or 6, you do **not** qualify for a revision.

You will have to start a new building permit application for the proposed scope of work.

If you answer, “**No**” to all the 6 questions, you qualify for a revision. Click the **Submit** button to continue. You will be directed to the shopping cart maintenance page.

**NOTE:** If you are requesting the revision with 1 or 2 trades and three or fewer sheets for each trade, please select “**Yes**” to question number 5 to qualify for the reduced rate.

Commercial Building Plan Review Revision Application

**Project/Situs Information**

Project Number:	22105831	Application Number:	00233290
Name on Situs:	*LEVY PARK APARTMENTS		
Property Address:	2828 SOUTHWEST FWY # FL 1		
City/State/Zip:	HOUSTON, TX 77098		
Project Use:	CNVRT HOTEL TO HI-RISE APTS (1-9-1-R2-B-100%) MST OF 9		
Estimated Valuation:	\$2,125,000	Improvement Square Footage:	17,207

Are you adding additional scope of work not originally covered in the project?  
 Yes  No

Are you adding square footage to the original foot print or lease space?  
 Yes  No

Are you adding any additional impervious cover above the originally approved design?  
 Yes  No

Are you changing the original occupancy classification or use of the building?  
 Yes  No

Is the revision limited to 1 or 2 trades and three or fewer sheets? If so, based on the fees paid to date, you qualify for a minimum fee review.  
 Yes  No

You qualify for a Reduced Rate Project Revision.

[Submit](#)

# Plan Review Revision Payment Process

iPermits Shopping Cart Maintenance

**Sales Order Payment Selection**

Shopping Cart No: 03400054  
Created: 06/07/2024

[Create a New ILMS Shopping Cart](#)  
[Return to Shopping Cart List Maintenance](#)

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

Sales Order	Type	Date	Holds Appvd	Customer / Contractor of Record (Permit emailed to)	Update Required	Fee / Amount Paid	Select to Pay
03714468	Plan Revision	07-JUN-2024	No Holds	2828 SOUTHWEST FWY # FL 1		\$119.88	<input checked="" type="checkbox"/>

Shopping Cart Amount Due : \$119.88

[Recalculate](#)  
[View the payment transmittal](#)  
[Charge This to My APA Account](#)  
[Make Online Payment via Credit Card or Electronic Check](#)

Select the appropriate payment method to pay for the revision.

If you select, **Make Online Payment via Credit Card or Electronic Check**, you will be transferred to the ILMS Shopping Cart Online Payment Processing screen where you will enter the payer information.

ILMS Shopping Cart Online Payment Processing

**Payment Selection**

Shopping Cart No: 03400054  
Created: 06/07/2024  
Payment Processed:

[Return to Shopping Cart Maintenance](#)

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.

Credit Card/Checking Account type:  Individual  Corporation or Firm

Last Name: ILMS-PROJECTDOX  
First Name: PROJECT  
Middle Name: IPERMITS

Billing Address:  
House #: 1002  
Fraction:   
Pre-Dir:   
Street Name: WASHINGTON  
Type: AVENUE  
Space:   
Billing Zip Code:  
Zip code: 77002  
Zip plus: 0000

Shopping Cart Amount Due \$119.88

please confirm the payer info is correct and press update  
[Update Payer Information](#)  
[Continue the Credit Card/Electronic Check Payment Process](#)

Please Note: Electronic check payments cannot be submitted after 6:30 PM.  
This Shopping Cart is currently being processed.

Click the **Update Payer Information** button (If needed) then click the **Continue the Credit Card/Electronic Check Payment Process** button.

You will be transferred to the payment website where you will enter your credit card information or electronic check information and complete the transaction.

An **ProjectDox®** invitation will be emailed to upload your plans.

Login to **ProjectDox®** system to upload the drawings and documents. Submit them for the revision plan review.

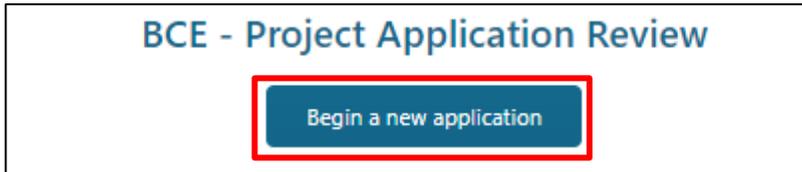
**NOTE:** When submitting an electronic revision to a plan that was approved on paper, a copy of the previously approved sheets is required to be uploaded into the **Drawings for Reference Only** folder along with the revised sheets

# Deferred Submittal Application Process

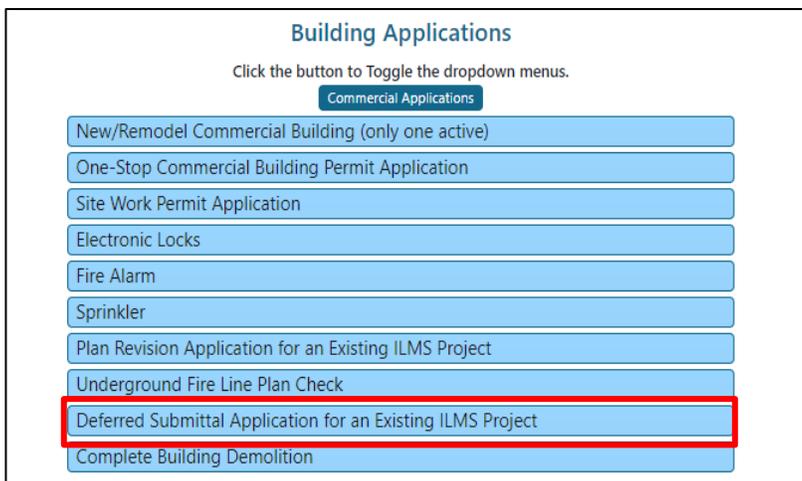
The process of setting up a revision is similar to setting up a new project on the iPermits Portal.



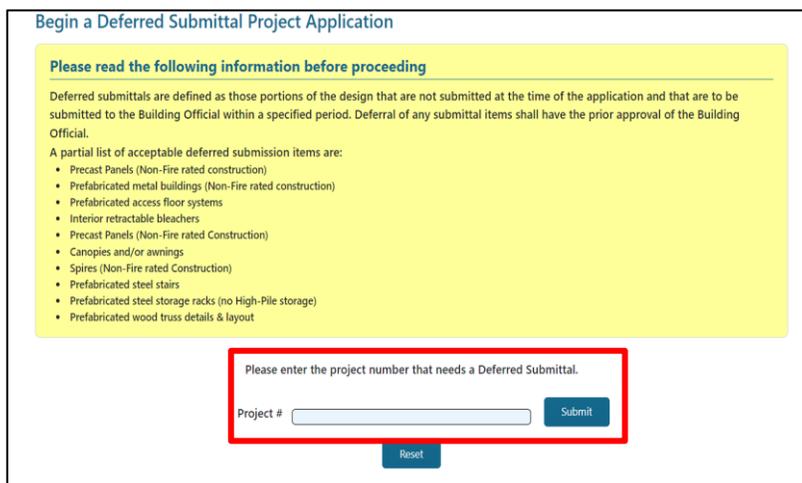
Logon to **iPermits** and click on **Building Permit Applications**.



On the next screen click on **Begin New Application**.



Click on **Commercial Applications**. From the list of available applications, please select the **“Deferred Submittal for an Existing ILMS Project”**.



Enter the project number and select the **Submit** button to verify the project information and begin the application process.

# Deferred Submittal Application Process

**Deferred Submittal Project Verification**

Please review and confirm this is the project requiring a deferred submittal

Project Number: 22105831  
Address: 2828 SOUTHWEST FWY  
Description: CNVRT HOTEL TO HI-RISE APTS (1-9-1-R2-B-100%) MST OF 9  
Applicant Name: RAMIREZ, LAURIE  
Submittal(s):  
-These plans were originally submitted on: 12/01/2022.  
-To date, the plans have been submitted  
-The last submittal was: 07/31/2023  
Approval Date: These plans were approved for permitting on: 08/04/2023  
Plan Location: Plans were returned to applicant on 08/04/2023

**Begin the project application process**

Back

Click the button “**Begin the project application process**” to start the deferred submittal application.

**Deferred Submittal Project Application**

**Project/Situs Information**

Project Number: 22105831      Application Number: 00233290  
Name on Situs: \*LEVY PARK APARTMENTS  
Property Address: 2828SOUTHWESTFWY  
City/State/Zip: HOUSTONTX, 77098  
Project Use: CNVRT HOTEL TO HI-RISE APTS (1-9-1-R2-B-100%) MST OF 9  
Estimated Valuation: \$2,125,000      Improvement Square: 17,207  
Footage:

Please select the appropriate deferred items pertaining to this application

Select	Description
<input type="checkbox"/>	Precast Panels (Non-Fire rated construction)
<input type="checkbox"/>	Prefabricated metal buildings (Non-Fire rated construction)
<input type="checkbox"/>	Prefabricated access floor systems
<input type="checkbox"/>	Interior retractable bleachers
<input type="checkbox"/>	Precast Panels (Non-Fire rated Construction)
<input type="checkbox"/>	Canopies and/or awnings
<input type="checkbox"/>	Spires (Non-Fire rated Construction)
<input type="checkbox"/>	Prefabricated steel stairs
<input type="checkbox"/>	Prefabricated steel storage racks (no High-Pile storage)
<input type="checkbox"/>	Prefabricated wood truss details & layout

Other #1: \_\_\_\_\_  
Other #2: \_\_\_\_\_  
Other #3: \_\_\_\_\_

Please Note: The item(s) selected MUST have been identified as deferred submissions during the plan review process of the project mentioned above.

For additional information click the following link to view the deferral request form which as already mentioned should be completed and included as part of the original project application. [Deferral Submission Request](#)

**Submit**

Select the appropriate deferred items from the list and click on **Submit** button.

**NOTE:** [All items designated with an asterisk \(\\*\) in the table](#) require a City of Houston Approved Fabricator. To obtain a list of approved fabricators please [click here](#).

You will be transferred to the payment website where you will enter your credit card information or electronic check information and complete the transaction.

You will then receive an **ProjectDox®** invitation via email to upload your plans.

# Additional Permit Applications for Subprojects

## Correction Request

When the Regulatory Compliance Coordinator (RCC) or a Structural Plan Analyst requests that you to create additional application(s), you will receive an email with the instructions.

Project Application 00303026 correction - ILMS Project

 City of Houston <epr\_salesorders@houstontx.gov>  
To ○

John Doe  
1002 Washington Ave  
Houston, TX 77002  
[John.doe@houstontx.gov](mailto:John.doe@houstontx.gov)  
(111) 222-3333

While reviewing your application ( [00303026](#) ) it was determined that additional project applications are required. Please refer to the pre-requisite and/or structural plan analyst comments for more information. The required additional application(s) can be created via iPermits. To begin the process, log into iPermits and review the first page of the application mentioned above. Press the 'Create Additional Projects' button. This button will only become available once the current plan review cycle is complete and will be removed upon completion of the ProjectDox document upload task.

[View the plan check comments](#)

[Launch ILMS Online Permits](#)

Regards,

Building Code Enforcement - Plan Review Section  
1002 Washington Avenue, 3rd Floor  
Houston, TX 77002

For customer assistance please call (832) 394-9000 or email us @ [Houston.permittingcenter@houstontx.gov](mailto:Houston.permittingcenter@houstontx.gov)

View the comments from structural plan analyst by clicking **View the plan review comments** from the email.

Use the link **Launch ILMS Online Permits** to login to iPermits.

BCE - Project Application Review

[Begin a new application](#)

This page allows you to view Electronic Plan Review applications that are attached to your user profile.

Select the date range that you would like to search. If no date range is selected the search will default to the last year's activity.

6/10/2023  5/31/2024  Include Inactive Projects  Include Finaled Projects  Include Voided  [Refresh List](#)

Existing Applications						
Application No	Application Date	Application Type	Owner Name	Street Address	Sub Projects	Project No
<a href="#">00305916</a>	05/31/2024	Miscellaneous	XEMEROMA PROPERTIES, LLC	5714 KEMP ST Sales Order Pending Payment		
<a href="#">00305915</a>	05/31/2024	Minor Residential Spec List Repairs	ILMS-PROJECTDOX, PROJECTD IPERIMITS	5714 KEMP ST Sales Order Pending Payment		
<a href="#">00305914</a>	05/31/2024	Miscellaneous	TEST- FOR IPERIMITS UPDGRADE	911 1/2 WASHINGTON AVE # 5.89 Plan review is incomplete		<a href="#">24010202</a>
<a href="#">00305913</a>	05/31/2024	Site Work	TEST- FOR IPERIMITS UPDGRADE	911 1/2 WASHINGTON AVE # 5.89 Plan review is incomplete		<a href="#">24010201</a>
<a href="#">00305912</a>	05/31/2024	One-Stop Residential	TEST- DRIVEWAY	1002 WASHINGTON AVE Plan review is incomplete		<a href="#">24010200</a>

From the list of existing applications, click on the appropriate application number (specified in the email).

# Additional Permit Applications for Subprojects

## Correction Request /Additional Applications

Application list    Application Page 1    Application Page 2    Document Attached    Generate PDF

**One-Stop Commercial Building Permit Application - Page 1 of 2**

**Instructions**

Complete this page in its entirety and click the Save & Continue button to proceed to page 2 of the application. Please note an Unsworn Declaration must also be submitted as part of the Building Permit Application package. **Applications without the declaration will not be processed.**

For **Address Assistance**, please contact the [Addressing Team](#) or phone 832-394-8899.  
For **General Inquiries**, please contact [Commercial Plan Review](#) or phone 832-394-8810.

**Please read the following information before proceeding**

- Fields marked with "\*" are required.
- Completion of the form [Commercial Prerequisite Checklist \(CE-1105\)](#) is a prerequisite for the Commercial Plan Review process.
- All Building permit applications must be submitted for electronic plan review.
- Submittal of false information will result in invalidation of the application.
- Does this application involve multiple buildings or tenant lease spaces? If so, please create a separate application for each project or tenant space.

**Declaration in Support of Application for City of Houston Building Permit**

Please note: Effective April 5, 2021, Building Code Enforcement will require a deed restriction declaration form according to Section 10-3 of the Houston Code of Ordinances.

A declaration form is required for all building permit applications except for the:

- Complete demolition of a building
- Repair of a building if the materials and method used for repair are substantially the same materials and methods used for construction
- Interior remodeling of a building that does not change the building's use and occupancy classification

In addition, the process for submitting the declaration form has been updated:

- The form must be signed by the property owner
- The form will be validated against HCAD records during pre-screen review. If ownership does not match HCAD, applicants should upload proof of ownership with the signed declaration form.

**General Application Information**

Number: 00321792    Date: 05/07/2024  
ILMS Project: 24042361 ONE-STOP REMODEL, OFFICE  
Owner, Tenant, Business Name  
Entity Name Type:  Individual  Corporation or Firm  
Corporation or Firm Name  
TEST PROJECT

**Project Address**

No.	Fraction	Dir.	Street Name	Type	Dir.	Unit Id	Unit#
911	1/2		WASHINGTON	AVENUE			

City: HOUSTON    Zip Code\*: 77002    Zip Plus: 0000    County\*: HARRIS    Key Map:    # of Stories:   

Complete the following fields for new construction only.

Subdivision: N/A    Lot/Block: N/A    Tract: N/A

 The City has reviewed your plans and found that one or more additional project application need to be created to cater for structure not identified in your application. The additional application requirements have been outlined in the structural plan analyst's comments and are available for review via ProjectDox or via the iPermits plan check comments. Please click the following button to research the requirement.

[Review plan review status](#)

follows to begin the application process. Please click the button that [Create an additional application](#)

You will be transferred to Application Page 1.

To create an additional application, click on the **Create an additional Application** button and you will be transferred to the Copy this application page.

**General Application Information**

Number: 00305925    Date: 06/10/2024  
Owner, Tenant, Business Name  
Entity Name Type:  Individual  Corporation or Firm  
Corporation or Firm Name  
CITY OF HOUSTON- PERMITTING CENTER

**Project Address**

No.	Fraction	Dir.	Street Name	Type	Dir.	Unit Id	Unit#
1002			WASHINGTON	AVENUE			A-1

City: HOUSTON    Zip Code\*: 77002    Zip Plus: 0000    County\*: HARRIS    Key Map:    # of Stories: 1

Complete the following fields for new construction only.

On page 1, the Address must be different from the Master Application.

**Please Note:** The application being copied '00305925' will be converted to a 'Master Application' and the resulting application will be created as a subordinate application.

[Copy and Continue](#)

[Reset](#)

Select the **"Copy and Continue"** button to copy the application.

The original application will be converted as a master application and this new application will be created as a sub application.

# Additional Permit Applications for Subprojects

## Correction Request /Additional Applications

Enter all required information on page 2 and select **Save and Continue** button to go to the **Attach Documents/Finalize Application** page.

Application list    Application Page 1    Application Page 2    Document Attached

### Commercial Building Permit Application - Page 2 of 2

Please read the following information before proceeding

- Fields marked with "\*" are required.
- Completion of the form **Commercial Prerequisite Checklist (CE-1105)** is a prerequisite for the Commercial Plan Review process.
- All Building permit applications must be submitted for electronic plan review.
- Submittal of false information will result in invalidation of the application.
- Does this application involve multiple buildings or tenant lease spaces? If so, please create a separate [application](#) for each project or tenant space.

---

#### Application

Application Number: **00305925**      Date: **06/10/2024**

Project Address:

Project Scope: **Remodel, Retail**

Present Occupancy:

Proposed Occupancy:

Construction Type:

Fire Rating:

Describe the proposed development:

---

Sprinkler Installed:  Yes  No    Sprinkler Percentage:

Sprinkler Type:

TDLR Project No:

CO/CC Certificate Requested:  C/O  C/C  None

---

Please read the following information before proceeding

- Complete of the Fire Marshal Hazardous Material Declaration Form when applicable
- Fire Marshal Hazardous Materials Inventories Statement (HMIS)

Does this project scope include new or modify High-Pile Storage?  Yes  No

**What is High-Pile storage?**

Does this project scope include new or modify LP-Gas Fuel Tank Use or Storage?  Yes  No

Does this project scope include new or modify anyother types of Hazardous Material Use or Storage?  Yes  No

---

Before proceeding ensure the address listed above is the location where the work will be performed. A permit is only valid for a specific address. If the address provided is inaccurate an address change is required. There is a fee associated with this change.

---

#### Enter the required Square footage Values

Square Footage (added):     Total Cost of Improvement:

---

#### Responsible Parties

##### Project Manager Information

Enter or Copy One of the Following to the Project Manager Information.  Applicant  Owner

The Project Manager is yet to be determined

Entity Name Type:  Individual  Corporation or Firm

Last:     First:     Middle:

Address

Street #:     Fraction:     Pre-Dir:     Street Name:     Type:     Space:

City:     State:     Zip Code:     Zip Plus:     Phone:

Phone:     Contact:     Email:

---

##### General Contractor Information

Enter or Copy One of the Following to the General Contractor Information.  Applicant  Owner  Project Manager

The General Contractor is yet to be determined

Entity Name Type:  Individual  Corporation or Firm

Last:     First:     Middle:

Address

Street #:     Fraction:     Pre-Dir:     Street Name:     Type:     Space:

City:     State:     Zip Code:     Zip Plus:     Phone:

Phone:     Contact:     Email:

Save and Continue

# Additional Permit Applications for Subprojects

## Correction Request /Additional Applications

Application list    Master Application Recap    Application Page 1    Application Page 2    Document Attached    Generate PDF

### Attach Documents / Finalize Application

**Project Application Information**  
Application No: 00326805 C1 OF AS

### Upload Additional Documents

**Please Note:** Required Attachments Include  
• Declaration in support of application for City of Houston building permit

This page is for application related information; Please do not upload building plans or construction documents.

PDF is the City's preferred file format but we also accept the various Microsoft office file formats (DOC, DOCX, PPT, PPTX, XLS, XLSX) as well as GIF, JPG, PNG, JPEG, TIFF, TXT AND ZIP files.

Select files...    Drop files here to upload

Note: Uploading documents does not finalize the application

### Create Supplemental Applications or Sub Projects for Multiple Tenants or Projects

If your project contains multiple buildings, multiple tenant spaces, multiple sites, multiple addresses, or multiple structures, then additional applications are required. Click below to create the applications for Sub-Applications or Projects. Please include an accurate valuation for the exact scope of work identified on each separate application.

### Application Status

[Return to Master Application Recap](#)

Attach any documents associated with this application.

Select the **Return to Master Application Recap** button to see the details and to finalize application.

### Master Application

[Application List](#)

Master Number: 00305925    Date: 06/10/2024 AS C

Address: 1002 WASHINGTON AVE

Owner name:

Please Describe the Proposed Development: TEST

### Sub Project Applications

Number	Date	Occupant Name	Property Address	Project No	Square Footage	Estimated Value	Shopping Cart
00305925	06/10/2024	CITY OF HOUSTON	1002 WASHINGTON AVE # A-1		1,000	5,000	

If the application requires address Validation, select the application number, and on Page 2 click on **Request Address Validation** or **Request Review** form the Master Recap.

### Application Fee

**Please Note:**  
Per your estimate the cost of construction for this application is \$5,000 dollars. The calculated permit fee is \$87.24 . A 25% down payment (\$21.81) plus an additional \$32.16 administration fee must be paid prior to building plan submission. The total amount due is \$53.97 .

Is the proposed construction related to a Houston Airport System, or Metro development contract? If Metro or HAS related, you may optionally click the following check box to request the City review this application and determine if the plan review deposit can be deferred.

Please Note: Selecting this option will place the application on hold until reviewed by Building Code Enforcement.

I hereby certify that all of the information provided in this application is true and correct to the best of my knowledge.If any information is found to be inaccurate, this application is subject to be voided and will require the submission of a new application including any applicable fees.

[Finalize Application](#)

Check the disclaimer box and click the **Finalize Application** button.

# Index

## Standard Folder Structure-Upload Requirements

- Cover Sheet
- Documents – No upload.
  - Prerequisite Check list - **PreReq form 1301 or 1105.**
  - Utility Letters - **Water and wastewater letter and storm water information form.**
  - Forms – No uploads.
    - Energy Forms – **Codes - ComCheck / ResChek, IC3, REMRATE**
    - Deferred submittal – **Completed Form 1086 form.**
    - Grade and Fill - **Completed Fill & Grade Form CE-1094 form.**
    - Impervious Cover Calculation - **Completed form CE-1248/ Form CE-1207**
    - Landscape analysis – **Completed Landscape analysis form.**
    - Sound Attenuation - **Completed form CE-1202 form.**
  - Manufacturing Specs - **Walk in coolers specs, vent hoods, prefab metal building plans.**
  - Geotechnical Reports - **Soil Report**
  - Asbestos Survey - **Report from DSHS Licensed Inspector or Asbestos Free Letter from Engineer or Architect signed, sealed, and dated.**
  - ARA Application - **Time stamped ARA application**
  - U.L. Designs – **Fire rated testing criteria**
  - Owner Statement of Intended Use - **Completed form CE-1120**
  - Occupant Reduction Letter – **Signed reduced occupant load letter.**
  - Approved Code of Records – **Signed Code of record letter from Building Official**
  - Approved Alternate Methods - **Letter from Building Official**
  - Fire Suppression Product Data and Calcs – **Fire Suppression Product Data & calcs**
  - Miscellaneous – **Other documents that do not have a specific folder.**
  - Applicant Responses – **Applicant Responses only**
  - Flood
  - Planning
  - Traffic
  - Fire
  - Health
  - Urban Forestry

**See “Standard Folder Structure” for more information regarding upload requirements.**

# Index

## STANDARD FOLDER STRUCTURE-UPLOAD REQUIREMENTS

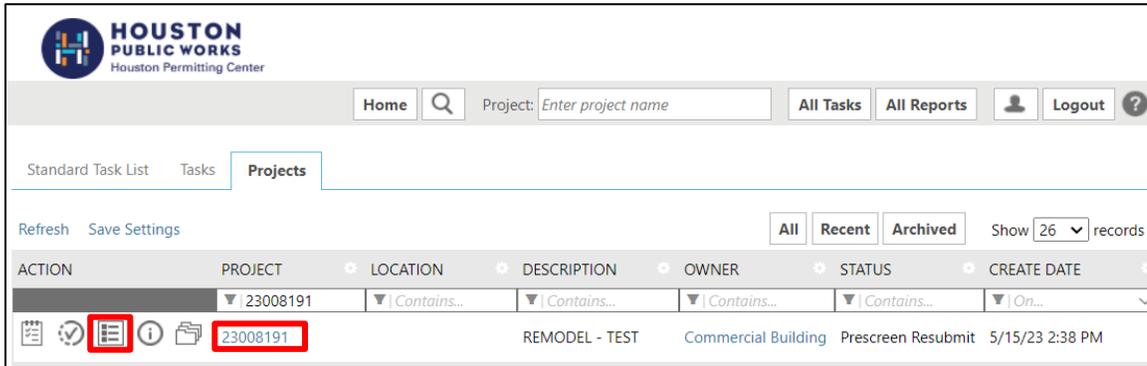
- Drawings – No upload.
  - Index – **Drawing Index only**
  - General - **Project notes, ADA drawings and notes**
  - Demo - **Demo plans only**
  - Site Plan - **Site plans only, paving, lot lines, easements**
  - Architectural - **Elevations, floor plans, design details**
  - Landscape - **Landscape plans**
  - Structural - **Engineered drawings structural, load bearing, fire rated.**
  - Electrical – **Electrical load analysts, panel schedule, one-line diagram, power plan**
    - Low Voltage – **Low voltage electrical plans**
  - Plumbing – **Plumbing floor plan, riser diagram**
  - HVAC – **HVAC Floor Plan with layout**
  - Civil – **Civil site plan, paving plans**
    - Storm Drainage - **Drainage, grading, retention plans**
    - Mitigation (if applicable) - **Flood plan**
    - Water / Wastewater - **Utility plans**
    - Plat – Survey - **Survey or recorded subdivision plat**
  - Health – **Food and Beverage Services – Kitchen equipment, Kitchen finishes plans.**
  - Electric Locks – **Electric lock drawings**
  - Fire Marshal – No upload.
    - Haz – Mat – **Hazmat drawings**
    - High – Pile – **High pile drawings, Rack plans**
    - Standpipes – **Pump Room Details**
    - Alarm – **Fire alarm plans**
    - LP Gas – Natural Gas – **LPG tank plans**
  - Fire Suppression – No upload.
    - Sprinklers – Above Ground – **Above ground sprinkler plans**
    - Sprinklers – Add and Relocate – **Add and relocate sprinkler plans.**
    - Underground Fire Lines – **Underground fire line plans**
  - Urban Forestry – Drawing
  - Drawings for Reference only – **Separately permitted work such as foundation plans, sitework plans. Also reference drawings for revisions**
  - Reviewer Attachments
  - Approved
  - Quick Review

**For further clarification regarding upload requirements please contact the respective business group.**

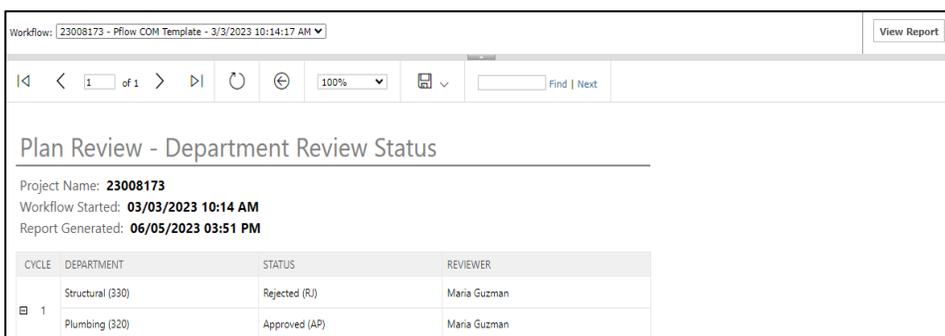
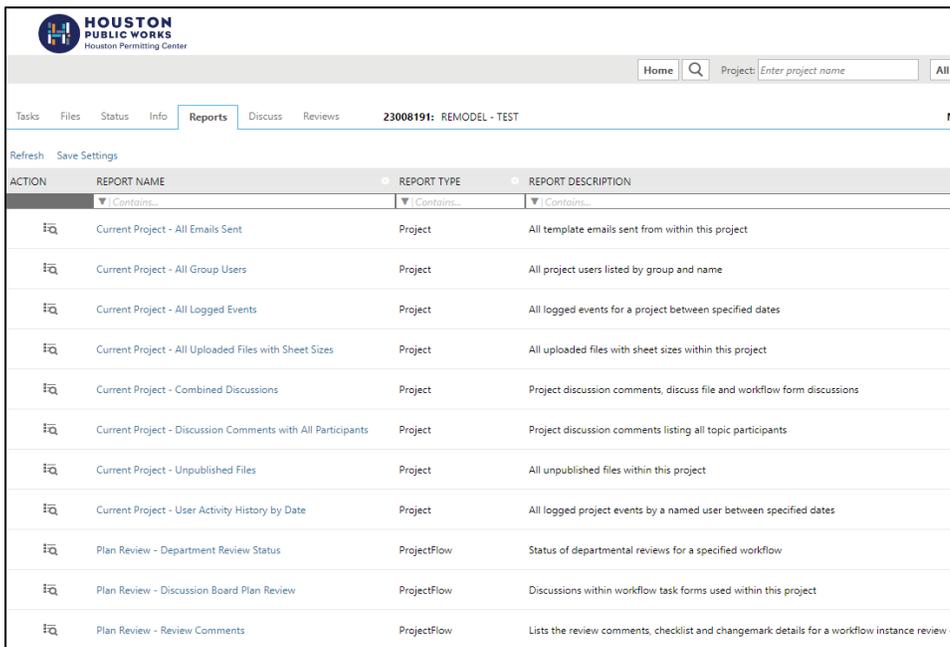
# Index

## How To Run Reports in Projectdox

**Step 1:** Log in to your ProjectDox® account and select the project number or the report icon to run report.

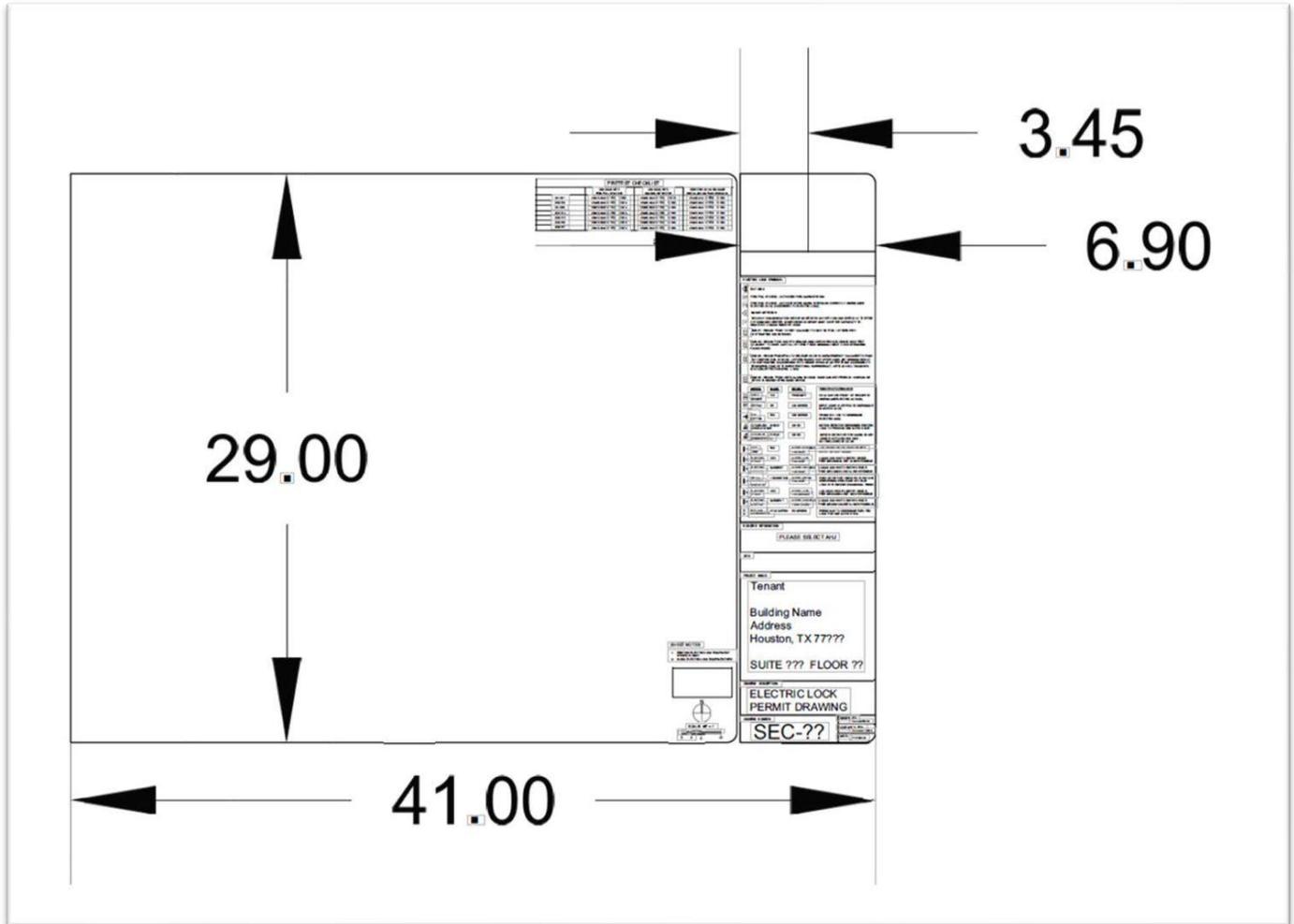


**Step 2:** On the Reports tab. Click on the magnifying glass for the report your wish to run.



# Index

## Standard Border-Detail Sample





1002 Washington Avenue  
Houston, Texas 77002

832.394.8810  
[commercial.planreview@houstontx.gov](mailto:commercial.planreview@houstontx.gov)  
[www.houstonpermittingcenter.org](http://www.houstonpermittingcenter.org)