HOUSTON
PERMITTING CENTER

Commercial Building Plan Review

Step-by-step user guide to the electronic plan review
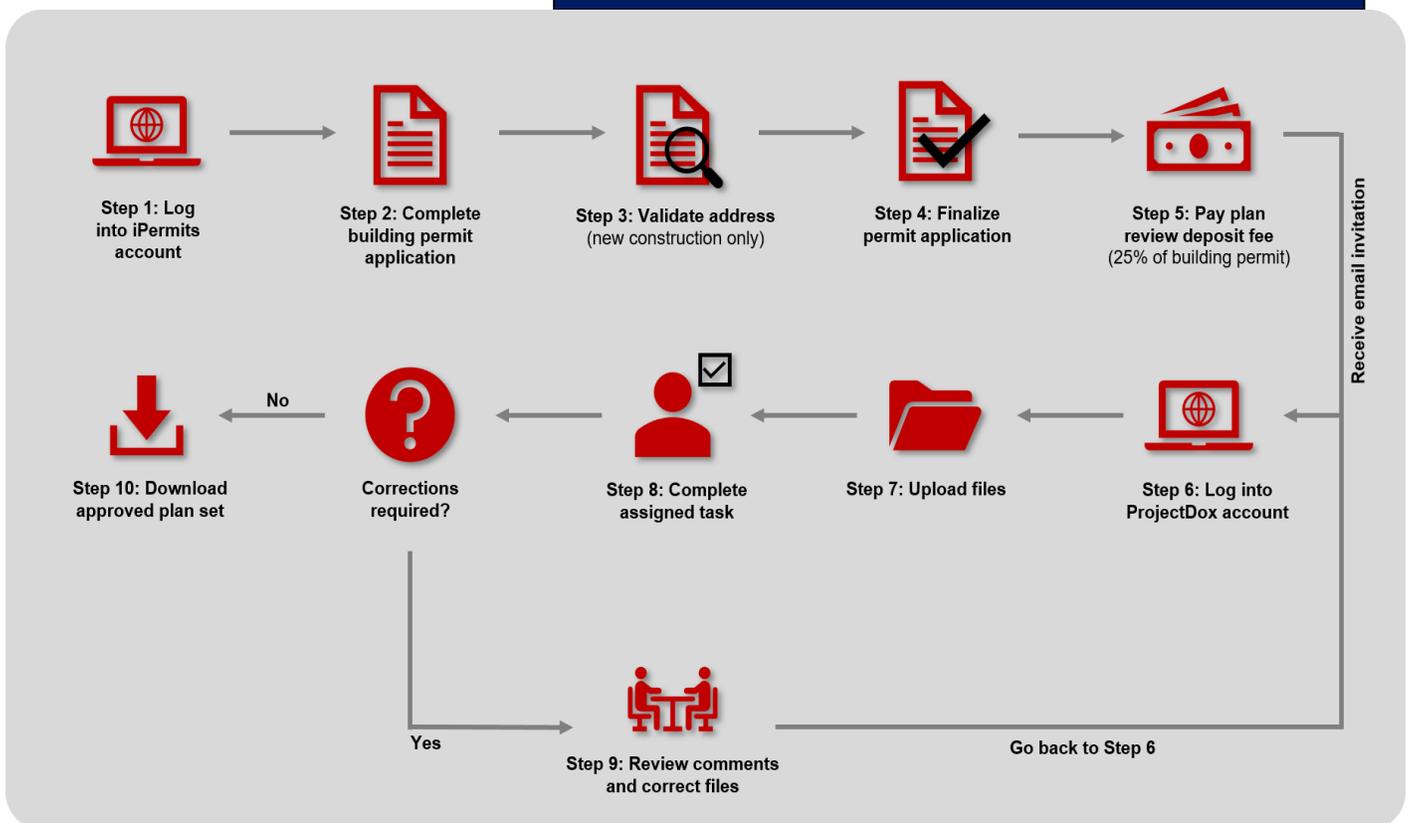
ELECTRONIC PLAN REVIEW

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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

Step 1: Log into iPermits account

Step 2: Complete building permit application

Step 3: Validate address (new construction only)

Step 4: Finalize permit application

Step 5: Pay plan review deposit fee (25% of building permit)

Receive email invitation

Step 6: Log into ProjectDox account

Step 7: Upload files

Step 8: Complete assigned task

Corrections required?

No

Step 10: Download approved plan set

Yes

Step 9: Review comments and correct files
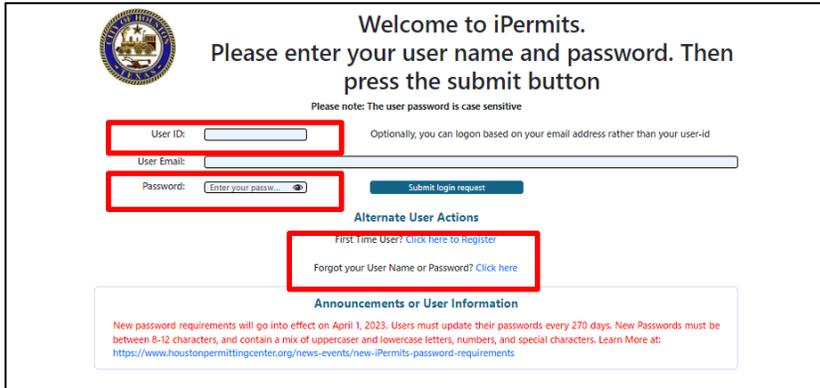
Go back to Step 6

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.

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

Application Process
Commercial Building Permit Application

Log into your **iPermits Portal** account.
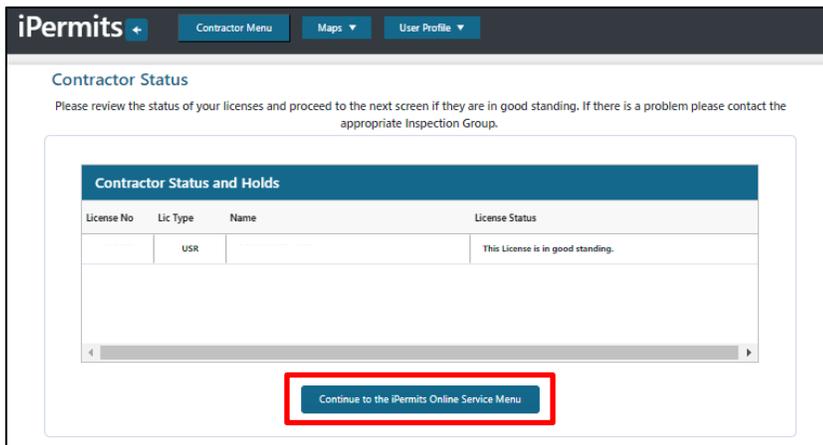
Click on **"Continue to the iPermits Online Service Menu"**.
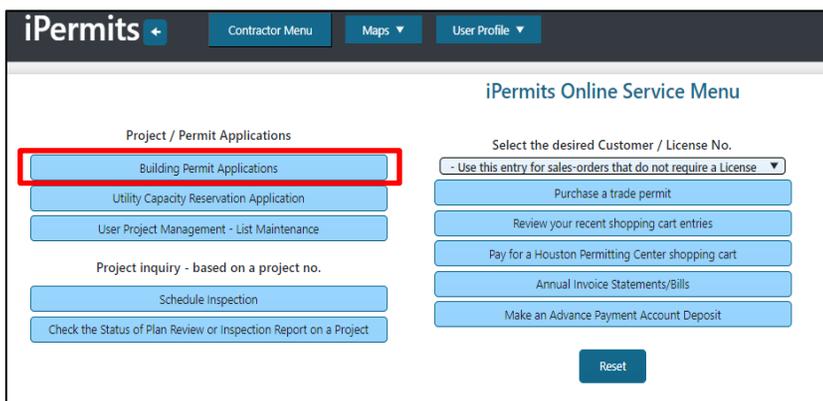
Under the iPermits Online Service Menu, click on the **Building Permit Applications** button as illustrated.

Application Process
Commercial Building Permit Application

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

Click on the **Commercial Applications** button.

Select the appropriate commercial application.

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

Commercial Building Project Application - Address Search

Your address search returned the displayed street names results. Click on the appropriate street name.

If your Street Name does not appear on the list, contact the City of Houston HPC-Addressing at 832-394-8899 or hpcaddressing.team@houstontx.gov for assistance.

Qualified Street Names

Address

WASHINGTON AVE

The needed street name is not listed.

Prior to submission the application will be forwarded to the permitting department for address resolution.

Begin new search

Click on the correct street name from the generated list.

If your street name does not appear, click on the button **The needed street name is not listed** and contact the Addressing Section for assistance.

Commercial Building Project Application - Address Search

Your Property Address inquiry has qualified the following Addresses. Click on the appropriate Address.

Suite, Floor, Building Number Not Listed:
If your exact address (including the Space) does not appear in the list, click one that matches your Street Number.

Street Number Not Listed:
If your Street Number does not appear in the list, contact the City of Houston.

Qualified Addresses

Address	Name on situs
1000 WASHINGTON AVE 1001 77002	HPC TEST PROJECTS 2, 012
1000 WASHINGTON AVE 102 77002	TEST, PLUMBING PERMIT
1000 WASHINGTON AVE 111 77002	TESTING ELECTRICAL PERMIT
1002 1/2 WASHINGTON AVE 77002	CITY OF HOUSTON- PERMITTING CENTER
1002 1/2 WASHINGTON AVE SIGNS 77002	SIGNS TEST
1002 WASHINGTON AVE 77002	CITY OF HOUSTON- PERMITTING CENTER
1002 WASHINGTON AVE - 77002	AIA HOUSTON
1002 WASHINGTON AVE 2ND 77002	CITY OF HOUSTON- PERMITTING CENTER
1002 WASHINGTON AVE 3RD 77002	CITY OF HOUSTON- PERMITTING CENTER
1002 WASHINGTON AVE 5.88 77002	TEST, TEST
1002 WASHINGTON AVE A 77002	WASHINGTON OFFICE
1002 WASHINGTON AVE ACRX 77002	TEST FOR BUILDING NAME
1002 WASHINGTON AVE B 77002	COH-PWE
1002 WASHINGTON AVE BSMNT 77002	CITY OF HOUSTON- PERMITTING CENTER
1002 WASHINGTON AVE FL 1 77002	CITY OF HOUSTON- PERMITTING CENTER
1002 WASHINGTON AVE FL 2 77002	CITY OF HOUSTON- PERMITTING CENTER
1002 WASHINGTON AVE FL 3 77002	CITY OF HOUSTON- PERMITTING CENTER
1002 WASHINGTON AVE FL 4 77002	CITY OF HOUSTON- PERMITTING CENTER
1002 WASHINGTON AVE SGN 77002	SIGNS
1002 WASHINGTON AVE SIGNS 77002	HOUSTON GREEN RESOURCE CENTER
1003 3/2 WASHINGTON AVE 77002	****
1003 WASHINGTON AVE 77002	BIG BROTHERS BIG SISTERS
1010 WASHINGTON AVE 77002	KITCHCO REALTY LTD, ET AL
1010 WASHINGTON AVE SWA 77002	STORM LETTER, APPLICATION

The needed street name is not listed.

Select the address from the list provided.

If the street number, suite #, or building is not listed, click on the button **The needed property address is not listed** and contact the Addressing Section for assistance at hpcaddressing.team@houstontx.gov .

Application Process
Commercial Building Permit Application

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

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

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

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

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.

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 passwor...

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.

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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 alphabetic 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 Nam   *   _____EZ
Emai   irez1911@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

ProjectDox Dashboard

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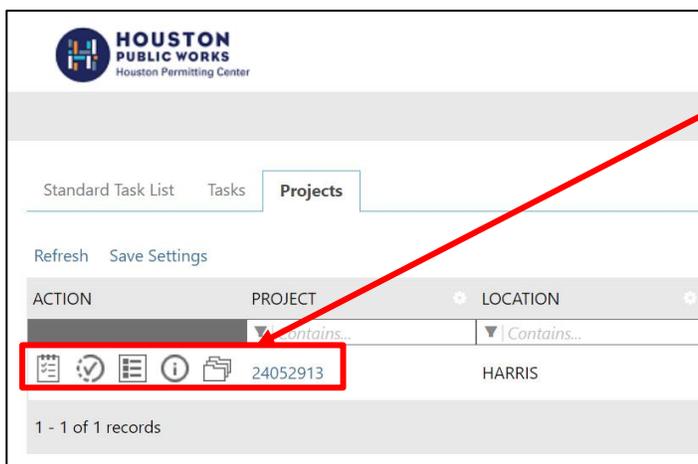
From the Home screen on the **Projects** tab, you can view your projects and perform the following actions.

- 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.

⚠️
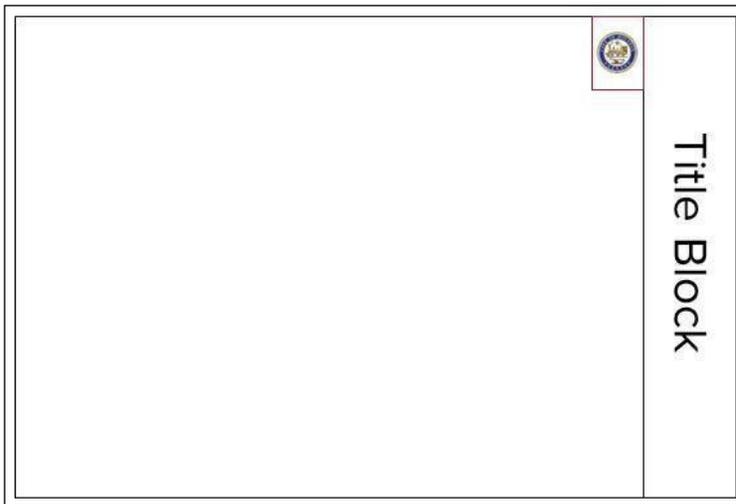
Drawings should be uploaded in landscape mode.

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.

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.
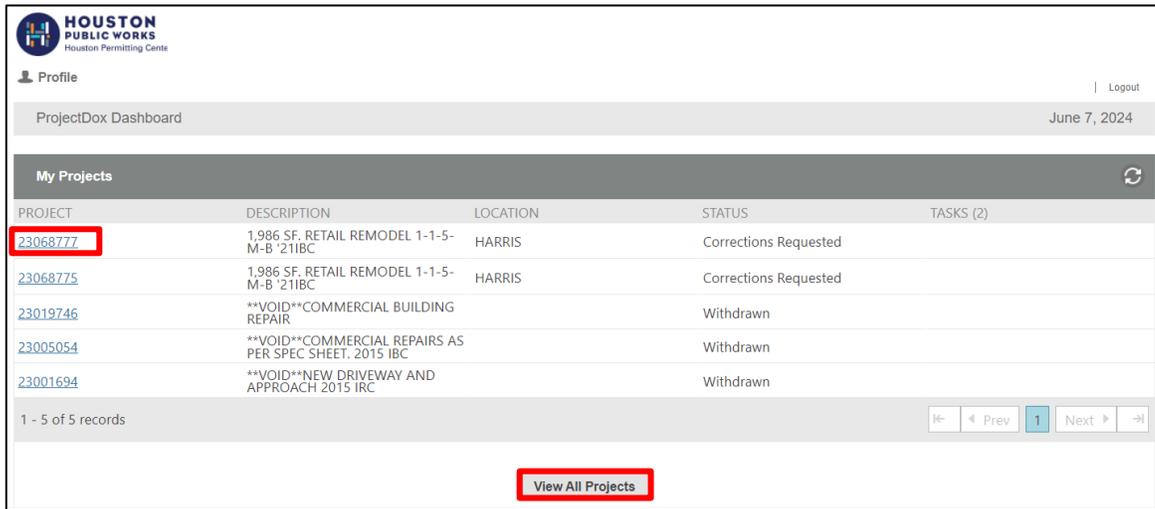
Form the **Files** tab, Select the desired folder.
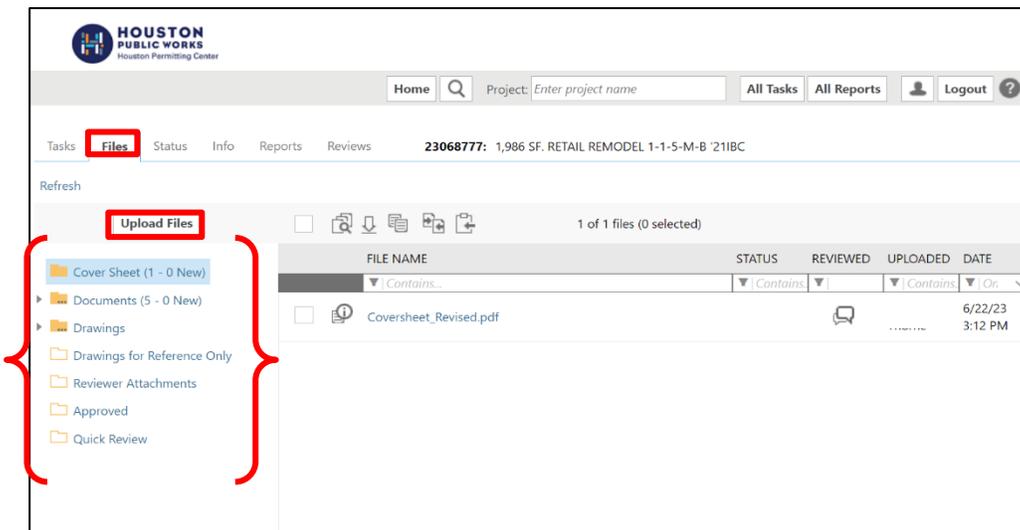
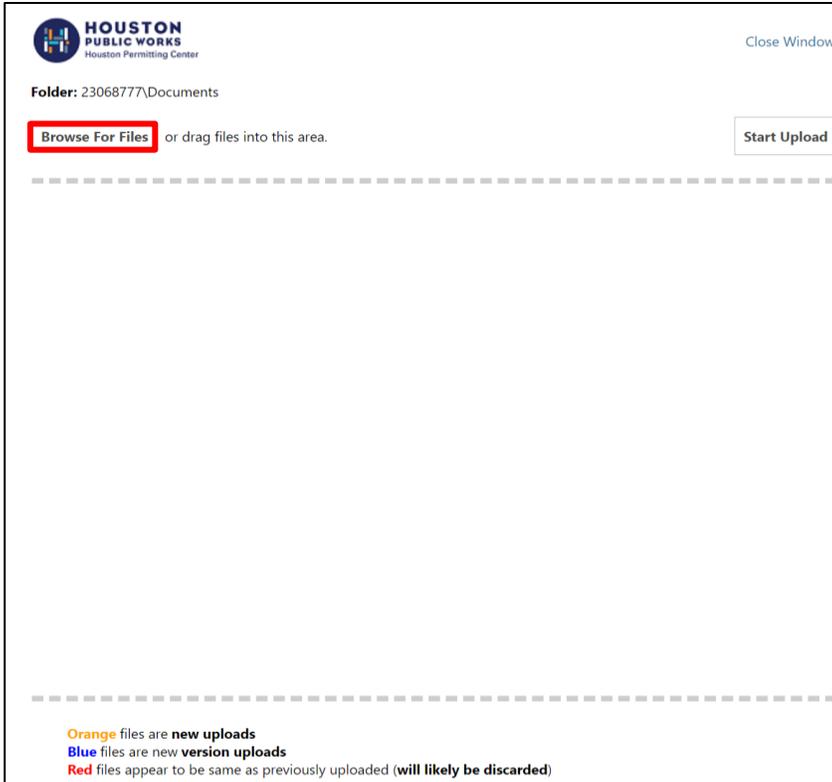Click the ▶ icon to view any subfolders and click the ▼ icon to hide subfolders.

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.
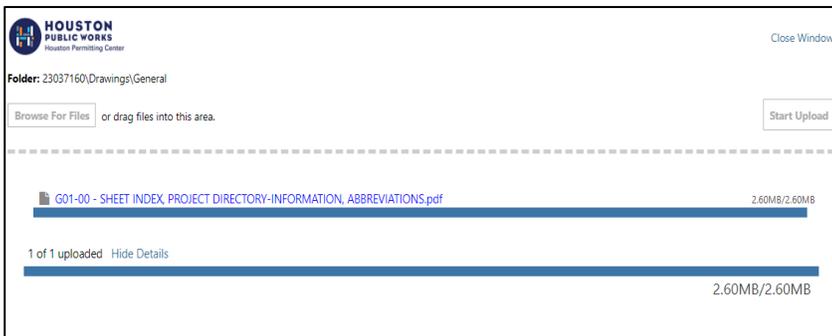
Uploading Files
First Submission

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.

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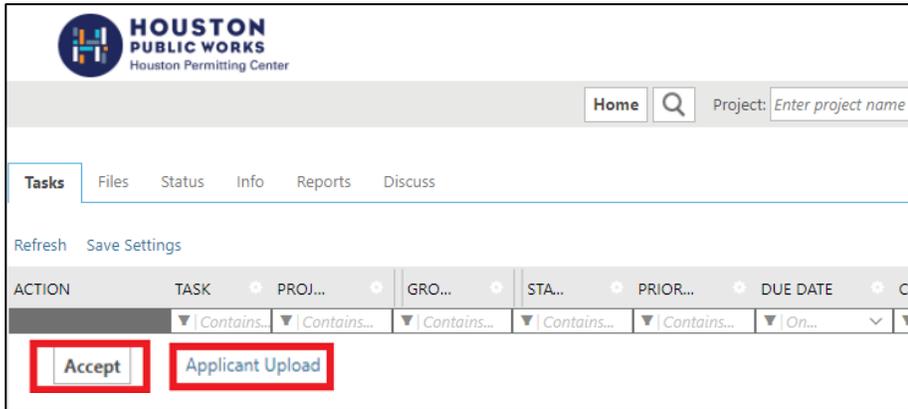
Click on the **Accept** or **Applicant Upload** task link, and then click **OK** to accept the task.

The **eForm** will pop-up in a separate window.
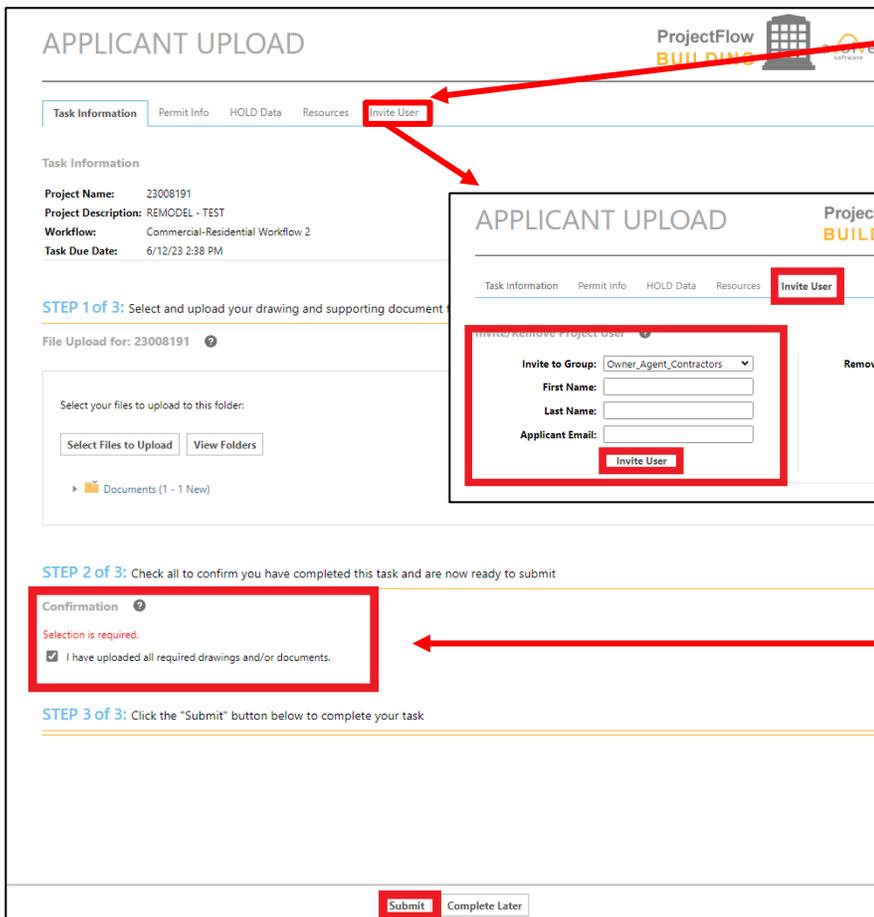
Before completing the task, if you wish to invite an additional user, click on the **Invite User** tab.

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.

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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:	**Prescreen Resubmit**
Project Access	**Login to ProjectDox**

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 you **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.

Pre-Screen Review
Pre-Screen Resubmit Task

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.

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.
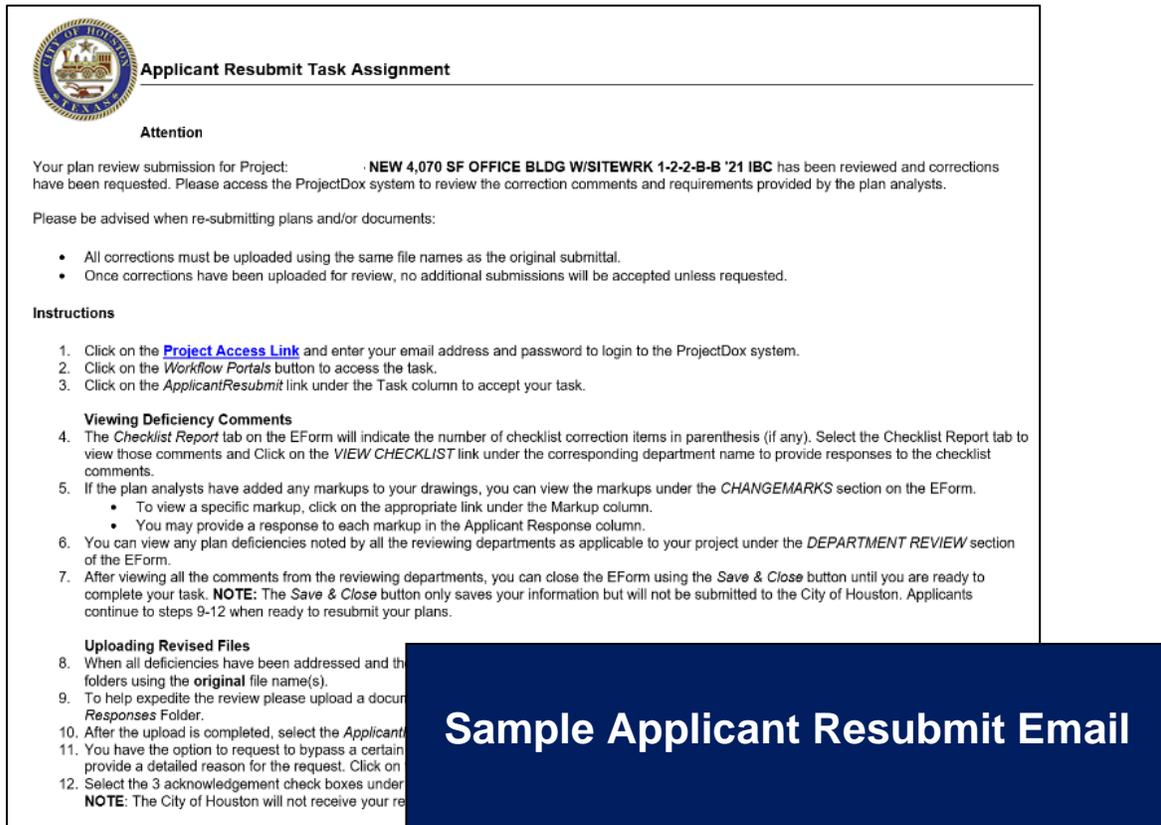
Applicant Resubmit Task Assignment

Attention

Your plan review submission for Project: · NEW 4,070 SF OFFICE BLDG W/SITEWRK 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 th... folders using the **original** file name(s).
9. To help expedite the review please upload a docum... *Responses* Folder.
10. After the upload is completed, select the *Applicant*...
11. You have the option to request to bypass a certain... provide a detailed reason for the request. Click on...
12. Select the 3 acknowledgement check boxes under... **NOTE:** The City of Houston will not receive your re...

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.
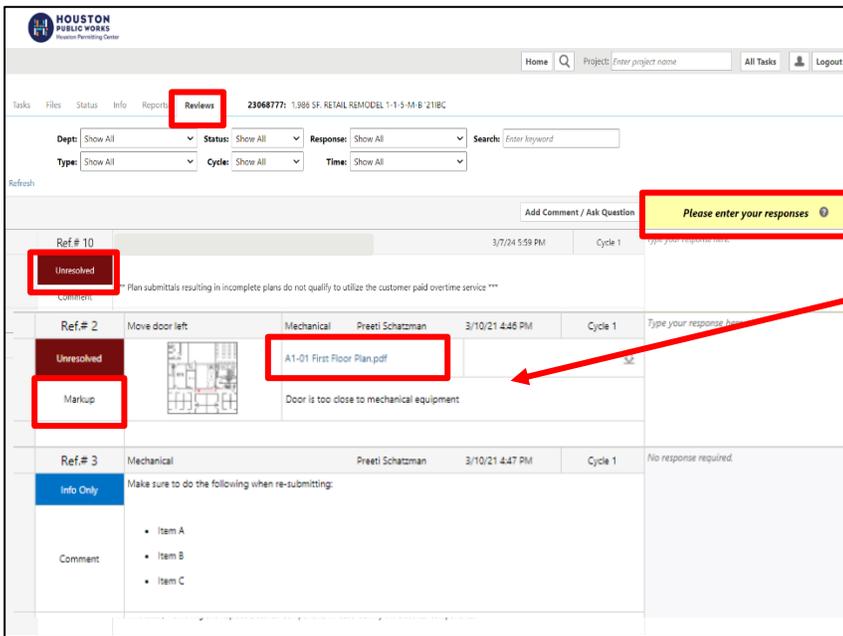
- View the reviewer comments and markups.

- 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.
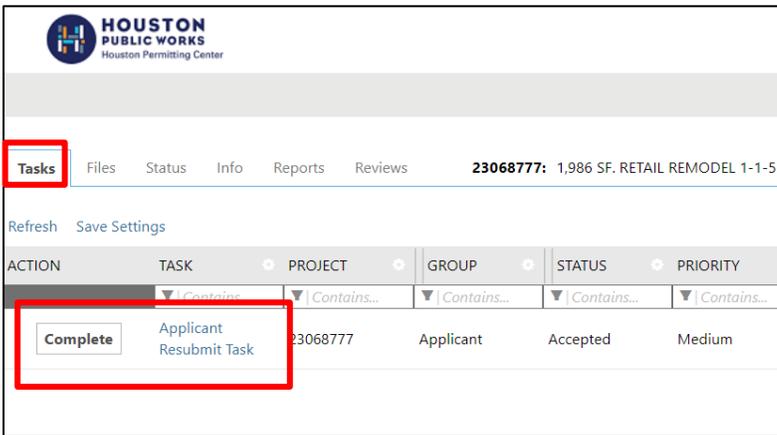
Plan Review Revision

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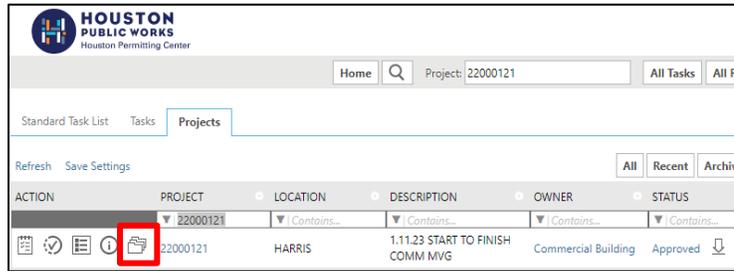
To **Download** your **Approved** Plans.

Click on your 🗁 **Files** icon.
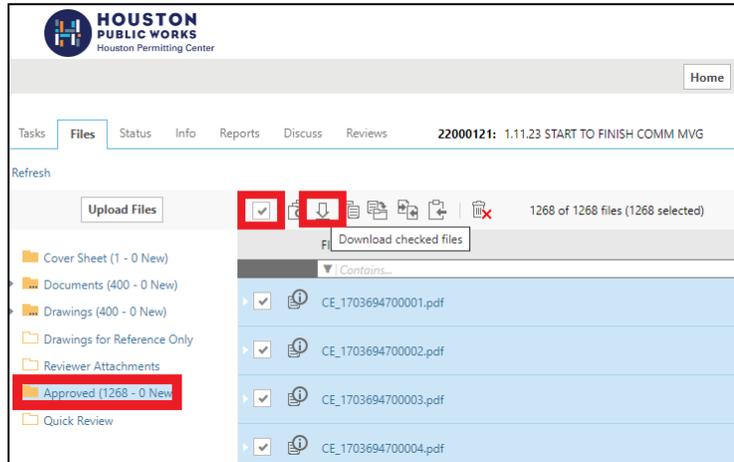
To download the entire folder, select the box at the top of the thumbnails.

When your selection is complete, click on the download icon.
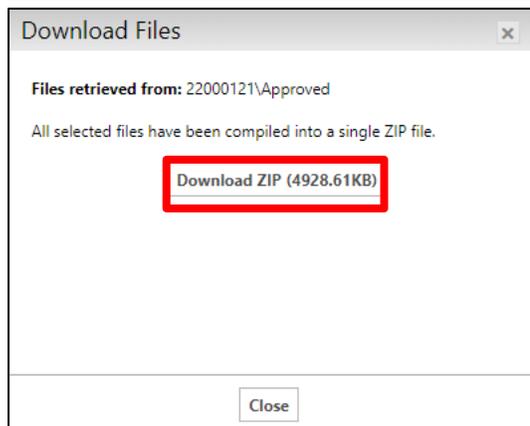
A single zip file will be created. Click the **Download Zip** file button to continue. Select Save or Save As in the pop-up window.

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.
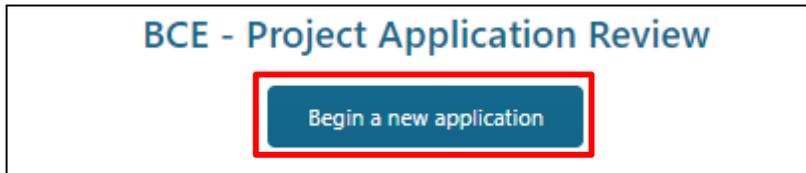
Logon to **iPermits** and click on the **Building Permit Applications** button.
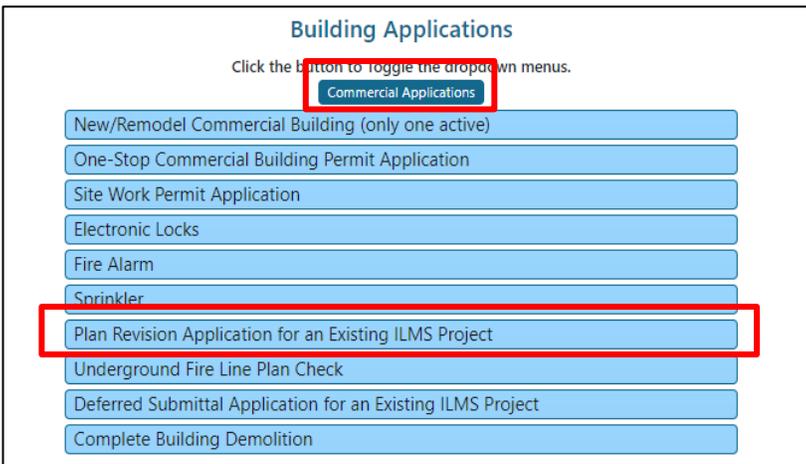
On the next screen click on **Begin a New Application**.

Click on **Commercial Applications**.

From the list of available applications, please select the "**Plan Revision Application for an Existing ILMS Project**".
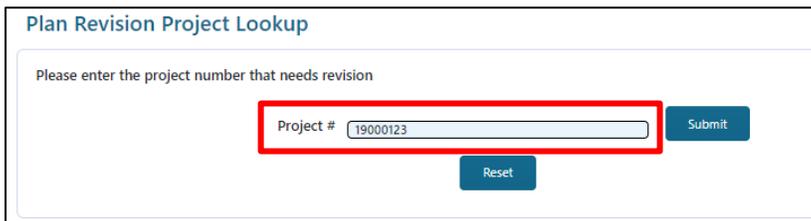
Enter the project number you wish to revise, and the click **Submit**.

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

Plan Review Revision
Qualifications

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.

Plan Review Revision
Payment Process

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.

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**.
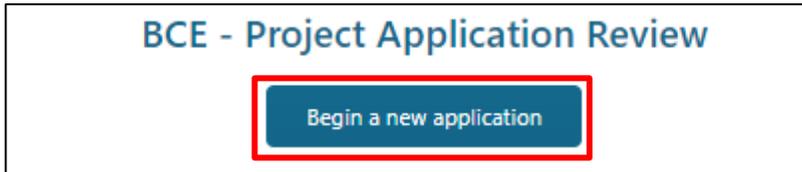
On the next screen click on **Begin New Application**.
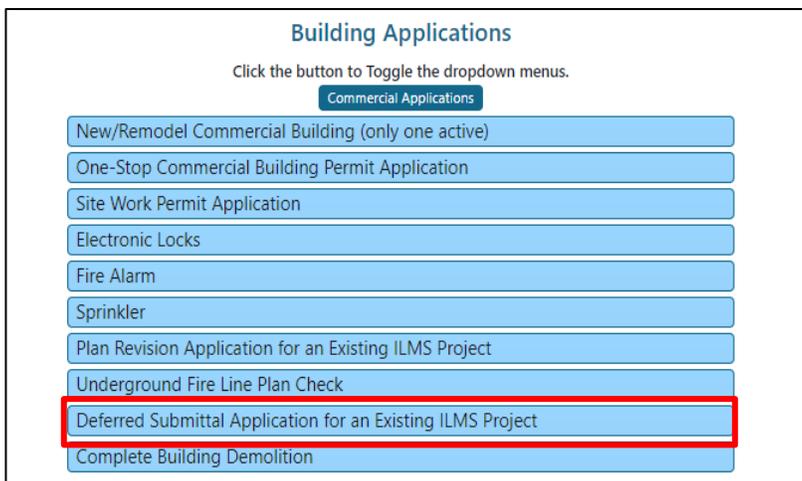
Click on **Commercial Applications**. From the list of available applications, please select the "**Deferred Submittal for an Existing ILMS Project**".
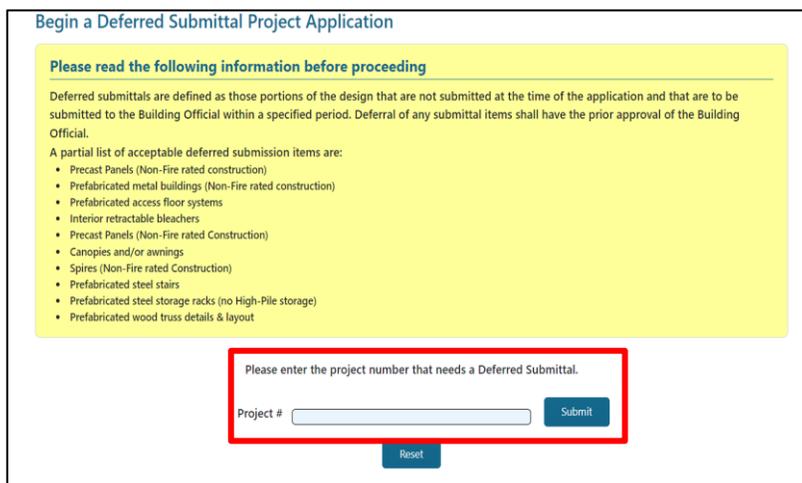
Enter the project number and select the **Submit** button to verify the project information and begin the application process.

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
☐	Precast Panels (Non-Fire rated construction)
☐	Prefabricated metal buildings (Non-Fire rated construction)
☐	Prefabricated access floor systems
☐	Interior retractable bleachers
☐	Precast Panels (Non-Fire rated Construction)
☐	Canopies and/or awnings
☐	Spires (Non-Fire rated Construction)
☐	Prefabricated steel stairs
☐	Prefabricated steel storage racks (no High-Pile storage)
☐	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.

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.

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

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.

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

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.

Additional Permit Applications for Subprojects
Correction Request /Additional Applications

Attach any documents associated with this application.

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

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.

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 REQUIREMETNS

- 📁 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.**
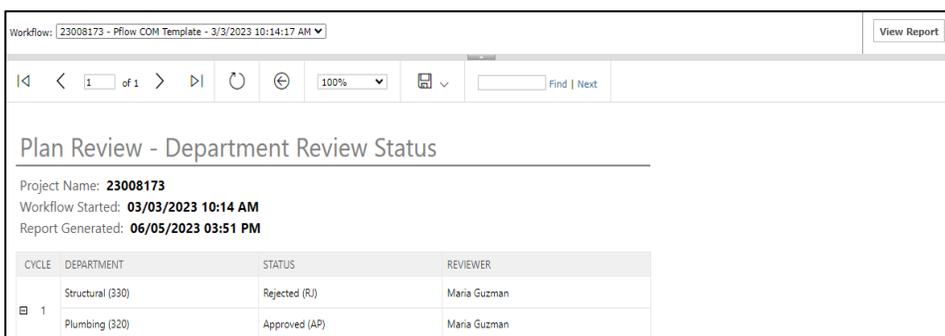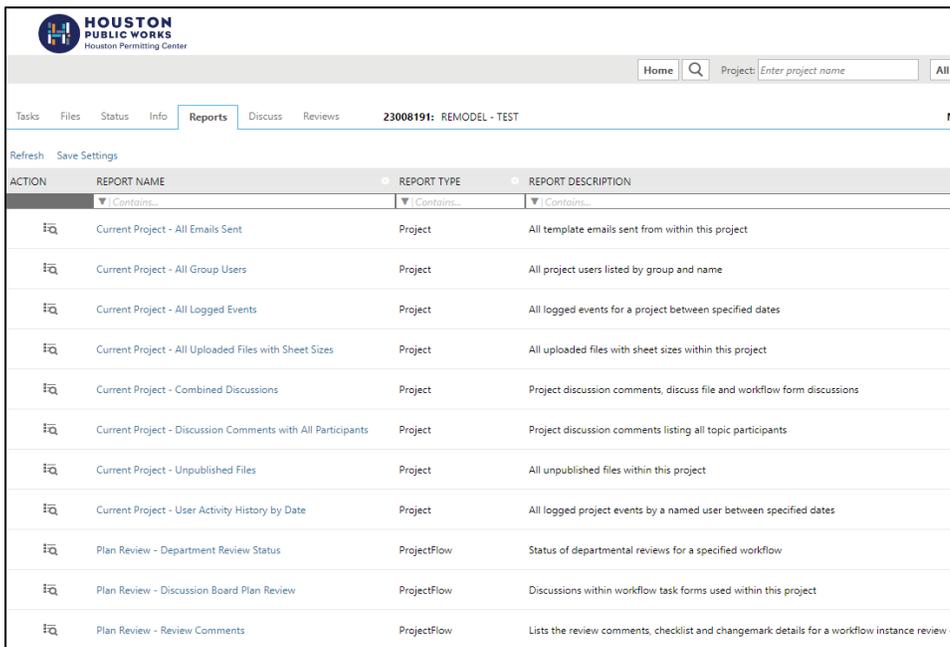
Index
How To Run Reports in Projectdox

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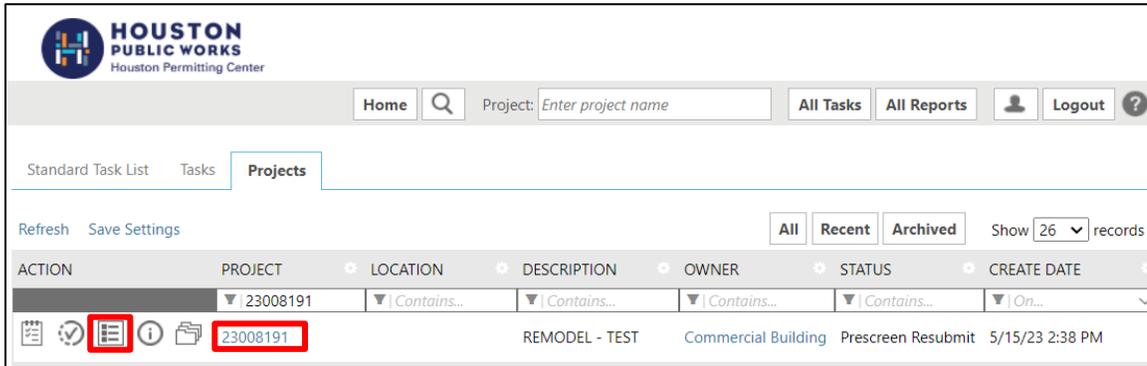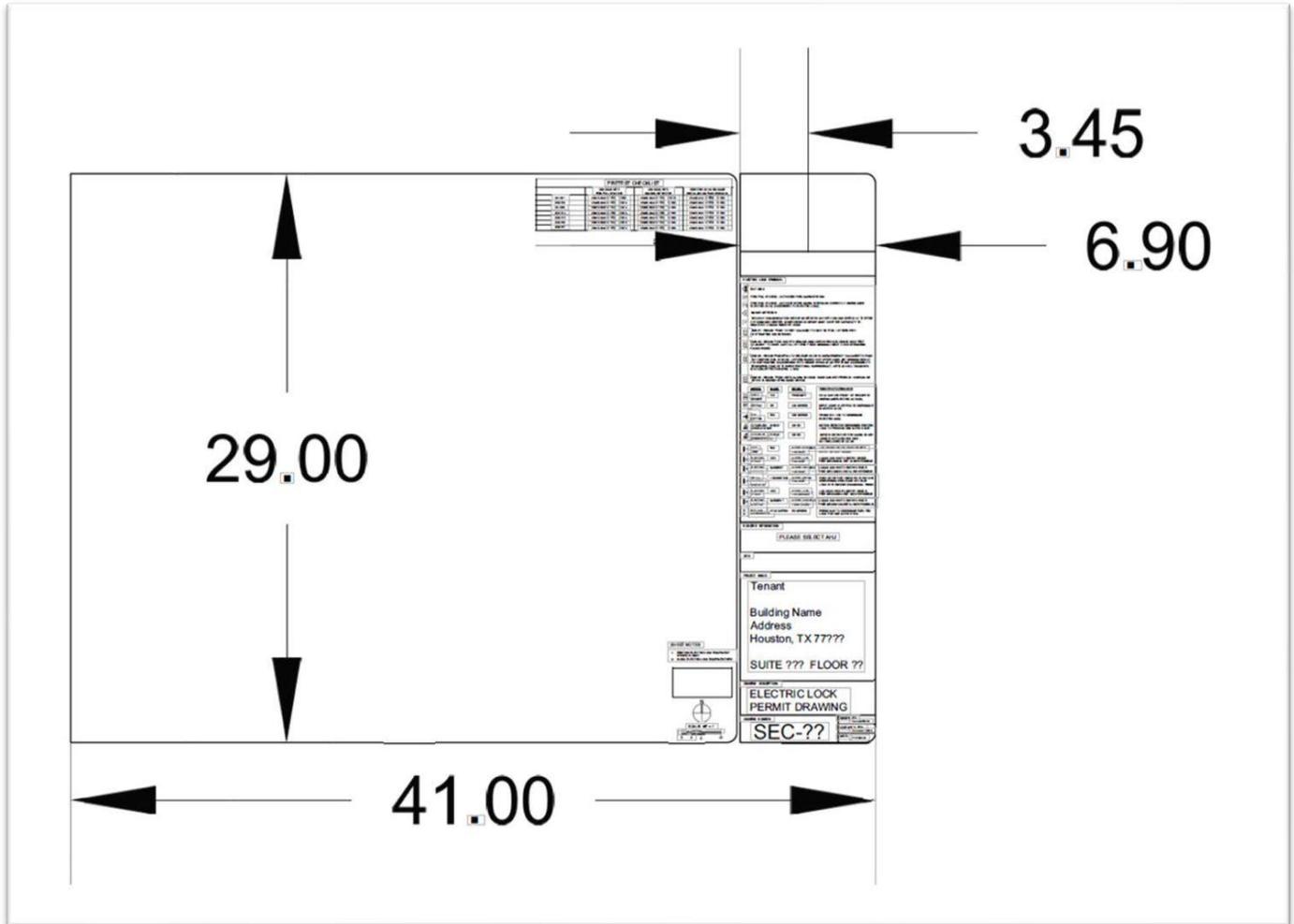

Step 2: On the Reports tab. Click on the magnifying glass for the report your wish to run.

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Standard Border-Detail Sample

HOUSTON
PERMITTING CENTER

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