



Residential Building Plan Review

Step-by-step user guide to electronic



PAPER PLANS ARE NO LONGER NEEDED!

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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.

<p>STEP 1: CREATE AN ONLINE PROFILE</p>	<p><u>NON-LICENSED USERS</u></p> <ol style="list-style-type: none"> 1. Visit: https://www.pdinet.pd.houstontx.gov/ILMS_Online_Permits/default.asp 2. Click on the link First Time User? Click here to register 3. Click No when asked, <i>Are you associated with an electrical, plumbing, mechanical fire alarm, fire line, sign, or sprinkler trade contractor?</i> 4. Click No when asked, <i>Are you associated with a Texas state licensed engineering firm?</i> 5. Click No when asked, <i>Do you have a City of Houston iPermits advanced payment account?</i> 6. Click the Submit button 7. Enter the required user information and click the Submit Add button
<p>STEP 2: USERNAME AND PASSWORD</p>	<p><u>NON-LICENSED USERS</u></p> <p>You will receive an email with your User ID and password.</p>

Registration



Welcome to iPermits.

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

Please note: The user password is case sensitive

User Name: 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>

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To register for an account please select the option *“First time user? Click here to register.”*

If you have previously registered and have forgotten your password, please select the option *“Forgot your Username or Password? Click here.”*

- A temporary password will be emailed as a PDF attachment.

Application Process

RESIDENTIAL BUILDING PERMIT

iPermits Online Service Menu

Project / Permit Applications

Building Permit Applications

Residential Model Home Master Plan Check Application

Sign Administration Plan Review Application

Utility Capacity Reservation Application

Project inquiry - based on a project no.

Schedule Inspection

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

Select the desired Customer / License No.

- Use this entry for sales-orders that do n... ▼

Review your recent shopping cart entries

Purchase a trade permit

Pay for a Houston Permitting Center shopping cart

Annual Invoice Statements/Bills

Make an Advance Payment Account Deposit

Reset

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.

6/20/2023

Include Inactive Projects

Include Finaled Projects

Include Voiced

Existing Applications

Application No	Date	Application Type	Owner Name	Street Address	Sub Projects	Project No	Shopping Cart
00253572	06/20/2023	Minor Residential Spec List Repairs	IPERIMTS PORTAL, PROJECTDOX ILMS	3511 HAVEN PINES DR Sales Order Pending Payment			03150198
00253571	06/20/2023	One-Stop Residential	HPC TEST PROJECTS 2, 012	1000 WASHINGTON AVE # 1001 Application is pending submission			

Previous applications can be found under the existing applications section.

Application Process

RESIDENTIAL BUILDING PERMIT

Building Applications

Click the button to Toggle the dropdown menus.

Commercial Applications

Residential Applications

- New Single Family Homes or New Duplex Homes
- Residential Addition/Remodel/Other Building Permit Application
- Minor Residential Repairs per Spec List
- Piers & Bulkheads
- Fire Alarm
- Sprinkler
- New Residential Model Home Repeat
- Plan Revision Application for an Existing ILMS Project
- Deferred Submittal Application for an Existing ILMS Project
- Complete Building Demolition

Storm/Flood Damage Applications

Housing and Community Development Applications

Select **Residential Applications**.

New single Family or New Duplex

Residential addition/remodel/other

Minor residential repairs per spec

**If address is in a flood zone, applicant will be routed to complete Addition/remodel/other application. **

Residential One-Stop 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@houstontx.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

One of the most important parts of the process is selecting the correct address. An erroneous address can result in additional fees and delays in the approval process.

Complete the street number, (abbreviated as **Street No.**) and **Street Name** fields. Then click on the **Search for Address** button.

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

Application Process

RESIDENTIAL BUILDING PERMIT

Residential One-Stop 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.

Click on the correct street name from the generated list to continue.

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

Residential One-Stop 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 3/4 WASHINGTON AVE 77002	SMIT, R PATEL
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

The needed street name is not listed.

From the generated list -click on the address with the correct street number to continue.

If a suite, floor, or building number is not listed, click on the address that most closely matches.

If the street number is not listed, click on the button **The needed property address is not listed** and contact the Addressing team Hpcaddressing.team@houstontx.gov for assistance.

Application Process

RESIDENTIAL BUILDING PERMIT

Application list

Residential 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 (deed restriction) 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.
- All Building permit applications must be submitted for electronic plan review.
- Submission of false information will result in invalidation of the application.

Application

Owner, Tenant, or Business Name

Entity Name Type: Individual Corporation or Firm

Last: First: Middle:

Project Address

No.	Fraction	Dir.	Street Name	Type	Dir.	Unit Id	Unit#
<input type="text" value="1000"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="WASHINGTON"/>	<input type="text" value="AVENUE"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1001"/>
City	Zip Code *	Zip Plus	County *				
<input type="text"/>	<input type="text" value="77002"/>	<input type="text" value="0000"/>	<input type="text" value="Please Select"/>				
Key Map *	# of Stories *						
<input type="text"/>	<input type="text"/>						

Complete the following fields for new construction only.

Subdivision* Block/Lot* Tract*

Project Information

Describe the proposed development *

Describe the proposed development

Is this building application new construction related or does the job scope increase the building's square footage in any way?

Yes No

Show Grandfathering Details

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
<input type="text" value="1002"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="WASHINGTON"/>
Type	Space		
<input type="text" value="AVENUE"/>	<input type="text"/>		
City	State	Zip Code	Zip Plus
<input type="text" value="HOUSTON"/>	<input type="text"/>	<input type="text" value="77002"/>	<input type="text" value="0000"/>
Phone:	Phone:*		
<input type="text"/>	<input type="text" value="(832) 394-9011"/>		
Phone:	Email *		
<input type="text"/>	<input type="text" value="ken.porter@houston.tx.gov"/>		

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

Last: First: Middle:

Address

Street #	Fraction	Pre-Dir	Street Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Type	Space		
<input type="text"/>	<input type="text"/>		
City	State	Zip Code	Zip Plus
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact:	Phone:	Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Enter the required information on Page 1. Once complete, click the **Save & Continue** button.

The indicated Occupant and Project Address fields may be pre-populated. Review and edit as needed.

Complete the fields for project information.

Select the appropriate structure type and the project scope.

Applicant information will automatically fill in with the permits account holders' information.

Complete field for Owner Name & Address Information

Application Process

RESIDENTIAL BUILDING PERMIT

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

Residential Building Permit Application - Page 2 of 2

Please read the following information before proceeding

- Fields marked with "*" are required.
- Completion of one of the following forms is a prerequisite for the Building Permit Application process.
 - Declaration In Support of Application For City of Houston Building Permit (Individual)
 - Declaration In Support of Application For City of Houston Building Permit (Business Entity)
- Submission of false information will result in invalidation of the application.

Application

Application Number: **00253569** Date: **06/20/2023**

Project Address:

Project Scope: **New, Single Family Residential NC**

Present Occupancy:

Proposed Occupancy:

Construction Type:

Fire Rating:

Describe the proposed development *:

MDI Project
 Yes No

MDI Registration No

Certificate Requested
 C/C None

Green Building Type
 No Lead GBI GHBA

Enter the required Square footage Values

New or Added: (Sq.Ft.)

Total Work Area: (Sq.Ft.)

Project Manager Name & Address Information

Last/First/Middle

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

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 Name & Address Information

Last/First/Middle

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

Project Manager

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:

Application Fee

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 the above option will place the application on hold until reviewed by Building Code Enforcement.

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

Enter the required square footage values:

New construction will only prompt you for New or Added Square Footage.

One-stop applications: will prompt additionally for Remodeled or Altered Sq.Ft. The Total work area will be the sum of the two fields.

Enter the required Square footage Values

New or Added: (Sq.Ft.)

Remodded or Altered: (Sq.Ft.)

Total Work Area: (Sq.Ft.)

Application Process

RESIDENTIAL BUILDING PERMIT

The screenshot shows a multi-step application process. At the top, a progress bar includes: Application list, Application Page 1, Application Page 2, Document Attached, and Generate PDF. Below this, instructions state: "Select the appropriate declaration button based on Property Ownership of your application, complete the document, and upload it to this page". Two buttons are highlighted with red boxes: "Individual Owned Declaration of support" and "Business Entity Owned Declaration of support". A red note below reads: "When preparing the declaration of support document please ensure that you include Application No: 00253569".

Attach Documents / Finalize Application

Project Application Information
Application No: 00253569 R SR NC

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 attachments in support of the building permit application.

- Deed restrictions declaration form
- Documents relating to addressing verification.

DO NOT UPLOAD BUILDING PLANS HERE.

Select files to upload, attached files are displayed at the top of the page.

To create a Master/Sub projects use the Create/copy button.

**Please note this feature is only available for new construction application and not One-stop applications.*

Select the button to return to page two to finalize application.

If prompted address validation may be required based on scope of project selected. Please select the option "Request address validation assistance." This can be found on the bottom of page two. Once selected the application will undergo review with the addressing department. Once the review is completed the applicant will be emailed.

Request Address Validation Assistance

Application Process

MODEL HOME MASTER PLAN CHECK

Log into you ILMS Customer Portal account. Under the iPermits Online Service Menu, click on the **Residential Model Home Master Plan Check Applications** button.

Application Number	Date	Owner Name	Project Description/Status Comments	Project Number
00209819	06/02/2022	PORTER, KEN	Application has not been finalized	
00202441	04/21/2022	PORTER, KEN	Application has not been finalized	
00081131	05/09/2020	PORTER, KEN	TEST Pending plan review approval	20045149
00075755	04/02/2020	PORTER, KEN	NEW, SINGLE FAMILY RESIDENTIAL Pending plan review approval	20045148

From the drop-down menu, select the appropriate company name and then click on the **Begin New Application** button.

Please note, this option will only appear for City of Houston Repeat Homebuilders. For qualifications, please contact residential.planreview@houstontx.gov

Application Process

MODEL HOME MASTER PLAN CHECK


Application list

Residential Model Home Building Permit Master Application - Page 1 of 2

Application

Property Information

Builder Information

Corporation or Firm:
Builder Street Name:

Project Information

Describe the proposed development*
 # of Stories:

Type of Residential Structure

Single Residence Duplex

When applicable select the appropriate Housing Program

Select the appropriate code: Applicant ID Number:

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:

City: State: Zip Code: Zip Plus: 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

Last: First: Middle:

Address

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

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

Phone: Contact: Email:

Please complete the required fields. Once complete please select save & continue.

Application Process

REPEAT HOME APPLICATION

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

Residential Model Home Building Permit Master Application - Page 2 of 2

Application

Application Number: 00209819 Date: 06/02/2022
Project Scope: New, Single Family Residential
Present Occupancy: R-3 Residential, Single Family Residence or Duplex
Proposed Occupancy: No change in occupancy
Construction Type: Material Type V
Fire Rating: B' Fire Rating
Square Footage (added): Total Cost of Improvement:
Describe the proposed development *: TEST

Green Building Type
 No Leed GBI GHBA

Project Manager Name & Address Information

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

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

Last: PORTER First: KEN Middle: Middle Name

Mailing Address
Street #: 1002 Fraction: Pre-Dir: Street Name: WASHINGTON Type: Space:
City: HOUSTON State: TX Zip Code: 77002 Zip Plus: 0000 Phone*: () - -
Phone: () - - Contact*: Email *:

General Manager Name & Address Information

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

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

Last: PORTER First: KEN Middle: Middle Name

Mailing Address
Street #: 1002 Fraction: Pre-Dir: Street Name: WASHINGTON Type: Space:
City: HOUSTON State: TX Zip Code: 77002 Zip Plus: 0000 Phone: () - -
Phone: () - - Contact: Email:

Save and Continue

Application Fee

Please Note: This application has been coded as 'New complete building; R-3 Residential, one- and two-family Construction'. Based on your stated \$ dollar cost of improvement, the calculated permit fee is (\$82.78). Click the 'Finalize Application' button to generate the needed 'Plan Check Only' sales order.

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

Enter the required information on Page 2.

Once complete, click on the Save & Continue button.

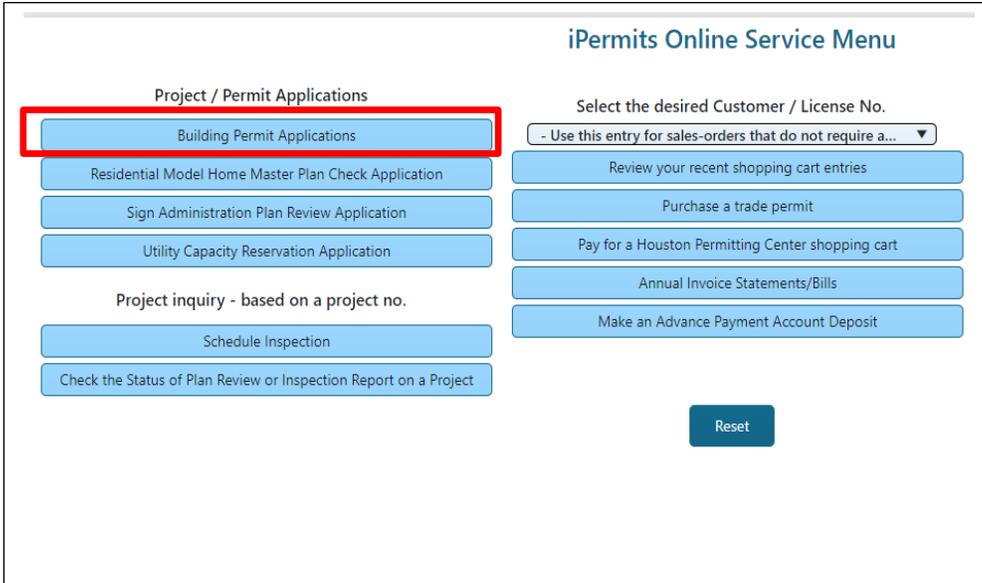
The page will refresh and display the application fee portion at the bottom of the page.

Check the disclaimer box and then click the finalize Application button when ready to submit.

Payment of the minimum Plan review fee and admin fee is due at the time of submission.

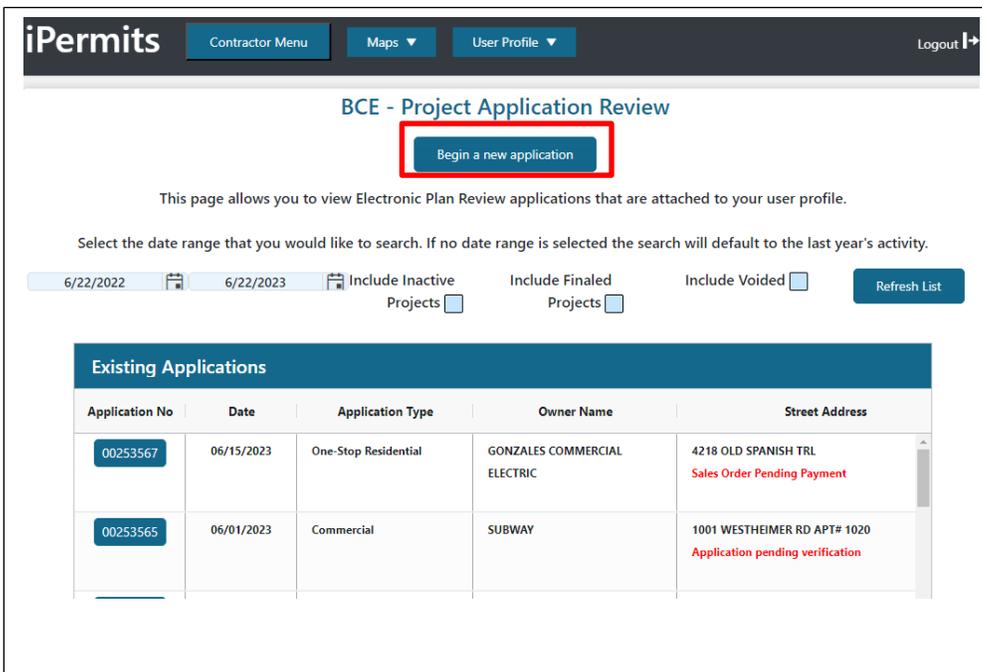
Application Process

REPEAT HOME APPLICATION



Once the model home master plan has been approved and you are ready to build on a site a repeat home application must be submitted.

Log into your iPermits account and the online service menu click on **Building permit applications** button as illustrated.



To submit a new application, click on the **Begin New Application** button.

Application Process

REPEAT HOME APPLICATION

Building Applications

Click the button to Toggle the dropdown menus.

Commercial Applications

Residential Applications

- New Single Family Homes or New Duplex Homes
- Residential Addition/Remodel/Other Building Permit Application
- Minor Residential Repairs per Spec List
- Piers & Bulkheads
- Fire Alarm
- Sprinkler
- New Residential Model Home Repeat**
- Plan Revision Application for an Existing ILMS Project
- Deferred Submittal Application for an Existing ILMS Project

Click on **Residential Applications** then select the **New Residential Model Home Repeat** button.

One of the most important parts of the process is selecting the correct address. An erroneous address can result in additional fees and delays in the approval process.

Complete the street number, (abbreviated as **Street No.**) and **Street Name** fields. Then click on the **Search for Address** button.

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

Residential Model Home Repeat 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 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

Application Process

REPEAT HOME APPLICATION

Residential Model Home Repeat 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.

Click on the correct street name from the generated list to continue.

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

Residential Model Home Repeat 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	
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 PERM
1002 1/2 WASHINGTON AVE 77002	CITY OF HOUSTON- PERMI
1002 1/2 WASHINGTON AVE SIGNS 77002	SIGNS TEST

From the generated list, click on the address with the correct street number to continue.

If a suite, floor, or building number is not listed, click on the address that most closely matches.

If the street number is not listed, click on the button **The needed property address is not listed** and contact the Permits Section for assistance.

Application Process

REPEAT HOME APPLICATION

Residential model home repeat - building permit application

Model Home Plan Selection

Property Information

Street #	Fraction	Pre-Dir	Street Name	Street Type
1000			WASHINGTON	AVENUE
Post-Dir	Unit Type	Unit No.	Zip Code	
		1001	77002	

This iPermits User currently affiliated with the following companies

LIFEWAY HOMES (2012)

Models currently affiliated with this company

07006472 NEW SF RESIDENCE W/ATTACHED GARAGE (MASTER PLAN FOR 15...

Begin the application process

Refresh

Reset

Select the appropriate company name and model from the dropdown menus.

Then click on **Begin the application process**. This will take you to the residential building permit application.

Review pages 9 - 11 for further application instructions.

Application Fee

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 the above option will place the application on hold until reviewed by Building Code Enforcement.

Transfer to the pending sales order

Note: Address verification is required prior to finalizing the application.

Notification is typically given via email within 1-2 business days

Plan Review Deposit Fee

MAKING AN ONLINE PAYMENT

iPermits Shopping Cart Maintenance

Sales Order Payment Selection

Shopping Cart No: 03150197
Created: 06/15/2023

[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
03429151	Plan Review Deposit	15-JUN-2023	No Holds	4218 OLD SPANISH TRL		\$52.57	<input checked="" type="checkbox"/>
03378071	New Single Trade	03-JAN-2023	Fee Config.	01234567-EM ELECTRICAL 01234567, MASTER TEST AIR LINE kenneth_porter@sbcglobal.net 1528 OJEMAN RD		\$0.00	<input type="checkbox"/>
03388885	Additional Permit	17-JAN-2023	Project has been Final	01234567-EM ELECTRICAL 01234567, MASTER TEST AIR LINE kenneth_porter@sbcglobal.net 12534 MEMORIAL DR		\$0.00	<input type="checkbox"/>

Shopping Cart Amount Due : \$52.57

[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 box of the permit(s) to be paid. Then click the **Make Online Payment via Credit Card or Electronic Check** button or if paying with an

Processed payments are indicated by a project number in red.

ILMS Shopping Cart Online Payment Processing

Payment Selection

Shopping Cart No: 03150198
Created: 06/20/2023
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.

CC Holder Type: Individual Corporation or Firm

Billing Address:
 House # Fraction Pre-Dir Street Name Type Space
 Billing Zip Code:
 Zip code Zip plus
 Shopping Cart Amount Due \$116.30

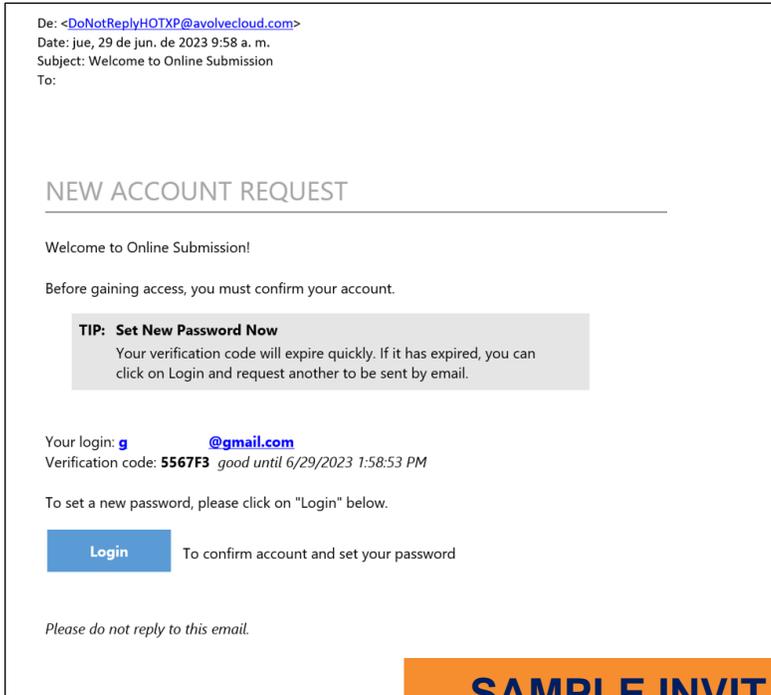
[Update Payer Information](#)
[Continue the Credit Card/Electronic Check Payment Process](#)

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

You will be transferred to the paymentus payment portal website to complete the transaction.

ProjectDox® Set Up

NEW USER ACCOUNT



SAMPLE INVITATION

Once the plan review deposit has been paid, an invitation (see above) will be sent to the applicant to upload plans into ProjectDox®. For new users, the invitation will contain a temporary password. Subsequent invitations will not contain a password.

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 log in but no ProjectDox® window appears, a pop-up blocker is likely still installed.

- Click on the **Install ProjectDox® Components** link on the login page for easy downloading and installation of ActiveX controls
- The login page also has a link for adding a desktop shortcut to the ProjectDox® site, and a link for adding it 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

Welcome to the Portal May 12, 2023

HOUSTON PUBLIC WORKS Houston Permitting Center

Login

E-mail:

Password:

Login

[Forgot password?](#)

You need an account to access your projects. Contact the Jurisdiction if you don't have an account login.

Welcome to the City of Houston TX Login Page!

This new, innovative system will enable you to participate in the electronic plan review process for our city. Our electronic plan review process increases efficiencies, reduces costs, and accelerates community development. For more information on electronic plan review and submittals, please [Click Here](#).

VIDEO SERIES

[GETTING STARTED](#) | [ACCEPTING A TASK](#) | [DOWNLOADING APPROVED PLANS](#)

From the invitation, click on the **Login to ProjectDox®** link or **Project Access** link to open the login page using your default web browser. You can also type or paste the ProjectDox® URL into another web browser.

Enter your email address and verification code and click the **Login** button. (*The password is case sensitive.*)

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 *

Last Name *

Email *

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

Additional Phone x

I Have a Company * Yes No

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

You will be taken to your User Profile, where you must complete the required yellow fields:

- Change your password
- Create a security question and answer
- Contact information

Click the Save button to continue onto the home page.

Login into ProjectDox® a second time (and every time after that); you will use the permanent password that you entered in your Profile page.

If you ever forget your password, click on the **Forgot Your Password?** link. You input email address and a verification code will

Navigation Basics

DASHBOARD

The screenshot shows the ProjectDox Dashboard for Houston Public Works. At the top left is the logo for Houston Public Works, Houston Permitting Center. Below the logo is a 'Profile' link and a 'Logout' link. The main header area displays 'ProjectDox Dashboard' and the date 'July 14, 2023'. Below this is a 'My Projects' section with a refresh icon. A table lists projects with columns for PROJECT, DESCRIPTION, LOCATION, STATUS, and TASKS (1). The first row shows project number 23064214, which is highlighted with a red box. The description is 'ONE-STOP SIDEWALK/DRIVEWAY, SINGLE FAMILY RESIDENTIAL', the location is 'HARRIS', the status is 'First Submission Pending', and there is an 'Open' button and 'Applicant Upload' task. Below the table, it shows '1 - 1 of 1 records' and navigation buttons for 'Prev', '1', 'Next', and 'Refresh'. A 'View All Projects' button is located at the bottom of the table area.

PROJECT	DESCRIPTION	LOCATION	STATUS	TASKS (1)
23064214	ONE-STOP SIDEWALK/DRIVEWAY, SINGLE FAMILY RESIDENTIAL	HARRIS	First Submission Pending	Open Applicant Upload

Once projectdox user profile has been updated the applicant will be direct to the ProjectDox dashboard screen. All projects affiliated with the projectdox account will be displayed. To continue to the projectdox home screen select the project number.

Navigation Basics

HOME PAGE LAYOUT

The screenshot shows the ProjectDox homepage. At the top left is the Houston Public Works logo. The navigation bar includes a Home button, a search field with the placeholder 'Enter project name', an All Tasks button, a user profile icon, and a Logout button. Below the navigation bar, there are tabs for 'Tasks' and 'Projects'. The main content area features a table with columns: ACTION, PROJECT, LOCATION, DESCRIPTION, OWNER, STATUS, and CREATE DATE. The table contains four rows of project data. A red box highlights the 'All' button in the top right corner of the table area.

ACTION	PROJECT	LOCATION	DESCRIPTION	OWNER	STATUS	CREATE DATE
	23008203		TEST	Commercial Building	First Submission Pending	5/16/23 2:33 PM
	23008202	FT BEND	TEST OCE #10	Office of City Engineer	First Submission Pending	5/15/23 4:33 PM
	23008201		TEST OCE #9	Office of City Engineer	First Submission Pending	5/15/23 4:28 PM
	23008198		Houston - Cycle #2	Commercial Building	In Review	5/15/23 4:03 PM

Projectdox Homepage

The ProjectDox® home page is divided into two main sections. The Projects section is your **All Projects List**, which displays basic information about every project you have been invited into as a main applicant and as a project member.

The most recently accessed projects are listed, with the most recent at the top. Select the **All** button to view a list of all your projects.

The **Projects** List can be sorted by clicking on the header of the column. You can search for words contained in these columns

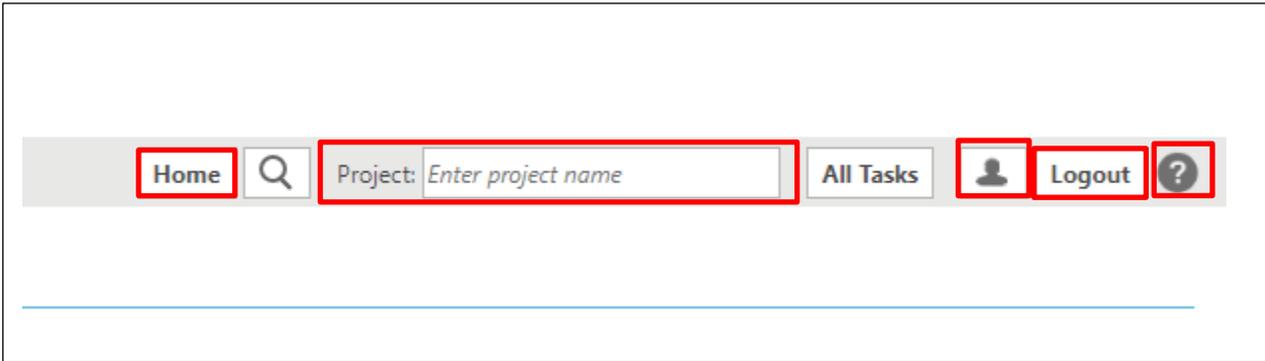
through the **Press Enter to Search** field.

The Tasks section of the home page is your **All Tasks List**, which displays all your outstanding tasks on projects for which you are the main applicant. The Active Task List can be sorted by clicking on the column header. Both the Projects List and Task List are set to display a limited number of entries at a time. Use these buttons

ProjectDox can be used in multiple browsers, including Chrome, Safari, FireFox, and Edge. Review the System Use Requirements document located on the ProjectDox login page to ensure proper set up is completed.

Navigation Basics

HOME PAGE TOOLBAR



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

- The **Home** button will take you back to the home page.
- The **Profile** button will take you to your User Profile, where you can edit your personal information or change your password.
- The **All-Task** button shows any tasks requiring action from the applicant in a separate pop-up window.

The **Search** button allows you to search for a project based on the key information entered into the Project Info Page, or it allows you to search for keywords within a project.

- The **Help** button takes you to the ProjectDox® Help site. Use the index or search functions to find instructions on specific aspects of ProjectDox®
- The **Logout** button logs you out of ProjectDox®.

From the Home screen on the **Projects** tab, you can view your projects (see page 28) and perform the following actions

- 📅 View Pending Tasks
- ✅ Project Status
- 📄 Project Reports
- 📄 Project Info
- 📁 View Uploaded files (Files can also be uploaded through this screen)

The screenshot shows the Houston Public Works Houston Permitting Center interface. The 'Projects' tab is selected and highlighted with a red box. A red arrow points from the 'Projects' tab to a callout box. Below the toolbar, there is a table of project entries. The first entry is highlighted with a red box, showing icons for pending tasks, status, reports, info, and files.

ACTION	PROJECT	LOCATION	DESCRIPTION	OWNER	STATUS	CREATE DATE
📅 ✅ 📄 📄 📁	23008198		Houston - Cycle #2	Commercial Building	In Review	5/15/23 4:03 PM

File Upload

FIRST SUBMISSION

From the projectdox Dashboard or from the home screen select the project number.

The screenshot shows the ProjectDox Dashboard for Houston Public Works. The user is logged in as 'Profile' on July 14, 2023. The 'My Projects' section displays a table with the following data:

PROJECT	DESCRIPTION	LOCATION	STATUS	TASKS (1)
23064214	ONE-STOP SIDEWALK/DRIVEWAY, SINGLE FAMILY RESIDENTIAL	HARRIS	First Submission Pending	Open Applicant Upload

Below the table, it indicates '1 - 1 of 1 records' and includes navigation buttons for 'Prev' and 'Next'. A 'View All Projects' button is located at the bottom of the table area.

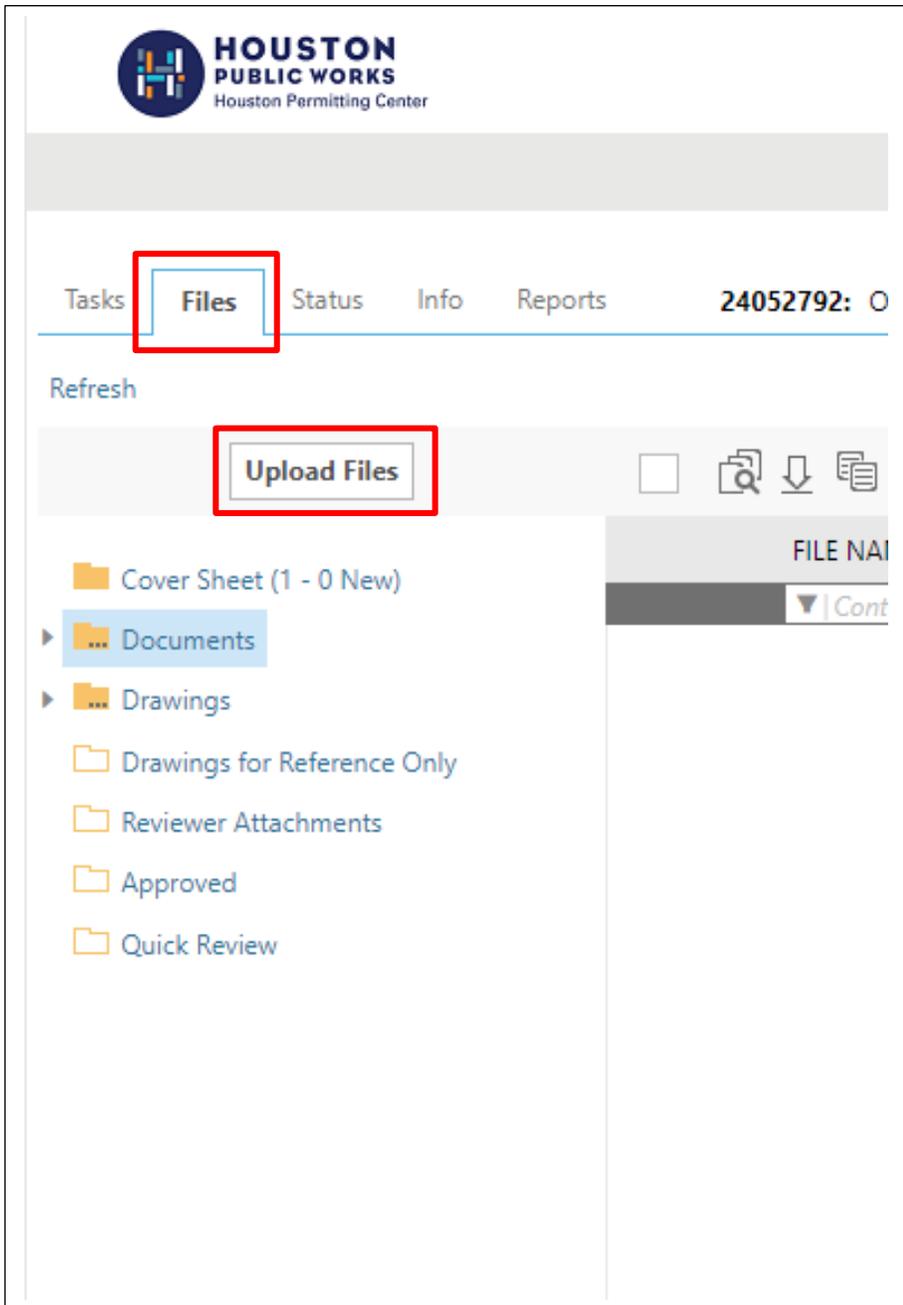
The screenshot shows the Houston Public Works dashboard. The user is logged in and has navigated to the 'Projects' tab. The dashboard includes a search bar for projects and a task list table. The task list table has the following data:

ACTION	PROJECT	LOCATION	DESCRIPTION	OWNER	STATUS	CREATE DATE
	23008198	Houston - Cycle #2	Commercial Building	In Review	5/15/2023 4:03 PM	

The project ID '23008198' is highlighted in the table. The dashboard also features navigation options like 'Home', 'All Tasks', and 'Logout'.

File Upload

FIRST SUBMISSION



Under the Files Tab are the folders where documents and/or drawings are uploaded.

The Documents & Drawings folders can be expanded by selecting the arrow.

To upload select the appropriate folder and then select Upload files.

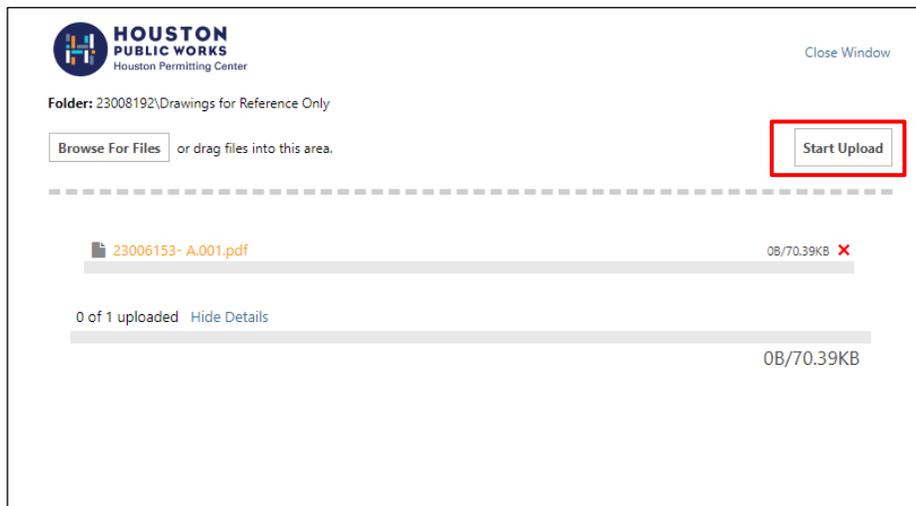
Completing the Submittal

APPLICANT UPLOAD



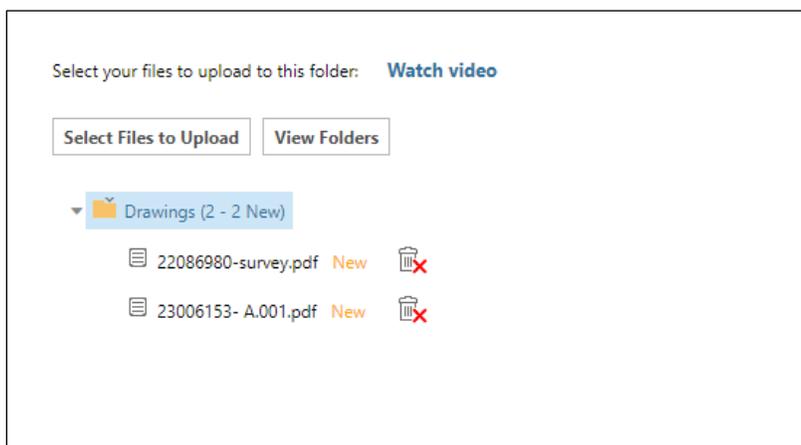
Click **Browse for Files** or Drag files into the Upload window.

Once all files have been selected or dragged, Click **Start Upload**.



To upload files into a different folder, repeat the process until all drawings and documents are uploaded into their respective folders.

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



Completing the Submittal

ACCEPTING THE TASK

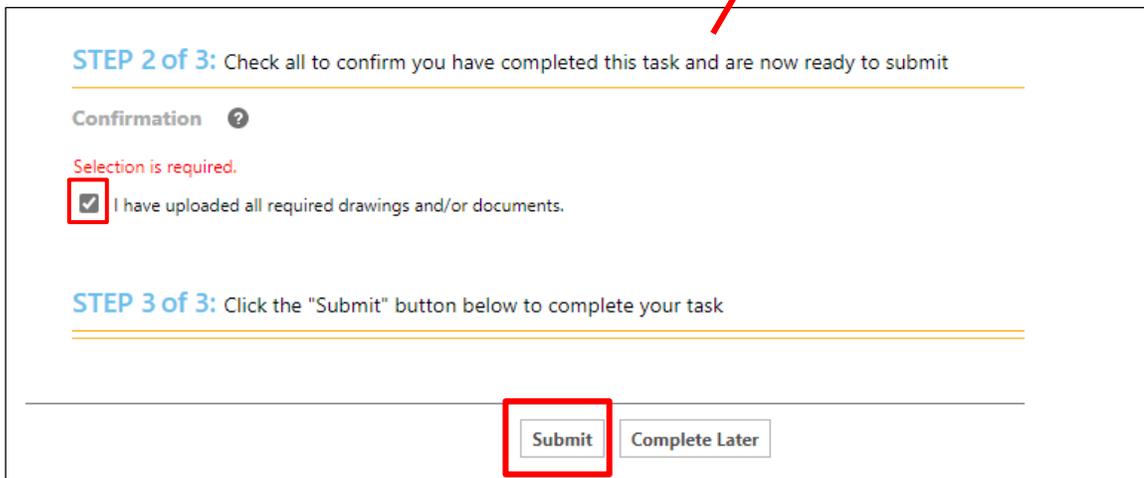
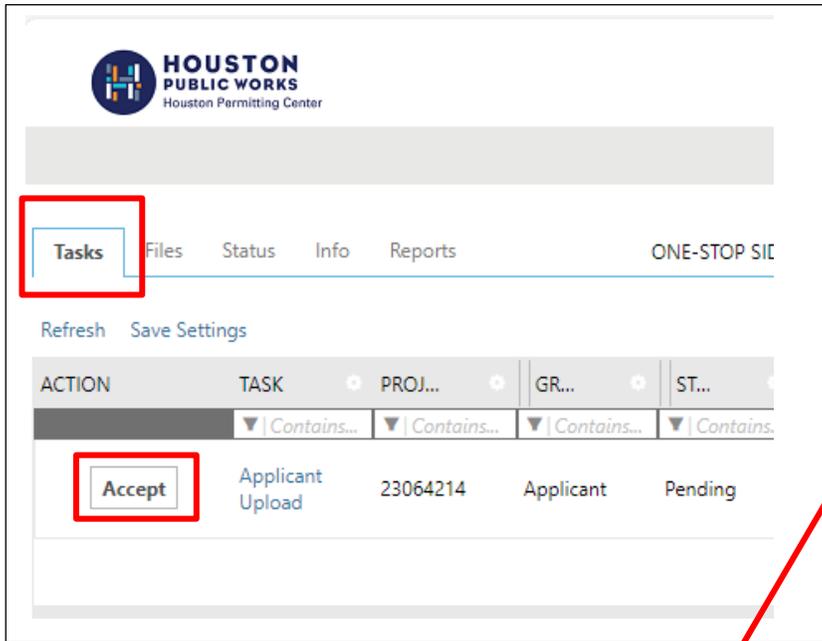
After uploading files, the project now needs to be submitted for review. Go to the Tasks tab and under action select Accept. The Applicant upload e-form will open in another window.

Proceed to Step 2 of 3

If you are ready to submit select the checkbox that confirms you have uploaded all required drawings and/or documents.

Step 3 of 3

Select the submit button. By selecting the project will now be in review. Please note once submitted no additional files can be uploaded.



Completing the Submittal

APPLICANT UPLOAD

ProjectFlow BUILDING avolve software

Task Information Permit Info HOLD Data Resources **Invite User**

Invite/Remove Project User ?

Invite to Group: Owner_Agent_Contractors ▼

First Name:

Last Name:

Applicant Email:

Invite User

Remove from Group: Owner_Agent_Contractors ▼

Name:

Remove User

If you wish to invite a user, click on the **Invite User** tab.

Enter the individual's name and email address and then click on the **Invite User** button. An email will be sent to the user to create an account.

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.

Standards

FILE TYPES, BORDERS, AND NAMING CONVENTIONS

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

REQUIRED FILE

- A Residential Prerequisite Checklist must be included

FILE TYPE STANDARDS

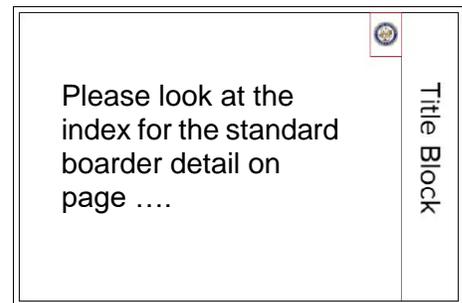
- Only searchable PDF files are accepted for calculations, reports, and other supporting documentation (i.e. non- drawing files).
- PDF and JPEG files will be acceptable for drawings.

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 change marks. Change marks are created to quickly identify a markup and associated comments.

BORDER STANDARDS

- 1" clear border with a 4 ½" title block
- 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 42" x 30".



FILE NAMING

File names are limited to 70 characters. File names for drawings submitted for electronic plan review 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 decimal after the 3rd digit, ex. S.001.99

Corrected files should always be resubmitted with the SAME FILE NAME as the original submittal.

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

Folder Name/Drawing Type	Abbreviation for Drawing	File Name Example
Index	I	I1.1 Sheet Index
General	G	G1.1 General Notes
Demo	D	D1.1 Building 1 Demolition
*Site Plan	A, E, C	A1.1 Architectural Site Plan
Architectural	A	A1.2 Door and Hardware Schedule
Landscape	L	L1.1 Planting Plan
Structural	S	S1.1 Structural Framing
Electrical	E	E1.1 Electrical Floor Plan
Plumbing	P	P1.1 Piping Plan
Swimming Pool	POOL	POOL.1 Swimming Pool Details
Civil	C	C1.1 Storm Drainage Plan

**The folder can facilitate the Architectural Electrical and Civil Site Plans.*

Standards

FOLDER STRUCTURE

ORIENTATION

Drawings must be uploaded in landscape mode.

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

- Cover Sheet
 - Documents
 - Prerequisite Check list
 - Utility Letters
 - Forms
 - Energy Forms - Codes
 - Deferred submittal
 - Grade and Fill
 - Impervious Cover Calculation
 - Landscape analysis
 - Sound Attenuation
 - Manufacturing Specs
 - Geotechnical Reports
 - Asbestos Survey
 - ARA Application
 - U.L. Designs – Fire rated Designs
 - Owner Statement of Intended Use
 - Occupant Reduction Letter
 - Approved Code of Records
 - Approved Alternate Methods
 - Fire Suppression Product Data and Calcs
 - Miscellaneous
 - Applicant Responses
 - Flood
 - Planning
 - Traffic
 - Fire
 - Health
 - Urban Forestry
- Drawings
 - Index
 - General
 - Demo
 - Site Plan
 - Architectural
 - Landscape
 - Structural
 - Electrical
 - Low Voltage
 - Plumbing
 - HVAC
 - Civil
 - Storm Drainage
 - Mitigation (if applicable) Water / Wastewater Plat – Survey
 - Health – Food and Beverage Services
 - Electric Locks
 - Fire Marshal
 - Haz – Mat High – Pile
 - Standpipes – pump Room Details
 - Alarm
 - LP Gas – Natural Gas – Tanks
 - Generators etc.
 - Fire Suppression
 - Sprinklers – Above Ground
 - Sprinklers – Add and Relocate
 - Underground Fire Lines
 - Urban Forestry

Pre-Screen Review

PROCESS OVERVIEW

During the pre-screen review, the uploaded files will be reviewed for completeness and compliance.

If you have met the submittal requirements, you will receive a Prescreen Approved email notifying the 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 Corrections Complete task notification will be emailed to you with instructions on how to resubmit and resolve the issue (see below.)

Prescreen Corrections



PreScreen Correction Resubmit Request Task Assignment

Attention

Your plan review submission for Project: **22053815** 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:	22053815
Description:	INSTALL STAND-BY GENERATOR
Task:	Prescreen Resubmit
Project Access Login to ProjectDox	

Sample Prescreen correction Email

Review of Plans

PRESCREEN RESUBMIT TASK

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

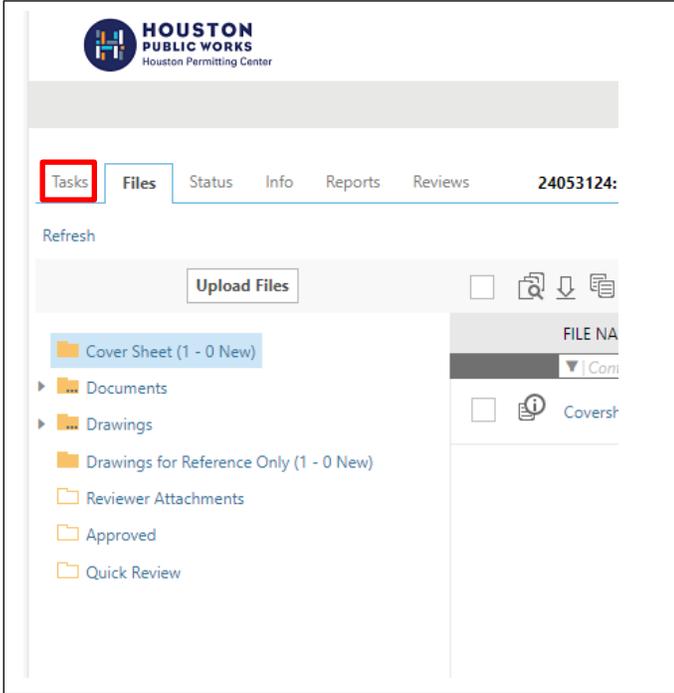
1. Log in to ProjectDox®.
2. From the Home page select **project number**
3. Click on **Review Tab**:
 - a) Applicants may review provided comments and provide responses as required.
 - b) Ensure that responses have been provided in applicant response column

The screenshot displays the ProjectDox interface for project 24053124: 106 SF WATER KIOSK REPLACEMENT '21 IBC. The 'Reviews' tab is highlighted with a red box. A yellow box highlights the 'Please enter your responses' prompt. The table below shows a comment from 'Permit Tech' dated 6/7/24 9:05 AM regarding 'Letters of Availability'.

Ref.#	Permit Tech	6/7/24 9:05 AM	Type your response here.
Unresolved	Letters of Availability- Sewer and water letters are required for new construction, change in occupancy, and/or an increase or decrease of capacity for any new or existing development. *****WATER RECEIPTS ARE NOT ACCEPTABLE. PLEASE INCLUDE LETTERS ONLY FOR REVIEW*****		
Comment	For more information on Letters of Availability please contact the Impact fee Administration at: Phone: 832.394.8888 Email: wrtechs@houston.tx.gov		

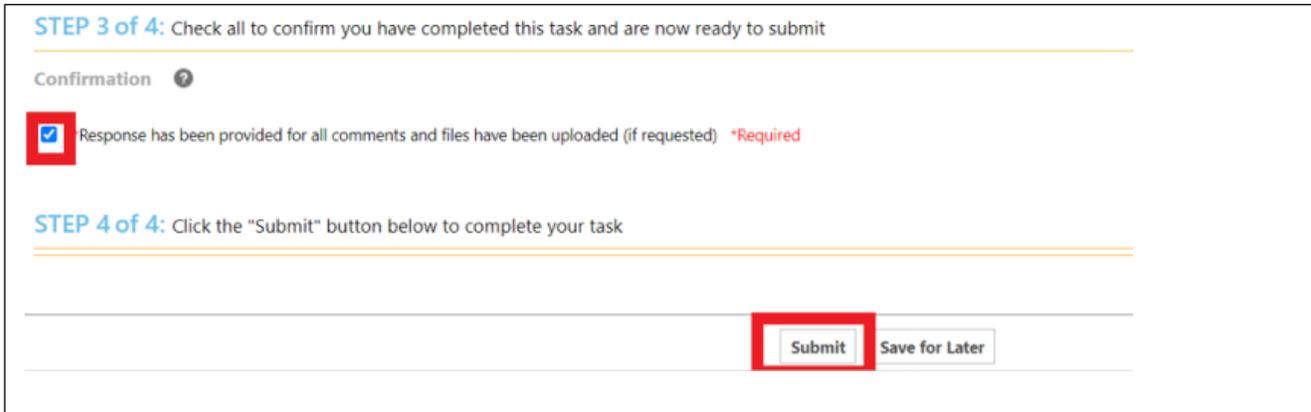
Review of Plans

PRESCREEN RESUBMIT TASK

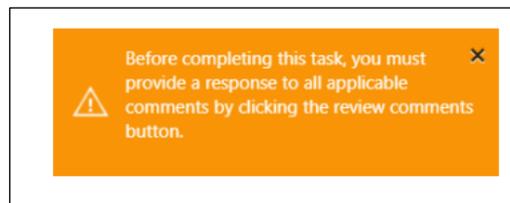


Once ready to resubmit corrected drawings and/or documents go to the files tab. Select the appropriate folder and begin to upload files.

Once files are uploaded the prescreen Resubmit task will need to be accepted. Once accepted this will open the E-form window. From the e-form proceed to steps 3 & 4 to submit.



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 been entered



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

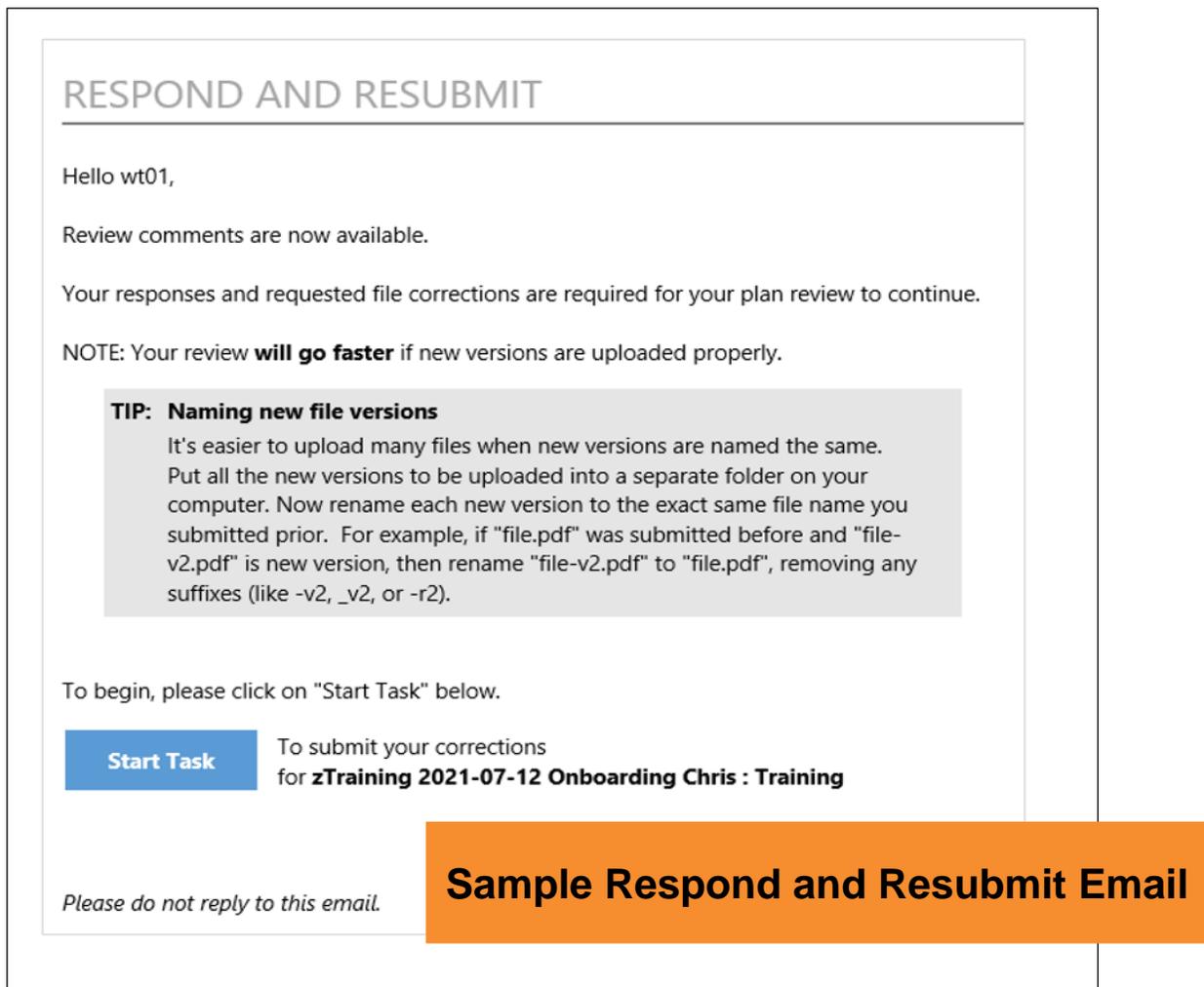
Review of Plans

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 change mark 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 corrections are required, the applicant will be notified of A Respond and Resubmit Task.



The image shows a sample email interface for a 'RESPOND AND RESUBMIT' task. The email content includes a greeting, a notification that review comments are available, and a request for responses and file corrections. A 'TIP' section provides instructions on naming new file versions. A 'Start Task' button is present, with a note to submit corrections for a specific training session. A footer note asks not to reply to the email. An orange banner at the bottom right of the email preview reads 'Sample Respond and Resubmit Email'.

RESPOND AND RESUBMIT

Hello wt01,

Review comments are now available.

Your responses and requested file corrections are required for your plan review to continue.

NOTE: Your review **will go faster** if new versions are uploaded properly.

TIP: Naming new file versions
It's easier to upload many files when new versions are named the same. Put all the new versions to be uploaded into a separate folder on your computer. Now rename each new version to the exact same file name you submitted prior. For example, if "file.pdf" was submitted before and "file-v2.pdf" is new version, then rename "file-v2.pdf" to "file.pdf", removing any suffixes (like -v2, _v2, or -r2).

To begin, please click on "Start Task" below.

Start Task To submit your corrections for **zTraining 2021-07-12 Onboarding Chris : Training**

Please do not reply to this email.

Sample Respond and Resubmit Email

Review of Plans

APPLICANT RESUBMIT TASK

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

4. Log in to ProjectDox®.
5. From the Home page select **project number**
6. Click on **Review Tab**:
 - a) Applicants may review provided comments and provide responses as required.
 - b) Ensure that responses have been provided in applicant response column

HOUSTON PUBLIC WORKS
Houston Permitting Center

Home All Tasks ?

Tasks Files Status Info Reports **Reviews** 24037120: S.F. RES W/ATT. GARAGE (1-2-5-R3-B) 21 IRC/15 IECC Main Contact:

Dept: Show All Status: Unresolved Response: Show All Search: Enter keyword
Type: Show All Cycle: Show All Time: Show All

Refresh

Ref.#	Planning (140)	Randy Lilley	5/6/24 11:14 AM	Cycle 1	Type your response here.
Unresolved	Please provide a legible copy of the recorded subdivision plat or replat (with seals and signatures) that includes the proposed building site. Copies are available from the city Open Records Office (832-394-8800 or houstontx.gov/publicinformation) and/or the Harris County Clerks Office (713-274-8600 or cclerk.hctx.net).				Please enter your responses ?
Comment					
Ref.# 6	Planning (140)	Randy Lilley	5/6/24 11:14 AM	Cycle 1	Type your response here.
Unresolved	Because this property is an existing lot less than 33 feet wide, please show compliance with Sec. 42-188.5 d:				Please enter your responses ?
Comment	d) Show a garage building line of a minimum of 20 feet **** Garage is encroaching the 20-foot garage building line per City of Houston Code of Ordinances regarding narrow lots. Please revise building plan to remove this encroachment. ****				

Review of Plans

APPLICANT RESUBMIT TASK

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

The screenshot shows a table with review items. The first item (Ref.# 2) has a status of 'Unresolved' and a comment: 'No metallic pipe permitted in this use.' The second item (Ref.# 3) has a status of 'Unresolved' and a comment: 'Water Lines must be able to hold water in all lines'. The third item (Ref.# 4) has a status of 'Unresolved' and a comment: 'Confirm plumbing allows for the proper sink height in all restrooms.' This item includes a 'Markup' button and a file link: 'A2-2 2nd floor Proposed Addition_100380704.pdf'. To the right of the table is a response input area with a 'Please enter your responses' prompt and a text box containing 'I have made changes and uploaded a new file'. A red arrow points from the list item to the response area.

Ref.#	Department	Reviewer	Status	Comment	Response
Ref.# 2	Plumbing	Plumbing-mf05 Reviewer	Unresolved	No metallic pipe permitted in this use.	Please enter your responses Cycle 1: I have made changes and uploaded a new file
Ref.# 3	Plumbing	Plumbing-mf05 Reviewer	Unresolved	Water Lines must be able to hold water in all lines	
Ref.# 4	Restroom Compliance	Plumbing	Unresolved	Confirm plumbing allows for the proper sink height in all restrooms.	Type your response here.

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.

The screenshot shows the 'Export to Excel' dialog box. The main interface has buttons for 'Review Comments', 'Export to Excel', and 'Import Excel Responses'. The 'Export to Excel' button is highlighted with a red box. The dialog box has the title 'Export to Excel' and the text 'Export review comments to Excel'. It has two radio button options: 'Single XLSX file' (selected) and 'Multiple XLSX files by department/trade (as ZIP)'. At the bottom of the dialog box are 'Download' and 'Close' buttons, with 'Download' highlighted by a red box. A red arrow points from the 'Export to Excel' button in the main interface to the 'Download' button in the dialog box.

Review of Plans

APPLICANT RESUBMIT TASK

1. Make required corrections and upload any new or updated files into the project.
 - a) Select “**Versioned Files**” to upload files as new version updates for files previously submitted and received.
 - b) Select “**New Files**” to upload any additional new files into the project as requested.

ProjectDox

Project: zTraining Batch Stamp 2021-01-11

Upload File Versions

Select: All Project Files All project files that may require new versions

Drawings\0406 A-2.1.4.pdf Select F

Drawings\0406 A-2.1.4a.pdf Select F

Drawings\1st floor plan.dwg Select F

Drawings\A11.01 1-15-07.tif Select F

Drawings\A11.02 1-15-07.tif Select F

Drawings\A2-2 2nd floor Proposed Addition 100380704.pdf Select F

Drawings\Brookwood Plat.rwn Select F

Orange files are new uploads
Blue files are new version uploads
Red files appear to be same as previously uploaded (will likely be discarded)

1. Confirm you have completed Task and are ready to submit.
 - c) Check box “I have responded to all review comments.”
 - d) Check box “I have uploaded my revised files, if requested.”

Select the Submit button to complete your task

An email notification will be sent to the Review Coordinator assigning them to the step **Respond and Resubmit Received**. The Review Coordinator will confirm that plans have been uploaded and the appropriate departments are selected for assignment for the next review cycle.



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

Confirmation

"I have responded to all review comments" *Required

"I have uploaded my revised files, if requested" *Required

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

Submit Save for Later

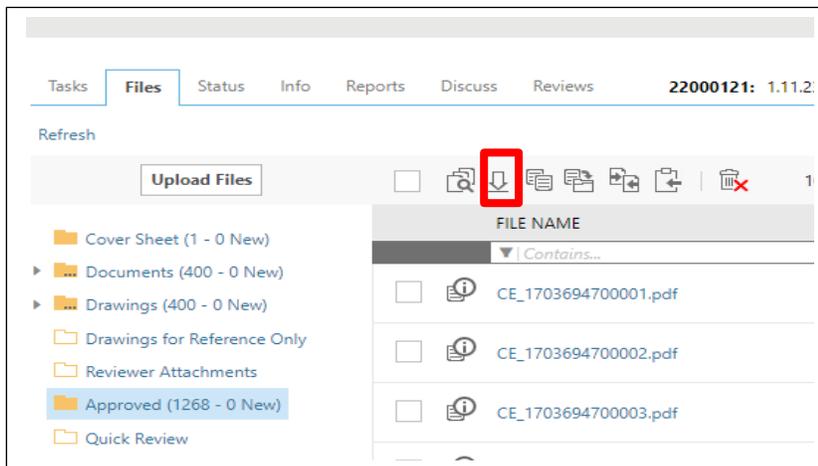
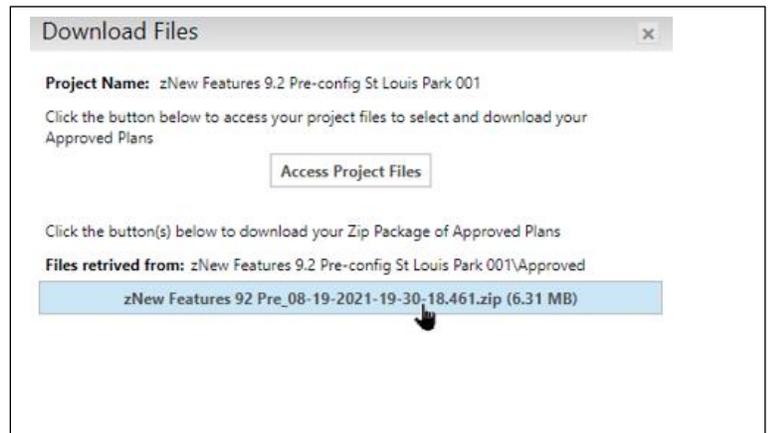
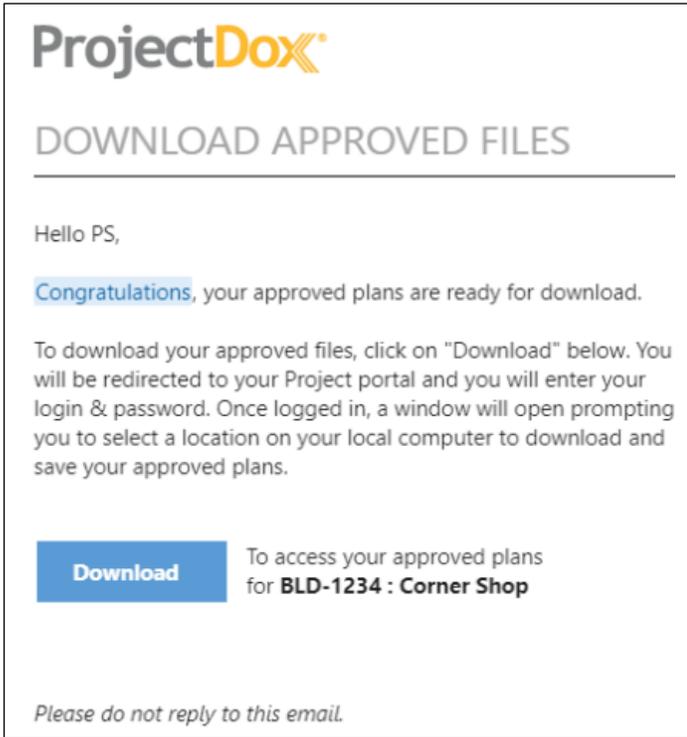
Print

APPROVED PLAN SET

After final payment is made, you will receive an email indicating that you may access your approved drawings and documents. You may do so through the email notification or from your Projectdox account either (see below.)

To download the entire folder, select the Download button in the email of approved plan.

A single ZIP file will be created of the selected pages. Click the Download ZIP Files button to Continue. Select Save or Save as in the pop-up window.



The approved plan set must be printed at a minimum size of 24"x36" and kept on the jobsite throughout the duration of construction

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.

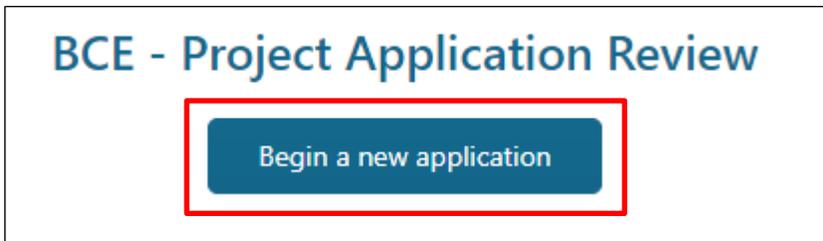
Plan Review Revision

APPLICATION PROCESS

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



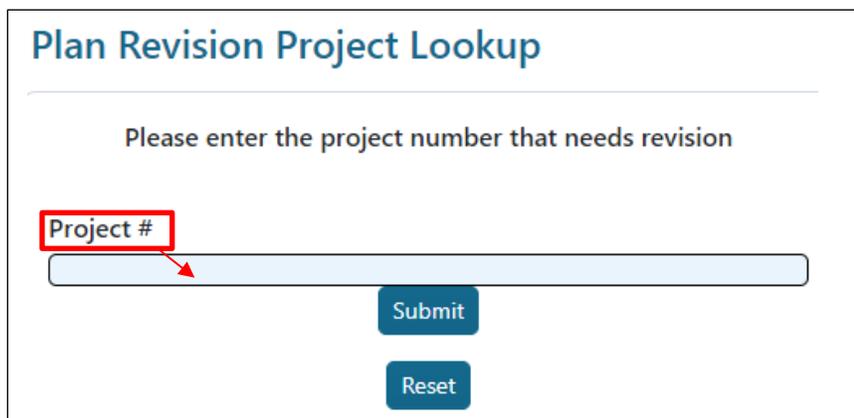
Log into iPermits and click on **Building Permit Applications**.



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



Click on **Residential Applications**. From the list of available applications, please select the “**Plan revision application for an existing project**”.



Enter your project number of the plans you wish to submit for a revision.

Plan Review Revision

APPLICATION PROCESS

Plan Revision Project Verification

Please review and confirm this is the project requiring revision

Project Number: 23007436
Address: 911 WASHINGTON AVE # BLD 2
Description: ONE-STOP ADDITION & REMODEL, SINGLE FAMILY RESIDENTIAL
Applicant Name: IPERIMITS PORTAL, PROJECTDOX ILMS
Submittal(s): These plans were submitted: 01/24/2023
Approval Date: These plans were approved for permitting on: 01/24/2023
Plan Location: Plans were returned to applicant on 01/24/2023

Begin the plan revision project application process

Back

Select the “**Begin the plan revision project application process**” button.

Commercial Plan Review Revision Application

Project/Situs Information

Project Number: 23007436 Application Number: 00247323
Name on Situs: *TEST - NATOYA
Property Address: 911 WASHINGTON AVE # BLD 2
City/State/Zip: HOUSTON, TX 77002
Project Use: ONE-STOP ADDITION & REMODEL, SINGLE FAMILY RESIDENTIAL
Estimated Valuation: \$31,100 Improvement Square Footage: 1

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

Are you adding more than 15% (\$4,665) of additional cost valuation to the original cost of improvements

Yes No

You qualify for a Project Revision.

Submit

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

Plan Review Revision

QUALIFICATION

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 revision.

Commercial Plan Review Revision Application

Project/Situs Information

Project Number:	23007436	Application Number:	00247323
Name on Situs:	*TEST - NATOYA		
Property Address:	911 WASHINGTON AVE # BLD 2		
City/State/Zip:	HOUSTON, TX 77002		
Project Use:	ONE-STOP ADDITION & REMODEL, SINGLE FAMILY RESIDENTIAL		
Estimated Valuation:	\$31,100	Improvement Square Footage:	1

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

Are you adding more than 15% (\$4,665) of additional cost valuation to the original cost of improvements

Yes No

You qualify for a Project Revision.

Submit

Plan Review Revision

PAYMENT PROCESS

iPermits Shopping Cart Maintenance

Sales Order Payment Selection

Shopping Cart No: 03150198
Created: 06/20/2023

[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
03429152	Building Permit	20-JUN-2023	No Holds	3511 HAVEN PINES DR		\$116.30	<input checked="" type="checkbox"/>
03320532	Pre-Configured Permit	22-OCT-2022	No Holds	911 WASHINGTON AVE # 6.28 ILMS Project No : 22106281		\$115.95	<input type="checkbox"/>

Shopping Cart Amount Due : \$116.30

[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

ILMS Shopping Cart Online Payment Processing

Payment Selection

Shopping Cart No: 03150198
Created: 06/20/2023
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.

CC Holder Type: Individual Corporation or Firm

Last Name: IPERIMITS PORTAL
First Name: PROJECTDOX
Middle Name: ILMS

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 \$116.30

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

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 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.

Deferred Submittals

APPLICATION PROCESS

The process of setting up a deferred submittal is like setting up a new project on the iPermits portal.

Project / Permit Applications

Building Permit Applications

Logon to iPermits Customer Portal and click on “**Building Permit Applications**”.

BCE - Project Application Review

Begin a new application

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

Residential Applications

- New Single Family Homes or New Duplex Homes
- Residential Addition/Remodel/Other Building Permit Application
- Minor Residential Repairs per Spec List
- Piers & Bulkheads
- Fire Alarm
- Sprinkler
- New Residential Model Home Repeat
- Plan Revision Application for an Existing ILMS Project
- Deferred Submittal Application for an Existing ILMS Project

Click on **Residential Applications**. From the list of available applications, please select the “**Deferred Submittal Application for an Existing ILMS Project**” to begin a deferred submittal project application.

Begin a Deferred Submittal Project Application

Please read the following information before proceeding

Deferred submittals are defined as those portions of the design that are not submitted at the time of the application and that are to be submitted to the Building Official within a specified period. Deferral of any submittal items shall have the prior approval of the Building Official.

A partial list of acceptable deferred submission items are:

- 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

Please enter the project number that needs a Deferred Submittal.

Project #

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

Deferred Submittals

APPLICATION PROCESS

Deferred Submittal Project Verification

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

Project Number: 23007436
Address: 911 WASHINGTON AVE
Description: ONE-STOP ADDITION & REMODEL, SINGLE FAMILY RESIDENTIAL
Applicant Name: IPERMITS PORTAL, PROJECTDOX ILMS
Submittal(s): These plans were submitted: Tue Jan 24 2023 00:00:00 GMT-0600 (Central Standard Time)
Approval Date: These plans were approved for permitting on: 01/24/2023
Plan Location: Plans were returned to applicant on 01/24/2023

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: 23007436 Application Number: 00247323
Name on Situs: *TEST - NATOYA
Property Address: 911WASHINGTONAVE
City/State/Zip: HOUSTONTX ,77002
Project Use: ONE-STOP ADDITION & REMODEL, SINGLE FAMILY RESIDENTIAL
Estimated Valuation: \$31,100 Improvement Square 1
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](#).

Deferred Submittals

PAYMENT PROCESS

Select the appropriate payment method to pay for the deferred submittal

iPermits Shopping Cart Maintenance

Sales Order Payment Selection

Shopping Cart No:

Created:

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
<input checked="" type="checkbox"/> 03429156	Plan Review Deposit	22-JUN-2023	No Holds	1002 WASHINGTON AVE	

Shopping Cart Amount Due : \$58.54

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 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.

ILMS Shopping Cart Online Payment Processing

Payment Selection

Shopping Cart No:

Created:

Payment Processed:

We need to collect the following data before your payment can be processed. Please enter the appropriate payer name and address. Depending on the type of purchase, this data will be printed on the City issued permit documents. Consequently, data accuracy is important.

CC Holder Type: Individual Corporation or Firm

Last Name: First Name: Middle Name:

Billing Address:

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

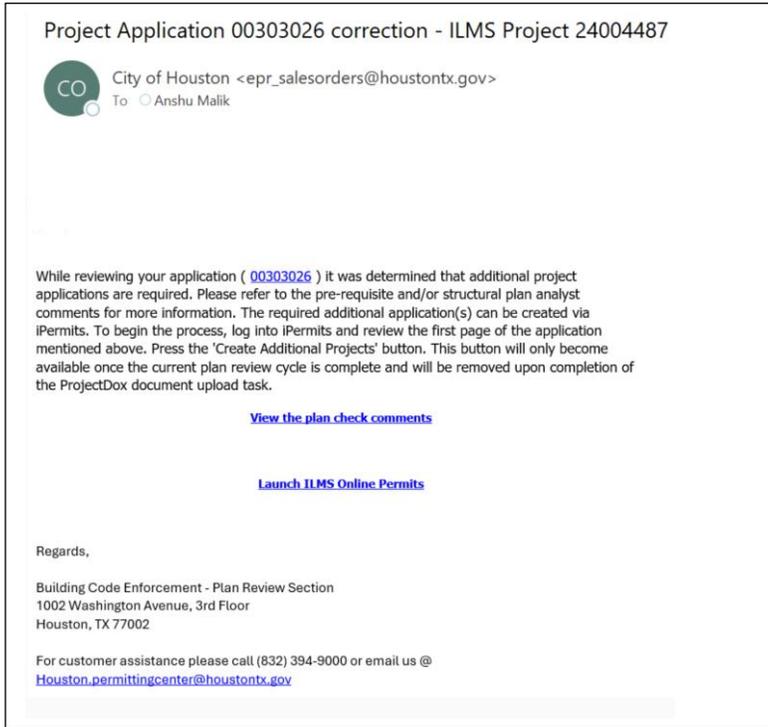
Billing Zip Code: Zip plus:

Shopping Cart Amount Due | \$ 58.54

Additional Permit Applications for Subprojects

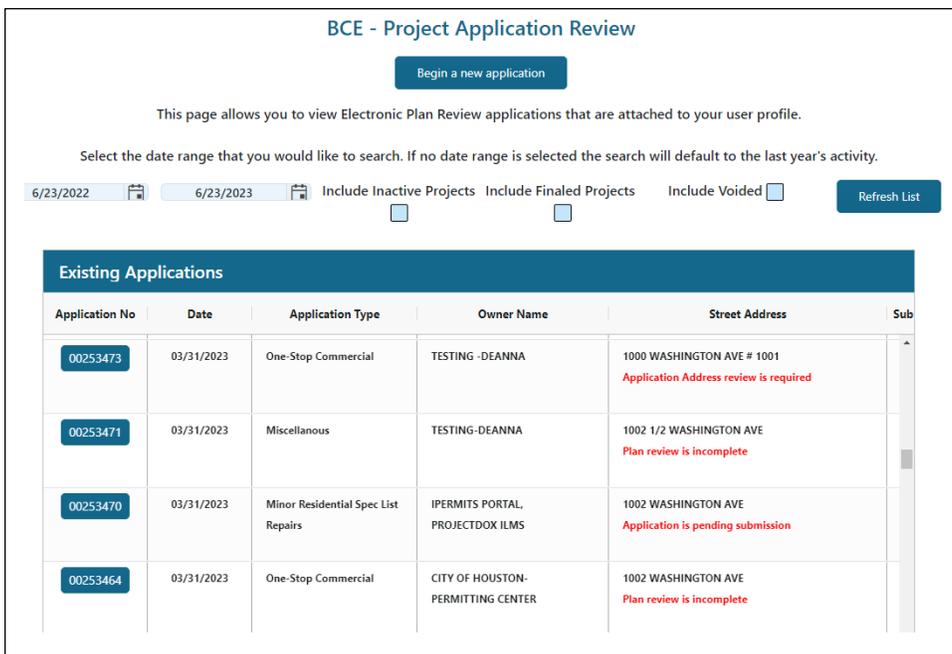
CORRECTION REQUEST

When the Regulatory Compliance Coordinator (RCC) or a Structural Plan Analyst request 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

APPLICATION PROCESS

The screenshot shows the 'Document Attached' step of a five-step application process. The steps are: Application list, Application Page 1, Application Page 2, Document Attached (current), and Generate PDF. Below the steps, there are two buttons: 'Individual Owned Declaration of support' and 'Business Entity Owned Declaration of support'. A red note states: 'When preparing the declaration of support document please ensure that you include Application No: 00253574'. The main heading is 'Attach Documents / Finalize Application'. Underneath is a section for 'Project Application Information' with the application number '00253574 R SR NC'. The next section is 'Upload Additional Documents', which includes a 'Please Note' about required attachments (Declaration in support of application for City of Houston building permit) and a warning not to upload building plans or construction documents. It lists accepted file formats (PDF, DOC, DOCX, PPT, PPTX, XLS, XLSX, GIF, JPG, PNG, JPEG, TIFF, TXT, ZIP) and provides a file upload area with a 'Select files...' button and a 'Drop files here to upload' area. A note states: 'Note: Uploading documents does not finalize the application'. The final section is 'Create Supplemental Applications or Sub_Projects for Multiple Tenants or Projects', which explains that multiple buildings or sites require additional applications and provides a red-bordered button labeled 'Create/Copy Additional Project Applications'.

From your application go to the Documents Attached tab.

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

The screenshot shows a 'Please Note' section with a red note: 'The application being copied '00253574' will be converted to a 'Master Application' and the resulting application will be created as a subordinate application.' Below the note is a blue button with a red border labeled 'Copy and Continue'.

Make changes to the project information where necessary and 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

APPLICATION PROCESS

Enter the info on page 2 and select **Save and Continue** button to go to the Documents Attached page.

Residential Building Permit Application - Page 2 of 2

Application

Application Number: **00253575** Date: **06/23/2023**
Subordinate to Master Application: 00253574

Project Address:
 Project Scope: **New, Single Family Residential AS**
 Present Occupancy:
 Proposed Occupancy:
 Construction Type:
 Fire Rating:

Describe the proposed development *:

MDI Project	MDI Registration No	Certificate Requested	Green Building Type
<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="radio"/> C/C <input checked="" type="radio"/> None	<input type="radio"/> No <input type="radio"/> Leed <input type="radio"/> GBI <input type="radio"/> GHBA

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

New or Added: (Sq.Ft.)
 Total Work Area: (Sq.Ft.)

! The property address specified above does not exist in the iPermits address database. You must either revise the address to match an existing address or request that the address be added to the iPermits database by pressing the 'Request Assistance' button at the bottom of this page. Once submitted for review, an iPermits Customer Support representative will be assigned to research the addressing issue. Once resolved you will be allowed to submit the application.

Project Manager Name & Address Information

Last/First/Middle
 Enter or Copy One of the Following to the Project Manager Information. Applicant Owner
 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 Name & Address Information

Last/First/Middle
 Enter or Copy One of the Following to the General Contractor Information. Applicant Owner
 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

APPLICATION PROCESS

Application list Master Application Recap 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: 00253575

Attach Documents / Finalize Application

Project Application Information

Application No: 00253575 R SR 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 Master Application Recap](#)

You can attach any documents associated with this application on this page.

Click on the **Copy this Application** button to create another sub application.

Select the **Return to Master Application Recap** button to see the details about the master and sub project applications

Master Application (00253574) Subordinate Project Application Recap

Master Application [Application List](#)

Master Number: **00253574** Date: 06/23/2023 NC R

Address: 1002 WASHINGTON AVE # 5.88

Owner name: _____

Please Describe the Proposed Development*: TEST-

Sub Project Applications

Application Number	Date	Occupant Name	Property Address	Project No	Square Footage	Estimated Valu
00253575	06/23/2023	TEST, TEST	1002 WASHINGTON AVE # 5.89 <small>Application has not been finalized</small>		100	12,905

Select the sub application number and go to Page 2 of the application to finalize the sub application.

Additional Permit Applications for Subprojects

APPLICATION PROCESS

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.

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.

6/23/2022 6/23/2023 Include Inactive Projects Include Finaled Projects Include Voiced [Refresh List](#)

Existing Applications				
Application No	Date	Application Type	Owner Name	Street Address
00253574	06/23/2023	Residential Master	TEST, TEST	1002 WASHINGTON AVE # 5.88 <small>Application pending verification</small>
00253573	06/21/2023	Commercial	TEST	911 WASHINGTON AVE <small>Application Address review is required</small>

Once you finalize the application, you will return to the Existing Applications list page. The application number button changes to **green color** for the master applications

Select the master application number to view the project number for sub application.

Master Application (00248124) Subordinate Project Application Recap

Master Application [Application List](#)

Master Number: [00248124](#) Date: 01/28/2023 SO C

Address:

Owner name:

Please Describe the Proposed Development*:

Sub Project Applications

Application Number	Date	Occupant Name	Property Address	Project No	Square Footage	Estimated Valu
00248125	01/28/2023	ILMS, RELEASE	911 WASHINGTON AVE # 6.30A <small>Pending payment</small>			75,000

Click the subproject's application number to pay for the plan review (PX) fee.

INDEX

STANDARD FOLDER STRUCTURE WITH 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.

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STANDARD FOLDER STRUCTURE WITH UPLOAD REQUIREMENTS

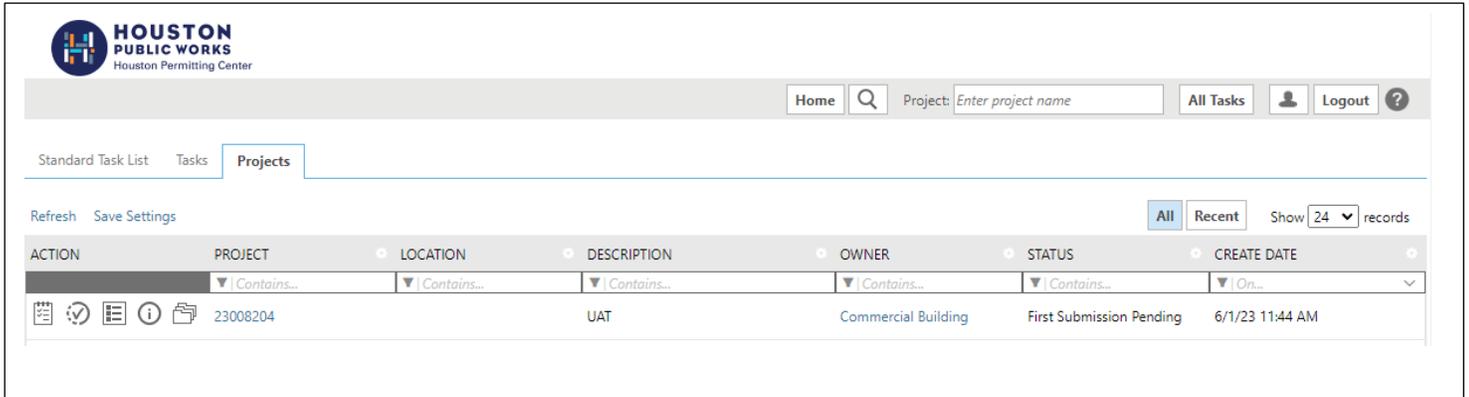
- ☐ Drawings – No upload.
 - ☐ Index – **Drawing Index only**
 - ☐ General - **Project notes, ADA drawings and notes_**
 - ☐ Demo - **Demo plans only**
 - ☐ Site Plan - **Site plans only, paving, lot lines, easements**
 - ☐ Architectural - **Elevations, floor plans, design details**
 - ☐ Landscape - **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 to run report.



HOUSTON PUBLIC WORKS Houston Permitting Center

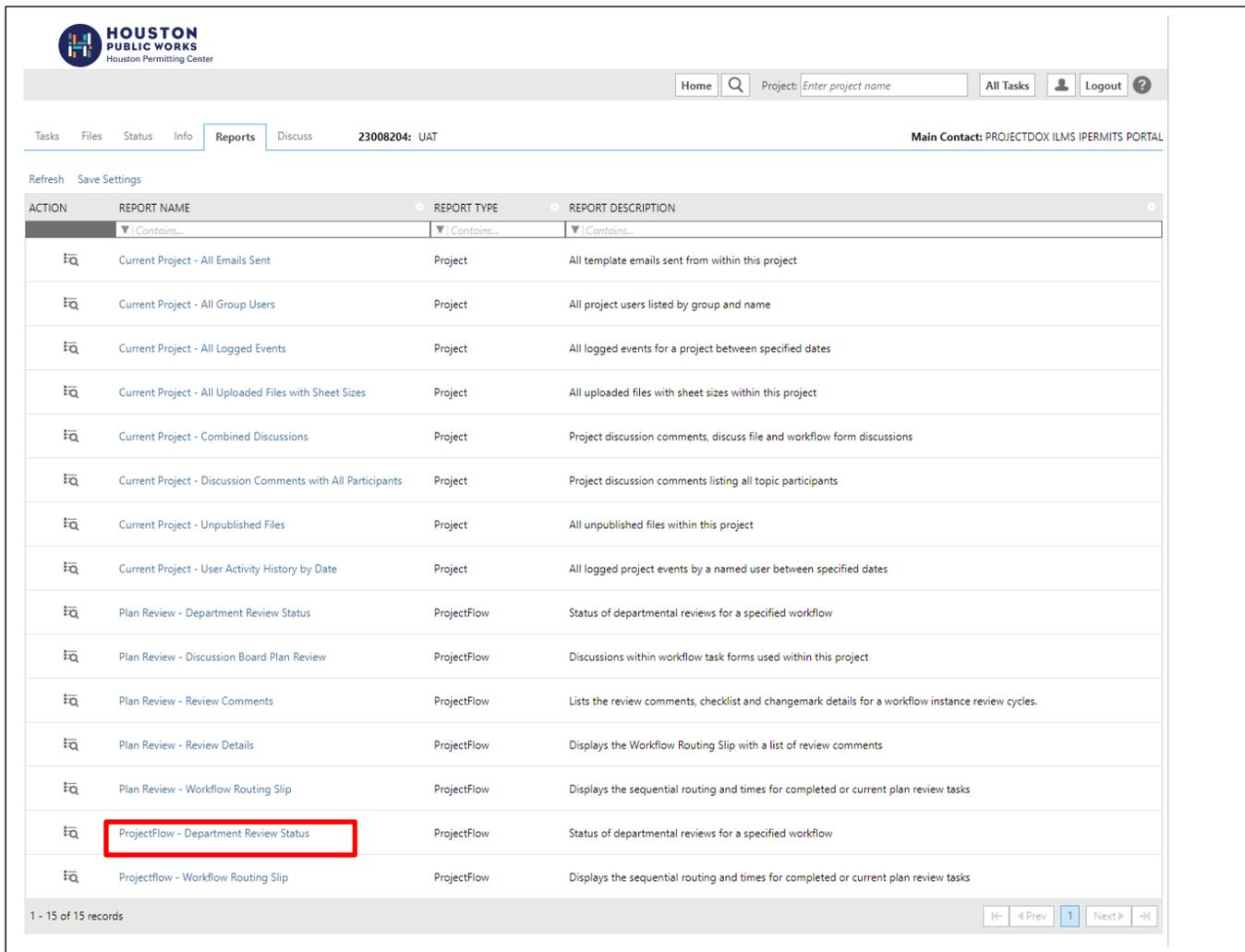
Home All Tasks Logout

Standard Task List **Tasks** **Projects**

Refresh Save Settings All Recent Show 24 records

ACTION	PROJECT	LOCATION	DESCRIPTION	OWNER	STATUS	CREATE DATE
	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ On...
	23008204	UAT	Commercial Building	First Submission Pending	6/1/23 11:44 AM	

Step 2: Click on the Reports tab. Click on the report name you wish to run.



HOUSTON PUBLIC WORKS Houston Permitting Center

Home All Tasks Logout

Tasks Files Status Info **Reports** Discuss **23008204: UAT** Main Contact: PROJECTDOX ILM5 IPERIMTS PORTAL

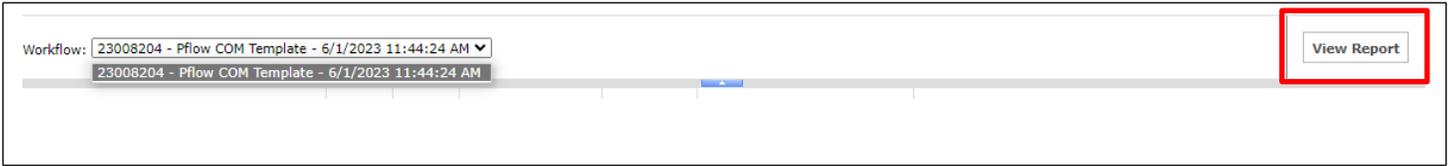
Refresh Save Settings

ACTION	REPORT NAME	REPORT TYPE	REPORT DESCRIPTION
	▼ Contains...	▼ Contains...	▼ Contains...
	Current Project - All Emails Sent	Project	All template emails sent from within this project
	Current Project - All Group Users	Project	All project users listed by group and name
	Current Project - All Logged Events	Project	All logged events for a project between specified dates
	Current Project - All Uploaded Files with Sheet Sizes	Project	All uploaded files with sheet sizes within this project
	Current Project - Combined Discussions	Project	Project discussion comments, discuss file and workflow form discussions
	Current Project - Discussion Comments with All Participants	Project	Project discussion comments listing all topic participants
	Current Project - Unpublished Files	Project	All unpublished files within this project
	Current Project - User Activity History by Date	Project	All logged project events by a named user between specified dates
	Plan Review - Department Review Status	ProjectFlow	Status of departmental reviews for a specified workflow
	Plan Review - Discussion Board Plan Review	ProjectFlow	Discussions within workflow task forms used within this project
	Plan Review - Review Comments	ProjectFlow	Lists the review comments, checklist and changemark details for a workflow instance review cycles.
	Plan Review - Review Details	ProjectFlow	Displays the Workflow Routing Slip with a list of review comments
	Plan Review - Workflow Routing Slip	ProjectFlow	Displays the sequential routing and times for completed or current plan review tasks
	ProjectFlow - Department Review Status	ProjectFlow	Status of departmental reviews for a specified workflow
	Projectflow - Workflow Routing Slip	ProjectFlow	Displays the sequential routing and times for completed or current plan review tasks

1 - 15 of 15 records |< Prev 1 Next >|

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HOW TO RUN REPORTS IN PROJECTDOX®



Step 3: Click on Drop Down arrow. Select the report and Click View Report.

Example of report shown below

Plan Review - Workflow Routing Slip

Report Generated: **06/02/2023 09:50 AM**

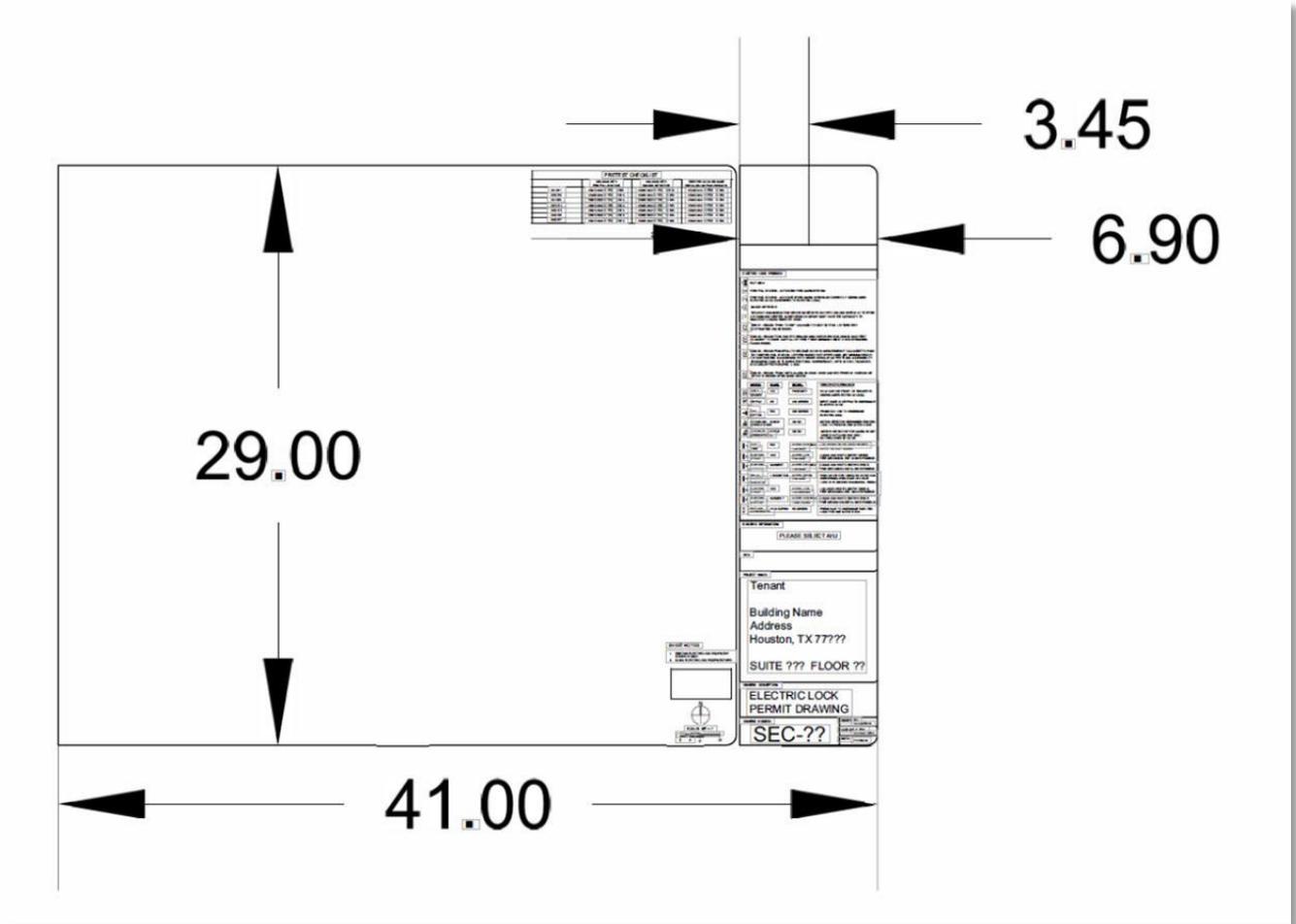
Review Type: **Commercial and Residential Building Permit**
 Number of Files: **5**
 Project Name: **23008193**
 Workflow: **23008193 - Pflow COM Template - 5/15/2023 3:48:30 PM**
 Total Review Comments:

Time Elapsed: **13 days 18 hrs**
 Time with Jurisdiction: **12 days 18.5 hrs**
 Time with Applicant: **0 days 23.5 hrs**
 Completed Submission (Prescreen): **0 days 23.5 hrs**
 Completed Plan Review: **Not Completed**

TASK	TASK STATUS	REVIEW STATUS	CYCLE	ASSIGNED	ACCEPTED	COMPLETED	GROUP	USER
Applicant Upload	Completed		0	05/15/2023 03:48 PM	05/16/2023 03:07 PM	05/16/2023 03:07 PM	Applicant	Tanya Stillman

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STANDARD BORDER-DETAIL EXAMPLE





1002 Washington Avenue
Houston, Texas 77002

832.394.8820

residential.planreview@houstontx.gov