



# Solar Panel Plan Review

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



**SAVE PAPER, HELP THE ENVIRONMENT!**

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# iPermits Registration

## STEP 1: CREATE A LICENSED COMPANY PROFILE

### NOTE:

- If you are not an engineer or master electrician, skip to Step 2 on page 7 to create a non-licensed user profile.
- A company and its users must be registered for iPermits before an application can be submitted. If your company is already registered, please skip the iPermits registration process and go to page 8 to **Step 1: CREATE AN APPLICATION.**

To create a licensed user company profile, the applicant must complete an **iPermits Acknowledgement** form and submit it either in person or via email to:

[hpcelectricalsection@houstontx.gov](mailto:hpcelectricalsection@houstontx.gov) – Electrical license  
Engineer licenses contact 832.394.8850

The form must be notarized if submitting via email. All fields are required unless otherwise noted.

Once the application is processed, you will receive an email from the City of Houston with instructions to create the profile.



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:

[Submit login request](#)

**Alternate User Actions**

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

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

To create an iPermits login account, please click on **First Time User.**

# iPermits Registration

## STEP 2: CREATE A USER PROFILE

Please help us identify the appropriate user registration process.

Are you associated with an electrical, plumbing, mechanical, fire alarm, fire line, sign, or sprinkler trade contractor?

Yes  No

Are you associated with a Texas state licensed engineering firm?

Yes  No

Do you have a City of Houston iPermits advanced payment account?

Yes  No

Press **Submit** to begin the 'Non-License related' or **Homeowner** user registration process.

Submit

Please answer the following questions to create an iPermits account.

### Create a User Profile For a Non-Licensed User or Homeowner

Document was last saved: Just now

#### Please read the following information before proceeding

- Fields marked with "\*" are required.
- Once the user profile is created, your User ID and Password will be sent to the email address provided below.

#### User Information

Email Address:\*

Email Confirmation:\*

Password:\*  Enter ...  Confirm:\*  Enter ...

#### Individual Name

First Name:  First Name Middle:  Middle ... Last:  Last Name

#### Customer/Contractor/User State Issued Identification Information

Identification Number:\*  State:

Note: This is normally the user's State issued driver's license number

#### Mailing Address

Address Type:\*  PO Box  Street

No.\*  Fraction\*  Dir.\*  Street Name\*

Type\*  Dir.\*  Unit Id\*  Unit#\*

City  State  Zip Code  Zip Plus

Phone Number:\*  Fax Number:

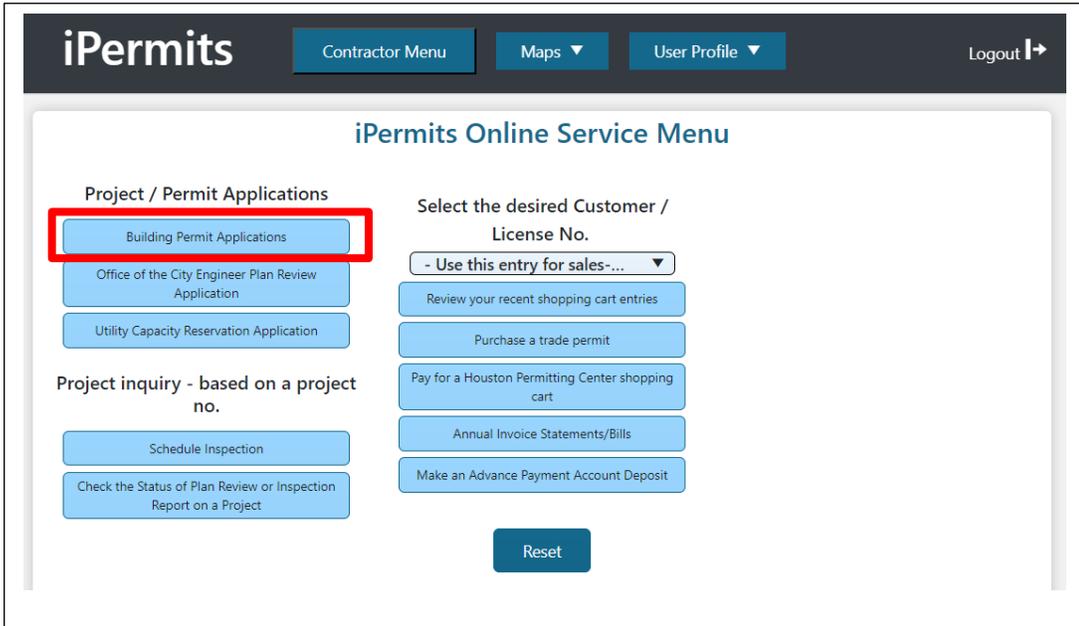
Company Name:

Submit Add

Fill out the required information to create a user profile for a Non-Licensed User.

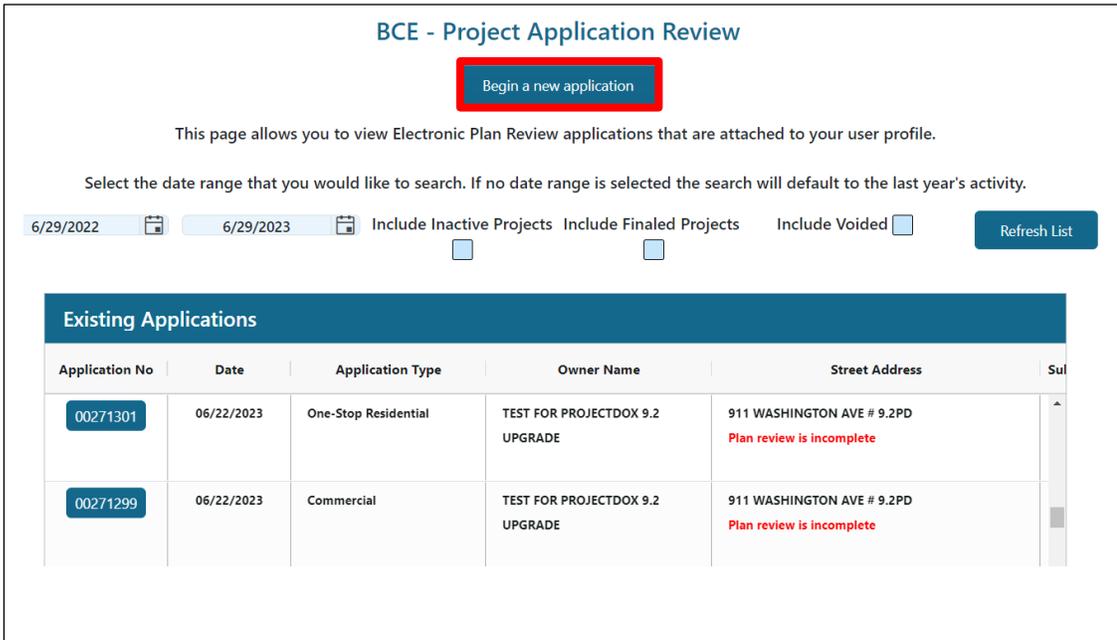
# Application Process

## RESIDENTIAL BUILDING PERMIT APPLICATION



Log into your iPermits Portal account.

Under the iPermits Online Service Menu, click on **Building Permit Application** button.



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

# Application Process

## RESIDENTIAL BUILDING PERMIT APPLICATION

Click on **Residential Applications**.

**Building Applications**

Click the button to Toggle the dropdown menus.

Commercial Applications

**Residential Applications**

Storm/Flood Damage Applications

Housing and Community Development Applications

Click the **Residential Addition/Remodel/Other Residential Building Permit Application** button.

**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

# Application Process

## RESIDENTIAL BUILDING PERMIT 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](mailto: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

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

Do not enter street directions (e.g. N, S, E, W) nor street types (e.g. Dr., Rd., Ave., etc.) into the address search.

**If your street name does not appear on the list, contact the City of Houston Addressing team via email at [Hpcaddressingq.team@houstontx.gov](mailto:Hpcaddressingq.team@houstontx.gov) for assistance.**

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](mailto:hpcaddressing.team@houstontx.gov) for assistance.

Qualified Street Names
Address
WASHINGTON AVE

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

# Application Process

## RESIDENTIAL BUILDING PERMIT APPLICATION

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

If the street number is not listed, click on the button The needed property address is not listed and contact the Addressing section at [Hpcaddressing.team@Houstontx.gov](mailto:Hpcaddressing.team@Houstontx.gov) for assistance.

Click on the **Back** button to return to the list of qualified addresses.

### 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
902 WASHINGTON AVE 77002	AMTRAK(NATIONAL RAILROAD PASSENGER CORP )
908 1/2 WASHINGTON AVE 77002	,
909 WASHINGTON AVE SWA 77002	STORM WATER, APPLICATION
910 WASHINGTON AVE UNIT 77002	***
910 WASHINGTON AVE UNIT 0319 77002	*PROJECTDOX MARCH PRODUCTION TEST MARCH 201

The needed street name is not listed.

Search address on map

# Application Process

## RESIDENTIAL BUILDING PERMIT APPLICATION

- Choose the **County** in which the project is located.

Note: if other parts of the project address are changed, the address verification process is triggered.

- Describe the proposed development under the Project Information.
- Include "Solar Panel" in the description box.**



Application list

### One-Stop 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.

### Application

**Owner, Tenant, or Business Name**

Entity Name Type:  Individual  Corporation or Firm

Corporation or Firm Name

**Project Address**

No.	Fraction	Dir.	Street Name	Type	Dir.	Unit Id	Unit#
<input type="text" value="911"/>	<input type="text" value="1/2"/>	<input type="text"/>	<input type="text" value="WASHINGTON"/>	<input type="text" value="AVENUE"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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 \*

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

Yes  No

# Application Process

## RESIDENTIAL BUILDING PERMIT APPLICATION

- Choose the **Type of Structure**.
- Select **Solar Panel Installation** under Scope of Project.
- If **SolarApp+** Installation indicate yes and provide **SolarApp+** project information.
- Once all required fields are completed, click the **Save & Continue** button to go to the next page.

**Structure Type & Project Scope\***

Structure Type  
Single-Family Residence

Project Scope  
Solar Panel Installation

Is the project a qualifying SolarApp+ installation on an existing structure?  
Please indicate ( Yes  or No  )

---

**Applicant Name & Address Information**

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

Last: ILMMS-PROJECTDOX      First: PROJECTD      Middle: IPERMITS

**Address**

Street #: 1002      Fraction:      Pre-Dir:      Street Name: WASHINGTON

Type: AVENUE      Space:      City: HOUSTON      State: TX      Zip Code: 77002      Zip Plus: 0000      Phone\*: (832) 394-9011

Phone: ( ) - -      Email \*: ken.porter@houston.tx.gov

Relationship to project  
Please Select

---

**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: Last Name      First: First Name      Middle: Middle Name

**Address**

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

Type:      Space:      City:      State:      Zip Code:      Zip Plus:      Phone: ( ) - -

Contact:      Phone: ( ) - -      Email:

**Save & Continue**

Reset

# Application Process

## RESIDENTIAL BUILDING PERMIT APPLICATION

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

Application list    Application Page 1    **Application Page 2**    Document Att

### One-Stop Residential Building Permit Application - Page 2 of 2

**Please read the following information before proceeding**

- Fields marked with "\*" are required.
- Submittal of false information will result in invalidation of the application.

#### Application

Application Number: 00272653      Date: 06/29/2023

Project Address: 911 1/2 WASHINGTON AVE

Project Scope: Solar Panel, Single Family Residential AI

Present Occupancy: R-3 Residential, Single Family Residence or Duplex

Proposed Occupancy: [Dropdown]

Construction Type: Material Type V

Fire Rating: B' Fire Rating

Describe the proposed development \*: SOLAR PANEL TEST

MDI Project:  Yes  No    MDI Registration No: [Field]    Certificate Requested:  C/C  None    Green Building Type:  No  Leed  GBI  GHBA

#### Enter the required Square footage Values

New or Added: [Field] N/A (Sq.Ft.)

Remodded or Altered: [Field] (Sq.Ft.)

Total Work Area: [Field] (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: [Field]      First: [Field]      Middle: [Field]

Address

Street #: [Field]    Fraction: [Dropdown]    Pre-Dir: [Dropdown]    Street Name: [Field]

Type: [Dropdown]    Space: [Field]

City: [Field]    State: [Field]    Zip Code: [Field]    Zip Plus: [Field]    Phone\*: [Field]

Phone: [Field]    Contact\*: [Field]    Email\*: [Field]

#### 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: [Field]      First: [Field]      Middle: [Field]

Address

Street #: [Field]    Fraction: [Dropdown]    Pre-Dir: [Dropdown]    Street Name: [Field]

Type: [Dropdown]    Space: [Field]

City: [Field]    State: [Field]    Zip Code: [Field]    Zip Plus: [Field]    Phone: [Field]

Phone: [Field]    Contact: [Field]    Email: [Field]

**Save and Continue**

# Application Process

## RESIDENTIAL BUILDING PERMIT APPLICATION

The screenshot displays a multi-step application process. At the top, a progress bar shows five steps: 'Application list', 'Application Page 1', 'Application Page 2', 'Document Attached', and 'Generate PDF'. The 'Document Attached' step is currently active. Below the progress bar, there are two buttons for selecting a declaration type: '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: 00272653'. The main section is titled 'Attach Documents / Finalize Application' and contains a 'Project Application Information' box with the application number '00272653 R1 SR PU'. Below this is an 'Upload Additional Documents' section with a 'Please Note' box stating that required attachments include a declaration in support of the application and that building plans or construction documents should not be uploaded. A file upload area includes a 'Select files...' button and a 'Drop files here to upload' area, with a note that uploading documents does not finalize the application. A section titled 'Create Supplemental Applications or Sub Projects for Multiple Tenants or Projects' provides instructions for multi-tenant or multi-project applications. Finally, an 'Application Status' section contains a red-bordered button that says 'Return to the second page to finalize Application'.

Please upload the **Declaration Form** here.

**DO NOT UPLOAD BUILDING PLANS ON THIS PAGE.**

Click the **Finalize Application** button to create a project number.

# Pay the Fees

## CREDIT CARD OR E-CHECK

### iPermits Shopping Cart Maintenance

#### Sales Order Payment Selection

Shopping Cart No:

03240071

Created:

06/27/2023

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 pay at this time.

#### Select Sales Orders for Payment

Sales Order	Type	Date	Holds Appvd	Customer / Contractor of Record (Permit emailed to)	Update Requir
<input checked="" type="checkbox"/> 03532221	Plan Review Deposit	27-JUN-2023	No Holds	911 WASHINGTON AVE # 9.2PD	

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 permit(s) to be paid. Then click the **Make Online Payment via Credit Card or Electronic Check** button. You will be taken to Chase website to complete the online payment.

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

### ILMS Shopping Cart Online Payment Processing

#### Payment Selection

Shopping Cart No:

03240071

Created:

06/27/2023

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

ILMS-PROJECTDOX

First Name

PROJECTD

Middle Name

IPERMITS

Billing Address:

House #

1002

Fraction

Pre-Dir

Street Name

WASHINGTON

Type

AVENUE

Space

Billing Zip Code:

Zip code

77002

Zip plus

0000

Shopping Cart Amount Due \$ 189.84

Update Payer Information

Continue the Credit Card/Electronic Check Payment Process

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

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

You will be transferred to the J.P Morgan payment website to complete transaction.

# ProjectDox Set Up

## NEW USER ACCOUNT

De: <DoNotReplyHOTXP@avolvecloud.com>  
Date: jue, 29 de jun. de 2023 9:58 a. m.  
Subject: Welcome to Online Submission  
To:

---

### NEW ACCOUNT REQUEST

Welcome to Online Submission!

Before gaining access, you must confirm your account.

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

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

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

Login

To confirm account and set your password

*Please do not reply to this email.*

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.

# Navigation Basics

## NEW USER ACCOUNT

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.)

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 be emailed.

# Navigation Basics

The screenshot shows the Houston Public Works ProjectDox dashboard. At the top left is the logo for Houston Public Works, Houston Permitting Centre. Below the logo is a 'Profile' link and a 'Logout' link. The dashboard title is 'ProjectDox Dashboard' and the date is 'July 14, 2023'. The main section is titled 'My Projects' and contains a table with the following data:

PROJECT	DESCRIPTION	LOCATION	STATUS	TASKS (1)
23064214		HARRIS	First Submission Pending	<a href="#">Open</a> Applicant Upload

Below the table, it shows '1 - 1 of 1 records' and a pagination control with 'Prev', '1', and 'Next' buttons. A 'View All Projects' button is located at the bottom of the table area.

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 desired project number.

# Navigation Basics

## HOME PAGE LAYOUT

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

### SAMPLE PROJECDOX HOMEPAGE

The ProjectDox® home page is divided into two main sections. The Projects section is 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 **Active Task 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

# 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 **Search** button allows you to search for a project based on the key information entered in 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®.
- The **All Tasks** button shows any tasks requiring action from the applicant in a separate pop-up window.

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

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

ACTION	PROJECT	LOCATION	DESCRIPTION	OWNER	STATUS	CREATE DATE
	23008203		TEST	Commercial Building	First Submission Pending	5/16/23 2:33 PM

# Standards

## FILE TYPES AND BORDERS

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

### REQUIRED FILES

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

### FILE TYPE STANDARDS

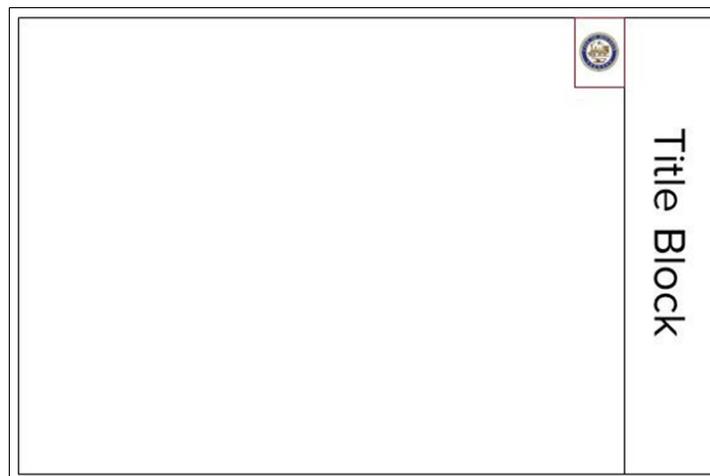
- DOC, DOCX, and PDF files are accepted for calculations, reports, and other supporting documentation (i.e. non-drawing files)
- Flat Files recommended (no layer). Vector PDF and JPEG files will be acceptable for drawings.

### BORDER STANDARDS

- 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 24" x 36".

### MARKUP NAME AND COLOR STANDARDS

Standard markup names and colors will be used for each reviewing discipline for easy identification. A markup can have more than one changemark. Changemarks are created to quickly identify a markup and associated comments.



Drawings should be uploaded in landscape mode.

# Upload Your Files

## 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' and the date is July 14, 2023. The 'My Projects' section displays a table with the following data:

PROJECT	DESCRIPTION	LOCATION	STATUS	TASKS (1)
23064214		HARRIS	First Submission Pending	<a href="#">Open</a> Applicant Upload

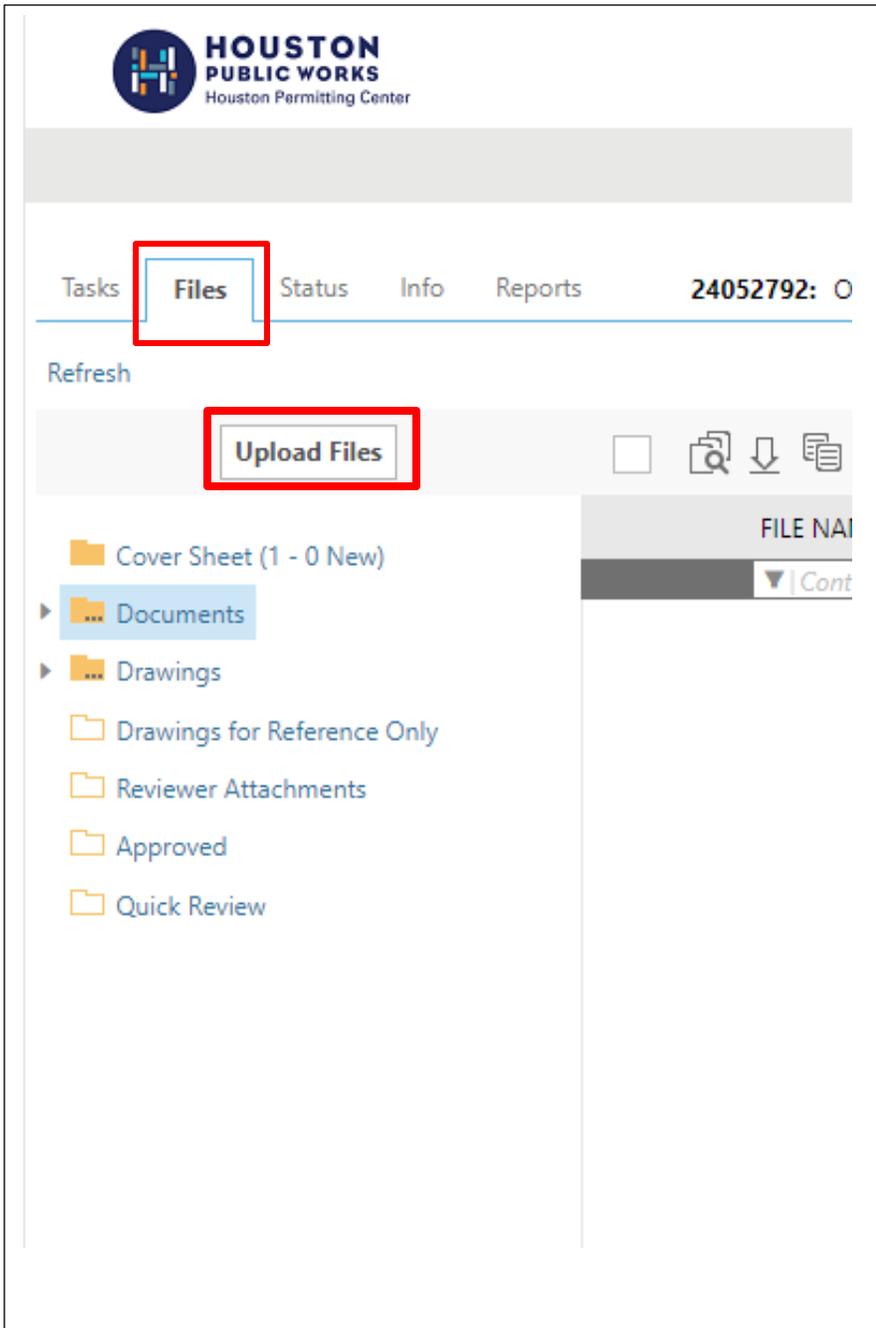
Below the table, it indicates '1 - 1 of 1 records' and provides navigation controls. A 'View All Projects' button is also visible.

The screenshot shows the Houston Public Works Projects page. The user is logged in and the page is filtered to show 'Projects'. The table below displays 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	

# Upload Your Files

## FIRST SUBMISSION



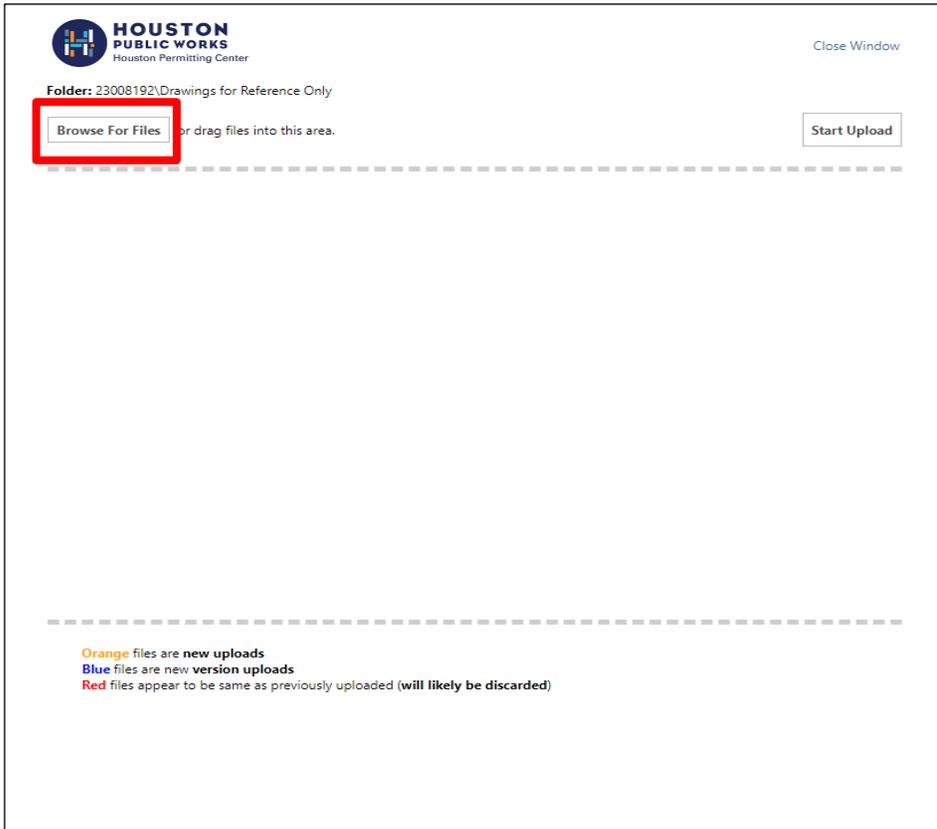
Under the Files Tab are the folders where documents and/or drawings are uploaded.

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

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

# Upload Your Files

## FIRST SUBMISSION

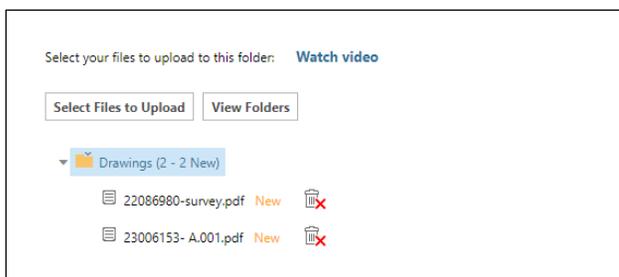


By default, up to 200 files or 10GB, whichever comes first can be uploaded at the same time.

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.



# Upload Your Files

## FIRST SUBMISSION

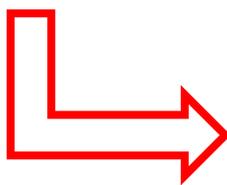
The screenshot displays the Houston Public Works file management system. At the top, the Houston Public Works logo and 'Houston Permitting Center' are visible. The navigation bar includes 'Home', a search icon, 'Project: Enter project name', and 'All Tasks'. The main content area shows a project titled '23008197: Houston - Cycle #1' with a 'Main Contact: PROJECTDOX ILM'. A 'Refresh' button is present. Below it, an 'Upload Files' button and a toolbar with various file management icons are shown. A table lists files, with 'Coversheet\_Revised.pdf' selected. The table has columns for 'FILE NAME', 'STATUS', and 'REVIEWED'. A sidebar on the left shows a folder structure: 'Cover Sheet (1 - 0 New)', 'Documents', 'Drawings (4 - 4 New)', 'Drawings for Reference Only', 'Reviewer Attachments', 'Approved', and 'Quick Review'.

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

If a file is uploaded into the wrong folder, select the check box next to the file name and then select the delete icon.

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

To upload files into another folder, click on the folder. Repeat the process until all drawings and documents are uploaded into their respective folder.

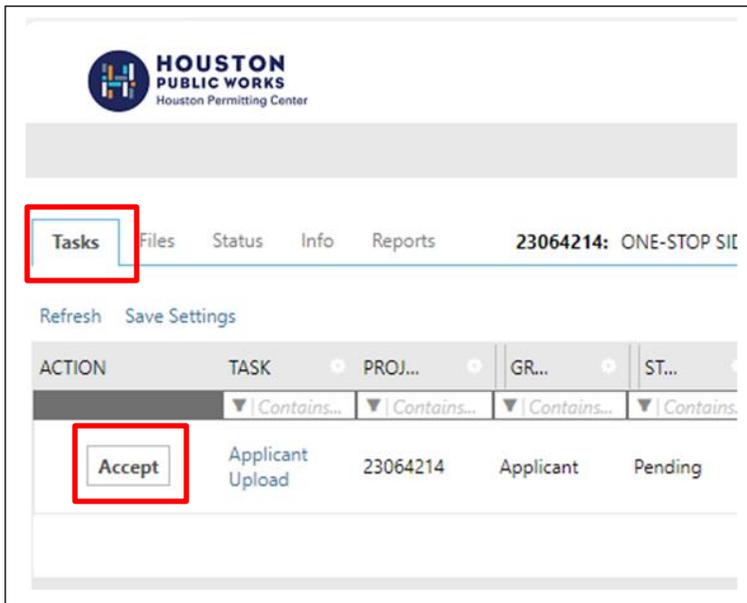


This close-up screenshot focuses on the file management toolbar. A red box highlights the delete icon, which is a trash can with an 'X' over it. The toolbar also includes icons for search, download, copy, paste, and refresh. Below the toolbar, the file 'Coversheet\_Revised.pdf' is selected in the table, with a checkmark in the first column.

# Completing the Submittal

## APPLICANT UPLOAD

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.

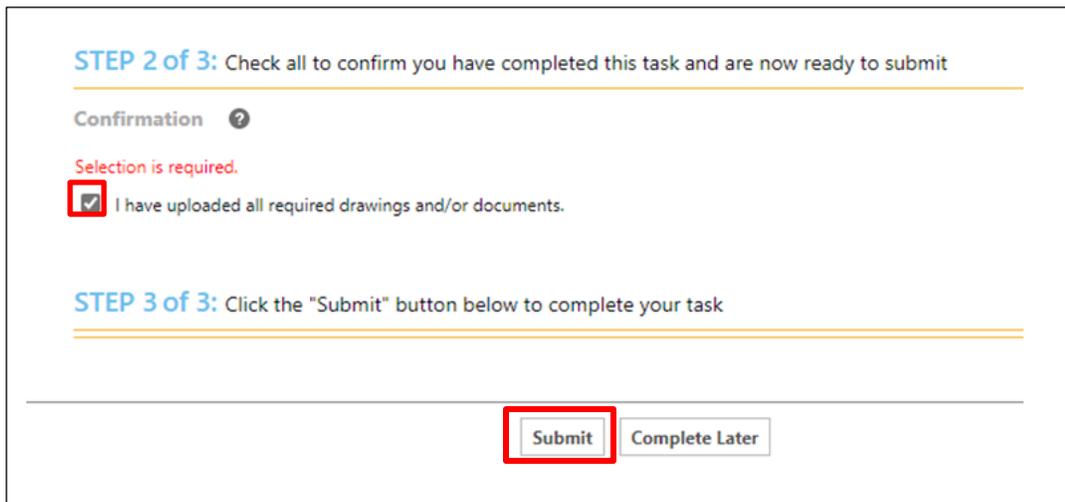


Proceed to Step 2 of 3

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

Through the eForm, the main applicant can invite individuals into the project. Enter the individual's name and email address and then click on the Invite user. 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 notification that the main applicant receives as the project moves through the workflow.

The screenshot displays the 'APPLICANT UPLOAD' interface. At the top, the navigation menu includes 'Task Information', 'Permit Info', 'HOLD Data', 'Resources', and 'Invite User', with 'Invite User' highlighted by a red box. A red arrow points from this box to a detailed view of the 'Invite/Remove Project User' form. The form contains the following fields and elements:

- Invite to Group:** A dropdown menu with 'Owner\_Agent\_Contractors' selected.
- First Name:** An empty text input field.
- Last Name:** An empty text input field.
- Applicant Email:** An empty text input field.
- Invite User:** A button located below the email field.

The main interface also shows 'Task Information' for Project Name: 23008192, Project Description: TEST 9.2, Workflow: Commercial-Residential Workflow 2, and Task Due Date: 6/12/23 2:38 PM. It indicates 'STEP 1 of 3: Select and upload your drawing and supporting document file' and lists folders for file upload, such as 'Cover Sheet (1 - 0 New)', 'Documents', and 'Drawings (2 - 2 New)'. At the bottom, there is a 'Confirmation' section with a red message 'Selection is required.' and a checkbox 'I have uploaded all required drawings and/or documents.' with 'Submit' and 'Complete Later' buttons.

# Pre-Screen Review

## PROCESS OVERVIEW

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

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

If items are missing or corrections are required, a **Corrections Complete** task notification will be emailed to you with instructions on how to resubmit to fix the issues.

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



### PreScreen Correction Resubmit Request Task Assignment

**Attention**

Your plan review submission for Project: **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:	<b>22053815</b>
Description:	<b>INSTALL STAND-BY GENERATOR</b>
Task:	<b>Prescreen Resubmit</b>

[Project Access](#) | [Login to ProjectDox](#)

**Sample Prescreen Correction Email**

# Review of Plans

## PROCESS OVERVIEW

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

HOUSTON PUBLIC WORKS  
Houston Permitting Center

Home  All Tasks

Tasks Files Status Info Reports **Reviews** 24053124: 106 SF WATER KIOSK REPLACEMENT '21 IBC Main Contac

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

Refresh

(0 selected)

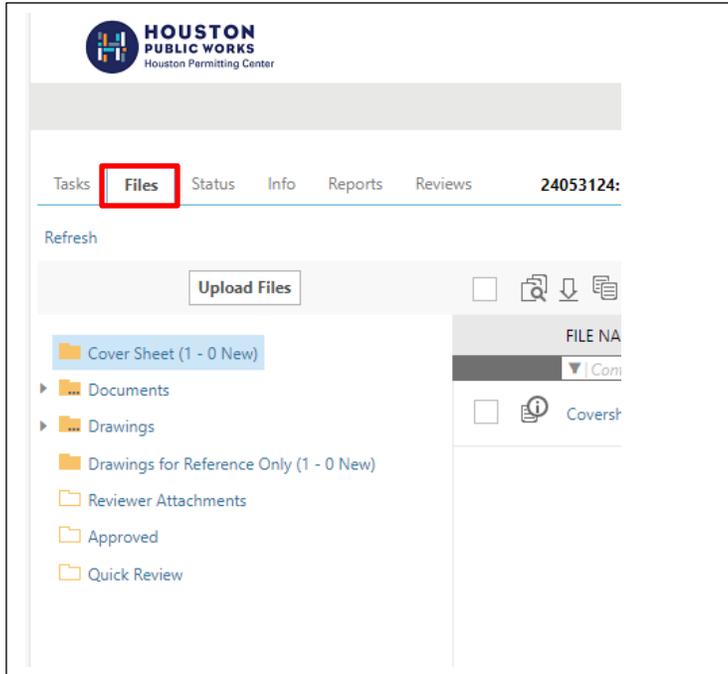
Ref.#	Permit Tech	Ashley Harris	6/7/24 9:05 AM
Unresolved	Letters of Availability- Sewer and water letters are required for new construction, change in occupancy, and/or an increase or decrease of capacity for any new or existing development. *****WATER RECEIPTS ARE NOT ACCEPTABLE. PLEASE INCLUDE LETTERS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

**Please enter your responses** ?

Type your response here.

# Review of Plans

## APPLICANT 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.

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

---

Confirmation 

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

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

---



# Plan Review Revision

## APPLICATION PROCESS

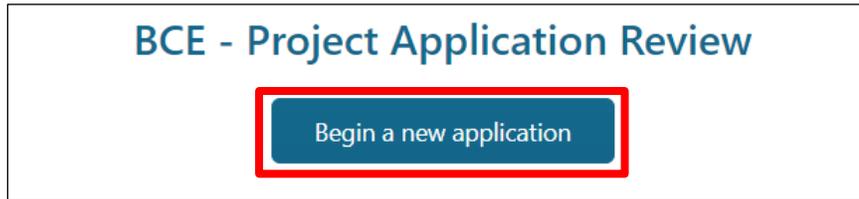
The process of setting up a revision is similar to setting up a new project on the iPermits Portal.



Project / Permit Applications

Building Permit Applications

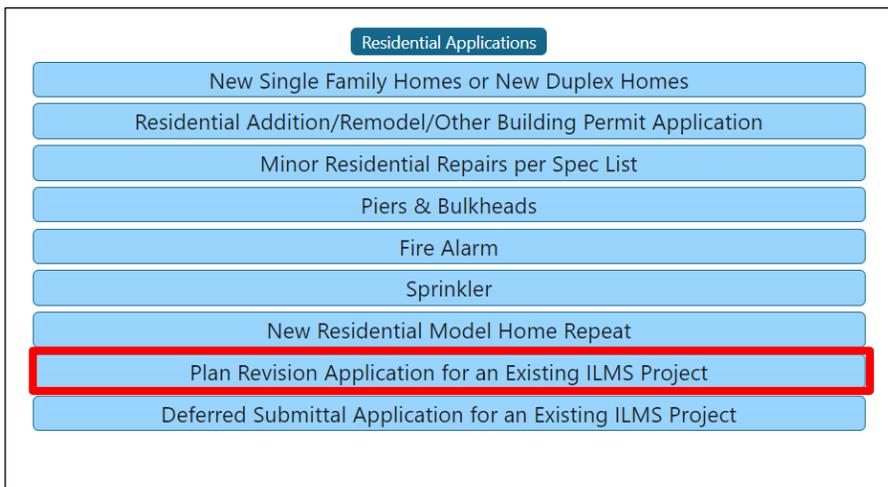
Logon to iPermits and click on **Building Permit Applications**.



BCE - Project Application Review

Begin a new application

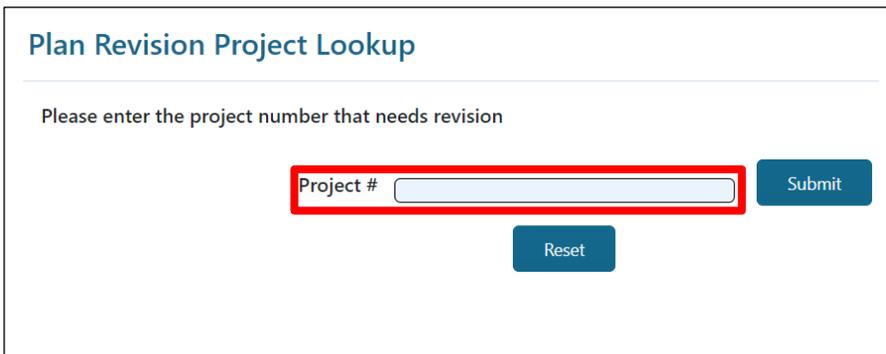
On the next screen click on **Begin New Application**.



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 **“Plan Revision Application for an Existing ILMS Project”**.



Plan Revision Project Lookup

Please enter the project number that needs revision

Project #  Submit

Reset

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: IPERMITS 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.

### 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 of 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 Payment

## CREDIT CARD OR E-CHECK

Select Sales Orders for Payment

Sales Order	Type	Date	Holds Appvd	Customer / Contractor of Record (Permit emailed to)	Update Required
03402675	Plan Review Deposit	01-FEB-2023	No Holds	911 WASHINGTON AVE	

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 permit(s) to be paid. Then click the **Make Online Payment via Credit Card or Electronic Check** button. You will be taken to J.P Morgan website to complete the online payment.

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

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 code:  Zip plus:

---

Shopping Cart Amount Due \$ 52.57

Update Payer Information

Continue the Credit Card/Electronic Check Payment Process

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

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

You will be transferred to the J.P Morgan payment website to complete the transaction. A receipt will be emailed to you from J.P Morgan. You may need to check your spam or junk folder.



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[www.houstonpermittingcenter.org](http://www.houstonpermittingcenter.org)