

SIGN ADMINISTRATION ONLINE SURVEY PAYMENT INSTRUCTIONS

HOW TO MAKE SURVEY PAYMENTS ONLINE:

STEP 1: Go to <https://www.pdinet.pd.houstontx.gov/ILMS Online Permits/default.asp>

*** IF A LOG IN WAS CREATED PREVIOUSLY, PLEASE CONTINUE TO STEP 5**

STEP 2: Select: **First Time User.**

The City of Houston
Official Site for Houston, Texas

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

iPermits Customer and Contractor Portal Logon

User Actions

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

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

iPermits Portal Logon by User-ID or Email

User-ID: or Email:

Password:

STEP 3: Select **No** to each question.

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:

Step 4: Create a User Profile for a Non-Licensed User. You will receive your user ID and password via email.

Once you receive this information, login at:

<https://www.pdinet.pd.houstontx.gov/ILMS Online Permits/default.asp>

SIGN ADMINISTRATION ONLINE PAYMENT

Step 5: Click on the Pay for a Houston Permitting Center Shopping Cart.

****PLEASE CONTACT SIGN ADMINISTRATION AT 832-394-8890 TO GET A SHOPPING CART NUMBER****

iPermits Online Service Menu

Building Permit Applications
Sign Administration Plan Review Application

Select the desired Customer
- Use this entry for sales-orders that do not require a License

Purchase a Trade Permit
Review Your Recent Shopping Cart Entries
User Project Management - List Maintenance
Pay for a Houston Permitting Center shopping cart
Make an Advanced Payment Account Deposit

Enter the Desired Date Range (blank defaults to the last year)
From 02/22/2022 Thru 02/22/2023 (mm/dd/yyyy)

Review Open Permits
Review Project History
Review Plan Review Status
Review Inactive / Expired Projects
Review Advanced Payment Account Activity
View Advanced Payment Account Cross-References
View Authorized Signatories
Documents attached to a License

Schedule Inspection
Check the Status of a Plan Review or Inspection Report on a Project
Utility Capacity Reservation Application

Annual Invoice Statements/Bills

Step 6: Enter Shopping Cart # and proceed with payment.

Import a Houston Permitting Center Point of Sale Transmittal

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

Shopping Cart #

Step 7: Select Begin the Payment Process.

Step 8: Check the selection box of the ones that you wish to pay and Make Online Payment via Credit Card or Electronic Check.

Step 9: Payment Information.

SIGN ADMINISTRATION ONLINE PAYMENT

SIGN ADMINISTRATION INSTRUCCIONES DE PAGO UNA SURVEY EN LÍNEA

CÓMO PAGAR UNA SURVEY EN LÍNEA:

PASO 1: Ir a <https://www.pdinet.pd.houstontx.gov/ILMS Online Permits/default.asp>

* SI YA CREÓ UN PERFIL ANTERIORMENTE, CONTINÚE CON EL PASO 5

PASO 2: Seleccionar: "First Time User" (Usuario por primera vez).

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iPermits Customer and Contractor Portal Logon

User Actions

First Time User? Click here to Register

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

iPermits Portal Logon by User-ID or Email

User-ID: or Email:

Password:

PASO 3: Seleccione No a cada pregunta.

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:

Paso 4: Crear un perfil de usuario para un usuario sin licencia "Non-Licensed User". Recibirá su ID de usuario y contraseña por correo electrónico.

Una vez que reciba esta información, inicie sesión en:

<https://www.pdinet.pd.houstontx.gov/ILMS Online Permits/default.asp>

SIGN ADMINISTRATION ONLINE PAYMENT

Paso 5: Seleccione "Annual Invoice Statement/Bills", Estado de cuenta/Factura anual.

****POR FAVOR COMUNÍQUESE CON LA ADMINISTRACIÓN DE SIGN AL 832-394-8890 PARA OBTENER UN NÚMERO DE CARRITO DE COMPRAS ****

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View Advanced Payment Account Cross-References
View Authorized Signatories
Documents attached to a License

Schedule Inspection
Check the Status of a Plan Review or Inspection Report on a Project
Utility Capacity Reservation Application

Annual Invoice Statements/Bills

Paso 6: Ingrese el estado de cuenta # y proceda con el pago.

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Shopping Cart #

Paso 7: Seleccione Comenzar el proceso de pago.

Paso 8: Marque la casilla de selección de los que desea pagar y Realice el pago en línea con tarjeta de crédito o cheque electrónico.

Paso 9: Información de pago.