



## ADVANCE PAY ACCOUNT (APA) GUIDELINE

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### **OPEN AN ADVANCE PAY ACCOUNT (APA)**

The following items are required to establish an APA:

1. "Form CE-1052 Authorization Form for Advance Pay Accounts" or a letter indicating the name of the person(s) you authorize to obtain permits using your APA (persons who may sign the permit application and acquire permits in person at the *Permits Section*). Also include your mailing address, phone number, fax number and the name of a contact person for your firm.
2. A check payable to the City of Houston. Minimum initial deposit is \$500.00.

#### **In Person**

Drop off the form/letter and payment with a Permits Office staff member at our office located at 1002 Washington Avenue, 1<sup>st</sup> floor, Houston, TX 77002 (Counters #3 or #11). **Note:** Minimum processing time is 24 hours.

#### **Mail**

Mail the required documentation to:

Permits Section  
P.O. Box 2688  
Houston, TX 77252-2688

You will be contacted when your account has been established. Once established, the APA may be used to purchase permits online at <http://www.pdinet.pd.houstontx.gov/ILMS Online Permits/default.asp> or by faxing a completed permit application to the following number **(832) 395-9621**.

### **PERMIT APPLICATIONS**

The permit application must be completely filled in and must display your **APA NUMBER** and your return fax number.

When the permit is produced, your APA is debited for the permit amount and a copy of the permit is faxed to you. The faxed copy you will receive is acceptable for posting on the jobsite and will be the only copy you will receive. Processing time for all permits is a minimum of 24 hours. If you do not receive a permit via fax within 24 hours, please call (832) 394-8899.

### **DEPOSITS TO YOUR ACCOUNT**

A minimum deposit of \$150.00 is required to replenish your account. Permits cannot be sold using an APA if the account does not contain sufficient funds for that purchase. Deposits can be made in person, by mail or online.

**Note:** Expect delays when submitting deposits via U.S. mail.

### **BALANCES DUE**

Balances due for reinspection fees, registration fees and similar charges may be paid with your APA. Such balances due, if any, must be **PAID** before permits may be obtained using this program.

### **MONTHLY STATEMENTS**

A statement of transactions will be sent by the 15<sup>th</sup> of the next month for your reconciliation. Please check immediately for any charges that may be incorrect.