

Creating an Online Profile

1. Go to: www.pdinet.pd.houstontx.gov/ILMS Online Permits/default.asp
2. Click on "Click here to Register"
3. Click on the link for the appropriate user type.
4. Enter the required information
5. Click <Submit Add>

The user profile has been created.

To give your associates/staff access to your profile repeat steps 1-5.

Logging In

1. Enter the user name
2. Enter the password
3. Click <Submit>



PURCHASE PERMITS

1. Click <Continue to Contractor Online Service>
2. Select your license number
3. Click <Purchase a New Permit>
4. Select either "Project Number" or "Property Address" from the drop-down list.

Existing Project Number

- a. Enter project number
- b. Click <Project>
- c. Click on the appropriate button according to the instructions on the web page.

New Project Number

- a. Enter address
- b. Click <Search for Address>
- c. Click on the appropriate street name
- d. Click on the appropriate address
- e. Click <Start a New Project>

5. Select the Building Category
6. Select the Permit Type
7. Check acknowledgement box
8. Click <Verify Data & Begin the New Application Process>
9. Enter item count
10. Click <Calculate/Recalculate the Permit Fees>
11. Check acknowledgement box
12. Click <Finalize Sales Order>
13. Select method of payment
14. Purchase permit

- **No work shall be performed prior to the issuance of the permit.**
- **The contractor is responsible for any address errors.**

- 1 Register
- 2 Create an online profile
- 3 Logon
- 4 Purchase permits

CONTACT US

Email Us

rmcad@houstontx.gov

Visit Us Online

www.houstonpermits.com

General Information

832-394-8899



This document was created by the CACD Office

"HOW TO" GUIDE FOR THE **i**PERMITS WEBSITE



City of Houston
Public Works & Engineering Department
Code Enforcement Branch



OVERVIEW

THE NEW SITE



iPERMITS is replacing the current Online Permits site and will provide more permit purchasing capabilities at your fingertips. This site has been designed to allow you to view and manage projects from the convenience of your home, office, or any location where the internet is accessible.

BENEFITS OF THE SITE

- 24/7 access.
- No wait time on most permits.
- Permits can be emailed directly from the site
- View permits purchased under your license number.
- View advance pay account history/balance.
- Schedule inspections.

GENERAL INFORMATION

Licensed Users



Licensed users include registered licensees or Advance Pay Account holders.



Before registering with **iPERMITS.**, all trade contractors (electrical, mechanical and plumbing) must register their license with the appropriate City of Houston Inspections Section. License and insurance information must be current.

Licensed users are required to complete the *i*Acknowledgement Form and submit to the City of Houston prior to accessing **iPERMITS.** This may be done online, email or in person. A confirmation email will be sent with the web logon information. Once the email is received, the user may create their profile at:

www.pdinet.pd.houstontx.gov/ILMS_Online_Permits/addRegUserProfile.asp

The email address provided at the time of registration must be the same email address used when creating a logon. If the email addresses are not identical, the user will not be able to create a logon.

Advance Pay Account

After creating a profile, users can attach their Advance Pay Account (APA) via **iPERMITS.**

For information on establishing an APA, contact the Code Enforcement Permits Section at:

permits_office@houstontx.gov

Non-Licensed Users

Non-licensed users include general contractors, permit services, and other non-license holders.

Non-licensed users are required to establish a Non-licensed user profile at:

www.pdinet.pd.houstontx.gov/ILMS_Online_Permits/addUserProfile.asp


A confirmation email will be sent with the web logon information.



An *i*Acknowledgement Form is not required.

GETTING STARTED -Licensed Users only-

Registration

1. Call or visit the Houston Permitting Center Customer Assistance Office.
2. Complete the *i*Acknowledgement Form (CE-1240).
3. Submit form to the City of Houston via email at rmcad@houstontx.gov. 
4. Registered logon will be assigned.

NOTE: The web pin and the scheduling pin are two different numbers. The web pin is to logon to **iPERMITS** and the scheduling pin is used to schedule inspections.