

i PERMITS



Getting Started Package

Follow these steps to start using our new and improved online permits site.

1. Complete the [iAcknowledgement Form](#) (notary required) included in this package and submit to the City of Houston via email to rmcacd@houstontx.gov or in person at 1002 Washington Street, Houston, TX 77002.
2. You will receive a confirmation email from the City of Houston.
3. Visit <http://www.pdinet.pd.houstontx.gov/LMS Online Permits/SelectUserProfile.asp> to create a user profile and start using **iPERMITS**

IMPORTANT NOTE: Only the license holder may complete this process.



For questions, please contact the Customer Assistance Office at 832-394-9494 (Please note this is a high volume phone) or via email at rmcacd@houstontx.gov.



**CODE ENFORCEMENT iPERMITS
iACKNOWLEDGEMENT FORM**

INTRODUCTION

Code Enforcement **iPERMITS** is a new online service offered by the City of Houston. By subscribing to it, contractors will have the ability to purchase permits, keep track of projects, and schedule inspections. To participate in this program, the licensee must complete and submit the following letter to the Customer Assistance Office.

ACKNOWLEDGEMENT

I _____ Master # (if applicable) _____ Contractor/Licensee# (if applicable) _____,
wish to subscribe to iPERMITS. My Advance Pay Account number (if applicable) _____. My primary email address is _____.

At this email address, I can receive any confirmation or notification that the Code Enforcement Group may need to send. If any changes are made to my email address, I will notify the appropriate Inspections Section.

I would like to request the following **User Name** _____ and **web pin #** _____.
(6 - 8 characters) (6 - 8 characters)

Please subscribe me to the Code Updates E- Newsletter.

The listed person(s) whose signature(s) appears below is/are authorized to perform the actions specified below. I am responsible for all permits pulled and work performed.

1. _____ (Print Name) _____ (DL #) _____ (Signature)

Purchase Permits Schedule Inspections Access to Advance Pay Account Other _____

2. _____ (Print Name) _____ (DL #) _____ (Signature)

Purchase Permits Schedule Inspections Access to Advance Pay Account Other _____

3. _____ (Print Name) _____ (DL #) _____ (Signature)

Purchase Permits Schedule Inspections Access to Advance Pay Account Other _____

4. _____ (Print Name) _____ (DL #) _____ (Signature)

Purchase Permits Schedule Inspections Access to Advance Pay Account Other _____

5. _____ (Print Name) _____ (DL #) _____ (Signature)

Purchase Permits Schedule Inspections Access to Advance Pay Account Other _____

6. _____ (Print Name) _____ (DL #) _____ (Signature)

Purchase Permits Schedule Inspections Access to Advance Pay Account Other _____

I understand that any and all permits purchased on my behalf shall adhere to the City of Houston Codes and any applicable City policies thereto.

Licensee Printed Name

Company Name

Licensee Signature

Telephone Number

State Master's Lic. No.
(If applicable)

Date

NOTE: If at any time any person(s) you have authorized to obtain permits or to do business in your name is (are) no longer in your employ, you must submit an updated, authorized list deleting and/or adding authorized personnel. Failure to do so may allow unauthorized persons to use your name and/or license number to obtain permits.

SUBSCRIBED AND SWORN TO BEFORE ME this _____ day of _____, 20_____.

Notary Public in and for the State of Texas

(Notary Seal)

Printed Name of Notary Public (must be legible)

CONTACT INFORMATION

Please submit the completed form by email. If you do not receive a confirmation email within 2 days please call us.

Phone Number: 832-394-9494

Email: rmcad@houstontx.gov

IMPORTANT PHONE NUMBERS

Electrical	832-394-8860
Mechanical	832-394-8850
Permits	832-394-8899
Plumbing Inspections	832-394-8870
Sign Administration	832-394-8890
Structural Inspections	832-394-8840

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.

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

rmcacd@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





ADVANCE PAY ACCOUNT (APA) GUIDELINE

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 at our office located at 1002 Washington Avenue, 1st floor, Houston, TX 77002 (Counter #17). **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, or by mail.

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 15th of the next month for your reconciliation. Please check immediately for any charges that may be incorrect.



**AUTHORIZATION FORM FOR
ADVANCE PAY ACCOUNTS (APA)**

Date: _____

COMPANY INFORMATION

Company Name: _____

Contact Person: _____

Company Address: _____

City _____ State _____ Zip Code _____

Mailing Address (if different): _____

City _____ State _____ Zip Code _____

Phone Number: _____ Fax Number: _____

Email Address: _____

LICENSEE INFORMATION

License holder associated with this account (if applicable).

Licensee's Name: _____ License Number: _____

Trade: Electrical Mechanical (HVAC) Plumbing

AUTHORIZED USERS

Persons authorized to obtain permits under this account and license holder (if applicable):

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

Signature of License Holder and Number: _____

FOR OFFICE USE ONLY			
Type of permit: _____	Account Number: _____		
Check Number: _____	Receipt Number: _____	Processed By: _____	