

The logo for Houston Permitting Center eServices features the text "HOUSTON PERMITTING center eSERVICES" in a sans-serif font. To the right of the text is a graphic consisting of several overlapping squares in shades of gray, red, and brown.

HOUSTON  
PERMITTING  
center  
eSERVICES

# *Commercial Building Plan Review*

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



PAPER PLANS ARE NO  
LONGER NEEDED!

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# Revisions to User Guide

## VERSION 3.0

Revisions to this version of the user guide include:

- The “ILMS Customer Portal” is now called “iPermits Portal”
- Addition of a delete button in ProjectDox during first submission
- Clarification on drawings page size
- Screen shots were updated
- Added APA payment instructions
- Final fees payment is no longer required to download approved plans

Version	Published Date
1.0	6/4/2015
2.0	8/20/2015
3.0	11/13/2015



# iPermits Registration

## NEW USER PROFILE

Before a building permit application can be submitted, a user profile must be created. The table below outlines the steps needed to create either a Non-licensed or Licensed user profile.

<b>STEP 1: CREATE AN ONLINE PROFILE</b>	<p><b>NON-LICENSED USERS</b></p> <ol style="list-style-type: none"><li>1. Visit <a href="http://www.pdinet.pd.houstontx.gov/ILMS_Online_Permits/default.asp">http://www.pdinet.pd.houstontx.gov/ILMS_Online_Permits/default.asp</a></li><li>2. Click on the link <b>First Time User? Click here to register</b></li><li>3. Click <b>No</b> when asked, <i>Are you associated with an electrical, plumbing, or mechanical trade contractor?</i></li><li>4. Click <b>No</b> when asked, <i>Are you associated with a Texas state licensed engineering firm?</i></li><li>5. Click <b>No</b> when asked, <i>Do you have a City of Houston iPermits advanced payment account?</i></li><li>6. Click the <b>Submit</b> button</li><li>7. Enter the required user information and click the <b>Submit Add</b> button</li></ol> <p><b>LICENSED USER</b> <i>(Advanced Pay Account Holders)</i></p> <ol style="list-style-type: none"><li>1. Submit an <b>iAcknowledgement form</b> by one of the following methods:<ul style="list-style-type: none"><li>• Email to <a href="mailto:rmcacd@houstontx.gov">rmcacd@houstontx.gov</a>,</li><li>• Fax to 832-395-9614 or</li><li>• In person at the Houston Permitting Center on the 1st Floor at Counter 29.</li></ul></li></ol>
<b>STEP 2: USER NAME AND PROFILE</b>	You will receive a confirmation email with instructions.



Note: Any **iAcknowledgement forms** submitted via email or fax must be notarized.

# Complete an Application

## COMMERCIAL BUILDING PERMIT

Home | I Want To | Government | Residents | Business | Department

orks and Engineering > Planning and Development Services Division

### iPermits Online Service Menu

file **Building Permit Applications**

VOLTI Residential Model Home Master Plan Check Applications

Office of the City Engineer 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

Log into your iPermits Portal account. Under the iPermits Online Service Menu, click on the **Building Permit Applications** button as illustrated.

The City of Houston Official Site for Houston, Texas

Home | I Want To | Government | Residents | Business | Departments | Visitors | En Espanol

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

### Electronic Building Permit Applications

This page allows you to view Electronic Plan Review applications that are attached to your user profile.

**Begin New Application**

Existing Applications

Dates from 08/24/2014 thru 08/24/2015

Application Number	Date	Owner Name	Street Name/Status Comments	Project Number	Sub Projects	Shopp Cart
00002605	08/18/2015	TEST CLASS	1503 BENTLY GREEN (PVT) LN UNIT 5.05	15090452		
00002603	08/18/2015	PRESENTATION CLASS 18 AUGUST 2015	1503 BENTLY GREEN (PVT) LN UNIT 5.05	15090399		
00002425	08/15/2015	THIRD RESIDENTIAL PROJECTDOX TEST III	1503 BENTLY GREEN (PVT) LN UNIT 5.05 <b>Plans Approved; Permit pending purchase</b>	15089725		
00002424	08/15/2015	SECOND INSTAALLATION - PROJECTDOX	1503 BENTLY GREEN (PVT) LN UNIT 5.05	15089724		
00002423	08/15/2015	VERSION 5.05 - PROJECTDOX RESIDENTIAL	1501 BENTLY GREEN (PVT) LN UNIT 5.05	15089720		
00002384	08/12/2015	ELECTRICAL, TEST VOLT	515 PATTON ST <b>Address validated; Pending Final</b>			
00002350	08/08/2015	TEST FOR MODEL HOMES	1501 BENTLY GREEN (PVT) LN UNIT 5.04	15086973		
00002349	08/08/2015	TEST FOR MODEL HOMES	1501 BENTLY GREEN (PVT) LN UNIT 5.04	15086972		
00002345	08/08/2015	LIFEWAY TEST MODEL HOMES	1501 BENTLY GREEN (PVT) LN UNIT 5.04	15086964		
00002324	08/06/2015	ELECTRICAL, TEST VOLT	4005 GREELEY ST	15085768		
00002245	07/26/2015	LIFEWAY HOMES	1501 BENTLY GREEN (PVT) LN UNIT 5.03	15081183		
00002238	07/25/2015	REROOF, RESIDENTIAL	1501 BENTLY GREEN (PVT) LN UNIT 5.03 <b>Plans Approved; Permit pending purchase</b>	15081153		
00002237	07/25/2015	LIFEWAY HOME	1501 BENTLY GREEN (PVT) LN UNIT 5.03	15081149		

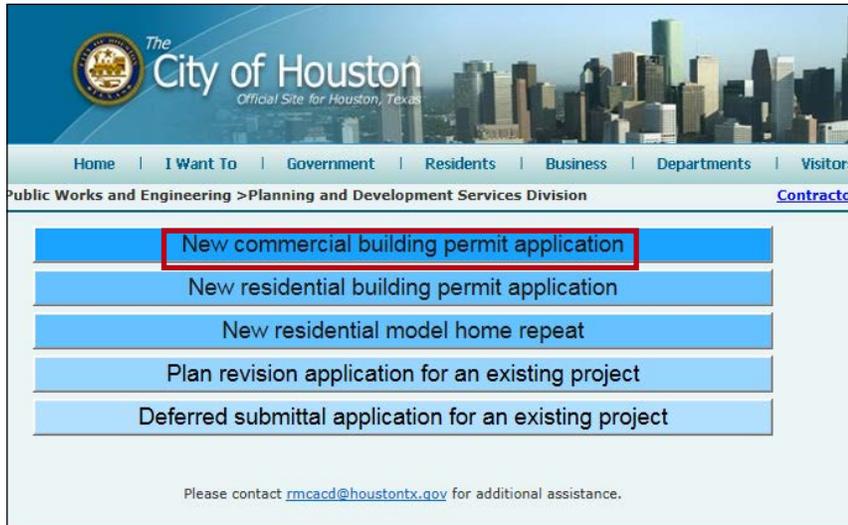
To submit a new application, click on the **Begin New Application** button.



A list of existing building permit applications will display with their status in red. Click on an application number to continue the process.

# Complete an Application

## COMMERCIAL BUILDING PERMIT



The screenshot shows the City of Houston website navigation menu. The breadcrumb trail is 'Public Works and Engineering > Planning and Development Services Division'. A list of application options is displayed, with 'New commercial building permit application' highlighted by a red rectangular box. Other options include 'New residential building permit application', 'New residential model home repeat', 'Plan revision application for an existing project', and 'Deferred submittal application for an existing project'. A note at the bottom suggests contacting [rmcacd@houston.tx.gov](mailto:rmcacd@houston.tx.gov) for assistance.

Select the **New commercial building permit application** button.



The screenshot shows the 'Commercial Building Project Application - Address Search' page. It features a search bar labeled 'ADDRESS SEARCH OR ASSIGNMENT'. Below the search bar, there is a note: '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.' A 'Note:' section provides instructions: 'Do not enter street directions, (e.g., N., S., W., etc.)' and 'Do not enter street types (e.g., Rd., Dr., etc)'. The form includes input fields for 'Street No:' (containing '1002') and 'Street Name:' (containing 'Washington'). The 'Search for Address' button is highlighted with a red rectangular box.

One of the most important parts of the process is selecting the correct address. An erroneous address can result in additional fees and delays in the approval process

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., etc.) into the address search.

# Complete an Application

## COMMERCIAL BUILDING PERMIT

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

### Online Commercial Building Project Application - Address Search

Your address search returned the following street names results. Click on the appropriate street name.

If your Street Name does not appear on the list, contact the City of Houston Permits office at 832-394-8899 or [Permit\\_office@houstontx.gov](mailto:Permit_office@houstontx.gov) for assistance.

Street List

Qualified Street Names
Address
<a href="#">WASHINGTON AVE</a>

The needed street name is not listed

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

If your street name does not appear, click on the button **The needed street name is not listed** and contact the Permits Section for assistance.

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Home | I Want To | Government | Residents | Business | Departments | Visitors | En Esp

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

### Permits Web Portal - Address Search

Your Property Address Inquiry has qualified the following Addresses. Click on the appropriate Address.

If your exact Address (including the Space) does not appear on the list, click one that matches your Street Number.

If your Street Number does not appear on the list, contact the City of Houston.

Address List

Qualified Addresses	
Address	Name on Situs
<a href="#">1000 WASHINGTON AVE 1001</a>	HPC TEST PROJECTS 2012
<a href="#">1000 WASHINGTON AVE 102</a>	TEST, PLUMBING PERMIT
<a href="#">1002 WASHINGTON AVE</a>	CITY OF HOUSTON- PERMITTING CENTER
<a href="#">1002 WASHINGTON AVE -</a>	AIA HOUSTON
<a href="#">1002 WASHINGTON AVE 2ND</a>	CITY OF HOUSTON- PERMITTING CENTER
<a href="#">1002 WASHINGTON AVE 3RD</a>	CITY OF HOUSTON- PERMITTING CENTER
<a href="#">1002 WASHINGTON AVE A</a>	WASHINGTON CAFE
<a href="#">1002 WASHINGTON AVE ACRX</a>	
<a href="#">1002 WASHINGTON AVE B</a>	HPD
<a href="#">1002 WASHINGTON AVE FL 1</a>	CITY OF HOUSTON- PERMITTING CENTER
<a href="#">1002 WASHINGTON AVE FL 2</a>	CITY OF HOUSTON- PERMITTING CENTER
<a href="#">1002 WASHINGTON AVE FL 4</a>	CITY OF HOUSTON- PERMITTING CENTER
<a href="#">1002 WASHINGTON AVE SGN</a>	SIGNS
<a href="#">1002 WASHINGTON AVE SIGNS</a>	HOUSTON GREEN RESOURCE CENTER
<a href="#">1002 1/2 WASHINGTON AVE</a>	CITY OF HOUSTON- PERMITTING CENTER
<a href="#">1002 1/2 WASHINGTON AVE SIGNS</a>	SIGNS
<a href="#">1003 WASHINGTON AVE</a>	BIG BROTHERS BIG SISTERS
<a href="#">1010 WASHINGTON AVE</a>	KITCHCO REALTY LTD, ET AL
<a href="#">1010 WASHINGTON AVE SWA</a>	STORM LETTER, APPLICATION

The needed property address is not listed

[Back](#)

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

If a suite, floor, or building number is not listed, click on the address that most closely matches.

If the street number is not listed, click on the button **The needed property address is not listed** and contact the Permits Section for assistance.

# Complete an Application

## COMMERCIAL BUILDING PERMIT

**Commercial 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 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 Permits Office at 832-394-8899 or [permits.office](#).  
For **General Inquiries** please contact Building Code Enforcement at 832-394-9494 or [Building Code Enforcement](#).

**Please read the following information before proceeding**

- Fields marked with "\*" are required.
- Completion of one of the following forms is a prerequisite for the Building Permit Application process.  
[Declaration In Support of Application For City of Houston Building Permit \(Individual\)](#)  
[Declaration In Support of Application For City of Houston Building Permit \(Business Entity\)](#)
- Completion of this form is a prerequisite for the Commercial Plan Review process.  
[Commercial Construction Plan Review Prerequisite Checklist](#)
- Submittal of false information will result in invalidation of the application.

**Application**

Google Map

**Property Information**

Owner, Tenant, or Business Name  
Entity Name Type: Individual  Corporation or Firm   
Corporation or Firm: HPC TEST PROJECTS 2012

Project Address  
\* Street #: 1000 Fraction: Pre Dir: Street Name: WASHINGTON Street Type: Avenue Post Dir: Unit Type: Unit #: 1001  
City: Zip Code\*: 77002 County: HARRIS Key Map #: # of Stories:

Complete the following fields for new construction only.  
Subdivision: Block/Lot: Tract:

**Project Information**  
Describe the proposed development\*: Test application for user's guide.

**Type of Commercial Structure**  
 Retail  Office  Warehouse  Parking Garage  Swimming Pool  School  Apartments No. of Units in Building:   Underground Fire Line (Linear Feet):   Other:

**Scope of Project**  
 New Complete Building  Addition  Foundation (New)  Foundation (Repair)  
 New Construction (Shell Bldg)  Remodel  Conversion  Re-Roof  
 New Construction (Build-Out)  Repair  Other:   
 Addition & Remodel  Electric Locks Plan Check  Sprinkler Plan Check  Fire Alarm Plan Check (Related Project):   
 Partial Demolition

**Responsible Parties**

**Applicant Information**  
Entity Name Type: Individual  Corporation or Firm   
Last, First Middle: ELECTRICAL, TEST, VOLT  
Mailing Address: Street #: Fraction: Pre-Dir: Street Name: Type: Space  
City: SUGARLAND State: TX Zip: 77479  
Phone Number\*: Phone Number: (Numeric Digits Only)  
Email Address\*:

**Relationship to project**  
 Owner  Contractor  Architect/Designer  Agent  Other:

**Owner Information**  
Please note: Owner Information must be provided unless you indicate that the applicant is the owner.  
Entity Name Type: Individual  Corporation or Firm   
Last, First Middle: Street #: Fraction: Pre-Dir: Street Name: Type: Space  
Mailing Address: City: State: Zip:  
Contact: Phone Number: Phone Number: (Numeric Digits Only)  
Email Address:

Save & Continue

Enter the required information on Page 1. Once complete, click the **Save & Continue** button located at the bottom of the page.

The indicated Occupant and Project Address fields may be pre-populated. Review and edit as needed.

The fields indicated in grey are only required for new construction.



Project scopes identified as new construction trigger an automatic address verification.

# Complete an Application

## COMMERCIAL BUILDING PERMIT

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

Application List | Application Page 1 | Application Page 2

### Commercial Building Permit Application - Page 2 of 2

Please read the following information before proceeding

- Fields marked with "\*" are required.
- Completion of one of the following forms is a prerequisite for the Building Permit Application process.  
[Declaration In Support of Application For City of Houston Building Permit \(Individual\)](#)  
[Declaration In Support of Application For City of Houston Building Permit \(Business Entity\)](#)
- Completion of this form is a prerequisite for the Commercial Plan Review process.  
[Commercial Construction Plan Review Prerequisite Checklist](#)
- Submission of false information will result in invalidation of the application.

**Application**

Application Number: 00002700 Date: 08/25/2015

Project Address: 1000 WASHINGTON AVE # 1001 [Google Map](#)

Project Scope: Remodel, Office

Present Occupancy: [Dropdown]

Proposed Occupancy: [Dropdown]

Construction Type: Select the appropriate code [Dropdown]

Fire Rating: Select the appropriate code [Dropdown]

Square Footage (added): [Text] Total Cost of Improvement: [Text]

Describe the proposed development\*: TEST PROJECT

Sprinkler Installed:  Yes  No

Sprinkler Percentage: [Text]

Sprinkler Type: [Text]

TDLR Project No: [Text]

Before proceeding ensure the address listed above is the location where the work will be performed. A permit is only valid for a specific address. If the address provided is inaccurate an address change is required. There is a fee associated with this change.

**Responsible Parties**

**Project Manager Information**

Enter or Copy One of the Following to the Project Manager Information.

Applicant  Owner

Entity Name Type: Individual  Corporation or Firm

Last First Middle: [Text]

Street # [Text] Fraction [Text] Pre-Dir [Text] Street Name [Text] Type [Text] Space [Text]

Mailing Address: [Text]

City: [Text] State: [Text] Zip: [Text]

Contact\*: [Text]

Phone Number\*: [Text] Phone Number: [Text] (Numeric Digits Only)

Email Address\*: [Text]

**General Contractor Information**

Enter or Copy One of the Following to the General Contractor Information.

Applicant  Owner  Project Manager

Entity Name Type: Individual  Corporation or Firm

Last, First Middle: [Text]

Street # [Text] Fraction [Text] Pre-Dir [Text] Street Name [Text] Type [Text] Space [Text]

Mailing Address: [Text]

City: [Text] State: [Text] Zip: [Text]

Contact: [Text]

Phone Number: [Text] Phone Number: [Text] (Numeric Digits Only)

Email Address: [Text]

**Save and Continue**

Reset

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

Select the appropriate information from the drop down boxes.

Enter added square footage (if applicable) and the cost of improvement.

A TDLR number is required for commercial projects over \$50,000.

If known, enter contact information for the Project Manager and General Contractor. Otherwise, leave these fields blank.

# Finalize an Application

## COMMERCIAL BUILDING PERMIT

Application List | Application Page 1 | Application Page 2 | Documents Attached | Generate PDF

### Attach Documents / Finalize Application

**Project Information**  
Application No: 00003295

Document No.	File Date	Project No.	Description / File Reference
00253614	20150826		dr_declaration_by_business_entity.pdf

### Upload Additional Documents

**Please Note:** Required Attachments Include

- Declaration in support of application for City of Houston building permit
- Commercial construction plan review prerequisite checklist

PDF is the City's preferred file format but we also accept the various Microsoft office file formats (DOC, DOCX, PPT, PPTX, XLS, XLSX) as well as GIF, JPG, JPEG, TIFF, TXT AND ZIP files.

**This page is for application related information; Please do not upload building plans or construction documents.**

**Upload documents associated with this application**

Choose File | No file chosen  
Choose File | No file chosen  
Choose File | No file chosen

Note: Uploading documents does not finalize the application

Begin Upload

**Copy Feature**

If this application is part of a larger development, click the following button to begin the application copy process.

Copy this Application

**Application Status**

Based on your stated \$10,000 dollars total cost of improvement, the calculated permit fee is \$74.65. A 25% down payment must be made prior to submitting the plans for review. Click the 'Finalize Application' button to generate a sales order based on a 25% down payment (\$18.66) plus the \$27.52 admin. fee.

I hereby certify that all of the information provided in this application is true and correct to the best of my knowledge. If any information is found to be inaccurate, this application is subject to be voided and will require the submission of a new application including any applicable fees.

Finalize Application

Upload all required documents in support of the building permit application:

- Deed restrictions declaration form
- Prerequisite checklist
- Documents relating to address verification

### DO NOT UPLOAD BUILDING PLANS HERE.

Choose up to three files and select the **Begin Upload** button. Attached files are displayed at the top of the page.

Click the **Copy this Application** button to create sub-project application(s). This option must be clicked prior to finalizing the application.

Check the disclaimer box and click the **Finalize Application** button.

Twenty-five percent of the permit fee is due upon submitting an application.



If address verification is required, the *Finalize Application* button will not be visible. Once approval is granted, the applicant will be notified via email to proceed with finalization.

# Pay the Plan Review Deposit Fee

## CREDIT CARD OR E-CHECK

**iPermits Shopping Cart Maintenance**  
Sales Order Payment Selection

Shopping Cart No: 00988592  
Created: 08/26/2015

The following Sales Order(s) are pending payment. Check the selection box of the ones that you wish to pay at this time.

Sales Order	Type	Date	Holds Appvd	Customer / Contractor of Record (Permit emailed to)	Fee / Amount Paid	Select to Pay
01047528	Plan Review Deposit	26-AUG-2015	No Holds	1000 WASHINGTON AVE # 1001	\$46.18	<input checked="" type="checkbox"/>
00894437	New Single Trade	23-JAN-2015	Pending Fee Configuration	1000 WASHINGTON AVE # 1001	\$0.00	<input type="checkbox"/>
00897942	New Single Trade	28-JAN-2015	Pending Fee Configuration	1000 WASHINGTON AVE # 1001	\$0.00	<input type="checkbox"/>
00942263	Additional Permit	24-MAR-2015	Pending Fee Configuration	230 HARKNESS ST # A ILMS Project No: 13112339	\$0.00	<input type="checkbox"/>
<b>Shopping Cart Amount Due</b>					<b>\$46.18</b>	

Recalculate

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.

Processed payments are indicated by a project number in red.

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Public Works and Engineering > Planning and Development Services Division

**ILMS Shopping Cart Online Payment Processing**

Payment Selection

Shopping Cart No: 00988592  
Created: 08/26/2015

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.

Payment Processed:

CC Holder Type: Individual  Corporation or Firm

Last, First Middle: ELECTRICAL, TEST, VOLT

House # Fraction Pre-Dir Street Name Type Space  
Billing Address: GRAND PARKWAY

Billing Zip Code: - 0000

**Shopping Cart Amount Due 46.18**

Update Payer Information

Continue the Credit Card/Electronic Check Payment Process

Please Note: Electronic Check payments cannot be submitted after 5:00 PM. An Agency's Permits Online payment service does not accept American Express credit cards.

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

You will be transferred to the Chase® PayConnexion website to complete the transaction. A receipt will be emailed to you from Chase. You may need to check your spam or junk folder.



Note: Chase® PayConnexion will assess a convenience fee for their service. PayConnexion *does not* accept American Express credit cards.

# Pay the Plan Review Deposit Fee

## ADVANCED PAYMENT ACCOUNT

**iPermits Shopping Cart Maintenance**  
Sales Order Payment Selection

[Create a New ILMS Shopping Cart](#)

Shopping Cart No:  [Return to Shopping Cart List Maintenance](#)

Created:

The following Sales Order(s) are pending payment. Check the selection box of the ones that you wish to pay at this time.

Select Sales Orders for Payment						
Sales Order	Type	Date	Holds Appvd	Customer / Contractor of Record (Permit emailed to)	Fee / Amount Paid	Select to Pay
01047528	Plan Review Deposit	26-AUG-2015	No Holds	1000 WASHINGTON AVE # 1001	\$46.18	<input checked="" type="checkbox"/>
00894437	New Single Trade	23-JAN-2015	Pending Fee Configuration	1000 WASHINGTON AVE # 1001	\$0.00	<input type="checkbox"/>
00897942	New Single Trade	28-JAN-2015	Pending Fee Configuration	1000 WASHINGTON AVE # 1001	\$0.00	<input type="checkbox"/>
00942263	Additional Permit	24-MAR-2015	Pending Fee Configuration	230 HARKNESS ST # A ILMS Project No: 13112339	\$0.00	<input type="checkbox"/>
<b>Shopping Cart Amount Due</b>					<b>\$46.18</b>	

[Recalculate](#)

[Charge This to My APA Account](#)

[Make Online Payment via Credit Card or Electronic Check](#)

If an Advanced Pay Account (APA) has been established, this payment option will be included on your Shopping Cart Maintenance screen.

Check the box of permit(s) to be paid, then click the **Charge This to My APA Account** button.

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**ILMS Shopping Cart APA Payment**  
Payment Selection

ILMS Shopping Cart:  [Return to Shopping Cart Maintenance](#)

Created:

E-Pay Completed:

Select the appropriate Advanced Payment Account and press the 'Submit APA Payment' Button to complete the purchase.

Choose the appropriate Advanced Payment Account				
Select	APA Account	Type	Name	Account Balance
<input checked="" type="checkbox"/>	12345678	SR	WAI001, INTERNAL USER	1,645.23
<b>Shopping Cart Amount Due</b>				<b>\$46.18</b>

[Submit APA Payment](#)

Select the appropriate account number associated with your iPermits user profile. Then click on the **Submit APA Payment** button to complete the transaction.



**Don't want to pay for the fees?** A third-party can import a shopping cart number to their iPermits user account and complete the sales transaction.

# Log into ProjectDox

## NEW USER ACCOUNT

Sent: Thursday, August 27, 2015 1:35 PM  
To: [REDACTED]  
Subject: 15084151 - Invitation to Join city of Houston ePlan Review System



Invitation to Join city of  
Houston ePlan Review System

**TEST SITE**

**Dear Tester - iPermit Portal:**

Welcome to City of Houston's ePlan review system. This project invitation has been sent to you in response to a permit application. An electronic plan review project has been created in order to upload CAD drawings for plan review. If you were indicated on the permit application as the plan contact, you are responsible for the upload of plans. If you are an associated permit contact (such as architect, owner, contractor etc.) this notice has been sent to you for informational purposes. Permit contacts may view the status of the project and access plan review comments in the ePlan review system. Please refer to City of Houston ePlan system user guide [ePlan System User Guide](#) for acceptable file formats and other guidelines for ePlan review (including information on additional documentation that should be submitted with your plans).

For your reference, the following information is associated with your building application:

Project Number:	15084151
Project Owner Name:	Tester - iPermit Portal
Project Owner Email Address:	[REDACTED]

To access your plan review project, please follow the instructions indicated below:

1. Click on the [Project Access Link](#) and enter your permanent password for your login account for secured access to the system.
2. Click on the Project link on the *Active Projects* page for project no **15084151**
3. Click on + sign to expand the *Drawings* folder and select the designated folder(s) to upload the drawings. Supported file types are: DWG, DWF, DGN, PDF, JPEG, DOC, and DOCX etc.
4. Click the *Upload Files* button and follow the instructions to upload your drawings. Please ensure the files use required naming conventions (see [ePlan System User Guide](#)).
5. Click on the + sign to expand the *Documents* folder and select the designated folder(s) to upload the documents.
6. Click the *Upload Files* button and follow the instructions to upload your documents.
7. Once all plans/documents have been uploaded to the appropriate folder(s) while inside the project click on the *Workflow Portals*
8. Click the *Applicant Upload* link under the task column.
9. Click *OK* to accept the task.
10. An electronic form will display. Click on the *Submission Complete- Notify the City of Houston Permit Center* button to complete the submission.

If you have any problems using the site, please contact us at 832-394-9494 or email us at [micacd@houstontx.gov](mailto:micacd@houstontx.gov). 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 login 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 (*required for Internet Explorer users only*).
- 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.

# Log into ProjectDox

## 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 temporary password 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.

Logging into ProjectDox a second time (and every time after that), you will use the password that you entered in your Profile page.

If you ever forget your password, click on the **Forgot Your Password?** link. You will be prompted with your security question.

Note: this feature requires that the user has logged in at least once and no longer has a temporary password.

# Navigation Basics

## HOME PAGE LAYOUT

The screenshot displays the ProjectDox home page. At the top, the ProjectDox logo is on the left, and navigation links (Back, Forward, Projects, Profile, Logout) are on the right. Below the header, there are two main sections: 'Active Projects List' and 'Active Task List'. The 'Active Projects List' table has columns for Project, Options, Description, Owner, Status, and Create date. The 'Active Task List' table has columns for Project Name, Task, Attached To, Status, Priority, Due date, Created On, and Updated On. A red box with the text 'SAMPLE HOME PAGE' is overlaid on the right side of the screenshot.

Project	Options	Description	Owner	Status	Create date
111		111	Nicole Thorne	Resubmit Requested	7/30/2015 8:53:16 AM
15071578		REMODELING THE MAIN FLOOR TO ADD AN INDOOR GYM	Commercial Building	Approved	3/30/2015 6:33:21 AM
15070497		NEW HOUSE	Residential Building	Assign RC	7/31/2015 3:32:49 PM
15070498		RESIDENTIAL REMODEL	Residential Building	Resubmit Requested	8/1/2015 9:43:10 AM
15070490		NEW S.F. RES. W/ ATT GAR (MASTER PLAN PB-62 W-Y) 06 IRC	Residential Building	Quality Review	8/5/2015 10:17:56 AM
15070491		REVISION TO PROJECT #9011110 RESIDENTIAL KITCHEN REMODEL 30000	Residential Building	In Review	8/6/2015 12:03:22 PM
15070500		TEST FOR MODEL HOME	Residential Building	First Submission Pending	8/7/2015 6:57:49 AM
15070501		TEST FOR MODEL HOME	Residential Building	First Submission Pending	8/7/2015 7:07:48 PM
15070502		NEW CHEAP SFD	Residential Building	First Submission Pending	8/8/2015 9:52:50 AM
15070739		KITCHEN REMODEL	Residential Building	Approved	6/16/2015 11:56:58 AM
15057647		TEST	Residential Building	Withdrawn	6/22/2015 8:10:36 PM
15067605		NEW S.F. RES. W/ ATT GAR (MASTER PLAN F-577 W-Y) 06 IRC			
15070339		TEST PROJECT 3 FOR RESIDENTIAL WORKFLOW			
15070340		TEST PROJECT 4 FOR RESIDENTIAL WORKFLOW			
15070341		NEW S.F. RES. W/ ATT GAR (REPEAT PLAN C-703 Y) 06 IRC			

Project Name	Task	Attached To	Status	Priority	Due date	Created On	Updated On
15084140	ApplicantUpload	Applicant	Pending			8/21/2015 2:24:40 PM	8/21/2015 2:24:40 PM
15084124	ApplicantUpload	Applicant	Pending			8/18/2015 7:59:28 AM	8/18/2015 7:59:28 AM
15084125	ApplicantUpload	Applicant	Pending			8/18/2015 7:59:27 AM	8/18/2015 7:59:27 AM
15084121	ApplicantUpload	Applicant	Pending			8/18/2015 7:49:28 AM	8/18/2015 7:49:28 AM
01 Export RES TEMPLATE	Applicant	Pending				8/17/2015 5:52:02 AM	8/17/2015 5:52:02 AM
330 Residential	ApplicantResubmit	Applicant	Pending			8/13/2015 12:24:41 AM	8/13/2015 12:24:41 AM
15084087	ApplicantUpload	Applicant	Pending			8/12/2015 11:45:14 AM	8/12/2015 11:45:14 AM

The ProjectDox home page is divided into two main sections. The upper section is your **Active Projects List**, which displays basic information about every project you have been invited into as a main applicant and as a project member.

By default, the 15 most recently accessed projects are listed, with the most recent at the top. Select the **All Projects** button to view a list of all of your projects.

The Active 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 lower 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 Active Projects List and Active Task List are set to display a limited number of entries at a time. Use these buttons  to move to the first, previous, next, or last page in the list.



**ProjectDox can be used in multiple browsers, including Chrome, Safari, FireFox, and Internet Explorer.** Review the *User PC Settings* document located on the ProjectDox login page to ensure proper set up is completed.

# Navigation Basics

## HOME PAGE TOOLBAR

The screenshot displays the Houston Permitting Center Home Page. At the top right, there is a navigation toolbar with buttons for Back, Forward, Projects, Profile, Help, and Logout. Below the toolbar is a search bar with the text "Press Enter To Search:". On the left side, there are two tabs: "Recent Projects" and "All Projects". The main content area is a table listing projects with columns for Owner, Status, and Create date.

Owner	Status	Create date
<a href="#">Nicole Thorne</a>	Resubmit Requested	7/30/2015 8:53:16 AM
<a href="#">Commercial Building</a>	Approved	3/30/2015 6:33:21 AM
<a href="#">Residential Building</a>	Assign RC	7/31/2015 3:32:49 PM
<a href="#">Residential Building</a>	Resubmit Requested	8/1/2015 9:43:10 AM
<a href="#">Residential Building</a>	Quality Review	8/5/2015 10:17:56 AM
<a href="#">Residential Building</a>	In Review	8/6/2015 12:03:22 PM
<a href="#">Residential Building</a>	First Submission Pending	8/7/2015 6:57:49 PM
<a href="#">Residential Building</a>	First Submission Pending	8/7/2015 7:07:48 PM
<a href="#">Residential Building</a>	First Submission Pending	8/8/2015 9:52:50 AM
<a href="#">Residential Building</a>	Approved	6/16/2015 11:56:58 AM
<a href="#">Residential Building</a>	Withdrawn	6/22/2015 8:10:36 PM

Your primary navigation buttons are located in the upper right corner of the home page.

- The **Back** and **Forward** buttons function much like the back and forward buttons in a web browser, taking you to the screen you previously or subsequently viewed.
- The **Projects** 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 **Reload** button will refresh the current page you are on.
- The **Search** button allows you to search for a project based on the key information entered into 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 **Task List** button shows any tasks requiring action from you for all projects in a separate window.

# 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

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

### FILE TYPE STANDARDS

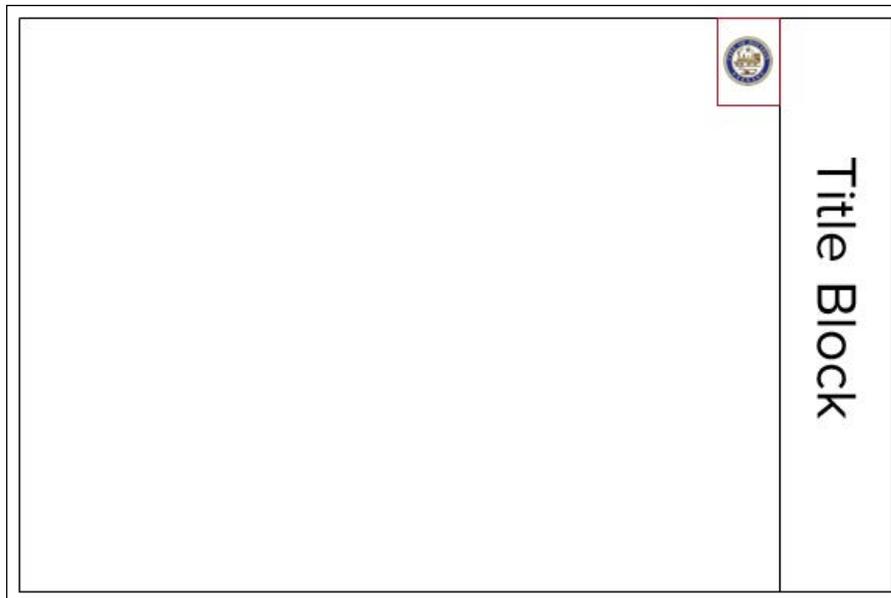
- DOC, DOCX, and PDF files are accepted for calculations, reports, and other supporting documentation (i.e. non-drawing files).
- Vector PDF, DWG, DGN, DWF, etc. files will be acceptable for drawings.

### 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.

# Standards

## FILE NAMING CONVENTIONS

All file names are limited to 70 characters.

File names for drawings should include the first character of the discipline name, followed by the 3 digit sheet number. If decimals are needed in the sheet number, place a decimal after the 3rd digit, for example: S.001.99.

Corrected files should always be resubmitted with the SAME FILE NAME as the original submittal.

**Note: If this is not followed the submitted file will appear as a NEW file, and not a correction to an existing file.**

Drawing Type	Discipline	Sheet No.	Example
Demo	D	000-999	D.000
Architectural	A	000-999	A.001
Landscape/Site Plan	L	000-999	L.018
Structural	S	000-999	S.002
Electrical	E	000-999	E.004
Plumbing	P	000-999	P.005.99
HVAC (Mechanical)	M	000-999	M.003
Health Equipment (Food Consumption)	H	000-999	K.006
Civil Storm drainage Mitigation, <i>if applicable</i>	C	000-999	C.007
Electric locks			
Fire Marshal Haz-Mat High Pile Standpipes Alarm LP Gas - Natural Gas (tanks, generators, etc.)	F H H SP FA	000-999 000-999	SP.007 FA.008
Fire Supression Sprinklers Underground Fire Lines	FS	000-999	FS.009

# Standards

## FOLDER STRUCTURE

Files are securely managed through a pre-defined folder structure, which is listed below. Users cannot rename or add folders to the structure.

All drawings should be uploaded as single-page files into the **Drawings** folder for each project. (ex: 20 electrical pages = 20 files in the electrical drawings sub-folder).

All documents (any non-drawing files, geotechnical reports, etc.) should be uploaded as multi-page files into the **Documents** folder.

### 1. DRAWINGS

- Index
- General
- Demo
- Architectural
- Landscape
- Structural
- Electrical
- Plumbing
- HVAC
- Civil
  - Storm Drainage
  - Mitigation, *if applicable*
  - Water Wastewater
- Health Equipment (Food Consumption)
- Electric Locks
- Fire Marshal
  - Haz-Mat
  - High Pile
  - Standpipes
  - Alarm
  - LP Gas - Natural Gas (tanks, generators, etc.)
- Fire Suppression
  - Sprinklers
  - Underground Fire Lines

### 2. DOCUMENTS

- Application
- Pre Requisite Check List
- Utility Letter(s)
- Energy Forms (codes)
- Manufacturing Specs
- Geotechnical Reports
- Asbestos Survey
- ARA Application
- Owner Statement of Intended Use
- Occupant Reduction Letter
- Miscellaneous

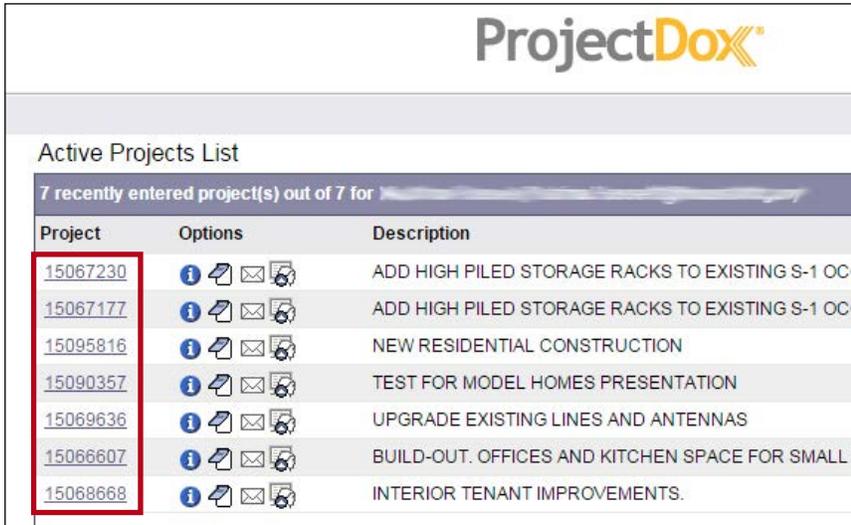
### 3. APPROVED

### 4. CHANGEMARK REPORTS

### 5. PDF DESTINATION FOLDER

# Upload Files

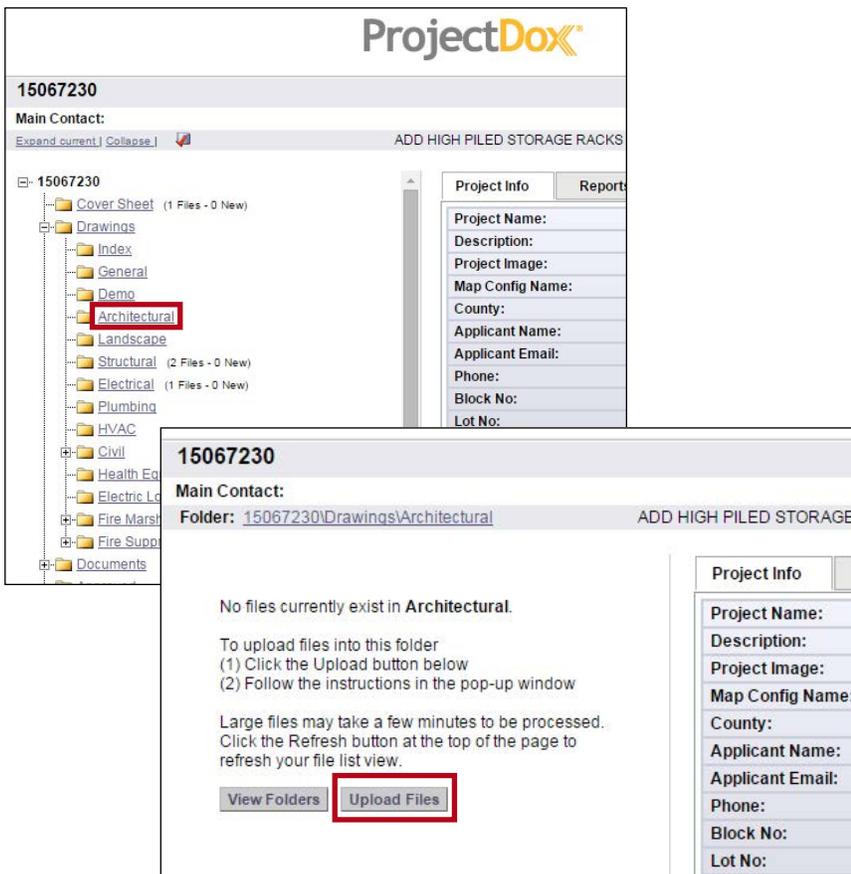
## FIRST SUBMISSION



The screenshot shows the ProjectDox interface with the 'Active Projects List' section. A table lists seven projects, with the first one, '15067230', highlighted with a red box. The table has columns for 'Project', 'Options', and 'Description'.

Project	Options	Description
15067230	   	ADD HIGH PILED STORAGE RACKS TO EXISTING S-1 OCC
15067177	   	ADD HIGH PILED STORAGE RACKS TO EXISTING S-1 OCC
15095816	   	NEW RESIDENTIAL CONSTRUCTION
15090357	   	TEST FOR MODEL HOMES PRESENTATION
15069636	   	UPGRADE EXISTING LINES AND ANTENNAS
15066607	   	BUILD-OUT. OFFICES AND KITCHEN SPACE FOR SMALL B
15068668	   	INTERIOR TENANT IMPROVEMENTS.

To access a project's main page, select the appropriate link under the **Project** column on the *Active Projects List* or *Active Task List*.



The screenshot shows the ProjectDox interface for project 15067230. The 'Architectural' folder is highlighted in the file tree. A pop-up window is open, showing instructions for uploading files to the 'Architectural' folder. The 'Upload Files' button is highlighted with a red box.

**15067230**  
Main Contact: ADD HIGH PILED STORAGE RACKS

Expand current | Collapse | 

15067230

- Cover Sheet (1 Files - 0 New)
- Drawings
  - Index
  - General
  - Demo
  - Architectural**
  - Landscape
  - Structural (2 Files - 0 New)
  - Electrical (1 Files - 0 New)
  - Plumbing
- HVAC
- Civil
- Health Eq
- Electric Lc
- Fire Marsh
- Fire Supp
- Documents

Project Info Report

Project Name:  
Description:  
Project Image:  
Map Config Name:  
County:  
Applicant Name:  
Applicant Email:  
Phone:  
Block No:  
Lot No:

**15067230**  
Main Contact: ADD HIGH PILED STORAGE RACKS  
Folder: 15067230\Drawings\Architectural

No files currently exist in **Architectural**.

To upload files into this folder  
(1) Click the Upload button below  
(2) Follow the instructions in the pop-up window

Large files may take a few minutes to be processed.  
Click the Refresh button at the top of the page to refresh your file list view.

View Folders **Upload Files**

Project Info

Project Name:  
Description:  
Project Image:  
Map Config Name:  
County:  
Applicant Name:  
Applicant Email:  
Phone:  
Block No:  
Lot No:

Click the “+” icon to view any subfolders and click the “-” icon to hide subfolders.

Click on the name of the folder you want to upload into. On the next screen select the **Upload Files** button.

A pop-up window will appear.

# Upload Files

## FIRST SUBMISSION

**ProjectDox**

**Upload files:** Metadata (Applied)

Inherit metadata

**Doc Type:**

Choose File No file chosen

Reset Fields **Upload**

To use the enhanced upload tool, including drag and drop, please download the Silverlight application framework. [Install Silverlight Now](#)

**Upload URL:**

URL Display Name:

URL:

By default, up to 5 files can be uploaded at the same time.

1. Select **Choose File** and navigate to the file.
2. Select the file and click Open.
3. Once all 5 files have been selected, click the **Upload** button.

To use the batch upload tool, click on the **Install Silverlight Now** link.

**Upload files:** Metadata (Applied)

Select files to upload

Inherit metadata

**Doc Type:** Document

**Browse**

**Upload URL:**

URL Display Name:

URL:

**Upload files:**

**Selected Files:**

A.001.pdf	84.97 KB	X
A.002.pdf	96.17 KB	X
A.003.pdf	68.32 KB	X
A.004.pdf	77.81 KB	X
A.005.pdf	85.20 KB	X
<b>Total</b>	<b>0%</b>	<b>412.49 KB</b>

**Upload**

With Silverlight installed:

1. Click the **Browse** button and navigate to the files.
2. Select the files and click Open.
3. Click **Upload** to add the files to the folder.

A batch size is limited to 200 files or 10GB, whichever comes first. A single file cannot be more than 1GB in size.

# Upload Files

## FIRST SUBMISSION

The screenshot shows the ProjectDox web interface for project 15084124. The main contact is TEST VOLT ELECTRICAL, and the folder is 15084124\Drawings\Architectural. The interface includes a 'View Folders' button, an 'Upload Files' button, and a file list with thumbnails, checkboxes, and delete icons. A 'Project Info' table is also visible on the right.

Project Info	Reports
Project Name:	15084124
Description:	TEST PROJECT 3 FOR LOVETT HOMES
Project Image:	No image exists
Map Config Name:	
County:	HARRIS
Applicant Name:	TEST VOLT ELECTRICAL
Applicant Email:	[REDACTED]
Phone:	[REDACTED]
Block No:	
Lot No:	
Project Owner:	Residential Building

Once files are uploaded into a folder, thumbnail images of the files will be visible. Next to each thumbnail is the filename, 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 red “X” icon next to the thumbnail image to delete a single file. To delete *all* files in a folder, check the box at the top of the list and then click on delete icon to the right of the box.

**The ability to delete files is permitted on the first submission only.** 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 **View Folders** button to return to the project’s main page. Repeat the process until all drawings and documents are uploaded into their respective folders.



The thumbnail images do not need to finish processing before uploading files into another folder.

# Complete Assigned Task

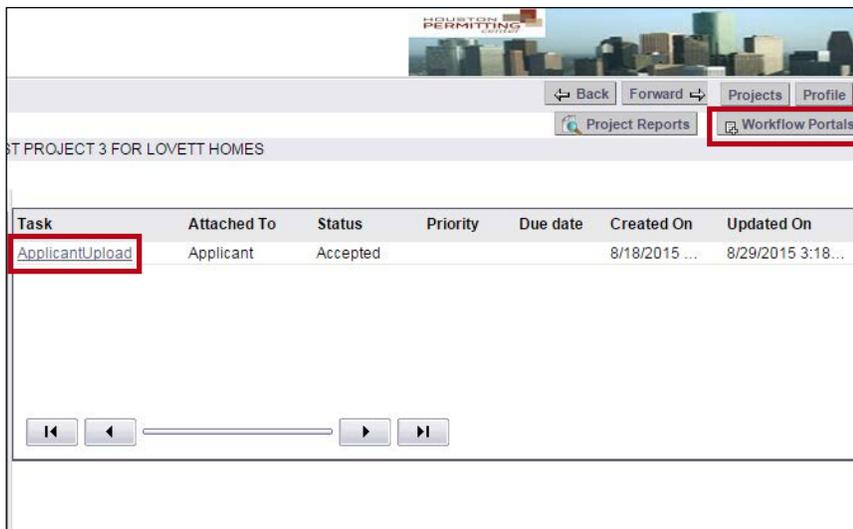
## APPLICANT UPLOAD

ProjectDox moves a project through a series of tasks called a workflow. Some of these tasks are attached to the applicant and others to City staff.

The completion of one task signals ProjectDox to assign the next task in the

workflow. Reminder notifications of an open (i.e. incomplete) task are sent via email at designated intervals.

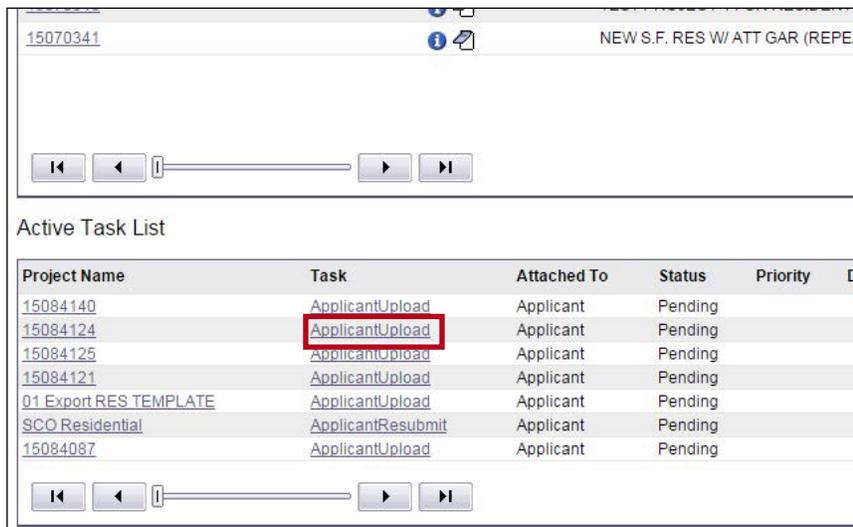
To notify the City of Houston that your plans are ready for pre-screen, the applicant must complete the **ApplicantUpload** task.



From the project's main page, click on the **Workflow Portals** button to display the assigned task.

Click on the **Applicant Upload** task link, and then click OK to accept the task.

The eForm will pop-up in a separate window.



Alternatively, tasks can be accessed via the **Active Task List** on the homepage.

Under the **Task** column, select the link for the corresponding project.

The eForm will pop-up in a new window.

# Complete Assigned Task

## APPLICANT UPLOAD

HOUSTON PERMITTING center eSERVICES

### Electronic Plan Review

City of Houston - Department of Public Works and Engineering

[Click Here to Save Eform as PDF...](#)

Review Information | Permit Information - 15095165 | Contact Information | Holds | Resources | Checklist Report (0)

Routing Slip

Review Coordinator: Commercial Building ( COMBLD@houstontexas.gov )

Review Cycle: 1

Workflow/Activity Name: Start\_Commercial\_Review / ApplicantUpload

Activity Instructions: Please upload all required drawings and documents.

Current User Logon: [REDACTED]

**INVITE ADDITIONAL**

\*First Name: [ ]

\*Last Name: [ ]

\*Email Address: [ ]

[Invite](#)

After you have successfully uploaded all required plans/documents please select (Submission Complete) button.

[Submission Complete - Notify City of Houston Permit Center](#) | [Save & Close](#)

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** link. 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 notifications that the main applicant receives as the project moves through the workflow.

Click on the **Save & Close** button to complete the task at a later time.

Click on the **Submission Complete** button to move your project to the prescreen review step. Once clicked, all access to upload files is removed. Your project status will now update from *First Submission Pending* to *Prescreen Review*.

# Pre-Screen Review

## PROCESS OVERVIEW

During the pre-screen review, a permit tech will review the uploaded files 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 assigns the formal review to all required disciplines and departments.

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

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

From: [Redacted] Sent: Fri 9/13/2020  
To: [Redacted]  
Cc:  
Subject: ProjectDox Review Correction Request Task Assignment for [Redacted]

**ProjectDox**  
**Review Correction Request Task Assignment**

**Attention:**

Your plan review submission for Project: [Redacted] has been reviewed and corrections have been requested. 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:	[Redacted]
Description:	[Redacted]
Task:	<b>ApplicantResubmit</b>
Assigned by:	[Redacted]

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

If you do not have access to the specified folder, please contact the [Project Administrator](#).

**Please do not reply to this email.**

**SAMPLE CORRECTIONS EMAIL**

# Pre-Screen Review

## CORRECTION COMPLETE TASK

The following steps outline how to review the comments, submit corrections, and complete the assigned **CorrectionComplete** task:

1. Log into ProjectDox.
2. Select the **CorrectionComplete** task link for the appropriate project from the *Active Task List* on the home page or from within the project.
3. Select **OK** to accept responsibility for completing the task.
4. The eForm will pop-up in a new window. Comments may be found in the following sections of the eForm:
  - Text box
  - Intake Checklist and the items in the checklist by selecting either the **View Intake Checklist** link or the **Checklist Report** tab.
5. Upload files as needed to the appropriate folder(s). Revised files must be uploaded using the same name as the original file to allow for automated file versioning.
6. Select the check box to indicate corrected items have been uploaded. This action enables the **Complete Submission** button. You can also add notes to the permit tech in the eForm.
7. Select the **Complete Submission** button
8. Select **OK** to the dialog message, *Completing this task will finish your participation in this step and cannot be undone. Continue?* (Select **Cancel** to return to the eForm)

The **CorrectionComplete** task is now complete and your project status will change from *Prescreen Resubmit* to *Prescreen Review*.

Email notification is sent to the permit tech to perform the prescreen review again. If no additional information is required, the permit tech approves the prescreen review and your project will move onto the formal review. If more corrections are required, the *CorrectionComplete* task will repeat.

# Formal Review of Plans

## PROCESS OVERVIEW

The City’s Review Coordinator (RC) group assigns the formal review to all required disciplines and departments. Each assigned department may approve or reject their review, and may add a status, check list comments, free form comment and/or changemark to the drawings.

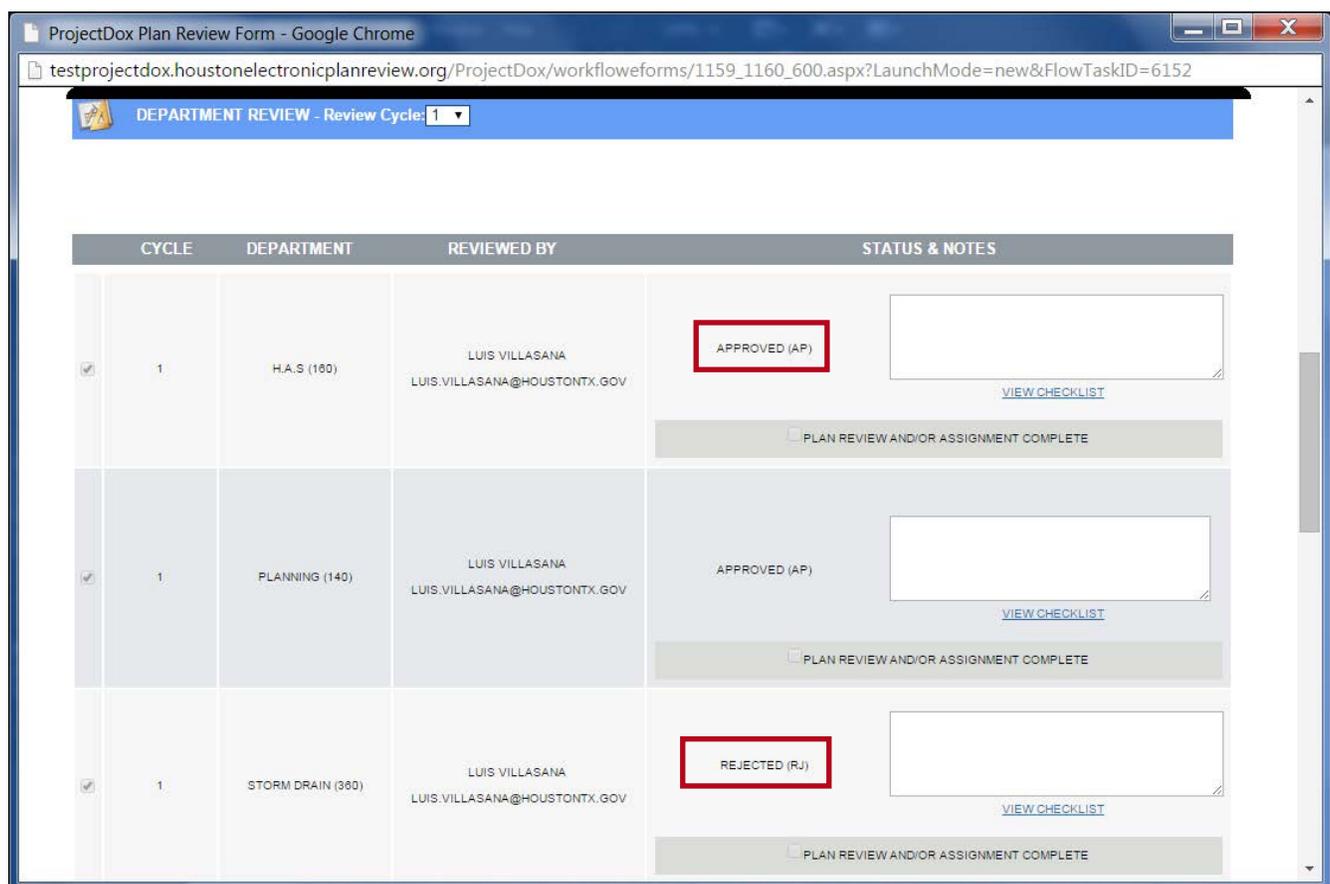
Once all assigned departments have completed their review, the RC notifies the applicant whether the plan review is approved or corrections are required.

If all reviews have been approved, Review QA Coordinator applies the final City of Houston

approval stamp and the applicant will receive an **Approved** email with instructions.

If at least one reviewer has selected “Rejected”, the applicant will receive an email notification of the **ApplicantResubmit** task with instructions on how to resubmit to fix the issues.

Applicants may track their project’s progress in the review through the reports tab.



# Formal Review of Plans

## APPLICANT RESUBMIT TASK

Resolved	Status	File	Cycle	Department	File	Markup	Description	Details
<a href="#">Yes</a>   <a href="#">No</a>	No		1	Electrical	electrical plan.pdf	<a href="#">ELE 01</a>	Electrical Issue 456.007	Issue is described here in d

The following steps outline how to review the comments, submit corrections, and complete the assigned **Applicant Resubmit** task:

1. Log into ProjectDox.
2. Select the **Applicant Resubmit** task link from the *Active Task List* on the home page or from within the project.
3. A dialog box displays, *Do you want to accept this task?*. Select **OK** to accept responsibility for completing the task.
4. The eForm will pop-up in a new window. Comments may be found in three sections of the eForm:
  - Comments provide by the plan reviewers and provide responses as required.
  - Checklist Items on the Checklist tab
  - Markups provided in the Changemark Section
5. Upload files as needed to the appropriate folder(s). Revised files must be uploaded using the same name as the original file to allow for automated file versioning.
6. Provide responses to comments
7. In the *Task Instructions* section of the eForm, select the check boxes to indicate the items have been completed. Selection of all 3 boxes enables the **Review Complete** button.
8. Select the **Review Complete** button.
  - Click **OK** to the dialog message to complete the task, close the eForm
  - Click **Cancel** to remain on the current view.

Selection of the **Complete** and **OK** buttons will finish the task for you, close the eForm and remove the task from your task list.

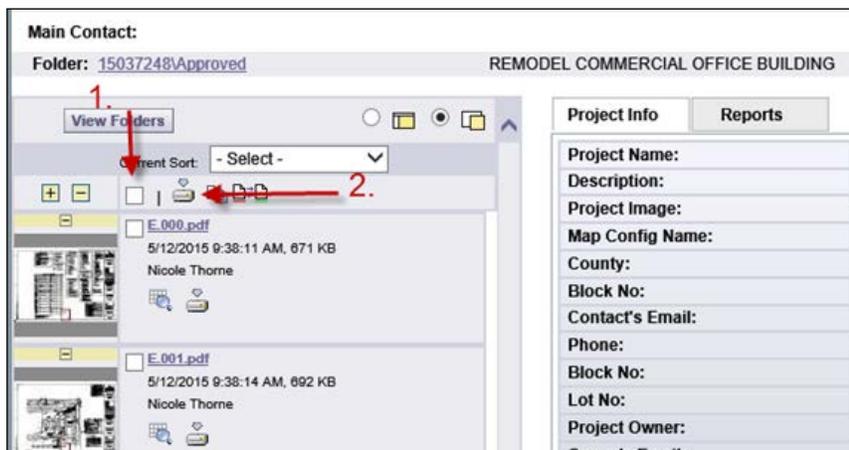
An email notification will be sent to the Review Coordinator assigning them to the step **Resubmit Received**. The Review Coordinator will confirm that plans have been uploaded and the proper departments are selected for assignment for the next review cycle.

If any one of the departments rejects the review, **Applicant Resubmit** step will be repeated until all the departments approve.

# Download Plans

## APPROVED PLAN SET

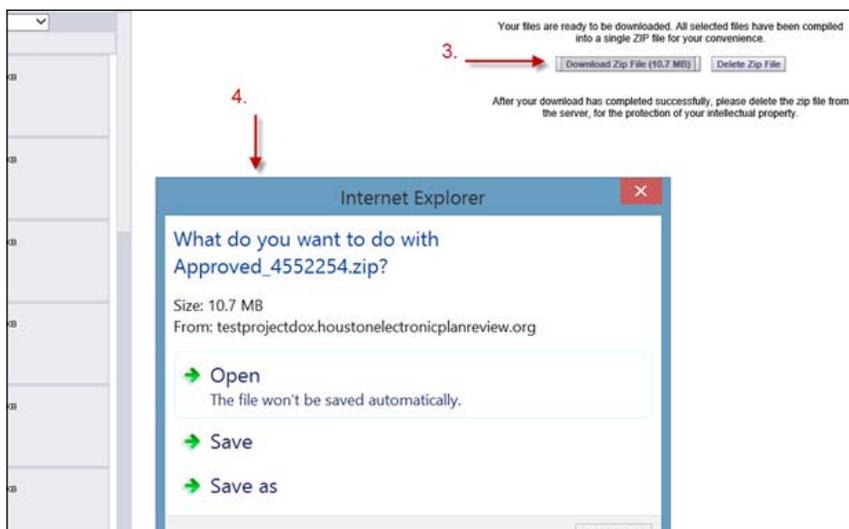
After all departments have approved their review, each page of the approved plan set will be stamped with the City of Houston seal in red, and a cover sheet will be stamped by each individual reviewer. An email will be sent indicating the files are available for download in the **Approved** folder. It will also include the remaining balance due prior to starting construction.



To download the entire folder, select the box at the top of the thumbnails.

Uncheck any pages that you do not want to download.

When your selection is complete, click on the download icon.



A single zip file will be created of the selected pages.

Click the **Download Zip File** button to continue. Select Save or Save As in the pop-up window.

**The approved plan set must be printed in color at a minimum size of 24”x36” and kept on the jobsite throughout the duration of construction.**

Thanks for using electronic plan review!

If you need further assistance, please contact us via email at **[houston.permittingcenter@houstontx.gov](mailto:houston.permittingcenter@houstontx.gov)**.

Live chat is available during regular business hours (8am - 5pm) at [www.hpceservices.org](http://www.hpceservices.org).



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