



Residential Building Plan Review

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



PAPER PLANS ARE NO
LONGER NEEDED!

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Overview

ELECTRONIC PLAN REVIEW

This document will guide first-time users through the electronic plan review (EPR) process for ***residential*** buildings. Two online systems are used to complete the steps in the EPR process. The ILMS Customer Portal (*aka iPermits*) is used for permit applications and payments, while ProjectDox is used for plan submission and review.



Registration

ILMS CUSTOMER PORTAL

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.

STEP 1: CREATE AN ONLINE PROFILE	<p>NON-LICENSED USERS</p> <ol style="list-style-type: none">1. Visit http://www.pdinet.pd.houstontx.gov/ILMS_Online_Permits/default.asp2. Click on the link First Time User? Click here to register3. Click No when asked, <i>Are you associated with an electrical, plumbing, or mechanical trade contractor?</i>4. Click No when asked, <i>Are you associated with a Texas state licensed engineering firm?</i>5. Click No when asked, <i>Do you have a City of Houston iPermits advanced payment account?</i>6. Click the Submit button7. Enter the required user information and click the Submit Add button <p>LICENSED USER <i>(Advanced Pay Account Holders)</i></p> <ol style="list-style-type: none">1. Submit an iAcknowledgement form by one of the following methods:<ul style="list-style-type: none">• Email to rmcacd@houstontx.gov,• Fax to 832-395-9614 or• In person at the Houston Permitting Center on the 1st Floor at Counter 29.
STEP 2: USER NAME AND PROFILE	You will receive a confirmation email with instructions.



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

Application Process

RESIDENTIAL BUILDING PERMIT APPLICATION

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

Public Works and Engineering > Planning and Development Services Division

iPermits Online Service Menu

Building Permit Applications

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 ILMS Customer Portal account. Under the iPermits Online Service Menu, click on the **Building Permit Applications** button as illustrated.

For the model homes process, jump to page 12.

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

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	Shopping 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 Plans Approved; Permit pending purchase	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 Address validated; Pending Final			
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 Plans Approved; Permit pending purchase	15081153		
00002237	07/25/2015	LIFEWAY HOME	1501 BENTLY GREEN (PVT) LN UNIT 5.03	15081149		

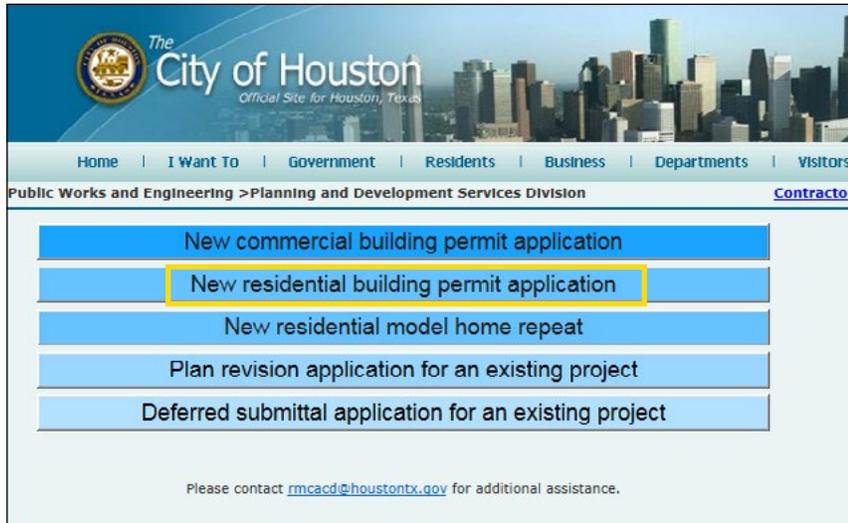
To submit a new application, click on the **Begin New Application** button.



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

Application Process

RESIDENTIAL BUILDING PERMIT APPLICATION



The screenshot shows the City of Houston website navigation menu with the following items: Home, I Want To, Government, Residents, Business, Departments, and Visitors. Below the menu is the breadcrumb trail: Public Works and Engineering > Planning and Development Services Division. A 'Contractor' link is visible in the top right. The main content area contains five blue buttons: 'New commercial building permit application', 'New residential building permit application' (highlighted with a yellow border), 'New residential model home repeat', 'Plan revision application for an existing project', and 'Deferred submittal application for an existing project'. At the bottom, there is a note: 'Please contact rmcacd@houston.tx.gov for additional assistance.'

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



The screenshot shows the 'Residential Building Project Application - Address Search' page. It features a blue header with the City of Houston logo and navigation menu. The breadcrumb trail is: Public Works and Engineering > Planning and Development Services Division > Contractor Menu. The main heading is 'Residential Building Project Application - Address Search'. Below the heading is a blue button labeled 'ADDRESS SEARCH OR ASSIGNMENT'. The text below the button reads: '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. For address related assistance please email Permit_office@houston.tx.gov or call 832.394.8899. During the application process you will also be offered the opportunity to submit the application. Note: Do not enter street directions, (e.g., N., S., W., etc.) Do not enter street types (e.g., Rd., Dr., etc.)'. Below this text are two input fields: 'Street No:' and 'Street Name:'. A yellow box highlights the 'Search for Address' button at the bottom of the form.

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 **Street No**, and **Street Name** fields. Then click on 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.

Application Process

RESIDENTIAL BUILDING PERMIT APPLICATION

The City of Houston
Official Site for Houston, Texas

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

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

Online Residential 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@houston.tx.gov for assistance.

Street List

Qualified Street Names
Address
WASHINGTON AVE

The needed street name is not listed

[Back](#)

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.

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

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

Building application property address search

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

Suite, Floor, Building Number Not Listed:

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

Street Number Not Listed:

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

Address List

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

The needed property address is not listed

[Back](#)

From the generated list, click on the address with 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.

Application Process

RESIDENTIAL BUILDING PERMIT APPLICATION

Residential 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 \(Business Entity\)](#)
- 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: CITY OF HOUSTON- PERMITTING CENTER

Project Address

Street #	Fraction	Pre-Dir	Street Name	Post-Dir	Street Type	Unit Type	Unit No.
*1002			WASHINGTON		Avenue		

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:

Type of Residential Structure*

Single Residence Swimming Pool Duplex
 Fence Carport
 Storage Shed Garage Other:

Scope of Project*

New Complete Building Addition Foundation (New)
 Addition & Remodel Remodel Foundation (Repair)
 Partial Demolition Conversion Re-Roof
 Repair Other:

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:
Mailing Address: Street # Fraction Pre-Dir Street Name Type Space
City: State: Zip:
Contact:
Phone Number: Phone Number: (Numeric Digits Only)
Email Address:

Save & Continue

Reset

Enter the required information on Page 1. Once complete, click the **Save & Continue** button.

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



Projects identified as new construction trigger an automatic address verification.

Application Process

RESIDENTIAL BUILDING PERMIT APPLICATION

City of Houston
Official Site for Houston, Texas

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

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

Application List | Application Page 1 | Application Page 2

Residential 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 \(Business Entity\)](#)
- Submittal of false information will result in invalidation of the application.

Application

Application Number: 00003299 Date: 08/29/2015

Project Address: 1002 WASHINGTON AVE [Google Map](#)

Project Scope: Conversion, Single Family Residential

Present Occupancy: R-3 Residential, Single Family Residence or Duplex

Proposed Occupancy: No change in occupancy

Construction Type: Select the appropriate code

Fire Rating: Select the appropriate code

Square Footage (added): Total Cost of Improvement: 150

Describe the proposed development*: NEW RESIDENTIAL HOME

MDI Project: Yes No MDI Registration No: Green Building Type: No Leed GBI GHBA

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:

Street # Fraction Pre-Dir Street Name Type Space

Mailing Address:

City: State: Zip:

Contact*:

Phone Number*: Phone Number: (Numeric Digits Only)

Email Address*:

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:

Street # Fraction Pre-Dir Street Name Type Space

Mailing Address:

City: State: Zip:

Contact:

Phone Number: Phone Number: (Numeric Digits Only)

Email Address:

Save and Continue

Reset

Enter the required information on Page 2. Once complete, click the **Save & Continue** button.

Select the appropriate information from the drop down boxes.

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

Application Process

RESIDENTIAL BUILDING PERMIT APPLICATION

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

Attach Documents / Finalize Application

Project Information
Application No: 00003299

Document No.	File Date	Project No.	Description / File Reference
00253644	20150829		dr_declaration_by individual.pdf

Upload Additional Documents

Please Note: Required Attachments Include
• Declaration in support of application for City of Houston building permit

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 \$150 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 attachments in support of the building permit application:

- Deed restrictions declaration form
- Documents relating to address verification

DO NOT UPLOAD BUILDING PLANS HERE.

Choose up to three files to upload at the same time, and select the **Begin Upload** button.

Attached files are displayed at the top of the page.

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

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



If address verification is required, the *Finalize Application* button will not be visible until approval is given.

Application Process

MODEL HOME MASTER PLAN CHECK APPLICATION

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

Public Works and Engineering > Planning and Development Services Division

iPermits Online Service Menu

- Building Permit Applications
- 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 ILMS Customer Portal account. Under the iPermits Online Service Menu, click on the **Residential Model Home Master Plan Check Applications** button.

Public Works and Engineering > Planning and Development Services Division

Contractor Menu | Log Off

Residential Model Home Master Building Permit Applications

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

This iPermits User currently affiliated with the following companies:

LIFEWAY HOMES Refresh

Begin New Application

Application Number	Date	Owner Name	Street Name/Status Comments	Project Number	Sub Projects	Shopping Cart
00003093	08/14/2015	TEST FOR MODEL HOMES 1	100 LIFEWAY HOMES	15084104		
00003077	08/12/2015	ELECTRICAL, TEST VOLT	100 LIFEWAY HOMES Pending plan review approval	15084088		
00003068	08/11/2015	TEST MODEL HOMES	100 LIFEWAY HOMES	15084077		
00002236	07/25/2015	LIFEWAY	100 LIFEWAY HOMES	15081147		
00002098	01/29/2007	LIFEWAY HOMES	100 LIFEWAY HOMES	07007639		
00002097	01/29/2007	LIFEWAY HOMES	100 LIFEWAY HOMES	07007633		
00002096	01/25/2007	LIFEWAY HOMES	100 LIFEWAY HOMES	07006472		

From the drop down menu, select the appropriate company name and then click on the **Begin New Application** button.



This option only appears for approved City of Houston repeat homebuilders. For qualifications, please contact Drexel Moerbe at drexel.moerbe@houstontx.gov.

Application Process

MODEL HOME MASTER PLAN CHECK APPLICATION

Enter the required information on Page 1. Once complete, click on the **Save & Continue** button.

The screenshot shows the 'Residential Model Home Building Permit Master Application - Page 1 of 2' form. The form is divided into several sections:

- Property Information:**
 - Builder Information:** Corporation or Firm: LIFEWAY HOMES; Builder Street Name: LIFEWAY HOMES.
 - Project Information:** Describe the proposed development* (text area); # of Stories: (input field).
- Type of Residential Structure:** Single Residence (selected), Duplex.
- Responsible Parties:**
 - Applicant Information:** Entity Name Type: Individual (selected), Corporation or Firm; Last, First Middle: ELECTRICAL, TEST, VOLT; Street #: 17424; Fraction: (dropdown); Pre-Dir: (dropdown); Street Name: GRAND PARKWAY; Type: (dropdown); Space: (input field); City: SUGARLAND; State: TX; Zip: 77479; Phone Number*: 2817776465; Phone Number: (input field); Email Address*: kenneth.porter@robustsystems.com.
 - Relationship to project:** Owner (selected), 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 (selected), Corporation or Firm; Last, First Middle: (input fields); Street #: (input field); Fraction: (dropdown); Pre-Dir: (dropdown); Street Name: (input field); Type: (dropdown); Space: (input field); City: (input field); State: (input field); Zip: (input field); Contact: (input field); Phone Number: (input field); Phone Number: (input field); Email Address: (input field).

At the bottom of the form, the 'Save & Continue' button is highlighted with a yellow box, and a 'Reset' button is also visible.

Application Process

MODEL HOME MASTER PLAN CHECK APPLICATION

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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 Off](#)

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

Residential Model Home Building Permit Master Application - Page 2 of 2

Application

Application Number: 00002757 Date: 08/30/2015

Project Scope: **New, Single Family Residential**

Present Occupancy: R-3 Residential, Single Family Residence or Duplex

Proposed Occupancy: No change in occupancy

Construction Type: Material Type I

Fire Rating: A Fire Rating

Square Footage (added): 1,200 Total Cost of Improvement: 150

Describe the proposed development*: TEST FOR USER GUIDE

Green Building Type
 No Leed GBI GHBA

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: ELECTRICAL TEST VOLT

Street # Fraction Pre-Dir Street Name Type Space
Mailing Address: 3300 MAIN 101

City: HOUSTON State: TX Zip: 77002

Contact*: CONTACT

Phone Number*: 8323949039 Phone Number: 8323948984 (Numeric Digits Only)

Email Address*: kenneth.porter@robustsystems.com

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:

Street # Fraction Pre-Dir Street Name Type Space

Mailing Address:

City: State: Zip:

Contact:

Phone Number: Phone Number: (Numeric Digits Only)

Email Address:

[Save and Continue](#)

Application Fee

Please Note: This application has been coded as 'New complete building; R-3 Residential, one- and two-family Construction'. Based on the stated \$150 dollar cost of construction, the calculated permit fee is \$74.65. Click the 'Finalize Application' button to generate the needed 'Plan Check Only' sales order.

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](#)

[Reset](#)

Enter the required information on Page 2. Once complete, click on the Save & Continue button.

The page will refresh and display the application fee portion at the bottom of the page.

Check the disclaimer box and then click the **Finalize Application** button when ready to submit.

Payment of the minimum plan review fee and admin fee is due at the time of submission.

Application Process

REPEAT HOME APPLICATION

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

Public Works and Engineering > Planning and Development Services Division

iPermits Online Service Menu

file **Building Permit Applications**

VOLT1 Residential Model Home Master Plan Check Applications

Profile Office of the City Engineer Plan Review Application

Document Catalog

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

Once the model home master plan has been approved and you are ready to build on a site, a repeat home application must be submitted.

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

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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	Shopping 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 Plans Approved; Permit pending purchase	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 Address validated; Pending Final			
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 Plans Approved; Permit pending purchase	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.

Application Process

REPEAT HOME APPLICATION

The screenshot shows the City of Houston website's navigation menu. The breadcrumb trail is "Public Works and Engineering > Planning and Development Services Division". The "Contractor" link is highlighted. The application menu includes the following options:

- New commercial building permit application
- New residential building permit application
- New residential model home repeat** (highlighted with a yellow box)
- Plan revision application for an existing project
- Deferred submittal application for an existing project

Please contact rmcad@houstontx.gov for additional assistance.

Select the **New residential model home repeat** button.

The screenshot shows the "Residential Model Home Repeat 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." It also provides contact information: "For address related assistance please email Permit_office@houstontx.gov or call 832.394.8899. During the application process you will also be offered the opportunity to submit the application." A "Note:" section states: "Do not enter street directions, (e.g., N, S, W, etc.) Do not enter street types (e.g., Rd., Dr., etc)". The form includes input fields for "Street No:" and "Street Name:" and a "Search for Address" button.

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 **Street No**, and **Street Name** fields. Then click on 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.

Application Process

REPEAT HOME APPLICATION

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

Online Residential Model Home Repeat 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@houston.tx.gov for assistance.

Street List

Qualified Street Names	
Address	
WASHINGTON AVE	

The needed street name is not listed

[Back](#)

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.

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

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

Building application property address search

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

Suite, Floor, Building Number Not Listed:

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

Street Number Not Listed:

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

Address List

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

The needed property address is not listed

[Back](#)

From the generated list, click on the address with 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.

Application Process

REPEAT HOME APPLICATION

Home | I Want To | Government | Residents | Business | Departments | Visitors | En Espanol
Public Works and Engineering > Planning and Development Services Division Contractor Menu

Residential model home repeat - building permit application

Model Home Plan Selection

Property Information

Street #	Fraction	Pre-Dir	Street Name	Post-Dir	Street Type	Unit Type	Unit No.	Zip Code
* 1002			WASHINGTON		Avenue			77002

This iPermits User currently affiliated with the following companies
LIFEWAY HOMES

Models currently affiliated with this company
07006472 - NEW SF RESIDENCE W/ATTACHED GARAGE (MASTER PLAN FOR 1596 A, B)

Begin the application process

Refresh

Reset

Select the appropriate company name and model from the dropdown menus.

Then click on **Begin the application process**. This will take you to the residential building permit application.

Review pages 9 - 11 for further application instructions.

Street # Fraction Pre-Dir Street Name Type Space
Mailing Address: 17424 GRAND PARKWAY
City: SUGARLAND State: TX Zip: 77479
Contact:
Phone Number: 2817776465 Phone Number: (Numeric Digits Only)
Email Address: konnoth.porter@robustsystems.com

Save and Continue

Application Fee

Please Note: This application has been coded as 'New complete building; R-3 Residential, one- and two-family Construction'. Based on your stated (\$150) dollar cost of construction, the calculated permit fee is (\$74.65). A 25% down payment (\$18.66 plus an additional (\$27.52) administration fee must be paid prior to building plan submission. The total amount due is fee is (\$46.18).

Is the proposed construction related to a Houston Airport System, or Metro development contract? If Metro or HAS related, you may optionally click the following check box to request the City review this application and determine if the plan review deposit can be deferred.

Please Note: Selecting the above option will place the application on hold until reviewed by Building Code Enforcement.

Request Address Validation Assistance

Reset

Note: Address verification is required prior to finalizing the application.

Notification is typically given via email within 1-2 business days.

Plan Review Deposit Fee

MAKING AN ONLINE PAYMENT

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
01047520	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	20 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: 12112229	\$ 0.00	<input type="checkbox"/>
Shopping Cart Amount Due					\$46.18	

Buttons: Create a New ILMS Shopping Cart, Return to Shopping Cart List Maintenance, 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.

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

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

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: 17424 GRAND PARKWAY

Billing Zip Code: 77479 - 0000

Shopping Cart Amount Due 46.18

Buttons: Return to Shopping Cart Maintenance, Update Payer Information, **Continue the Credit Card/Electronic Check Payment Process**

Please Note: Electronic Check payments cannot be submitted after 6:00 PM. At present, the iPermits 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.

Note: Chase will assess a convenience fee.



If an Advanced Pay Account (APA) has been established, that payment option will also be listed.

ProjectDox Set Up

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* button.
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 task.

If you have any problems using the site, please contact us at 832-394-9494 or email us at mccacd@houstonix.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.

ProjectDox Set Up

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.

Change Password: New password * [redacted] Confirm new password * [redacted]

Password Reset Question & Answer: Security question * [redacted] Security answer * [redacted]

Password must not contain special characters, must contain at least one digit and one alphabetic character, and must be between 8 and 10 characters

Profile Information

Contact Information | User Metadata | Project Membership | Group Membership

* Required field

First Name *	[redacted]	Last Name *	[redacted]
Email *	[redacted]	<input checked="" type="checkbox"/> HTML format <i>i</i>	
Title *	[redacted]		
Company *	[redacted]		
Address 1:	[redacted]		
Subdivision	[redacted]		
City:	[redacted]		
State/Province:	[redacted]	Postal Code:	[redacted]
Phone:	[redacted]	Fax:	[redacted]
Mobile:	[redacted]	Lot No:	[redacted]
Stamps:	[redacted]		
Language *	en		

L DAP/Active Directory Information:

Save

Navigation Basics

HOME PAGE LAYOUT

The screenshot displays the ProjectDox home page. At the top, there is a navigation bar with the ProjectDox logo and a search field. Below the navigation bar, the page is divided into two main sections: the Active Projects List and the Active Task List. The Active Projects List is a table with columns for Project, Options, Description, Owner, Status, and Create date. The Active Task List is a table with columns for Project Name, Task, Attached To, Status, Priority, Due date, Created On, Updated On, Updated By, Classification, and ByPass. A yellow box with the text 'SAMPLE HOME PAGE' is overlaid on the right side of the screenshot.

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.

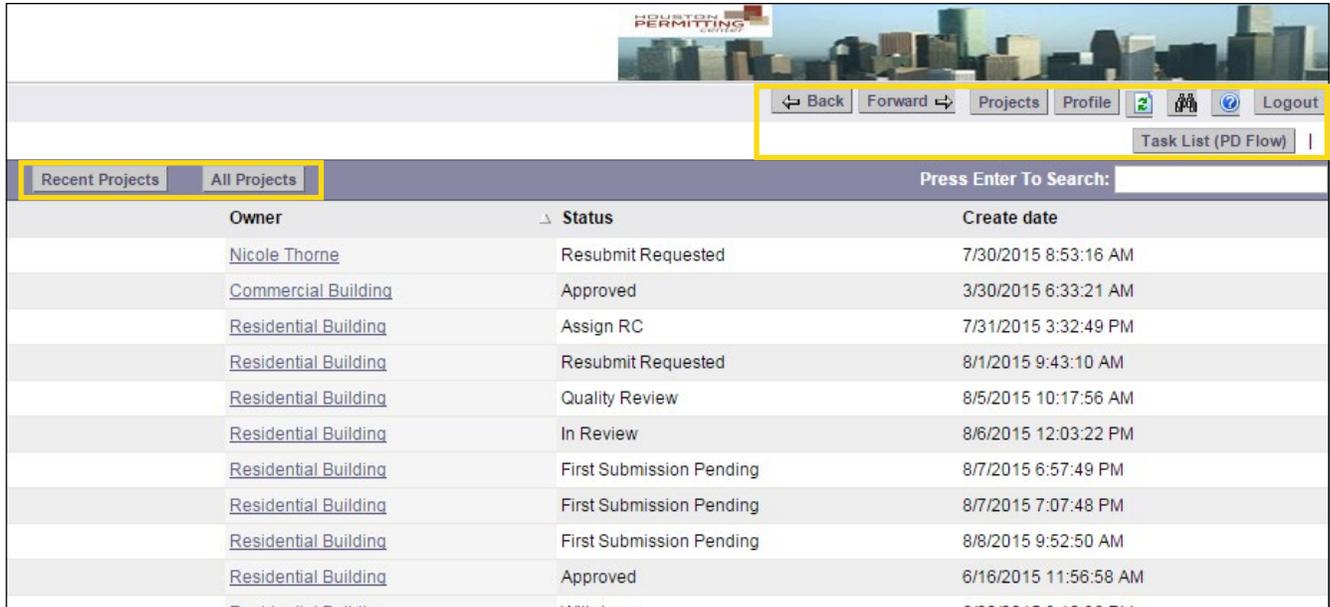
Both the Active Projects List and Active Task List are set to display a limited number of entries at a time. Use these buttons  to move to the first, previous, next, or last page in the list.



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

Navigation Basics

HOME PAGE TOOLBARS

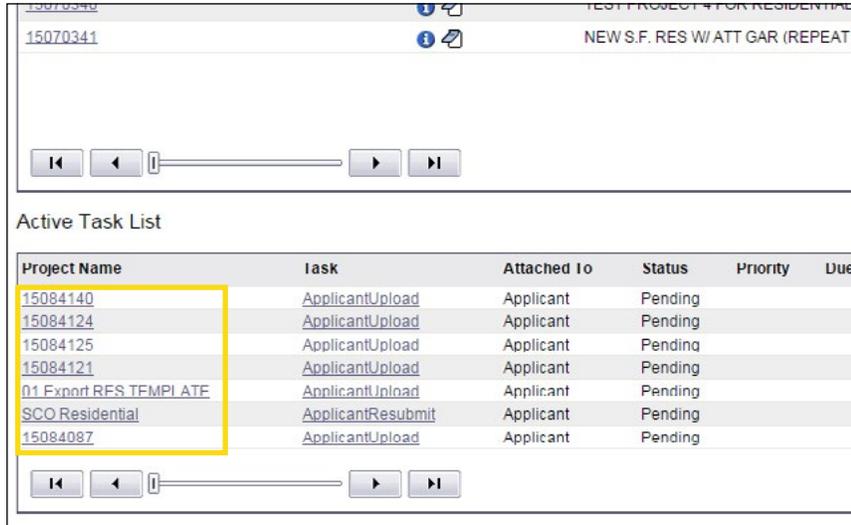


Your primary navigation buttons are located in the upper right corner of the home page.

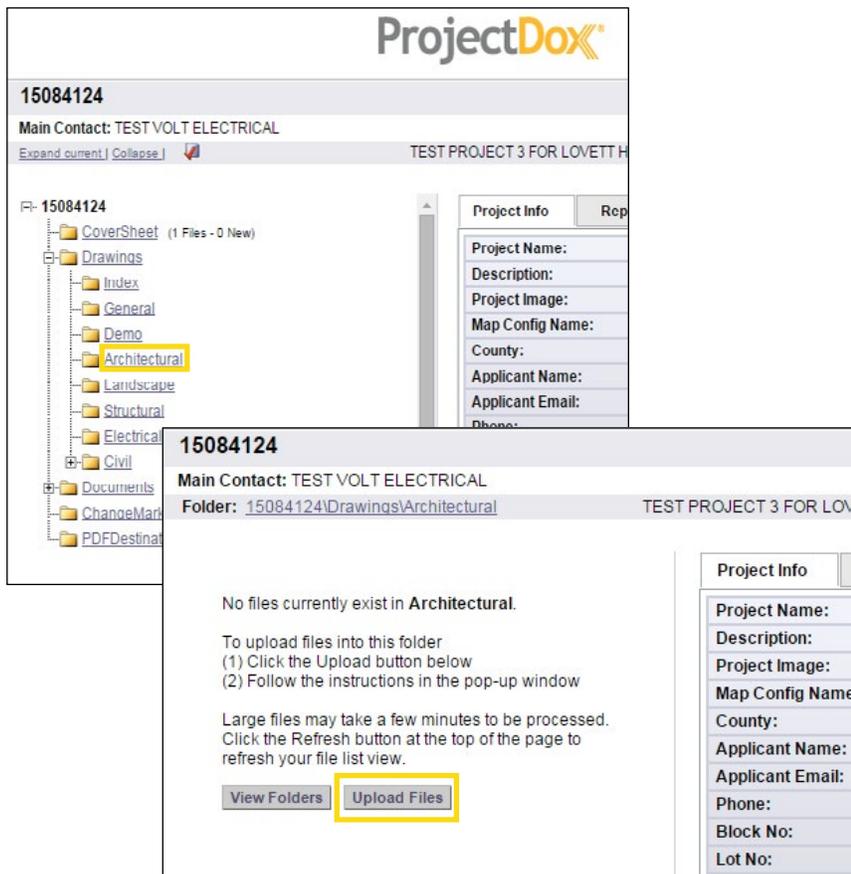
- The **Back** and **Forward** buttons function much like the back and forward buttons in a web browser, taking you to the screen you previously or subsequently viewed.
- The **Projects** button will take you back to the home page.
- The **Profile** button will take you to your User Profile, where you 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.

Uploading Your Files

FIRST SUBMISSION



Either on the Active Projects List or Active Task List, select the link of the project for which you want to upload your files.



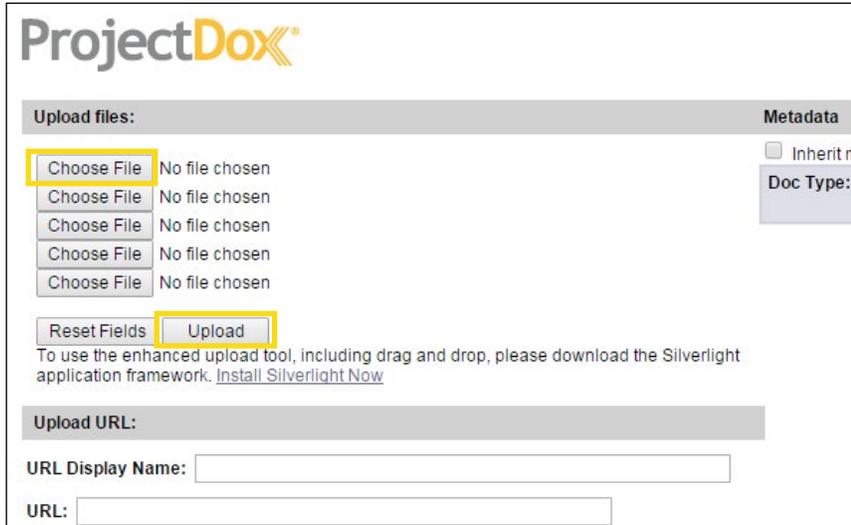
Click the "+" icon to view any subfolders and click the "-" icon to hide subfolders.

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.

Uploading Your 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:

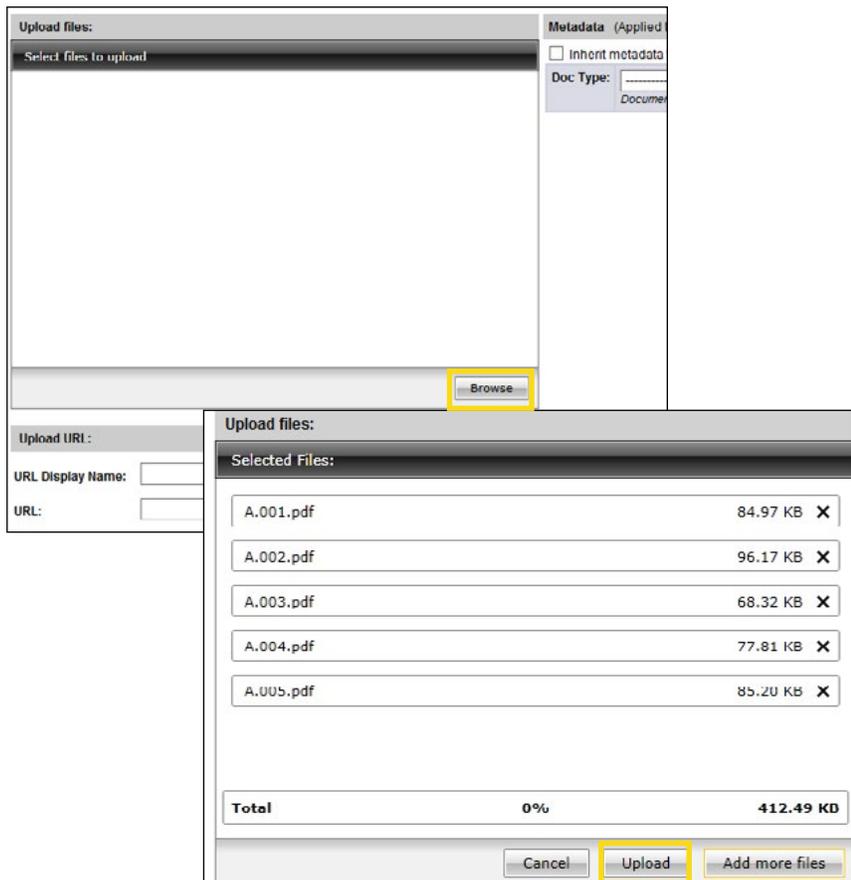
URL Display Name:

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)

Inherit metadata

Doc Type: Document

Select files to upload

Browse

Upload URI:

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
Total	0%	412.49 KB

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.

Uploading Your Files

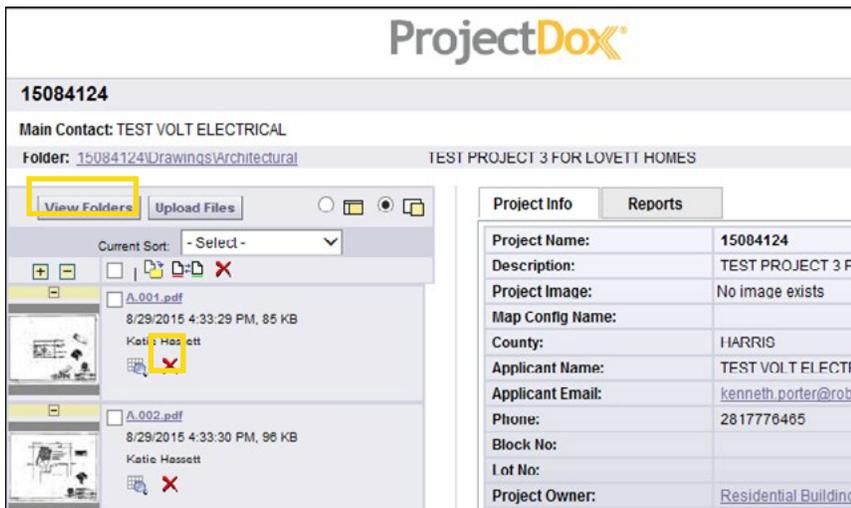
FIRST SUBMISSION

Once files are uploaded into a folder, thumbnail images of all the files will be visible. Next to each thumbnail is the filename, upload date and time, file size information, 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 the file. **The ability to delete files is permitted on the first submission only.**

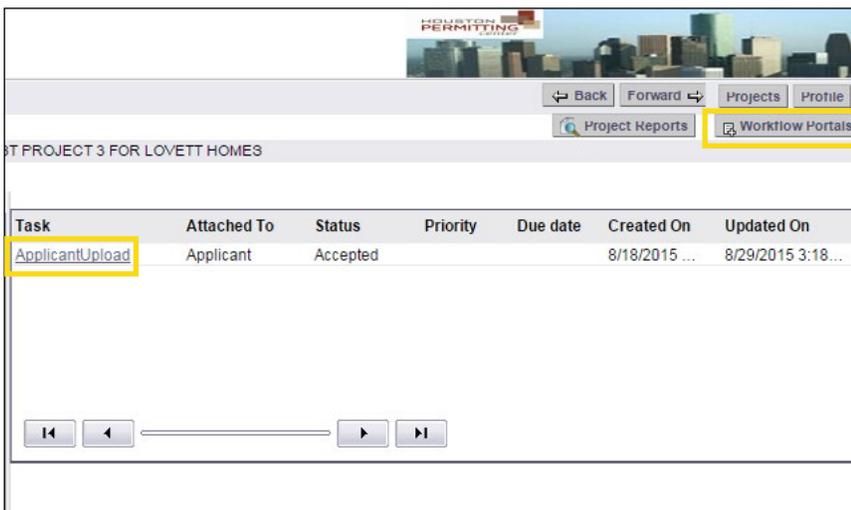
Individuals invited into project will not have this ability and should contact the main applicant to delete files.

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.



To notify the City of Houston that your plans are ready for review, the main applicant must complete the assigned task.

1. Click on the **Workflow Portals** button to display the task associated with the project.
2. Click on the task link.
3. Click OK to accept the task.



The eForm will pop-up in a separate window.

Uploading Your Files

FIRST SUBMISSION

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 - 15084124 | Contact Information | Holds | Resources | Checklist Report (0)

Routing Slip

Review Coordinator: Residential Building (RESBLD@houstontexas.gov)

Review Cycle: 1

Workflow/Activity Name: Start_Residential_Building_Review / ApplicantUpload

Activity Instructions: Please upload all required drawings and documents.

Current User Logon: Katie Hassett (katrina.hassett@houstontx.gov)

INVITE TO CONTRACTORS GROUP

*First Name:

*Last Name:

*Email Address:

[Invite User](#)

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 User** 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 review process.

If you are not ready to complete the task, click on the **Save & Close** button.

If you are ready to complete the task, click on the **Submission Complete** button. Once this button is clicked, all access to upload files is removed.

Standards

FILE TYPES AND NAMING

Prior to submittal, ensure that all files comply with the following standards. Failure to meet the City’s standards may delay your review.

REQUIRED FILE

1. A fully completed residential application for plan review

FILE TYPE STANDARDS

- Only searchable 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.

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 changemarks. Changemarks are created to quickly identify a markup and associated comments.

FILE NAMING

File names are limited to 70 characters. File names for drawings submitted for electronic plan review 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 decimal after the 3rd digit, ex. 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
Civil Site Work Storm drainage Mitigation	C	000-999	C.007



ProjectDox will automatically detect changes in resubmitted files of the same name and version it. This feature allows plan analysts to overlay versions during reviews.

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 documentation (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/Site Plan
- Structural
- Electrical
- Civil
 - Site Work (if applicable)
 - Storm Drainage (if applicable)
 - Mitigation (if applicable)

2. DOCUMENTS

- Utility Letter(s)
- Energy Forms (Codes)
- Manufacturing Specs

- Geotechnical Reports
- Deferred Submittal Form
- Grading and Fill Form
- Impervious Cover Calculation Form
- Miscellaneous (i.e. common area agreement, landscape analysis form, sound attenuation form, etc.)
- Applicant Responses

3. APPROVED

4. CHANGEMARK REPORTS

5. PDF DESTINATION FOLDER

Review of Plans

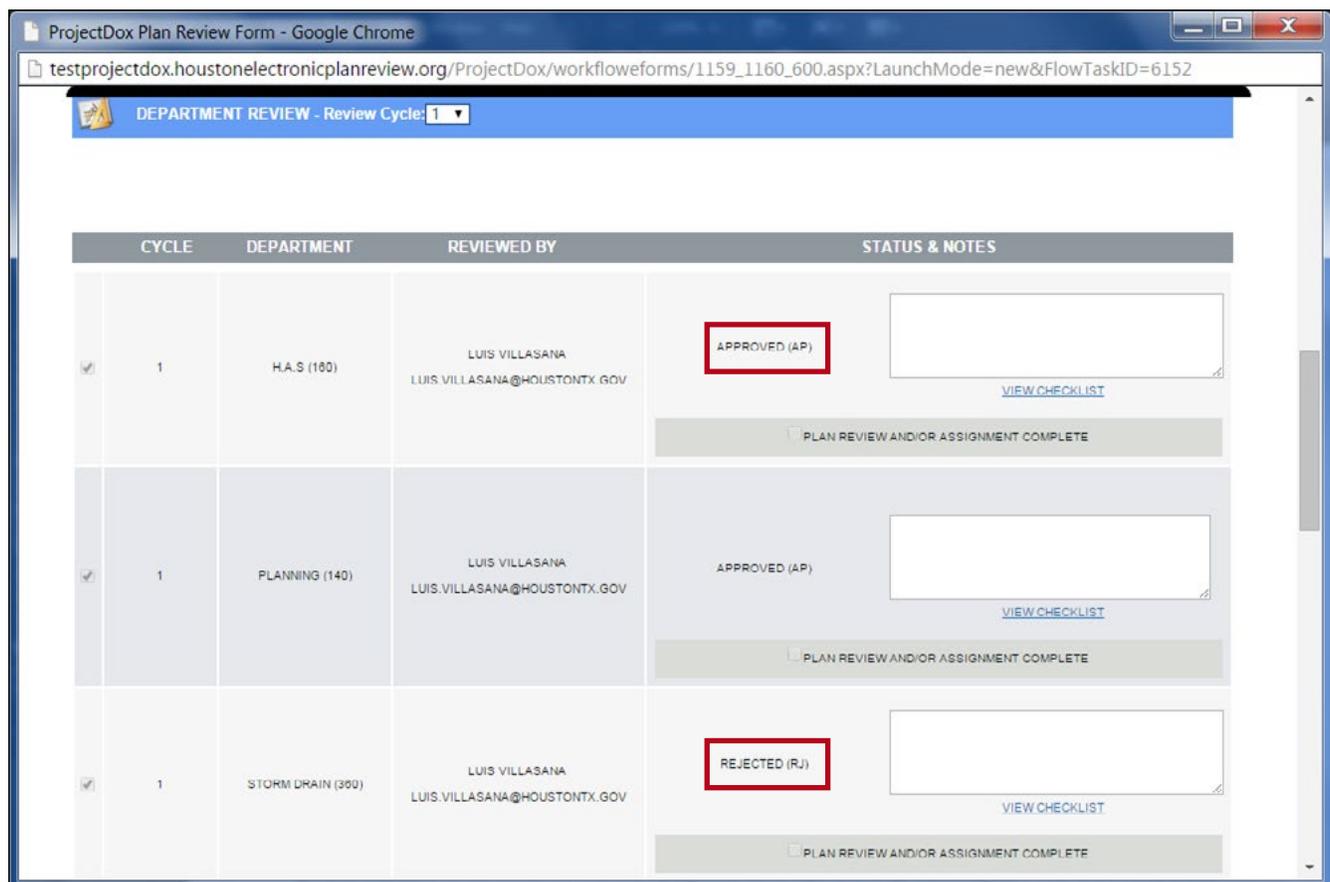
APPROVAL OR CORRECTIONS REQUIRED

Each department performs the review and adds a status, check list comments, free form comment and/or markup to the drawings. Each department can approve or reject their review.

After all the assigned departments from the Department Review step have completed their task, the review coordinator informs you 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 you will be notified for the final payment. You will receive an **Approval – Pending Payment** email with the instructions.

If at least one reviewer has selected “Rejected”, you will receive an email notification of the resubmit task. If you don’t respond in 14 days, you will receive an email alert of the outstanding task.



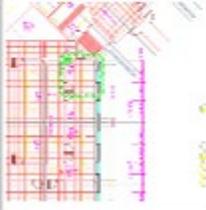
Review of Plans

UPLOADING CORRECTIONS

Filter Changemarks by Keyword: [SEARCH](#)

[Click Here to Load Changemarks...](#)

[Click Here to Publish Changemarks to PDF...](#)

Resolved	Status	File	Cycle	Department	File	Markup	Description	Detail
Yes No	No		1	Electrical	electrical plan.pdf	ELE 01	Electrical Issue 456.007	Issue is described here in d

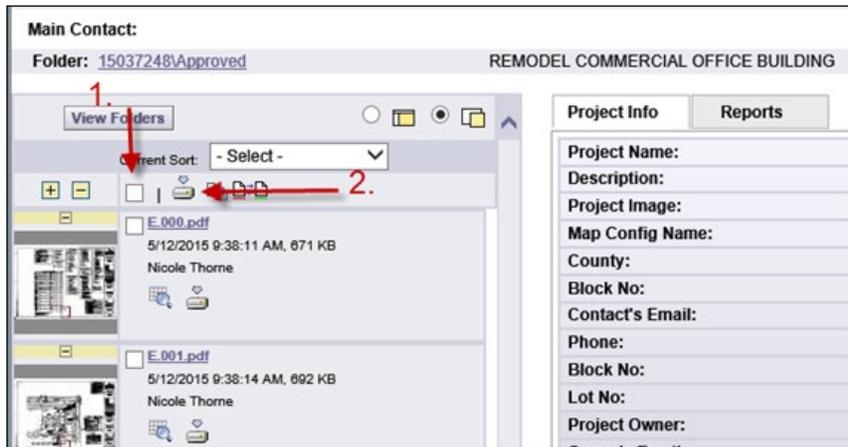
Follow these steps to complete the task:

1. Log in to ProjectDox.
 2. Select the **Applicant Resubmit** link from the Task List shown under the column heading of Task.
 - a) This can be done from the global or project specific task lists.
 3. A dialog box displays, *Do you want to accept this task?*. Select **OK** to accept responsibility for completing the task.
 - a) Status column on the Task List updates from Pending to Accepted.
 4. Applicant should review:
 - a) Comments provide by the plan reviewers and provide responses as required.
 - b) View Checklist Items on the Checklist tab
 - c) Markups provided in the Changemark Section
 5. Make required corrections and upload the documents to ProjectDox using the same naming convention as the original file.
 6. In the Task Instructions section, select the check boxes to indicate the items have been completed. Selection of all 3 boxes enables the **Review Complete** button.
 7. 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.

Print

APPROVED PLAN SET

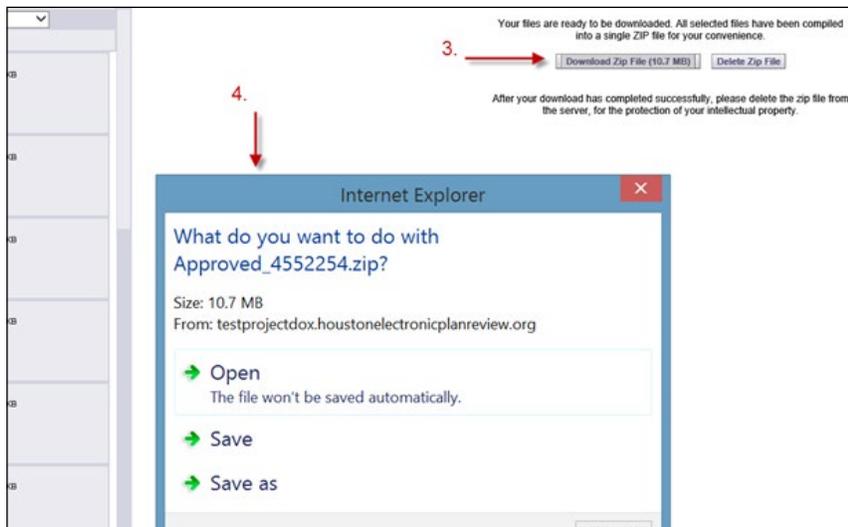
After final payment is made, you will receive an email indicating that your application has been paid in full and that you may access your approved drawings and documents in the ProjectDox folder marked **Approved**.



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.



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.

Thanks for using electronic plan review!

If you need further assistance, please contact us via email at **houston.permittingcenter@houstontx.gov**.

Live chat is available during regular business hours (8 am - 5pm) at www.hpcservices.org.



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