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.

1. **Step 1**: Register for ILMS Customer Portal (one time)
2. **Step 2**: Make an application (For each project, address, space)
3. **Step 3**: Verify address (if applicable)
4. **Step 4**: Pay the Plan Review Deposit Fee (25% deposit toward the Building Permit Fee)
5. **Step 5**: Upload plans and documents via the ProjectDox System
6. **Step 6**: Review and receive comments (available via ILMS Customer Portal and ProjectDox system)
7. **Step 7**: Submit corrections via ProjectDox (repeat as needed)
8. **Step 8**: Pay final fees & print the building permit via ILMS Customer Portal
9. **Step 9**: Download the approved plan set via ProjectDox
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

**NON-LICENSED USERS**

2. Click on the link **First Time User? Click here to register**
3. Click **No** when asked, **Are you associated with an electrical, plumbing, or mechanical trade contractor?**
4. Click **No** when asked, **Are you associated with a Texas state licensed engineering firm?**
5. Click **No** when asked, **Do you have a City of Houston iPermits advanced payment account?**
6. Click the **Submit** button
7. Enter the required user information and click the **Submit Add** button

**LICENSED USER**  
(Advanced Pay Account Holders)

1. **Submit an iAcknowledgement form by one of the following methods:**
   - 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.

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

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

Select the **New residential building permit application** 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

RESIDENTIAL BUILDING PERMIT APPLICATION

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.

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

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.
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

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.
Log into your ILMS Customer Portal account. Under the iPermits Online Service Menu, click on the Residential Model Home Master Plan Check Applications button.

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 email residential.planreview@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.
Application Process

MODEL HOME MASTER PLAN CHECK APPLICATION

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.
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.

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

**Warning:**
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**

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.

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.
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.**

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

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.

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.
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
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.
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.
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

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.
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

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.

<table>
<thead>
<tr>
<th>Folder Name/Drawing Type</th>
<th>Abbreviation for Drawing</th>
<th>File Name Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Index</td>
<td>I</td>
<td>I1.1 Sheet Index</td>
</tr>
<tr>
<td>General</td>
<td>G</td>
<td>G1.1 General Notes</td>
</tr>
<tr>
<td>Demo</td>
<td>D</td>
<td>D1.1 Building 1 Demolition</td>
</tr>
<tr>
<td>*Site Plan</td>
<td>A, E, C</td>
<td>A1.1 Architectural Site Plan</td>
</tr>
<tr>
<td>Architectural</td>
<td>A</td>
<td>A1.2 Door and Hardware Schedule</td>
</tr>
<tr>
<td>Landscape</td>
<td>L</td>
<td>L1.1 Planting Plan</td>
</tr>
<tr>
<td>Structural</td>
<td>S</td>
<td>S1.1 Structural Framing</td>
</tr>
<tr>
<td>Electrical</td>
<td>E</td>
<td>E1.1 Electrical Floor Plan</td>
</tr>
<tr>
<td>Plumbing</td>
<td>P</td>
<td>P1.1 Piping Plan</td>
</tr>
<tr>
<td>Swimming Pool</td>
<td>POOL</td>
<td>POOL1. Swimming Pool Details</td>
</tr>
<tr>
<td>Civil</td>
<td>C</td>
<td>C1.1 Storm Drainage Plan</td>
</tr>
</tbody>
</table>

*The folder can facilitate the Architectural Electrical and Civil Site Plans
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.

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.

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.
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.

8. Click **OK** to the dialog message to complete the task, close the eForm

9. 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.
The process of setting up a revision is just like setting up a new project on the iPermits Portal. Logon to iPermits and click on “Building Permit Applications”.

On the next screen click on “Begin New Application”.

From the list of available applications, please select the “Plan revision application for an existing project”.

Enter your project number of the plans you wish to submit for a revision.

**Plan Revision Project Lookup**

Please enter the project number that needs revision

**Project #** 16000205
Plan Review Revision

REVISION VERIFICATION

Plan Revision Project Verification
Please review and confirm this is the project requiring revision

Project Number: **16000205**
Address: 911 WASHINGTON AVE
Description: (EPR) REMODEL, OFFICE
Applicant Name: ELECTRICAL, TEST VOLT

These plans were originally submitted on: 02/18/2016
Submittal(s): To date, the plans have been submitted twice
The last submittal was: 02/18/2016
Approval Date: These plans were approved for permitting on: 05/10/2016
Plan Location: Plans Have Been Approved For Permitting on 05/10/2016

Begin the plan revision project application process

Select the “Begin the plan revision project application process” button.

Answer the following 6 questions to see if you qualify for the revision.

If you answer “Yes” to any of the questions from 1 to 4 or 6, you do not qualify for a revision. You will have to start a new Building permit application for the proposed scope of work.

---

Commercial Building Plan Review Revision Application

**Project/Situs Information**

Project Number: **16000205**
Application Number: **00005131**

Name on Situs: TEST ITEM 5
Property Address: 911 WASHINGTON AVE
City/State/Zip: HOUSTON, TX 77002
Project Use: (EPR) REMODEL, OFFICE
Estimated Valuation: $2,500

Are you adding additional scope of work not originally covered in the project?
Yes: ☐ No: ☑

Are you adding square footage to the original footprint or lease space?
Yes: ☐ No: ☑

Are you adding any additional impervious cover above the originally approved design?
Yes: ☐ No: ☑

Are you changing the original occupancy classification or use of the building?
Yes: ☐ No: ☑

Based on your answer you do not qualify for a Project Revision. You must start a new application.

Submit
Plan Review Revision
QUALIFICATION

If you answer, "No" for all the 6 questions, you are qualified for a revision.

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### Commercial Building Plan Review Revision Application

<table>
<thead>
<tr>
<th>Project/Situs Information</th>
<th>Application Number: 00005131</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Number: 16000205</td>
<td></td>
</tr>
<tr>
<td>Name on Situs: TEST ITEM 5</td>
<td></td>
</tr>
<tr>
<td>Property Address: 911 WASHINGTON AVE</td>
<td></td>
</tr>
<tr>
<td>City/State/Zip: HOUSTON, TX 77002</td>
<td></td>
</tr>
<tr>
<td>Project Use: REMODEL, OFFICE</td>
<td></td>
</tr>
<tr>
<td>Estimated Valuation: $2,500</td>
<td></td>
</tr>
</tbody>
</table>

Are you adding additional scope of work not originally covered in the project?
Yes: ☐ No: ☑

Are you adding square footage to the original footprint or lease space?
Yes: ☐ No: ☑

Are you adding any additional impervious cover above the originally approved design?
Yes: ☐ No: ☑

Are you changing the original occupancy classification or use of the building?
Yes: ☐ No: ☑

Is the revision limited to 1 or 2 trades and three or fewer sheets? If so, based on the fees paid to date, you qualify for a minimum fee review.
Yes: ☐ No: ☑

Are you adding more than 15% ($375) of additional cost valuation to the original cost of improvements?
Yes: ☐ No: ☑

You qualify for a Project Revision.

[Submit]
Please click the “Submit” button and you will be directed to the shopping cart maintenance page.

**NOTE:** If you are requesting the revision with 1 or 2 trades and three or fewer sheets for each trade, please select Yes to question number 5 to qualify for the reduced rate revision.
Plan Review Revision

PAYMENT PROCESS

Please choose the payment method to pay for the revision.
Once the payment is made, please select the “Return to Shopping Cart List Maintenance” button to see the project number for this revision.

You will receive an invitation email from ProjectDox to upload your plans.

Please login to ProjectDox system to upload the drawings and documents. Submit them for the revision plan review.

NOTE: When submitting an electronic revision to a plan that was approved on paper, a copy of the previously approved sheets are required to be uploaded into the Drawings for Reference Only folder along with the revised sheets.
Deferred Submittals

Application Process

The process of setting up a deferred submittal is just like setting up a new project on the iPermits portal. Logon to iPermits Customer Portal and click on “Building Permit Applications”. On the next screen click on “Begin New Application”. From the list of available applications, please select the “Deferred submittal application for an existing project” to begin a deferred submittal project application.

Please enter the project number and select the Submit button to verify the project information and begin the application process.

Begin a Deferred Submittal Project Application

Please read the following information before proceeding

Deferred submittals are defined as those portions of the design that are not submitted at the time of the application and that are to be submitted to the Building Official within a specified period. Deferral of any submittal items shall have the prior approval of the Building Official.

A partial list of acceptable deferred submission items are:

- Precast Panels (Non-Fire rated construction)
- Prefabricated metal buildings (Non-Fire rated construction)
- Prefabricated access floor systems
- Interior retractable bleachers
- Precast Panels (Non-Fire rated Construction)
- Canopies and/or awnings
- Spires (Non-Fire rated Construction)
- Prefabricated steel stairs
- Prefabricated steel storage racks (no High-Pile storage)
- Prefabricated wood truss details & layout

Please enter the project number that needs a Deferred Submittal

Project # 16000264

Submit

Reset
Deferred Submittals
Application Process

Deferred Submittal Project Verification

Please review and confirm this is the project requiring a deferred submittal

Project Number: 16000205
Address: 911 WASHINGTON AVE
Description: (EPR) REMODEL, OFFICE
Applicant Name: ELECTRICAL, TEST VOLT

These plans were originally submitted on: 02/18/2016
Submittal(s): To date, the plans have been submitted twice
The last submittal was: 02/18/2015
Approval Date: These plans were approved for permitting on: 05/10/2016
Plan Location: Plans Have Been Approved For Permitting on 05/10/2016

Please select the button “Begin the project application process” to start the deferred submittal application.
Please select the appropriate deferred items from the list and click on Submit button.

Deferred Submittal Project Application

Deferred Submittals Payment Process
Please select the appropriate payment method to pay for the sales order.
Deferred Submittals
Payment Process

Once the payment is made, please select the “Return to Shopping Cart Maintenance” button to view the project number (in red) for the deferred submittal.

You will receive the invitation email from ProjectDox for this deferred submittal project.

NOTE: Please login to ProjectDox system to upload and submit the drawings and documents for the plan review.
Building Permit Application
Create Additional Application(s)

When the Regulatory Compliance Coordinator (RCC) or a Structural Plan Analyst requests you to create additional application(s), you will receive an email with the instructions.

Please check the comments from structural plan analyst by selecting this link “View the plan review comments” from the email.

Use the link “Launch iPermits Portal” to login to iPermits.
Building Permit Application
Create Additional Application(s)

From the list of existing applications, please click on the Application Number for the specific project to go to the first page application.

To create an additional application, please select the “Create an additional Application” button and you will be taken to the copy this application page.
Make changes to the project information where necessary and select the "Copy and Continue" button to copy the application. The original application will be converted as a master application and this new application will be created as a sub application.
Building Permit Application

Create Additional Application(s)

Enter the info on page 2 and select **Save and Continue** button to go to Attach Documents / Finalize Application page.
Building Permit Application

Create Additional Application(s)

You can attach any documents associated for this application on this page. Please use the Copy this Application button to create another sub application. Select the Return to Master Application Recap button to see the details about the master and sub project applications.

Attach Documents / Finalize Application

Project Information

Application No: 00005223

Upload Additional Documents

Required Attachments Include:
• Declaration in support of application for City of Houston building permit
• Commercial construction plan review prerequisites 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

Note: Uploading documents does not finalize the application

Begin Upload

Copy Feature

This application is part of a larger development, click the following button to begin the sub-application creation process.

Copy this Application

Return to Master Application Recap
Select the sub application number and go page 2 of the application to finalize the sub application.

Application Fee

Per your estimate the cost of construction for this application is $1,234 dollars. The calculated permit fee is $75.05. A 25% down payment ($18.76) plus an additional $27.66 administration fee must be paid prior to building plan submission. The total amount due is fee is $46.42.

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.

☐ 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.
Building Permit Application

Create Additional Application(s)

Once you finalize the application, you will be taken back to the existing applications list page. The application number button changes to green color for the master applications.

<table>
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<tr>
<th>Application Number</th>
<th>Date</th>
<th>Occupant Name</th>
<th>Street Name/Status Comments</th>
<th>Project Number</th>
<th>Sub Projects</th>
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Select the master application number to view the project number for sub application.
How do they pay for the PX fee for the sub application?

Application Fee

This master application has been coded as 'New; B Business Construction'. The stated cost of construction is ($1,300) dollars. In addition to the 'Master Application', there is one construction sub-project application attached to this master. The estimated total cost of construction for the 'Sub Applications' is 1,234 dollars. The calculated grand total cost of construction of the overall development project is 2,534 dollars. The calculated grand total construction permit fee is 159.10 dollars and the associated 25 percent deposit that must be paid prior to plan submission is 37.52 dollars.
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.hpceservices.org.
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Houston, Texas 77002

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