



**HOUSTON  
PUBLIC WORKS**

Houston Permitting Center

# Commercial Building Plan Review

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



# ELECTRONIC PLAN REVIEW!

# Table of Contents

Revisions to User Guide	4
Overview	5
Registration	6
Application Process	7
Plan Review Deposit Fee	13
ProjectDox® Set Up	15
Navigation Basics	17
Standards	19
File Upload	22
Completing the Submittal	25
Pre-Screen Review	27
Review of Plans	29
Download Plans	31
Plan Review Revision	32
Deferred Submittals	37
Additional Permit Applications for Subprojects	41
Index	46

# Revisions to User Guide

## VERSION 7.0

Revisions to this version of the user guide include:

- Process of editing sales order.
- Clarification on file names & size.
- Screen shots were updated.
- Clarification on where to upload plans on ProjectDox®.

Version	Published Date
1.0	6/2015
2.0	8/2015
3.0	11/2015
4.0	7/2019
5.0	10/2019
6.0	11/2019
7.0	1/2020

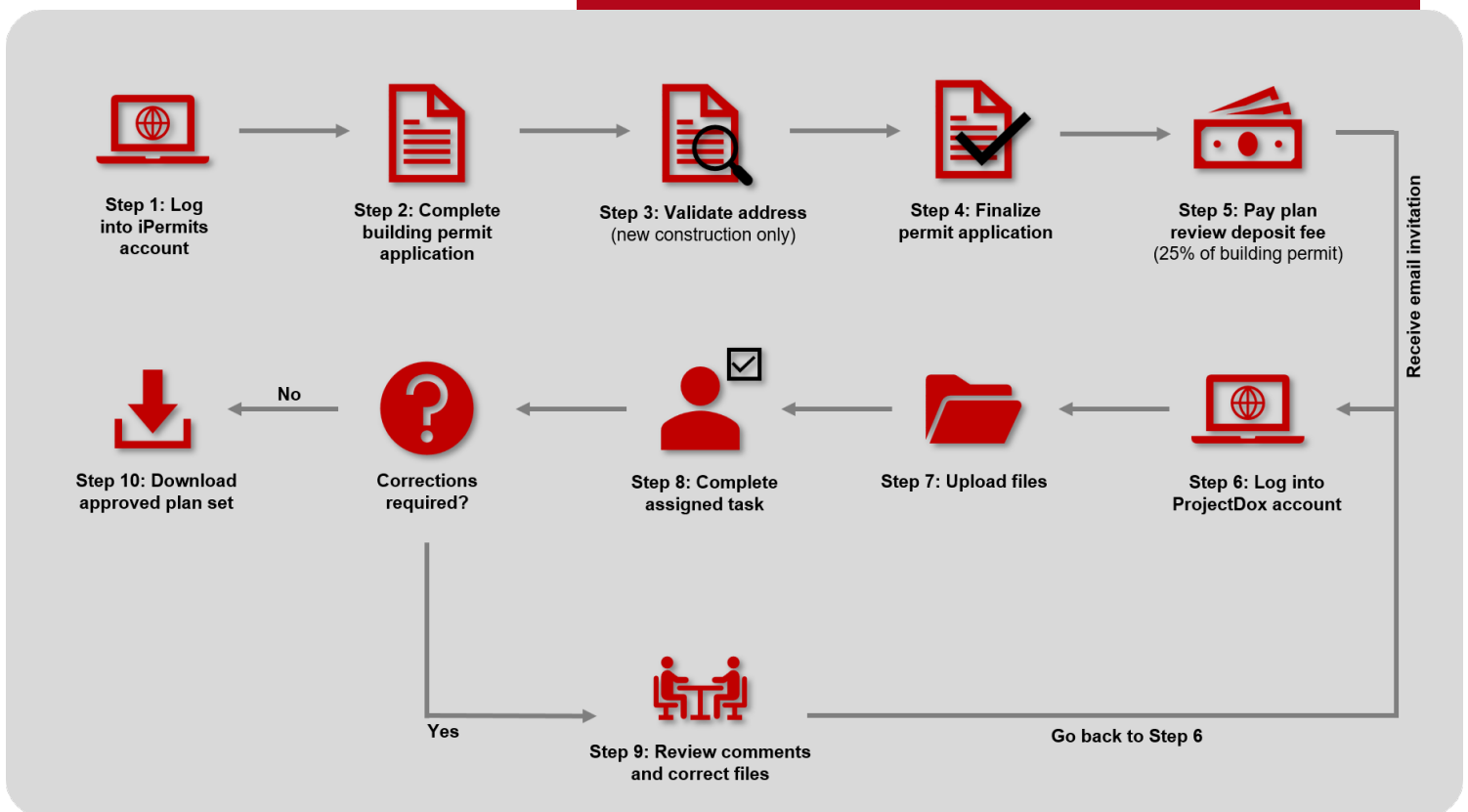
# Overview

## ELECTRONIC PLAN REVIEW

This document will guide first-time users through the electronic plan review (EPR) process for **commercial** buildings. Two online systems are used to complete the steps in the EPR process: iPermits and ProjectDox®.

The iPermits portal is used for the completion of permit applications, address verifications, and payments. The ProjectDox® system is used to upload plans, receive and respond to comments, and download of approved plans.

### ELECTRONIC PLAN REVIEW PROCESS



# 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.

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



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

# Application Process

## COMMERCIAL BUILDING PERMIT APPLICATION

Government | Residents | Business | Departments | Visitors

Planning and Development Services Division [Contractor Menu](#)

### iPermits Online Service Menu

Building Permit Applications

Office of the City Engineer Plan Review Application

**Select the desired Customer**

- Use this entry for sales-orders that do not require a License ▼

Purchase a Trade Permit

Review Your Recent Shopping Cart Entries

User Project Management - List Maintenance

Pay for a Houston Permitting Center shopping cart

Make an Advanced Payment Account Deposit

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

The City of Houston  
Official Site for Houston, Texas

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

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

### 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 01/01/2015 thru 12/23/2019

Application Number	Date	Occupant Name	Street Name/Status Comments	Project Number	Sub Projects	Shopping Cart
00064287	12/22/2019	PRESENTATION FOR PERMITS PORTAL WORKSHOP	911 WASHINGTON AVE TEST 2020 <span style="color: red;">Plan review is incomplete</span>	19147113		
00064254	12/20/2019	TEST FOR AVOLVE	911 WASHINGTON AVE # PROJ D <span style="color: red;">Plan review is incomplete</span>	19147070		
00063610	12/16/2019	TEST-NATOYA	911 WASHINGTON AVE <span style="color: red;">Address validated; Pending Final</span>			
00063460	12/14/2019	TEST FOR ILMS 5.78 UPGRADE AND FEE INCREASE	911 WASHINGTON AVE TEST 5.78A <span style="color: red;">Plan review is incomplete</span>	19144346		
00063454	12/14/2019	TEST FOR ILMS 5.78 UPGRADE AND FEE INCREASE	911 WASHINGTON AVE # 5.78 <span style="color: red;">Plan review is incomplete</span>	19144338		
00063453	12/14/2019	TEST FOR ILMS 5.78 UPGRADE AND FEE INCREASE	911 WASHINGTON AVE # 5.78	19144336		

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

## COMMERCIAL BUILDING PERMIT APPLICATION

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

### Building Applications

Click the button to Toggle the dropdown menus.

Commercial Applications

Electronic Locks

Fire Alarm

Sprinkler

Underground Fire Line Plan Check

**New/Remodel Commercial Building Permit Application**

Site Work Permit Application

Plan Revision Application for an Existing ILMS Project

Deferred Submittal Application for an Existing ILMS Project

Select the **New/Remodel Commercial Building Permit Application** button.

 **The City of Houston**  
Official Site for Houston, Texas

[Home](#) | [I Want To](#) | [Government](#) | [Residents](#) | [Business](#) | [Departments](#)

Public Works and Engineering > Planning and Development Services Division

### Commercial Building Project Application - Address Search

ADDRESS SEARCH OR ASSIGNMENT

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](mailto: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)

Street No:  Street Name:

**Search for Address**

Complete the street number, abbreviated as **Street No**, and **Street Name** fields. Then click the **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*



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

## COMMERCIAL 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](#)

### Commercial Building Project Application - Address Search

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

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

Street List

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

[The needed street name is not listed](#)

[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 | E

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

### Commercial Building Project Application - 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
<a href="#">1000 WASHINGTON AVE 1001</a>	HPC TEST PROJECTS 2, 012
<a href="#">1000 WASHINGTON AVE 102</a>	TEST, PLUMBING PERMIT
<a href="#">1000 WASHINGTON AVE 111</a>	TESTING ELECTRICAL PERMIT
<a href="#">1002 WASHINGTON AVE</a>	CITY OF HOUSTON- PERMITTING CENTER
<a href="#">1002 WASHINGTON AVE -</a>	AIA HOUSTON
<a href="#">1002 WASHINGTON AVE 2ND</a>	CITY OF HOUSTON- PERMITTING CENTER
<a href="#">1002 WASHINGTON AVE 3RD</a>	CITY OF HOUSTON- PERMITTING CENTER
<a href="#">1002 WASHINGTON AVE A</a>	WASHINGTON CAFE
<a href="#">1002 WASHINGTON AVE ACRX</a>	
<a href="#">1002 WASHINGTON AVE B</a>	COH-PWE
<a href="#">1002 WASHINGTON AVE FL 1</a>	CITY OF HOUSTON- PERMITTING CENTER
<a href="#">1002 WASHINGTON AVE FL 2</a>	CITY OF HOUSTON- PERMITTING CENTER
<a href="#">1002 WASHINGTON AVE FL 3</a>	CITY OF HOUSTON- PERMITTING CENTER
<a href="#">1002 WASHINGTON AVE FL 4</a>	CITY OF HOUSTON- PERMITTING CENTER
<a href="#">1002 WASHINGTON AVE SGN</a>	SIGNS
<a href="#">1002 WASHINGTON AVE SIGNS</a>	HOUSTON GREEN RESOURCE CENTER
<a href="#">1002 1/2 WASHINGTON AVE</a>	CITY OF HOUSTON- PERMITTING CENTER
<a href="#">1002 1/2 WASHINGTON AVE SIGNS</a>	SIGNS TEST
<a href="#">1003 WASHINGTON AVE</a>	BIG BROTHERS BIG SISTERS
<a href="#">1003 2/3 WASHINGTON AVE</a>	*****
<a href="#">1010 WASHINGTON AVE</a>	KITCHCO REALTY LTD, ET AL
<a href="#">1010 WASHINGTON AVE SWA</a>	STORM LETTER, APPLICATION

[The needed property address is not listed](#)

[Back](#)

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

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

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

# Application Process

## COMMERCIAL BUILDING PERMIT APPLICATION

**Commercial Building Permit Application - Page 1 of 2**

**Instructions**  
Complete this page in its entirety and click the Save & Continue button to proceed to page 2 of the application. Please note an Unsworn Declaration must also be submitted as part of the Building Permit Application package. Applications without the declaration will not be processed.  
For **Address Assistance**, please contact the [Permits Office](#) or phone 832-394-8899.  
For **General Inquiries**, please contact [Commercial Plan Review](#) or phone 832-394-8810.

**Please read the following information before proceeding**

- Fields marked with "\*" are required.
- Completion of one of the following forms is a prerequisite for the Building Permit Application process.  
[Declaration In Support of Application For City of Houston Building Permit \(Individual\)](#)  
[Declaration In Support of Application For City of Houston Building Permit \(Business Entity\)](#)
- Completion of this form is a prerequisite for the Commercial Plan Review process.  
[Commercial Construction Plan Review Prerequisite Checklist](#)
- Currently, plans and drawings for minor remodels and repairs are not being accepted for Electronic Plan Review and should continue to be submitted as hard copies (paper plans) through the One-Stop section. Please note that submitting One-stop Plans for Electronic Plan Review will trigger a full plan review and could potentially lengthen the approval process.
- Effective October 01, 2019 all commercial applications must be submitted for electronic plan review and as such, manual submission is no longer supported.
- Submittal of false information will result in invalidation of the application.
- Fields marked with "\*" are required.

**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 # \* 1002 Fraction Pre Dir Street Name WASHINGTON Street Type Avenue Post Dir Unit Type Unit #  
City Zip Code\* 77002 County\* Please Select Key Map # # of Stories

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

**Project Information**

Describe the proposed development: Describe the proposed development

**Type of Commercial Structure**

☐ Retail ☐ Office ☐ Warehouse ☐ Parking Garage ☐ Swimming Pool ☐ School ☐ Apartments ☐ Other No. of Units in Building

**Scope of Project**

☐ New Complete Building ☐ Addition ☐ Partial Demolition ☐ New Foundation ☐ Re-Roof (one stop) ☐ Solar Panel Installation ☐ Conversion ☐ Repair (one stop) ☐ Water damage repairs not attributed to hurricane, storm, or flood ☐ Other

**Responsible Parties**

**Applicant Information**

Entity Name Type: Individual ☒ Corporation or Firm ☐  
Last, First Middle: PROJECTDOX, PROJECTDOX, TESTER1  
Mailing Address: Street # 1002 Fraction Pre-Dir WASHINGTON Type Avenue Space  
City: HOUSTON State: TX Zip: 77002  
Phone Number\*: Phone Number: (Numeric Digits Only)  
Email Address\*:

**Relationship to project**

☐ Owner ☐ Contractor ☐ Architect/Designer ☐ Agent ☐ Other

**Owner Information**

Please note: Owner Information must be provided unless you indicate that the applicant is the owner.

Entity Name Type: Individual ☒ Corporation or Firm ☐  
Last, First Middle: Street # Fraction Pre-Dir Street Name Type Space  
Mailing Address: City: State: Zip:  
Contact: Phone Number: Phone Number: (Numeric Digits Only)  
Email Address:

**Save & Continue**

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

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

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



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

# Application Process

## COMMERCIAL BUILDING PERMIT APPLICATION

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

Please read the following information before proceeding

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

**Application**

Application Number: 00064309 Date: 12/23/2019

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

Project Scope: **Remodel, Office**

Present Occupancy: **Remodel, Office**

Proposed Occupancy: **Remodel, Office**

Construction Type: Select the appropriate code

Fire Rating: Select the appropriate code

Square Footage (added): **1002** Total Cost of Improvement: **1002**

Describe the proposed development\*: COMMERCIAL PROJECT TEST

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.

Sprinkler Installed: ☐ Yes ☐ No

Sprinkler Percentage: **1002**

Sprinkler Type: **1002**

TDLR Project No: **1002**

Cost Estimate Requested: ☐ C/O ☐ C/C ☐ None

**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 ☐ The Project Manager is yet to be determined ☐

Last First Middle: **1002**

Street # **1002** Fraction **1002** Pre-Dir **1002** Street Name **1002** Type **1002** Space **1002**

Mailing Address: **1002**

City: **1002** State: **1002** Zip: **1002**

Contact\*: **1002**

Phone Number\*: **1002** Phone Number: **1002** (Numeric Digits Only)

Email Address\*: **1002**

**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 ☐ The General Contractor is yet to be determined ☐

Last, First Middle: **1002**

Street # **1002** Fraction **1002** Pre-Dir **1002** Street Name **1002** Type **1002** Space **1002**

Mailing Address: **1002**

City: **1002** State: **1002** Zip: **1002**

Contact: **1002**

Phone Number: **1002** Phone Number: **1002** (Numeric Digits Only)

Email Address: **1002**

**Save and Continue**

**Reset**

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

Select the appropriate information from the drop down boxes. (If new construction FCC code is required.)

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

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

If known, enter contact information for the Project Manager and General Contractor. Otherwise, select option yet to be determined.

# Application Process

## COMMERCIAL BUILDING PERMIT APPLICATION

The screenshot shows the 'Attach Documents / Finalize Application' page for a commercial building permit application. The header includes the City of Houston logo and navigation links. The page has tabs for 'Application List', 'Application Page 1', 'Application Page 2', 'Documents Attached', and 'Generate PDF'. The 'Project Information' section shows 'Application No: 00064309'. The 'Upload Additional Documents' section includes a note about required attachments (Declaration in support of application for City of Houston building permit and Commercial construction plan review prerequisite checklist) and a warning: 'This page is for application related information; Please do not upload building plans or construction documents.' Below this is a file upload area with three 'Choose File' buttons, each showing 'No file chosen', and a 'Begin Upload' button. A note states 'Note: Uploading documents does not finalize the application.' The 'Copy Feature' section has a 'Copy this Application' button. The 'Application Status' section displays the permit fee calculation: 'Based on your stated \$75,000 dollars total cost of improvement, the calculated permit fee is \$357.71. 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 (\$89.43) plus the \$29.18 admin. fee.' It also includes a certification checkbox and a 'Finalize Application' button.



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

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

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

**DO NOT UPLOAD BUILDING PLANS HERE.**

Plans will be uploaded in ProjectDox®.

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

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

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

Twenty-five percent (25%) of the permit fee is due upon submitting an application.

# Plan Review Deposit Fee

## CREDIT CARD OR E-CHECK

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

Create a New ILMS Shopping Cart

Shopping Cart No: 02218046      Return to Shopping Cart List Maintenance

Created: 11/15/2019

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

Select Sales Orders for Payment							
Sales Order	Type	Date	Holds Appvd	Customer / Contractor of Record (Permit emailed to)	Update Required	Fee / Amount Paid	Select to Pay
02371206	Plan Review Deposit	15-NOV-2019	No Holds	911 WASHINGTON AVE		\$74.33	<input checked="" type="checkbox"/>
<b>Shopping Cart Amount Due</b>						<b>\$74.33</b>	

Recalculate

View the payment transmittal

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.

If application needs to be updated, select sales order number and click **"Delete This Sales Order."**

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. **A receipt will be emailed to you from Chase.** You may need to check your spam or junk folder.

**ILMS Shopping Cart Online Payment Processing**  
Payment Selection

Shopping Cart No: 02218046      Return to Shopping Cart Maintenance

Created: 11/15/2019

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: PROJECTDOX, PROJECTDOX, TESTER1

House #: 1002      Fraction:       Pre-Dir:       Street Name: WASHINGTON      Type: Avenue      Space:

Billing Address: 1002

Billing Zip Code: 77002 - 0000

**Shopping Cart Amount Due** 74.33

Update Payer Information

**Continue the Credit Card/Electronic Check Payment Process**

Please Note: Electronic Check payments cannot be submitted after 8:30 PM.



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

# Plan Review Deposit Fee

## ADVANCED PAYMENT ACCOUNT

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

Shopping Cart No: 02218046 Create a New ILMS Shopping Cart  
Return to Shopping Cart List Maintenance

Created: 11/15/2019

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

Select Sales Orders for Payment							
Sales Order	Type	Date	Holds Appvd	Customer / Contractor of Record (Permit emailed to)	Update Required	Fee / Amount Paid	Select to Pay
02371206	Plan Review Deposit	15-NOV-2019	No Holds	911 WASHINGTON AVE		\$74.33	<input checked="" type="checkbox"/>
<b>Shopping Cart Amount Due</b>						<b>\$74.33</b>	

Recalculate  
View the payment transmittal  
Charge This to My APA Account  
Make Online Payment via Credit Card or Electronic Check

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

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

**ILMS Shopping Cart APA Payment**  
Payment Selection

ILMS Shopping Cart: 02218046 Return to Shopping Cart Maintenance  
Created: 11/15/2019  
E-Pay Completed:

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

Choose the appropriate Advanced Payment Account				
Select	APA Account	Type	Name	Account Balance
<input checked="" type="radio"/>	00046589	SR	PROJECTDOC, TESTER PROJECTDOX	4.10
<b>Shopping Cart Amount Due</b>				<b>\$74.33</b>

Submit APA Payment

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




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



# ProjectDox® Set Up

## NEW USER ACCOUNT



Invitation to Join City of Houston  
Electronic Plan Review System

Rectangular Sign

Dear

Welcome to City of Houston's electronic plan review system. You are receiving this email from the City of Houston Building Code Enforcement in response to the Commercial Building Permit application for project 19059880 or you have been invited into the project by the applicant. Your Project has been created in the ProjectDox system to allow you to upload drawings and documents for review. The ProjectDox system also allows you to check the status of the plan review and departments review comments in real time.

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

Project Number:	19059880
Applicant Name:	
Applicant Email Address:	

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

1. Click on the [Project Access Link](#) and enter your email address and permanent password for secured access to the ProjectDox system.
2. Click on + sign to the left of the *Drawings* folder to expand it and select the appropriate sub folder to upload the drawings. Supported file types are: DWG, DWF, DGN, and PDF etc. However, the preferred file type is vector based PDF.
3. Click the *Upload Files* button and follow the instructions to upload your drawings. Please ensure the files use the required naming conventions (Refer to the File Naming Standards section of the [Commercial User Guide](#)).
4. Click on the *View Folders* button to select the next folder to continue uploading the drawings.
5. Click on + sign to the left of the *Documents* folder to expand it and select the appropriate sub folder to upload the documents.
6. Click the *Upload Files* button and follow the instructions to upload your documents.
7. Select the *View Folders* button to continue uploading the documents into a different folder.

**Applicants continue to steps 8-10**

8. Once all drawings and documents have been uploaded, click on the *Workflow Portals* button.
9. Click the *Applicant Upload* link under the Task column and select OK to accept the task.
10. An electronic form (EForm) will display. You can invite Owners/Agents/Contractors into the project from the *Invite Additional* section. When you are ready to submit your plans to the City of Houston\*\*.

**Contact Information**  
If you have any problems using the site, please contact us at 832-394-9494 or email us at [rmcadd@houstontx.gov](mailto:rmcadd@houstontx.gov).

Please do not reply to this email.

SAMPLE INVITATION

Once the plan review deposit has been paid, an invitation (*see above*) will be sent to the applicant to upload plans into ProjectDox®.

For new users, the invitation will contain a temporary password. Subsequent invitations will not contain a password.

First-time users should note:

- ProjectDox® uses pop-up windows. Configure your browser's pop-up blocker to allow for pop-ups for the ProjectDox® site. If you login but no ProjectDox® window appears, a pop-up blocker is likely still installed.

- Click on the **Install ProjectDox® Components** link on the login page for easy downloading and installation of ActiveX controls (*required for Internet Explorer users only*).
- The login page also has a link for adding a desktop shortcut to the ProjectDox® site, and a link for adding it to your favorites.

Depending upon your organization's security settings, a network administrator or IT department may need to complete the steps required for system set up.

# 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

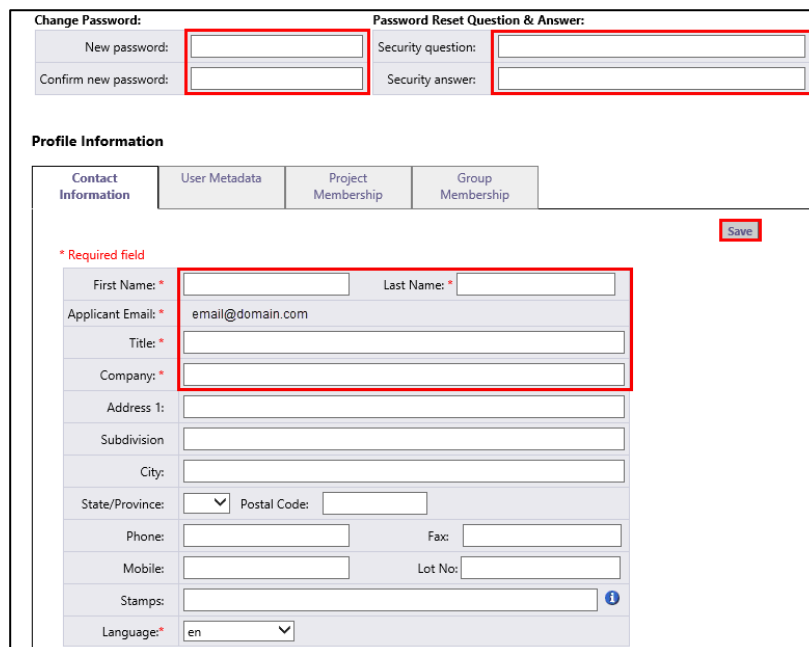
Click the **Save** button to continue onto the home page.



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.





# Navigation Basics

## HOME PAGE LAYOUT

**ProjectDox®**

Active Projects List

15 project(s) out of 596 for Daniel De La Cruz (danieldelacruz@houstontx.gov)

Project	Options	Description	Owner	Status	Create date
18000340		TEST PROJECT	Commercial Building	Approved	6/20/2018 10:14:46 AM
18000341		ELECTRIC LOCKS PLAN REVIEW	Commercial Building	First Submission Pending	6/22/2018 8:39:50 AM
18000343		TEST PROJECT	Commercial Building	Approved	6/26/2018 7:07:33 AM
18000345		TEST PROJECT	Commercial Building	Prescreen Review	6/26/2018 6:42:31 PM
18000346		TEST PROJECT	Commercial Building	First Submission Pending	6/26/2018 6:47:31 PM
18000347		TEST PROJECT DEMO	Commercial Building	First Submission Pending	6/27/2018 10:07:33 AM
18000351		OFFICE REMODEL	Commercial Building	Final Processing	7/5/2018 10:37:51 AM
18000353		REMODEL	Commercial Building	In Review	7/5/2018 11:42:46 AM
18000356		REMODEL - TEST	Commercial Building	Prescreen Review	7/11/2018 8:27:58 AM
18000357		ELECTRIC LOCKS PLAN REVIEW	Commercial Building	First Submission Pending	7/11/2018 9:07:57 AM
18000358		ELECTRIC LOCKS PLAN REVIEW	Commercial Building	First Submission Pending	7/11/2018 10:12:56 AM
18000359		TEST	Commercial Building	Prescreen Review	7/11/2018 10:37:57 AM
18000362		ELECTRIC LOCKS PLAN REVIEW	Commercial Building	First Submission Pending	7/11/2018 2:17:57 PM
18000363		ELECTRIC LOCKS PLAN REVIEW	Commercial Building	First Submission Pending	7/11/2018 2:17:57 PM
18000364		DEFERRED SUBMITTAL TO PROJECT# 15129459			

ProjectFlow Task List

Refresh

TASK	PROJECT	INSTANCE	GROUP	ASSIGNMENT TYPE	STATUS			
Prescreen Review Task	18000244	18000244 - PFlow Commercial Template - 4/20/2018 10:38:29 AM	Permit Tech	FirstInGroup	Pending	Medium	4/25/2018 10:44:11 AM	4/20/2018 10:44:11 AM
Prescreen Review Task	18000359	18000359 - PFlow Commercial Template - 7/11/2018 10:37:57 AM	Permit Tech	FirstInGroup	Pending	Medium	7/16/2018 10:43:31 AM	7/11/2018 10:43:31 AM
Prescreen Review Task	18000379	18000379 - PFlow Commercial Template - 7/12/2018 2:27:59 PM	Permit Tech	FirstInGroup	Accepted	Medium	7/17/2018 2:32:55 PM	7/12/2018 2:32:55 PM

**SAMPLE HOME PAGE**

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 **ProjectFlow 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, Microsoft Edge and Internet Explorer.** It can be used on Windows or Mac devices. However, ProjectDox behaves differently with each browser and works best with Internet Explorer.

# Navigation Basics

## HOME PAGE TOOLBAR



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

- The **Back** and **Forward** buttons function much like the back and forward buttons in a web browser, taking you to the screen you previously or subsequently viewed.
- The **Projects** button will take you back to the home page.
- The **Profile** button will take you to your User Profile, where you can edit your personal information or change your password.
- The **Reload** button will refresh the current page you are on.
- The **Search** button allows you to search for a project based on the key information entered into the Project Info Page, or it allows you to search for keywords within a project.
- The **Help** button takes you to the ProjectDox® Help site. Use the index or search functions to find instructions on specific aspects of ProjectDox®
- The **Logout** button logs you out of ProjectDox®.
- The **Task List** button shows any tasks requiring action from you for all projects in a separate window.

# Standards

## FILE TYPES AND BORDERS

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

### REQUIRED FILES

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

### FILE TYPE STANDARDS

- DOC, DOCX, and PDF files are accepted for calculations, reports, and other supporting documentation (i.e. non-drawing files)
- Flat Files recommended (no layer). Vector PDF and JPEG files will be acceptable for drawings.

### BORDER STANDARDS

- 1" clear border with a 4 ½" title block
- Reserve 2 ½" W X 3 ½" H area on the upper right corner of the drawing (as shown below) for the approval stamp.
- The City of Houston requires that plans be uploaded in an approved format, to scale, with a minimum output dimension of 24" x 36".

### MARKUP NAME AND COLOR STANDARDS

Standard markup names and colors will be used for each reviewing discipline for easy identification. A markup can have more than one changemark. Changemarks are created to quickly identify a markup and associated comments.



Drawings should be uploaded in landscape mode.

# Standards

## FILE NAMING CONVENTIONS

All file names are limited to 70 characters.

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

*Corrected files should always be resubmitted with the SAME FILE NAME as the original submittal. Also, all **CAPS** on naming files.*

**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
Index	I	001-999	1.000 SHEET INDEX
General	G	001-999	G.001 GENERAL NOTES
Demo	D	001-999	D.002 DEMOLITION FLOOR PLANS
Architectural	A	001-999	A.003 SITE PLAN & DETAILS
Landscape	L	001-999	L. 004 IRRIGATION DETAILS
Structural	S	001-999	S.005 FOUNDATION PLANS
Electrical	E	001-999	E.006 FIRST FLOOR POWER PLAN
Plumbing	P	001-999	P.007 LEGEND SCHEDULE & NOTES
HVAC	M	001-999	M.008 LEVEL I HVAC PLAN
Civil	C	001-999	C.009 SWPP PLAN
Health Equipment	K	001-999	K.010 ROOM FINISHES
Electric Locks	EL	001-999	EL.001 PERMIT DRAWINGS
Fire Marshal			
Haz-Mat	HZ	001-999	HZ.001 HAZ-MAT PLANS
High-Pipe	HP	001-999	HP.004 HIGH PILED STORAGE
Standpipes	FP	001-999	FP.005 STANDPIPE
Alarms	FA	001-999	FA.006 SPEC SHEET
Fire Suppression	FS	001-999	
Sprinklers	FS	001-999	FS.001 SPRINKLER EVALUATION
Underground Fire Lines	UL	001-999	FS.001 FIRE LINES

# Standards

## FOLDER STRUCTURE

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

All drawings should be uploaded as single-page files into the **Drawings** folder for each project.

*(ex: 20 electrical pages = 20 files in the electrical drawings sub-folder).*

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

### 1. DRAWINGS

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

### 2. DOCUMENTS

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

### 3. APPROVED

### 4. CHANGEMARK REPORTS

### 5. PDF DESTINATION FOLDER

# File Upload

## FIRST SUBMISSION

ProjectDox

Active Projects List

15 project(s) out of 596 for

Project	Options	Description
<a href="#">18000340</a>	<a href="#">i</a> <a href="#">+</a>	TEST P
<a href="#">18000341</a>	<a href="#">i</a> <a href="#">+</a>	ELECTR
<a href="#">18000343</a>	<a href="#">i</a> <a href="#">+</a>	TEST P
<a href="#">18000345</a>	<a href="#">i</a> <a href="#">+</a>	TEST P
<a href="#">18000346</a>	<a href="#">i</a> <a href="#">+</a>	TEST P

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

19128925

Main Contact: PROJECTDOX TESTER1 PROJECTDOX

Expand current | Collapse |

19128925

- Cover Sheet (1 Files - 0 New)
- Documents
- Drawings
  - Index
  - General
  - Demo
  - Site Plan (1 Files - 1 New)
  - Architectural**
  - Landscape
  - Structural
- Electrical
- Plumbing
- HVAC
- Civil
- Health - Food and B
- Electric Locks
- Fire Marshal
- Fire Suppression
- URBAN FORESTRY

19128925

Main Contact: PROJECTDOX TESTER1 PROJECTDOX

Folder: 19128925\Drawings\Architectural

No files currently exist in **Architectural**.

To upload files into this folder

(1) Click the Upload button below

(2) Follow the instructions in the pop-up window

Large files may take a few minutes to be processed.

Click the Refresh button at the top of the page to refresh your file list view.

View Folders

**Upload Files**

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.

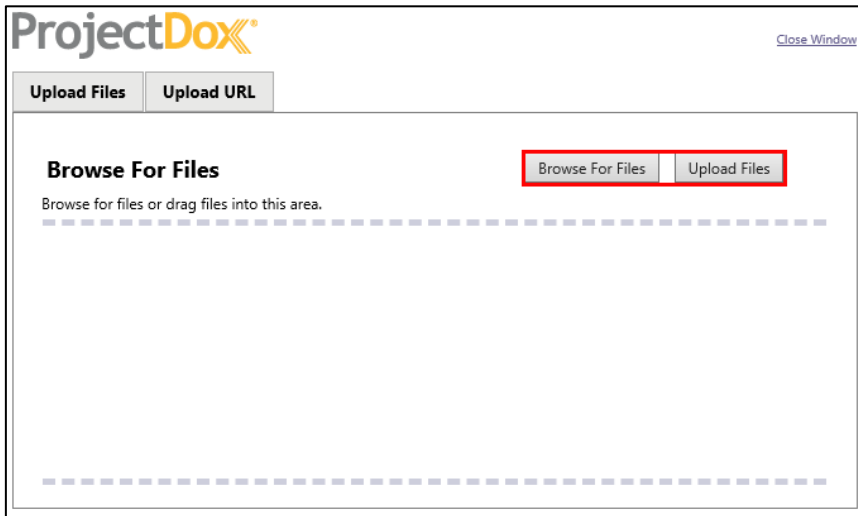
COMMERCIAL USER GUIDE V.7.0

22

HOUSTON PERMITTING CENTER – JAN 2020

# File Upload

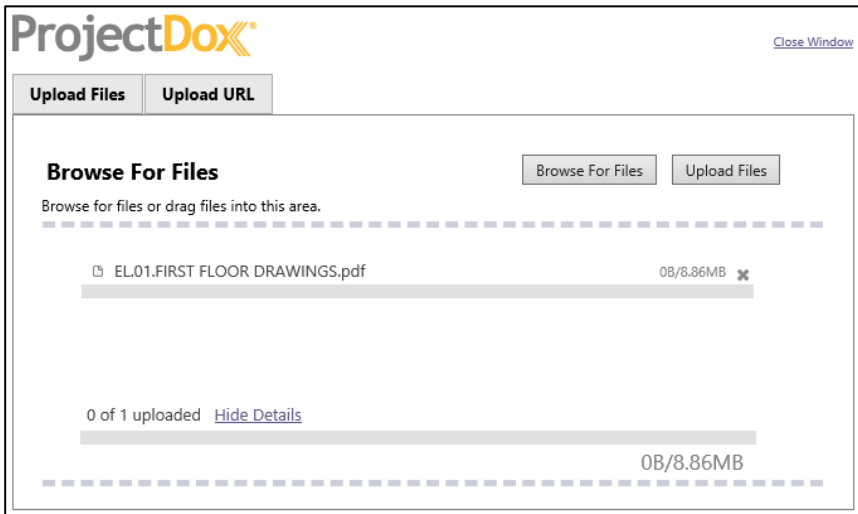
## FIRST SUBMISSION



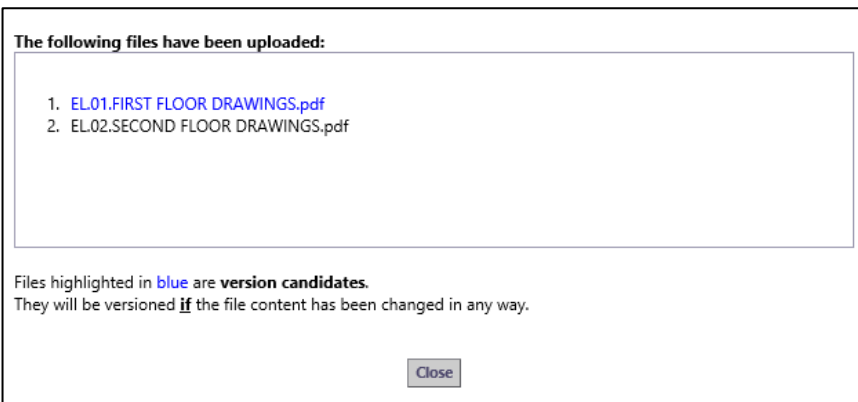
The screenshot shows the ProjectDox File Upload interface. At the top, there's a 'ProjectDox' logo and a 'Close Window' link. Below the logo are two tabs: 'Upload Files' (selected) and 'Upload URL'. The main area is titled 'Browse For Files' and contains the instruction 'Browse for files or drag files into this area.' There are two buttons: 'Browse For Files' and 'Upload Files'. The 'Browse For Files' button is highlighted with a red rectangle. The upload area is empty, with dashed lines indicating where files can be dropped.

By default, up to 200 files or 10GB, whichever comes first. By default, up to 200 files can be uploaded at the same time.

1. Select **Browse For Files** and navigate to the file.
2. Select the file and click Open.
3. Once all files have been selected, click the **Upload Files** button.



The screenshot shows the ProjectDox File Upload interface with a file added. The 'Browse For Files' section now displays a file named 'EL01.FIRST FLOOR DRAWINGS.pdf' with a size of '0B/8.86MB'. Below the file name is a progress bar. At the bottom, it says '0 of 1 uploaded' and 'Hide Details'. The 'Upload Files' button is still visible.



The screenshot shows the ProjectDox File Upload interface with a confirmation message. The message states: 'The following files have been uploaded:'. Below this, there is a list of files: '1. EL01.FIRST FLOOR DRAWINGS.pdf' and '2. EL02.SECOND FLOOR DRAWINGS.pdf'. The first file is highlighted in blue. Below the list, there is a note: 'Files highlighted in blue are version candidates. They will be versioned if the file content has been changed in any way.' At the bottom, there is a 'Close' button.

# File Upload

## FIRST SUBMISSION

**ProjectDox**

**15084124**

Main Contact: TEST VOLT ELECTRICAL

Folder: [15084124\Drawings\Architectural](#) TEST PROJECT 3 FOR LOVETT HOMES

[View Folders](#) [Upload Files](#)

Current Sort: - Select -

File Name	Upload Date	File Size	User
<input type="checkbox"/> A_001.pdf	8/29/2015 4:33:29 PM	85 KB	Katie Hassett
<input type="checkbox"/> A_002.pdf	8/29/2015 4:33:30 PM	96 KB	Katie Hassett

Project Info	
Project Name:	15084124
Description:	TEST PROJECT 3 FOR LOVETT HOMES
Project Image:	No image exists
Map Config Name:	
County:	HARRIS
Applicant Name:	TEST VOLT ELECTRICAL
Applicant Email:	
Phone:	
Block No:	
Lot No:	
Project Owner:	<a href="#">Residential Building</a>

Once files are uploaded into a folder, thumbnail images of the files will be visible. Next to each thumbnail is the filename, upload date and time, file size, and name of the user who uploaded that file.

If a file is uploaded into the wrong folder, select the red “X” icon next to the thumbnail image to delete a single file. To delete all files in a folder, check the box at the top of the list and then click on delete icon to the right of the box.

**The ability to delete files is permitted on the first submission only.** Individuals invited into a project will not have this ability and should contact the main applicant to delete files.

To upload files into another folder, click on the **View Folders** button to return to the project’s main page. Repeat the process until all drawings and documents are uploaded into their respective folders.



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



# Completing the Submittal

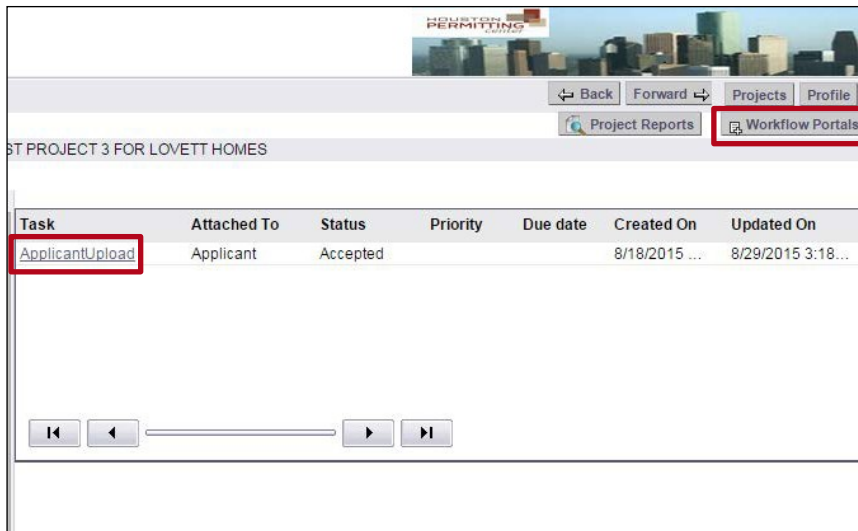
## APPLICANT UPLOAD

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

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

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

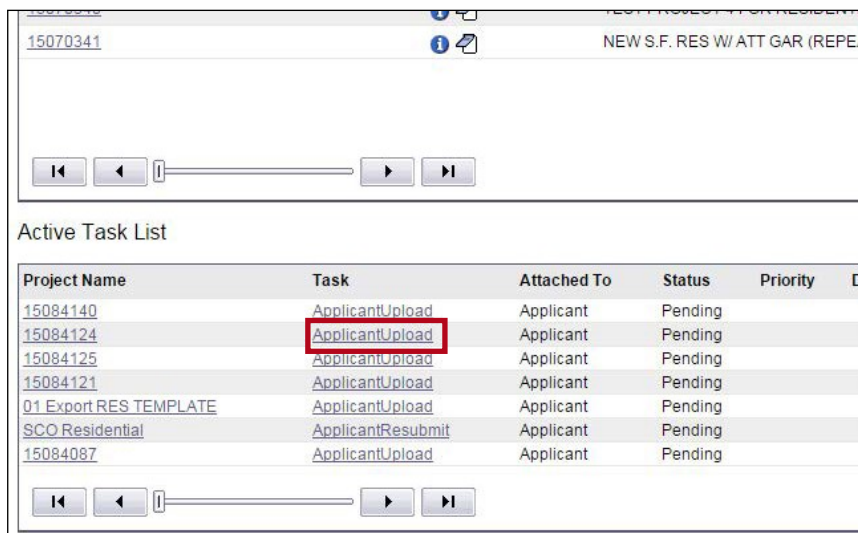
To notify the City of Houston that your plans are ready for pre-screen, the applicant must complete the **ApplicantUpload** task.



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

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

The eForm will pop-up in a separate window.



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

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

The eForm will pop-up in a new window.

# Completing the Submittal

## APPLICANT UPLOAD

The screenshot shows the 'APPLICANT UPLOAD' form with the 'Invite User' tab selected. The form has a navigation bar with tabs: Review Information, Permit Information, HOLD Data, Resources, and Invite User. Below the tabs, there are two sections: 'Additional Team Members' and 'Remove Team Members'. The 'Additional Team Members' section has a table with columns: First Name, Last Name, Email, and Invite to Group. The 'Invite to Group' column has a dropdown menu with 'Owner\_Agent\_Contractors' selected and an 'Invite User' button. The 'Remove Team Members' section has a table with columns: Remove from Group and User. The 'Remove from Group' column has a dropdown menu with 'Owner\_Agent\_Contractors' selected and a 'Remove User' button. Below the tables, there is a 'Task Instructions' section with a checkbox labeled 'I have uploaded all required drawings and/or documents.' and a button labeled 'Upload Complete - Notify the City of Houston'.

The screenshot shows the 'APPLICANT UPLOAD' form with the 'Review Information' tab selected. The form has a navigation bar with tabs: Review Information, Permit Information, HOLD Data, Resources, and Invite User. Below the tabs, there is a large text area containing project information: Project Name: 15055670, Project Description: TEST PJ, Coordinator: Commercial Building, Review Cycle: 0, Workflow/Activity Name: Commercial\_Residential Workflow/Applicant Upload, and Current User Login: . Below the text area, there is a 'Task Instructions' section with a checkbox labeled 'I have uploaded all required drawings and/or documents.' and a button labeled 'Upload Complete - Notify the City of Houston'.

Through the eForm, the main applicant can invite individuals into the project. Enter the individual's name and email address and then click on the **Invite** link. An email will be sent to the user to create an account.

Invited users will have the ability to upload and view files, but cannot complete a task (*i.e. no access to the eForm*). Invited project members will also receive the same email notifications that the main applicant receives as the project moves through the workflow.

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

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

# Pre-Screen Review

## PROCESS OVERVIEW

During the pre-screen review, a permit tech will review the uploaded files for completeness and compliance with the standards.

If you have met the submittal requirements, you will receive a **Prescreen Approved** email and your submittal is ready for the formal review process. The City's Review Coordinator (RC) group will assign the formal review to all required disciplines and departments.

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

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

From: [redacted] Sent: Fri 9/13/2018 10:00 AM  
To: [redacted]  
Cc: [redacted]  
Subject: ProjectDox Review Correction Request Task Assignment for [redacted]

**ProjectDox**  
Review Correction Request Task Assignment

**Attention [redacted]:**

Your plan review submission for Project: [redacted] has been reviewed and corrections have been requested. You may review correction comments and requirements by accessing the ProjectDox site.

When corrected plans and/or documents are ready for re-submittal, please [Login to ProjectDox](#) and follow the instructions provided for re-submittal.

Please be advised when re-submitting plans and/or documents:

- All corrections must be uploaded using the same file names as the original submittal
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested
- Please make corrections within 180 days of this notice to prevent your application from expiring.

Project:	[redacted]
Description:	[redacted]
Task:	ApplicantResubmit
Assigned by:	[redacted]

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

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

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

SAMPLE CORRECTIONS EMAIL

# Pre-Screen Review

## CORRECTION COMPLETE TASK

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

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

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

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

# Review of Plans

## PROCESS OVERVIEW

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

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

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

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

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

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

Workflow Instance: 19086824 - Pflow COM Template - 7/20/2019 9:57:36 AM

View Report

1 of 1 100% Find | Next



### Department Review Status Report

**Project Name:** 19086824

**Workflow Started:** 07/20/2019 9:57 AM

**Report Generated:** 07/20/2019 10:59 AM

Cycle	Department
1	Structural (330)
	Oversight
2	Structural (330)
	Oversight
3	Structural (330)
	Oversight

### Department Review Status Report

**Project Name:** 19086824

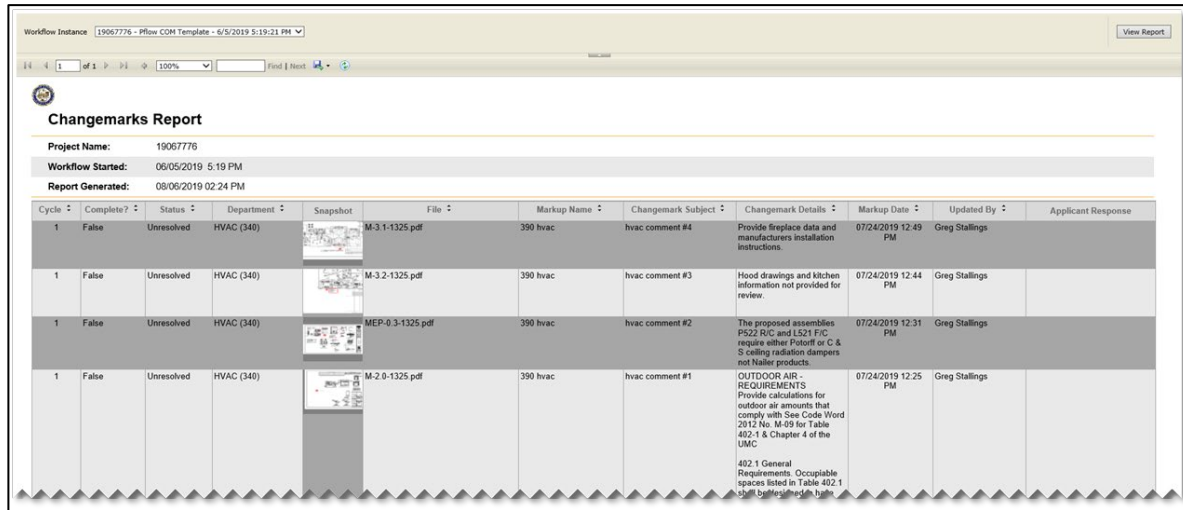
**Workflow Started:** 07/20/2019 9:57 AM





**Report Generated:** 07/20/2019 11:11 AM

Cycle	Department	Reviewer	Email	Status
1	Structural (330)			No Review
	Oversight	Review Name	email@houstontx.gov	No Review
2	Structural (330)			No Review
	Oversight	Review Name	email@houstontx.gov	No Review
3	Structural (330)			Rejected
	Oversight			

# Review of Plans

## APPLICANT RESUBMIT TASK



Cycle	Complete?	Status	Department	Snapshot	File	Markup Name	Changemark Subject	Changemark Details	Markup Date	Updated By	Applicant Response
1	False	Unresolved	HVAC (340)		M-3.1-1325.pdf	390 hvac	hvac comment #4	Provide fireplace data and manufacturers installation instructions.	07/24/2019 12:49 PM	Greg Stallings	
1	False	Unresolved	HVAC (340)		M-3.1-1325.pdf	390 hvac	hvac comment #3	Hood drawings and Kitchen information not provided for review.	07/24/2019 12:44 PM	Greg Stallings	
1	False	Unresolved	HVAC (340)		MEP-0.3-1325.pdf	390 hvac	hvac comment #2	The proposed assemblies PS22 R/C and LS21 P/C require either Polotoff or C & S ceiling radiation dampers not Nailer products.	07/24/2019 12:31 PM	Greg Stallings	
1	False	Unresolved	HVAC (340)		M-2.0-1325.pdf	390 hvac	hvac comment #1	OUTDOOR AIR - REQUIREMENTS Provide calculations for outdoor air amounts that comply with See Code Word 2012 No. M-09 for Table 402.1 & Chapter 4 of the UMC.  402.1 General Requirements, Occupiable spaces listed in Table 402.1 shall be designed to have	07/24/2019 12:25 PM	Greg Stallings	

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

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

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

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

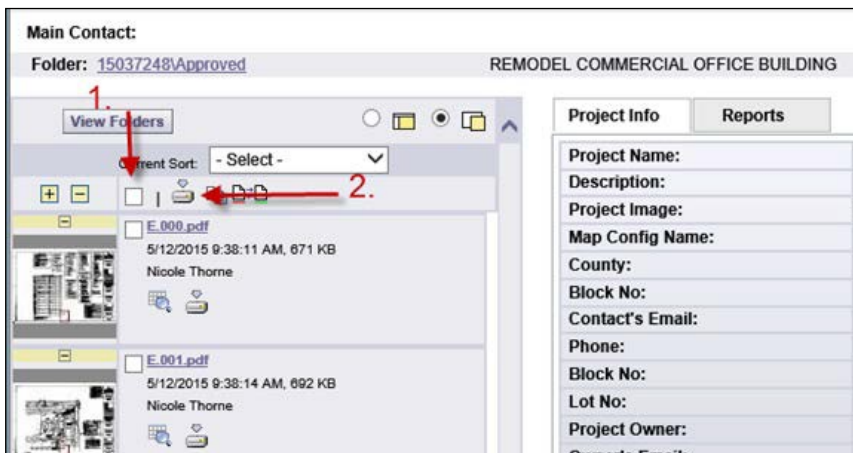
If any one of the departments rejects the review, **Applicant Resubmit** step will be repeated until all the departments approve.



# Download Plans

## APPROVED PLAN SET

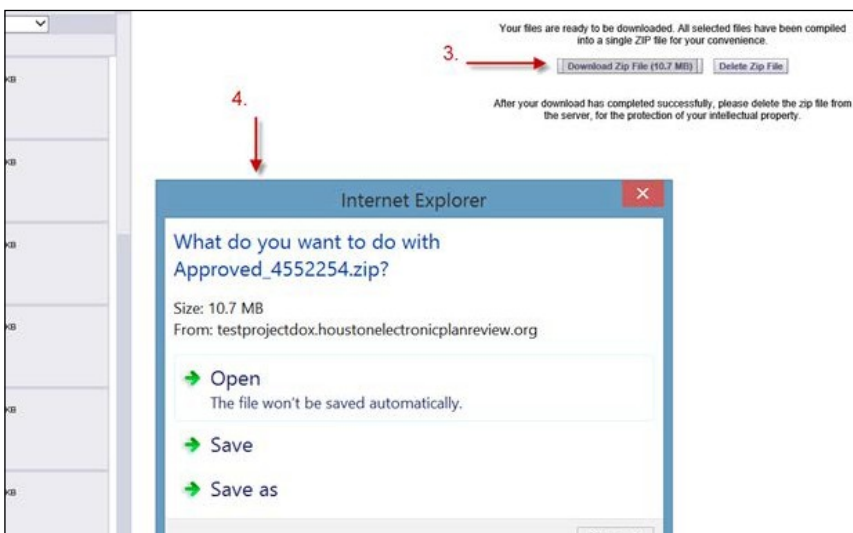
After all departments have approved their review, each page of the approved plan set will be stamped with the City of Houston seal in red, and a cover sheet will be stamped by each individual reviewer. An email will be sent indicating the files are available for download in the **Approved** folder. It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



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

Uncheck any pages that you do not want to download.

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



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

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

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

# Plan Review Revision

## APPLICATION PROCESS

The process of setting up a revision is similar to setting up a new project on the iPermits Portal.

**iPermits Online Service Menu**

Building Permit Applications
Office of the City Engineer Plan Review Application

Logon to iPermits and click on **Building Permit Applications**.

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

[Begin New Application](#)

On the next screen click on **Begin New Application**.

Commercial Applications

Electronic Locks
Fire Alarm
Sprinkler
Underground Fire Line Plan Check
New/Remodel Commercial Building Permit Application
Site Work Permit Application
Plan Revision Application for an Existing ILMS Project
Deferred Submittal Application for an Existing ILMS Project

Click on **Commercial Applications**. From the list of available applications, please select the **“Plan Revision Application for an Existing ILMS Project”**.

**Plan Revision Project Lookup**

Please enter the project number that needs revision

**Project #**

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



# Plan Review Revision

## APPLICATION PROCESS

### Plan Revision Project Verification

Please review and confirm this is the project requiring revision

Project Number: **19116541**

Address: 911 WASHINGTON AVE # 5.74

Description: ELECTRIC LOCKS PLAN REVIEW

Applicant Name: PROJECTDOX, PROJECTDOX TESTER

Submittal(s): These plans were submitted: 10/25/2019

Approval Date: These plans were approved for permitting on: 10/25/2019

Plan Location: Plans were returned to applicant on 10/25/2019

**Begin the plan revision project application process**

Back

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

### Commercial Plan Review Revision Application

Project/Situs Information

Project Number: **19116541**

Application Number: **00055544**

Name on Situs: TEST FOR ILMS CLIENT VERSION 5-74 UPGRADE

Property Address: 911 WASHINGTON AVE # 5.74

City/State/Zip: HOUSTON, TX 77002

Project Use: ELECTRIC LOCKS PLAN REVIEW

Estimated Valuation: \$0

Are you adding additional scope of work not originally covered in the project?

Yes: ☐ No: ☒

Are you adding square footage to the original foot print 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

Answer the following 6 questions to find out 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.

# Plan Review Revision

## QUALIFICATION

If you answer, “**No**” to all the 6 questions, you qualify for a revision. Click the **Submit** button to continue. 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.

Commercial Plan Review Revision Application

Project/Situs Information

Project Number: 19116541

Application Number: 00055544

Name on Situs: TEST FOR ILMS CLIENT VERSION 5-74 UPGRADE

Property Address: 911 WASHINGTON AVE # 5.74

City/State/Zip: HOUSTON, TX 77002

Project Use: ELECTRIC LOCKS PLAN REVIEW

Estimated Valuation: \$0

Are you adding additional scope of work not originally covered in the project?

Yes: ☐ No : ☒

Are you adding square footage to the original foot print 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% (\$0) of additional cost valuation to the original cost of improvements

Yes: ☐ No : ☒

You qualify for a Project Revision.

Submit

# Plan Review Revision

## PAYMENT PROCESS

Select the appropriate payment method to pay for the revision.

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

Create a New ILMS Shopping Cart

Shopping Cart No: 02190070

Return to Shopping Cart List Maintenance

Created: 10/28/2019

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

Select Sales Orders for Payment							
Sales Order	Type	Date	Holds Appvd	Customer / Contractor of Record (Permit emailed to)	Update Required	Fee / Amount Paid	Select to Pay
02340822	Plan Revision	28-OCT-2019	No Holds	911 WASHINGTON AVE # 5.74		\$110.90	<input checked="" type="checkbox"/>
<b>Shopping Cart Amount Due</b>						<b>\$110.90</b>	

Recalculate

View the payment transmittal

Charge This to My APA Account

Make Online Payment via Credit Card or Electronic Check

If you select, **Make Online Payment via Credit Card or Electronic Check**, you will be transferred to the ILMS Shopping Cart Online Payment Processing screen where you will enter the payer information.

Click the **Update Payer Information** button then click the **Continue the Credit Card/Electronic Check Payment** process button.

**ILMS Shopping Cart Online Payment Processing**  
Payment Selection

Shopping Cart No: 02190070

Return to Shopping Cart Maintenance

Created: 10/28/2019

Payment Processed:

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.

CC Holder Type: Individual ☒ Corporation or Firm ☐

Last, First Middle: PROJECTDOX, PROJECTDOX, TESTER

House # Fraction Pre-Dir Street Name Type Space

Billing Address: 1002    WASHINGTON Avenue 2

Billing Zip Code: 77002 - 0000

**Shopping Cart Amount Due** 110.90

Update Payer Information

Continue the Credit Card/Electronic Check Payment Process

Please Note: Electronic Check payments cannot be submitted after 8:30 PM.

You will be transferred to the Chase® PayConnexion website where you will enter your credit card information or electronic check information and complete the transaction.

# Plan Review Revision

## PAYMENT PROCESS

**ILMS Shopping Cart APA Payment**

Payment Selection

ILMS Shopping Cart: 02190070 [Return to Shopping Cart Maintenance](#)

Created: 10/28/2019

E-Pay Completed:

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

Select	APA Account	Type	Name	Account Balance
<input checked="" type="radio"/>	00046589	SR	PROJECTDOC, TESTER PROJECTDOX	3,150.64
<input type="radio"/>	12345678	ENG	TEST ENGINEER	1,818.30
<b>Shopping Cart Amount Due</b>				<b>\$110.90</b>

[Submit APA Payment](#)

If you select **Charge this to my APA Account**, you will be transferred to the ILMS Shopping Cart APA Payment screen.

Select the APA by clicking on the radio button besides it and then click the **Submit APA Payment** button

**ILMS Shopping Cart APA Payment**

Payment Selection

ILMS Shopping Cart: 02190070 [Return to Shopping Cart Maintenance](#)

Created: 10/28/2019

E-Pay Completed:

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

Select	APA Account	Type	Name	Account Balance
<input type="radio"/>	00046589	SR	PROJECTDOC, TESTER PROJECTDOX	3,150.64
<input type="radio"/>	12345678	ENG	TEST ENGINEER	1,818.30
<b>Shopping Cart Amount Due</b>				<b>\$110.90</b>

[Submit APA Payment](#)

Once the payment is made, select the **“Return to Shopping Cart List Maintenance”** button to view the project number for this revision.

**Permits Shopping Cart Maintenance**

Sales Order Payment Selection

[Create a New ILMS Shopping Cart](#)

Shopping Cart No: 01103296 [Return to Shopping Cart List Maintenance](#)

Created: 05/11/2016

This Shopping Cart has been processed.

You should receive an email inviting you to upload your plans. Upon receipt, follow the instructions outlined in the email to upload the pertinent drawings and supporting documentation to the City's 'Electronic Plan Review'

Please note: document repository. The application review process is dependent on you completing this task. No action will be taken by the City until the upload activity is complete.

Confirmation-No: APA: 824-SR Payment Processed 05/11/2016 16:27:20.69

Sales Order	Type	Date	Holds Appvd	Customer / Contractor of Record (Permit emailed to)	Update Required	Fee / Amount Paid	Select to Pay
01170676	Plan Revision	11-MAY-2016	Processed	911 WASHINGTON AVE ILMS Project No: 16000327		\$102.71	<input checked="" type="checkbox"/>
<b>Shopping Cart Amount Paid</b>						<b>\$102.71</b>	

[Display the Building Application List Maintenance](#)

The project number will appear in red font in the iPermits Shopping Cart Maintenance screen. You will then receive an invitation email from ProjectDox® to upload your plans.

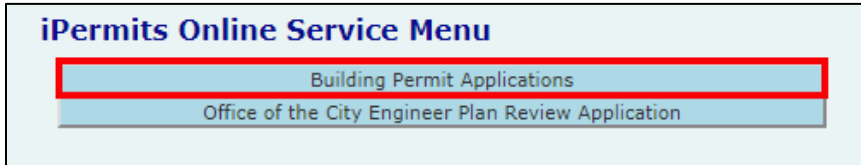
Login to ProjectDox® system to upload the drawings and documents. Submit them for the revision plan review.

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

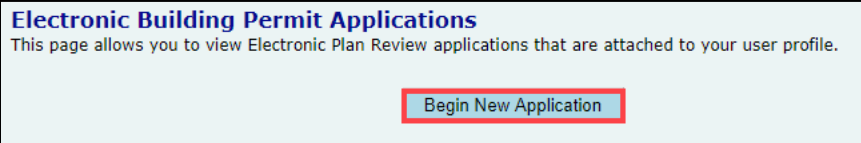
# Deferred Submittals

## APPLICATION PROCESS

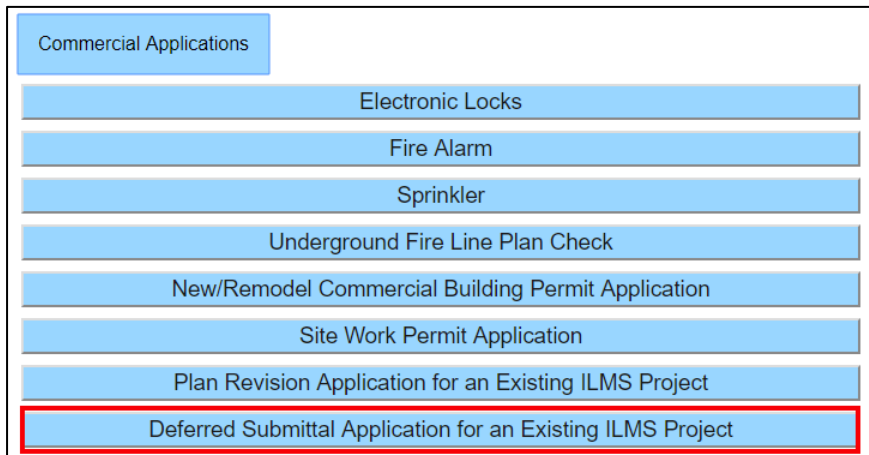
The process of setting up a revision is similar to setting up a new project on the iPermits Portal.

A screenshot of the iPermits Online Service Menu. The menu has a title "iPermits Online Service Menu" in blue. Below the title, there are two buttons: "Building Permit Applications" and "Office of the City Engineer Plan Review Application". The "Building Permit Applications" button is highlighted with a red rectangular border.

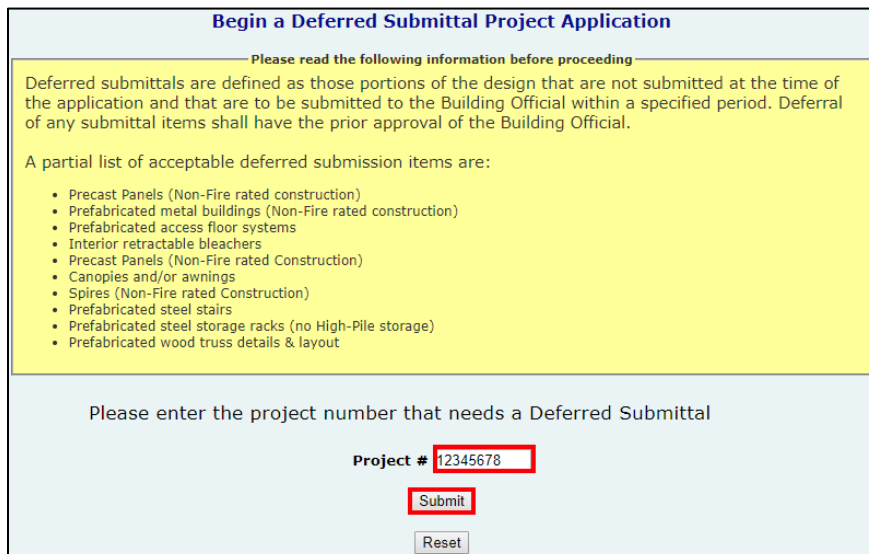
Logon to iPermits and click on **Building Permit Applications**.

A screenshot of the "Electronic Building Permit Applications" page. The page title is "Electronic Building Permit Applications" in blue. Below the title, there is a subtitle: "This page allows you to view Electronic Plan Review applications that are attached to your user profile." At the bottom of the page, there is a button labeled "Begin New Application" which is highlighted with a red rectangular border.

On the next screen click on **Begin New Application**.

A screenshot of the "Commercial Applications" page. The page has a title "Commercial Applications" in blue. Below the title, there is a list of application types, each in a blue button: "Electronic Locks", "Fire Alarm", "Sprinkler", "Underground Fire Line Plan Check", "New/Remodel Commercial Building Permit Application", "Site Work Permit Application", "Plan Revision Application for an Existing ILMS Project", and "Deferred Submittal Application for an Existing ILMS Project". The "Deferred Submittal Application for an Existing ILMS Project" button is highlighted with a red rectangular border.

Click on **Commercial Applications**. From the list of available applications, please select the **“Plan Revision Application for an Existing ILMS Project”**.

A screenshot of the "Begin a Deferred Submittal Project Application" form. The form has a title "Begin a Deferred Submittal Project Application" in blue. Below the title, there is a subtitle: "Please read the following information before proceeding". The main content area is yellow and contains text explaining deferred submittals and a list of acceptable deferred submission items. Below the yellow area, there is a text input field labeled "Please enter the project number that needs a Deferred Submittal". The input field contains the text "Project # 12345678" and is highlighted with a red rectangular border. Below the input field, there are two buttons: "Submit" and "Reset". The "Submit" button is highlighted with a red rectangular border.

Enter the **project number** and select the **Submit** button to verify the project information and begin the application process.

# Deferred Submittals

## APPLICATION PROCESS

**Deferred Submittal Project Verification**

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

Project Number: **19116523**

Address: 911 WASHINGTON AVE # 5.74

Description: REMODEL, OFFICE

Applicant Name: PROJECTDOX, PROJECTDOX TESTER

Submittal(s): These plans were submitted: 10/21/2019

Approval Date: These plans were approved for permitting on: 10/28/2019

Plan Location: Plans were returned to applicant on 10/28/2019

Begin the project application process

Back

Click the button “**Begin the project application process**” to start the deferred submittal application.

**Deferred Submittal Project Application**

Project/Situs Information

Project Number: **19116523** Application Number: **00055524**

Name on Situs: TEST FOR ILMS CLIENT VERSION 5-74 UPGRADE

Property Address: 911 WASHINGTON AVE # 5.74

City/State/Zip: HOUSTON, TX 77002

Project Use: REMODEL, OFFICE

Estimated Valuation: \$150,000 Improvement Square Footage: 10,000

Please select the appropriate deferred items pertaining to this application

Select	Description
<input type="checkbox"/>	Precast Panels (Non-Fire rated construction)
<input type="checkbox"/>	Prefabricated metal buildings (Non-Fire rated construction)
<input checked="" type="checkbox"/>	Prefabricated access floor systems
<input type="checkbox"/>	Interior retractable bleachers
<input type="checkbox"/>	Precast Panels (Non-Fire rated Construction)
<input type="checkbox"/>	Canopies and/or awnings
<input type="checkbox"/>	Spires (Non-Fire rated Construction)
<input checked="" type="checkbox"/>	Prefabricated steel stairs
<input type="checkbox"/>	Prefabricated steel storage racks (no High-Pile storage)
<input type="checkbox"/>	Prefabricated wood truss details & layout

Other #1

Other #2

Other #3

Please note The item(s) selected MUST have been identified as deferred submissions during the plan review process of the project mentioned above.

For additional information click the following link to view the deferral request form which as already mentioned should be completed and included as part of the original project application. [Deferral Submission Request](#)

Submit

Select the appropriate deferred items from the list and click on **Submit** button.

**NOTE:** All items designated with an asterisk (\*) in the table require a City of Houston Approved Fabricator. To obtain a list of approved fabricators please [click here](#).

# Deferred Submittals

## PAYMENT PROCESS

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

Create a New ILMS Shopping Cart

Shopping Cart No: 02190070 Return to Shopping Cart List Maintenance

Created: 10/28/2019

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

Select Sales Orders for Payment							
Sales Order	Type	Date	Holds Appvd	Customer / Contractor of Record (Permit emailed to)	Update Required	Fee / Amount Paid	Select to Pay
02340822	Plan Revision	28-OCT-2019	No Holds	911 WASHINGTON AVE # 5.74		\$110.90	<input checked="" type="checkbox"/>
<b>Shopping Cart Amount Due</b>						<b>\$110.90</b>	

Recalculate

View the payment transmittal

Charge This to My APA Account

Make Online Payment via Credit Card or Electronic Check

Select the appropriate payment method to pay for the deferred submittal

**ILMS Shopping Cart Online Payment Processing**  
Payment Selection

Shopping Cart No: 02190070 Return to Shopping Cart Maintenance

Created: 10/28/2019

Payment Processed:

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.

CC Holder Type: Individual ☒ Corporation or Firm ☐

Last, First Middle: PROJECTDOX PROJECTDOX TESTER

House # Fraction Pre-Dir Street Name Type Space

Billing Address: 1002 WASHINGTON Avenue 2

Billing Zip Code: 77002 - 0000

**Shopping Cart Amount Due 110.90**

Update Payer Information

Continue the Credit Card/Electronic Check Payment Process

Please Note: Electronic Check payments cannot be submitted after 8:30 PM.

If you select, **Make Online Payment via Credit Card or Electronic Check**, you will be transferred to the ILMS Shopping Cart Online Payment Processing screen where you will enter the payer information.

Click the **Update Payer Information** button then click the **Continue the Credit Card/Electronic Check Payment process** button.

You will be transferred to the Chase® PayConnexion website where you will enter your credit card information or electronic check information and complete the transaction.

# Deferred Submittals

## PAYMENT PROCESS

**ILMS Shopping Cart APA Payment**

Payment Selection

ILMS Shopping Cart: 02190070 [Return to Shopping Cart Maintenance](#)

Created: 10/28/2019

E-Pay Completed:

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

Select	APA Account	Type	Name	Account Balance
<input checked="" type="radio"/>	00046589	SR	PROJECTDOC, TESTER PROJECTDOX	3,150.64
<input type="radio"/>	12345678	ENG	TEST ENGINEER	1,818.30
<b>Shopping Cart Amount Due</b>				<b>\$110.90</b>

[Submit APA Payment](#)

If you select **Charge this to my APA Account**, you will be transferred to the ILMS Shopping Cart APA Payment screen.

Select the APA by clicking on the radio button besides it and then click the **Submit APA Payment** button

**ILMS Shopping Cart APA Payment**

Payment Selection

ILMS Shopping Cart: 02190070 [Return to Shopping Cart Maintenance](#)

Created: 10/28/2019

E-Pay Completed:

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

Select	APA Account	Type	Name	Account Balance
<input checked="" type="radio"/>	00046589	SR	PROJECTDOC, TESTER PROJECTDOX	3,150.64
<input type="radio"/>	12345678	ENG	TEST ENGINEER	1,818.30
<b>Shopping Cart Amount Due</b>				<b>\$110.90</b>

[Submit APA Payment](#)

Once the payment is made, select the **“Return to Shopping Cart List Maintenance”** button to view the project number for this revision.

**iPermits Shopping Cart Maintenance**

Sales Order Payment Selection

[Create a New ILMS Shopping Cart](#)

Shopping Cart No: 02190070 [Return to Shopping Cart List Maintenance](#)

Created: 10/28/2019 This Shopping Cart has been processed.

You should receive an email inviting you to upload your plans. Upon receipt, follow the instructions outlined in the email to upload the pertinent drawings and supporting documentation to the City's 'Electronic Plan Review' document repository. The application review process is dependent on you completing this task. No action will be taken by the City until the upload activity is complete.

Please note:

Confirmation-No: X75PMT000002424 Payment Processed 10/28/2019 11:48:30.32

Sales Order	Type	Date	Holds Appvd	Customer / Contractor of Record (Permit emailed to)	Update Required	Fee / Amount Paid	Select to Pay
02340822	Plan Revision	28-OCT-2019	Processed	911 WASHINGTON AVE # 5.74 ILMS Project No: 19116343		\$110.90	<input checked="" type="checkbox"/>
<b>Shopping Cart Amount Paid</b>						<b>\$110.90</b>	

[Display the Building Application List Maintenance](#)

The project number will appear in red font in the iPermits Shopping Cart Maintenance screen. You will then receive an invitation email from ProjectDox® to upload your plans.

Login to ProjectDox® system to upload the drawings and documents. Submit them for the revision plan review.



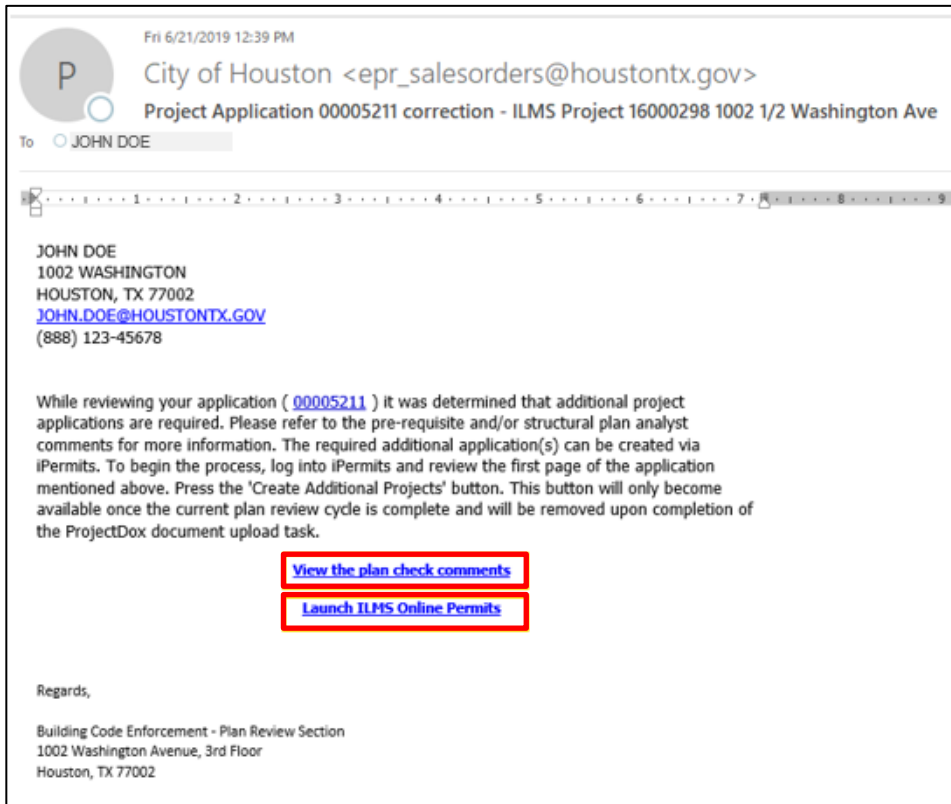
# Additional Permit Applications for Subprojects

## CORRECTION REQUEST

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

View the comments from structural plan analyst by clicking **View the plan review comments** from the email.

Use the link **Launch ILMS Online Permits** to login to iPermits.



Electronic Building Permit Applications						
This page allows you to view Electronic Plan Review applications that are attached to your user profile.						
<a href="#">Begin New Application</a>						
Existing Applications						
Dates from 01/01/2015 thru 10/28/2019						
Application Number	Date	Occupant Name	Street Name/Status Comments	Project Number	Sub Projects	Shopping Cart
00055544	10/25/2019	TEST FOR ILMS CLIENT VERSION 5-74 UPGRADE	This is a master project 911 WASHINGTON AVE # 5.74	19116541	2	
00055533	10/22/2019	**TEST PROJECT	911 1/2 WASHINGTON AVE Plan review is incomplete	19116533		
00055532	10/21/2019	TEST FOR ILMS UPGRADE 5.74 - NATOYA	911 WASHINGTON AVE # 5.74	19116532		
00055530	10/21/2019	TEST FOR ILMS UPGRADE 5.74 - NATOYA	911 WASHINGTON AVE # 5.74	19116529		

From the list of existing applications, click on the appropriate application number (specified in the email).

# Additional Permit Applications for Subprojects

## CORRECTION REQUEST

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

### Commercial Building Permit Application - Page 1 of 2

**Instructions**  
Complete this page in its entirety and click the Save & Continue button to proceed to page 2 of the application. Please note an Unsworn Declaration must also be submitted as part of the Building Permit Application package. Applications without the declaration will not be processed.  
For **Address Assistance**, please contact the [Permits Office](#) or phone 832-394-8899.  
For **General Inquiries**, please contact [Commercial Plan Review](#) or phone 832-394-8810.

**Please read the following information before proceeding**


- Fields marked with "\*" are required.
- Completion of one of the following forms is a prerequisite for the Building Permit Application process.  
[Declaration In Support of Application For City of Houston Building Permit \(Individual\)](#)  
[Declaration In Support of Application For City of Houston Building Permit \(Business Entity\)](#)
- Completion of this form is a prerequisite for the Commercial Plan Review process.  
[Commercial Construction Plan Review Prerequisite Checklist](#)
- Currently, plans and drawings for minor remodels and repairs are not being accepted for Electronic Plan Review and should continue to be submitted as hard copies (paper plans) through the One-Stop section. Please note that submitting One-stop Plans for Electronic Plan Review will trigger a full plan review and could potentially lengthen the approval process.
- Effective October 01, 2019 all commercial applications must be submitted for electronic plan review and as such, manual submission is no longer supported.
- Submittal of false information will result in invalidation of the application.
- Fields marked with "\*" are required.

**Application**  
Number: 00049681 Date: 07/20/2019 [Google Map](#)  
ILMS Project: 19086821 REMODEL, OFFICE  
Manual/Hard Copy Plan Submission ☐ Electronic/ProjectDox Plan Submission ☒

**Property Information**

**Owner, Tenant, or Business Name**  
Entity Name Type: Individual ☐ Corporation or Firm ☒  
Corporation or Firm: TEST FOR ILMS UPGRADE 5.69

**Project Address**  
Street #: 911 Fraction: Post Dir: Street Name: WASHINGTON Street Type: Avenue Post Dir: Unit Type: Unit #: 5.69  
City: HOUSTON Zip Code\*: 77002 County\*: HARRIS Key Map #: # of Stories:  
[Complete the following fields for new construction only.](#)  
Subdivision: Block/Lot: Tract:

 The City has reviewed your plans and found that one or more additional project application need to be created to cater for structure not identified in your application. The additional application requirements have been outlined in the structural plan analyst's comments and are available for review via ProjectDox or via the iPermits plan check comments. Please click the following button to research the requirement. [Review plan review status](#) follows to begin th application process.

Please click the button that [Create an additional application](#)

You will be transferred to Application Page 1

To create an additional application, click on the **Create an additional Application** button and you will be transferred to the **Copy this application** page.

**Please Note:** The application being copied '00005210' will be converted to a 'Master Application' and the resulting application will be created as a subordinate application.

[Copy & Continue](#)

[Reset](#)

Make changes to the project information where it is 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.

# Additional Permit Applications for Subprojects

## APPLICATION PROCESS

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

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

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

Please read the following information before proceeding

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

#### Application

Application Number: 00049681 Date: 07/20/2019  
Project No: 19086821 REMODEL, OFFICE

Project Address: 911 WASHINGTON AVE TEST 5.69 [Google Map](#)

Project Scope: Remodel, Office

Present Occupancy: E Educational

Proposed Occupancy: E Educational

Construction Type: Material Type III

Fire Rating: Unknown/To Be Determined

Square Footage (added): 500,000 Total Cost of Improvement: 250,000

Describe the proposed development\*: ILMS TESTING

Sprinkler Installed: ☐ Yes ☒ No
Sprinkler Percentage:
Sprinkler Type:
TDLR Project No:
CO/CC Certificate Requested: ☐ C/O ☐ C/C ☒ None

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 ☐ The Project Manager is yet to be determined ☐

Last First Middle: PROJECTDOX, PROJECTDOX, TESTER

Street # Fraction Pre-Dir Street Name Type Space  
Mailing Address: 1002 WASHINGTON Avenue 2

City: HOUSTON State: TX Zip: 77002

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 ☒ The General Contractor is yet to be determined ☒

Corporation or Firm: TO BE DETERMINED

Street # Fraction Pre-Dir Street Name Type Space  
Mailing Address: State: Zip:

City:  
Contact:  
Phone Number: Phone Number: (Numeric Digits Only)  
Email Address:

**Save and Continue**

Reset

# Additional Permit Applications for Subprojects

## APPLICATION PROCESS

Master Application Recap | Application Page 1 | Application Page 2 | Documents Attached | Generate PDF

### Attach Documents / Finalize Application

**Project Information**  
Application No: 00005223

### Upload Additional Documents

**Please Note:** Required Attachments Include

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

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

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

Upload documents associated with this application

	Browse...
	Browse...
	Browse...

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

### Application Status

Return to Master Application Recap

You can attach any documents associated with this application on this page.

Click on 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

### Master Application (00005210) Subordinate Project Application Recap

This page allows you to view Electronic Plan Review applications that are attached to your user profile. Select the date range that you would like to search. If no date range is selected the search will default to the last year's activity.

**Master Application**

Master Number: 00005210 Date: 04/26/2016 ILMS Project No: 16000297

Address: 1002 1/2 WASHINGTON AVE

Owner Name:

Please Describe the Proposed Development\*: NEW RESIDENCE

**Sub Project Applications**

Application Number	Date	Occupant Name	Property Address/Status Comments	Project Number	Estimated Value	Shopping Cart
00005223	05/05/2016	CITY OF HOUSTON- PERMITTING CENTER	1002 1/2 WASHINGTON AVE Application has not been finalized		1,234	
Master application (00005210) estimated value of construction					1,300	
Total development estimated value of construction					2,534	

**Application Fee**

Please Note: This master application has been coded as 'New; R-3 Residential 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 estimated grand total cost of construction of the overall development project is 2,534 dollars. The calculated grand total construction permit fee is 150.10 dollars and the associated 25 percent deposit that must be paid prior to plan submission is 37.52 dollars.

Application has been processed

Select the sub application number and go to Page 2 of the application to finalize the sub application.

# Additional Permit Applications for Subprojects

## APPLICATION PROCESS

Please Note: 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.

**Finalize Application**

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

Existing Applications					
Dates from 05/05/2015 thru 05/05/2016					
Application Number	Date	Occupant Name	Street Name/Status Comments	Project Number	Sub Projects
00005221	05/05/2016	TEST ITEM 5	911 WASHINGTON AVE Plan review is incomplete	16000313	
00005220	05/05/2016	CITY OF HOUSTON-PERMITTING CENTER	1002 WASHINGTON AVE # FL 2 Plan review is incomplete	16000312	
00005218	04/29/2016	300 MAIN ST LLC	300 MAIN ST Plan review is incomplete	16000308	
00005215	04/28/2016	CITY OF HOUSTON-PERMITTING CENTER	1002 1/2 WASHINGTON AVE Plan review is incomplete	16000302	
00005214	04/28/2016	CERTIFICATION OF ILMS FOR WINDOWS 2010	911 WASHINGTON AVE # 2010 Plan review is incomplete	16000301	
00005213	04/28/2016	TEST ITEM 5	This is a master project 911 WASHINGTON AVE Plan review is incomplete	16000300	1
00005211	04/26/2016	CITY OF HOUSTON-PERMITTING CENTER	1002 1/2 WASHINGTON AVE Plan review is incomplete	16000298	
00005210	04/26/2016	CITY OF HOUSTON-PERMITTING CENTER	This is a master project 1002 1/2 WASHINGTON AVE Plan review is incomplete	16000297	1

Once you finalize the application, you will return to the Existing Applications list page. The application number button changes to **green** for the master application.

Select the master application number to view the project number for sub application.

**Master Application (00005210) Subordinate Project Application Recap**

This page allows you to view Electronic Plan Review applications that are attached to your user profile. Select the date range that you would like to search. If no date range is selected the search will default to the last year's activity.

**Master Application**

Master Number: **00005210** Date: 04/26/2016 ILMS Project No: 16000297

Address: 1002 1/2 WASHINGTON AVE

Owner Name: .

Please Describe the Proposed Development: NEW RESIDENCE

**Sub Project Applications**

Application Number	Date	Occupant Name	Property Address/Status Comments	Project Number	Estimated Value	Shopping Cart
00005223	5/05/2016	CITY OF HOUSTON-PERMITTING CENTER	1002 1/2 WASHINGTON AVE	16000316	1,234	
Master application (00005210) estimated value of construction					1,300	
Total development estimated value of construction					2,534	

**Application Fee**

Please Note: This master application has been coded as 'New, R-3 Residential 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 estimated grand total cost of construction of the overall development project is **2,534** dollars. The calculated grand total construction permit fee is **150.10** dollars and the associated 25 percent deposit that must be paid prior to plan submission is **37.52** dollars.

**Application has been processed**

**Back**

Click the subproject's application number to pay for the plan review (PX) fee.

# Index

## STANDARD FOLDER STRUCTURE WITH UPLOAD REQUIREMENTS

- ☐ Cover Sheet
- ☐ Documents – No upload.
  - ☐ Prerequisite Check list - **PreReq form 1301 or 1105.**
  - ☐ Utility Letters - **Water and wastewater letter and storm water information form.**
  - ☐ Forms – No uploads.
    - ☐ Energy Forms – **Codes - ComCheck / ResChek, IC3, REMRATE**
    - ☐ Deferred submittal – **Completed Form 1086 form**
    - ☐ Grade and Fill - **Completed Fill & Grade Form CE-1094 form**
    - ☐ Impervious Cover Calculation - **Completed form CE-1248/ Form CE-1207**
    - ☐ Landscape analysis – **Completed Landscape analysis form**
    - ☐ Sound Attenuation - **Completed form CE-1202 form**
- ☐ Manufacturing Specs - **Walk in coolers specs, vent hoods, prefab metal building plans**
- ☐ Geotechnical Reports - **Soil Report**
- ☐ Asbestos Survey - **Report from DSHS Licensed Inspector or Asbestos Free Letter from Engineer or Architect signed, sealed and dated.**
- ☐ ARA Application - **Time stamped ARA application**
- ☐ U.L. Designs – **Fire rated testing criteria**
- ☐ Owner Statement of Intended Use - **Completed form CE-1120**
- ☐ Occupant Reduction Letter – **Signed reduced occupant load letter**
- ☐ Approved Code of Records – **Signed Code of record letter from Building Official**
- ☐ Approved Alternate Methods - **Letter from Building Official**
- ☐ Fire Suppression Product Data and Calcs – **Fire Suppression Product Data & calcs**
- ☐ Miscellaneous – **Other documents that do not have a specific folder**
- ☐ Applicant Responses – **Applicant Responses only**
- ☐ Flood
- ☐ Planning
- ☐ Traffic
- ☐ Fire
- ☐ Health
- ☐ Urban Forestry

See “Standard Folder Structure” for more information regarding upload requirements.

# Index

## STANDARD FOLDER STRUCTURE WITH UPLOAD REQUIREMENTS

- ☐ Drawings – No upload.
  - ☐ Index – Drawing Index only
  - ☐ General - Project notes, ADA drawings and notes\_
  - ☐ Demo - Demo plans only
  - ☐ Site Plan - Site plans only, paving, lot lines, easements
  - ☐ Architectural - Elevations, floor plans, design details
  - ☐ Landscape - Landscape plans
  - ☐ Structural - Engineered drawings structural, load bearing, fire rated
  - ☐ Electrical – Electrical load analysts, panel schedule, one-line diagram, power plan
    - ☐ Low Voltage – Low voltage electrical plans
  - ☐ Plumbing – Plumbing floor plan, riser diagram
  - ☐ HVAC – HVAC Floor Plan with layout
  - ☐ Civil – Civil site plan, paving plans
    - ☐ Storm Drainage - Drainage, grading, retention plans
    - ☐ Mitigation (if applicable) - Flood plan
    - ☐ Water / Wastewater - Utility plans
    - ☐ Plat – Survey - Survey or recorded subdivision plat
  - ☐ Health – Food and Beverage Services – Kitchen equipment, Kitchen finishes plans
  - ☐ Electric Locks – Electric lock drawings
  - ☐ Fire Marshal – No upload.
    - ☐ Haz – Mat – Hazmat drawings
    - ☐ High – Pile – High pile drawings, Rack plans
    - ☐ Standpipes – Pump Room Details
    - ☐ Alarm – Fire alarm plans
    - ☐ LP Gas – Natural Gas – LPG tank plans
  - ☐ Fire Suppression – No upload.
    - ☐ Sprinklers – Above Ground – Above ground sprinkler plans
    - ☐ Sprinklers – Add and Relocate – Add and relocate sprinkler plans
    - ☐ Underground Fire Lines – Underground fire line plans
  - ☐ Urban Forestry – Drawing
  - ☐ Drawings for Reference only – Separately permitted work such as foundation plans, sitework plans. Also reference drawings for revisions
  - ☐ Reviewer Attachments
  - ☐ Approved
  - ☐ Quick Review

For further clarification regarding upload requirements please contact the respective business group.



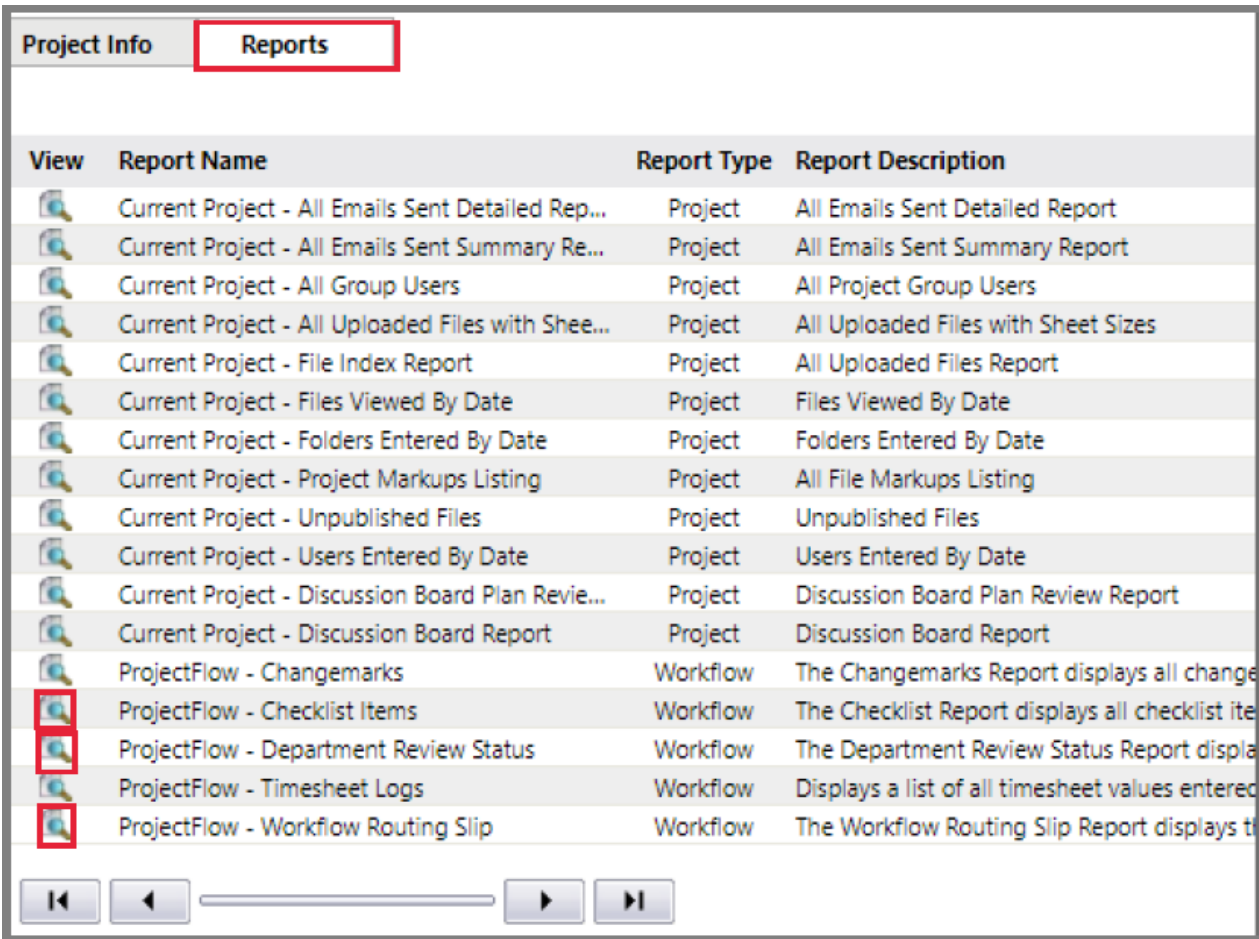
# Index

## HOW TO RUN REPORTS IN PROJECTDOX®

Step 1: Log in to your ProjectDox® account and select the project number to run report.



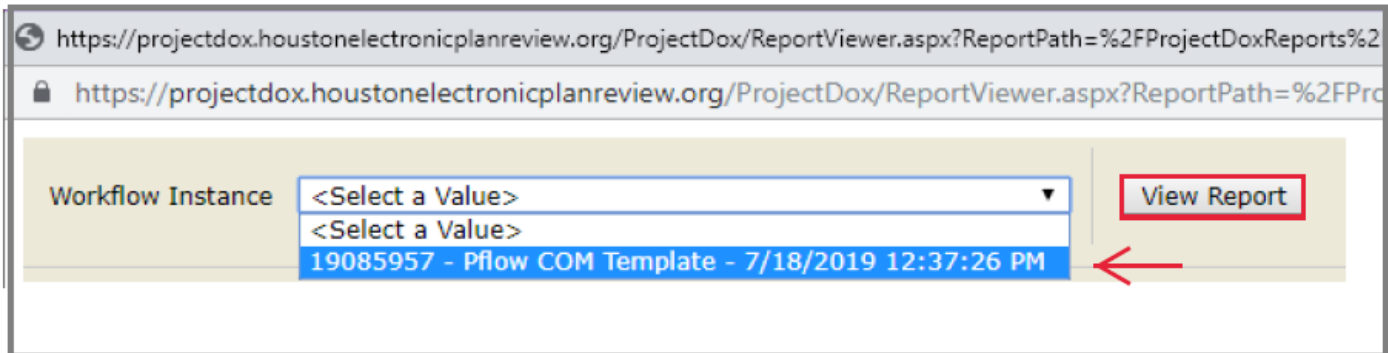
Step 2: Click on the Reports tab. Click on the magnifying glass for the report your wish to run.



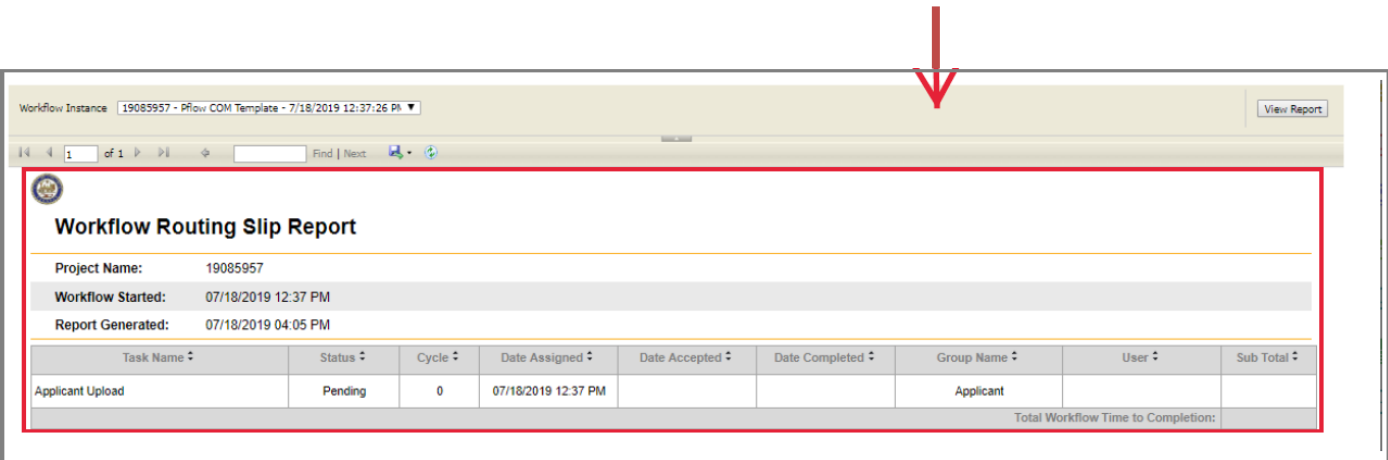
# Index

## HOW TO RUN REPORTS IN PROJECTDOX®

Step 3: Click on Drop Down arrow. Select the report and Click “**View Report**”.

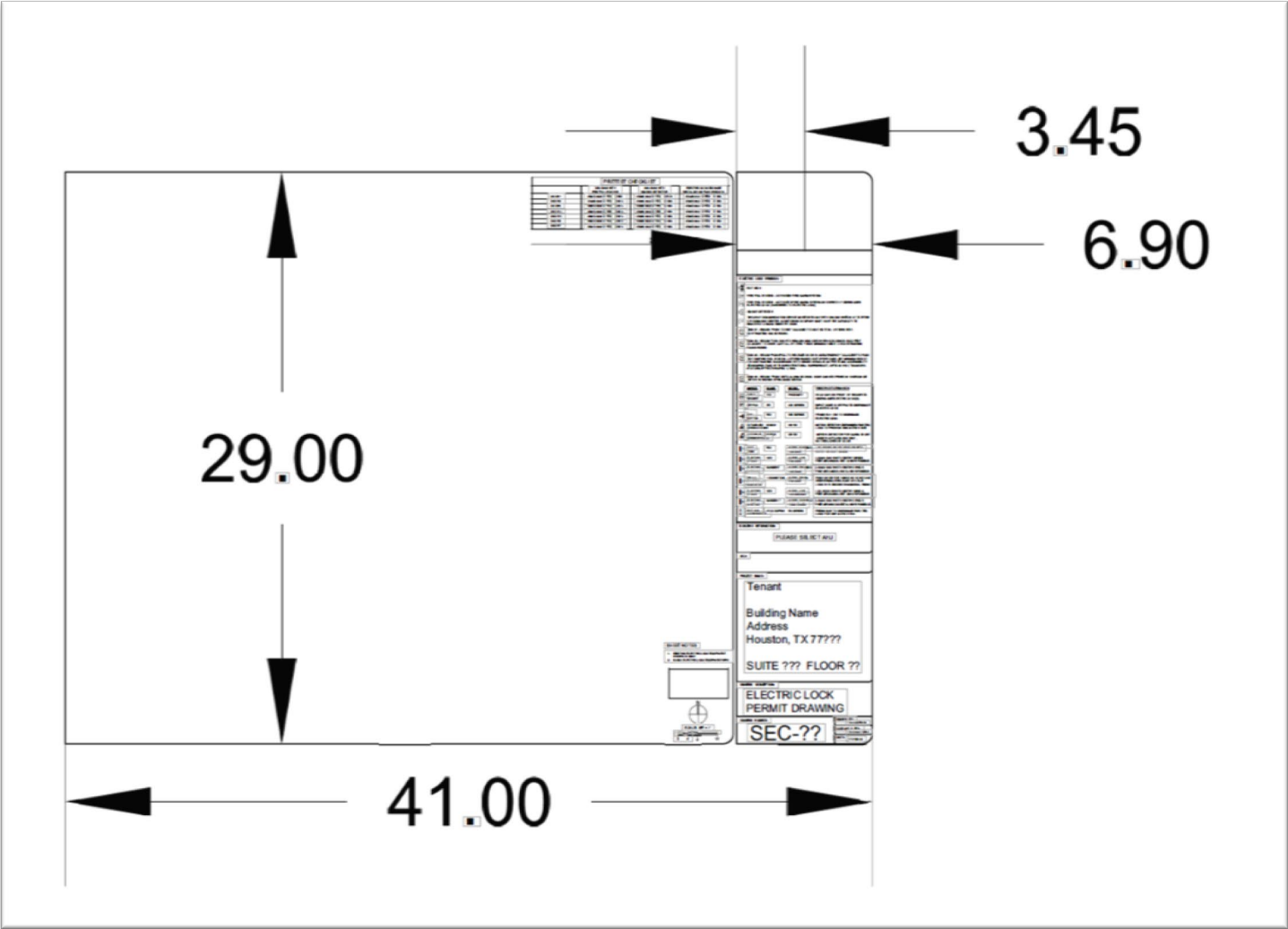


Example of report shown below



# INDEX

## STANDARD BORDER-DETAIL SAMPLE





Thanks for using electronic plan review!

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



# **HOUSTON PUBLIC WORKS**

Houston Permitting Center

---

1002 Washington Avenue  
Houston, Texas 77002

832.394.8810

[\*\*commercial.planreview@houstontx.gov\*\*](mailto:commercial.planreview@houstontx.gov)

[www.houstonpermittingcenter.org](http://www.houstonpermittingcenter.org)