



**HOUSTON  
PUBLIC WORKS**

Houston Permitting Center

# Electronic Locks Plan Review

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



**SAVE PAPER, HELP THE ENVIRONMENT!**

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# Overview

## ELECTRONIC PLAN REVIEW

This document will guide first-time users through the electronic plan review (EPR) process for **Electronic Lock Only**.

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 verification and payments. The **ProjectDox** system is used to upload plans, receive and respond to comments, and download approved plans.



# iPermits Registration

## STEP 1: CREATE A LICENSED COMPANY PROFILE

### NOTE:

- If you are not an engineer or master electrician, skip to Step 2 on page 7 to create a non-licensed user profile.
- A company and its users must be registered for iPermits before an application can be submitted. If your company is already registered, please skip the iPermits registration process and go to page 8 to **Step 1: CREATE AN APPLICATION.**

A company and its users must be registered for iPermits before an application can be submitted.

To create a licensed user company profile, the applicant must complete an **iPermits Acknowledgement** form and submit it either in person or via email to:

- [rmcacd@houstontx.gov](mailto:rmcacd@houstontx.gov)

The form must be notarized if submitting via email. All fields are required unless otherwise noted.

Once the application is processed, you will receive an email from the City of Houston with instructions to create the profile.

The screenshot shows the login page for the iPermits system. At the top, there is a navigation bar with links for Home, I Want To, Government, Residents, Business, Departments, Visitors, and En Espanol. Below this is a breadcrumb trail: Public Works and Engineering > Planning and Development Services Division, and a link to the Contractor Menu. The main heading is 'iPermits Customer and Contractor Portal Logon'. There are three links: 'First-time user? Click here to Register' (with 'Click here to Register' highlighted in a red box), 'Forgot your User Name or Password? Click here', and a 'Please Note: You can now logon using either your Logon User ID or your Registered Email Address.' Below this are three input fields: 'User-ID:', 'or User Email Address:', and 'Password:'. A 'Submit' button is located at the bottom of the form.

To create an iPermit login account please click on **First Time User.**

# iPermits Registration

## STEP 2: CREATE A USER PROFILE

**Please help us identify the appropriate user registration process.**

Are you associated with an electrical, plumbing, mechanical, fire alarm, fire line, sign, or sprinkler trade contractor?  
 Yes:  No:

**Enter Your Trade License Number.**

Are you associated with a Texas state licensed engineering firm?  
 Yes:  No:

**Enter Your Engineering Firm License Number.**

Do you have a City of Houston iPermits advanced payment account?  
 Yes:  No:

**Enter Your Advanced Payment Account Number.**

**Press Submit to begin the 'Non-License related' or Homeowner user registration process.**

Please answer the following questions to create an iPermit account.

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

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

**Create a User Profile For a Non-Licensed User or Homeowner**

Please read the following information before proceeding

- Fields marked with "\*" are required.
- Once the user profile is created, your User ID and Password will be sent to the email address provided below.

**User Information**

Email Address: \*

Email Confirmation: \*

**Individual Name**

First Name:  Middle:  Last:

**Mailing Address**

Address Type: PO Box  Street

\*

City:  State:  Zip:

Phone Number: \*  Fax Number:

Company Name:

Fill out the required information to create a User Profile for a Non-Licensed User.

# Application Process

## ELECTRONIC LOCKS APPLICATION

The screenshot shows the 'iPermits Online Service Menu' for a user named PROJECTD. The 'Building Permit Applications' button is highlighted with a red box. Other buttons include 'Office of the City Engineer Plan Review Application', 'Purchase a Trade Permit', 'Review Your Recent Shopping Cart Entries', 'User Project Management - List Maintenance', 'Pay for a Houston Permitting Center shopping cart', and 'Make an Advanced Payment Account Deposit'. There are also sections for 'Select the desired Customer' and 'Enter the Desired Date Range'.

Log into your iPermits Portal account.

Under the iPermits Online Service Menu, click on **Building Permit Application** button.

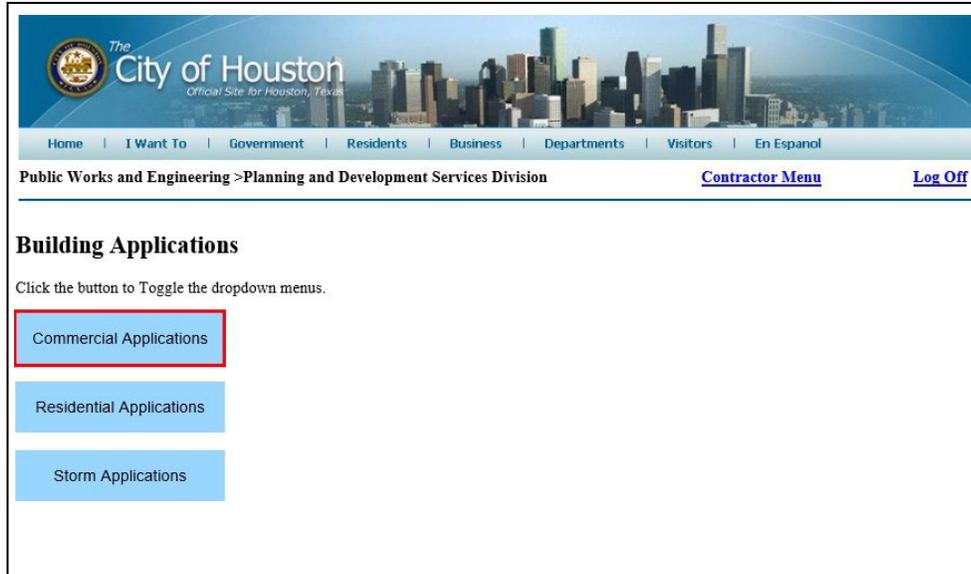
The screenshot shows the 'Electronic Building Permit Applications' page. The 'Begin New Application' button is highlighted with a red box. Below the button is a table of existing applications with columns for Application Number, Date, Occupant Name, Street Name/Status Comments, Project Number, Sub Projects, and Shopping Cart.

Application Number	Date	Occupant Name	Street Name/Status Comments	Project Number	Sub Projects	Shopping Cart
00058575	10/29/2019	TEST-NATOYA	911 WASHINGTON AVE Sales Order Pending Payment			02214151
00058573	10/29/2019	TEST-NATOYA	911 WASHINGTON AVE Plan review is incomplete	19127349		
00058570	10/29/2019	TEST FOR ILMS 5.74 UPGRADE	911 WASHINGTON AVE # 5.74 Application Address review is required			

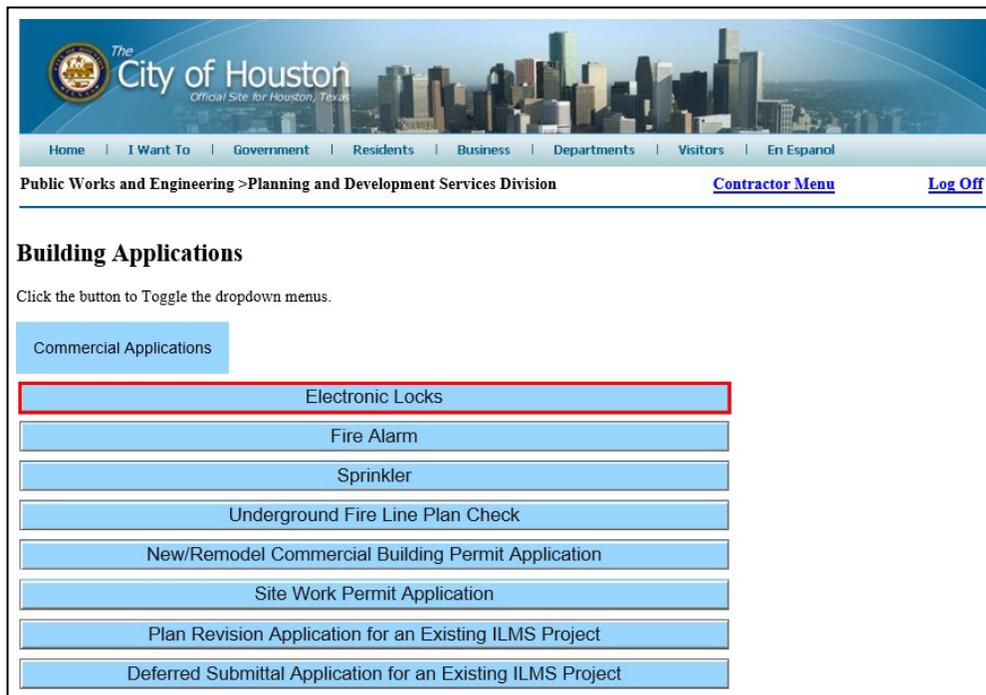
To submit a new application, click on the **Begin New Application** button.

# Application Process

## ELECTRONIC LOCKS APPLICATION



Click on **Commercial Applications**.



Click the **Electronic Locks** button.

# Application Process

## ELECTRONIC LOCKS APPLICATION

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

### Residential 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@houstontx.gov](mailto:Permit_office@houstontx.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:

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

Do not enter street directions (e.g. N, S, E, W) nor street types (e.g. Dr., Rd., Ave., etc.) into the address search.

**If your street name does not appear on the list, contact the City of Houston Addressing Team [Hpcaddressing.team@houstontx.gov](mailto:Hpcaddressing.team@houstontx.gov) for assistance.**

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 Locks Plan Review 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

[Home](#) | [311 City Helpline](#) | [En Espanol](#) | [Contact Us](#) | [FAQs](#) | [Privacy Policy](#)

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Site best viewed at 1280 x 1024 screen size

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

# Application Process

## ELECTRONIC LOCKS APPLICATION

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

If the street number is not listed, click on the button The needed property address is not listed and contact the Addressing team via email at [Hpcaddressing.team@houstontx.gov](mailto:Hpcaddressing.team@houstontx.gov) for assistance.

Click on the **Back** button to return to the list of qualified addresses.

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

# Application Process

## ELECTRONIC LOCKS APPLICATION

- Choose the **County** in which the project is located.

**Note:** if other parts of the project address are changed, the address verification process is triggered.

- Describe the proposed development under the Project Information.
- Choose the Type of Commercial Structure.

The screenshot shows the 'Electronic Locks Plan Review Application - Page 1 of 2' form. The header includes the City of Houston logo and navigation links. The main content area contains instructions, a yellow warning box, and several sections for data entry:

- Application List:** A button to view the application list.
- Instructions:** A text box explaining the application process and providing contact information for Building Code Enforcement.
- Warning Box:** A yellow box with the text: "Please read the following information before proceeding. Fields marked with '\*' are required. Submittal of false information will result in invalidation of the application."
- Application Section:**
  - Property Information:** Includes a 'Google Map' button.
  - Owner, Tenant, or Business Name:** Radio buttons for 'Individual' (selected) and 'Corporation or Firm'. A text field contains 'TEST FOR ILMS UPGRADE 5.73'.
  - Project Address:** A grid of fields including Street # (911), Fraction, Pre Dir, Street Name (WASHINGTON), Street Type (Avenue), Post Dir, Unit Type, Unit # (5.73), City, Zip Code (77002), County (Please Select), Key Map #, and # of Stories.
  - Complete the following fields for new construction only:** Subdivision, Block/Lot, and Tract.
  - Project Information:** A text area for 'Describe the proposed development\*'.
  - Type of Commercial Structure:** Radio buttons for Retail, Office, Warehouse, Parking Garage, School, Apartments, and Other. A text field for 'No. of Units in Building' is also present.

# Application Process

## ELECTRONIC LOCKS APPLICATION

- Select the **appropriate Project No.** which corresponds to the Certificate of Occupancy
  - (CO) for that address.
- If the applicant is not the owner, complete the Owner Information fields.
- Once all required fields are completed, click the **Save & Continue** button to go to the next page.

If a project number is not listed, it is important to confirm that a CO exists for that address. Please contact Occupancy Inspections section at [elocks@houstontx.gov](mailto:elocks@houstontx.gov) or Open Records section at 832-394-9063 for further assistance.

C/O project selection

**Select the appropriate Certificate of Occupancy project number**

Project Number	Application Date	Permit Type	Description
Select a project			

**Responsible Parties**

**Applicant Information**

Entity Name Type: Individual  Corporation or Firm

Last, First Middle: PROJECTDOX, PROJECTDOX, TESTER1

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

City: HOUSTON, State: TX, Zip: 77002

Phone Number\*: 2813422313, Phone Number: (Numeric Digits Only)

Email Address\*:

**Relationship to project**

Owner  Contractor  Architect/Designer  Agent  Other

**Owner Information**

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

Entity Name Type: Individual  Corporation or Firm

Last, First Middle:

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

City: State: Zip:

Contact:

Phone Number: Phone Number: (Numeric Digits Only)

Email Address:



# Application Process

## ELECTRONIC LOCKS APPLICATION

**DO NOT UPLOAD BUILDING PLANS ON THIS PAGE.**

The screenshot displays the City of Houston's online application portal. At the top, there is a navigation bar with links for Home, I Want To, Government, Residents, Business, Departments, Visitors, and En Espanol. Below this is a breadcrumb trail: Public Works and Engineering > Planning and Development Services Division. The main content area is titled "Attach Documents / Finalize Application" and includes a "Project Information" section with the application number 00020503. A "Upload Additional Documents" section contains a note: "Required Attachments Include Declaration in support of application for City of Houston building permit." Below this is a warning box: "This page is for application related information; Please do not upload building plans or construction documents." The "Upload documents associated with this application" section has three "Browse..." buttons and a "Begin Upload" button. A "Copy Feature" section has a "Copy this Application" button. The "Application Status" section displays the permit fee of \$77.33 and a disclaimer: "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." At the bottom, there is a "Finalize Application" button and a footer with navigation links and copyright information.

Click the **Copy this Application** button to create sub-project application(s).

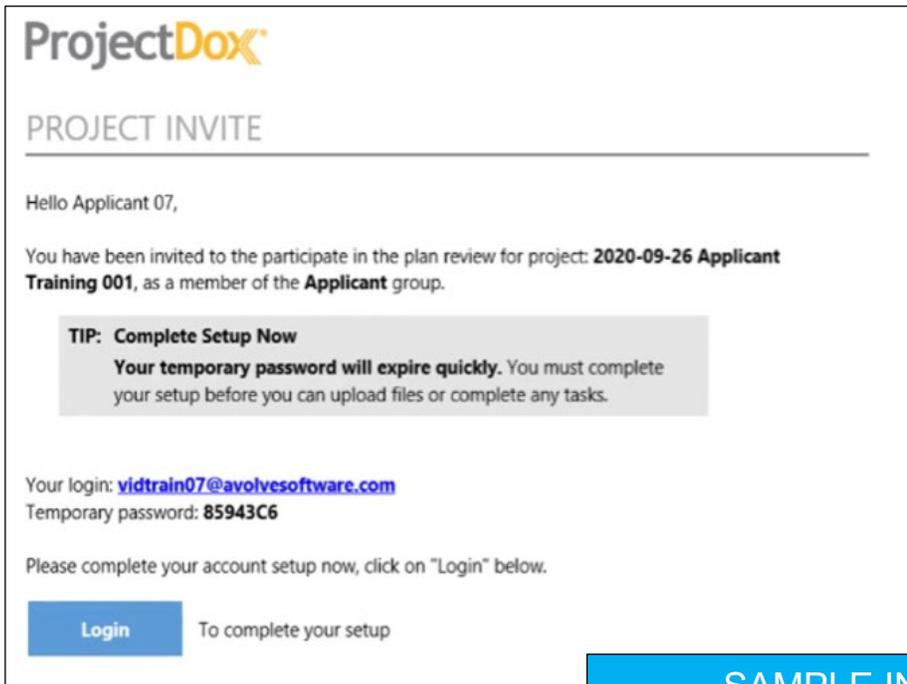
Check the disclaimer box and click the **Finalize Application** button to create a project number.

**Note: For Electronic Locks Permit no Declaration in Support of Application for City of Houston Building Permit is needed.**

# ProjectDox Set Up

## NEW USER ACCOUNT

An invitation 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.



SAMPLE INVITATON

### 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 no ProjectDox window appears, a pop-up blocker is likely still installed.
- 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.
- ProjectDox can be used in multiple browsers, including **Chrome, Safari, FireFox, Edge**. It can be used on Windows or Mac devices. However, ProjectDox behaves differently with each browser and works best with Edge.

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.

Login into ProjectDox® a second time (and every time after that); you will use the permanent password that you entered in your Profile page.

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

**NOTE:** This feature requires that the user has logged in at least once and no longer has a temporary password.

# Navigation Basics

## HOME PAGE LAYOUT

The screenshot displays the ProjectDox homepage. At the top left is the Houston Public Works logo. A navigation bar includes a Home button, a search bar with the placeholder 'Project: Enter project name', and an 'All Tasks' button. Below this are 'Tasks' and 'Projects' tabs. The main content area features a table with columns: ACTION, PROJECT, LOCATION, DESCRIPTION, OWNER, STATUS, and CREATE DATE. A single record is shown for project 20096738, titled 'ELECTRIC LOCKS PLAN REVIEW' with status 'Corrections Requested' and create date '8/23/21 9:14 AM'. Navigation controls like 'All', 'Recent', and 'Show 24 records' are visible.

### SAMPLE PROJECDOX HOMEPAGE

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

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

The **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 **Tasks** section of the home page is your **All Tasks**, which displays all your outstanding tasks on projects for which you are the main applicant. Tasks can be sorted by clicking on the column header. Both the **Projects** List and **Tasks** List are set to display a limited number of entries at a time. Use these buttons

**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 LAYOUT



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

- The **Home** 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 **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 **All Tasks** button shows any tasks requiring action from the applicant in a separate pop-up window.

A screenshot of the Houston Public Works Projects tab. The 'Projects' tab is highlighted. Below the tabs are buttons for 'Refresh' and 'Save Settings'. A table displays project information with columns for ACTION, PROJECT, LOCATION, DESCRIPTION, OWNER, STATUS, and CREATE DATE. The first row shows a project with ID 20096738, description 'ELECTRIC LOCKS PLAN REVIEW', owner 'Commercial Building', status 'Corrections Requested', and create date '8/23/21 9:14 AM'. A callout box on the right lists actions available from the Projects tab: View Pending Tasks, Project Status, Project Reports, Project Info, and View Uploaded files (Files can also be uploaded through this screen). A blue arrow points from the callout box to the 'Projects' tab. A blue box highlights the 'Projects' tab and the action icons in the table header.

From the Home screen on the **Projects** tab, you can view your projects and perform the following actions

- View Pending Tasks
- Project Status
- Project Reports
- Project Info
- View Uploaded files (Files can also be uploaded through this screen)

# Standards

## FILE TYPES

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

### 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.

**Note: Drawings should be uploaded in landscape mode.**

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 appropriate Documents sub-folders.

Drawing Types	Discipline	Sheet No.	Example
Index	I	001-999	I.001 SHEET INDEX
General	G	001-999	G.001 GENERAL NOTES
Electronic Locks	EL	001-999	EL.001 PERMIT DRAWINGS

All files 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 3<sup>rd</sup> digit, for example: **EL.01.FIRST FLOOR**

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

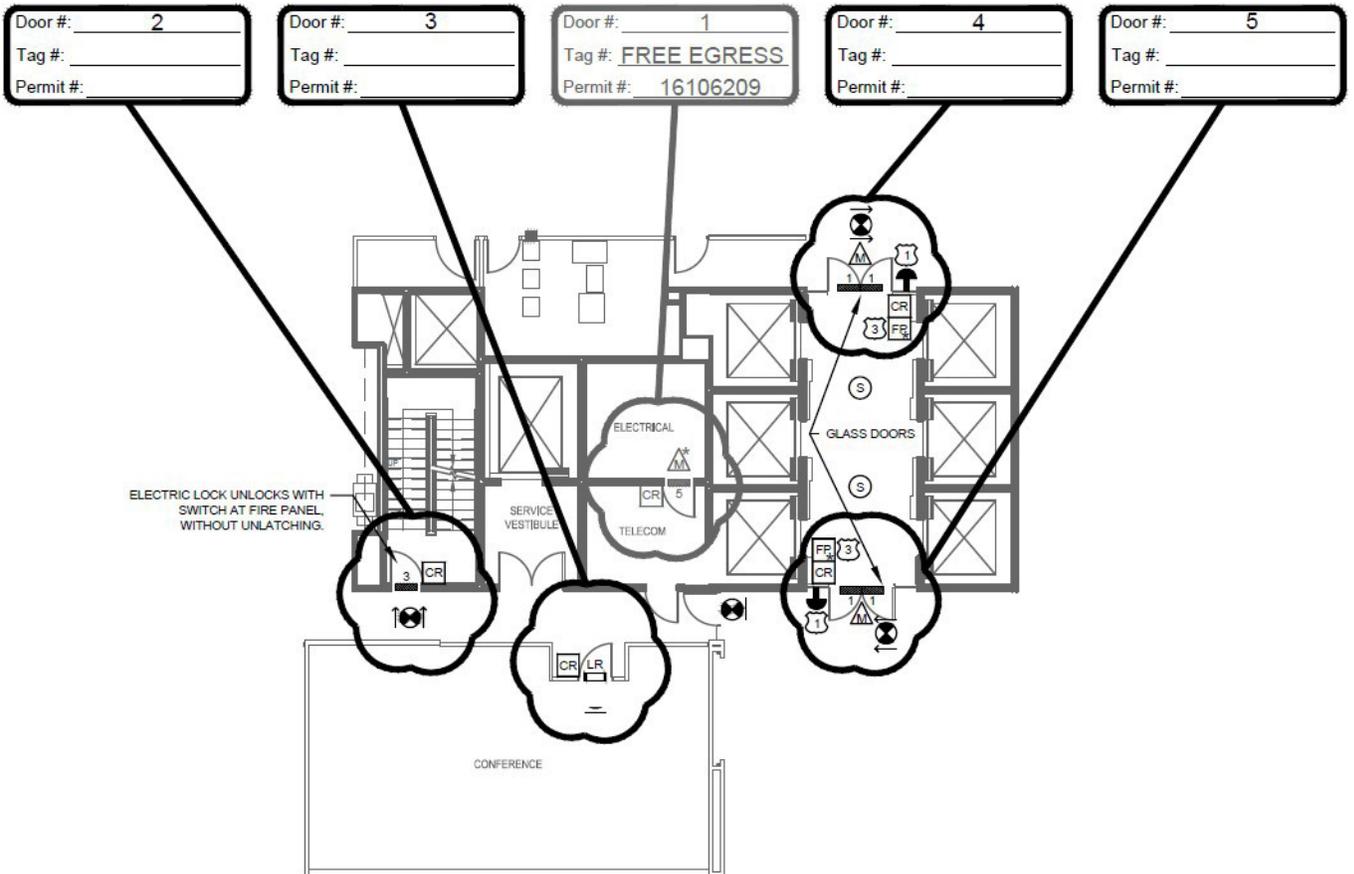
**Note: If this is not followed the submittal file will appear as a NEW file, and not a correction to an existing file**



# Standards

## ELECTRONIC LOCK PLAN

EXAMPLE:



**Note: The partial floor plan is for illustrative purposes only. All plans submitted for an electronic lock permit shall include the complete floor plan with all doors, room names, elevator lobbies, and all proposed and/or existing exit signs delineating the paths of egress travel to the stairways and exits.**

# Standards

## SYMBOL LEGEND AND HARDWARE SCHEDULE

### EXAMPLE

#### SYMBOL LEGEND AND HARDWARE SCHEDULE

**ELECTRIC LOCK SYMBOLS:**

 EXIT SIGN

 FIRE PULL STATION - ACTIVATES FIRE ALARM SYSTEM

 FIRE PULL STATION - ACTIVATES FIRE ALARM SYSTEM AND DIRECTLY DISENGAGES ELECTRIC LOCK (HARDWIRED TO ELECTRIC LOCK)

 SMOKE DETECTOR

 TWO-WAY COMMUNICATION DEVICE MONITORED 24/7 WITH UNLOCK SWITCH AT THE FIRE OR COMMAND CENTER. MONITORING COMPANY MUST HAVE THE CAPABILITY TO REMOTELY UNLOCK REENTRY DOOR.

 SIGN #1 - READS: "PUSH TO EXIT" ADJACENT TO EXIT BUTTON. LETTERS WITH CONTRASTING BACKGROUND. LETTERS RAISED 1/32" UPPER CASE, 5/8" MINIMUM HEIGHT ON CONTRASTING BACKGROUND WITH GRADE 2 BRAILLE AS PER TEXAS ACCESSIBILITY STANDARDS (TAS)

 SIGN #2 - READS: "THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED" ADJACENT TO DOOR. CAPITAL LETTERS 1" INCH MINIMUM HEIGHT ON CONTRASTING BACKGROUND.

 SIGN #3 - READS: "PUSH/PULL TO RELEASE DOOR IN AN EMERGENCY" ADJACENT TO PUSH BUTTON/FIRE PULL STATION. LETTERS RAISED 1/32" UPPER CASE, 5/8" MINIMUM HEIGHT ON CONTRASTING BACKGROUND WITH GRADE 2 BRAILLE AS PER TEXAS ACCESSIBILITY STANDARDS (TAS)

 SIGN #4 - READS: "PUSH UNTIL ALARM SOUNDS. DOOR CAN BE OPENED IN 15 SECONDS" WITHIN 12 INCHES OF RELEASE DEVICE. LETTERS RAISED 1/32" UPPER CASE, 5/8" MINIMUM HEIGHT ON CONTRASTING BACKGROUND WITH GRADE 2 BRAILLE AS PER TEXAS ACCESSIBILITY STANDARDS (TAS)

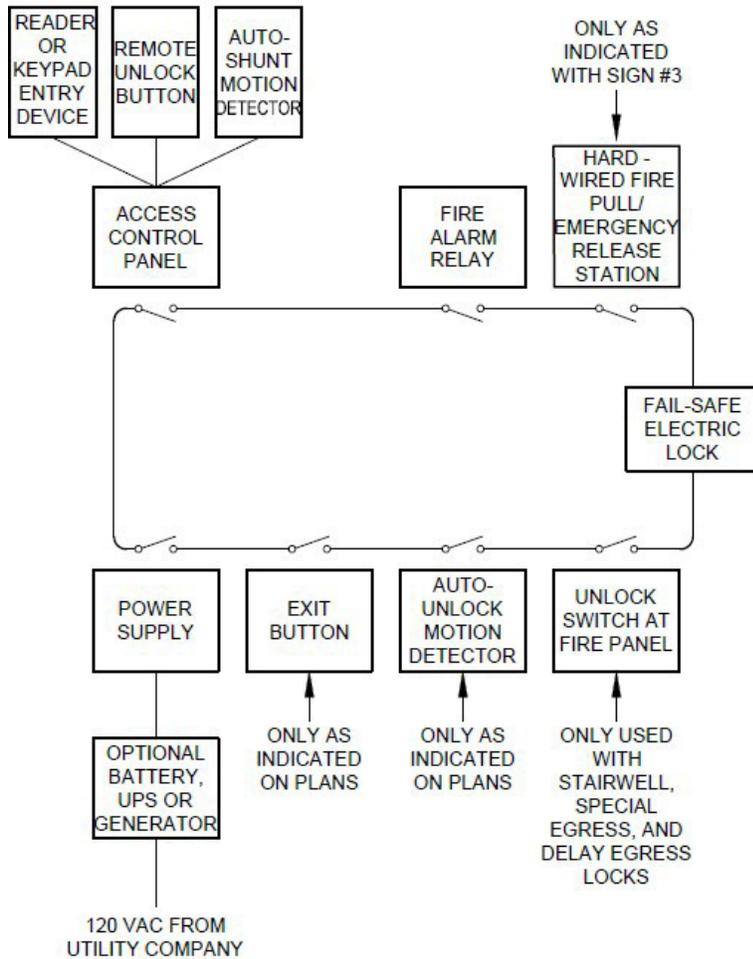
 SIGN #5 - READS: "PUSH/LIFT TO CALL FOR RE-ENTRY. LETTERS RAISED 1/32" UPPER CASE, 5/8" MINIMUM HEIGHT ON CONTRASTING BACKGROUND WITH GRADE 2 BRAILLE AS PER TEXAS ACCESSIBILITY STANDARDS (TAS)

	<u>DEVICE</u>	<u>MAKE</u>	<u>MODEL</u>	<u>THEORY OF OPERATION</u>
	CARD READER	HID	PROXIMITY	HOLD CARD IN FRONT OF READER TO DISENGAGE ELECTRIC LOCK(S).
	KEYPAD	IEI	232 SERIES	INPUT CODE IN KEYPAD TO DISENGAGE ELECTRIC LOCK.
	EXIT BUTTON	RCI	900 SERIES	PRESS BUTTON TO DISENGAGE ELECTRIC LOCK.
	AUTO-UNLOCK MOTION DETECTOR	BOSCH	DS150i	MOTION DETECTOR DISENGAGES ELECTRIC LOCK TO PROVIDE ONE MOTION EXIT.
	AUTO-SHUNT MOTION DETECTOR	BOSCH	DS150i	MOTION DETECTOR FOR ALARM SHUNT AND/OR AUTO-UNLOCK ONLY, NOT REQUIRED BY CODE.
	MAG LOCK	RCI	MODEL 8310/8320 <b>FAILSAFE</b>	LOCKS AND UNLOCKS DOOR WITH ENTRY OR EXIT DEVICE.
	ELECTRIC STRIKE	HES	MODEL 1006 <b>FAILSAFE</b>	LOCKS DOOR WITH ENTRY DEVICE. FREE MECHANICAL EXIT ALWAYS POSSIBLE.
	ELECTRIC MORTISE	SARGENT	MODEL 7800/8200 <b>FAILSAFE</b>	LOCKS DOOR WITH ENTRY DEVICE. FREE MECHANICAL EXIT ALWAYS POSSIBLE.
	DELAY EGRESS MAG LOCK	LOCKNETICS	MODEL 390DEL <b>FAILSAFE</b>	PUSH DOOR FOR 1 SECOND TO INITIATE IRREVERSIBLE RELEASE OF DELAY LOCK IN 15 SECONDS W/MANUAL RESET.
	ELECTRIC STRIKE	HES	MODEL 1006 <b>FAILSECURE</b>	LOCKS DOOR WITH ENTRY DEVICE. FREE MECHANICAL EXIT ALWAYS POSSIBLE.
	ELECTRIC MORTISE	SARGENT	MODEL 7800/8200 <b>FAILSECURE</b>	LOCKS DOOR WITH ENTRY DEVICE. FREE MECHANICAL EXIT ALWAYS POSSIBLE.
	EXIT BAR MICROSWITCH	VON DUPRIN	RX SERIES	PRESS BAR TO DISENGAGE ELECTRIC LOCK FOR ONE MOTION EXIT.

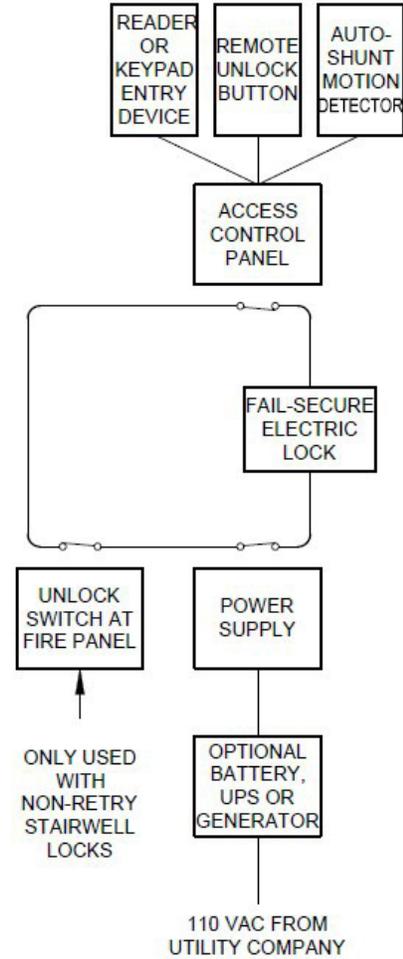
# Standards

## ONE-LINE FAIL SAFE DIAGRAM MAGNETIC LOCK ONLY

### EXAMPLE:



**A** FAILSAFE ELECTRIC LOCKS

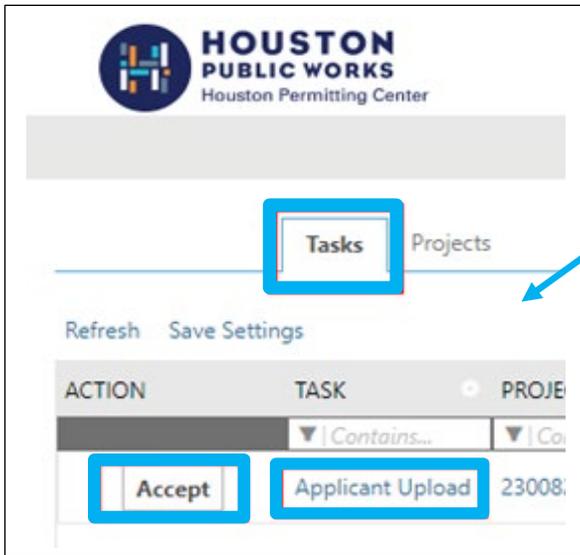


**B** FAILSECURE ELECTRIC LOCKS

ONE-LINE DIAGRAMS

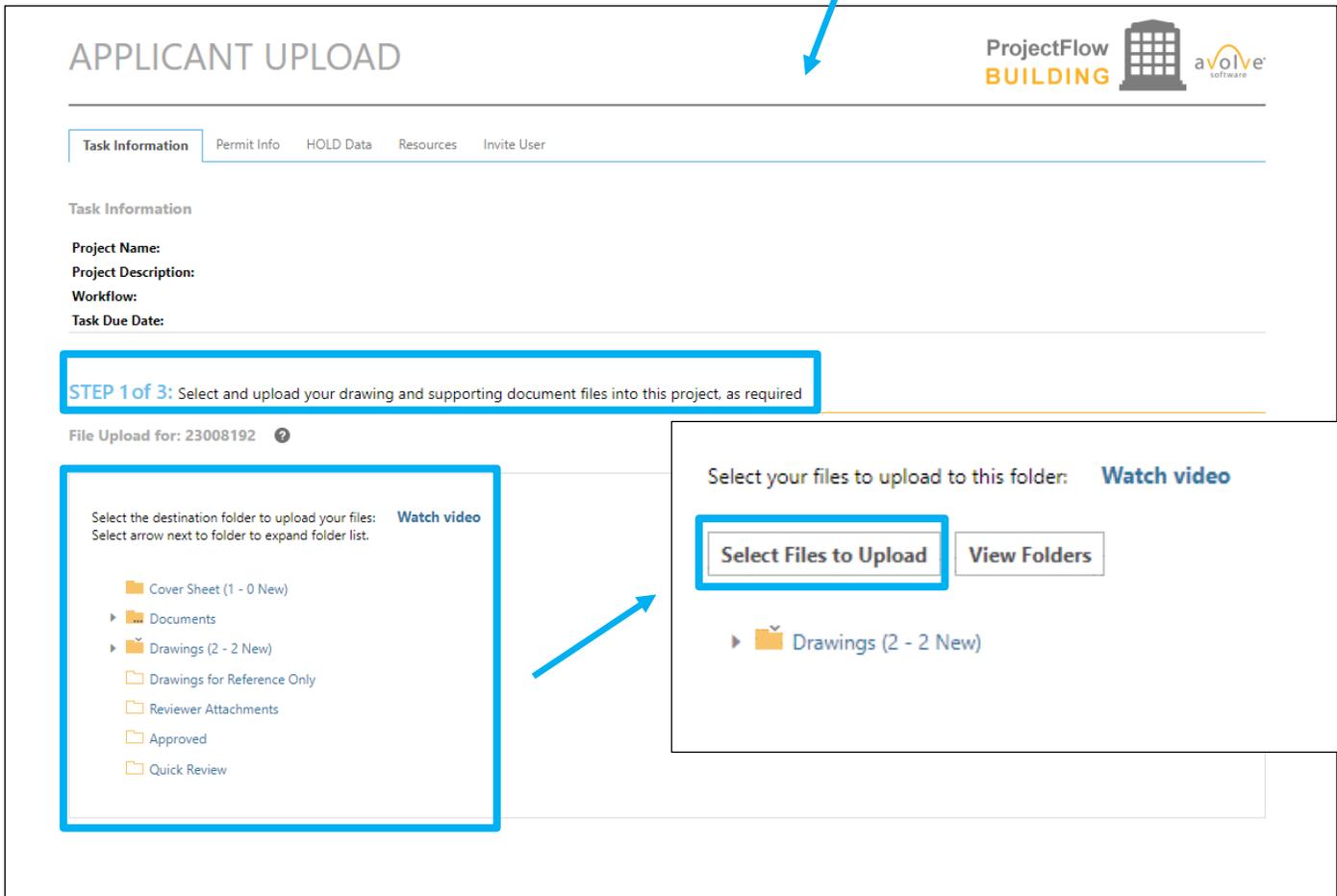
# Upload Your Files

## FIRST SUBMISSION



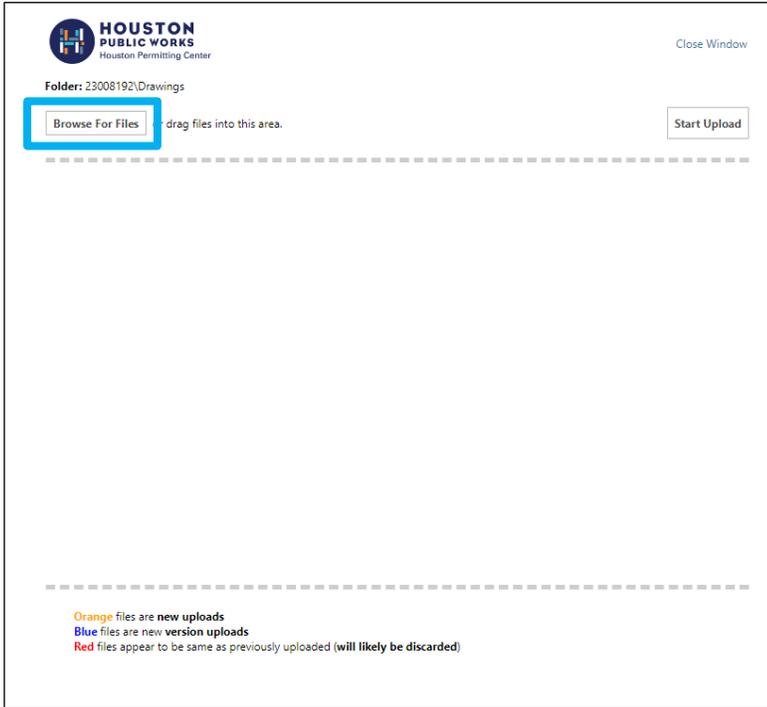
On your Projectdox Home Page click on the **Tasks** tab and click on **Accept or Applicant Upload**.

The eForm window will open in a pop-up screen. From there the applicant may select and upload drawings and supporting documents into the project



# Upload Your Files

## FIRST SUBMISSION

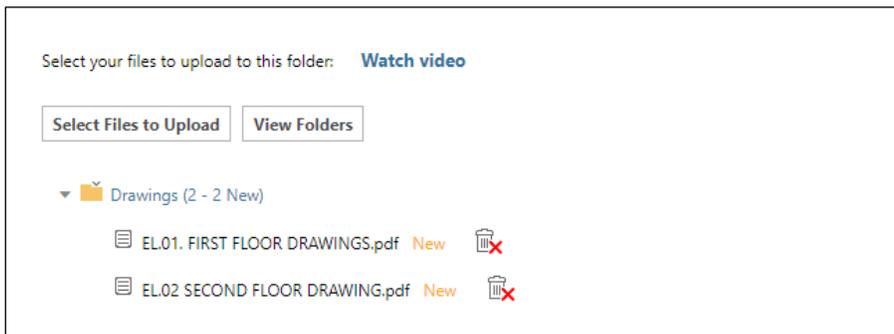
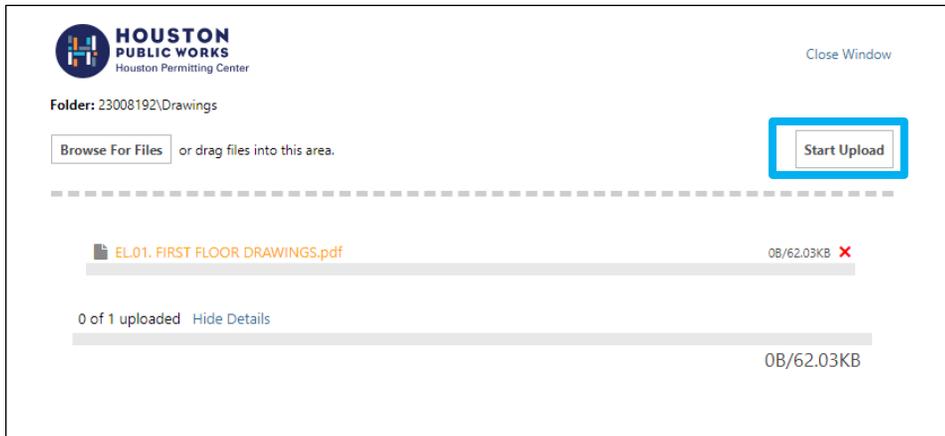


By default, up to 200 files or 10GB, whichever comes first can be uploaded at the same time.

Click **Browse for Files** or Drag files into the Upload window.

Once all files have been selected or dragged, Click **Start Upload**.

To upload files into a different folder, repeat the process until all drawings and documents are uploaded into their respective folders.



# Upload Your Files

## FIRST SUBMISSION

HOUSTON PUBLIC WORKS  
Houston Permitting Center

Home Project:  All Tasks Logout

Tasks Files Status Info Reports Discuss Reviews **20096738: ELECTRIC LOCKS PLAN REVIEW** Main Contact: PROJECTDOX TESTER1 PROJECT

Refresh

Upload Files 2 of 2 files (0 selected)

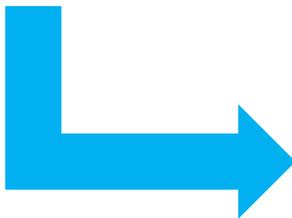
FILE NAME	STATUS	REVIEWED	UPLOADED	DATE
<input type="checkbox"/> <input type="checkbox"/> 16_04_c_comm_stucco_details.pdf		<input type="checkbox"/>	<input type="checkbox"/>	8/23/21 9:10 A
<input type="checkbox"/> <input type="checkbox"/> EL01. FIRST FLOOR DRAWINGS.pdf	New	<input type="checkbox"/>	<input type="checkbox"/>	6/1/23 9:53 AM

Once files are uploaded into a folder, the files will be visible. Next to each file is the file name, 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 check box next to the file name and then select the delete icon.

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 folder. Repeat the process until all drawings and documents are uploaded into their respective folder.



Reports Discuss Reviews **20096738: ELECTRIC LOCKS PLAN REVIEW**

2 of 2 files (1 selected)

FILE NAME
<input checked="" type="checkbox"/> <input type="checkbox"/> 16_04_c_comm_stucco_details.pdf
<input type="checkbox"/> <input type="checkbox"/> EL01. FIRST FLOOR DRAWINGS.pdf

# Completing the Submittal

## APPLICANT UPLOAD

ProjectDox® moves a project through a series of tasks called a workflow. Some of these tasks are assigned 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 **eForm** where plans were uploaded, the applicant will need to check to confirm all required documents and/or drawings have been uploaded.

The screenshot displays the 'APPLICANT UPLOAD' interface. At the top, there are logos for 'ProjectFlow BUILDING' and 'aVolve software'. Below the title, there are tabs for 'Task Information', 'Permit Info', 'HOLD Data', 'Resources', and 'Invite User'. The 'Task Information' tab is active, showing project details: Project Name: 23008192, Project Description: TEST 9.2, Workflow: Commercial-Residential Workflow, and Task Due Date: 6/12/23 2:38 PM.

The main content area is divided into three steps:

- STEP 1 of 3:** Select and upload your drawing...
- STEP 2 of 3:** Check all to confirm you have completed this task and are now ready to submit. This step includes a 'Confirmation' section with a red error message 'Selection is required.' and a checked checkbox 'I have uploaded all required drawings and/or documents.'
- STEP 3 of 3:** Click the "Submit" button below to complete your task.

At the bottom right, there are two buttons: 'Submit' and 'Complete Later'. A blue box highlights the 'Submit' button in the original image. A blue arrow points from the 'Submit' button in the original image to the 'Submit' button in the zoomed-in view below.

The zoomed-in view below shows the 'STEP 2 of 3' section in more detail, including the 'Confirmation' section and the 'Submit' button.

# Completing the Submittal

## APPLICANT UPLOAD

Through the eForm, the main applicant can invite individuals into the project. Enter the individual's name and email address and then click on the Invite user. 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 notification that the main applicant receives as the project moves through the workflow.

The screenshot displays the 'APPLICANT UPLOAD' interface. At the top right, there are logos for 'ProjectFlow BUILDING' and 'avolve SOFTWARE'. A navigation bar contains tabs for 'Task Information', 'Permit Info', 'HOLD Data', 'Resources', and 'Invite User', with 'Invite User' highlighted by a blue box. Below the navigation bar, the 'Task Information' section shows: Project Name: 23008192, Project Description: TEST 9.2, Workflow: Commercial-Residential Workflow 2, and Task Due Date: 6/12/23 2:38 PM. A blue arrow points from the 'Invite User' tab to a modal window titled 'Invite/Remove Project User'. This modal contains a dropdown menu for 'Invite to Group' (set to 'Owner\_Agent\_Contractors'), input fields for 'First Name', 'Last Name', and 'Applicant Email', and an 'Invite User' button. The background interface shows 'STEP 1 of 3: Select and upload your drawing and support files' with a file upload area for project 23008192, listing folders like 'Cover Sheet', 'Documents', and 'Drawings'. 'STEP 2 of 3: Check all to confirm you have completed the task' is partially visible, showing a 'Confirmation' section with a 'Selection is required' message and an unchecked checkbox for 'I have uploaded all required drawings and/or documents.' 'STEP 3 of 3: Click the "Submit" button below to complete your task' is also visible at the bottom.

# Pre-Screen Review

## PROCESS OVERVIEW

During the pre-screen review, the uploaded files will be reviewed 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.

23008191- PreScreen Correction Resubmit Request Task Assignment

ePlans@houstontx.gov  
To

↩ Reply↩ Reply

[This message came from outside the City of Houston email system. Please be careful while clicking links, opening attach email.]

**PreScreen Correction Resubmit Request Task Assignment**

---

**Attention** :

Your plan review submission for Project: **23008191** has not met the minimum requirements for acceptance. 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:	
Description:	
Task:	Prescreen Resubmit
<a href="#">Project Access</a>   <a href="#">Login to ProjectDox</a>	

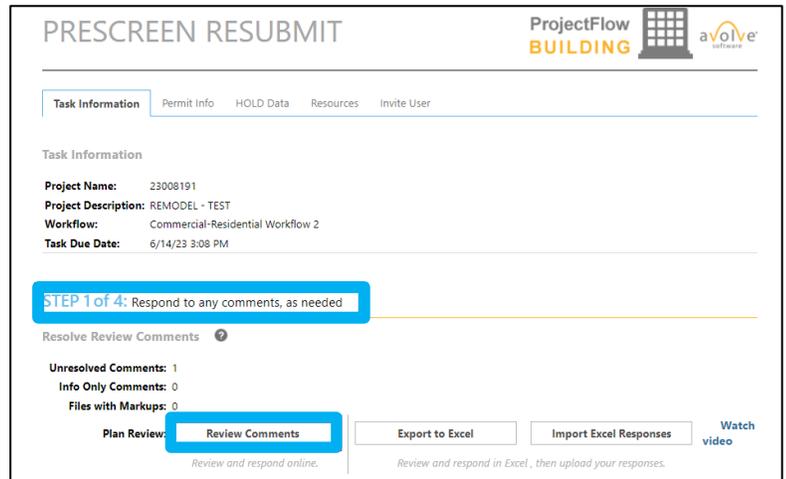
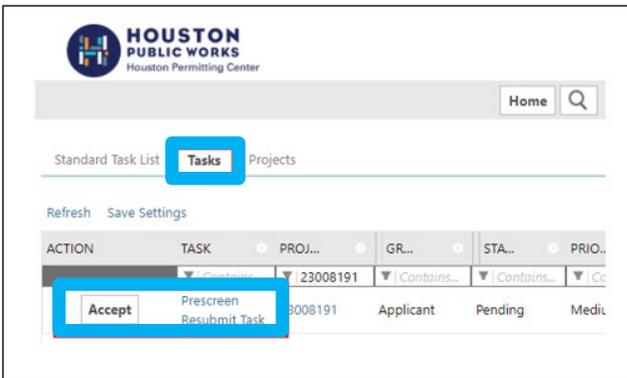
SAMPLE PRESCREEN CORRECTION EMAIL

# Pre-Screen Review

## CORRECTION COMPLETE TASK

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

- Log into ProjectDox® or click on the Project Access button directly from your email.
- Select **Task** button, then click on **Accept**.
- Click on **Review Comments** to display the Review coordinators comments. There the applicant may view and respond to requested corrections.



“**Versioned Files**”- New version of a file previously submitted.

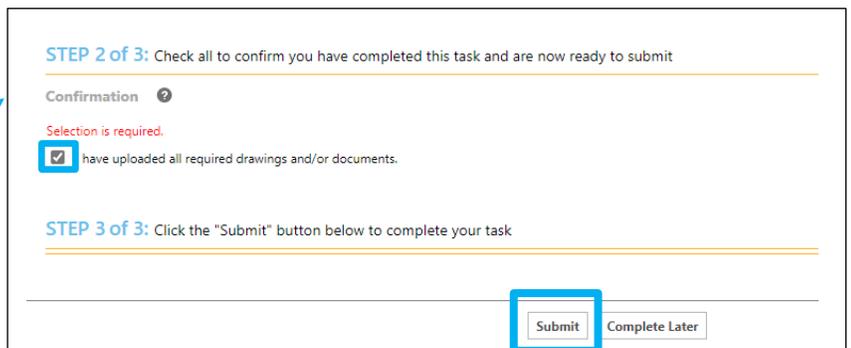
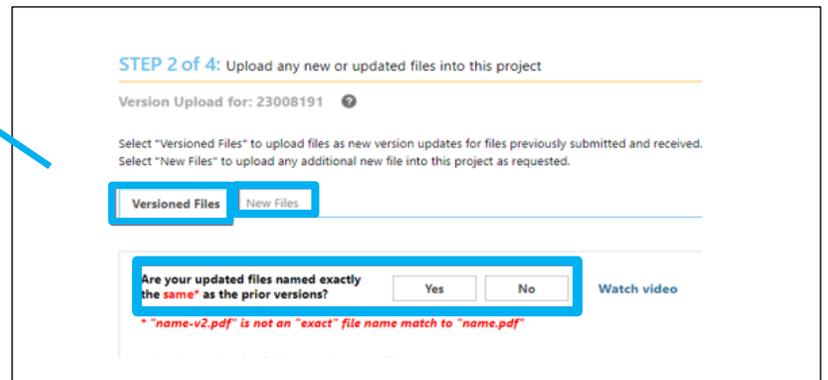
“**New Files**”- New file, not previously uploaded and submitted.

If you are uploading versioned files, Answer the following question...

If **Yes**, follow the same procedures as the initial upload. Projectdox will rename the file upon upload as version of the original file.

If **No**, select the file that will be a new version of the existing file. Upon upload Projectdox will rename the file for you with the same name.

Once all requested corrections are completed, the applicant will need to check all to confirm responded to the prescreen request. Click Submit to complete the task and submit project for review.



# Review of Plans

## PROCESS OVERVIEW

Once the project has passed the Pre-Screen requirements, 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 change mark 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 **Applicant Resubmit** task with instructions on how to resubmit to fix the issues.

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

1. Log in to ProjectDox®.
2. From the Home page select **Task** bar
  - a) This can be done from the respond and resubmit email sent to applicant.
3. Click on **Review Comments**:
  - a) Applicants may review provided comments and provide responses as required.
  - b) Ensure that responses have been provided in applicant response column

**RESPOND AND RESUBMIT**

Task Information | Review Results | Invite Others

**Task Information**

Project Name: [Redacted]  
Project Description: Rev  
Coordinator: Mara Fitter  
Review Cycle: 2  
Workflow: WST Building Workflow - Optional Reviews  
Current User Login: Mara Fitter (mfitter@avolvesoftware.com)  
Task Due Date: 4/5/22 1:48 PM

**Task Instructions** | Watch Video

Please follow the steps below:

**STEP 1 of 4: Respond to all comments, as requested**

**Resolve Review Comments** ⓘ

Unresolved Comments: 4  
Info Only Comments: 1  
Files with Markups: 3

Plan Review:  |  |  | [Watch Video](#)

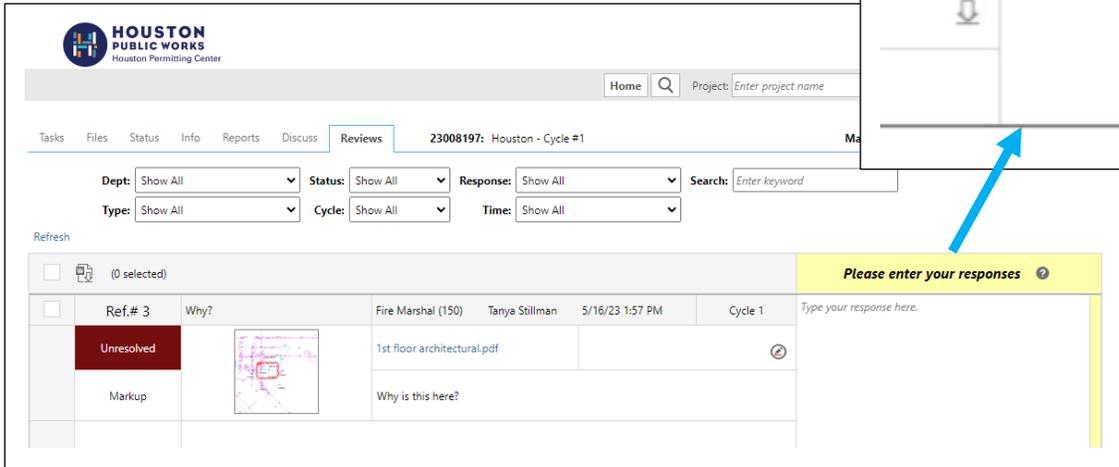
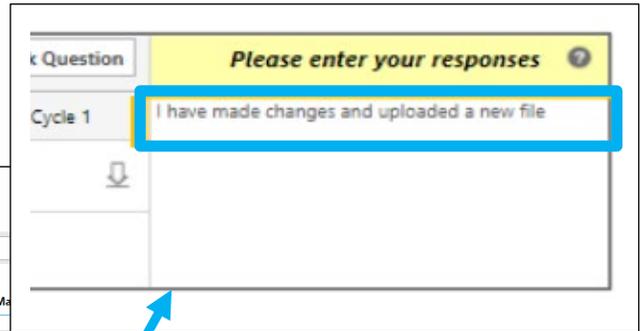
*Review and respond online.* | *Review and respond in Excel, then upload your responses.*

**STEP 2 of 4: Upload any new or updated files into this project**

# Review of Plans

## APPLICANT RESUBMIT TASK

- View the reviewer comments and markups
- Click on file name to open the drawing with markups
- Add your response in the Applicant Response column

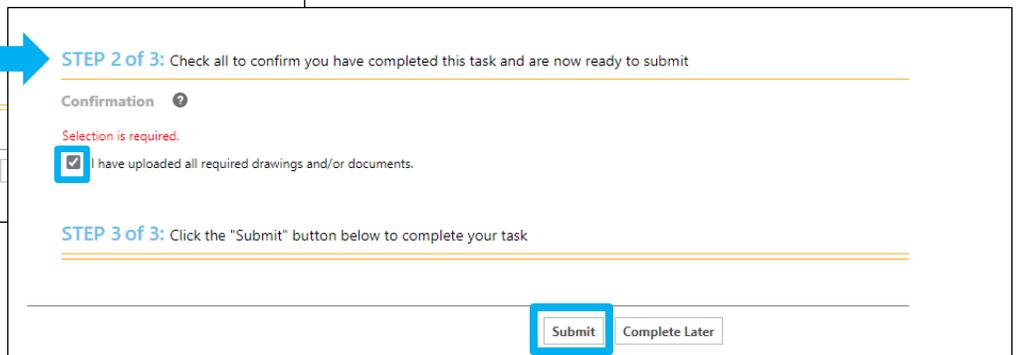
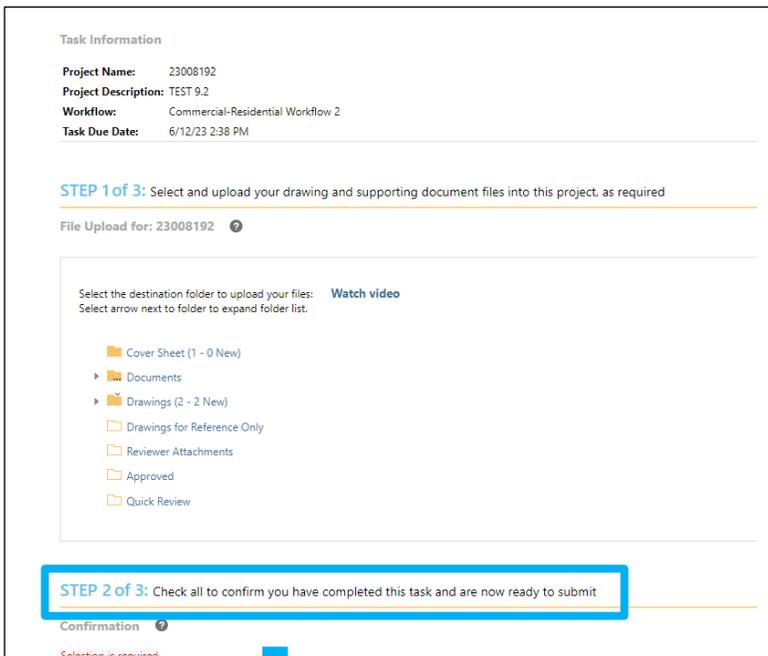


Confirm you have completed Task and are ready to submit.

- Check box "I have responded to all review comments."
- Check box "I have uploaded my revised files, if requested."

Select the Submit button to complete your task

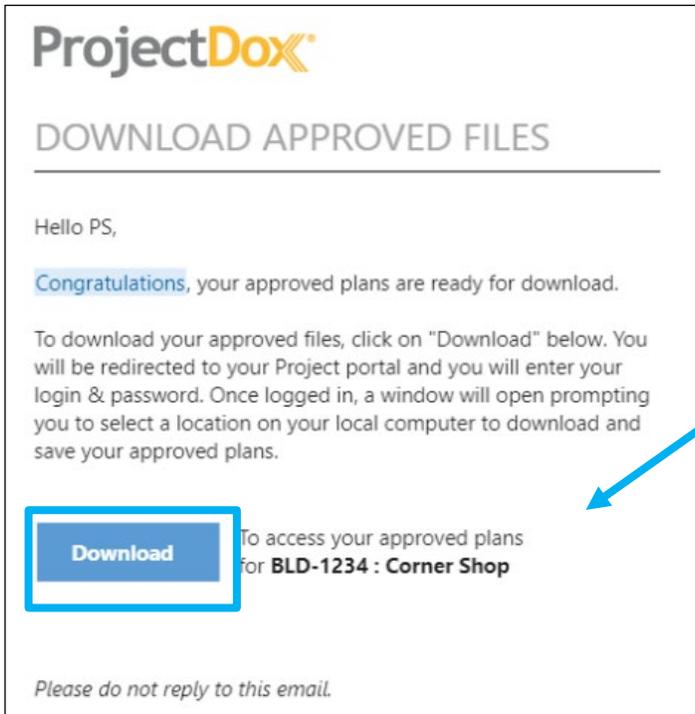
An email notification will be sent to the Review Coordinator assigning them to the step **Respond and Resubmit Received**. The Review Coordinator will confirm that plans have been uploaded and the appropriate departments are selected for assignment for the next review cycle.



# Download Plans

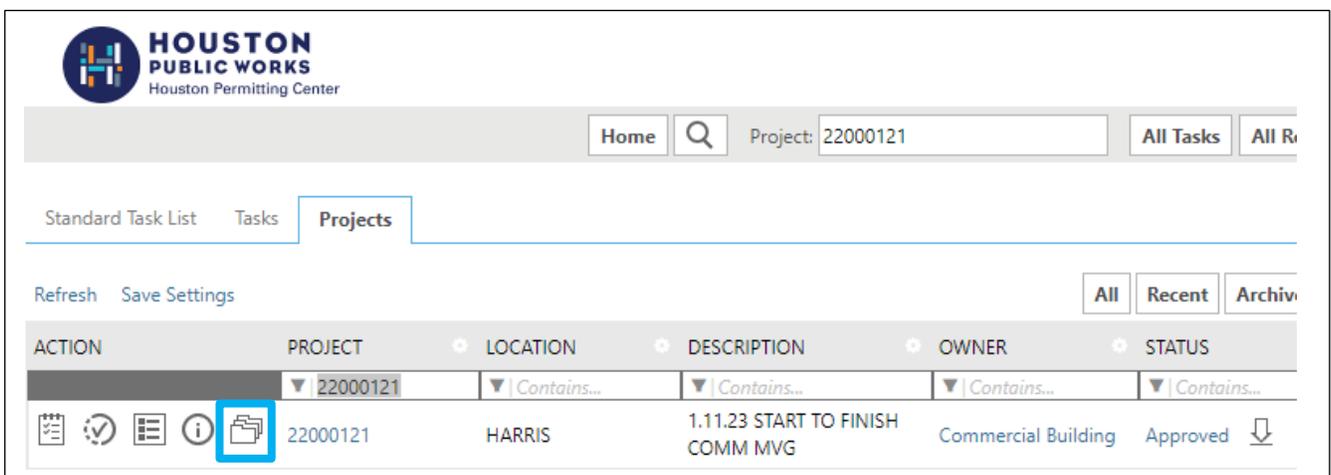
## APPROVED PLAN SET

After the department has approved the 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 the 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 scheduling an inspection.



To download: you may access through the email notification or from your projectdox account.

To Download your Approved Plans. Click on your  **Files** icon.

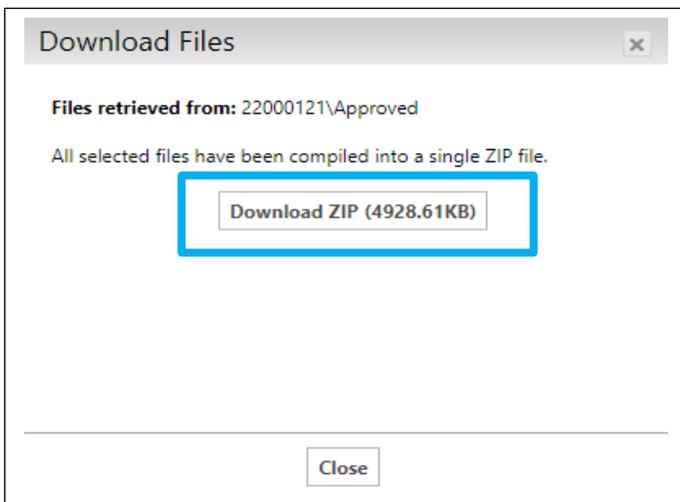
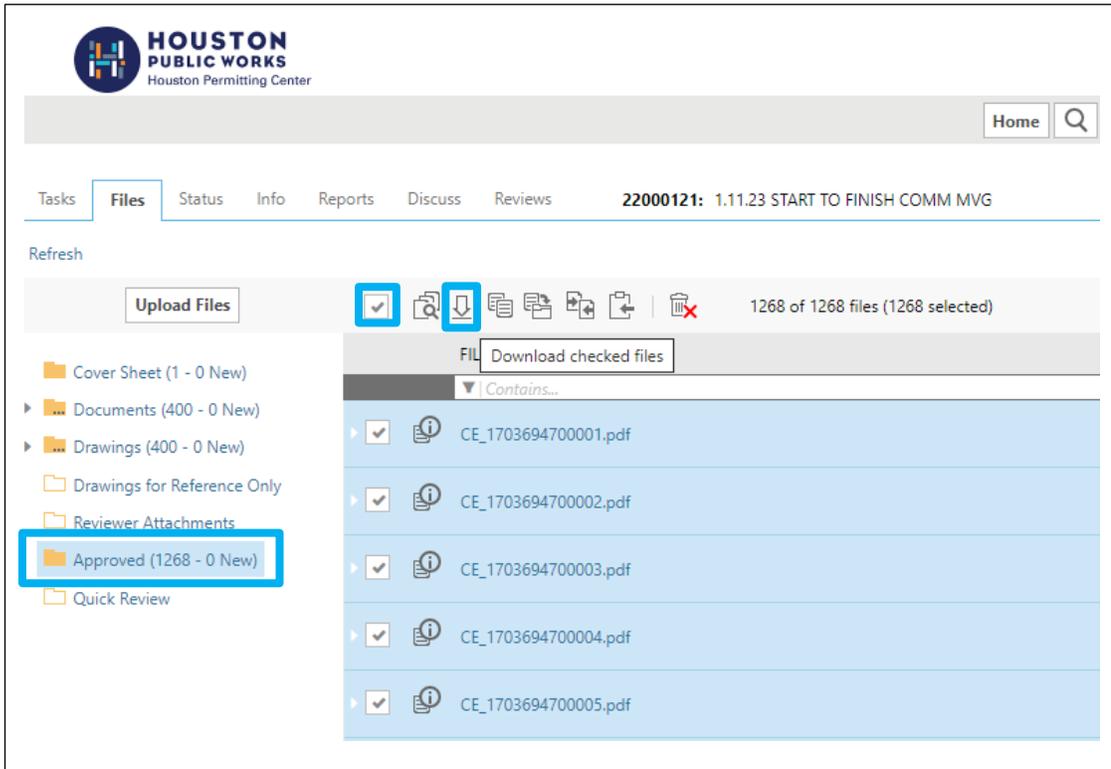


# Download Plans

## APPROVED PLAN SET

To download the entire folder, select the box at the top of the thumbnails. When your selection is complete, click on the download icon.

A single zip file will be created. 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 at a minimum size of 24"x36" and kept on the jobsite throughout the duration of construction.**

# Pay the Fees

## CREDIT CARD OR E-CHECK

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

Shopping Cart No:

Created:

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

Select Sales Orders for Payment							
Sales Order	Type	Date	Holds Appvd	Customer / Contractor of Record (Permit emailed to)	Update Required	Fee / Amount Paid	Select to Pay
02340820	Plan Review Deposit	01-OCT-2019	No Holds	911 WASHINGTON AVE # 5.73		\$552.66	<input checked="" type="checkbox"/>
02404585	New Single Trade	09-DEC-2019	On Hold, call 832-394-8899 for assistance	01234567-EM ELECTRICAL 01234567, MASTER TEST AIR LINE kenneth_porter@abcglobal.net 911 WASHINGTON AVE		\$108.33	<input type="checkbox"/>
<b>Shopping Cart Amount Due</b>						<b>\$552.66</b>	

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. You will be taken to Chase website to complete the online payment.

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

**ILMS Shopping Cart Online Payment Processing**

Payment Selection

Shopping Cart No:

Created:

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:

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

Billing Zip Code:  -

**Shopping Cart Amount Due** **74.33**

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

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 J.P Morgan chase payment website to complete the transaction.

# Pay the Fees

## ADVANCED PAYMENT ACCOUNT

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

Shopping Cart No:

Created:

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

Select Sales Orders for Payment							
Sales Order	Type	Date	Holds Appvd	Customer / Contractor of Record (Permit emailed to)	Update Required	Fee / Amount Paid	Select to Pay
02340820	Plan Review Deposit	01-OCT-2019	No Holds	911 WASHINGTON AVE # 5.73		\$552.66	<input checked="" type="checkbox"/>
02404585	New Single Trade	09-DEC-2019	On Hold, call 832-394-8899 for assistance	01234567-EM ELECTRICAL 01234567, MASTER TEST AIR LINE kenneth_porter@sbglobal.net 911 WASHINGTON AVE		\$108.35	<input type="checkbox"/>
<b>Shopping Cart Amount Due</b>						<b>\$552.66</b>	

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:

Created:

E-Pay Completed:

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

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

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

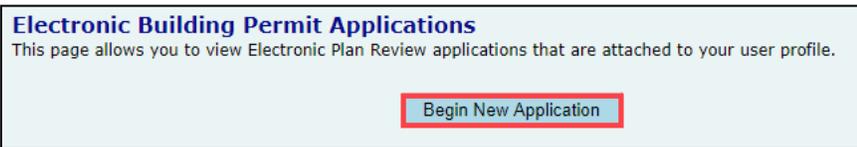
# Plan Review Revision

## APPLICATION PROCESS

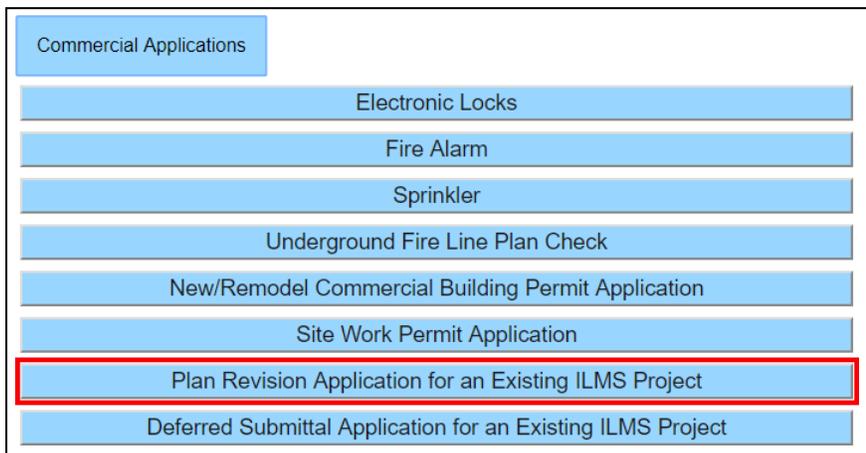
The process of setting up a revision is similar to setting up a new project on the iPermits Portal.



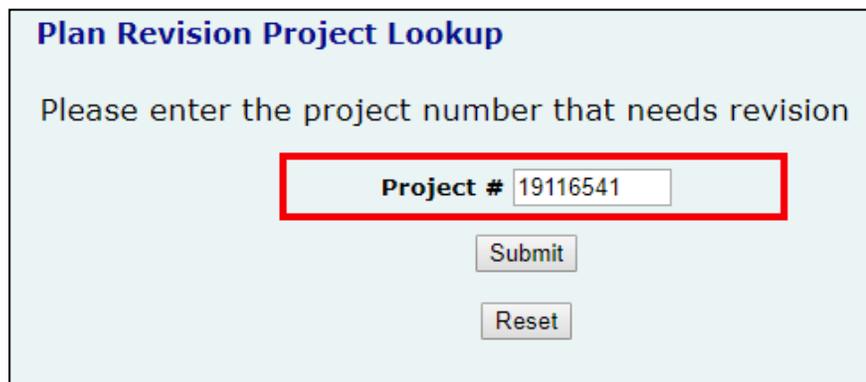
Logon to iPermits and click on **Building Permit Applications**.



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



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



Enter your 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

## CREDIT CARD OR E-CHECK

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

Shopping Cart No:

Created:

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

Select Sales Orders for Payment							
Sales Order	Type	Date	Holds Appvd	Customer / Contractor of Record (Permit emailed to)	Update Required	Fee / Amount Paid	Select to Pay
02340820	Plan Review Deposit	01-OCT-2019	No Holds	911 WASHINGTON AVE # 5.73		\$552.66	<input checked="" type="checkbox"/>
02404585	New Single Trade	09-DEC-2019	On Hold, call 832-394-8899 for assistance	01234567-EM ELECTRICAL 01234567, MASTER TEST AIR LINE kenneth_porter@abcglobal.net 911 WASHINGTON AVE		\$108.35	<input type="checkbox"/>
<b>Shopping Cart Amount Due</b>						<b>\$552.66</b>	

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. You will be taken to Chase website to complete the online payment.

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

**ILMS Shopping Cart Online Payment Processing**

**Payment Selection**

Shopping Cart No:

Created:

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:

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

Billing Zip Code:  -

Shopping Cart Amount Due	
	<b>74.33</b>

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

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 J. P Morgan payment website to complete the transaction. A receipt will be emailed to you from J.P Morgan You may need to check your spam or junk folder.

# Plan Review Revision Payment

## ADVANCED PAYMENT ACCOUNT

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

Shopping Cart No:

Created:

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

Select Sales Orders for Payment							
Sales Order	Type	Date	Holds Appvd	Customer / Contractor of Record (Permit emailed to)	Update Required	Fee / Amount Paid	Select to Pay
02340820	Plan Review Deposit	01-OCT-2019	No Holds	911 WASHINGTON AVE # 5.73		\$552.66	<input checked="" type="checkbox"/>
02404585	New Single Trade	09-DEC-2019	On Hold, call 832-394-8899 for assistance	01234567-EM ELECTRICAL 01234567, MASTER TEST AIR LINE kenneth_porter@abcglobal.net 911 WASHINGTON AVE		\$108.35	<input type="checkbox"/>
<b>Shopping Cart Amount Due</b>						<b>\$552.66</b>	

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:

Created:

E-Pay Completed:

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

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

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

# Index

## HOW TO RUN REPORTS ON PROJECTDOX

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

The screenshot shows the Houston Public Works Houston Permitting Center interface. The 'Projects' tab is active. A table lists project details:

ACTION	PROJECT	LOCATION	DESCRIPTION	OWNER	STATUS	CREATE DATE
	20096738		ELECTRIC LOCKS PLAN REVIEW	Commercial Building	Corrections Requested	8/23/21 9:14 AM

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

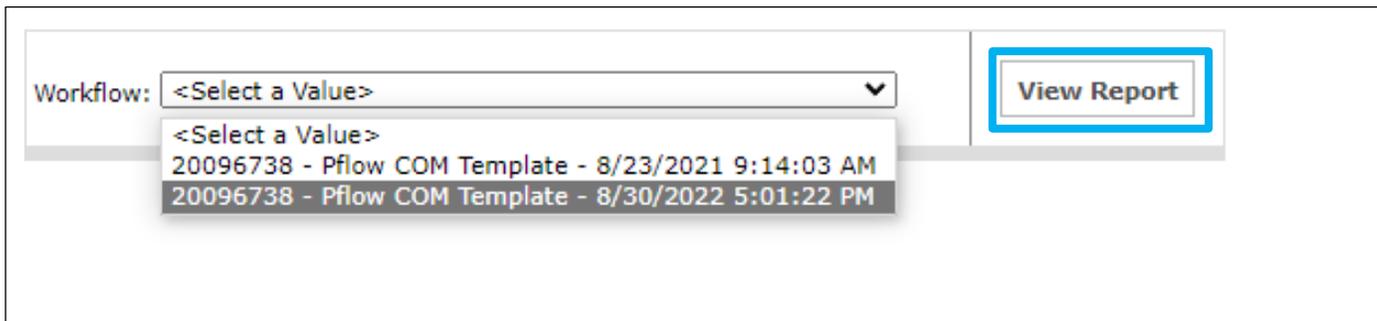
The screenshot shows the Houston Public Works Houston Permitting Center interface with the 'Reports' tab selected. The table lists various reports:

ACTION	REPORT NAME	REPORT TYPE	REPORT DESCRIPTION
	Current Project - All Emails Sent	Project	All template emails sent from within this project
	Current Project - All Group Users	Project	All project users listed by group and name
	Current Project - All Logged Events	Project	All logged events for a project between specified dates
	Current Project - All Uploaded Files with Sheet Sizes	Project	All uploaded files with sheet sizes within this project
	Current Project - Combined Discussions	Project	Project discussion comments, discuss file and workflow form discussions
	Current Project - Discussion Comments with All Participants	Project	Project discussion comments listing all topic participants
	Current Project - Unpublished Files	Project	All unpublished files within this project
	Current Project - User Activity History by Date	Project	All logged project events by a named user between specified dates
	Plan Review - Department Review Status	ProjectFlow	Status of departmental reviews for a specified workflow
	Plan Review - Discussion Board Plan Review	ProjectFlow	Discussions within workflow task forms used within this project
	Plan Review - Review Comments	ProjectFlow	Lists the review comments, checklist and changemark details for a workflow instance review cycles.
	Plan Review - Review Details	ProjectFlow	Displays the Workflow Routing Slip with a list of review comments
	Plan Review - Workflow Routing Slip	ProjectFlow	Displays the sequential routing and times for completed or current plan review tasks
	ProjectFlow - Department Review Status	ProjectFlow	Status of departmental reviews for a specified workflow
	ProjectFlow - Workflow Routing Slip	ProjectFlow	Displays the sequential routing and times for completed or current plan review tasks

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## HOW TO RUN REPORTS ON PROJECTDOX

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



The screenshot shows a web interface with a label 'Workflow:' followed by a dropdown menu. The dropdown menu is open, showing three options: '<Select a Value>', '20096738 - Pflow COM Template - 8/23/2021 9:14:03 AM', and '20096738 - Pflow COM Template - 8/30/2022 5:01:22 PM'. To the right of the dropdown is a button labeled 'View Report' with a blue border.

Example of report shown below

**Plan Review - Workflow Routing Slip**

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Report Generated: **06/02/2023 09:50 AM**

Review Type: **Commercial and Residential Building Permit**  
Number of Files: **5**  
Project Name: **23008193**  
Workflow: **23008193 - Pflow COM Template - 5/15/2023 3:48:30 PM**  
Total Review Comments:

Time Elapsed: **13 days 18 hrs**  
Time with Jurisdiction: **12 days 18.5 hrs**  
Time with Applicant: **0 days 23.5 hrs**  
Completed Submission (Prescreen): **0 days 23.5 hrs**  
Completed Plan Review: **Not Completed**

TASK	TASK STATUS	REVIEW STATUS	CYCLE	ASSIGNED	ACCEPTED	COMPLETED	GROUP	USER
Applicant Upload	Completed		0	05/15/2023 03:48 PM	05/16/2023 03:07 PM	05/16/2023 03:07 PM	Applicant	Tanya Stillman



**Thanks for using electronic plan review!**

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



# HOUSTON PUBLIC WORKS

Houston Permitting Center

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