



**HOUSTON
PUBLIC WORKS**

Houston Permitting Center

*Commercial Building
Plan Review*

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



ELECTRONIC PLAN REVIEW

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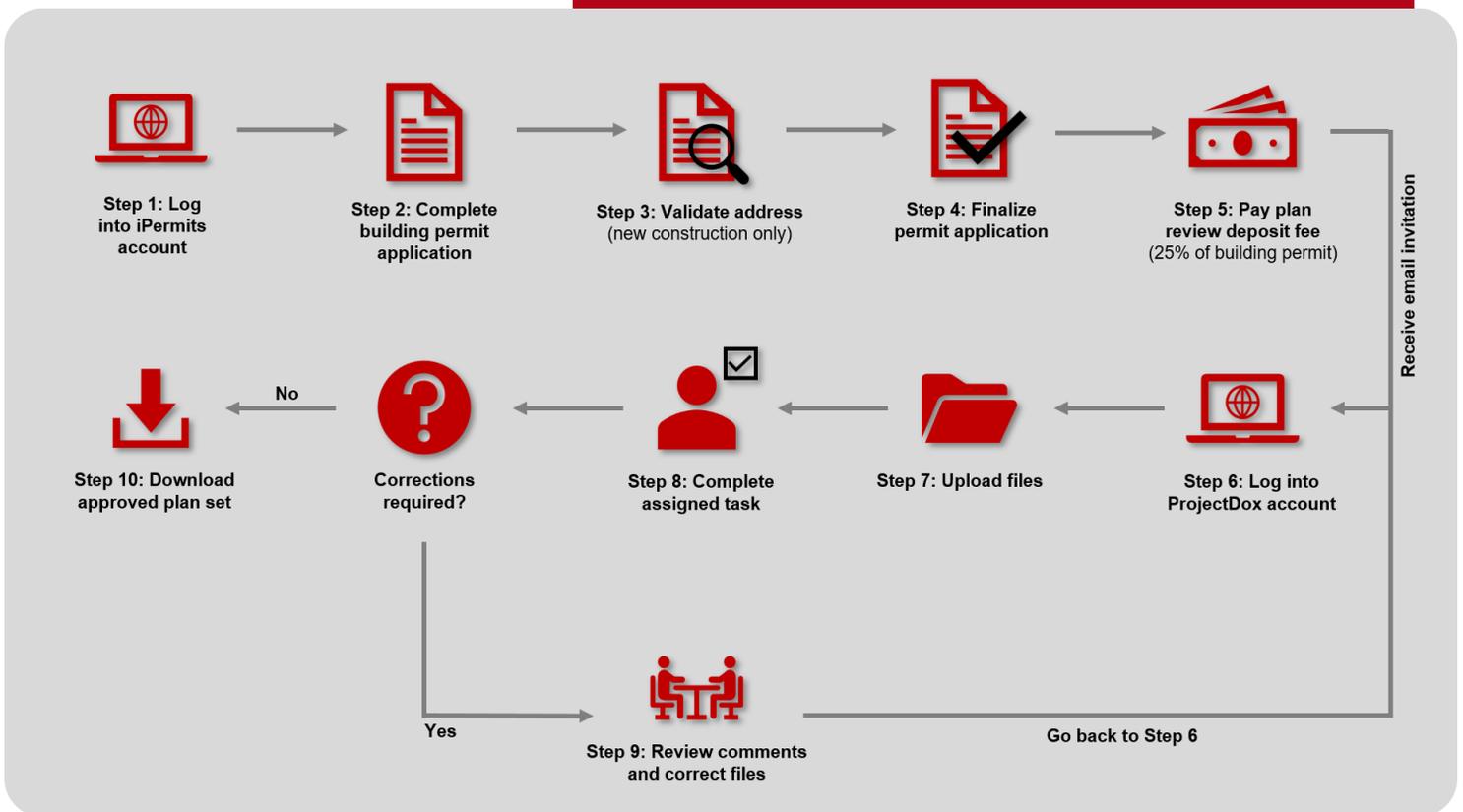
Overview

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.

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



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

Application Process

COMMERCIAL BUILDING PERMIT APPLICATION



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



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



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.

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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@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:

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.

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Official Site for Houston, Texas

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

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

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 for assistance.

Street List

Qualified Street Names	Address
WASHINGTON AVE	

The needed street name is not listed

[Back](#)

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

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

Home | I Want To | Government | Residents | Business | Departments | Visitors | 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	Name on Situs
1000 WASHINGTON AVE 1001	HPC TEST PROJECTS 2, 012
1000 WASHINGTON AVE 102	TEST, PLUMBING PERMIT
1000 WASHINGTON AVE 111	TESTING ELECTRICAL PERMIT
1002 WASHINGTON AVE	CITY OF HOUSTON- PERMITTING CENTER
1002 WASHINGTON AVE -	AIA HOUSTON
1002 WASHINGTON AVE 2ND	CITY OF HOUSTON- PERMITTING CENTER
1002 WASHINGTON AVE 3RD	CITY OF HOUSTON- PERMITTING CENTER
1002 WASHINGTON AVE A	WASHINGTON CAFE
1002 WASHINGTON AVE ACRX	
1002 WASHINGTON AVE B	COH-PWE
1002 WASHINGTON AVE FL 1	CITY OF HOUSTON- PERMITTING CENTER
1002 WASHINGTON AVE FL 2	CITY OF HOUSTON- PERMITTING CENTER
1002 WASHINGTON AVE FL 3	CITY OF HOUSTON- PERMITTING CENTER
1002 WASHINGTON AVE FL 4	CITY OF HOUSTON- PERMITTING CENTER
1002 WASHINGTON AVE SGN	SIGNS
1002 WASHINGTON AVE SIGNS	HOUSTON GREEN RESOURCE CENTER
1002 1/2 WASHINGTON AVE	CITY OF HOUSTON- PERMITTING CENTER
1002 1/2 WASHINGTON AVE SIGNS	SIGNS TEST
1003 WASHINGTON AVE	BIG BROTHERS BIG SISTERS
1003 2/3 WASHINGTON AVE	*****
1010 WASHINGTON AVE	KITCHCO REALTY LTD, ET AL
1010 WASHINGTON AVE SWA	STORM LETTER, APPLICATION

The needed property address is not listed

[Back](#)

From the generated list, click on the 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.

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 #: # of Stories: Key Map #: Zip Code*: 77002 County*: Please Select

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

Project Information
Describe the proposed development*

Type of Commercial Structure

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

Scope of Project

New Complete Building New Construction (Shell Bldg) Addition & Remodel Water damage repairs not attributed to hurricane, storm, or flood Addition Remodel Repair (one stop) Partial Demolition New Foundation Re-Roof (one stop) Solar Panel Installation 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 Street Name: Avenue Type: 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:
Mailing Address: Street #: Fraction: Pre-Dir: Street Name: Type: Space: City: State: Zip:
Contact:
Phone Number: Phone Number: (Numeric Digits Only)
Email Address:

Save & Continue

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

Project Scope: Remodel, Office

Present Occupancy:

Proposed Occupancy:

Construction Type: Select the appropriate code

Fire Rating: Select the appropriate code

Square Footage (added): Total Cost of Improvement:

Describe the proposed development*: COMMERCIAL PROJECT TEST

Sprinkler Installed: Yes No

Sprinkler Percentage:

Sprinkler Type:

TDLR Project No:

Construction 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:

Street # Fraction Pre-Dir Street Name Type Space

Mailing Address:

City: State: Zip:

Contact*:

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

Email Address*:

General Contractor Information

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

Applicant Owner Project Manager

Entity Name Type: Individual Corporation or Firm The General Contractor is yet to be determined

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:

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 page includes a navigation bar with links like Home, I Want To, Government, Residents, Business, Departments, Visitors, and En Espanol. The main content area is titled 'Attach Documents / Finalize Application' and contains several sections: 'Project Information' with application number 00064309; 'Upload Additional Documents' with a note about required attachments (Declaration and Prerequisite checklist) and a warning not to upload building plans; 'Upload documents associated with this application' with three 'Choose File' buttons and a 'Begin Upload' button; 'Copy Feature' with a 'Copy this Application' button; and 'Application Status' with a permit fee calculation of \$357.71 and a 'Finalize Application' button. A disclaimer box is also present.



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

Shopping Cart No: 02218046
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"/>
Shopping Cart Amount Due						\$74.33	

Buttons: 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.

ILMS Shopping Cart Online Payment Processing
Payment Selection

Shopping Cart No: 02218046
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

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

Billing Zip Code: 77002 - 0000

Shopping Cart Amount Due 74.33

Buttons: Update Payer Information, **Continue the Credit Card/Electronic Check Payment Process**

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

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 Chase.** You may need to check your spam or junk folder.



Note: J.P. Morgan Chase web will assess a convenience fee for their service. J.P. Morgan 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:

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
02371206	Plan Review Deposit	15-NOV-2019	No Holds	911 WASHINGTON AVE		\$74.33	<input checked="" type="checkbox"/>
Shopping Cart Amount Due						\$74.33	

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
Shopping Cart Amount Due				\$74.33

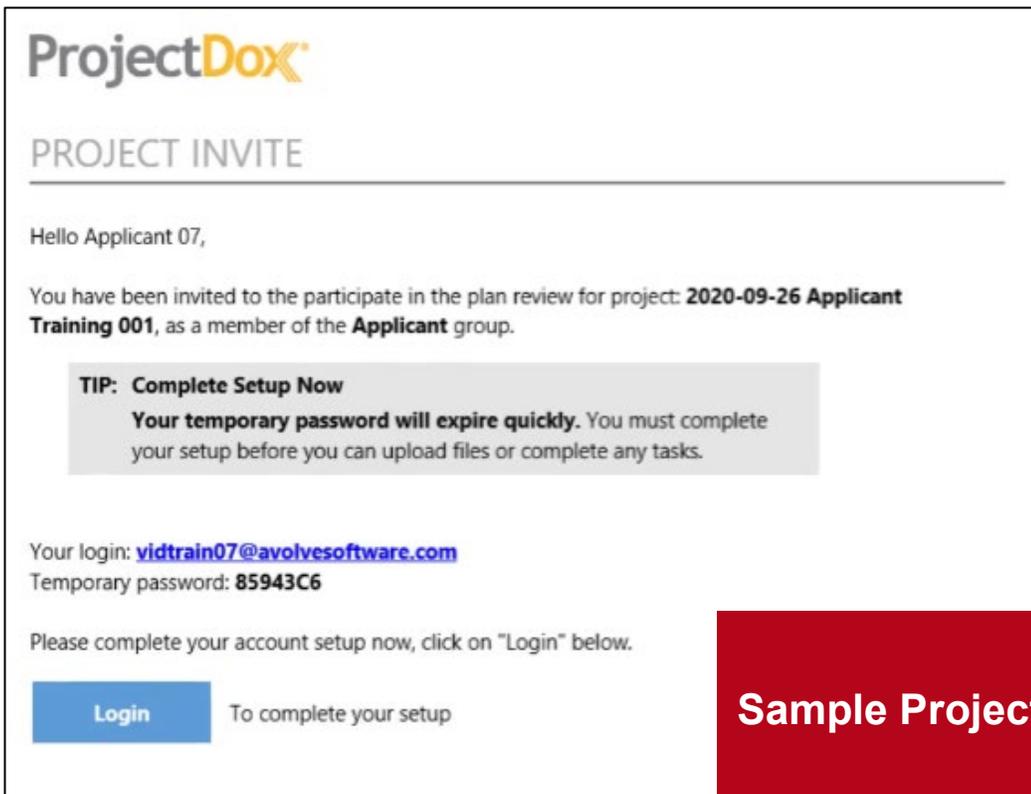
Select the appropriate account number associated with your iPermits user profile. Then click on the **Submit APA Payment** button to complete the transaction.



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



Sample ProjectDox 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 project 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.
- Please use the **User PC Settings** guide from the login page for

instructions and other browser specific settings you need for the ProjectDox system.

- The login page also has a link to add a desktop shortcut for ProjectDox® site, and a link to add the ProjectDox site 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**
- **Enter contact information**

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

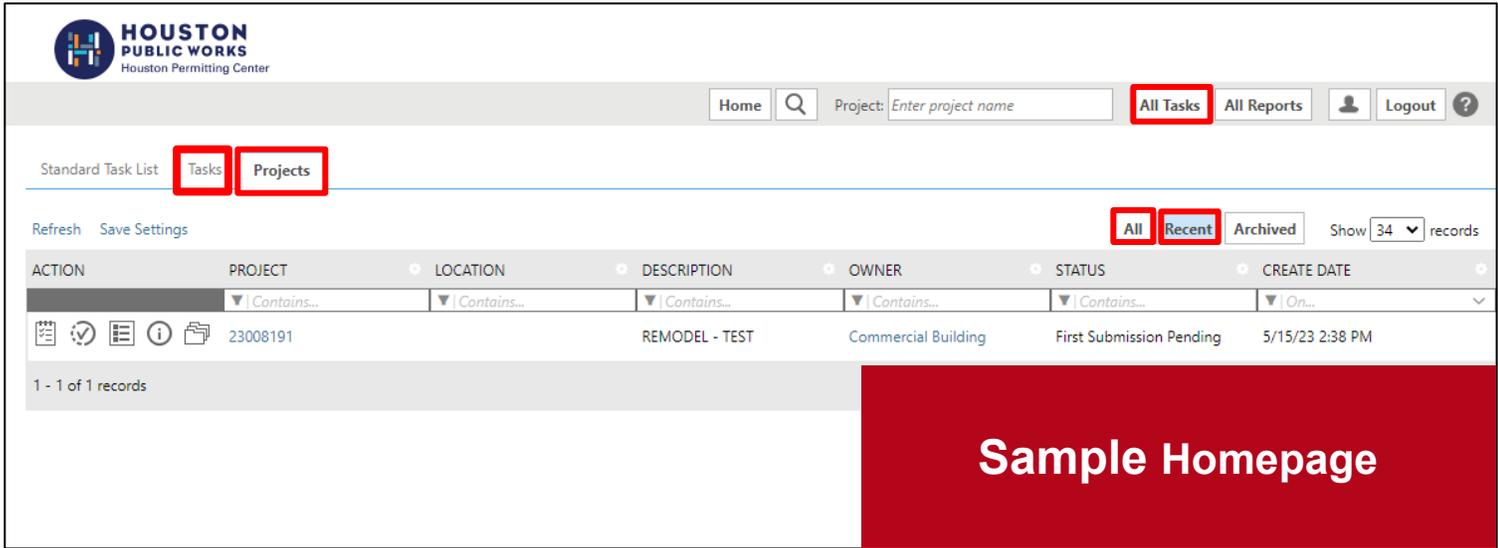
Logging in to ProjectDox® a second time (and every time after that); you will use the permanent password that you've entered in your Profile page.

If you ever forget your password, click on the **Forgot 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 ProjectDox® home page is divided into two main sections **Tasks & Projects**.

The **Projects** section displays basic information about every project you've submitted for electronic plan Review as a main applicant and as project member.

The **All Projects** button lists all your projects.

The **Recent** Projects button displays projects accessed in the last 30 days.

Projects can be sorted by clicking on the column header (i.e., Project, Location, Description, Owner...). You can also search for words keywords related to a specific Project through the **Search**  field.

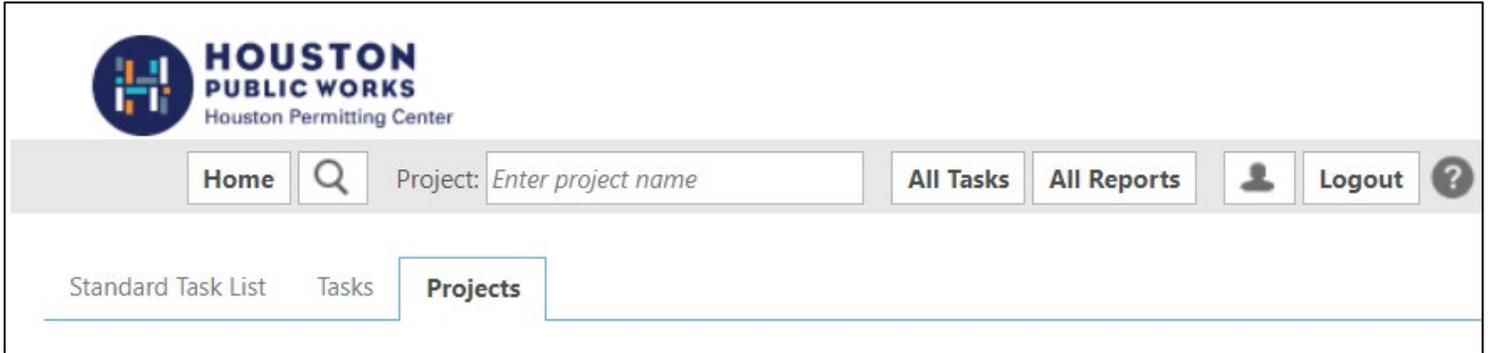
The **All Tasks** section displays all your outstanding tasks for projects for which you are the main applicant. The Active Task List can be sorted by clicking on the column header.



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

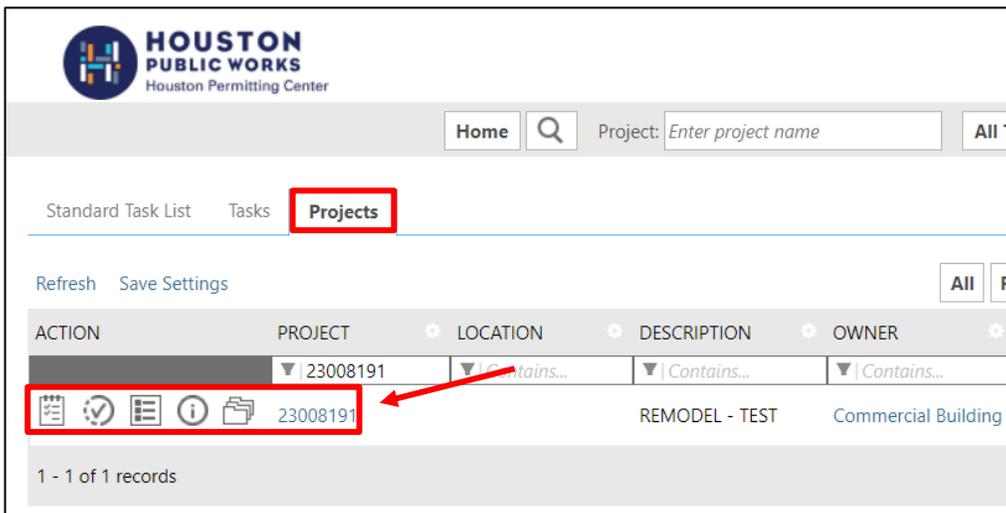
Navigation Basics

HOME PAGE TOOLBAR



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

- The **Home** button will take you back to the Home Page.
- The **Search** button allows you to search for a project, based on the key information entered in the Project Info Page, or it allows you to search for keywords within a project.
- The **All Task** button shows any tasks requiring action from you.
- The **Profile** button will take you to your User Profile, where you can edit your personal information or change your password.
- The **Logout** button logs you out of ProjectDox®.
- The **Help** button takes you to the ProjectDox® Help site. Use the index or search functions to find instructions on specific aspects of ProjectDox®.



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 and Upload Files

Standards

FILE TYPES & 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

- 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 22" x 34" (commercial) or 11"x 17" (residential).

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. Use 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, Interior Design	A, ID	001-999	A.003 SITE PLAN & DETAILS
Landscape	L	001-999	L. 004 IRRIGATION DETAILS
Structural, Shop Drawings	S, SK	001-999	S.005 FOUNDATION PLANS
Electrical, Low Voltage	E, LV	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, Pools	K, PL	001-999	K.010 ROOM FINISHES
Electric Locks	EL	001-999	EL.001 PERMIT DRAWINGS
Fire Marshal	FM	001-999	FM.001 FIRE ACCESS SITE PLAN
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
 - Low Voltage
- Plumbing
- HVAC
- Civil
 - Storm Drainage
 - Mitigation, *if applicable*
 - Water Wastewater
 - Plat-Survey
- Health Equipment (Food Consumption)
- Electric Locks
- Fire Marshal
 - Haz-Mat
 - High Pile
 - Standpipes
 - Alarm
 - LP Gas - Natural Gas (tanks, generators, etc.)
- Fire Suppression
 - Sprinklers-Above Ground
 - Sprinklers-Add and Relocate
 - Underground Fire Lines
- Urban Forestry

2. DOCUMENTS

- Application
- Pre-Requisite Check List
- Utility Letter(s)
- Energy Forms (codes)
- Manufacturing Specs
- Geotechnical Reports
- Asbestos Survey
- ARA Application
- U.L. Designs
- Owner Statement of Intended Use
- Occupant Reduction Letter
- Approved Code of Records
- Approved Alternate Methods
- Fire Suppression Product Data & Calcs
- Occupant Reduction Letter
- Miscellaneous
- Applicant Responses
- Flood
- Planning
- Traffic
- Fire
- Health

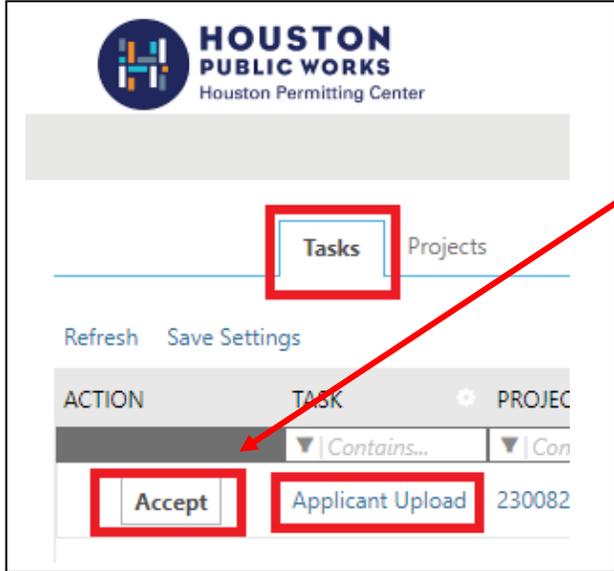
3. APPROVED

4. CHANGEMARK REPORTS

5. PDF DESTINATION FOLDER

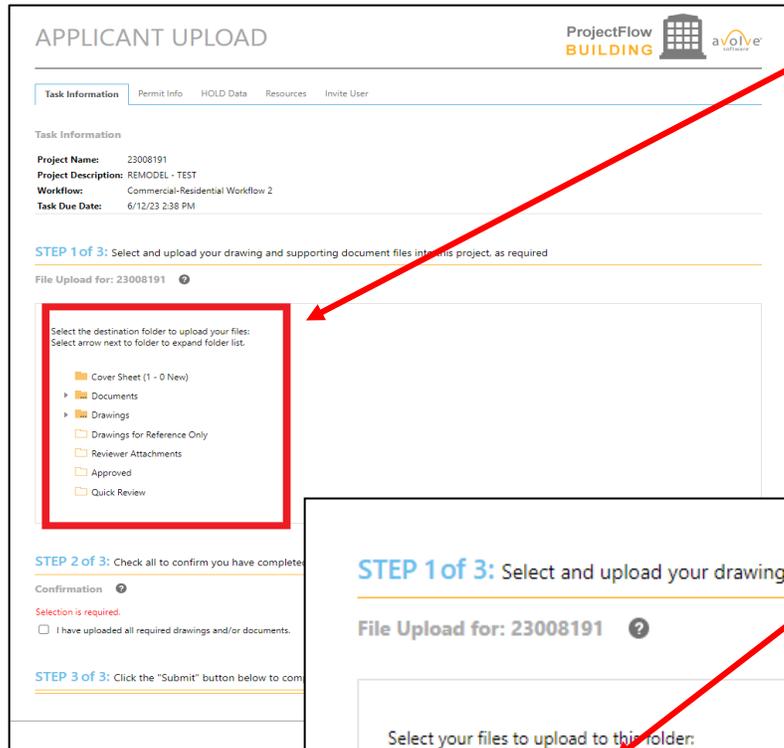
File Upload

FIRST SUBMISSION

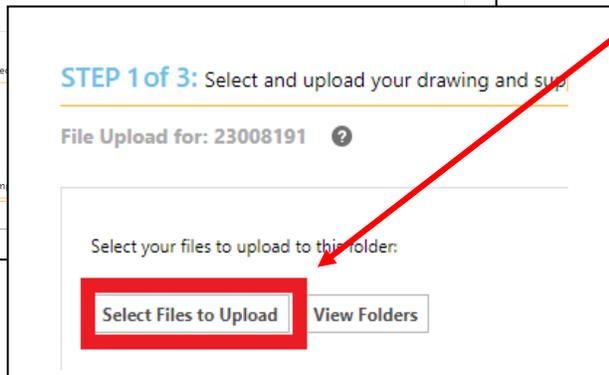


On your ProjectDox Home Page click on the **Tasks** button and click on **Accept or Upload and Submit**.

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. (Please see page 30 for naming standards.)



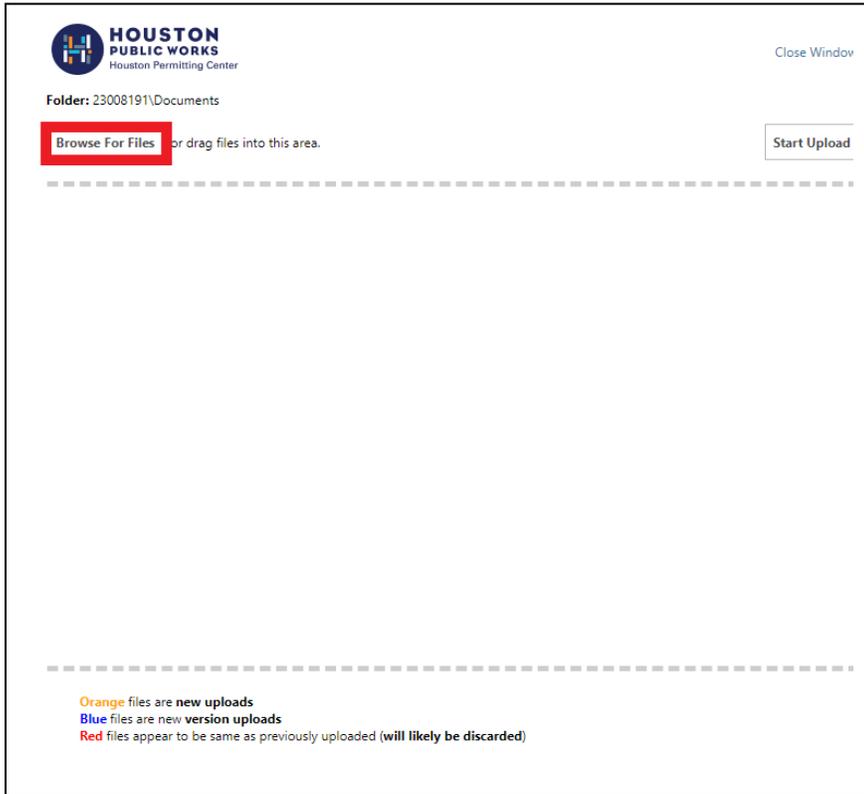
Select the desired folder.



Click on **Select Files to Upload**

File Upload

FIRST SUBMISSION

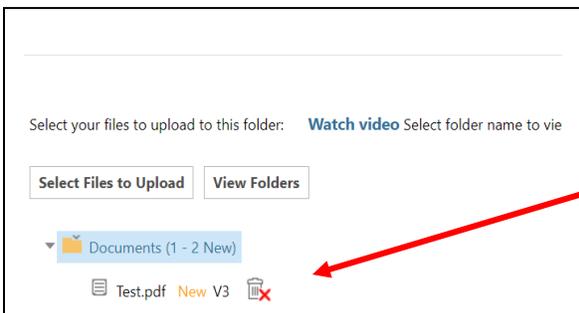


By default, up to 400 files or 10GB, whichever comes first. By default, up to 200 files can be uploaded at the same time.

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.



If a file is uploaded into the wrong folder, select the uploaded file, and click on the delete icon.

File Upload

FIRST SUBMISSION

The screenshot shows the Houston Public Works Houston Permitting Center interface. At the top left is the logo and name. A navigation bar includes 'Home', a search icon, a 'Project:' field with 'Enter project name', and 'All Tasks' with a user icon. Below this is a secondary navigation bar with 'Tasks', 'Files' (highlighted with a red box), 'Status', 'Info', 'Reports', 'Discuss', and 'Reviews'. The main content area shows a project titled '23008197: Houston - Cycle #1' with 'Main Contact: PROJECTDOX ILMS'. A 'Refresh' button is present. Below that is an 'Upload Files' button (highlighted with a red box) and a toolbar with icons for search, download, copy, paste, and delete (highlighted with a red box). The text '1 of 1 files (1 selected)' is shown. A table lists files with columns for 'FILE NAME', 'STATUS', and 'REVIEWED'. The table contains one entry: 'Coversheet_Revised.pdf' with a checked checkbox, a file icon, and a comment icon.

FILE NAME	STATUS	REVIEWED
▼ Contains...	▼ Contains...	▼
<input checked="" type="checkbox"/> Coversheet_Revised.pdf		

From the **Home** button the applicant may also view uploaded files by selecting the project number

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.

File Upload

FIRST SUBMISSION

APPLICANT UPLOAD Project BUILD

Task Information Permit Info HOLD Data Resources **Invite User**

Invite/remove Project User

Invite to Group: Owner_Agent_Contractors Remove

First Name:

Last Name:

Applicant Email:

Invite User

If you wish to invite a user, click on the **Invite User** tab.

Enter the individual's name and email address and then click on the **Invite User** button. 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.

STEP 2 of 3: Check all to confirm you have completed this task and are now ready to submit

Confirmation ?

Selection is required.

I have uploaded all required drawings and/or documents.

STEP 3 of 3: Click the "Submit" button below to complete your task

Submit Complete Later

If you are not ready to submit your plans select, **Complete Later**.

If you are ready, confirm all files have been uploaded and **Submit**.

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 **Pre-Screen Resubmit 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

PE ePlans@houstonx.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
- Once corrections have been uploaded for review, no additional requested
- Please make corrections within 180 days of this notice to prev

Project:	23008191
Description:	REMODEL - TEST
Task:	Prescreen Resubmit
Project Access	Login to ProjectDox

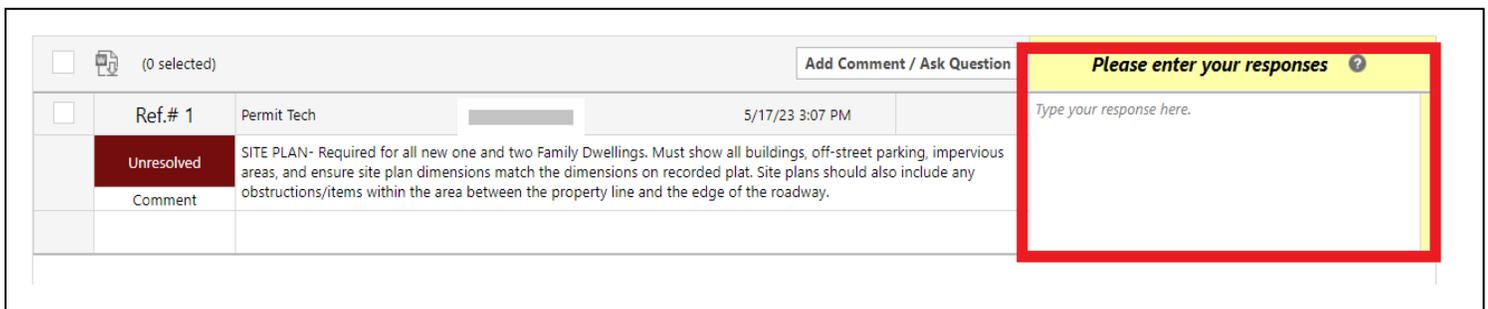
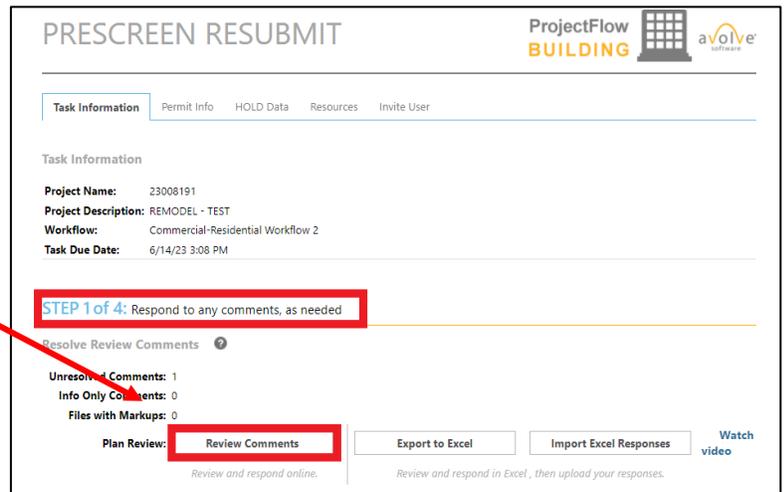
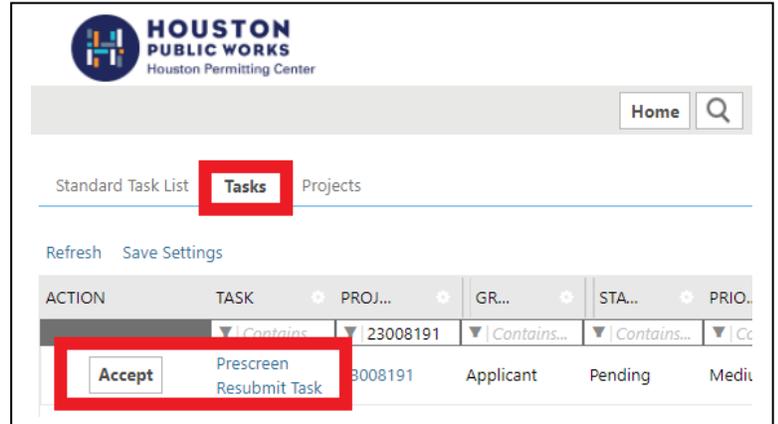
Sample Prescreen Corrections Email

Pre-Screen Review

PROCESS OVERVIEW

The following steps outline how to review the 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 the requested corrections.



Pre-Screen Review

PROCESS OVERVIEW

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

Version Upload for: 23008191

Select "Versioned Files" to upload files as new version updates for files previously submitted and received
 Select "New Files" to upload any additional new file into this project as requested.

Versioned Files New Files

Are your updated files named exactly the same* as the prior versions? Yes No [Watch video](#)

* "name-v2.pdf" is not an "exact" file name match to "name.pdf"

Select the destination folder to upload your files:
 Select arrow next to folder to expand folder list.

- Cover Sheet (1 - 0 New)
- ▶ Documents (1 - 0 New)
- ▶ Drawings
- Drawings for Reference Only
- Reviewer Attachments
- Approved
- Quick Review

“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.

STEP 3 of 4: Check all to confirm you have completed this task and are now ready to submit

Confirmation

Response has been provided for all comments and files have been uploaded (if requested) *Required

STEP 4 of 4: Click the "Submit" button below to complete your task

Note: If all review comments require a response and they have not been provided, you will see the following notification and will not be able to complete your task until required responses have been entered.



The Prescreen Corrections task can be repeated as many times as necessary until all corrections have been submitted. You will receive an email when your Prescreen review is accepted and review is beginning

Review of Plans

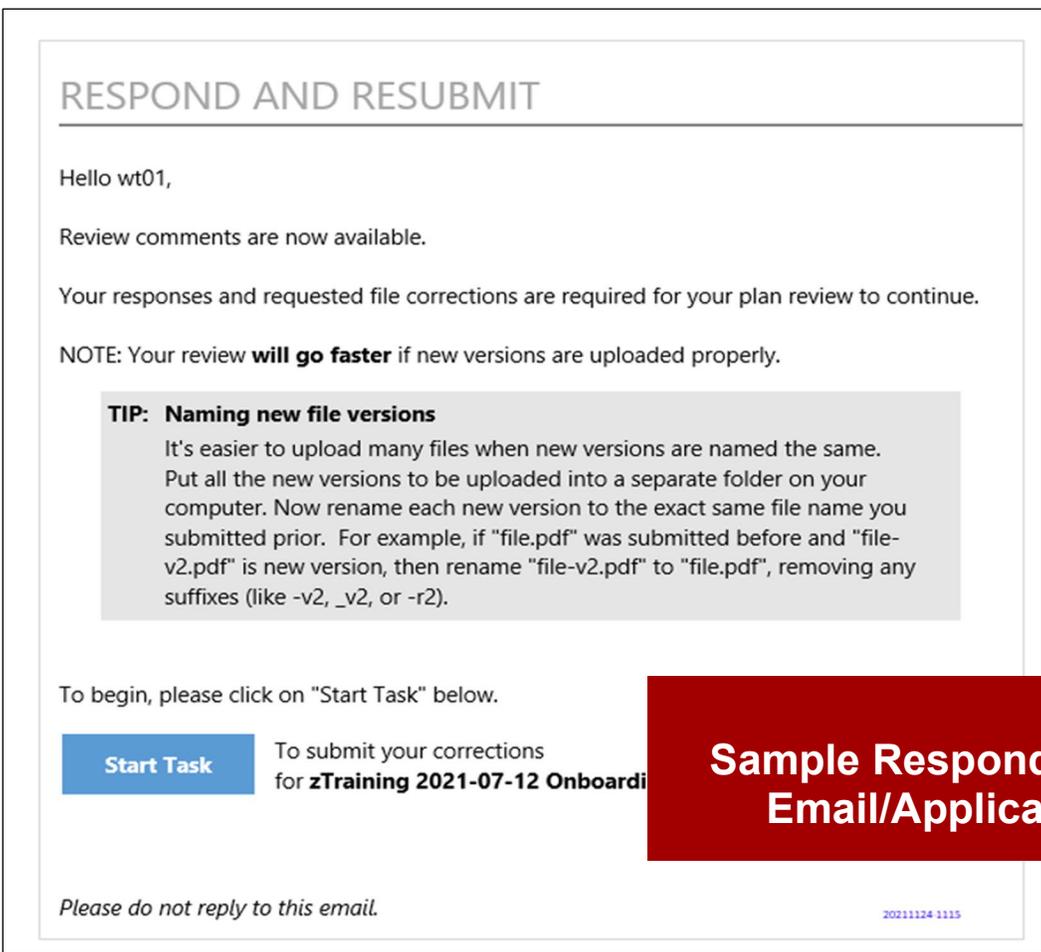
PROCESS OVERVIEW

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**, the Review QA Coordinator applies the final City of Houston approval stamp, and the applicant will receive an **Approved** email with instructions. (See Page 33)

If corrections are required, the applicant will receive an email notification to complete the **Applicant Resubmit Task** with instructions on how to resubmit.



The image shows a sample email template for a 'Respond and Resubmit' notification. The email is titled 'RESPOND AND RESUBMIT' and is addressed to 'wt01'. It informs the recipient that review comments are available and that responses and file corrections are required for the plan review to continue. A note states that reviews will go faster if new versions are uploaded properly. A tip section provides instructions on naming new file versions, suggesting that files be named the same as the previous version to facilitate uploading. The email includes a 'Start Task' button and a link to 'zTraining 2021-07-12 Onboardi'. At the bottom, it requests that the recipient not reply to the email and includes a reference number '20211124 1115'.

**Sample Respond and Resubmit
Email/Applicant Resubmit**

Review of Plans

APPLICANT RESUBMIT TASK

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

1. Log in to ProjectDox®.
2. From the Homepage select **Task** tab
 - a) This can be done from the respond and resubmit email sent to applicant.
3. Click **Accept**.
4. Click on **Review Comments**:
 - a) Applicants can view comments provided by the plan reviewers and provide responses as required.

The screenshot shows the 'RESPOND AND RESUBMIT' interface. The 'Task Information' tab is active, displaying details for a project named 'Rev' coordinated by Mara Fitter. A callout box titled 'STEP 1 of 4: Respond to any comments, as needed' is overlaid on the right, showing a summary of comment counts: Unresolved Comments: 1, Info Only Comments: 0, Files with Markups: 0, and a 'Review Comments' button highlighted with a yellow border. A red arrow points from this callout to the 'Review Comments' button in the main interface. Below the callout, the main interface shows a 'Plan Review:' section with buttons for 'Review Comments', 'Export to Excel', and 'Import Excel Responses'. A red arrow also points from the 'Review Comments' button in the main interface to the callout box.

In addition to **Review Comments**, the applicant may also select **Export to Excel** to view comments on Excel spreadsheet, **then Import Excel Responses**.

The screenshot shows the 'Export to Excel' dialog box. The main interface behind it shows the 'Export to Excel' button highlighted with a red border. The dialog box has the title 'Export to Excel' and a subtitle 'Export review comments to Excel'. It offers two options: 'Single XLSX file' (selected) and 'Multiple XLSX files by department/trade (as ZIP)'. At the bottom, the 'Download' button is highlighted with a red border, and the 'Close' button is also visible.

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

Ref.#	Comment	Category	Reviewer	Date	Cycle	Response
Ref.# 2	Move door left	Mechanical	Preeti Schatzman	3/10/21 4:46 PM	Cycle 1	Type your response here.
Unresolved		A1-01 First Floor Plan.pdf				
Markup		Door is too close to mechanical equipment				
Ref.# 3	Mechanical	Preeti Schatzman	3/10/21 4:47 PM	Cycle 1	No re	
Info Only	Make sure to do the following when re-submitting:					
Comment	<ul style="list-style-type: none"> Item A Item B Item C 					

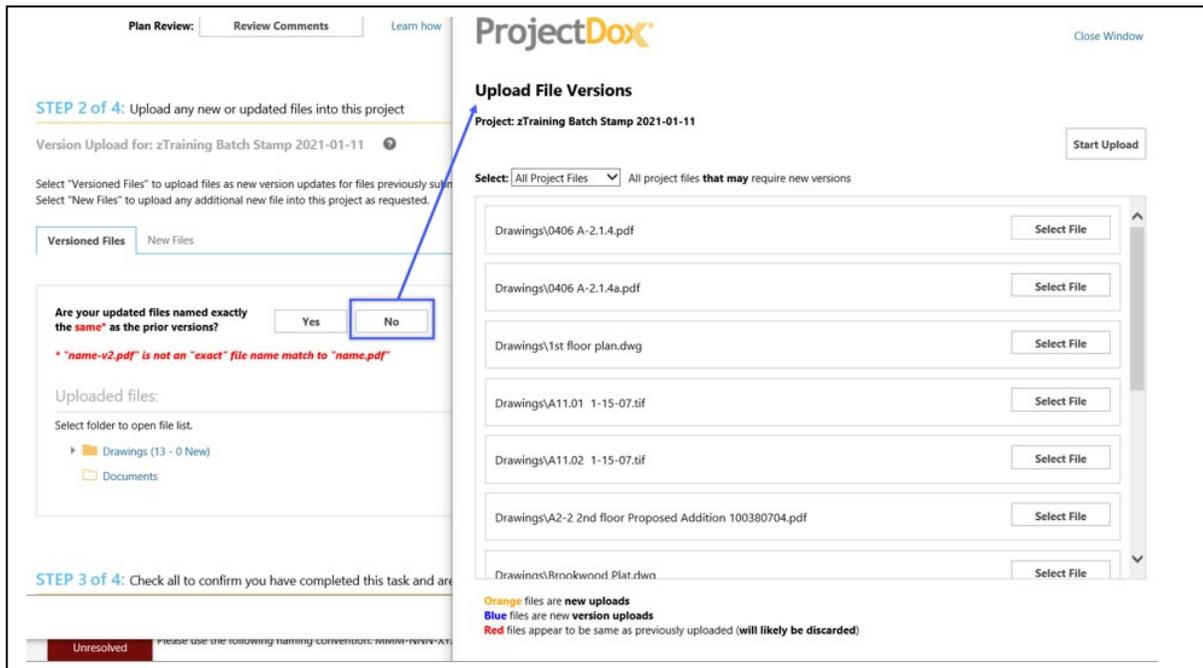
From the Review Comments list, clicking on the name of a file will open that file in a new tab with a wrapper that allows the response to be added.

Review of Plans

APPLICANT RESUBMIT TASK

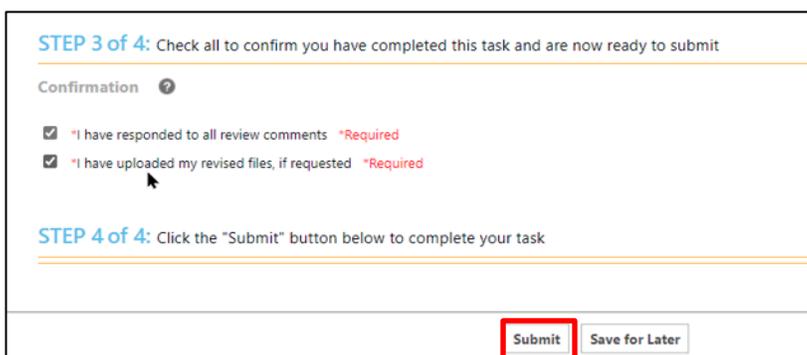
Make all required corrections and upload any new or updated files.

- Select **“Versioned Files”** to upload files as new version updates for files previously submitted and received.
- Select **“New Files”** to upload any additional new files into the project as requested.



After all corrections are completed and all files have been uploaded. Confirm you have completed your Task.

- Check box **“I have responded to all review comments.”**
- Check box **“I have uploaded my revised files, if requested.”**
- Click the **Submit** button.

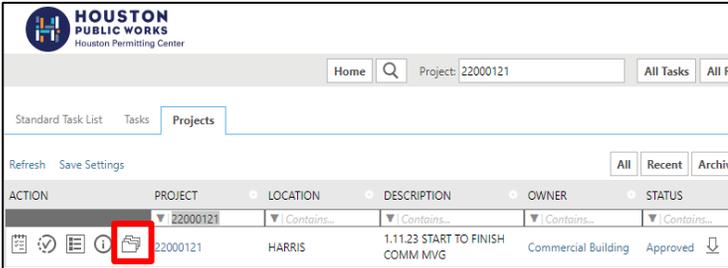


PRINT

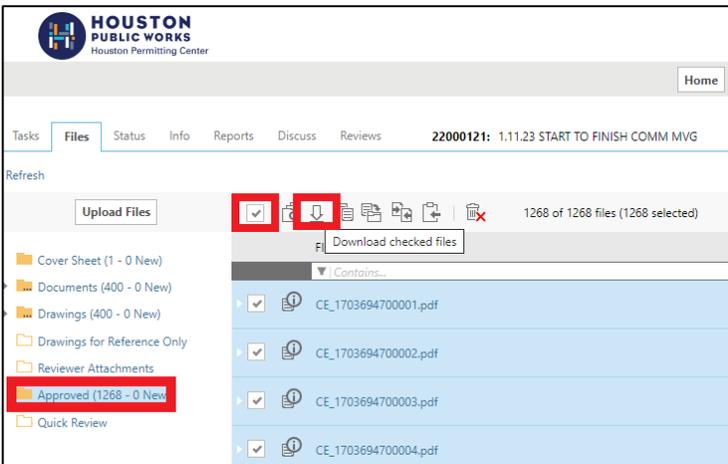
APPROVED PLAN SET

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.

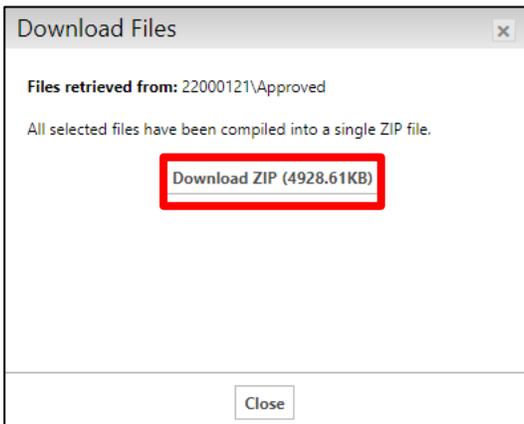


To **Download** your **Approved** Plans. Click on your  **Files** icon.



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 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.

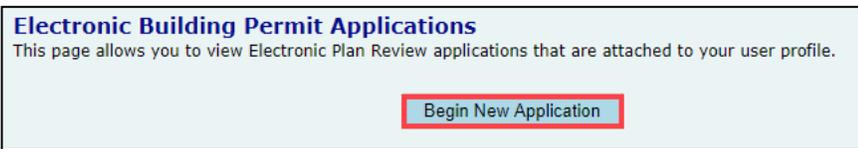


iPermits Online Service Menu

Building Permit Applications

Office of the City Engineer Plan Review Application

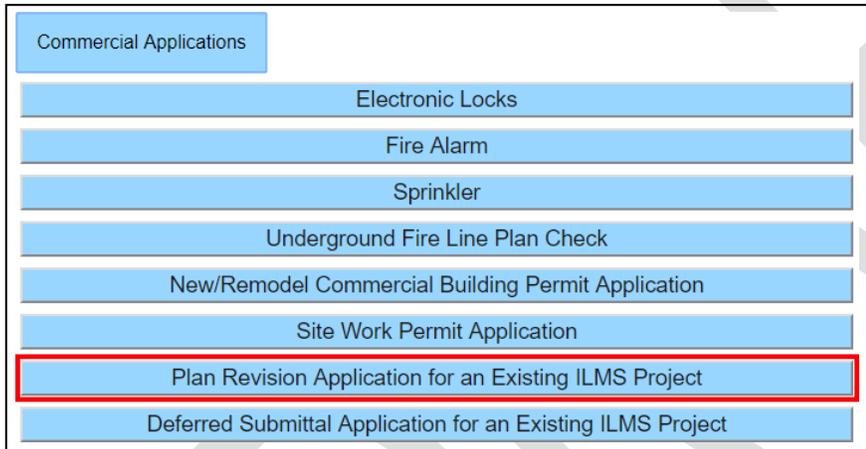
Logon to iPermits and click on **Building Permit Applications**.



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

Begin New Application

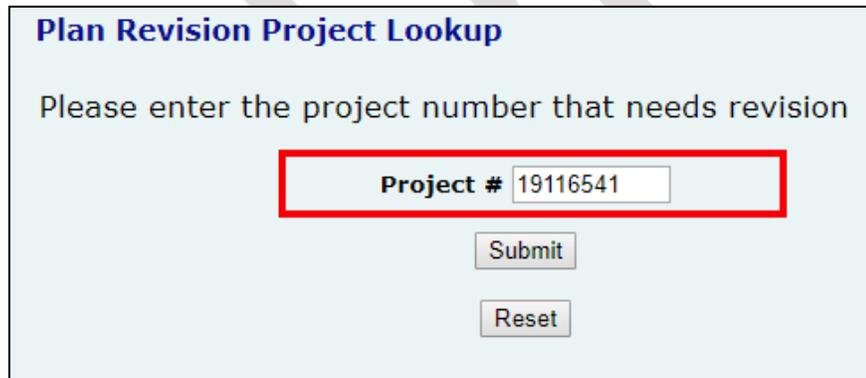
On the next screen click on **Begin New Application**.



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 # 19116541

Submit

Reset

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

Permits 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
02340822	Plan Revision	28-OCT-2019	No Holds	911 WASHINGTON AVE # 5.74		\$110.90	<input checked="" type="checkbox"/>
Shopping Cart Amount Due						\$110.90	

Select the appropriate payment method to pay for the revision.

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:

House # Fraction Pre-Dir Street Name Type Space

Billing Zip Code: -

Shopping Cart Amount Due **110.90**

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 J.P. Morgan payment 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.

Choose the appropriate Advanced Payment Account				
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
Shopping Cart Amount Due				\$110.90

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.

Choose the appropriate Advanced Payment Account				
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
Shopping Cart Amount Due				\$110.90

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

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
01170676	Plan Revision	11-MAY-2016	Processed	911 WASHINGTON AVE ILMS Project No: 16000327		\$102.71	<input checked="" type="checkbox"/>
Shopping Cart Amount Paid							\$102.71

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.

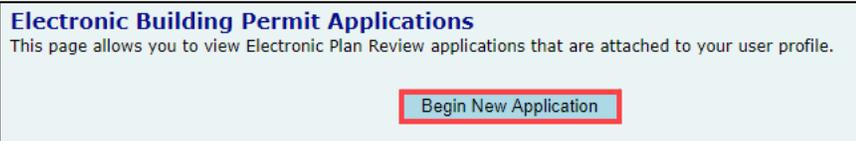
Deferred Submittals

APPLICATION PROCESS

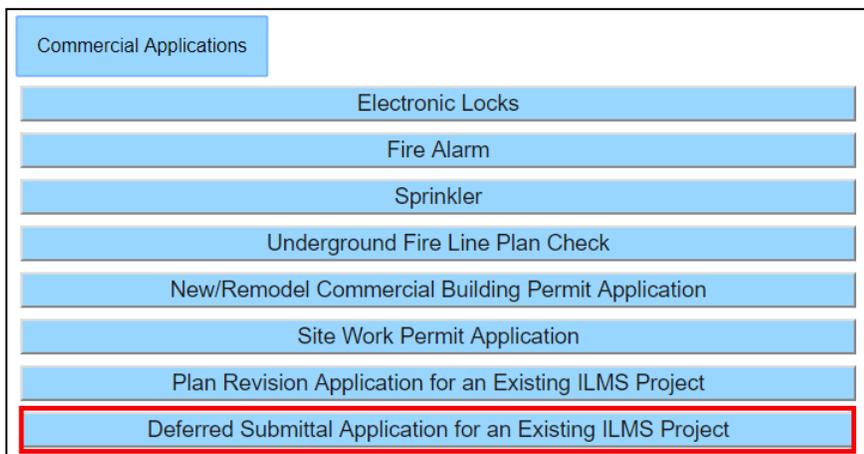
The process of setting up a revision is similar to setting up a new project on the iPermits Portal.



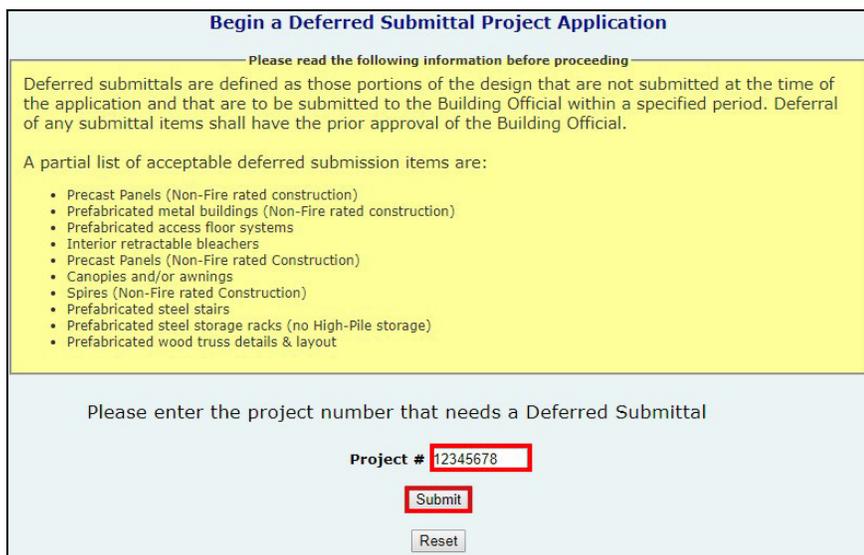
Logon to iPermits and click on **Building Permit Applications**.



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 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

Permits Shopping Cart Maintenance
 -Sales Order Payment Selection

Shopping Cart No: 02190070
 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.

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"/>
Shopping Cart Amount Due						\$110.90	

Buttons: Create a New ILMS Shopping Cart, Return to Shopping Cart List Maintenance, 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
 Created: 10/28/2019

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 TESTER

House # 1002 Fraction Pre-Dir Street Name WASHINGTON Type Avenue Space 2

Billing Address: 1002 WASHINGTON Avenue 2

Billing Zip Code: 77002 - 0000

Shopping Cart Amount Due 110.90

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

Please Note: Electronic Check payments cannot be submitted after 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 J.P. Morgan payment 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.

Choose the appropriate Advanced Payment Account				
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
Shopping Cart Amount Due				\$110.90

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.

Choose the appropriate Advanced Payment Account				
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
Shopping Cart Amount Due				\$110.90

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

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	Processed	911 WASHINGTON AVE # 5.74 ILMS Project No: 19116343		\$110.90	<input checked="" type="checkbox"/>
Shopping Cart Amount Paid						\$110.90	

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.

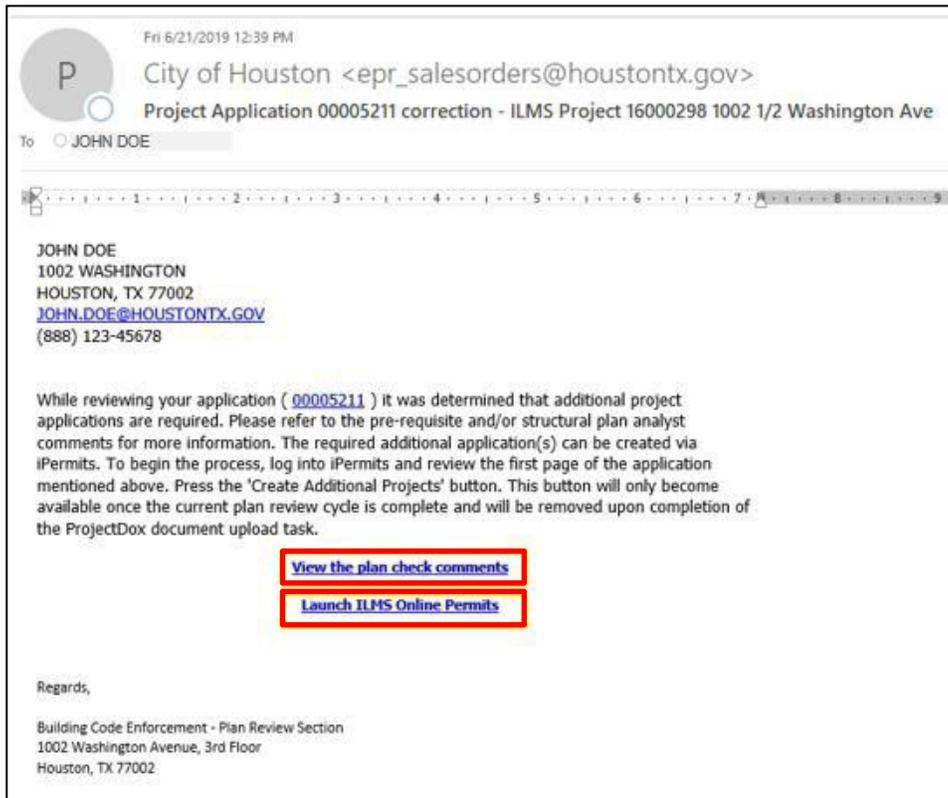
Additional Permit Applications for Subprojects

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.

[Begin New Application](#)

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
0005544	10/25/2019	TEST FOR ILMS CLIENT VERSION 5-74 UPGRADE	This is a master project 911 WASHINGTON AVE # 5.74	19116541	2	
0005533	10/22/2019	**TEST PROJECT	911 1/2 WASHINGTON AVE Plan review is incomplete	19116533		
0005532	10/21/2019	TEST FOR ILMS UPGRADE 5.74 - NATOYA	911 WASHINGTON AVE # 5.74	19116532		
0005530	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 #	Fraction	Pre Dir	Street Name	Street Type	Post Dir	Unit Type	Unit #
* 911			WASHINGTON	Avenue			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.

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: Google Map

Project Scope: **Remodel, Office**

Present Occupancy:

Proposed Occupancy:

Construction Type:

Fire Rating:

Square Footage (added): Total Cost of Improvement:

Describe the proposed development*:

Sprinkler Installed	Sprinkler Percentage	Sprinkler Type	TDLR Project No	CO/CC Certificate Requested
<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> C/O <input type="radio"/> C/C <input checked="" type="radio"/> 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:

Street # Fraction Pre-Dir Street Name Type Space

Mailing Address:

City: State: Zip:

Contact*:

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

Email Address*:

General Contractor Information

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

Applicant Owner Project Manager

Entity Name Type: Individual Corporation or Firm The General Contractor is yet to be determined

Corporation or Firm:

Street # Fraction Pre-Dir Street Name Type Space

Mailing Address:

City: State: Zip:

Contact:

Phone Number: Phone Number: (Numeric Digits Only)

Email Address:

Save and Continue

Reset

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.

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

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.

Please Note:

Application has been processed

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

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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.

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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 or the report icon to run report.

The screenshot shows the Houston Public Works Houston Permitting Center interface. At the top, there is a navigation bar with 'Home', a search icon, a 'Project:' field with 'Enter project name', and buttons for 'All Tasks', 'All Reports', a user icon, and 'Logout'. Below this is a breadcrumb trail: 'Standard Task List > Tasks > Projects'. The 'Projects' tab is active. There are 'Refresh' and 'Save Settings' buttons. On the right, there are filters for 'All', 'Recent', and 'Archived', and a 'Show 26 records' dropdown. The main table has columns: ACTION, PROJECT, LOCATION, DESCRIPTION, OWNER, STATUS, and CREATE DATE. The first row shows project '23008191' with a location 'Contains...', description 'Contains...', owner 'Contains...', status 'Contains...', and create date 'On...'. Below the table, there are icons for a list, a checkmark, a red box around a list icon, an info icon, a folder icon, and the project number '23008191' in a red box. The table content for this row is: 'REMODEL - TEST', 'Commercial Building', 'Prescreen Resubmit', and '5/15/23 2:38 PM'. At the bottom, it says '1 - 1 of 1 records' and has navigation buttons for 'Prev', '1', and 'Next'.

Step 2: On the Reports tab. Select the desired report.

The screenshot shows the Houston Public Works Houston Permitting Center interface. At the top, there is a navigation bar with 'Home', a search icon, a 'Project:' field with 'Enter project name', and buttons for 'All Tasks', 'All Reports', a user icon, and 'Logout'. Below this is a breadcrumb trail: 'Tasks > Files > Status > Info > Reports > Discuss > Reviews > 23008191: REMODEL - TEST'. The 'Reports' tab is active. There are 'Refresh' and 'Save Settings' buttons. On the right, there is a 'Show 50 records' dropdown. The main table has columns: ACTION, REPORT NAME, REPORT TYPE, and REPORT DESCRIPTION. The table contains 15 rows of reports. The first row is 'Current Project - All Emails Sent' (Project type) with description 'All template emails sent from within this project'. The second row is 'Current Project - All Group Users' (Project type) with description 'All project users listed by group and name'. The third row is 'Current Project - All Logged Events' (Project type) with description 'All logged events for a project between specified dates'. The fourth row is 'Current Project - All Uploaded Files with Sheet Sizes' (Project type) with description 'All uploaded files with sheet sizes within this project'. The fifth row is 'Current Project - Combined Discussions' (Project type) with description 'Project discussion comments, discuss file and workflow form discussions'. The sixth row is 'Current Project - Discussion Comments with All Participants' (Project type) with description 'Project discussion comments listing all topic participants'. The seventh row is 'Current Project - Unpublished Files' (Project type) with description 'All unpublished files within this project'. The eighth row is 'Current Project - User Activity History by Date' (Project type) with description 'All logged project events by a named user between specified dates'. The ninth row is 'Plan Review - Department Review Status' (ProjectFlow type) with description 'Status of departmental reviews for a specified workflow'. The tenth row is 'Plan Review - Discussion Board Plan Review' (ProjectFlow type) with description 'Discussions within workflow task forms used within this project'. The eleventh row is 'Plan Review - Review Comments' (ProjectFlow type) with description 'Lists the review comments, checklist and changemark details for a workflow instance review cycles'. The twelfth row is 'Plan Review - Review Details' (ProjectFlow type) with description 'Displays the Workflow Routing Slip with a list of review comments'. The thirteenth row is 'Plan Review - Workflow Routing Slip' (ProjectFlow type) with description 'Displays the sequential routing and times for completed or current plan review tasks'. The fourteenth row is 'ProjectFlow - Department Review Status' (ProjectFlow type) with description 'Status of departmental reviews for a specified workflow'. The fifteenth row is 'ProjectFlow - Workflow Routing Slip' (ProjectFlow type) with description 'Displays the sequential routing and times for completed or current plan review tasks'. At the bottom, it says '1 - 15 of 15 records' and has navigation buttons for 'Prev', '1', and 'Next'.

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HOW TO RUN REPORTS IN PROJECTDOX®

Example of report shown below



Workflow: 23008173 - Pflow COM Template - 3/3/2023 10:14:17 AM View Report

Navigation: |< < 1 of 1 > >| ↻ ⏪ 100% ⏩ Find | Next

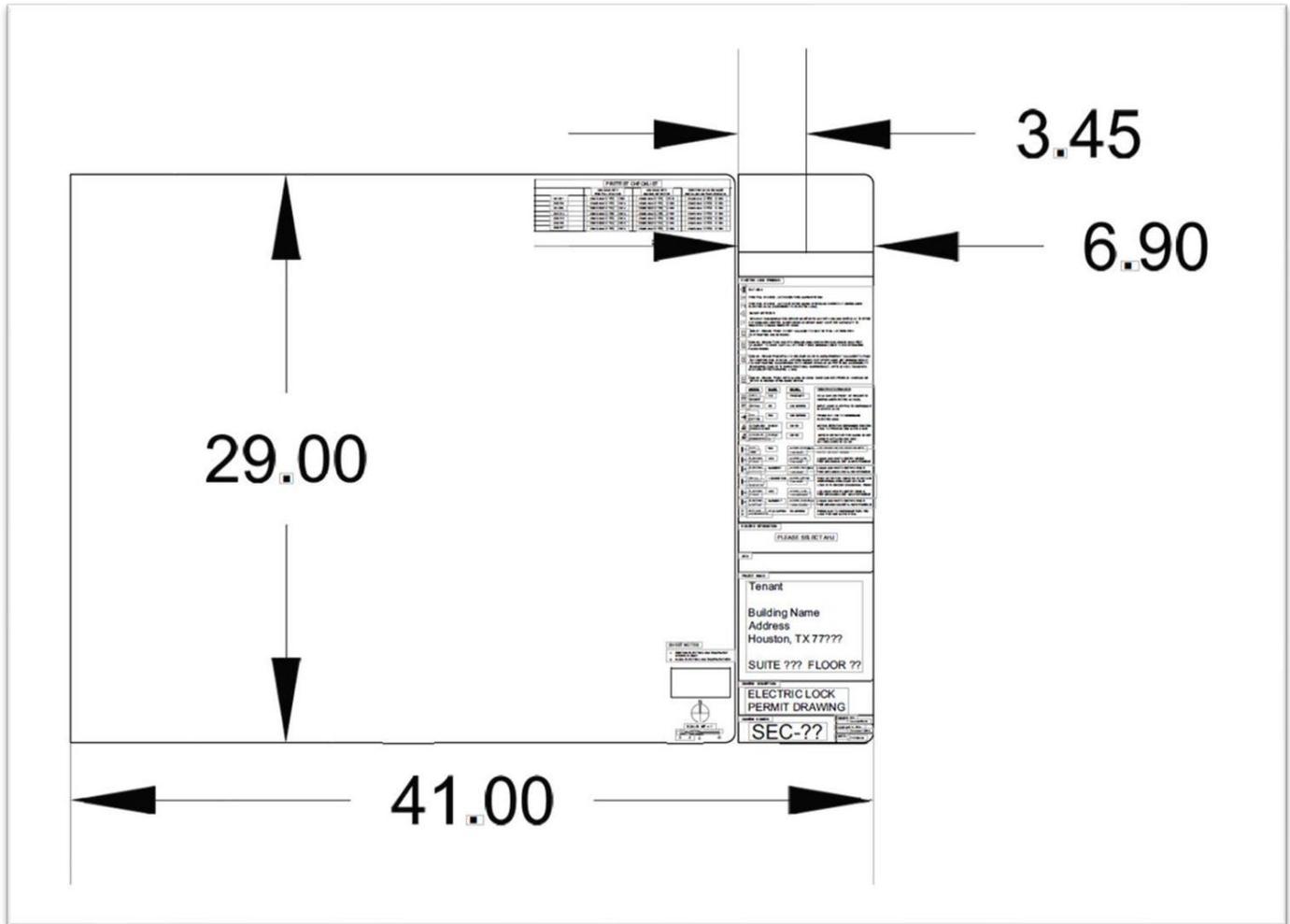
Plan Review - Department Review Status

Project Name: **23008173**
Workflow Started: **03/03/2023 10:14 AM**
Report Generated: **06/05/2023 03:51 PM**

CYCLE	DEPARTMENT	STATUS	REVIEWER
1	Structural (330)	Rejected (RJ)	Maria Guzman
	Plumbing (320)	Approved (AP)	Maria Guzman

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.



HOUSTON
PUBLIC WORKS
Houston Permitting Center

1002 Washington Avenue
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832.394.8810
commercial.planreview@houstontx.gov
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