HOUSTON
PUBLIC WORKS
Houston Permitting Center

Commercial Building Plan Review

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

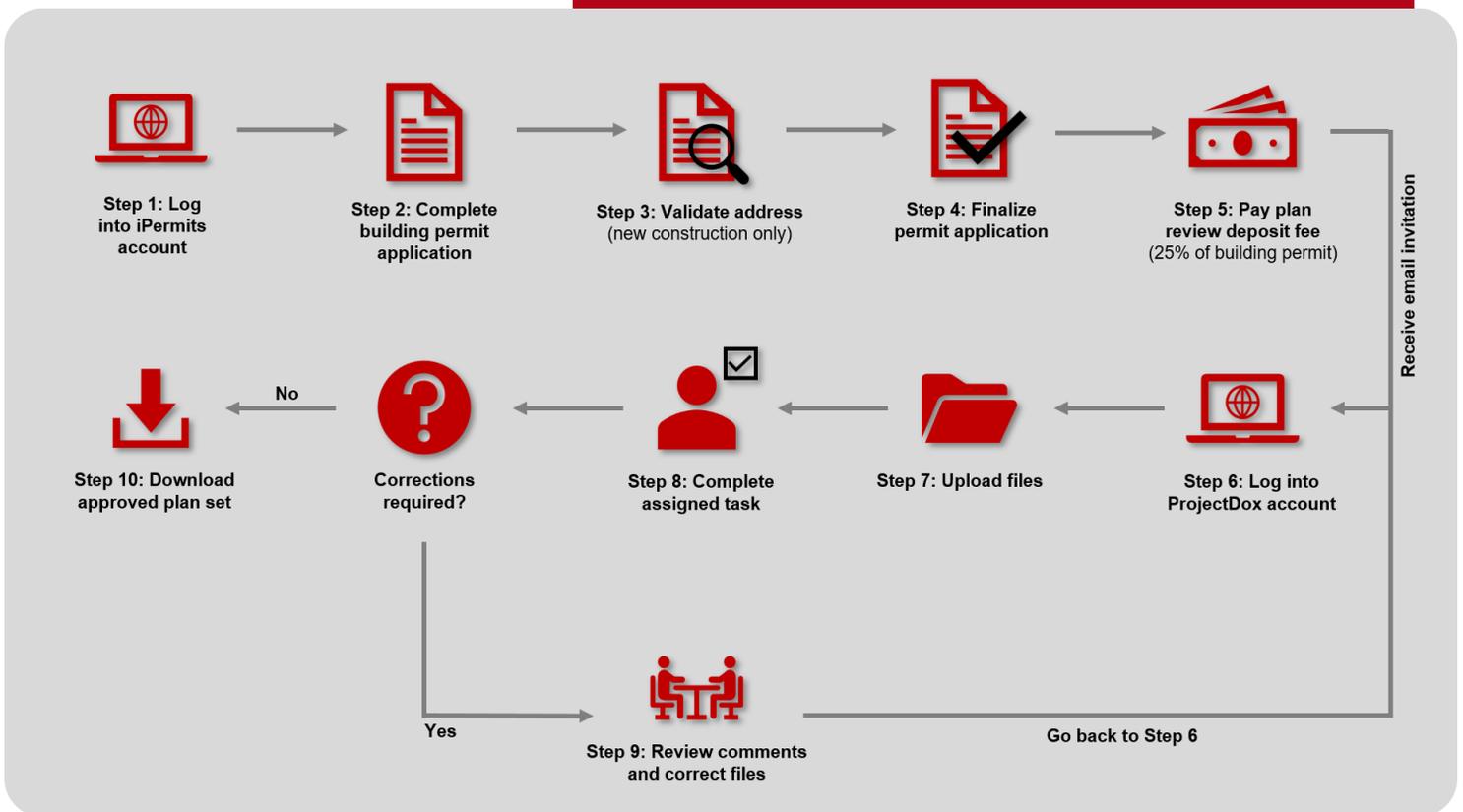# ELECTRONIC PLAN REVIEW

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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

Step 1: Log into iPermits account

Step 2: Complete building permit application

Step 3: Validate address (new construction only)

Step 4: Finalize permit application

Step 5: Pay plan review deposit fee (25% of building permit)

Receive email invitation

Step 6: Log into ProjectDox account

Step 7: Upload files

Step 8: Complete assigned task

Corrections required?

No

Step 10: Download approved plan set

Yes

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Go back to Step 6

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	**NON-LICENSED USERS** 1. Visit the iPermits Portal http://www.pdinet.pd.houstontx.gov/ILMS_Online_Permits/default.asp 2. Click on the link **First Time User? Click here to register** 3. Click **No** when asked, *Are you associated with an electrical, plumbing, or mechanical trade contractor?* 4. Click **No** when asked, *Are you associated with a Texas state licensed engineering firm?* 5. Click **No** when asked, *Do you have a City of Houston iPermits advanced payment account?* 6. Click the **Submit** button 7. Enter the required user information and click the **Submit Add** button **LICENSED USER** *(Advanced Pay Account Holders)* 1. Submit an **iAcknowledgement form** by one of the following methods: • Email to rmcacd@houstontx.gov • Fax to 832-395-9614 or • In person at the Houston Permitting Center on the 1st Floor at Counter 29.
STEP 2: 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.

The City of Houston
Official Site for Houston, Texas

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

Public Works and Engineering >Planning and Development Services Division

Commercial Building Project Application - Address Search

ADDRESS SEARCH OR ASSIGNMENT

All Building permit applications will be associated with a specific address. Using the below search feature, enter the physical address of where the work will be performed.

For address related assistance please email Permit_office@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: 1002   Street Name: Washington

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.

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

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

From the generated list, click on the 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 #
City Zip Code* 77002 County* Please Select ▼ Key Map # # of Stories

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

Project Information
Describe the proposed development* | Describe the proposed development

Type of Commercial Structure
○ Retail   ○ Parking Garage   ○ Apartments   No. of Units in Building
○ Office   ○ Swimming Pool
○ Warehouse   ○ School   ○ Other

Scope of Project
○ New Complete Building   ○ Addition   ○ Partial Demolition
○ New Construction (Shell Bldg)   ○ Remodel   ○ New Foundation
○ New Construction (Build-Out)   ○ Conversion   ○ Re-Roof (one stop)
○ Addition & Remodel   ○ Repair (one stop)   ○ Solar Panel Installation
○ Water damage repairs not attributed to hurricane, storm, or flood   ○ Other

Responsible Parties

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

Relationship to project
○ Owner ○ Contractor ○ Architect/Designer ○ Agent ○ Other

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

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

[Save & Continue]

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

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

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

⚠️

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

Application Process
COMMERCIAL BUILDING PERMIT APPLICATION

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

Upload all required documents <u>in support of</u> the building permit application:

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

<u>DO NOT UPLOAD BUILDING PLANS HERE.</u>

<u>Plans will be uploaded in ProjectDox®.</u>

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.

⚠️

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.

Plan Review Deposit Fee
CREDIT CARD OR E-CHECK

On the Shopping Cart Maintenance screen, check the box of permit(s) to be paid. Then click the **Make Online Payment via Credit Card or Electronic Check** button.

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

Processed payments are indicated by a project number in red.

Enter the payer information and click on the **Continue the Credit Card/Electronic Check Payment Process** button.

You will be transferred to the J.P. Morgan payment website to complete the transaction. <mark>A receipt will be emailed to you from Chase.</mark> 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

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.

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
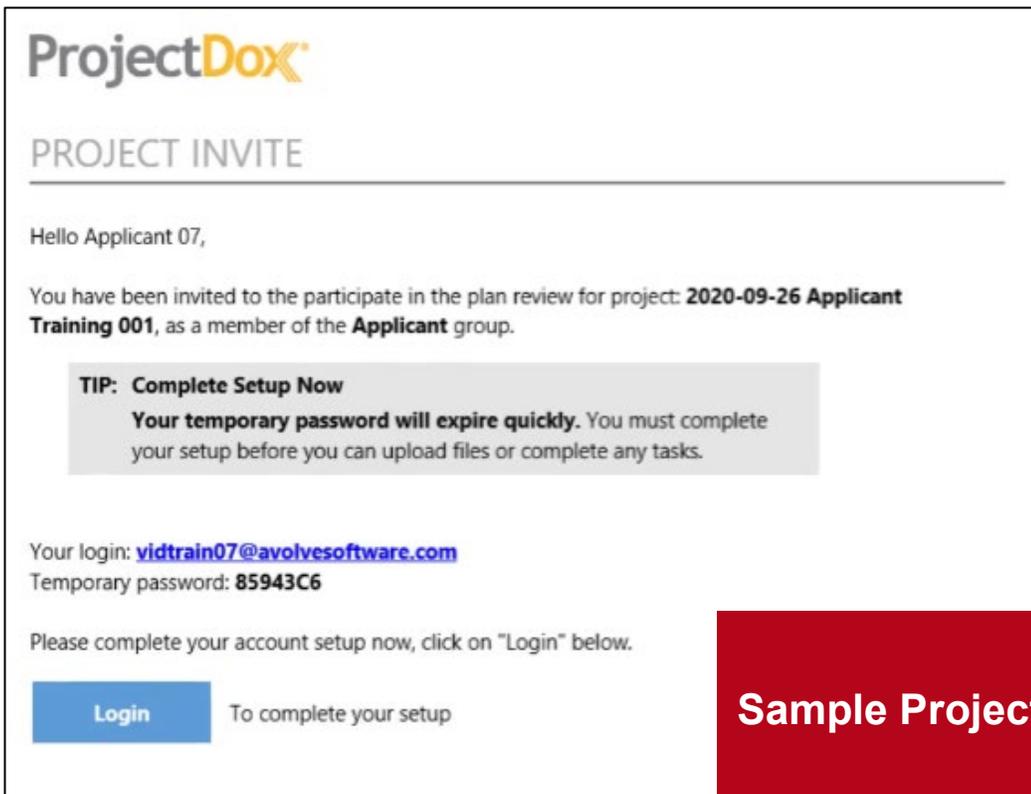
Sample ProjectDox Invitation

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

Sample Homepage
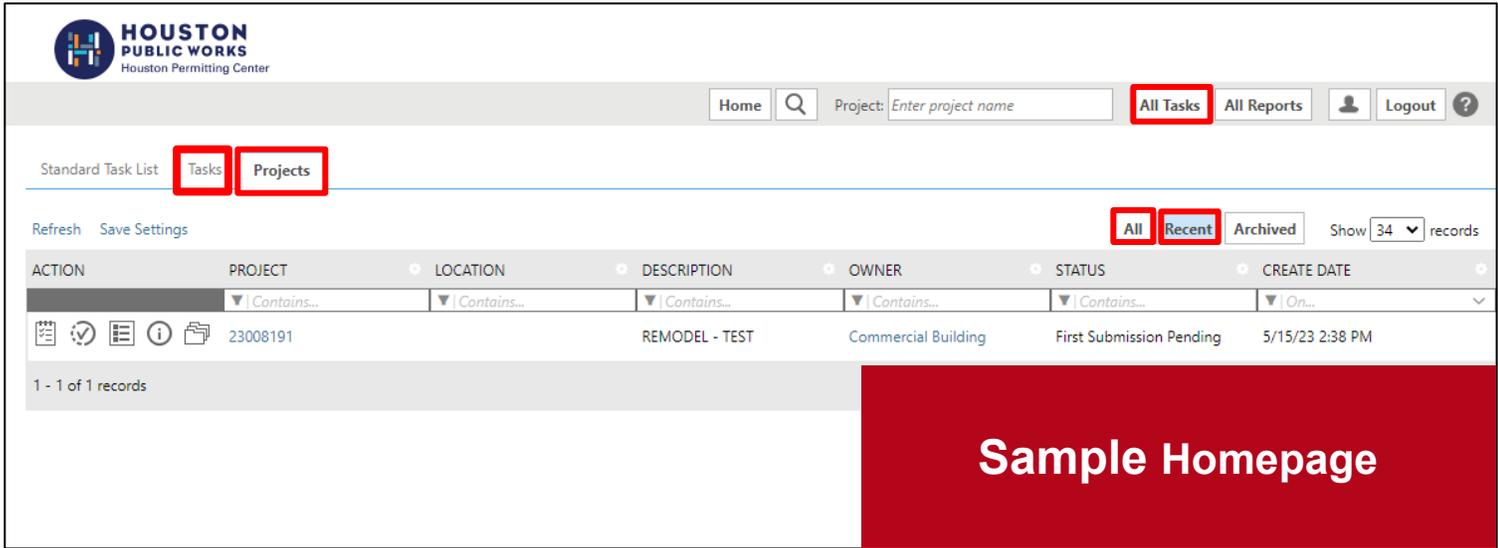
The ProjectDox® home page is divided into two main sections **Tasks & Projects**.

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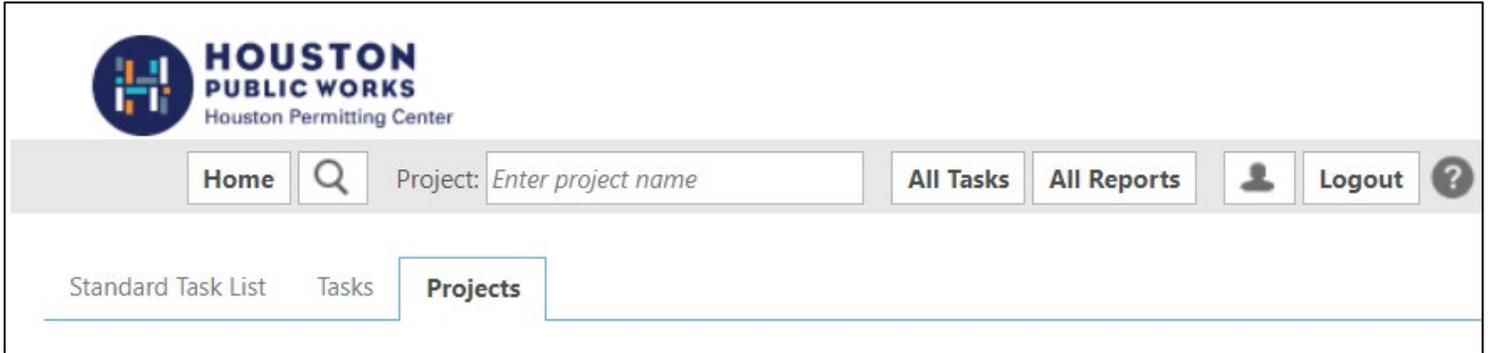
The primary navigation buttons are in the upper right corner of the home page.

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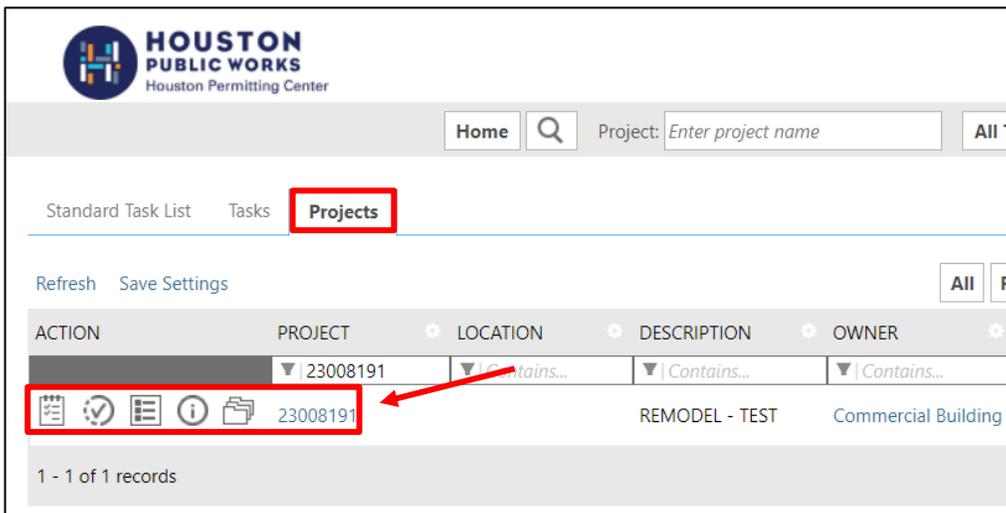
From the Home screen on the **Projects** tab, you can view your projects and perform the following actions

- 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.

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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 <u>CAPS</u> 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 STRUCUTRE

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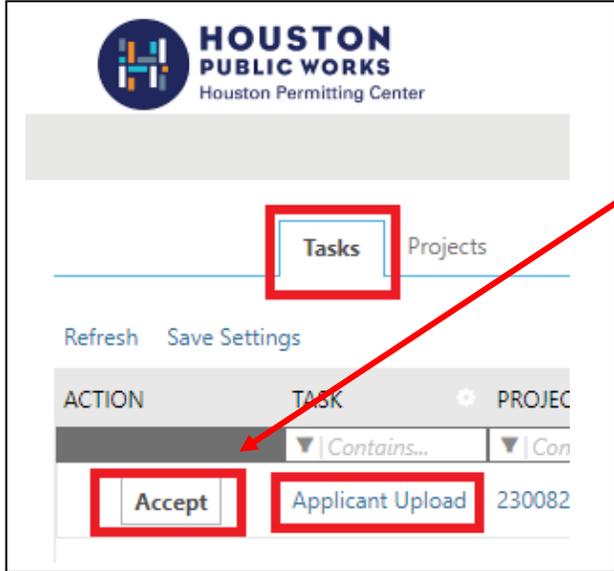
On your ProjectDox Home Page click on the **Tasks** button and click on **Accept or Upload and Submit**.

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.)
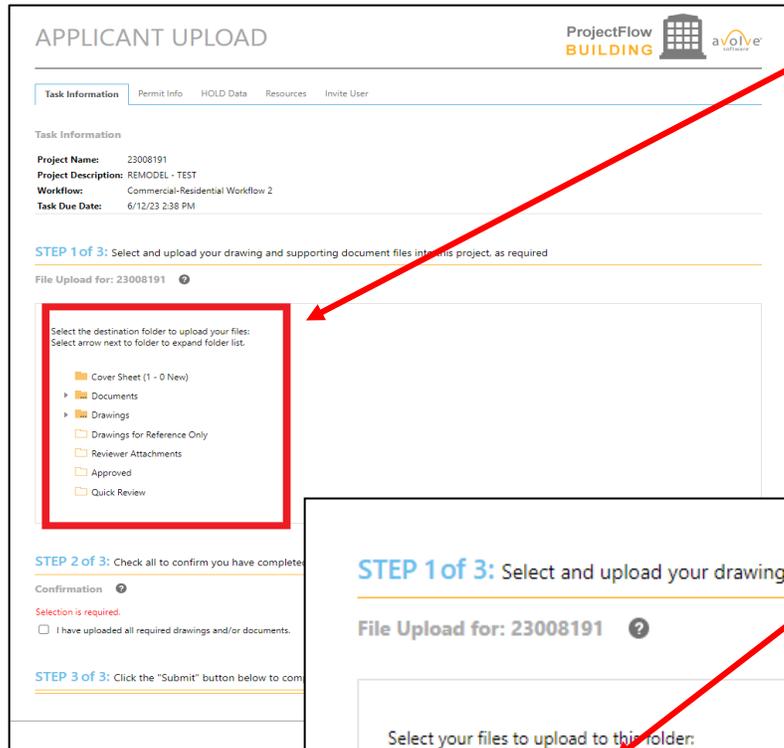
Select the desired folder.
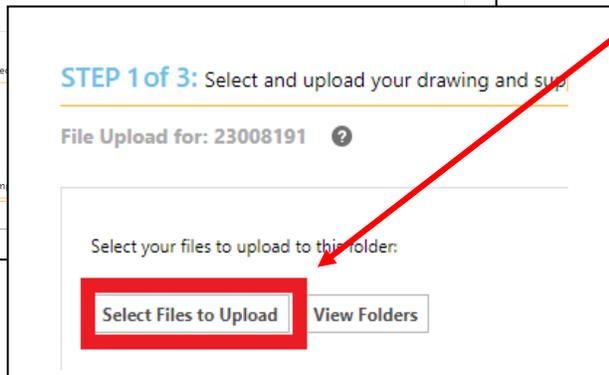
Click on **Select Files to Upload**

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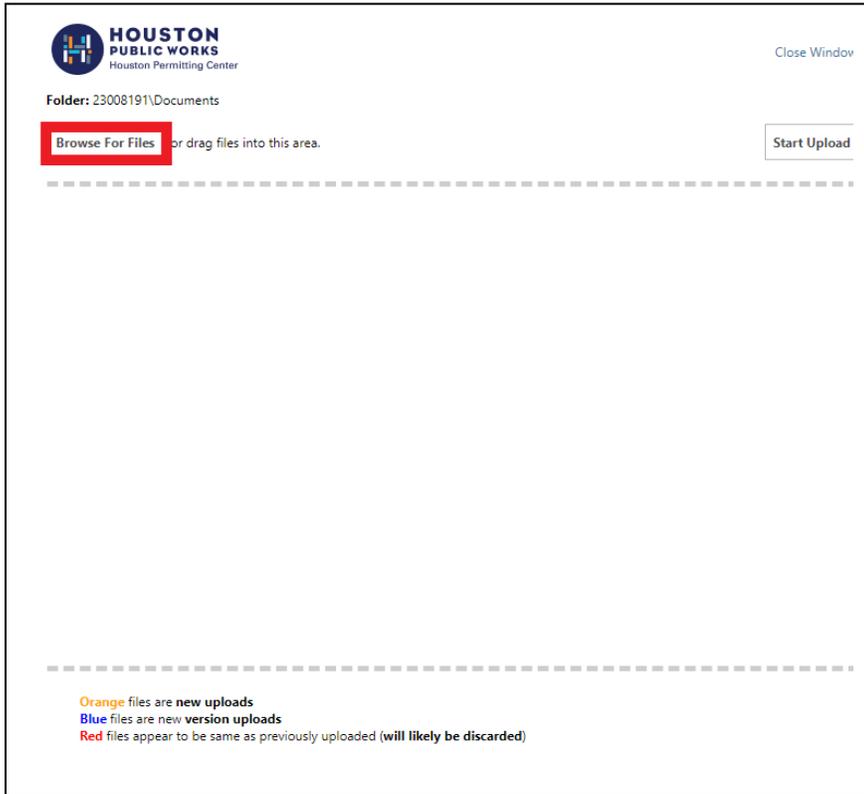
By default, up to 400 files or 10GB, whichever comes first. By default, up to 200 files can be uploaded at the same time.

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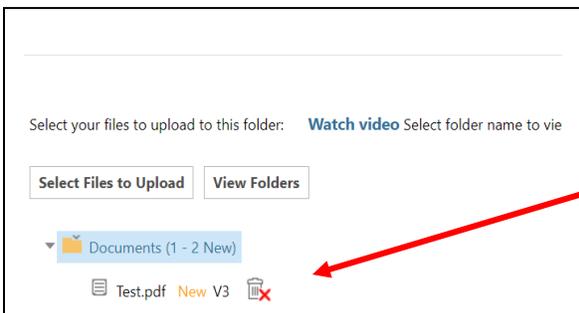
If a file is uploaded into the wrong folder, select the uploaded file, and click on the delete icon.

File Upload
FIRST SUBMISSION

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

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.

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@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
- Once corrections have been uploaded for review, no additiona requested
- Please make corrections within 180 days of this notice to preve

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.
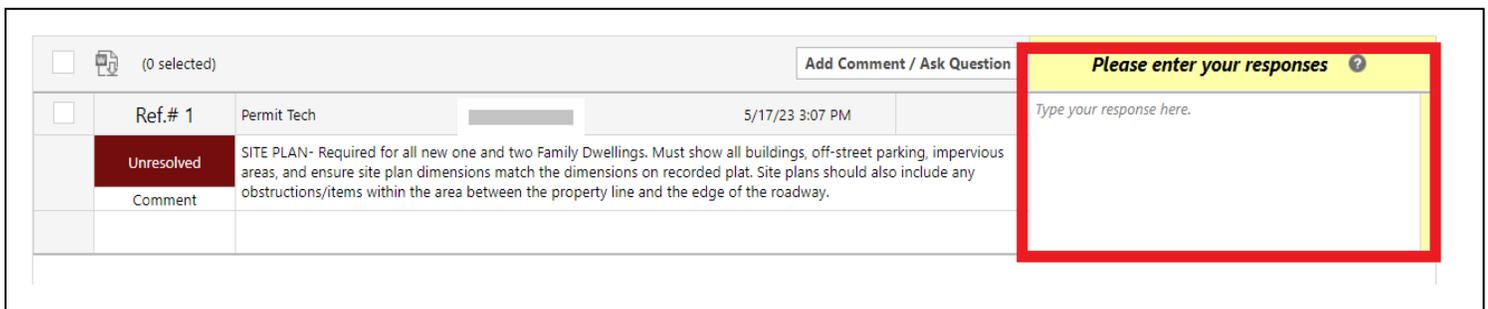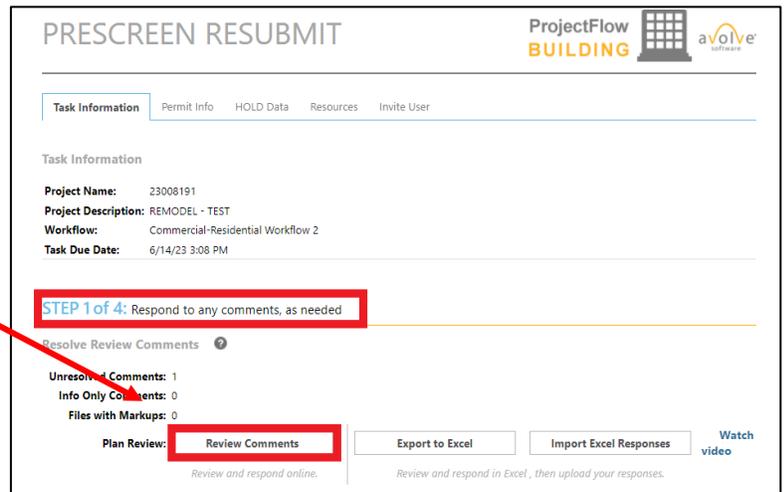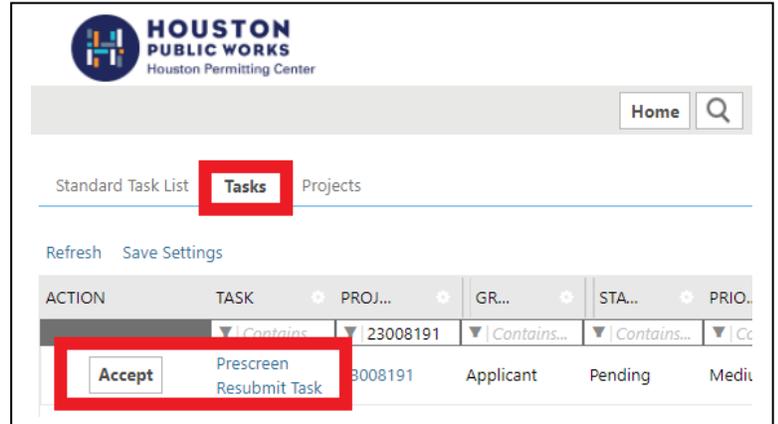
Pre-Screen Review
PROCESS OVERVIEW

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

| Submit | Save for Later |

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.*

⚠ Before completing this task, you must provide a response to all applicable comments by clicking the review comments button. ✕

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.
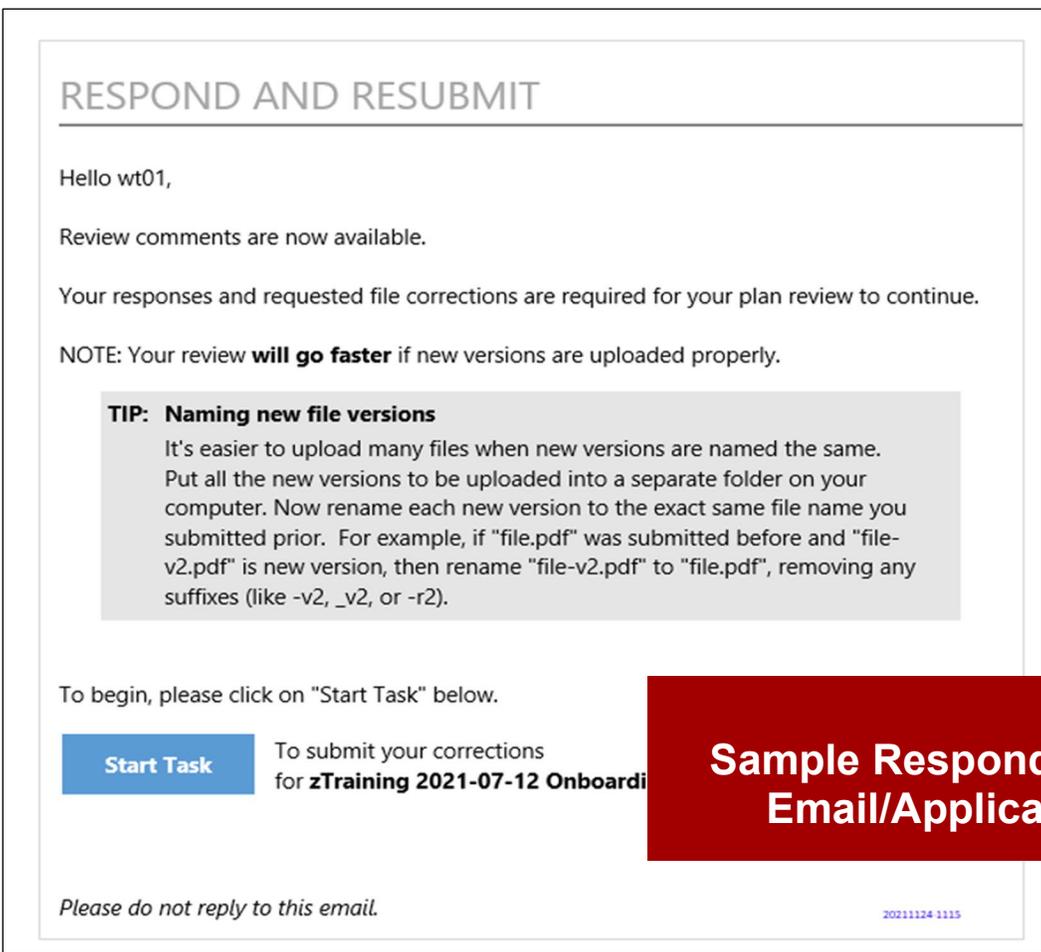
RESPOND AND RESUBMIT

Hello wt01,

Review comments are now available.

Your responses and requested file corrections are required for your plan review to continue.

NOTE: Your review **will go faster** if new versions are uploaded properly.

TIP: **Naming new file versions**
It's easier to upload many files when new versions are named the same. Put all the new versions to be uploaded into a separate folder on your computer. Now rename each new version to the exact same file name you submitted prior. For example, if "file.pdf" was submitted before and "file-v2.pdf" is new version, then rename "file-v2.pdf" to "file.pdf", removing any suffixes (like -v2, _v2, or -r2).

To begin, please click on "Start Task" below.

Start Task To submit your corrections for **zTraining 2021-07-12 Onboardi...**

Sample Respond and Resubmit Email/Applicant Resubmit

Please do not reply to this email.   20211124 1115

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.

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

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

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.
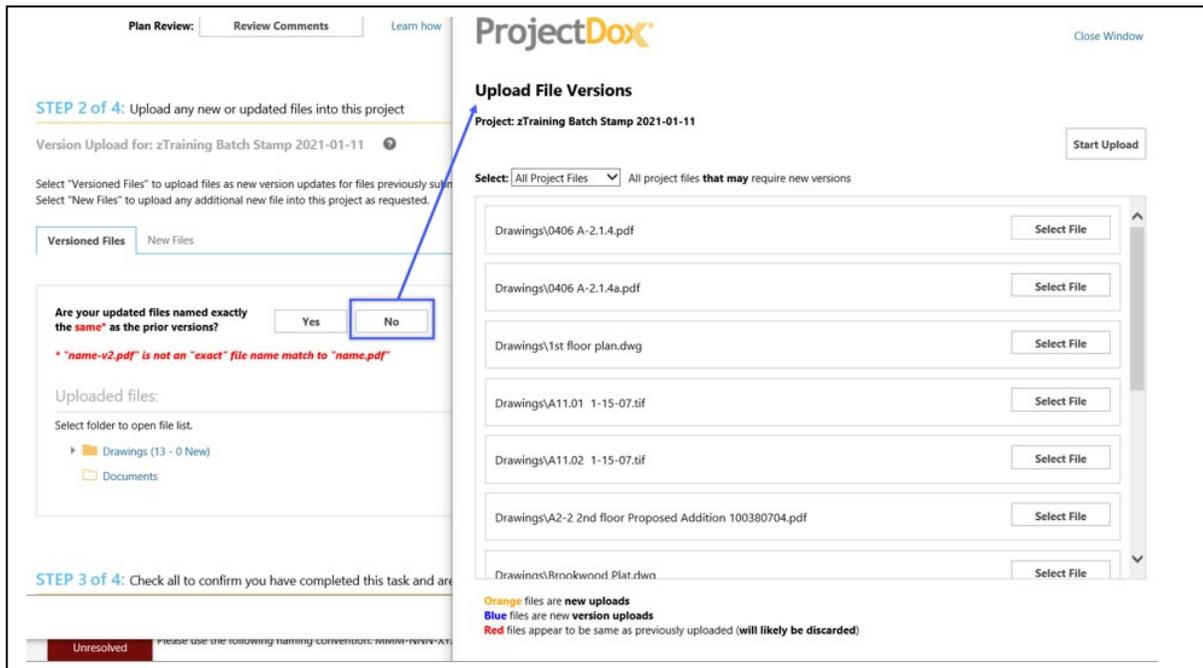
After all corrections are completed and all files have been uploaded. Confirm you have completed your Task.
- Check box **"I have responded to all review comments."**
- Check box **"I have uploaded my revised files, if requested."**
- Click the **Submit** button.
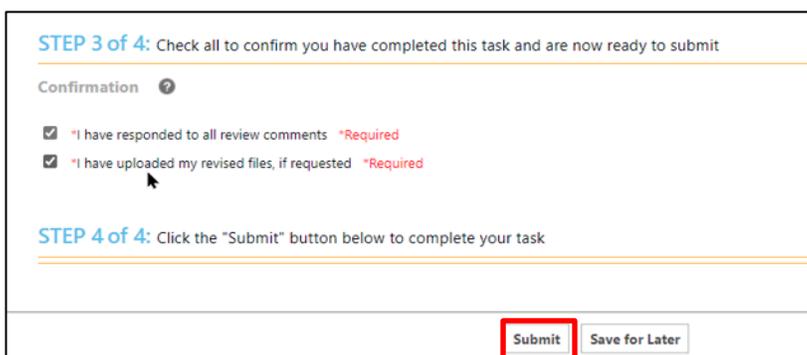
PRINT
APPROVED PLAN SET

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.
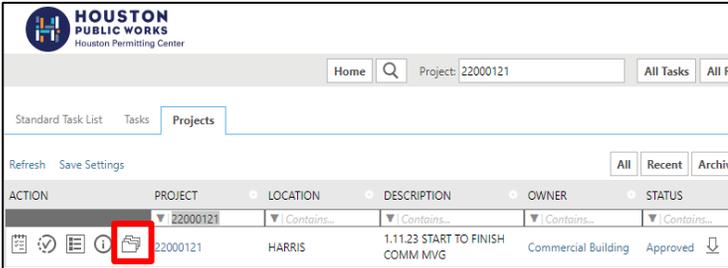
To **Download** your **Approved** Plans.

Click on your 📁 **Files** icon.
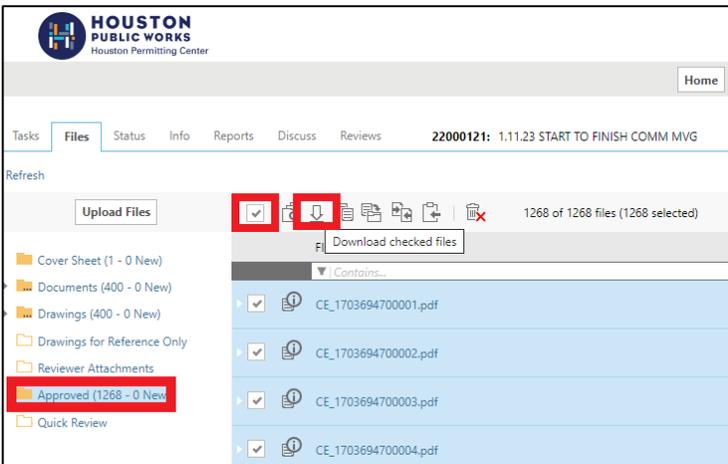
To download the entire folder, select the box at the top of the thumbnails.

When your selection is complete, click on the download icon.
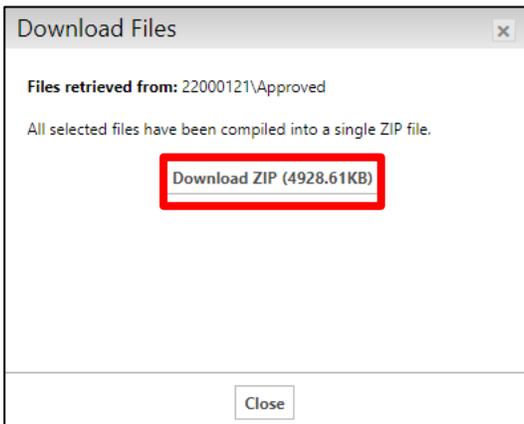
A single zip file will be created. Click the **Download Zip** file button to continue. Select Save or Save As in the pop-up window.

⚠️ **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.

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 of the plans you wish to submit for a revision.

Plan Review Revision

APPLICATION PROCESS

Plan Revision Project Verification

Please review and confirm this is the project requiring revision

Project Number: **19116541**

Address: 911 WASHINGTON AVE # 5.74
Description: ELECTRIC LOCKS PLAN REVIEW
Applicant Name: PROJECTDOX, PROJECTDOX TESTER
Submittal(s): These plans were submitted: 10/25/2019
Approval Date: These plans were approved for permitting on: 10/25/2019
Plan Location: Plans were returned to applicant on 10/25/2019

Begin the plan revision project application process

Back

Select the "**Begin the plan revision project application process**" button.

Commercial Plan Review Revision Application

Project/Situs Information

Project Number: **19116541**   Application Number: **00055544**

Name on Situs: TEST FOR ILMS CLIENT VERSION 5-74 UPGRADE
Property Address: 911 WASHINGTON AVE # 5.74
City/State/Zip: HOUSTON, TX 77002
Project Use: ELECTRIC LOCKS PLAN REVIEW
Estimated Valuation: $0

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

Are you adding square footage to the original foot print or lease space?
Yes: ○ No : ●

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

Are you changing the original occupancy classification or use of the building?
Yes: ● No : ○

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

Submit

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

If you answer "**Yes**" to any of the questions from 1 to 4 or 6, you do not qualify for a revision.

You will have to start a new building permit application for the proposed scope of work.

Plan Review Revision
QUALIFICATION

If you answer, **"No"** to all the 6 questions, you qualify for a revision. Click the **Submit** button to continue. You will be directed to the shopping cart maintenance page.

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

Commercial Plan Review Revision Application

Project/Situs Information

Project Number: **19116541**	Application Number: **00055544**

Name on Situs: TEST FOR ILMS CLIENT VERSION 5-74 UPGRADE
Property Address: 911 WASHINGTON AVE # 5.74
City/State/Zip: HOUSTON, TX 77002
Project Use: ELECTRIC LOCKS PLAN REVIEW
Estimated Valuation: $0

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

Are you adding square footage to the original foot print or lease space?
Yes: ○ No : ◉

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

Are you changing the original occupancy classification or use of the building?
Yes: ○ No : ◉

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

Are you adding more than 15% ($0) of additional cost valuation to the original cost of improvements
Yes: ○ No : ◉

You qualify for a Project Revision.

Submit

Plan Review Revision
PAYMENT PROCESS

Select the appropriate payment method to pay for the revision.

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

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

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

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**.
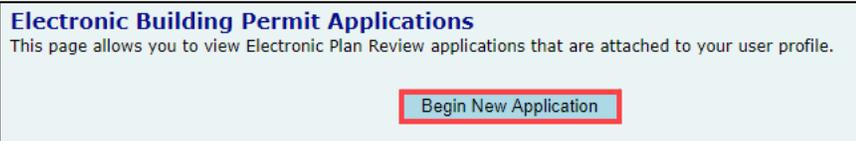
On the next screen click on **Begin New Application**.
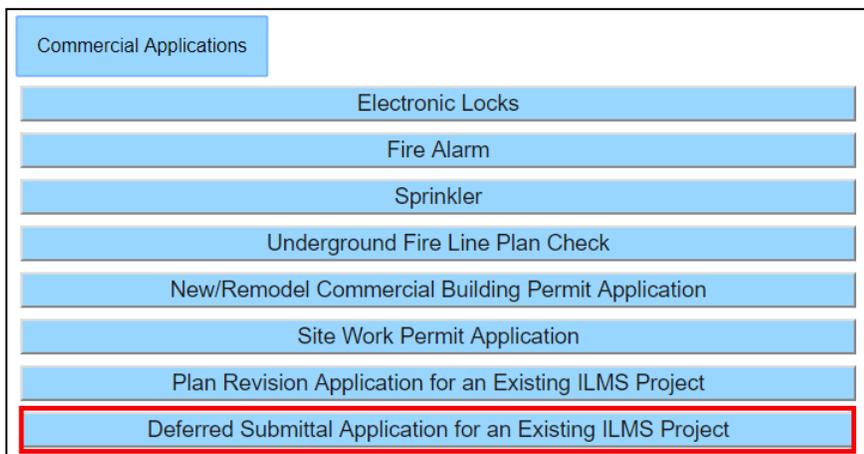
Click on **Commercial Applications**. From the list of available applications, please select the **"Plan Revision Application for an Existing ILMS Project"**.
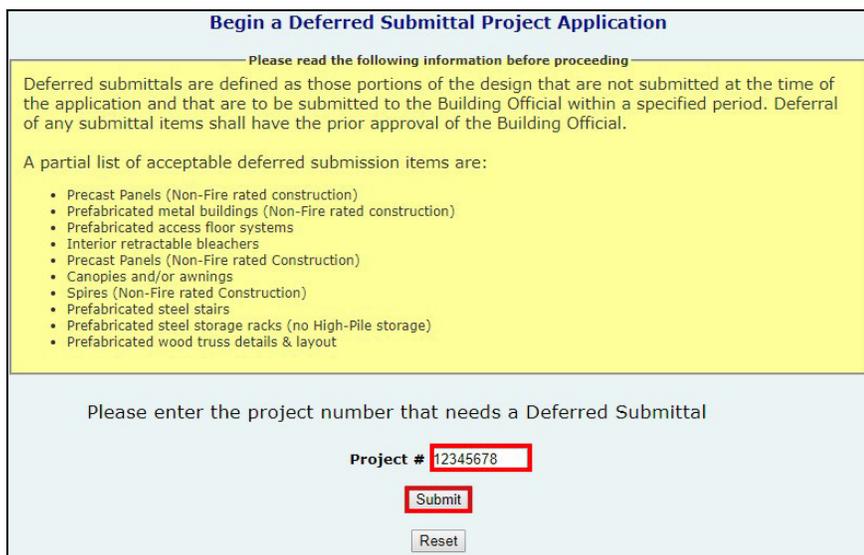
Enter the **project number** and select the **Submit** button to verify the project information and begin the application process.

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

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

Select the appropriate payment method to pay for the deferred submittal

If you select, M**ake 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 Paymen**t 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

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

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

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.

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

Additional Permit Applications for Subprojects
CORRECTION REQUEST

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.

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.

Additional Permit Applications for Subprojects

APPLICATION PROCESS

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

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

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

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

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

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.

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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.

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

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HOW TO RUN REPORTS IN PROJECTDOX®

Example of report shown below

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STANDARD BORDER-DETAIL SAMPLE
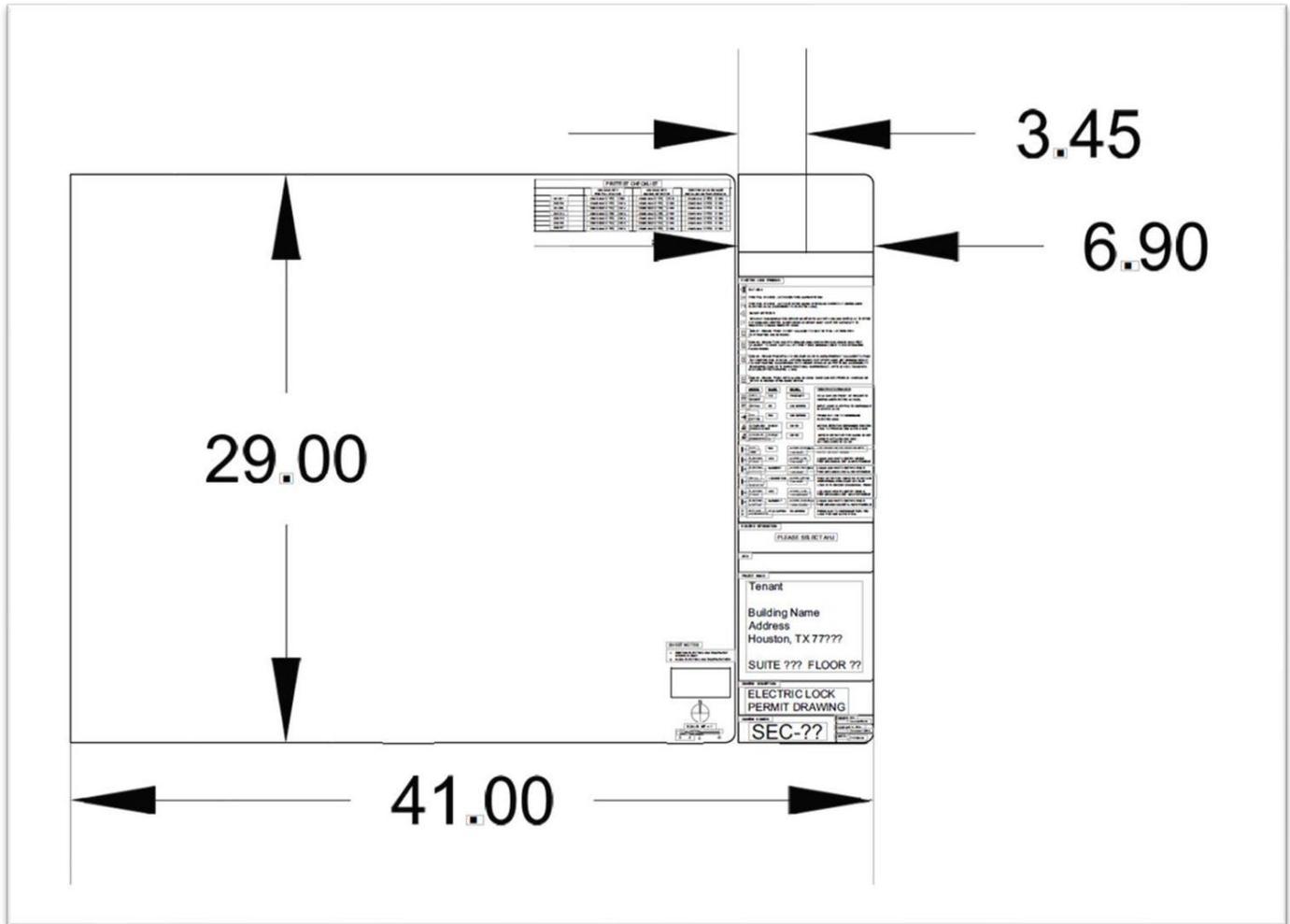
Thanks for using electronic plan review!

If you need further assistance, please contact us via email at
commercial.planreview@houstontx.gov.

HOUSTON
PUBLIC WORKS
Houston Permitting Center

1002 Washington Avenue
Houston, Texas 77002

832.394.8810
commercial.planreview@houstontx.gov
www.houstonpermittingcenter.org