

iPermits

NON-LICENSED USER

Before an online payment can be submitted, an iPermits profile must be established. Permits/fees that do not require a license can be paid with the Non Licensed User profile. Below are the steps to create a Non Licensed User profile, pay for the sales order and print the permit/receipt online.

Registration Process

1. Go to http://www.pdinet.pd.houstontx.gov/ILMS_Online_Permits/selectUserProfile.asp
2. Click **“NO”** when asked the following questions:
 - Are you associated with an electrical, plumbing, mechanical, fire alarm, fire line, sign or sprinkler trade contractor?
 - Are you associated with a Texas State licensed engineering firm?
 - Do you have a City of Houston iPermits advanced payment account?
3. Click the “Submit” button
4. Complete the online application
5. Click “Submit Add” button

A system generated logon will be sent to the email address provided during the online application process

Paying for the Sales Order

1. Go http://www.pdinet.pd.houstontx.gov/ILMS_Online_Permits/default.asp
2. Login
3. Click the “Submit” button
4. Click “Continue to the iPermits Online Service Menu”
5. Click “Pay for a Houston Permitting Center Shopping Cart” button
6. Enter the shopping cart number
7. Click “Submit”
8. Click “Transfer this shopping cart to my account”
9. Select your method of payment

Printing the Permit/Receipt

1. Click “Review Your Recent Shopping Cart Entries”
2. Click on the shopping cart number
3. Click on the sales order number
4. Click “View the Paid Receipt”