

WHEN DO I NEED TO SUBMIT A LONG FORM?

A Long Form is required to be submitted when the project does not meet one or more of the following Short Form Requirements:

- The project is 6 service units or less (you can determine the service units by land use from the Equivalent Table at our website)
- There is a minimum 8-inch sewer line fronting your property. You can find your sewer line size on the City of Houston GIMS website www.gims.houstontx.gov.
- There is a minimum 6-inch water line fronting your property. You can find your water line size on the City of Houston GIMS website www.gims.houstontx.gov.

BEFORE SUBMITTING A LONG FORM APPLICATION, YOU WILL NEED:

☒ A valid email address

A valid email address is required in order to set up an I-Permits account.

☒ Access to a computer with internet

If you do not have access to a computer with internet, the Houston Permitting Center has workstations located on the first floor for your use.

☒ An I-Permits account

You may create either a non-registered account or a contractor account.

☒ A method of payment

You may pay online via credit card, electronic check, or a City of Houston advanced pay account (APA).

You may also pay in person at the Cashiers Office.

Effective Monday, December 2, 2013, all Long Form applications must be submitted online.

Try submitting an online application today!

HOW TO SET UP AN I-PERMIT ACCOUNT

1. Go to the I-permits website at: <http://www.houstonpermittingcenter.org/city-of-houston-permits/online-permits.html>
2. Select "First time user".
3. Select the user type.

If you are a registered license holder or APA account holder, select "Licensed Users". All other users select "Non-Licensed Users".

4. Fill in the required user information and select "Submit Add".
5. Once the user profile is created, the User ID and Password will be emailed to the address provided.
6. Select "Return" and enter your user information to log into I-Permits.



I-Permits homepage

HOW TO SUBMIT AN ONLINE APPLICATION

1. Once logged into I-Permits, select "Utility/Stormwater Capacity Reservation Application" option.
2. Select "Begin New Application".
3. Fill out the application completely and upload all required attachments:
 - Proof of Ownership (recorded warranty deed, recorded deed of trust, title report, etc.)
 - Agent Authorization
 - Site plan or survey, if available
4. Select "Finalize Application" to submit.

It may take up to 48 hours to review your application for completeness. You will receive an email notifying you if the application has been approved and the application fee.

To view a video on how to fill out an online application, please visit:

<http://www.pdinet.pd.houstontx.gov/ILMSOnlinePermits/tutorials/stormwater/swal.htm>

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