

## E-Permits – Quick Reference Guide

### Overview

This Quick Reference Card provides concise procedures that allow you to perform tasks in the Harris County Architecture and Engineering Division's E-Permits application. These tasks include: Completing a new registration, Managing your accounts, Adding a User, Editing a User, Adding a new DBA, Editing a BDA, and Filtering data. Using E-Permits reduces the time spent for application and payment.

### New Registration

Note: The New Registration chevron bar tracks your progress

1. Click the link to the E-Permits application, or type the address in the address bar of your browser.
2. Click **New Registration**. On the right hand side of the opening screen.
3. The **New Registration Screen** displays. Under the **User Profile** heading, enter all required fields. All data fields are case sensitive. Click **Next**.
4. The **DBA Profile Screen** displays. Enter all required fields. Click **Next**. On the **Review and Submit Screen**, review the information for accuracy. Enter a password that fits the criteria listed.
5. Enter the Captcha Element on the lower right hand corner of the screen. Click **Create Account**.
6. On the **New Registration Screen**, click **Continue**.

### Login

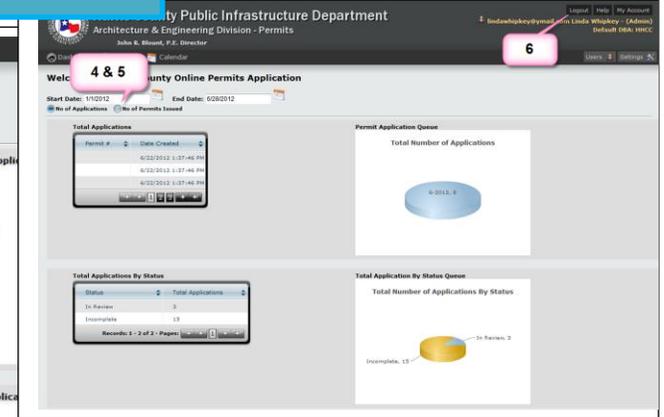
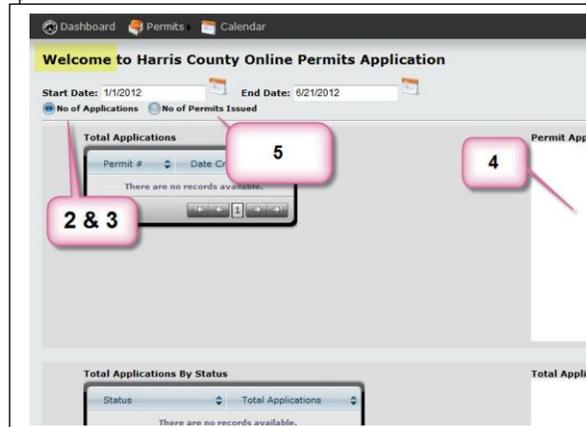
1. On the Easy Permits Login page, enter your Username. This is the e-mail address you used in New Registration.
2. Enter your Password. This is the password you created in the DBA Profile screen.
3. Click **Login**.

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### Welcome to the Dashboard

The welcome screen on the right is called the Dashboard and it is the default home page.

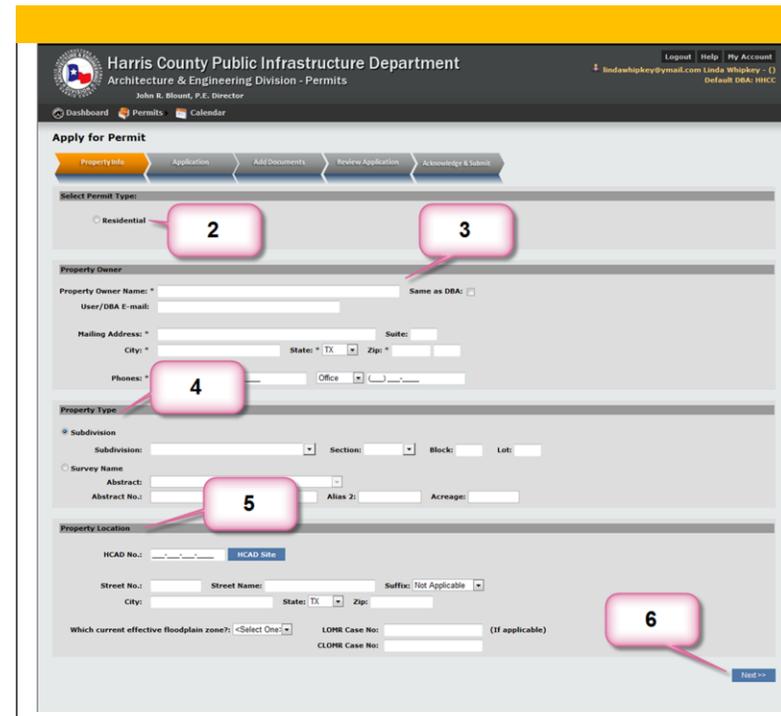
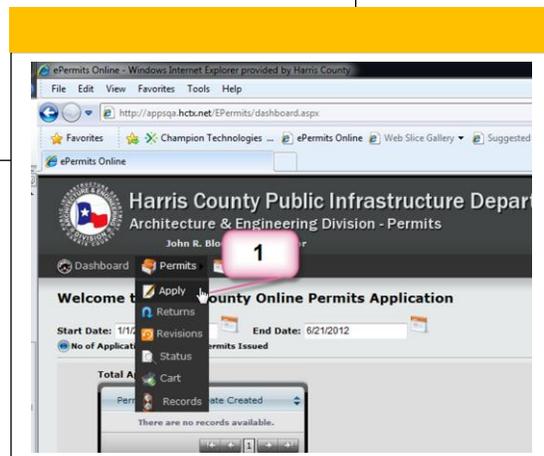
1. Login to the system using your user name and password. If you have forgotten the password. Click forgot password link. Click Log In.
2. Find the **No of Applications** on the left side of the screen under the **Start Date**.
3. Click the radio button that applies.
4. Information concerning your company's applications displays in the form of charts.
5. Find the **No of Permits Issued**. Click the radio button.
6. Information concerning the permits queue, permits issued, and payment data displays. There are two ways to exit this program: clicking the large white **X** in the right corner or selecting the **Logout** button in the upper right corner.



### Applying for a Permit

To find how to create a permit, follow these steps:

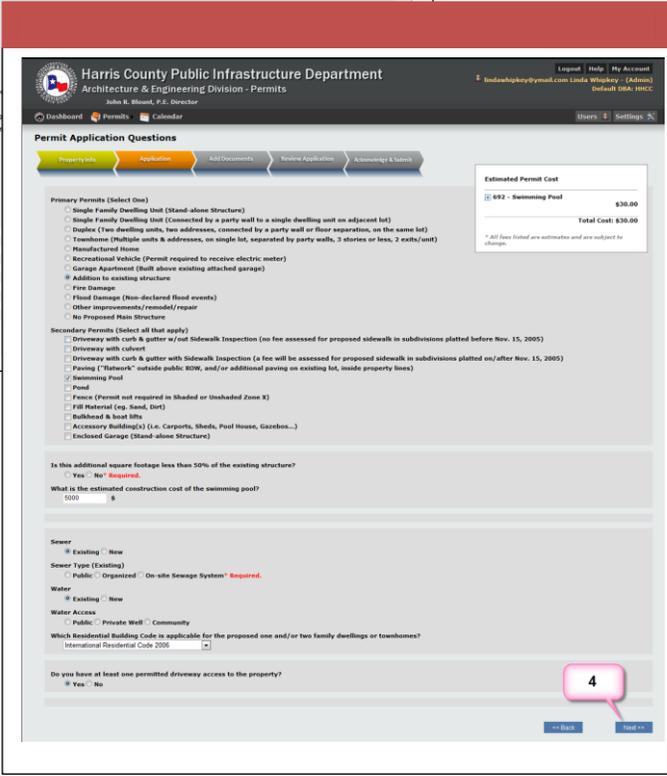
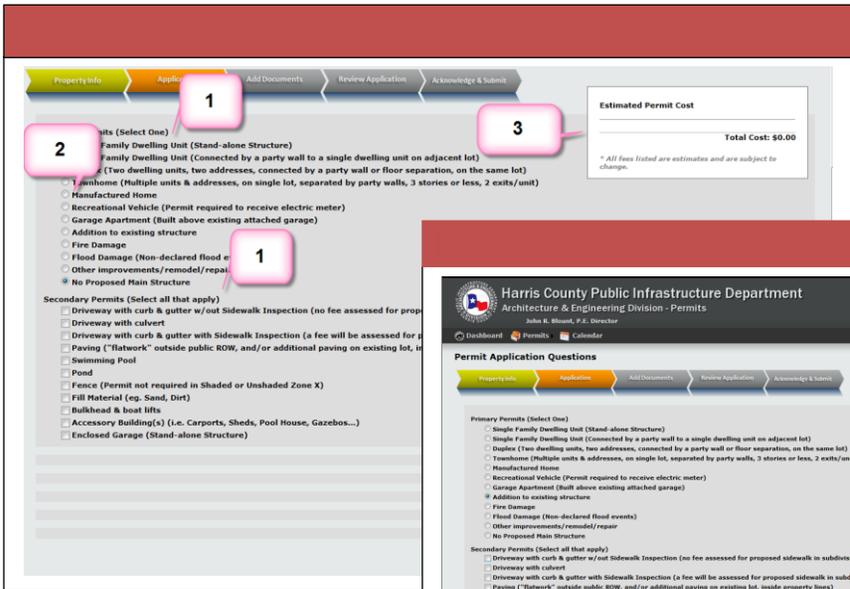
1. Move your cursor over **Permits** in the menu bar of the dashboard. Click **Apply**.
2. In the **Select Permit Type** section, select **Residential**.
3. Enter new Property Owner information or click **Same as DBA** to populate the information from the DBA.
4. Complete the **Property Type** section.
5. Complete the **Property Location** section.
6. Click **Next** at the bottom right-hand corner.



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### Permit Application Questions

1. On the Permit Application Questions screen, there are questions regarding the residential property. There are two sections to complete: the Primary Permits and Secondary Permits.
2. The descriptions for the Primary Permits are listed with radio buttons. Choose only one from that section. However, the secondary list is made up of checkboxes. Here select all features that apply.
3. On the far right of the screen near the top, observe the running total of the permit costs as you respond to each question.
4. Click **Next** at the bottom right-hand corner of the screen.



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### Permit Application- Add documents

1. You must attach document(s) to the application. The Add Document screen lists categories of documents that you can attach to the application.
2. The right of the screen shows the estimated Permit Cost.
3. To attach a document, click the **Browse** button to open the file storage. Select one file by double clicking. The name displays in the field.
4. Click the **Categorize/Upload Document** button. If there are additional files, click **Upload Files**. The types of files accepted are listed just above the field.
5. A dialog box displays showing a listing of categories. Click the boxes that apply according to the definition above.
6. Click **Next** to continue.
7. Upload the document by clicking the Upload button. You must assign a category to each document.

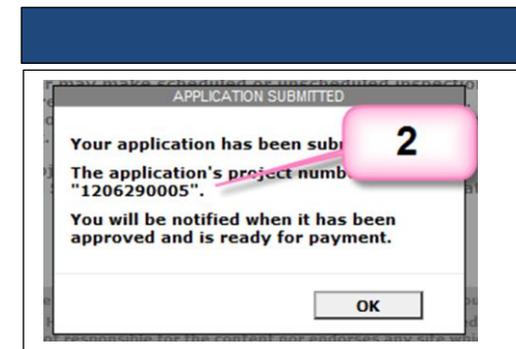
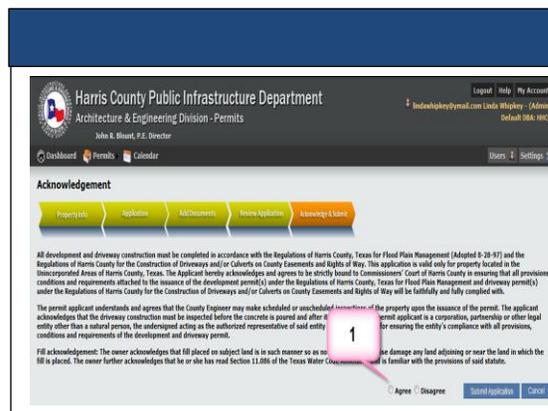
### Permit Application-Add documents (cont'd)

8. You may upload more documents and verify that they have been attached to the Permit Application.
9. You may delete a document on this screen.
10. Click **Next**.
11. The next screen is the Permit Application Review.
12. Verify that the information captured is accurate. If so, click Confirm Answers. If not go Back.

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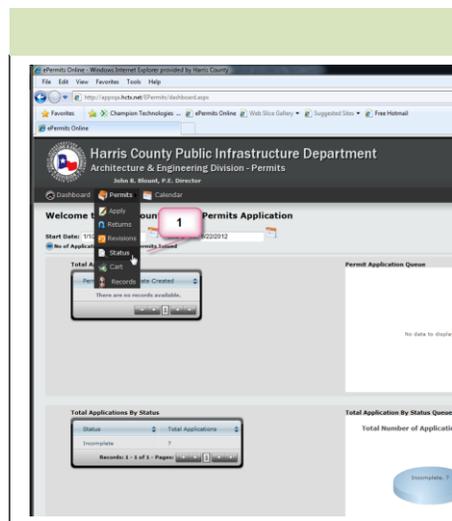
### Permit Application Acknowledgment

1. The Acknowledgment screen requires you to indicate understanding and commitment to regulations. Submit your application.
2. Notification follows your submittal and a project number is assigned.



### Status

1. Check on a permit's progress by hovering your cursor over **Permits** in the menu and choose **Status** from the drop down menu.
2. The Permits "HHCC" Application Status screen displays. This screen shows data that represents the project's definition and advancement through the permit process.
3. On the right hand side, for each entry, you find an ERT column. Each listed project is color coded. The green represents that the application (project), is progressing as scheduled. The red color means that the project is on hold or off schedule.
4. You can find a project by browsing with the page controls found in the right-hand corner.



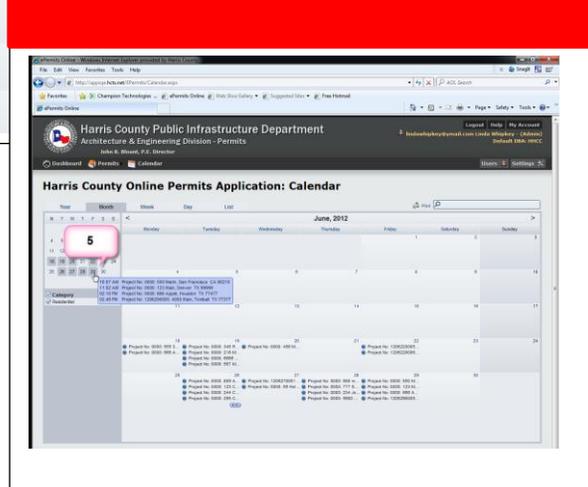
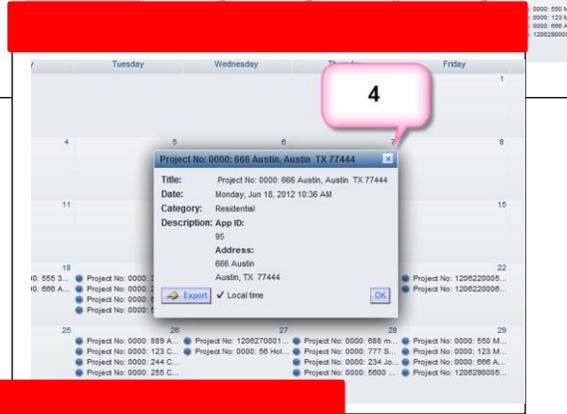
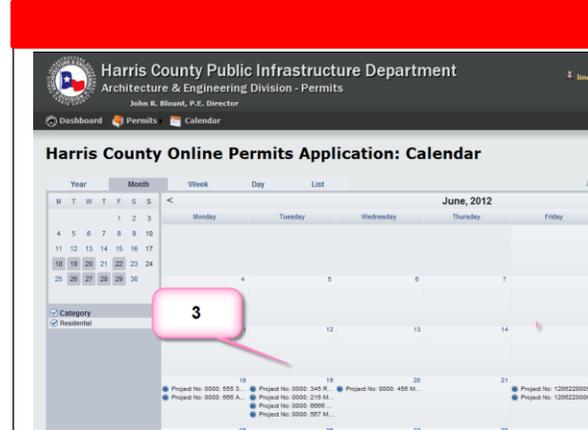
**Harris County Online Permits "HHCC" Application Status**

Project #	Property Address	Category	Type	Status	Submit Date	View Details	Edit	ERT
1206220005	456 Rosehill Tomball, TX 77377	Residential	Residential	Awaiting Review	6/22/2012	View Details		✔
0000	456 Main Tomball, TX 77377	Residential	Incomplete	Incomplete	6/20/2012	View Details	Edit	✘
0000	567 Main Tomball, TX 77377	Residential	Incomplete	Incomplete	6/19/2012	View Details	Edit	✘
0000	6666 Main tomball, TX 77377	Residential	Incomplete	Incomplete	6/19/2012	View Details	Edit	✘
0000	216 Main Tomball, TX 77677	Residential	Incomplete	Incomplete	6/19/2012	View Details	Edit	✘
0000	345 Rose hill Tomball, TX 77377	Residential	Incomplete	Incomplete	6/19/2012	View Details	Edit	✘
0000	666 Austin Austin, TX 77444	Residential	Incomplete	Incomplete	6/18/2012	View Details	Edit	✘
0000	555 333 yyyy, TX 77736	Residential	Incomplete	Incomplete	6/18/2012	View Details	Edit	✘

Records per page: 10 | Displaying 8 of 8 records.

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- Calendar**
1. Click Calendar in the menu bar.
  2. The Permit Application Calendar displays. Click the Residential Category checkbox on the far left.
  3. Permits with project numbers are listed on the day submitted.
  4. You may click on any project number and display the time the permit was submitted and the description.
  5. On the left, a thumbnail view of the month is displayed. The highlighted dates are those in which permits were requested. Hovering over a date displays the projects associated with it.

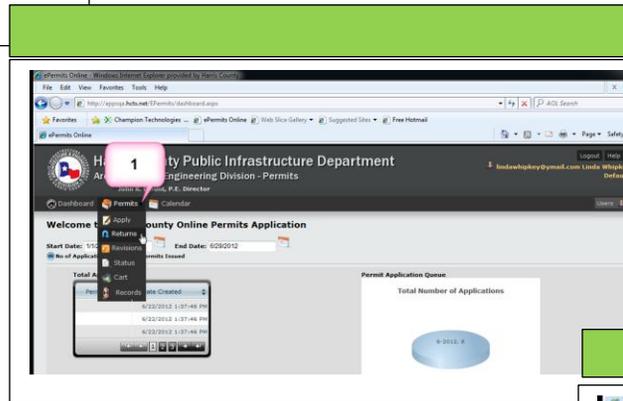




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#### Returns

1. Returns occur when the permit clerk has turned down the application for some reason. A rejection is determined by the permit technician. You may find a list of these returns by hovering over the Permit menu item and clicking on Returns.
2. A list of returned permits displays.



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### Shopping Cart

1. The Shopping Cart is the function that allows you select a permit and use either an e-check, a credit card, or a debit card for payment. You can choose individual components or the entire project. To begin, hover your cursor over the Permit menu item and move down to click Cart.
2. A screen displays that lists projects and their components. Check boxes are used to choose the items that you pay. Selecting the Project Number boxes automatically checks the boxes for all of its components.
3. After selecting your items, click Submit.
4. A dialog box displays, showing your selection and your total due. Select your method of payment.
- 5.

