City of Houston Mobility Permits Portal

http://www.gims.houstontx.gov/portalWS/MainPortal.aspx
Please contact us at 832-395-3020 or mobilitypermits@houstontx.gov

How to register your company:

- Go to http://www.gims.houstontx.gov/portalWS/MainPortal.aspx
- Click on new user signup at the bottom of the page. Click on "all other users" or "City of Houston Employees".
- If your company is not already registered, click "here" button to register a new company.
- Enter your company information, address and contact information. Click submit.
- Click the back button to register as a user of the company. Fill in the required user information and click submit.
- To complete the registration process, please send a copy of your general liability insurance certificate via email (mobilitypermits@houstontx.gov)
- The City of Houston will verify the insurance and company information within 1-2 business days.
- Once verification is complete the applicant may login and apply for permits.

How to apply for Permit:

- Go to http://www.gims.houstontx.gov/portalWS/MainPortal.aspx
- Click on mobility permits system and log in.
- Once you are logged in, click on traffic permit (at top of page)
- There will be a list of fees and information to acknowledge (click acknowledge on each page)
- Click on apply for permit.
- Click which permit you are applying for **Roadway Obstruction Permit Application/ Sidewalk Impairment Permit Application/General permit or Sidewalk café permit.**
- Populate street, block number, times, dates, and the purpose for permit.
- Click submit for review , you will then receive a permit number. An inspector will review your request within 10 business days.
- Once the permit is reviewed, you will receive an email with approved or denied status.
- If approved and payment is not required, you may log into the GIMS portal, click on view/print permit and click the accept button at bottom of page. You may then print your permit.

- If approved and payment is required, log in to the GIMS portal and click acknowledge of fee, then click accept (twice).
- Click the pay button. A pop up window will appear, check that the permit information is correct and click on pay by echeck or credit card.
- Once payment is completed, log in to the GIMS portal and click on view/print permit. You may then print your permit.