

This is a permit application for Mechanical / HVAC within the city limits of Houston, Texas. Carefully complete all necessary information. **NOTE:** If you have been instructed to submit via email, send the completed form to [mechanicalsection@houstontx.gov](mailto:mechanicalsection@houstontx.gov).

1. Date: \_\_\_\_\_
2. Project Number (If applicable): \_\_\_\_\_
3. Job Site Address: \_\_\_\_\_
4. Occupancy Type:
  - Single or Duplex Residence
  - Commercial
  - Apartments
5. Type of Work:
  - New Building
  - Remodel
  - HVAC Work Only
6. Licensee's Name: \_\_\_\_\_
7. License Number: \_\_\_\_\_
8. Licensee's Company Name: \_\_\_\_\_
9. Phone Number: \_\_\_\_\_
10. Advance Pay Account Number (If Applicable) \_\_\_\_\_
11. Brief Description of Work: \_\_\_\_\_

**INSTRUCTIONS:** Place an "X" in the first column next to the type of work being performed. Enter the total price, total tonnage or HP in the last column if applicable.

"X"	Item Description	Price, Tonnage or HP
	VENTILATION	TOTAL PRICE: \$
	ALTER HVAC	TOTAL PRICE: \$
	CHILLER OR AHU	TOTAL TONS:
	CONDENSING UNIT	TOTAL PRICE: \$
	EVAPORATOR COIL	TOTAL PRICE: \$
	NEW A/C SYSTEM	TOTAL TONS:
	INDUSTRIAL REFRG	TOTAL HP:
	REPLACE HEATER	TOTAL PRICE: \$
	HEAT ONLY SYS	TOTAL PRICE: \$

"X"	Item Description
	DUCT < \$500
	LOCAL VENT ONLY
	DECORATIVE APPLICANCE
	CENTRAL VACUUM
	OUTDOOR KITCHEN
	UTILITY RELEASE
	INCINERATOR
	OVERTIME INSPECTION
	RE-INSPECTION
	TEMPORARY INSPECTION

Applicant's Signature (**REQUIRED**) \_\_\_\_\_

Permit Agent's Name \_\_\_\_\_

# MECHANICAL/HVAC BUILDING PERMIT APPLICATION

## INSTRUCTIONS

1. **Date:** Application date
2. **Project Number:** Determine if a project number exists for this address. If plans have been submitted for approval, or a structural permit exists, a project number will be required in order to obtain the HVAC permit. Check with the builder or general contractor to determine the status of plans and building permit. If no project number pre-exists, and the only work to be performed on the site is HVAC, write "SINGLE TRADE," in the project number box on this application.
3. **Job Address:** The job address must include space or lease numbers (if any), and the zip code.
4. **Occupancy Type:** Indicate, by checking the appropriate box, the use of building.
5. **Type of Work:** Indicate, by checking the appropriate box, the nature of the work being performed on the site. If it is a single trade permit check "HVAC Work Only"
6. **Licensee's name:** The person's name who holds the license used in obtaining this permit.
7. **License prefix & number:** The license prefix is the (4) letter code for each contractor's license type. TACL – State License number installation license. The license number and class of license is a required entry.
8. **Licensee's Company:** This entry is required only if there is no project number attached to a structural permit for the job site (see item "2" above.)
9. **Phone Number:** This entry is required only if there is no project number attached to a structural permit for the job site (see item "2" above.)
10. **Advance Pay Account:** Only if applicable
11. **Description of Work:** Provide a brief description of the work you will perform under this permit

**EXAMPLE:**      Install new 4-½ ton A/C heating

12. **Permit Configuration:** The first column should indicate the BASIC nature of work to be performed under this permit. Place an "X" in the box next to the description that best represents the basic nature of the work intended. Next, on the last column enter either the total (contract) price for the work to be installed under this permit, or the total tonnage or horsepower, if applicable. These entries will be used to establish the fee calculation.

For "DUCT AND GRILL ONLY" installations where the total price is less than \$500.00, check the box next to "DUCT<\$500". This should be the only entry made for this permit type. For "DUCT AND GRILL ONLY" installations above \$500.00, use the "ALTER HVAC" box.

For "LOCAL VENT ONLY" installations (bath fans, residential kitchen hoods, etc.) check the box next to "LOCAL VENT ONLY". This should be the only entry made for this permit type.

## PERMIT FEES

Minimum Permit Fee.....	\$84.98
Ventilating Systems or Heat Only Systems (other than Boilers).....	2.0 percent of valuation, plus \$ 43.86
Repairs or Alterations to existing HVAC or Refrigeration Systems.....	2.0 percent of valuation, plus \$ 43.86
<b>Except:</b> Ducts and grilles in a lease space, where total valuation is less than \$500.00: \$43.86 for each lease space.	
Air-handling change out only that have heating and cooling source from an external source. ....	\$5.63 per ton, plus \$ 43.86
Air-conditioning Cooling Equipment located in a Building other than the one being Cooled.....	\$5.63 per ton, plus \$ 43.86
A Complete Air-conditioning System where the Cooling Equipment, the Air-handling Equipment and Duct System are in the same Building.....	\$10.65 per ton, plus \$ 43.86
Commercial, Manufacturing and Industrial Process Refrigeration Systems .....	\$10.65 per ton, plus \$ 43.86
Local Vent .....	\$85.45
Self-contained Air Conditioning Units .....	\$10.65 per ton, plus \$ 43.86