

Mechanical contractors are required to register their State License with the City of Houston Mechanical Inspections Section if performing work within the City of Houston limits.

### **REGISTRATION PROCESS**

First time registrations can be done in person at the Houston Permitting Center located at 1002 Washington Avenue, 4<sup>th</sup> Floor, Houston, TX 77002, Monday through Friday, 8:00 a.m. – 4:00 p.m. or via email at [mechanicalsection@houstontx.gov](mailto:mechanicalsection@houstontx.gov)

The registrant shall complete and submit the following documents:

1. Registration Form for State Air Conditioning License (Form CE- 1307). The form shall have an original signature.

<https://www.houstonpermittingcenter.org/media/1266/download>

2. Photocopy of State of Texas HVAC License,
3. Photocopy of one form of official picture identification, i.e., Driver's License, State I.D. card, etc.
4. An original certificate of insurance bearing the licensee's business affiliation. The licensee's name must also appear on the certification as "insured" or "additional insured". The Certificate Holder information should be as follows:

<p>City of Houston Mechanical Section P.O. Box 2688 Houston, TX 77252-2688</p>
--------------------------------------------------------------------------------------------

5. iPermits Acknowledgment Form (Form CE-1240):

<https://www.houstonpermittingcenter.org/media/2396/download>

Once the Mechanical Inspections Section receives and process all documents, the registrant will receive an email with his/her iPermits login information. The iPermits portal will allow the registrant to purchase permits and schedule inspections.

### **CONTACT INFORMATION**

**Physical Address:**

1002 Washington Avenue, 4<sup>th</sup> Floor  
Houston, TX 77002

**Phone Number:**

832-394-8850

**Mailing Address:**

P.O. Box 2688  
Houston, TX 77252-2688

**Email:**

[mechanicalsection@houstontx.gov](mailto:mechanicalsection@houstontx.gov)