

BUILDING CODE ENFORCEMENT

MECHANICAL INSPECTIONS REQUEST FORM FOR OCCUPIED RESIDENCES

INSTRUCTIONS

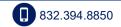
- **STEP 1:** The HVAC contractor must schedule the inspection prior to submitting this form using one of the following methods:
 - Online at https://www.pdinet.pd.houstontx.gov/cohilms/webs/Inspection Lookup.asp
 - IVR System at 713-222-9922.

Next day inspections may be scheduled from 7:00 a.m. to 7:00 p.m.

STEP 2: Complete the following information and submit this form to the Mechanical Inspections Section via email at mechanicalsection@houstontx.gov one day in advance Monday thru Friday from 8:00 A.M. - 4:00 P.M.

| Contractor's Company Name: | | | | |
|--|------------------------------|-----------|----------------------------|--|
| Project Number: | | | Key Map No.: | |
| Job Address: | | | Zip Code: | |
| Confirmation No. from IVR or Internet: | | | | |
| Customer's Name: | | | Phone No.: | |
| Type of Installation: | ☐ COIL | ☐ FURNACE | | |
| | ☐ CONDENSOR | ☐ NEW SYS | TEM (NOT NEW CONSTRUCTION) | |
| REQUESTED DATE OF INSPECTION: | | | | |
| | | | | |
| CHECK ONE: The inspector will arrive between the requested hours checked below for above date. | | | | |
| ☐ BETWEEN 8:15 | BETWEEN 8:15 AM AND 10:00 AM | | | |
| ☐ BETWEEN 10:00 AM AND 12:00 PM | | | | |
| ☐ BETWEEN 12:00 PM AND 2:00 PM | | | | |
| ☐ BETWEEN 2:00 PM 3:15 PM | | | | |
| | | | | |
| IMPORTANT INFORMATION | | | | |
| ☐ THIS FORM IS TO BE USED FOR OCCUPIED RESIDENCES ONLY | | | | |
| FORM MUST BE RECEIVED ONE (1) DAY IN ADVANCE OF INSPECTION DATE | | | | |

REQUESTED





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TO CANCEL AN INSPECTION, PLEASE CALL 832-394-8850