

**INSTRUCTIONS**

**STEP 1:** The HVAC contractor must schedule the inspection prior to submitting this form using one of the following methods:

- Online at [www.houstonpermittingcenter.org/city-of-houston-permits/online-permits.html](http://www.houstonpermittingcenter.org/city-of-houston-permits/online-permits.html)
- 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](mailto: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:	<input type="checkbox"/> COIL <input type="checkbox"/> FURNACE <input type="checkbox"/> CONDENSOR <input type="checkbox"/> NEW SYSTEM (NOT NEW CONSTRUCTION)	

<b>REQUESTED DATE OF INSPECTION:</b>	
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**CHECK ONE:** The inspector will arrive between the requested hours checked below for above date.

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