

**INSTRUCTIONS:** Complete this form and submit it via email to [hpcapa@houston.tx.gov](mailto:hpcapa@houston.tx.gov).

Date: \_\_\_\_\_

**COMPANY INFORMATION**

Company Name: \_\_\_\_\_

Account Administrator: \_\_\_\_\_

Account Administrator's Title (Owner, CEO, president, vice president, chairman): \_\_\_\_\_

Contact Person and Title (if different from above): \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**LICENSEE INFORMATION (If Applicable)**

License holder associated with this account.

Licensee's Name: \_\_\_\_\_ License Number: \_\_\_\_\_

Trade: ☐ Electrical ☐ Mechanical (HVAC) ☐ Plumbing ☐ Fire Alarm ☐ Fire Sprinkler

Signature of License Holder (if applicable): \_\_\_\_\_

**AUTHORIZED USERS**

Persons authorized to obtain permits under this account and license (if applicable):

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Account Administrator's Signature: \_\_\_\_\_

**DEPOSIT**

Please indicate the method that will be used for the initial deposit to your account.

☐ In Person ☐ Mailed Check ☐ Mailed Money Order ☐ Online (Requires an iPermits account)

**FOR OFFICE USE ONLY**

Type of permit: \_\_\_\_\_ Account Number: \_\_\_\_\_

Check Number: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ Processed By: \_\_\_\_\_

