



# Mechanical Permit Request

Contractor and Trade Permits website:

<http://www.austintexas.gov/page/contractor-and-trade-permits>

Email permit request to: [permitsubmittal@austintexas.gov](mailto:permitsubmittal@austintexas.gov)  
(allow 24 hours to process)

**For questions please call Service Center number below**

[DevelopmentATX.com](http://DevelopmentATX.com) | Phone: 311 (or 512-974-2000 outside Austin)  
For submittal and fee information, see [austintexas.gov/digitaldevelopment](http://austintexas.gov/digitaldevelopment)

**If a building permit has not been issued on this project, a trade permit will not be issued. Contact your General Contractor.**

City of Austin Land Development Code Chapter 25-12, Article 13: A permit expires on the 181st day if the project has not scheduled nor received an inspection. A "Cancelled" and/or "Failed/No Work Performed" inspection result does not extend the expiration date.

## Complete All Information to Avoid Delay; Please Print Clearly or Type

Master License Holder for Mechanical Name as it appears on license: \_\_\_\_\_

Master License Holder Email: \_\_\_\_\_

Mechanical Company Name: \_\_\_\_\_ Authorized Agent Name: \_\_\_\_\_

Office #: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Use (select one) – Residential Usage is single-family or duplex structures; Commercial Usage is triplex and above:

Commercial  Residential City of Austin:  Inside  Outside

Description of Use (e.g.: office, bank, daycare, apt, etc): \_\_\_\_\_

Project Address (include Suite and/or Suffix #): \_\_\_\_\_

Building Permit #(s): \_\_\_\_\_

Description of Work in detail: \_\_\_\_\_  
\_\_\_\_\_

New/Addition Total Square Footage of proposed new construction: \_\_\_\_\_ sq. ft.

Remodel/Finish-Out Total Valuation of proposed remodel/finish-out: \$ \_\_\_\_\_

**Is this an Emergency?**  Yes  No Residential structures must be occupied. Any misrepresentation will be considered a violation, and an investigation fee will be charged.

**➤ If you are a part of the Change-Out Program for Heating, Ventilation and AC System, please use new change-out form. If you do not wish to be part of the program then proceed with this form.**

Structure Occupied:  Yes  No

Install (select all that apply):  Stove Hood  Chiller  Walk-In Cooler  Walk-In Freezer  
 New Boiler  Existing Boiler  New HVAC Units – Number: \_\_\_\_\_

HVAC Unit replacement like for like:  Yes  No If YES, number of units: \_\_\_\_\_

In Municipal Utility District (MUD):  Yes  No If YES, name of MUD: \_\_\_\_\_

Payment After Hours?  Re-Inspection  Investigation

Permit Number: \_\_\_\_\_ Address: \_\_\_\_\_

Be specific if you are paying for all or only one (1) type (i.e.: building, electric, etc.). You may pay using website if you have registered on line.

**Acknowledgment:** I attest that the above information submitted is correct. I understand it is my responsibility as the permit holder to keep my permits active as noted in the information at top. If I allow the permit to expire I will be required to purchase a new permit and pay new fees.

Master License Holder Signature: \_\_\_\_\_