



REQUEST FOR MECHANICAL PERMIT

Visit our Web site: www.ci.austin.tx.us/devreview/index.jsp

(FAX 512-974-1226 Permit Request Only)

Questions regarding fax, please contact Permit Center @ 512-978-4000 OR

In order to process the request 24-hours is required.

NOTE: If the building permit has not been issued on this project, we will not issue the trade permit. Contact your General Contractor.

***** City 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 *****

****** Please fill out entire form completely or it will be delayed ******

| | |
|----------------------------------------------------------------------------------------|---------------------------------|
| Name of Master License-Holder for Mechanical as it appears on license: _____ | |
| Email address for Master License-Holder: _____ | |
| Mechanical Company Name _____ | Name of Authorized Agent: _____ |
| If not local, provide area code: Office # () _____ Fax # () _____ Mobile # () _____ | |

Please check one: Residential is single family or duplex structures. Commercial is triplex & above

_____ Commercial & or _____ Residential. Is this project _____ inside the City of Austin or _____ outside the City of Austin?

Based on commercial & or residential as checked off above please describe the use of the building & or tenant (eg: office, bank, daycare, apt, etc) _____

Address of Job with Suite and or Suffix #: _____

Building Permit #: _____

Explain in detail the description of work: _____

_____ New/Addition work Total Square Footage of proposed new construction _____ sq. ft.

_____ Remodel & or Finish-out Work Total valuation of proposed remodel or finish-out work \$ _____

Is this an emergency? _____ Yes or _____ No (Residential structures must be occupied). Any misrepresentation will be considered a violation & an investigation fee will be charged.

Is this a Heating, Ventilation and AC system? If **yes**, please use the new change-out form if you are part of the new program. If you do not want to be part of the change-out program then proceed with this form.

Please provide: Structure occupied? __ Yes or __ No Install Stove Hood __ Yes or __ No Install Chiller __ Yes or __ No

Install Walk-in Cooler __ Yes or __ No Install Walk-in Freezer __ Yes or __ No # of new HVAC units _____

HVAC unit replaced like for like? __ Yes or __ No If "Yes", provide number of units? _____

Install new Boiler? __ Yes or __ No Install existing Boiler? _____ Yes or _____ No

Is this in a Municipal Utility District (MUD)? _____ Yes or _____ No If yes, provide the name of the MUD _____

Pay for a _____ re-inspection, _____ Investigation or _____ after hours? Please provide 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 web site if you have registered on line.*

NOTE: 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 header above. If I allow the permit to expire I will be required to purchase a new permit & pay new fees.