



Development SERVICES DEPARTMENT

Service Center – One Texas Center
505 Barton Springs Road, Austin, TX 78704; (512) 978-4000

Mechanical Permit Request

Contractor and Trade Permits website:
<http://www.austintexas.gov/page/contractor-and-trade-permits>

Fax for Permit Request Only:
(512) 974-1226 (allow 24 hours to process)
For questions please call Service Center number at left

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

To complete this form electronically: Open with Internet Explorer, then [Click Here to Save and continue.](#)

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

Maser License Holder Email: _____

Mechanical Company Name: _____ Authorized Agent Name: _____

Office #: (____) _____ Fax #: (____) _____ 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: _____