

**1. PROJECT INFORMATION**

- RESIDENTIAL PROPERTY  
 COMMERCIAL PROPERTY- PROVIDE VALUATION OF MECHANICAL JOB \$ \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HCAD (PARCEL NO.): \_\_\_\_\_

DESCRIBE WORK : \_\_\_\_\_

NOTE: MECHANICAL VENT HOOD REQUIRES DRAWINGS FOR REVIEW PRIOR TO PERMIT ISSUANCE.

THIS MECHANICAL JOB IS PART OF A BUILDING PROJECT:            YES            NO

IF YES, PROVIDE BLDG. PERMIT NO.: \_\_\_\_\_

**2. PROPERTY OWNER:**

NAME: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**3. MECHANICAL CONTRACTOR:**

COMPANY NAME: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CONTACT PERSON'S NAME: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

**4. NOTES TO APPLICANT:**

**NOT A VALID PERMIT UNTIL CONTRACTOR IS NOTIFIED OF APPROVAL AND ALL APPLICABLE FEES ARE PAID IN FULL.**

- CERTIFICATE OF GENERAL LIABILITY INSURANCE AND STATE LICENSE MUST BE CURRENT WITH STATE OF TEXAS AND CITY OF LA PORTE. PROVIDE CERTIFICATE OF GENERAL LIABILITY INSURANCE WITH CITY OF LA PORTE AS CERTIFICATE HOLDER AND STATE LICENSE TO REGISTER (NO ADDITIONAL FEE).
- MECHANICAL PERMIT REQUIRES A LICENSED HVAC CONTRACTOR FOR PERMIT ISSUANCE.
- RE-INSPECTION FEE: (RESIDENTIAL \$10.00); (COMMERCIAL \$35.00)
- PERMIT FEE: (RESIDENTIAL \$10.00 FLAT FEE); (COMMERCIAL: BASED ON MECH. VALUATION)
- COMPLETE APPLICATION AND ALL SUPPORTING DOCUMENTS ARE REQUIRED PRIOR TO PERMIT ISSUANCE.

APPLICANT SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**STAFF USE ONLY**

APPROVED FOR ISSUANCE BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERMIT NO. : \_\_\_\_\_ TOTAL PERMIT FEE: \_\_\_\_\_