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City of Odessa
 411 W 8th St
 P.O. Box 4398
 Odessa, Texas 79760

MECHANICAL PERMIT APPLICATION (CONTRACTOR ONLY)
PERMITS ARE REQUIRED TO BE ISSUED PRIOR TO START OF WORK

FOR CITY TO PROCESS APPLICATION MUST BE COMPLETE, DO NOT ABBREVIATE, ONLY ONE ADDRESS PER PERMIT

PROJECT INFORMATION		
PLEASE PRINT		
Project Address:	Bldg/Suite/Apt #:	
MECHANICAL CONTRACTOR INFORMATION		
Mechanical Co:		
Name of License Holder:	Air Cond/Refrig Contractor License #:	
Address:	City/State/Zip	
Email:	Phone #:	Fax #:
ESTIMATE, BID OR CONTRACT AMOUNT FOR WORK TO BE PERFORMED: \$ _____		
BUILDING OWNER INFORMATION		
Property Owner/ General Contractor:	Phone #:	
WORK TO BE PERFORMED		
<input type="checkbox"/> New Construction**(Describe Below) <input type="checkbox"/> Change Out Complete HVAC System <input type="checkbox"/> Exhaust Ducts & Fans- Bathrooms, Dryers, Kitchen <input type="checkbox"/> New Equipment Installation in Existing <input type="checkbox"/> Change Out Existing Units <input type="checkbox"/> Other**(Describe Below) <input type="checkbox"/> Manufactured Home Set-Up <input type="checkbox"/> Replace or Add To Duct System Only		
Number of Units: _____	Size of Each Unit: _____ Ton. _____ Ton. _____ Ton. _____ Ton.	
**Describe Work To Be Done: _____ _____ _____		
PLEASE READ CAREFULLY		
<ul style="list-style-type: none"> ❖ Be advised incomplete applications may be rejected, denied or cause permit processing delays. ❖ Building plans and permits must be on file prior to issue of the mechanical permit. ❖ Do not request an inspection with the submittal of this form. This form is for the processing of payments only. Work started prior to the issue of a permit is subject to penalties and citations. ❖ This permit becomes null and voided if work authorized is not commenced within 180 days of issuance or if work is suspended or abandoned for a period of 180 days at any time after work is commenced. ❖ I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. 		
Authorized Signature:	Print Name Legibly:	Date:
OFFICE USE ONLY		
Approved By:	SF x _____ ¢ = \$ _____	Fee: \$ _____
Issued By:	Date:	Permit #: Must use permit number to request inspection.