



# BUILDING PERMIT (MECHANICAL)

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CITY OF AMARILLO DEPARTMENT OF BUILDING SAFETY (806) 378-3041  
 808 S BUCHANAN PO BOX 1971, AMARILLO, TX 79105-1971  
 Fax (806) 378-3085 www.amarillo.gov  
 Inspection line 806-342-1555 Automated system 24 Hours a day  
 email address: [building@amarillo.gov](mailto:building@amarillo.gov)

### I. Job Location

Site Address		Lot Number	
Directions to site:			
Name of Property Owner		Phone	Email Address
Mailing Address		Has a building permit been obtained for this project? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT REQUIRED	
City	State	Zip Code	Project Number

### II. Contractor/Homeowner Information (permit holder)

<input type="checkbox"/> Contractor	Name of Mechanical Contractor or Homeowner	License Number	Expiration Date
<input type="checkbox"/> Homeowner			
Address (Street no. and Name)		Federal Employer ID Number (or reason for exemption)	
City	Zip Code	Insurance Carrier/number (or reason for exemption)	
Telephone	Fax	Email Address	

### III. Type of Job

<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> Special Inspection	<input type="checkbox"/> Premanufactured Home Setup (State Approved)
<input type="checkbox"/> Other	<input type="checkbox"/> Alteration	<input type="checkbox"/> Over 25 Ton or 1.5 M BTU	<input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)

### IV. Plan Review Required

Plans must be submitted with an Application for Plan Examination and the appropriate deposit before a permit can be issued, except as listed below.

Plans are not required for the following:

- One-and Two-Family dwellings when the total building heating/cooling system input rating is 375,000 BTU's or less.
- Alterations and repair work determined by the mechanical official to be of a minor nature.
- Business, mercantile, and storage buildings having HVAC equipment only, with one fire area.
- Work completed by a governmental subdivision or state agency costing less than \$25,000.00

If the work being performed is described above, check below "Plans Not Required"

What is the building size in square footage? \_\_\_\_\_ What is the input rating of the heating system in this building? \_\_\_\_\_

Plans are required for all other building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to State of Texas statutes and shall bear that architect's or engineer's seal and signature.

Plans not required

### V. Homeowner Affidavit

I hereby certify the Mechanical work described on this permit application shall be **installed by myself in my own home** in which is my legal residence of record and I have not obtained or held an Mechanical permit within the past two (2) years at any other residence. All work shall be installed in accordance with the City of Amarillo Mechanical Code and **shall not be enclosed, covered up, or put into operation** until it has been **inspected and approved** by a City of Amarillo Mechanical inspector. I will cooperate with the Mechanical inspector and assume the responsibility to arrange for required inspections.

### VI. Applicant Signature

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent, and we agree to conform to all applicable laws of the State of Texas and the City of Amarillo. All information on this application is accurate to the best of my knowledge.

Signature of Licensee or Homeowner (Homeowner's signature indicates compliance with Section V Homeowner Affidavit _____)	Date
Printed Name	

**Complete Application on Back Side**

**VII. Fee Clarifications**

**ITEM #2 RESIDENTIAL HEATING SYSTEM:**

This item is used for the installation of a heating system in a new residential structure and item number 13 Duct, **SHOULD NOT BE** charged. Replacement systems should be itemized.

Description of work to be performed

My license and endorsements allow me to perform the scope of work described.

**IX. Instructions for Completing Application**

**GENERAL:** Mechanical work shall not be started until the application for permit has been filed with City of Amarillo Department of Building Safety. All installations shall be in conformance with the City of Amarillo Mechanical Code. **No work shall be concealed until it has been inspected and approved.** The inspection telephone number will be provided on the permit form. When ready for inspection, call the Amarillo Department of Building Safety providing as much advance notice as possible. The inspection department will need the **job address and permit number.**

**EXPIRATION OF PERMIT:** A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. **A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.**