

Building Code Enforcement **iPERMITS** is an online service offered by the City of Houston. By subscribing to it, contractors can purchase permits, keep track of projects, and schedule inspections. To participate in this program, the licensee must complete and submit this form to the appropriate inspections group. This form is not required for non-licensed users such as general contractors, architects, etc. unless they have an Advance Pay Account.

**LICENSE & ADVANCE PAY ACCOUNT INFORMATION**
**Licensee's Name:** \_\_\_\_\_

**Advance Pay Account number:** \_\_\_\_\_  
(if applicable)

**Indicate the License Type and provide license(s) number.**
 **ELETRICAL**

Master Lic # \_\_\_\_\_ Contractor Lic#: \_\_\_\_\_

Appliance Installer Lic # \_\_\_\_\_ Appliance Ctr Lic #: \_\_\_\_\_

 **PLUMBING**

Master Lic # \_\_\_\_\_ Drain Layer's Lic #: \_\_\_\_\_

Irrigator Lic # \_\_\_\_\_

 **MECHANICAL** License # \_\_\_\_\_

 **ELEVATORS** TDLR License # \_\_\_\_\_

 **FIRE ALARM** License # \_\_\_\_\_

 **FIRE SPRINKLER** License # \_\_\_\_\_

 **SIDEWALK/DRIVEWAY** Bond # \_\_\_\_\_

 **EARTH HAULING** EH # \_\_\_\_\_

**ACKNOWLEDGEMENT**

I \_\_\_\_\_ wish to subscribe to iPERMITS. My primary **email address** is \_\_\_\_\_  
At this email address, I can receive any confirmation or notification that the Building Code Enforcement Group may need to send. If any changes are made to my email address, I will notify the appropriate inspections section.

I would like to request the following **web pin #** \_\_\_\_\_ . **Note: This is not your scheduling pin number.**  
(6 - 8 characters)

 Please subscribe me to the Code Updates E- Newsletter.

I understand that any and all permits purchased on my behalf shall adhere to the City of Houston Codes and any applicable City policies thereto.

Licensee Printed Name \_\_\_\_\_

Company Name \_\_\_\_\_

Licensee Signature \_\_\_\_\_

Date \_\_\_\_\_

**NOTE:** If at any time any person(s) you have authorized to obtain permits or to do business in your name is (are) no longer in your employ, you must submit an updated, authorized list deleting and/or adding authorized personnel. Failure to do so may allow unauthorized persons to use your name and/or license number to obtain permits.

SUBSCRIBED AND SWORN TO BEFORE ME this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

 \_\_\_\_\_  
Notary Public in and for the State of Texas

(Notary Seal)

 \_\_\_\_\_  
Printed Name of Notary Public (must be legible)

**CONTACT INFORMATION**

Please submit the completed form by email. If you do not receive a confirmation email within 2 days, please call us.

Electrical Inspections Phone: 832-394-8860

 Email: [hpcelectricalsection@houston.tx.gov](mailto:hpcelectricalsection@houston.tx.gov)

Mechanical Inspections Phone: 832-394-8850

 Email: [mechanicalsection@houston.tx.gov](mailto:mechanicalsection@houston.tx.gov)

Plumbing Inspections Phone: 832-394-8870

 Email: [hpcplumbingsection@houston.tx.gov](mailto:hpcplumbingsection@houston.tx.gov)

Customer Assistance Office Phone: 832-394-8899

 Email: [rmcacad@houston.tx.gov](mailto:rmcacad@houston.tx.gov)

Electric Locks Phone: 832-394-8880

 Email: [elocks@houston.tx.gov](mailto:elocks@houston.tx.gov)

Elevator Inspections Phone: 832-394-8861

 Email: [hpc.elevatorsection@houston.tx.gov](mailto:hpc.elevatorsection@houston.tx.gov)

Permits Office Phone: 832-394-8899

 Email: [permits\\_office@houston.tx.gov](mailto:permits_office@houston.tx.gov)