



**BUILDING CODE ENFORCEMENT iPERMITS
iACKNOWLEDGEMENT FORM**

INTRODUCTION

Code Enforcement **iPERMITS** is a new online service offered by the City of Houston. By subscribing to it, contractors will have the ability to purchase permits, keep track of projects, and schedule inspections. To participate in this program, the licensee must complete and submit the following letter to the Customer Assistance Office.

ACKNOWLEDGEMENT

I _____ *Master # (if applicable)* _____ *Contractor/Licensee# (if applicable)* _____,
wish to subscribe to iPERMITS. My Advance Pay Account number (if applicable) _____. My primary email address is _____.

At this email address, I can receive any confirmation or notification that the 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 **User Name** _____ *(6 - 8 characters)* and **web pin #** _____ *(6 - 8 characters)*.

Please subscribe me to the Code Updates E- Newsletter.

The listed person(s) whose signature(s) appears below is/are authorized to perform the actions specified below. I am responsible for all permits pulled and work performed.

1. _____
(Print Name) (DL #) (Signature)

Purchase Permits Schedule Inspections Access to Advance Pay Account Other _____

2. _____
(Print Name) (DL #) (Signature)

Purchase Permits Schedule Inspections Access to Advance Pay Account Other _____

3. _____
(Print Name) (DL #) (Signature)

Purchase Permits Schedule Inspections Access to Advance Pay Account Other _____

4. _____
(Print Name) (DL #) (Signature)

Purchase Permits Schedule Inspections Access to Advance Pay Account Other _____

5. _____
(Print Name) (DL #) (Signature)

Purchase Permits Schedule Inspections Access to Advance Pay Account Other _____

6. _____
(Print Name) (DL #) (Signature)

Purchase Permits Schedule Inspections Access to Advance Pay Account Other _____

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

Telephone Number

State Master's Lic. No.
(If applicable)

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.

Phone Number: 832-394-9494

Email: rmcad@houstontx.gov

IMPORTANT PHONE NUMBERS

Electrical	832-394-8860
Mechanical	832-394-8850
Permits	832-394-8899
Plumbing Inspections	832-394-8870
Sign Administration	832-394-8890
Structural Inspections	832-394-8840