



REGISTRATION & RENEWAL PROCESS FOR INDEPENDENT THIRD-PARTY ENERGY TECHNICIANS

Where third party testing is specifically required by the Houston Residential Energy Code, the Independent Third-Party Energy Technicians who perform diagnostic testing must be approved, which means they are required to register with the City of Houston Building Code Enforcement Group. To register, the applicant must meet the following prerequisites:

- Trained and certified to perform leakage testing for residential energy efficiency,
- NOT affiliated with a builder or construction company, and
- Perform diagnostic testing (blower door, duct blaster) as an independent third-party agent.

First Time Registrations

First time registrations must be done in person. The Rater/Field inspector needs to submit a completed "Independent Third-Party Technician Registration Form (1216)" with valid identification to the Customer Assistance and Code Development Office. The Customer Service Representative will verify all the information is correct through the applicable certifying agency's websites and/or providers. A registration number will then be assigned to the technician. This number will be identified as an ETT number.

Renewals

Renewals may be done in person, email, fax or mail. The Rater/Field inspector needs to submit a completed "[Independent Third-Party Technician Registration Form \(CE-1216\)](#)" for all four methods. **Note: Please be sure to complete the entire application; incomplete applications will not be accepted.**

By Email

Email the completed form to rmcacd@houstontx.gov

By Fax

Fax the completed form to **832-395-9614**. Applications will be processed within 24 hours after they are received.

By Mail

Mail the completed "[Independent Third-Party Technician Registration Form \(CE-1216\)](#)" to:

City of Houston
Customer Assistance and Code Development Office
P.O. Box 2688
Houston, TX 77252-2688

Fee

There is no fee to register.

Publication

A list of the registered raters and inspectors is available online at:

<https://edocs.publicworks.houstontx.gov/division-files/planning-and-development-services-division/enforcement/forms-and-publications/energy-code-related-material/2594-registered-independent-third-party-energy-technicians.html>

The list contains the registrants' name and phone number and is updated every Monday, Wednesday, and Friday as needed.