



RELEASE OF MECHANICAL CONTRACTOR

Instructions: Complete statement A if you are an owner or general contractor/builder requesting a change of mechanical (HVAC) contractor. Complete statement B if you are a mechanical (HVAC) contractor relinquishing a project.

A. Owner/General Contractor/Builder Statement

I, _____ as general contractor, owner, builder hereby terminate the contract with, _____ TACL# _____ who was the mechanical contractor for project number _____ at the property located at _____ We will now be using _____, TACL# _____ who will now assume responsibility for the HVAC work done at the above mentioned address.

Printed Name

Signature

Phone Number

B. HVAC Contractor Statement

I, _____ TACL# _____ will no longer be contracted to perform the HVAC work for the property located at _____, project number _____.

HVAC Contractor Printed Name

HVAC Contractor Signature

HVAC Contractor Phone Number

Excerpt from Section 113.3 of the 2012 UMC Houston Amendments:

A permit shall be valid only for work performed under the licensee who signed the application. A new permit must be obtained if the individual who signed the application ceases to perform the work. Provided that a refund has not been issued and written authority to transfer the permit from the original permit holder has been given, the cost of the new permit shall be charged at the rate listed for the minimum fee as stated in the city fee schedule. In the case of the death of the original licensee, the permit will be transferred to the new licensed contractor at no fee except for the administrative fee established in the city fee schedule. Applicants who fail to re-permit any applicable work within the time frames established by this code shall be subject to permit fees in the amount stated in the city fee schedule.

FOR OFFICE USE ONLY

Date Received: _____

Permit #: _____

Processed By: _____