



REGISTRATION PROCESS FOR STATE AIR CONDITIONING LICENSES

Mechanical contractors are required to register their State License with the City of Houston Mechanical Inspections Section if performing work within the City of Houston limits.

REGISTRATION PROCESS

First time registrations can only be done in person at the Houston Permitting Center located at 1002 Washington Avenue, 4th Floor, Houston, TX 77002, Monday through Friday, 8:00 a.m. – 4:00 p.m.

The license holder must be present and the following documents must be submitted:

1. Registration Form for State Air Conditioning License (Form CE- 1307). The form can be downloaded at <https://www.houstonpermittingcenter.org/code-enforcement/publications.html/#inspection>
2. State of Texas license card,
3. A form of official picture identification, i.e. Driver's License, State I.D. card, etc.,
4. An original certificate of insurance bearing the licensee's business affiliation. The licensee's name and license number must also appear on the certification as "insured" or "additional insured". The Certificate Holder information should be as follows:

City of Houston
Mechanical Section
P.O. Box 2688
Houston, TX 77252-2688

OUT OF STATE CONTRACTORS

Upon review and approval of the Division Manager or Assistant Chief Inspector, out of state contractors may register by mail. Note: If the licensee believes the registration is an emergency, he/she may request to register via email.

The following documents shall be submitted by the licensee:

1. A letter on the licensee's company's letterhead shall accompany the registration documents. The letter must be notarized and include the following information:
 - State that the licensee desires to register his/her license with the City of Houston.
 - The name of the persons, if any, that the licensee authorizes to obtain permits using the license.
 - The licensee's signature
2. Registration Form for State Air Conditioning License (Form CE- 1307). The form can be downloaded at <https://www.houstonpermittingcenter.org/code-enforcement/publications.html/#inspection>
3. Photocopy of the State of Texas license card,
4. Photocopy of a form of official picture identification, i.e. Driver's License, State I.D. card, etc.,
5. An original certificate of insurance bearing the licensee's business affiliation. The licensee's name and license number must also appear on the certification as "insured" or "additional insured". The Certificate Holder information should be as follows:

City of Houston
Mechanical Section
P.O. Box 2688
Houston, TX 77252-2688

REGISTRATION FEES

The registration and renewal fee is \$108.35 a year per license (\$79.17 plus a \$29.18 administrative fee). Make checks payable to the City of Houston.

CONTACT INFORMATION

Phone Number: 832-394-8850

Physical Address: 1002 Washington Avenue, 4th Floor

Email: mechanicalsection@houstontx.gov

Mailing Address: P.O. Box 2688, Houston, TX 77252-2688