



**MECHANICAL INSPECTION REQUEST FORM
FOR OCCUPIED RESIDENCES**

Please complete the following information and email this form to the Mechanical Inspections Section at hpcmechanicalsection@houstontx.gov **Monday thru Friday from 8:00 A.M. - 4:00 P.M.**

FORM MUST BE RECEIVED ONE (1) DAY IN ADVANCE OF INSPECTION DATE REQUESTED

Next day inspections may be scheduled calling the Interactive Voice Response System (IVR) at 713-222-9922 from 7:00 a.m. to 7:00 p.m.

CONTRACTOR'S COMPANY NAME: _____

PROJECT NUMBER: _____ **KEY MAP NO:** _____

JOB ADDRESS: _____ **ZIP CODE:** _____

CONFIRMATION NO. FROM IVR OR INTERNET: _____

CUSTOMER'S NAME: _____ **PHONE NO.:** _____

TYPE OF INTALLATION: **COIL** **FURNACE**
 CONDENSOR **NEW SYSTEM (NOT NEW CONSTRUCTION)**

REQUESTED DATE OF INSPECTION:	
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CHECK ONE: The inspector will arrive between the requested hours checked below for above date.

- BETWEEN 8:15 AM AND 10:00 AM
- BETWEEN 10:00 AM AND 12:00 PM
- BETWEEN 12:00 PM AND 2:00 PM
- BETWEEN 2:00 PM 3:15 PM

TO CANCEL AN INSPECTION PLEASE CALL 832-394-8850

-THIS FORM IS USED TO SCHEDULE AN INSPECTION FOR OCCUPIED RESIDENCES ONLY-