



Dear Homeowner:

For your safety, the City of Houston maintains a comprehensive building code system. An important component of the City's building safety effort involves the inspection of newly installed air conditioning and heating equipment.

An inspection must be made by a City of Houston Mechanical Inspector within two or three days after the contractor has completed the installation or replacement of your new heating and/or air conditioning equipment.

The process is quite simple. Make an appointment with the Mechanical Inspection Section of the Code Enforcement Division, City of Houston. A City employed Mechanical Inspector will arrive at your house on the appointed date within the agreed upon time frame. The inspection takes only a few minutes.

Your contractor will assist you in making an appointment for inspection. The attached inspection request form is to be completed by you and the contractor at the time of sale or installation of your new equipment and faxed by the contractor to our offices. We will schedule the inspector to be there at the appointed time.

On the reverse side of this page you will find the names and phone numbers of Mechanical Section personnel. We are available to answer any questions that you may have concerning the process.

We thank you for your participation and assistance.

City of Houston
Mechanical Inspection Section
Code Enforcement Division
Planning and Development Department