



DATE: _____

CITY OF CISCO

PERMIT NUMBER: _____ **MECHANICAL PERMIT APPLICATION**

Mechanical Permits will only be issued to licensed Texas Air Conditioner Contractors upon presentation of a valid Texas AC Contractor’s license. If a homeowner is completing their own mechanical work without a valid license, they **MUST** present, as part of the permit application, proof of ownership of the property.

The City of Cisco has adopted the 2021 International Mechanical Code and all work must conform to that code.

Once application has been submitted, the application will be reviewed by the inspector, and once approved, you will receive notice from the city that the permit is approved and any fees due for the permit. Work on any project should **NOT** be commenced until you have received an approved permit and paid all necessary fees.

Questions regarding the permitting process can be directed to the City Secretary by phone at 254-442-2111 or by email at citysecretary@ciscotexas.gov.

SUBMITTAL OF PERMITS

In Person	500 Conrad Hilton Blvd., Cisco, TX 76437
By Mail	P.O. Box 110, Cisco, TX 76437
By Email	citysecretary@ciscotexas.gov

Each mechanical permit will require inspection. When you have completed each phase of work, please contact the inspector, **Banjo Berryman, at 940-247-9640** before continuing with work.

NOTICE

Separate permits are required for electrical, plumbing, gas, and mechanical work. There will also be additional fees for inspections of work. This permit becomes null and void if work authorized is not commenced within 6 months, or if work is suspended or abandoned for a period of 1 year at any time after work is commenced. Revised plans must be submitted for city review and approval is required for any changes made after the City of Cisco issues a permit.

LOCATION OF WORK

Job Address	
Legal Description	
Owner	
Owner Address	
Owner Phone/Email	

BUILDING USE

Use of Building	<input type="checkbox"/> Commercial <input type="checkbox"/> Manufacturing <input type="checkbox"/> Residential <input type="checkbox"/> Multi-Family <input type="checkbox"/> Two Family <input type="checkbox"/> Manufactured/Mobile Home
Class of Work	<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration/Relocation <input type="checkbox"/> Repair <input type="checkbox"/> Emergency
Description of Work (If emergency conditions exist, please explain)	

BUSINESS/TRADE INFORMATION

HVAC		Phone	
Address		Fax	
City, State ZIP Code		E-mail	

SPECIFICATIONS

- Are you installing or replacing split system(s) up to and including 10 tons? Yes No If yes, how many? _____
- Are you installing or replacing package unit(s) up to and including 10 tons? Yes No If yes, how many? _____
- Are you installing or replacing split system(s) greater than 10 tons? Yes No If yes, how many? _____
- Are you installing or replacing package unit(s) greater than 10 tons? Yes No If yes, how many? _____
- Are you installing or replacing a condensing unit or evaporator coil? Yes No If yes, how many? _____
- Are you installing or replacing a forced air heating furnace? Yes No If yes, how many? _____
- Are you installing or replacing environmental duct work? Yes No If yes, how many outlets? _____
- Are you installing or replacing a non-ducted heater? Yes No If yes, how many? _____
- Are you installing or replacing an absorption unit, reciprocating, centrifugal or rotary (screw) compressors, air cooled condensing, or chiller unit? Yes No If yes, how many tons? _____
- Are you installing or replacing commercial cooling tower, evaporative or air cooled condenser? Yes No
If yes, how many? _____ If yes, how many tons? _____ (Mechanical plans must be submitted for plan review)
- Are you installing or replacing a hot/chill water or steam coil or commercial air handler? Yes No
If yes, how many? _____
- Are you installing or replacing a complete Type I Hood System? Yes No If yes, how many? _____
(Mechanical plans must be submitted for plan review)
- Are you installing or replacing only a component of a Type I Hood? Yes No If yes, how many? _____
(Mechanical plans must be submitted for plan review.)
- Are you installing or replacing a complete Type II Hood System? Yes No If yes, how many? _____
- Are you installing or replacing only a component of a Type II Hood System? Yes No If yes, how many? _____
- Are you installing or replacing a steam or hot water boiler? Yes No If yes, how many? _____
- Are you installing or replacing any miscellaneous appliances? Yes No If yes, how many? _____
- Are you installing or replacing a dust collection system? Yes No If yes, how many? _____
(Mechanical plans must be submitted for plan review)

SIGNATURES

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Contractor		Signature of Owner	
Name and Title		Name and Title	
Date		Date	
Signature/Stamp of Inspector		Date	