



# Mechanical-HVAC Permit Application

- Residential
- Commercial

City of Hutto Development Services Building & Code Enforcement Division  
 500 W. Live Oak Street  
 Hutto, TX 78634  
 Building & Code Enforcement: 512-846-2640  
 Fax: 512-759-5962  
 building@huttotx.gov  
 www.huttotx.gov  
 www.mypermitnow.org

FEES Permit Fee \$50, Technology Fee \$7 = \$57 Credit cards, checks, money orders or cash accepted.

APPLICANT INFORMATION (*authorized agent*) This will be the City's official contact.

Business Name \_\_\_\_\_ License # \_\_\_\_\_

Name \_\_\_\_\_ License Expiration Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

PROPERTY INFORMATION Address \_\_\_\_\_

Legal Description Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

PROPERTY OWNER INFORMATION

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

\*Manual J is needed when the duct work AND unit are being replaced. Scope of work to be completed: \_\_\_\_\_

PROPERTY OWNER CONSENT/AGENT AUTHORIZATION

By my signature I hereby affirm that I am the property owner of record, or if the applicant is an organization or business entity, that authorization has been granted to represent the owner, organization or business in this application. I certify that the preceding information is complete and accurate, and it is understood that I agree to the submittal of this application. Additionally, my signature below indicates my awareness of the fee(s) required at the time of application submittal and that this fee(s) is non-refundable even in the event of application withdrawal.

By signing this form, the owner of the property authorizes the City of Hutto to begin proceedings in accordance with the process of this application. The owner further acknowledges that submittal of an application does not in any way obligate the City to approve the application and that although City staff may make certain recommendations regarding this application, the City Council may not follow that recommendation and may make a final decision that does not conform to the staff's recommendation.

\_\_\_\_\_  
Property Owner/Agent Signature

\_\_\_\_\_  
Property Owner/Agent Printed Name

\_\_\_\_\_  
Date

FOR DEPARTMENT USE ONLY

Application Received	Date Permit Issued	Received By	Approved By & Date Approved	Payment Type	Fees Paid	Permit #