

Nancy S. Mikeska, Director

Chuck Purvis, Certified Building Official



CITY OF CONROE
COMMUNITY DEVELOPMENT

(936) 522-3610

HVAC Permit / Registration Application

The City of Conroe has adopted the International Mechanical Code, 2009 Edition. The City of Conroe has adopted the International Fuel Gas Code, 2009 Edition.

All air conditioning/heating contractors must be licensed by the State of Texas and registered with the City of Conroe prior to obtaining permits. To register with the City of Conroe, please complete and submit the registration application below to the office at City Hall.

The application must be accompanied by an application fee of \$10, a copy of the applicant's State license, and commercial general liability insurance in an amount of no less than \$300,000.

Contractors shall obtain a permit prior to engaging in any A/C, heating, or refrigeration work. The Trade Permit Application and Permit Fee Schedules may be obtained online at www.cityofconroe.org or at the permit office or by using the provided links.

All work shall be done in accordance with the City of Conroe adopted codes and amendments. Any specific technical related questions shall be directed to the City Inspectors.

To receive updates from Community Development and the Building Department sign up for the *Builders And Developers* (BAD) List at <http://cityofconroe.org/departments/community-development/contractors-developers>.

Specific technical questions in regard to any project, material, or method should be addressed to City Building Inspectors, either in writing or by telephone: (936) 522-3610.

Always check City Ordinances before you do work.

HVAC Contractor Registration		
Contractor Name:		Date:
Home Street Address:		City:
State:	Zip:	Home Phone:
Business Name:		
Business Address:		City:
State:	Zip:	Business Phone:
Email Address:		
HVAC State License #:		License Type:

Office Use Only

- Verify certificate of general liability insurance in an amount no less than \$300,000.
- Make a copy of Master License.
- Update Contractor Master File.
- Open a new file for contractor and add to list.

300 West Davis, Conroe, Texas 77301