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## **Permitting Requirement for Property Owners and Occupants**

If you participate in Austin Energy's Appliance Efficiency Program, you are responsible for obtaining the necessary City of Austin permits for work being done. Read on for more information about beginning the permitting process.

The City of Austin enforces the 2015 Mechanical Codes from both the International Code Council and the Uniform Mechanical Code. As outlined in both Codes under Scope and Administration section, R105.1: The *Owner* (homeowner) or the *Owner's* authorized agent (*Contractor*) is responsible for obtaining appropriate permits for work being done. The *Owner* is ultimately responsible for permitting transactions because the *Owner* maintains contractual control over the *Contractor's* work.

An *Owner* who participates in Austin Energy's Appliance Efficiency Program for HVAC and/or Heat Pump Water Heater changeout work is solely responsible for:

- Coordinating equipment installation with the contractor
- Coordinating a final inspection with the [City of Austin Building Inspection Department](#)

## **How to Register for a Permit**

### **1. Register Online:**

To register for a permit, please visit the City of Austin Building Inspection Department at [austintexas.gov/abc](http://austintexas.gov/abc).

### **2. Register Via Phone:**

Alternatively, you may call 311 and request an Interactive Voice Response (IVR) System form for access by phone.

Once registered, you can view permit information, pay for permits and fees and schedule an inspection.

## **Final Inspection is Important**

*Owners* must remember to call the City of Austin Building Inspection Department for a final inspection of permitted work performed. If an *Owner* does not call for a final inspection, this could result in additional permitting fees, delays in real property transfers, and the *Owner* being disqualified from future participation in Austin Energy programs.

If you have any questions about the permitting process, please visit the City of Austin Building Inspection Department at [austintexas.gov/abc](http://austintexas.gov/abc) to live chat with a staff member, or call 3-1-1.