

Mechanical Permit Information

1. **Code Information:** International Mechanical and Fuel Gas Code 2015 and *NFPA 70, National Electrical Code 2017*
 - Copper wire only. Minimum wire size: #12 AWG CU.
2. **State License and Proof of Insurance Required.**
3. **If Mechanical Plans** are submitted they should include:
 - Equipment details, specifications and duct work.
 - Electrical and gas requirements.
4. **Mechanical Permits**
 - Applications not issued within 90 days become invalid and all documents will be destroyed.
 - Permits expire in 180 days if the project is dormant or abandon.
 - All contact information should be completed on the permit application.
 - Permit Fees are due at the time the permit is issued.
5. **Inspections:** Common questions and concerns:
 - Address posted to be easily viewed from the street.
 - All equipment must be tested and fully functional for final inspection.
 - Any gas fired equipment? Will require carbon monoxide detector to be installed and may require a test of the gas piping.
 - State Mechanical laws enforced. All company vehicles shall be marked. Licenses checked.
 - Re-Inspection fees required on all failed inspections. Must be paid before the re-inspection can be done.
6. **Inspection Request Process & Inspection Scheduling:** All inspections should be scheduled through the permit office by using our email address.

EMAIL: inspectionrequest@richmondtx.gov

**Inspection requests made prior to 3:00 p.m. will be processed for the next business day.
After 3:00 p.m. will be 2 business days.**