

# MECHANICAL PERMIT APPLICATION CHECKLIST

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CITY OF DALLAS

## REQUIRED DOCUMENTS FOR MECHANICAL PERMIT- WITHOUT LICENSE

By checking each requirement you are stating that you have supplied correct and complete information. In the event that the required information is not contained in the submitted documents, you will be notified of the deficiency. Failure to supply the additional requested information within five (5) working days will result in your application being denied and returned to you. A new application, the original application, complete plans, and a new checklist will be required for resubmittal for plan review. This resubmittal will be treated as a new application and will be processed in the order of receipt.

### OTHER REQUIREMENTS OR SPECIAL PROVISIONS

(1) **Article 8861 of the Vernon’s Civil Statutes, referred to as the “Air Conditioning and Refrigeration Contractor License Law”, expressly permits work without a license when performed by a residential property owner in a building owned and occupied by him/her homestead. The homestead exemption must be granted and recorded by the Appraisal District.**

(2) **To ensure compliance with State Laws, all other applications for a mechanical permit without a mechanical license must first be reviewed by the Chief Mechanical ode administrator**

1.  Completed permit application form

I, \_\_\_\_\_ have read the above information and acknowledge that all required documents have been provided.  
Please Print

Signature \_\_\_\_\_

Date \_\_\_\_\_