CITY OF AUSTIN Development SERVICES DEPARTMENT

Building Inspections – One Texas Center
505 Barton Springs Road, Austin, TX 78704; (512) 978-4000

Inspection Agent Letter of Authorization and Request for IVR PIN Number

Please submit completed form to City of Austin, Building Inspections address or Email: mailto:dsdhelp@austintexas.gov

Please Print Clearly or Type

Contractor Type (*select one*): ☐ General Contractor ☐ Electrical ☐ Mechanical ☐ Plumbing ☐ Irrigation

Company/Organization Name: _____

General Contractor License #: _____

Trade Master License Holder Name: _____

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Office #: (___) _____ Fax #: (____) _____ Mobile #: (___) _____

Email: _____

State Master Electric License #: _____ State Master Electric Contractor License #: _____

State Master Plumber License #: _____ State Master Mechanical License #: _____

State Master Irrigator License #: _____ State Master Fire Line Contractor License #: _____

Acknowledgement: I authorize the following agents to schedule inspections. I understand that it is my responsibility to update the *Inspection Agent Letter of Authorization* form. I understand that if I do not list any agents to schedule inspections, they will not be authorized until the *Inspection Letter of Authorization* form is filled out completely and signed.

Add Agents – Select N/A If you do not wish to add any agents: ☐ N/A

First Name: _____ Middle Initial: _____ Last Name: _____

Email: _____

First Name: _____ Middle Initial: _____ Last Name: _____

Email: _____

First Name: _____ Middle Initial: _____ Last Name: _____

Email: _____

If additional Agents need to be listed, please continue on another sheet.

Please Note:

- The Interactive Voice Recognition (IVR) Personal Identification Number (PIN) will be issued for each person listed.
- The IVR PIN does not work as the PIN for the Registered User PIN on the City of Austin's Development Review Permitting and Inspection website at: (http://www.austintexas.gov/page/interactive-development-review-permitting-and-inspection)
- To use the Development Review Permitting and Inspection website, each agent must complete the registration process to schedule inspections on line. Once complete they will be able to choose their own PIN and password.

Contractor Signature: _____ Date: _____

Print Name: _____