

INSTRUCTIONS: Email the completed form to the Permits Office at hpcaddressing.team@houstontx.gov or fax it to 832-394-9618.

APPLICATION DATE / /

APPLICANT INFORMATION

1. Applicant's Name: _____
2. Phone Number: _____ Email Address: _____
3. Applicant is: Agent Owner General Contractor

PROJECT INFORMATION

4. Current Construction Project Number: _____
5. Current Name: _____
6. Current Address: _____
7. Is this a new address? YES NO

REQUEST INFORMATION

8. Please indicate the type of request:
- ADDRESS CHANGE**
Address requested: _____
- NAME CHANGE**
Change of: Contractor Owner Occupant
- Name requested: _____
- Note: An authorization letter from the current permit holder is required (Please attach documentation)**

9. Reason: _____

Note: Requests are reviewed on a case-by-case basis and may or may not be approved.

FOR OFFICE USE ONLY		
<input type="checkbox"/> INTAKE ERROR	<input type="checkbox"/> FEE PAID	<input type="checkbox"/> NOT PAID
<input type="checkbox"/> 100 Screen Update	<input type="checkbox"/> 102 Screen Update	CSR INITIALS _____