

INSTRUCTIONS: Email a completed form for each project/permit requiring a name or address change and any other required documents to the Permits Office at hpcaddressing.team@houstontx.gov or fax it to 832-394-9618. For more information refer to "Form CE-1211 Procedures for Requesting Address & Name Changes". **Note:** Requests are reviewed on a case-by-case basis and may or may not be approved.

You will receive the result via email. If approved, a sales order will be included. Payments can be made via iPermits at <https://www.pdinet.pd.houstontx.gov/ILMS Online Permits/default.asp>. A new job card will be generated and emailed to the requestor (except for applicant name change requests) **NOTE:** A separate form is required for each address and /or project number being altered.

There is a fee of \$119.04 (\$87.72 plus a \$31.32 administrative fee) for this service

DATE: _____ **PROJECT NUMBER:** _____
(Attach additional document if there are multiple projects)

PROJECT ADDRESS: _____

ADDRESS CHANGE

1. Is this a new address? YES NO
2. Address requested: _____
3. Reason: _____

4. Requestor's Name: _____ Requestor's Phone Number: _____
5. Requestor's Email Address: _____
6. Requestor's Signature: _____

NAME CHANGE

Note: Requests must be submitted by the property owner or an authorized agent. If an authorized agent submits the request, an authorization letter from the property owner must also be submitted.

1. Indicate the type of name change:
 Contractor **Occupant** **Applicant** **Architect of Record** **Engineer of Record**
2. New name requested: _____
3. Phone Number and Email of New Individual: _____
4. Address of New Individual: _____
5. Contractor/Engineer/Architect License No. (if applicable) _____
6. Reason: _____

7. Requestor's Name: _____ Requestor's Phone Number: _____
8. Requestor's Email Address: _____
9. Relationship to Project: _____
10. Requestor's Signature: _____

FOR OFFICE USE ONLY				
<input type="checkbox"/> APPROVED	<input type="checkbox"/> Intake Error	<input type="checkbox"/> Fee Paid	<input type="checkbox"/> 100 Screen Update	<input type="checkbox"/> 102 Screen Update PERMIT TECH INITIALS _____
<input type="checkbox"/> NOT APPROVED. Reason: _____				