

**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](mailto: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 \$122.22 (\$90.06 plus a \$32.16 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**
2. New name requested: \_\_\_\_\_
3. Phone Number and Email of New Individual: \_\_\_\_\_
4. Address of New Individual: \_\_\_\_\_
5. Contractor 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**

☐ **APPROVED**

☐ Intake Error

☐ Fee Paid

☐ 100 Screen Update

☐ 102 Screen Update

PERMIT TECH INITIALS \_\_\_\_\_

☐ **NOT APPROVED. Reason:** \_\_\_\_\_