

### **CONTRACTOR NAME CHANGE**

To request a “Contractor Name Change” on a building permit, the applicant must meet the requirements and follow the procedures below:

#### Requirements:

- Copy of the Permit
- Proof demonstrating that the requestor paid for the permit and/or,
- Letter from the original contractor relinquishing themselves from the project
- “[Form CE-1212 Address/Name Change Request](#)” (provided by the City of Houston)
- There is a fee of \$112.95 (\$83.23 plus a \$29.72 administrative fee) for this service

**Note:** If the applicant is unable to compile all requirements, then the project must be “re-permitted”; this involves re-submitting plans and purchasing all permits again. Only the inspections performed on the previous permit will be validated.

### **ADDRESS CHANGE**

To request an address change on a permit/project, the applicant must meet the requirements and follow the procedures below:

#### Requirements:

- “[Form CE-1212 Address/Name Change Request](#)” (provided by the City of Houston)
- There is a fee of \$112.95 (\$83.23 plus a \$29.72 administrative fee) for this service.

**Note:** Requests are reviewed case by case, not all are approved.

### **PROCEDURES**

- Email the completed form to the Permits Office at [hpcaddressing.team@houstontx.gov](mailto:hpcaddressing.team@houstontx.gov) or fax it to 832-394-9618.
- A Customer Service Representative will review the request.
- If approved, you will receive a sales order via email. Payments can be made via iPermits at <https://www.pdinet.pd.houstontx.gov/ILMS Online Permits/default.asp>. Note: For address change requests, there is 24-hour turnaround time after payment has been received.
- A new job card will be generated and emailed to the requestor.

For more information and/or questions regarding these procedures, contact the Permits Office at 832-394-8899 or via email at [hpcaddressing.team@houstontx.gov](mailto:hpcaddressing.team@houstontx.gov).