

This guide identifies the different types of name change requests, and the procedures associated with each type of name change and address changes.

### **ADDRESS CHANGES**

1. Complete [Form CE-1212 - Address/Name Change Request](#)
2. Email the completed form to the Permits Office at [hpcaddressing.team@houston.tx.gov](mailto:hpcaddressing.team@houston.tx.gov) or fax it to 832-394-9618.
3. The Permits Office will review the request.
4. If approved, you will receive a sales order via email. Payments can be made via iPermits at <https://www.pdinet.pd.houston.tx.gov/ILMS Online Permits/default.asp>.
5. If the permit was purchased already, a new job card will be generated with the revised address.

### **NAME CHANGES**

**Applicant (Transferring Projects in ProjectDox)**

**Contractor**

**Occupant (On Active Permit/Project when a Certificate of Occupancy has not been issued)**

1. Complete [Form CE-1212 - Address/Name Change Request](#)
2. Email the completed form and proof of ownership, such as the deed, to the Permits Office at [hpcaddressing.team@houston.tx.gov](mailto:hpcaddressing.team@houston.tx.gov) or fax it to 832-394-9618. **Note:** If someone other than the owner completes the form, an authorization letter signed by the owner shall be provided.
3. The Permits Office will review the request.
4. If approved, you will receive a sales order via email. Payments can be made via iPermits at <https://www.pdinet.pd.houston.tx.gov/ILMS Online Permits/default.asp>.
5. Where payment for the permit has been submitted, a new permit (job card) shall be generated with the revised information.

**Architect and/or Engineer**

The architect or engineer of record shall be kept current through the completion of permitted projects. A name change request for an architect or engineer of record shall require submittal of revised plans (revision) through the plan review section. Please follow the steps below to apply for a revision.

1. Log on to [iPermits](#)
2. Click on "Continue to the iPermits Online Service Menu"
3. On the iPermits Online Service Menu, click on the "Building Permit Applications" button
4. Click on the "Begin New Application" button.
5. Click on Commercial or Residential Applications (whichever applies)
6. Click "Plan Revision Application for an Existing ILMS Project"
7. Enter Project # being revised
8. Click on "Begin the plan revision project application project"
9. Answer the following five questions. A message will appear letting you know if you qualify for a revision. If the message says you qualify for a revision. click the Submit button
10. Pay for the revision fee
11. You will receive an email from [ProjectDox](#) inviting you to submit the revised sheet(s)
12. Upload all impacted sheets with the new Architect seal or Engineer seal
13. Upload any letters confirming responsibilities of each engineer should the Engineer's be sharing responsibilities for their designs

**NAME CHANGES (Continues)**

**Certificate of Occupancy Name change (CO has been issued)**

Name change requests associated with existing certificates of occupancy shall be submitted and processed through the Occupancy Inspections group.

**Note:** To qualify for a name change or duplicate certificate of occupancy, the previously authorized use and/or occupancy of the existing facility shall include no change in use or occupancy classification, no increase in building or lease space area (square footage), no floor plan change resulting in an increase in occupant load, and no unpermitted construction to the building or lease space.

1. Complete the appropriate form
  - CE-1045A for Commercial Occupancy Compliance Inspection, or
  - CE-1045B for Residential Facilities/Live Work Occupancy Compliance Inspection. It can include Assisted Living facilities, or any other properties located in a residential area.
2. Email the applicable completed form to [Occupancy.Inspections@houstontx.gov](mailto:Occupancy.Inspections@houstontx.gov). If there is no change in use or change in square footage, the Occupancy Inspections group will create a project number and email the sales order with instructions on how to make the payment.

**FEES**

There is a fee of \$119.04 (\$87.72 plus a \$31.32 administrative fee) for these requests. For a name change request on an existing Certificate of Occupancy, there is also a Revalidation Inspection fee of \$87.72.

**Note:** Where a name change is requested for multiple projects associated with a master project and sub-project attachments, a name change fee is administered on each project number that requires changes, and the transaction shall include one administrative fee. Where a name change is requested on separate individual projects a name change fee and administrative fee is administered for each separate transaction. A name change request associated with a permit application includes a name change fee and administrative fee for each transaction, including change requests for applications where a permit has not yet been issued.

**CONTACT INFORMATION**

Permits Office	832-394-8899	<a href="mailto:hpcaddressing.team@houstontx.gov">hpcaddressing.team@houstontx.gov</a>
Plan Review (Revisions)	832-394-8810 or 832-394-8820	<a href="mailto:commercial.planreview@houstontx.gov">commercial.planreview@houstontx.gov</a> or <a href="mailto:residential.planreview@houstontx.gov">residential.planreview@houstontx.gov</a>
Occupancy Inspections	832-394-8880	<a href="mailto:occupancy.inspections@houstontx.gov">occupancy.inspections@houstontx.gov</a>