

INSTRUCTIONS

- Complete **statement A** if you are an owner requesting a change of licensed trade contractor.
- Complete **statement B** if you are a trade contractor relinquishing a project and check the corresponding box:

Electrical

Plumbing

Mechanical/HVAC

A. OWNER STATEMENT

I, _____ as owner hereby terminate the contract with, _____
_____ License # _____ who was the contractor for project number _____
at the property located at _____.

We will now be using _____, License # _____ who will now assume
responsibility for the work done at the above-mentioned address.

Printed Name

Signature

Phone Number

B. TRADE CONTRACTOR STATEMENT

I, _____ License# _____ will no longer be contracted to
perform the work for the property located at _____,
project number _____.

Contractor Printed Name

Contractor Signature

Contractor Phone Number

Section 104.4.2 of the 2021 UMC Houston Amendments, Section 104.4.2 of the 2021 UPC Houston Amendments, Section 303.3 of the 2023 NEC Houston Amendments

A name change on an application or an existing permit must be obtained if the licensed contractor or listed on the application or existing permit is no longer responsible for the work performed. Provided that a refund has not been issued, the property owner has not changed, and written authority to amend the permit to designate a different licensed contractor has been provided by the property owner to the building official, the building official shall issue an amended permit. A name change fee and an administrative fee shall be charged as provided in Section 118.1 of the Building Code and the city fee schedule.

FOR OFFICE USE ONLY

Date Received: _____

Permit #: _____

Processed By: _____