

**Instructions:** Complete statement A if you are an owner or general contractor/builder requesting a change of mechanical (HVAC) contractor. Complete statement B if you are a mechanical (HVAC) contractor relinquishing a project.

**A. Owner/General Contractor/Builder Statement**

I, \_\_\_\_\_ as  general contractor,  owner,  builder hereby terminate the contract with, \_\_\_\_\_ TACL# \_\_\_\_\_ who was the mechanical contractor for project number \_\_\_\_\_ at the property located at \_\_\_\_\_ We will now be using \_\_\_\_\_, TACL# \_\_\_\_\_ who will now assume responsibility for the HVAC work done at the above mentioned address.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone Number

**B. HVAC Contractor Statement**

I, \_\_\_\_\_ TACL# \_\_\_\_\_ will no longer be contracted to perform the HVAC work for the property located at \_\_\_\_\_, project number \_\_\_\_\_.

\_\_\_\_\_  
HVAC Contractor Printed Name

\_\_\_\_\_  
HVAC Contractor Signature

\_\_\_\_\_  
HVAC Contractor Phone Number

**Excerpt from Section 113.3 of the 2012 UMC Houston Amendments:**

*A permit shall be valid only for work performed under the licensee who signed the application. A new permit must be obtained if the individual who signed the application ceases to perform the work. Provided that a refund has not been issued and written authority to transfer the permit from the original permit holder has been given, the cost of the new permit shall be charged at the rate listed for the minimum fee as stated in the city fee schedule. In the case of the death of the original licensee, the permit will be transferred to the new licensed contractor at no fee except for the administrative fee established in the city fee schedule. Applicants who fail to re-permit any applicable work within the time frames established by this code shall be subject to permit fees in the amount stated in the city fee schedule.*

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Permit #: \_\_\_\_\_

Processed By: \_\_\_\_\_