

**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: \_\_\_\_\_



Electrical Insp. 832-394-8860



Plumbing Insp. 832-394-8870



Mechanical Insp. 832-394-8850