



PROCEDURES FOR CONTRACTOR NAME AND ADDRESS CHANGE

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:

- Original job card
- 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 \$106.22 (\$78.27 plus a \$27.95 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 \$106.22 (\$78.27 plus a \$27.95 administrative fee) for this service.

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

PROCEDURES

- Visit the *Code Enforcement Permits Section* by obtaining a ticket (*Permits → Building Construction Permits → Addresses*) from the kiosk located in the first floor lobby at 1002 Washington Avenue, Houston, Texas, 77002.
- A Customer Service Representative will review the items submitted.
- For a name change, if approved, the new contractor's information will be entered in our database. For an address change, if approved, the change will occur within 24 hours.
- A new job card will be printed.

For more information and/or questions regarding these procedures, contact Veronica Cirilo at 832-394-9073 or via email at Veronica.Cirilo@houstontx.gov.