



## 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:

- Permit
- 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 \$110.90 (\$81.72 plus a \$29.18 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 \$110.90 (\$81.72 plus a \$29.18 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 the Permits Office at 832-394-8899 or via email at [permits\\_office@houstontx.gov](mailto:permits_office@houstontx.gov).