



Change of Registration Holder Application

Registration Holder Name (individual changing): _____

Registration #: _____

Phone #: _____ Email: _____

Mailing Address: _____

Physical Address: _____

Name of Previous Company: _____

Name of New Company: _____

Phone #: _____ Email: _____

Mailing Address: _____

Change of Registration Holder Submission Requirements

- 1) Completed Change of Registration Holder Application by the registration holder who is changing companies.
- 2) Company change on state website already reflected (for MEP trade registrations only).
- 3) New Certificate of Insurance or Bond (if applicable) under new company.
- 4) Company Change Letter (example on reverse side).
 - Must be printed on company letterhead.
 - Must outline the terms of the registration holder's change from one company to the other.
 - Must address if permits from previous company will be staying with registration holder or be left with previous company.
 - Must be signed by manager or owner of new company.

Open Permits Requirements – (Select all that apply)

- 1) **Registration holder is bringing permits from the previous company to the new company:**
- Within 30 days of registration date, the registration holder must submit and pay for any needed Permit Extensions for permits inactive for 90 days or less (if applicable).
 - Within 30 days of registration date, new permit applications must be submitted and paid for permits inactive over 90 days (if applicable).
- 2) **There are no Open Permits from the previous company which need to be addressed.**
- 3) **Registration holder will be completing permits at the new company issued under the last registration holder:**
- Within 30 days of registration date: Completion Permit (if applicable) or new permit applications must be submitted and paid for all Active or Inactive permits from the previous contractor.
- 4) **There are no Open Permits at the new company which need to be addressed.**

Failure to apply and pay for all permits and extensions (New, Completion, and Extension, depending on the situation) within 30 days of the registration holder's registration change date, will result in a registration lock.

When a registration lock occurs, the registration holder will be unable to apply for permits, schedule inspections, or perform work. At that time, the registration holder will be required to deliver ALL permit applications for any remaining unresolved permits in person to the DSD Permit Counter.

For a complete overview of the Change of Registration Holder process and Requirements, see **IB 229**.

Registration Holder Signature: _____ Date: _____

Staff Use Only:	Completed Application	Company Change Letter	New Insurance or Bond	Photo ID
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Example Company Change Letter

	POWER CONTRACTING		123 Example St. San Antonio, TX 78204 800.207.1111 pwrcontracting.com
January 12, 2026 Registration # SEC000275555			
To whom it may concern:			
Effective May 7, 2025, Power Contracting would like to remove Steven A. Smith as the registration holder and add Jorge Alvarez as the current acting registration holder. Mr. Alvarez will be responsible for all existing open permits along with future permits for Power Contracting.			
Thank you,			
Neal Bor Company Owner			
Jorge Alvarez ME# 275555 Exp. 05/08/2026		<i>Neal Bor</i>	