



DEVELOPMENT SERVICES

TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN #229**
Change of Registration Holder Requirements & Process

DATE: January 15, 2026

CREATED BY: Customer Advocate Team/Plan Review Division

Purpose:

As a customer service initiative, the Development Services Department (DSD) created this Information Bulletin (IB) to guide customers through the requirements and process of changing the registration holder of a company.

Scope:

The Change of Registration Holder process refers to the circumstance of a company changing their registration holder. The process and requirements of this transaction are detailed in this document after first outlining how DSD defines the following relevant terminology.

Definitions:

Registration Holder: An individual who holds a registration with DSD for a company. A company registered with DSD may only have one registration holder for each trade type.

Change of Registration Holder: The process of a registration holder moving their employment from one company to another. The unique registration number stays with the registration holder.

Open Permit: Any permit in an Active, Inactive, or About to Expire status within the Accela permitting system.

Active Permit: A permit which has been issued, or had inspection activity, within the last 180 days. Permits in 'About to Expire' status also qualify as Active permits.

Inactive Permit: A permit which has not had inspection activity within 180 days or more.

About to Expire Permit: A permit that is set to become an Inactive Permit in 30 days or less.

Completion Permit: A type of permit issued to complete work originally permitted by another registration holder. Inspections may be carried over from the original permit and a reduced permit cost may apply. Only Mechanical, Electrical, and Plumbing trades qualify for this type of permit.

New Permit: A new permit which, in this process, is required to replace a permit which has been inactive for over 90 days.

Permit Extension: A process used to reinstate permits which have been inactive for 90 days or less. The charge for this is 50% of the original total permit cost.

Registration Lock: A hold placed on a registration. This lock prevents use of the registration including applying for permits, scheduling inspections, and performing work. A lock is a result of failure to comply with our Open Permits Requirements (outlined below).

Submission Requirements:

The following items must be submitted before the Change of Registration Holder process can take place:

- Change of Registration Holder Application
- New Certificate of Insurance or Bond (if applicable) under new company
- Company Change Letter (see Change of Registration Holder Application for requirements and sample letter)
- Company change must be reflected on the state website (for MEP trade registrations only)

All documents may be uploaded as part of a Link/De-Link Company Association amendment submitted from the registration holder's registration record in the BuildSA Online Portal.

Documents may also be submitted in person at the DSD Permit Counter located at 1901 S. Alamo St., San Antonio, TX 78204.

Open Permits Requirements:

All Open Permits issued under the previous company must be resolved. These permits may be taken with the registration holder to the new company or stay with the previous company.

If the 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.
- Within 30 days of registration date, new permit applications must be submitted and paid for permits inactive for over 90 days.

If the 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.

Once the Change of Registration Holder process has been completed in the system, the registration holder will be able to submit the permit applications and Permit Extensions to resolve all Open Permits.

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.

Summary:

This information bulletin is for informational purposes only.

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