

**IMPORTANT INFORMATION: RESPONSIBLE MASTER PLUMBER (RMP)
CHANGE OF COMPANY**

The attached form should be used by a RMP to notify the Texas State Board of Plumbing Examiners (TSBPE) of: (1) a change in employment from one company to another; or (2) a change in the name of your company. The TSBPE licenses individuals and not companies, which limits our ability to maintain detailed information on each plumbing company operating in Texas. Therefore, your compliance is appreciated.

The TSBPE strongly suggests that you take certain steps to protect your license. First and foremost, you should have your insurance agent submit a Certificate of Insurance (COI) showing your updated company information. You can access the most current COI Form at <http://tsbpe.texas.gov/portfolio/applications/>. The effective date of the new COI should match the effective date of your company name change or change in employer. Your new COI must be emailed to insurance@tsbpe.texas.gov. For faster processing, you should submit the COI and the RMP Change of Company Form together.

If you are leaving your current company to serve as the RMP for a new company, you should provide the company you are leaving with written notification of your departure. The notice should include a request to remove your license number and/or name from all service vehicles, advertisements, and documents like invoices or contracts and the effective date of your departure. In addition, you should actively work with your former employer to make sure that your license number and/or name are removed. It is a violation of the Plumbing License Law and Board Rules represent that a company has secured the services of a RMP when the company has not. It is also a violation to serve as a RMP for more than one company that advertises for or otherwise offers to perform or provide plumbing work.

You may send a copy of the notice of departure to the TSBPE's Enforcement Department. However, providing a copy to us will not eliminate your liability as an RMP for any complaints received regarding incidents that occurred prior to the effective date of your departure.

A second written notice should be provided to all cities where work was contracted for or performed under your license. **Do not rely on telephone calls.** The notice should include the effective date of your departure from your current company or company name change. If you or your company are registered with the city, there may be additional procedures you need to follow to change your registration.

Finally, if your address on file with the TSBPE is the address of your former employer, please update your address. This will ensure that you will receive your license renewal in a timely manner. You can email your request to addressupdates@tsbpe.texas.gov along with your full name (as it appears on your pocket card), date of birth, license number, the address currently on file with the TSBPE, and your new mailing address. For security reasons, the TSBPE cannot update your contact information unless you furnish ALL of this information.

Above all, protect your license!

TEXAS STATE BOARD OF PLUMBING EXAMINERS
PO BOX 4200, AUSTIN, TEXAS, 78765 • 512-936-5200 • www.tsbpe.texas.gov

RESPONSIBLE MASTER PLUMBER (RMP) CHANGE OF COMPANY NOTIFICATION

1. Last name (Print) _____ First _____ MI _____
2. Texas Master Plumber License # _____ Email _____
3. Mailing address _____ City _____
4. State _____ Zip Code _____ Telephone # _____

Check all that apply:

- I have changed the name of **MY COMPANY** effective _____ Date _____.
- Current Name of my Company : _____
- New Company Name: _____
- Address: _____
- Telephone #: _____
- Please **REMOVE** me as the RMP for the company listed below effective _____ Date _____.
- Company Name: _____
- Address: _____
- Telephone #: _____
- Please **ADD** me as the RMP for the company listed below effective _____ Date _____.
- Company Name: _____
- Address: _____
- Telephone #: _____

YES OR NO MUST BE CHECKED FOR ALL STATEMENTS

- I have requested that my insurance agent, or the company's agent, send an updated Certificate of Insurance to the TSBPE reflecting my change in company name or my change from one company to another. Yes or No
- I have notified all municipalities, in writing, of this change and closed all open permits. Yes or No
- I have requested, in writing, that my name and/or license number be added to/removed from the company's service vehicles, advertisements, and documents used to offer or contract for plumbing work. Yes or No
- I have secured work still in progress on jobs contracted for and started under my license. Yes or No

I understand that providing this notice to the Enforcement Department of the TSBPE does not eliminate my liability for any complaints and/or incidents that may have occurred prior to my departure as the RMP for the company listed above or any other company for which I am responsible.

RMP Signature

Date