

**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 # _____
5. Check **all** that apply:

I have changed the name of my company effective _____ Date.

Current Company Name: _____

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 #: _____

- 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

JULIO CERDA
CHAIR
MISSION

RICARDO J. GUERRA, P.E.
SECRETARY
AUSTIN

ENRIQUE CASTRO
MEMBER
EL PASO

BEN R. FRIEDMAN
MEMBER
DALLAS

JANET L. GALLAGHER
MEMBER
PFLUGERVILLE



TEXAS STATE BOARD OF PLUMBING EXAMINERS

Lisa G. Hill, Executive Director

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E-mail address: info@tsbpe.texas.gov

DAVID ANTHONY GARZA
MEMBER
SAN BENITO

MILTON R. GUTIERREZ
MEMBER
FORT WORTH

ROBERT F. JALNOS
MEMBER
SAN ANTONIO

EDWARD THOMPSON
MEMBER
TYLER

Dear Insurance Provider/ Plumbing Contractor:

Please make a note of the correct address for the submittal of insurance certificates. The certificates must be sent to: insurance@tsbpe.texas.gov .

So that we may provide the best service possible, we ask that you submit certificates directly to the insurance@tsbpe.texas.gov email address only, as multiple submittals of the same certificates to the wrong address and/or submittals to more than one of our addresses and/or sending via fax will slow the processing of yours and other's certificates. **Please note that we no longer accept certificate of insurance forms via facsimile. Additionally, we do not accept ACORD forms.**

Please allow up to 10 business days for your certificate to be processed and appear on our website. Certificates are not entered on Saturdays, Sundays or holidays.

You may wish to search here for confirmation of processing of your certificate before resending or calling this office:

How to check status of a License and COI:

<https://vo.licensing.hpc.texas.gov/datamart/searchByLicNumber.do>

1. Click Public Search (see the upper right hand side of the screen) – NOTE : you do not need to sign in
2. Click Search by License Number
3. Enter the * License Number (numerals only)
4. Click Search
5. Click on the Licensee's Name - NOTE: there may be more than one page as different license types can have the same license number.

Below is the link to the most current certificate of insurance form:

<http://tsbpe.texas.gov/wp-content/uploads/2017/10/Certificate-of-Insurance-Form-September-2017.-pdf.pdf>

A copy of the most current certificate of insurance form is attached. Using an old form will delay the processing of your certificate of insurance form.

The Compliance Department can be reached directly at 512-936-5203.



Allow up to 10 days for processing before contacting this office for confirmation of receipt of certificate.

CERTIFICATE OF INSURANCE (COI)

A Master Plumber shall furnish the Texas State Board of Plumbing Examiners (Board) with a current Certificate of Insurance (COI) before acting as a Responsible Master Plumber (RMP). This COI expires on the date that the insurance policy specified herein expires. The RMP shall furnish the Board with a current COI immediately upon or prior to the expiration of this COI. At least the minimum insurance coverage specified in (1) and (2) below shall be maintained at all times during which the Master Plumber acts as a RMP. The insurance coverage must include all types of plumbing that will be performed under the RMP's license, including if applicable, liquefied petroleum gas plumbing, medical gas plumbing, and multipurpose residential fire protection sprinkler plumbing. The Certificate Holder does not guarantee the accuracy of any information provided in this COI. This COI neither affirmatively or negatively amends, extends, or alters the coverage afforded by the insurance policy specified herein. The terms of the policy control over the terms of this certificate.

Responsible Master Plumber (RMP) Name: _____				License #: M-_____	
Business Name: _____		Telephone: (____) _____			
RMP Email Address: _____					
RMP Address: _____					
Street		City		State Zip	
Business Owner Name: _____					

Insurance Company: _____					
Policy Number: _____		Effective Date: _____		Expire Date: _____	
Name of Insurance Agency: _____				Agent Phone: (____) _____	
Insurance Agent Email Address: _____					
Insurance Agency Address: _____					
Street		City		State Zip	

By my signature below, as an agent for an insurer authorized to engage in the business of insurance in this state or an eligible surplus lines insurer, as defined by Section 981.002, Insurance Code, I hereby sign this Certificate of Insurance (COI) stating that the above policy meets at least the following minimum standards:

- (1) provides for commercial general liability insurance for the above named Responsible Master Plumber for claims for property damage or bodily injury, regardless of whether the claim arises from a negligence claim or on a contract claim; and
- (2) is in a coverage amount of not less than \$300,000 for all claims arising in any one-year period.

Signature of Agent Printed Name of Agent Date

CERTIFICATE HOLDER ADDRESS:

TEXAS STATE BOARD OF PLUMBING EXAMINERS
PO BOX 4200
AUSTIN, TX 78765-4200
PHONE: (512) 936-5200 EXT. 65203
www.tsbpe.texas.gov

CANCELLATION:

Should any of the above described policies be cancelled, non-renewed, or otherwise modified, the Texas State Board of Plumbing Examiners (Certificate Holder) will be notified in accordance with the terms of the underlying policy.