Why is the correct ownership information important?
Keeping owner contact information current is important because the Department uses that information to issue project status notifications, verify project changes, and issue legal notices. The owner is defined by Rule 68.10(18) as, “The person or persons, company, corporation, authority, commission, board, governmental entity, institution, or any other entity that holds title to the subject building or facility.” The owner must comply with Texas Government Code Chapter 469, Elimination of Architectural Barriers, Texas Accessibility Standards, and administrative rules.

Documents TDLR reviews for ownership purposes:
1. Request for Inspection Form
2. Inspection Response Form
3. Project information changes per RAS procedure 3.6.1.
4. Owner Agent Designation Form

How should I proceed if the owner will not be available to sign project documents?
An owner may designate an agent to make project changes on their behalf using Form AB043, the Owner Agent Designation Form. Once the Owner Agent Designation Form is executed, the agent can sign all future project documents, as authorized by the owner. Even if an owner designates an agent to act on their behalf, the owner remains responsible for complying with the Texas Government Code Chapter 469, Elimination of Architectural Barriers, Texas Accessibility Standards, and administrative rules.

How do I provide proof of a change in ownership?
A statement from the old or new owner verifying ownership of the property must be submitted to TDLR or RAS. If the RAS receives the proof of ownership, they are required to update the contact information in TABS.

A property search from the local County Appraisal District is also valid as proof of ownership. The search information must show the new real property owner and physical address. The information must be submitted to TDLR or RAS. If the RAS receives the proof of ownership, they are required to update the contact information in TABS.

For questions please contact Architectural Barriers via email at techinfo@tdlr.texas.gov or through Customer Service at 512-539-5669.