

Department Policy and Procedure

Code Enforcement Department
City of Irving



Subject:
**BUSINESS
TRADE NAME CHANGE**

Bulletin Number
H-105 (H)

Date: October 16, 2003
Rev. August 9, 2006

The purpose of this policy is to insure that all entities that are involved in providing service to properties are informed of a change in the trade name of a business in the City of Irving.

A business wishing to change its trade name shall:

1. Provide the Inspections Department a copy of an Assume Name Certificate, stamped by the count clerk indicating that it has been filed in Dallas County Records.
2. The Inspections Department will Provide the following entities the following information :

NOTICE OF BUSINESS NAME CHANGE

[Date]

To Whom It May Concern:

Effective **[Ten days from the date of this letter]** the **[Business type]** currently operating under the name of **[Current trade name]** will change. The address is **[Location of the Business]**. The new name will be **[The name listed on the Assume Name Certificate]**. Please make all applicable records reflect this new name effective on the date indicated.

Sincerely,

John Perkins
Supervisor, Multi-Family Inspection Division
Code Enforcement Department

PC:

Tarrant County E 9-1-1 District
TXU Electric Service Delivery
Verizon E 9-1-1
AT&T Broadband
USPS Postmaster
Atmos Service Delivery
SBC
Dallas County Voter Registration
Dallas Central Appraisal District
IISD Tax Office
Owner
Management Company

City of Irving:
E 9-1-1 Police Dispatch
Police Department–Comm.
Police Department – Crime Analysis
E 9-1-1 Fire Dispatch
Fire Department – Fire Prevention
Tax Department
Information Services
Water Department
Building Inspections
Health & Human Services

3. Sign Permits may be issued but the assumed name shall remain covered until the effective date.