TAS News Letter

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Visit our website

New Registration Requirements from TDLR 9-1-2025

We also have a youube power point presentation at:
New TDLR Registration Requirements Power Point

TDLR is now making everyone that is registering a new job prove ownership VERIFICATION.

There are two different categories of ownership, and each will require different documents.
It matters if the owner holds the property in their own name or an INC. or if the property is held as an LLC., LLP or LP.

You will need the proper documents in a PDF format that can be uploaded when registering your job.

If Corp (Inc) or individual

1.Need CAD form & number

If owner is LLC, LLP or LP

1. Need CAD form & number
2. SOS or AOF
3. LLO form

If owner is Sole Proprietor or an INC.

The form that you will need is the CAD document and the property I.D. number that is on that document.

CAD is the central appraisal district, also called county appraisal district.

IF the owner is a corporation or individual, you need:
1. CAD document from county appraisal district identifying ownership of property and property ID number.
2. If he owner desires someone to be a designated agent, you will also need the separate owner agent designated form (TDLR form EAB243 N Sept. 2025) Do not confuse this owner agent form with the registered agent on the LLO form.

The owner may also have a copy of this document from when they pay their taxes.

This CAD document will list the owner of the property. If you are looking it up online you can take a screen shot where it shows the owners name and property I.D. number.

It is important that the name on the CAD document matches exactly the name on the registration form.

Verify that you have the owners correct phone number and E mail.

IF you are using a third party as an agent, use form
https://www.tdlr.texas.gov/ab/forms/eab243n-designated-agent-form.pdf
EAB243N - Architectural Barriers Designated Agent Form
You are not required to use this form or fill out the section on the registration form if the owner or agent of record will be signing forms like the request for inspection.

If the names do not match, TDLR will kick the registration back to you. We understand that this is a little frustrating to have to prove ownership, but TDLR finally got tired of incorrect information on the registration from. Remember, it is the owner of the building that is required.

If owner is LLC, LLP or LP, you need:

1. CAD document from county appraisal district verifying ownership.
2. Secretary of State certification (SOS)
   OR
3. Articles of Formation (AOF) Both of these documents come from the Secretary of State when entity is formed.
4. AFTER registration, you will need to complete a Limited Liability Ownership (LLO) form, including the project number.

If you are dealing with an LLC, LLP or LP you have more required documents to show the chain of ownership and who is the registered agent that can sign for the entities.

The LLO form is a standard form created by TDLR
TDLR form EAB247NSept 2025
https://www.tdlr.texas.gov/ab/forms/eab247n-limited-liability-ownership-form.pdf
EAB247N - Architectural Barriers Limited Liability Ownership Form

The Secretary of State (SOS) and the Articles of Formation (AOF) both come from the SOS when an entity of formed. This shows you who the registered agent is that can sign for the owner. This is the only person that can sign for the owner unless that owner designates a third party like a leasing agent, architect or tenant. This third party can be designated if the owner fills out the designated agent form and signs that form designating this third party as their agent only for the purpose of completing other required forms to complete the TDLR review or inspection process.
IF you are using a third party as an agent, use form
https://www.tdlr.texas.gov/ab/forms/eab243n-designated-agent-form.pdf

I have a full packet of requirements and samples of form that are required on our web site.
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