



APPLICATION FOR ADDRESS CHANGE OR ASSIGNMENT

NEW ADDRESSES ARE REQUIRED FOR ALL NEW OR RELOCATED BUILDINGS AND FOR ANY NEW RESIDENTIAL UNITS OR TENANT SPACES IN EXISTING BUILDINGS

Building Permit # _____ Address Permit # _____

Project Description: _____

Number of Proposed Buildings: _____ Units: _____

Assessor Parcel Number: _____

Address(es) of existing building(s) on site: _____

APPLICANT'S NAME: _____

Signature _____ **Date** _____

MAILING ADDRESS:

Address: _____ City: _____

State: _____ Zip: _____ Telephone: [] _____

Please check appropriate statement: () I am the property owner. () I am the owner's agent.

AN 8½" BY 11" SITE PLAN SHOWING ALL STRUCTURES WITH ENTRANCE LOCATIONS, ORIENTATION TO THE STREET(S), SUITE / UNIT SPACES AND A CHECK FOR THE BASE FEE MUST ACCOMPANY THIS APPLICATION OR IT WILL NOT BE PROCESSED. (PMC SECTION 12.20.050)**

** The base fee is \$264.00 for the first address (per building) and \$79.00 for each additional address (suites and/or units). All applications subject to 3% records system charge.

THE OFFICIAL ADDRESS WILL NOT BE FINALIZED AND THE BUILDING PERMIT WILL NOT BE ISSUED UNTIL ALL APPLICABLE FEES ARE PAID.

..... **FOR CITY USE**

Site Plan _____ **Fee Paid** _____ **LMS Updated:** _____

Address assigned:
