



### 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 \$279.00 for the first address (per building) and \$83.00 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:**

\_\_\_\_\_