

# BUILDING ADDRESS APPLICATION

Name of Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Please provide your e-mail address so we can e-mail you with your assigned address.

**PROPERTY IS LOCATED IN:**

Addition: \_\_\_\_\_ Block(s): \_\_\_\_\_ Lot(s): \_\_\_\_\_

Faces / Access is from: \_\_\_\_\_

**PARCEL NUMBER:** \_\_\_\_\_

**DIRECTIONS TO THE PROPERTY:**

\_\_\_\_\_  
\_\_\_\_\_

If this is a new ADU, has a building permit been applied for?  No  Yes Date: \_\_\_\_\_

**Please attach one copy of site plan.**

Any additional information that you feel should be taken into consideration in assigning the address:

<b><u>FOR DEPARTMENT USE ONLY:</u></b>	BLD _____	SDP/MIP _____
ADDRESS NUMBER ASSIGNED: _____		
Date of Approval: _____		
Fire department concurrence (if required): _____		
INITIAL AND DATE		
Application Fee Received (\$49.50): _____	Date: _____	
<b><u>Sent e-mail to the following (DATE) _____ :</u></b>		
<input type="checkbox"/> East Jefferson Fire & Rescue	<input type="checkbox"/> Post Office	<input type="checkbox"/> JeffCom 911
<input type="checkbox"/> Finance		
<input type="checkbox"/> Applicant	<input type="checkbox"/> Assessor's Office	<input type="checkbox"/> Address Management System (AMS)
<b>Paper copies to:</b> <input type="checkbox"/> GIS (With site plan) DATE: _____ <input type="checkbox"/> DSD database DATE: _____		

