



# REQUEST FOR ADDRESSING ASSIGNMENT APPLICATION

Permit Center

5411 23rd St E, Fife, WA  
(253) 922-9624

In order to process your request for address assignment, all applicable information must be complete. A complete site plan is required to process your request. Submittal requirements will vary based upon the proposed scope of work. Additional documents may be required.

Application Date:  Apply for: ☐ New Address ☐ Property Address Change

Current Property Address:  Parcel Number (APN):

Proposed Property Address:

Applicant Name:  Firm:

☐ Property Owner ☐ Tenant ☐ Architect ☐ Contractor ☐ Other

Mailing Address:  Phone:

City:  State:  Zip:

Email Address:  Contact via email? ☐ Yes ☐ No

Reason for requesting a new address:

Owner Name: (if different than applicant)

Mailing Address:

City:  State:  Zip:

Email Address:  Contact via email? ☐ Yes ☐ No

Owner Approval Signature:

## Required Submittal Items

- ☐ Assessor's Parcel Map (8.5" x 11") showing current address, nearest cross streets, and addresses of adjacent properties
- ☐ Additional site plan (or clear aerial photo) showing addresses for building locations, suite numbers, and legal access road
- ☐ For **multi-unit buildings only**, you **must provide FLOOR PLANS** showing each proposed unit on all floors
- ☐ Proof of ownership
- ☐ Add'l Information (if needed) - attach to application & specify:

I understand that the processing of this request may take up to 4-6 weeks for addressing consistency and safety. There is no guarantee that I will receive the exact address requested. I understand the owner is responsible for the proper physical numbering of the building so that the address is visible from the street. Official notification of address assigned will be distributed to various agencies for their use, including, but not limited to the post office, county assessor, city departments, utility companies, and emergency services.

Applicant Signature:

-----DO NOT WRITE BELOW THIS LINE-----

Received Date:  Received by:  Reviewed by:

Assigned Property Address:  ☐ Temporary

Notes: