Development Services Department
601 Moore Avenue
Portland, Texas 78374
Phone: (361) 777 - 4550
E-mail: permits@portlandtx.gov

REQUEST FOR ADDRESS ASSIGNMENT/VERIFICATION

APPLICANT/REPRESENTATIVE INFORMATION:

Requester's Name: _____ Date: _____

Business/Company Name :_____

Mailing Address:_____

E-Mail: _____ Phone: _____

TYPE OF REQUEST(S):

☐ Assignment of a New Address
☐ Verification of an Existing Address (9-1-1)
☐ Correct Address
(seeking new address due to incorrect address)
☐ Request for Suite/Building Number(s)

PROPOSED/EXISTING USE(S):

☐ Single-Family Residential
☐ Two-Dwelling Unit Residential
☐ Multi-Family Residential
☐ Non-residential:_____

PROPERTY INFORMATION:

Subdivision/Plat Name: _____

Block No.:_____ Lot No.:_____ SPCAD Property ID: _____

Existing/Proposed Zoning: _____

If surrounded by multiple streets, what street is front door facing? _____

General location: _____

Existing SPCAD Address: _____

Signature: _____

OFFICE USE ONLY

Official Assigned Address: _____
Street No. Street Name Apt/Unit/Suite No.

Review completed by: _____ Date: _____

Attached: ☐ Site Plan ☐ Floor Plan ☐ Plat

☐ Approved ☐ Conditional Approval ☐ Denied