



## Building Address Application

### Change of Address, Additional Address Assignment, or Address Verification

#### STAFF USE ONLY: Confirmation of Address

BDS Staff Name \_\_\_\_\_ Date \_\_\_\_\_

Changed Building Address(es) \_\_\_\_\_

Additional Building Address(es) \_\_\_\_\_

Verification of Building Address(es) \_\_\_\_\_

Comments \_\_\_\_\_

#### Internal Records:

Maps

TRACS Set-up  Sign-off

Excel

Other: \_\_\_\_\_

#### Copies to:

Building Owner \_\_\_\_\_

Fire Marshal \_\_\_\_\_

Verification of Address Requestor \_\_\_\_\_

BDS Inspections (RS, Stru/Mch, Elec. & Plmb) \_\_\_\_\_

**Directions:** This form is to be completed by the building/property owner or City staff from BDS and/or Fire when an existing building addresses is to be changed, an additional building address is to be assigned, or when additional information is needed to verify a building address. **If you have a building permit under review this form is NOT necessary.**

**Fee and Contact Information:** There is a \$66.00 fee for a change of building address and for each additional building address from a building/property owner. An additional building address will only be assigned to a new or previously not addressed building entrance. There is a \$66.00 fee for written verification of a building address.

There is no fee for a change of building address or additional building address based on Fire requirements. Please allow 5-10 business days for processing.

If you need additional information, please leave a detailed message on the BDS Addressing Hotline at 503-823-1332.

#### Applicant Information:

Name \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_ e-mail \_\_\_\_\_

#### Property Information:

One and Two Family Residential  Commercial & Multifamily Residential

Existing Address \_\_\_\_\_

Sanborn/Qtr Sec Map(s) \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

Tax ID # \_\_\_\_\_ Addition \_\_\_\_\_

#### Requestor is:

Building Owner \_\_\_\_\_

Fire Marshal \_\_\_\_\_ Fire Requirement , Portland City Code 31.10.060

Agency Requiring Address Verification \_\_\_\_\_

#### Request:

**Change Building Address(es)** (include site plan on reverse)  **Verification of Building Address(es)**

**Assignment of Additional Building Address(es)** (include site plan on reverse)

Reason: \_\_\_\_\_

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## Site Plan

Please draw a site plan and include:

- North arrow
- Building for which a changed or additional address is being requested. Indicate the current building address
- Streets with street names indicated
- Adjacent building(s) and address of adjacent building(s)
- Floor plan divisions for commercial buildings indicating location of door(s) which need an address



**You are responsible for providing address information to service providers.** BDS does provide address information to the parties listed below, however there can be a delay in addressing data being updated and recognized.

**BDS provides information on changed and additional building addresses to:**

USPS Address Management Systems	Multnomah County Assessment and Taxation
Qwest Address Management Center	Washington County Cartography and Records Division
NW Natural Gas	Bureau of Emergency Communications
Portland General Electric	Portland Water Bureau
Comcast	Bureau of Environmental Services