



## City of Tigard

# Address & Commercial Suite Application

Addresses and suite numbers are assigned by the City of Tigard. Once a new address/suite is issued, the City notifies 911, USPS, Washington County and various utility providers. This does not change any account information or replace a “change of address” form.

### Directions

- ▶ Fill in form
- ▶ Attach Site Map or Suite Layout Map (see below)
- ▶ Fees will be charged when new address is assigned

### To Submit Form

- ▶ Via email: pauli@tigard-or.gov
- ▶ By fax: 503-684-8840
- ▶ In person: Permit Center Building Counter  
*(13125 SW Hall Blvd., Tigard, OR)*

### Fees: Do not pay when you submit form

- ▶ Per address \$50
- ▶ Per suite \$50
- ▶ Suite or address to be retired — no charge
- ▶ Re-activating suites in our system — no charge

### City of Tigard Addressing Contact:

Paul Izatt, Public Works  
pauli@tigard-or.gov  
503-718-2589

## REQUIRED

### Attach Site Map or Suite Layout Map

- ▶ **For Site Maps** — show location of building on lot, front entrance & location of driveway along street
- ▶ **For Suite maps** — show the locations of current active suites, new suites and suites to be retired

### Site Information

Parcel Number or Current Address: \_\_\_\_\_

Residential Property – OR –  Commercial Property

Building Name (if applicable): \_\_\_\_\_

Is this property currently in the Land Use process (i.e. partition, site development review)?  Yes  No

### Contact Information

Contact Person: \_\_\_\_\_

Property Management Company (if applicable): \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_