



City of Tigard

Address and 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: OscarC@tigard-or.gov
- ▶ 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:

Oscar Contreras, Public Works Department
 OscarC@tigard-or.gov
 503-718-2687

REQUIRED

Attach Site Map or Suite Layout Map

- ▶ **For Site Maps** — show location of building on lot, front entrance and 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: _____