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

To Submit Form
› Via email: OscarC@tigard-or.gov
› In person: Permit Center Building Counter
  (13125 SW Hall Blvd., Tigard, OR)

Oscar Contrenas, 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
Number of New Addresses: ____________________

Building Name (if applicable): ________________________________

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

Contact Information
Property Management Company (if applicable): ____________

________________________________________________________

Contact Person: ____________________________
Phone: ____________ Email: ____________

*Please sketch the building layout with address locations:

For more information, please visit www.tigard-or.gov