



# 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

### 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: \_\_\_\_\_

<b>*Please sketch the building layout with address locations:</b>