

ADDRESS REQUEST FORM

Every Second Counts in Emergency Response! In order to comply with E911 and **National Emergency Number Association (NENA) standards**, all addresses in Pasco County are **assigned** by the Addressing Department. To create a new address, there is a fee of \$40.00 per address.

Please submit the number of addresses/sub addresses that are being requested.

Number of Addresses Requested:		X \$40.00 per address per address after plat is recorded (parcel splits)
Number of Model Addresses Requested:		X \$100.00 per address before parcel splits
Total Amount Due:	\$	Account: GIS Services – 204

Payment options:

In person between 8:00 a.m. and 3:30 p.m. in any of our CENTRAL PERMITTING OFFICES listed below:

Pasco County Govt. Center
 14236 6th Street, Suite 203
 Dade City, FL 33523

Pasco County Govt. Center
 4111 Land O’Lakes Blvd, Suite 205
 Land O’ Lakes, FL 34639

Pasco County Govt. Center
 8731 Citizens Drive, Suite 230
 New Port Richey, FL 34654

By Mail

Pasco County Govt. Center
 Addressing / GIS
 8731 Citizens Drive, Suite 351
 New Port Richey, FL 34654

Checks should be made payable to: Pasco County BOCC

CONTACT INFORMATION:

Requestor’s name: _____

Business name: _____

Address: _____

Phone Number: _____

E-mail Address: _____

If you have any questions you may contact the addressing department at: (727) 815-7154

Please fill out information for each address you are requesting on the reverse side of this letter.

A master of "shell" address is required for any structure that will house sub-addresses. The shell and sub-addresses are considered to be separate addresses and charged individually.

All structures with individual outside entrances will be addressed using individual street addresses. This structure is also required to have a shell address.

If they share a common door, they may be addressed using suite numbers.

All structures containing units on more than one floor MUST use the floor number in their sub-addresses. For example, first floor units would be 101, 102, 103, etc.

UNDER NO CIRCUMSTANCE MAY THE BUILDING NUMBER BE INCLUDED IN THE SUB-ADDRESS. ALL SUB-ADDRESSES MUST BE NUMERICAL.

If you are building a single residence, please include a sketch showing where the structure will be located and, if it's a corner lot, which street the residence will be facing.

Developers please include a site plan (key sheet is acceptable) showing the phase to be addressed. You do not need to list all of the parcel ID numbers.

First Address – provide Parcel ID in Section-Township-Range-Subdivision-Block-Lot format.

Parcel ID: _____ - _____ - _____ - _____ - _____

Structure that is a: (choose 1)

Shell Residential Commercial Non-profit Educational

Non-Habitable that is a:

Landmark Gatehouse Tower Boat Dock Barn Recreation

Utility that is a:

Cable Box Phone Box Traffic Control Electrical Box Lift Station Sign Well Meter

Temporary that is a:

Construction Trailer Event Trailer Sales Trailer Tent Power Pole

Other _____ that is _____

Second Address – provide Parcel ID in Section-Township-Range-Subdivision-Block-Lot format.

Parcel ID: _____ - _____ - _____ - _____ - _____

Structure that is a:

Shell Residential Commercial Non-profit Educational

Non-Habitable that is a:

Landmark Gatehouse Tower Boat Dock Barn Recreation

Utility that is a:

Cable Box Phone Box Traffic Control Electrical Box Lift Station Sign Well Meter

Temporary that is a:

Construction Trailer Event Trailer Sales Trailer Tent Power Pole

Other _____ that is _____