



**BUILDING CODE ENFORCEMENT  
ADDRESS REQUEST FORM**

The assignment of an address to a property is a crucial part of the permitting process. A project number will not be issued for new construction unless the address is assigned or verified by the *Permits Section*.

**NOTE:** All addresses assigned are preliminary until the building permit is purchased.

Date: \_\_\_\_\_

**APPLICANT INFORMATION**

Applicant is:  Owner  General Contractor  Agent  Other: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

**PROPERTY INFORMATION**

HCAD#: \_\_\_\_\_ Key Map #: \_\_\_\_\_ Lambert Page: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Tract: \_\_\_\_\_

Cross Street(s): \_\_\_\_\_

Neighboring Address: \_\_\_\_\_

FOR OFFICE USE ONLY	
<b>ASSIGNED ADDRESS:</b>	_____
<b>ASSIGNED BY:</b>	_____