Print Form

DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS

Application for New Address(es)

Print in ink or type. Do not write in shaded areas. ***Erasing, crossing out, whiting out, or otherwise altering any information will void this application.***

Application date	PRE-FILE NUMBERS		ZONING DISTRICT	PERMIT		APPROVAL DATE
	Zone	ANC	Ward	Review Date	☐ Approved	Date

Your application will not be accepted if any fields are incomplete. You can find your square, suffix, and lot at taxpayerservicecenter.com. You can find the property's zoning and special districts at dcoz.dcgov.org. Public access computers are available in the Permit Center to help you with this research.

Attach a detailed site plan, showing the lot and building locations; the public or private street adjacent to the main entrance; 2 adjacent addresses, on either side of the lot; and all pertinent cross streets.

If you're applying for individual addresses for a 2-family flat, attach a Certificate of Occupancy. You don't need to attach a site plan.

Application review takes 5-10 business days -- and an additional 15 days for any property that needs a site inspection.

Application is for:

☐ Change of existing address
☐ Additional address to existing property
☐ Correction to an existing address
☐ Address for a 2-family flat
☐ New address/new subdivision
☐ Other _____

Give the street number that you're requesting, if you have a preference. If you have more than 1 address, attach a sheet that lists each of them in the format below.

You can only use existing public streets – or private streets.

Any new public street must be approved by the DC Council, under DC Code 1995 Replacement Volume 4A, Chapter 7, § 7-455. If the principal building does not face the street, you must meet all zoning requirements in DC Municipal Regulations Title 11, Zoning Article 25, § 2516.5.

1. Complete requested address (number, ***whole*** street name, quadrant, suite/unit)	2. Square	3. Suffix (if any)	4. Lot

5. Owner of building or property	6. Complete mailing address (include zip)	7. Phone	8. Email, if you prefer e-notice

9. Agent for owner, if applicable	10. Complete mailing address (include zip)	11. Phone	12. Email, if you prefer e-notice

13. Use of building (for example, office, church, residence)

Applicant's signature	Date

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☐ **Disapproved** ☐ **Pending**

☐ Application incomplete
☐ Application not signed
☐ Certificate of Occupancy not included
☐ Main entrance not clearly identified
☐ No public or private street identified
☐ No site plan submitted or plan unclear
☐ Street name not approved
☐ Require additional information
☐ Requested street number/address not available and/or not approved.
☐ Requested address does not front on street of main entrance
☐ Site inspection required
☐ Subdivision approval required
☐ Office of the Surveyor approval required
☐ DC Council approval required for public street name
☐ Other _____

Reviewer Comments

Reviewer's printed name and signature	Date