



CITY OF ENUMCLAW  
Community Development Department  
1309 Myrtle Avenue, Enumclaw, WA  
98022  
T: 360.825.3593  
[permits@ci.enumclaw.wa.us](mailto:permits@ci.enumclaw.wa.us)  
<http://www.cityofenumclaw.net/>

<b>DATE RECEIVED</b>
----------------------

## ADDRESS REQUEST FORM

I need to:  create a new address  change my current address

What is needed to change or create an address?

- Complete this form
- One site plan that shows the current address of the structure, the current address of neighboring structures and the entrance/access to the structure.

Complete the following information:

1. Current Property Address: \_\_\_\_\_
2. King County Assessor's Parcel Number(s): \_\_\_\_\_
3. Complete legal description for the parcel (attach copy if needed)  
\_\_\_\_\_  
\_\_\_\_\_
4. Reason for requesting a new address(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Applicant Contact Information: (I am the primary contact for this address change  yes  no)  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Is it ok to contact via email?  Yes
6. Property Owner Contact Information: (I am the primary contact for this address change  yes  no)  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Is it ok to contact via email?  Yes

\*\*\*\*\*Staff Use Only\*\*\*\*\*

- |   |  |
|---|--|
| <input type="checkbox"/> Site Plan Forwarded to Mapping (PC)                      | <input type="checkbox"/> Address & Building posted to GIS (DS)                     |
| <input type="checkbox"/> Land Base Address Map Created (KW)                       | <input type="checkbox"/> Map & Notice Mailed to Distribution List & Utilities (CB) |
| <input type="checkbox"/> New Address Assignment included on map/notification (KW) | <input type="checkbox"/> Copy of Notice placed in Address File (CB)                |
| <input type="checkbox"/> Retirement of Existing Address, if applicable (KW)       |  |