



NEW ADDRESS APPLICATION

Applicant _____

Property Owner's Signature _____ Date _____

Telephone _____ Email _____

Parcel I.D. # _____

Street Name _____

Cross Streets _____ And _____

Temporary Address? Y N

Purpose of address assignment _____

D.P.W. APPROVAL – Attn: K. Hooper

Sanitary _____ Water _____ Septic _____

Approved by: _____ Date: _____

PLANNING DEPT APPROVAL

Approved _____ Not Approved _____

Comments: _____

Reviewed by: _____ Date: _____

ASSESSING APPROVAL

Approved by: _____ Date: _____

Date Sent to: BLDG (Godell) / DTE / USPS / and if range extended TECH SVC _____

Address Assigned _____ Suite _____

INSTRUCTIONS

Please fill out only the applicant area and return along with payment to the Department of Assessing, 11111 Wayne Road, Romulus MI 48174.

Please circle the appropriate area on the application if this is to be a temporary address for electrical service only such as for construction trailers.

It is sometimes necessary for this office to request additional information, such as where a building sits on the property to complete this application. Please be advised that Planning Department and the Department of Public Works approvals are necessary before an address is assigned.

An address must be assigned prior to applying for a building permit.

If requesting addresses for a subdivision or condominium development, a recorded copy of the plat or the master deed (reflecting the liber and page) is required prior to the issuance of addresses.

Address assignments are required by the 2015 Building Code Section 501.2, the 2015 Michigan Residential Code Section R319, and the 2015 International Property Maintenance Code.

Please call (734) 942-7520 with any questions.