



## PROPERTY ADDRESS ASSIGNMENT FORM

Request Date \_\_\_\_\_

Check one request:

- Property Address Change:** (Fee: See current fee subtitle for address fee)  
Please complete this form and attach a site plan that shows the current address of the structure, the current address of neighboring structures, and the entrance/access to the structure.
- AADU / DADU Address Assignment:** (No Fee)  
Please complete the form and attach a site plan that shows the existing and proposed structures. Show address on existing structure(s), neighboring structure(s) with addresses and the entrance/access to the structure(s).
- Tenant Address Assignment:** for Commercial Spaces (No Fee)  
Please complete this form and attach a site plan showing the existing and proposed tenant space entrances/access to building and one copy of a floor plan for a street-level tenant space that includes the business name of each space (refer to Tip 103).

Complete the following information:

1. **Current Property Address:**

\_\_\_\_\_

2. **King County Assessor's Parcel Number(s):** \_\_\_\_\_

King County Assessor's Office (206) 296-7300

3. **Complete legal description for the parcel (attach copy if lengthy):**

4. **Reason for request:**

5. **Related project number:** \_\_\_\_\_

6. Owner Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

I would like to be notified of the new address by email  Yes  No

7. Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

I would like to be notified of the new address by email  Yes  No

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

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

8. Owner or Agent signature

\_\_\_\_\_

Send the completed property address assignment form and site plan(s) to:

Seattle Department of Construction and Inspections  
Attn: Development Site Team 700 - 5th Ave, Ste 2000  
PO Box 34019  
Seattle, WA 98124-4019

Email: [SCI\\_Address@seattle.gov](mailto:SCI_Address@seattle.gov)