



## REQUEST FOR CHANGE OR ADDITION OF ADDRESS

Please check one of the following:

- Change in Address Number
- Change in Street and Address
- Number Additional Address
- Variance from Address Ordinance

\* Address requests and changes are charged a \$10.00 fee per address/fee code #4275

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

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

Parcel Owner's Name: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

Street Address/PO Box/City/State/ZIP Code

Applicant's Phone Number: \_\_\_\_\_

Applicant's E-mail Address: \_\_\_\_\_

**Submit a site plan showing the parcel boundary, building outline, location of the front door, and any fire alarm boxes.**

Reason for the requested change:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parcel Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved or Denied By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Circle One)

**\* If address change is approved by Public Works Addressing department, it does not constitute zoning or building permit approvals.**

\* If address change is denied by Public Works Addressing department, a variance request may be submitted. Please submit a \$25.00 non-refundable fee. This request will be heard by the Boise City Council. Additionally, please be aware of the following: Boise City Code 9-06-07 Variances states, **"The applicant must specifically state in writing, 1) the extraordinary hardship caused by the ordinance and 2) prove said variance will not cause an adverse affect to the health, safety and welfare of the community."**