



## General Guidelines for Address Assignment

An addressing process is required to establish new addresses. New addresses are assigned by the City of Fife to be consistent with existing addresses and the county-wide numbering grid. Temporary addresses may be assigned to vacant land when no work is proposed.

It is highly recommended to submit address requests, as early as possible, concurrent with the Land Use permit process or during the Building Permit process.

Once addresses are assigned, an addressing notice is prepared and sent to our distribution list that includes, among others, the property owner, post office, county assessor-treasurer, city departments, utility companies and emergency services.

### Requirements:

- A completed Request for Addressing Assignment form. This form must be signed by the property owner, or his/her legal representative. A tenant cannot sign for a property owner.
- Assessor's parcel map showing current address, nearest cross streets, and addresses of adjacent properties.
- Site plan showing the property lines, building footprint and entrance to the building.
- Floor plans are required for changes in suite, unit numbering and/or multi-tenant buildings.
- Based on the scope of work, other supporting documents may be required.
- Failure to apply for the Address Assignment application may delay the issuance of Building Permit.

### Changing existing addresses:

Existing address numbers may be changed for one of the following reasons:

1. The existing address number is out of sequence with the adjacent addresses
2. Entry change on a corner lot with building permits for a remodel
3. You have documented difficulty receiving emergency services or mail delivery

Other reasons may prompt an address change and will be evaluated individually.

### Addressing Contact

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