



City of Rochester Hills
Building Department
 1000 Rochester Hills Dr.
 Rochester Hills, MI 48309
 (248) 656-4615 Phone
 (248) 656-4623 Facsimile

ADDRESS REQUEST FORM

This sheet is to be completed and submitted to the Building Department.

Request for (check one): **New Address** **Change of Address**

Name: _____
 (Please Print)

Mailing Address: _____ **Phone:** (____) _____

Are you applying for a Building Permit at this time? **YES** **NO**

SITE DESCRIPTION

Subdivision Name or Commercial Center Name: _____

Lot # or Apartment/Condo Building #	Street Name	Sidwell #	(Department Use Only) Approved Address

Change of Address Request Only

Current Address: _____
 (\$75.00 fee due upon submittal of address request)

PLEASE NOTE: **On the reverse side sketch the property including lot line dimensions, all existing and proposed building and road locations. Include existing addresses on both sides of the property.**

Applicant's Signature

Date

The Building Department will attempt to process your address request within five business days.

Building Department

Date