



316 W 15<sup>th</sup> St.

Pueblo CO 81003

719-543-0002 Fax 719-543-0062

### **Assigning New Addresses – Single Family, Duplexes and Triplexes**

To obtain a new address for construction of new single family home, duplex or triplex, the applicant will need to complete the addressing process prior to building permit issuance so the Building Department can assign a new street address.

#### **The following information is required for all address requests:**

- A completed Request for Address Assignment form, available on the Building Department's web site ([www.prbd.com](http://www.prbd.com)) or in the Building Dept. office. This form must be signed by the property owner.
- One reduced-scale copy (8½ x 11 or 11x17) of a site plan which details the property lines, the new building's footprint and entrance.
- If the proposed project involves a parcel split or lot combination, a copy of the **recorded** parcel map or Lot Line Adjustment must be provided prior to permit issuance. A tentative map may be supplied to initiate your request but official addresses will not be released until a recorded, final map is provided by the applicant.

#### **Fees**

- An addressing fee of \$ 35.00 per hour with a one-hour minimum will be assessed per request for addressing changes not initiated by this department.

#### **Changing existing addresses:**

Because so many agencies and service providers are affected, we do not change existing address numbers based on their perceived beneficial properties and/or cultural preferences. Existing address numbers can only be changed for one of the following reasons:

- The existing address number is out of sequence with the adjacent address numbers
- The address number is duplicated or the same address number exists on a similar street name
- Re-sequencing is required due to subdivision
- The existing or newly remodeled main entrance is on a different street (typically a corner lot)
- You have documented difficulty receiving emergency services or we have determined the change is in the interest of public safety.

#### **Limitations**

- Beginning in 2007, we have ceased allowing fractional designations (such as ½), and every effort is made to avoid using alpha designations as part of the official address. (For example 12A Elm St., 27-B Main St.).
- Addresses **are not** assigned to empty lots, or vacant land, where work will not be performed.
- Addresses will only be assigned when new development or alteration work is proposed.
- Based on the scope of work, other supporting documents may be required on a case by case basis