



ADDRESS ASSIGNMENT REQUEST

Use this form to request address assignments or changes for properties located within the City of Jacksonville Beach, Florida. For information on the addressing process, please see page 2. Note that addresses will only be assigned when new development or alteration work is proposed. **If no new construction or alteration is proposed, a change of address will ONLY be granted for one of the following reasons:**

- The address duplicates or conflicts with other addresses in the jurisdiction or county
- There is potential for delayed response by Emergency Services personnel
- Street number is out of sequence
- Odd street number on even side; or even street number on odd side

INSTRUCTIONS

Submit the form and items below (other documents may also be required depending on your project scope).

For all requests you must provide:

- Boundary Survey – Must include legal description and surveyor information
- Site Plan - Drawn to scale, showing property lines, building footprint(s), dimensions, driveway(s), building entrance(s), street names

For changes to suite/unit numbering: In addition to the above, you must also provide existing and proposed floor plans and existing and proposed suite/unit numbering. The landlord and/or property owner is responsible for internal addressing.

Use the computer-fillable form at www.jacksonvillebeach.org or please use INK and PRINT clearly.

CURRENT PROPERTY ADDRESS:	
PROPERTY OWNER NAME:	REAL ESTATE NUMBER (ex: 173998-0000):
APPLICANT NAME:	
APPLICANT MAILING ADDRESS:	
APPLICANT PHONE NUMBER:	APPLICANT E-MAIL ADDRESS:
REQUEST FOR:	<input type="checkbox"/> ADDRESS VERIFICATION <input type="checkbox"/> NEW ADDRESS <input type="checkbox"/> CHANGE ADDRESS

REASON FOR ADDRESS REQUEST *check one:*

- Constructing a new building on a parcel with no address
- Demise or combine suites in a multi-tenant building
- Replacing a building, including a change in use/occupancy
- Delayed response by Emergency Services
- Address duplicates other addresses within the county
- Preliminary address assignment for development plan review
- Split or join Real Estate numbers

PLEASE DESCRIBE YOUR REQUEST BRIEFLY:

TYPE OF BUILDING/PROPOSED USE:

- COMMERCIAL-RETAIL
- COMMERCIAL-OFFICES
- SINGLE FAMILY DWELLING
- TWO-FAMILY DWELLING
- MULTIPLE-FAMILY DWELLING
- OTHER: _____

APPLICANT SIGNATURE

PRINT APPLICANT NAME

DATE

PROCESS AND REQUIREMENTS FOR REQUESTING AN ADDRESS ASSIGNMENT

NEW CONSTRUCTION/DEVELOPMENTS

When construction of any new development is proposed, an addressing process is required to establish new addresses. New addresses are assigned consistent with the existing addresses and the city-wide numbering grid.

Applicants should submit a *Preliminary Address Assignment Request* for large developments concurrent with a Development Plan application. For smaller projects, applicants must submit prior to submitting a building permit application.

Once addresses are assigned, City of Jacksonville Beach staff will prepare an addressing notice and send it to the US Post Office, Duval County Property Appraiser, utility companies, emergency services, and City departments. It is the applicant's responsibility to notify all other parties interested in the new or changed address(es).

Failure to apply for the Address Assignment application may delay the development plan review process and/or the issuance of a building permit.

BUILDING DEMOLITIONS

If a new building is to replace a demolished building and there is no change in use, the existing address is assigned to the new building. If a new building replaces a demolished building and there is a change in use or the number of structures, the existing building address may be utilized and/or retired and a new address assigned to accommodate the new development.

CHANGING EXISTING ADDRESSES

Existing address numbers will be changed only if one of the following reasons applies:

- Address duplicates or conflicts with other addresses in the jurisdiction or county
- Applicant provides documentation showing difficulty in receiving emergency services personnel
- Street number is out of sequence
- Odd street number on even side; or even street number on odd side

ADDRESSING LIMITATIONS

There are limitations to how addresses can be assigned, these include:

- **Multi-tenant commercial buildings.** Multi-tenant buildings generally have one street address with suite numbers for tenant spaces, and one address is assigned per tenant space.
- **Internal office suites.** Office suite numbering is generally the responsibility of the property owner to assign.
- **Multiple stories.** Generally, units or suites on the first floor of multiple story buildings shall be numbered consecutively, beginning with suite 101. Business(es) or units above the first floor shall be numbered beginning with the corresponding floor level in the 100's (i.e. 2nd Floor =201, 3rd Floor=301, etc.)
- **Work must be proposed.** Addresses will only be assigned when new development or alteration work is proposed.
- **Address numbers.** Address numbers shall be assigned to facilitate emergency services. Buildings shall be numbered on the street towards which the building fronts or where principle access is made from the street. Suggested address numbers can be requested, but cannot be guaranteed.
- **Corner parcels.** Buildings situated on parcels adjacent to street intersections shall be numbered from the street where the main entrance is located.

SUBMISSION

This form and all applicable documents must be submitted to the Planning and Development Department either in person or via e-mail.

Please allow up to 10 business days for processing.

CONTACT

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