REQUEST TO CHANGE AND/OR VERIFICATION OF ADDRESS

The property owner or any other party with a significant interest, including, but not limited to various government agencies may request a change of address. An address change is usually granted in order to correct an error or a confusing situation.

Please submit your request in writing to the Building Official. Clearly state the specific reason for the request, and also include the following:

1. Tax Schedule Number of the property in question.

2. Property Legal Description.

3. The current address being used.

4. A site plan showing the location of the parcel and any structures located on that site, indicate drive access and main front entry(s). Indicate the address or addresses currently used.

5. $50.00 application fee, to be submitted with the request.

Address your request to the Enumerations Department with the Pikes Peak Regional Building Department, 2880 International Cr., Ste. 100, Colorado Springs, CO 80910.

If your request is for a street name change, contact either the El Paso County Department of Transportation at 520-6840 or the City of Colorado Springs Planning Department at 385-5905.

If you need further assistance with your request to change an address, please contact the Enumerator at 719-327-2888 or 719-327-2930.