

# Pikes Peak REGIONAL Building Department

## **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 complete and submit this form, site plan and payment to the Enumerations Department.

### **PERSON REQUESTING CHANGE AND CONTACT INFORMATION:**

### **DETAILED REASON FOR THIS REQUEST:**

### **TAX SCHEDULE NUMBER**

The Tax Schedule Number is the parcel number of the property in question. Information can be found on the El Paso County Assessor's office website <https://property.spatalest.com/co/elpaso/#/>

**PROPERTY LEGAL DESCRIPTION:** Can also be found on the El Paso County Assessor's office website

**CURRENT ADDRESS(ES):** Clearly indicate the current address or addresses being used.

### **SITE PLAN:**

Enclose a site plan showing the location of the parcel and any structures located on that site, north arrow, and indicate drive access and main front entry(s).

### **FEES AND ADDITIONAL INFORMATION:**

\$50.00 application fee, payable to PPRBD, to be submitted with the request.

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

If you need further assistance with your request to change an address, please contact Enumerations. [Enumerations@pprbd.org](mailto:Enumerations@pprbd.org) or 719-327-2960

*If your request is for a street name change, contact either the El Paso County Department of Transportation at 719-520-6840 or the City of Colorado Springs Planning Department at 719 385-2269.*