
Address Assignment/Verification Policies & Procedures

General Addressing Policies

- The City will only assign real property with an address, and only after the parcel has been legally platted and filed with the appropriate county records department.
- The City will only assign one address per parcel with an exception pertaining to multi-tenant structures.
- Issuance of suite numbers will be allowed only for buildings legally containing multiple tenants.
- A valid address is required for any building permit to be accepted or reviewed.
- Failure to provide a valid address and legal description at the time a building permit application is submitted may delay the process or potentially cause the denial of said permit.
- Any number in conflict with the number officially assigned by the City of Arlington and recorded in Arlington's 911 Address Database will not be recognized as a valid address. Any applications submitted to The One Start Development Center using the invalid address will be not be processed.
- Submit this application: In-person at City Hall, 101 W. Abram, 2nd Floor, The One Start Center, Arlington, TX. By email to Anthony Gonzales: Anthony.gonzales@arlingtontx.gov . Do not fax or mail this application.

To obtain an address review, submit the following documentation to The OneStart Development Center Planning Division.

ASSIGN A NEW PRIMARY ADDRESS

- Completed "Request for Address Assignment/Verification" form.
- Approved or Filed Plat.
- Vicinity map.
- Digital copy of the plat (pdf format).

VERIFICATION OF AN EXISTING ADDRESS

- Completed "Request for Address Assignment/Verification" form.
- If plat is not available provide a copy of the deed, title, or county appraisal information. (PDF format)

ASSIGN OR VERIFY SUITE/BUILDING NUMBERS

- Completed "Request for Address Assignment/Verification" form.
- Vicinity map. (PDF format)
- Site Plan or Floor Plan (11 X 17 or larger).(paper and PDF format)
 - Floor plan should include linear measurements of the entire floor, all existing suite numbers/addresses, square footages of all suites and entire building hallways, doorways, main entrances, common areas (as applicable) and scope of work.

Please Note:

- The application must provide all information prior to processing the request. The more descriptive the application is, the more quickly and efficiently the City of Arlington can process your request and issue your address.
 - An electronic scan of the application will be sent to the applicant's e-mail address and will serve as official documentation of assignment/verification.
- Addresses assigned to plats are **not** final and are subject to change until the plat is filed. Also, if the Plat, Site Plan, or Floor Plan is amended in any way prior to being filed or the issuance of a Certificate of Occupancy, **revised plans must be**



APPLICATION

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submitted for address review as the address may be affected and required to change. Advertisement of the address is not recommended until the plat is filed and/or when changes are reviewed and **approved** by Addressing Staff.

To obtain an address review, submit the completed form and required documentation to a Customer Service Representative for review. It is highly recommended that a new address or verification of an existing address be requested prior to submitting a permit application to our One Start Development Center.

APPLICANT/REPRESENTATIVE INFORMATION

Name of Applicant/Representative: _____

Agency/Company Name: _____

Telephone: (____) _____ E-Mail: _____

Type of Request:

- Assignment of a New Primary Address
- Verification of an Existing Primary Address
- Assignment of Suite/Building Number
- Verification of Suite/Building Number

What is prompting the request?

- New Construction
- Creating a Suite***please provide layout**
- Platting or Replatting of Property
- Combining Suites***please provide layout**
- Other : _____

Proposed/Existing Use:

- Single Family Residential
- Infrastructure Facility (Specify Below)
- Multi – Family Residential
- Irrigation Meter ***please provide layout**
- Non-Residential (Describe): _____
- Electric Meter ***please provide layout**
- Other: _____

Property Location

Legal Description or Parcel ID Number: _____

General Location Description: _____

County Appraisal District Address or Known Address: _____

FOR OFFICE USE ONLY:

Official Address Assigned: _____ Location ID: _____

Official Address Assigned: _____ Location ID: _____

REQUEST INFORMATION