HERNANDO COUNTY ADDRESSING OFFICE
ADDRESS REQUEST FORM

"To Serve & Assess With Fairness"

Date: _____

Party Making Request:_____ **Contact Person:**_____

Party's Mailing Address: _____

Telephone #: _____ **Fax #:** _____

Please state how you would like to obtain the receipt for this address (choose <u>only</u> one):

☐ **Fax** ☐ **Mail** ☐ **Pick-up** **or** ☐ **E-Mail (give address):** _____

**** Please Note:** We will send you the receipt by fax, mail or e-mail once we have received your payment. There is a $20.00 fee per address to establish a new address. Make checks payable to the **<u>Hernando County Property Appraiser</u>.**

<u>Note**</u>:** If the address(es) is for a corner lot, an acreage parcel, or multiple parcels, please provide a copy of the site plan for review and note that the **<u>addresses are subject to change</u>** at a later date. A floor plan (maximum size of 11x17) **<u>AND</u>** a site plan **<u>MUST</u>** be provided for Commercial addresses. Floor plan must show business name or address on either side of unit(s) being permitted. When applying for a multi-unit, you must identify on the site plan the **<u>entry door</u>** to be used.

Parcel Number: R __ __ - __ __ __ - __ __ - __ __ __ __ - __ __ __ __ - __ __ __ __

Key Number: _____**Tangible Key Number (if in mobile home park):** _____

Subdivision Name: _____

Unit/Phase/Sec: _____ **Block:** _____ **Lot:** _____
(If acreage parcel, may not have this information)

How many addresses requested? ____ **Single** ____ **Multiple**
Type of address requested? ____ **Residential** ____ **Commercial** ____ **Other**
If residential, is this a <u>replacement</u> living unit? ____ **Yes** ____ **No**

Please list type of permit being applied for - _____

Name of business to occupy unit(s) being permitted- _____

Please allow three (3) business days for your request to be completed. If you have any questions regarding this matter, please feel free to contact the Addressing Office at (352) 754-4190.

Hernando County Property Appraiser
Addressing Office
7525 Forest Oaks Blvd.
Spring Hill, FL 34606
Phone (352) 754-4190, & Fax (352) 688-5060

Visit our website @:
www.hernandocounty.us/pa

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