



Welcome from the Addressing Department,

Every Second Counts in Emergency Response! In order to comply with E911 and **National Emergency Number Association (NENA) standards**, all addresses in Pasco County are assigned by the Addressing Department. To create a new address, there is a fee of \$40.00 per address.

Please submit the number of addresses/sub addresses\* that are being requested.

Number of Addresses Requested: \_\_\_\_\_ X \$40.00 per address

Total Amount Due: \$ \_\_\_\_\_ Account: **GIS Services - 204**

Payment options:

**In person** between 8:00 a.m. and 3:30 p.m. in any of our **CENTRAL PERMITTING OFFICES** listed below:

Pasco County Govt. Center  
14236 6<sup>th</sup> Street, Suite 203  
Dade City, FL 33523

Pasco County Govt. Center  
4111 Land O'Lakes Blvd, Suite 205  
Land O' Lakes, FL 34639

Pasco County Govt. Center  
8731 Citizens Drive, Suite 230  
New Port Richey, FL 34654

**By Mail**

Pasco County Govt. Center  
Addressing / GIS  
8731 Citizens Drive, Suite 351  
New Port Richey, FL 34654

Checks should be made payable to: **Pasco County BOCC**

**CONTACT INFORMATION:**

Requestor's name: \_\_\_\_\_  
Business name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

If you have any questions you may contact the addressing department at:

(727) 815-7154

**Please fill out information for each address you are requesting on the reverse side of this letter.**

**OFFICE OF GIS/ADDRESSING**

(727) 815-7154 | West Pasco Government Center | 8731 Citizens Drive, Suite 351 | New Port Richey, FL 34654

No vacant land shall be addressed until a permit is required.

A master of "shell" address is required for any structure that will house sub-addresses. The shell and sub-addresses are considered to be separate addresses and charged individually.

All structures with individual outside entrances will be addressed using individual street addresses. This structure is also required to have a shell address.

If they share a common door, they may be addressed using suite numbers.

All structures containing units on more than one floor MUST use the floor number in their sub-addresses. For example, first floor units would be 101, 102, 103, etc.

**UNDER NO CIRCUMSTANCE MAY THE BUILDING NUMBER BE INCLUDED IN THE SUB-ADDRESS. ALL SUB-ADDRESSES MUST BE NUMERICAL.**

If you are building a single residence, please include a sketch showing where the structure will be located and, if it's a corner lot, which street the residence will be facing.

Developers, please include a site plan (key sheet is acceptable) showing the phase to be addressed. You do not need to list all of the parcel ID numbers.

**First Address** – provide Parcel ID in Section-Township-Range-Subdivision-Block-Lot format.

Parcel ID: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Structure that is a:

Shell       Residential       Commercial       Non-profit       Educational

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Non Habitable that is a:

Landmark       Gatehouse       Tower       Boat Dock       Barn       Recreation

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Utility that is a:

Cable Box    Phone Box    Traffic Control    Electrical Box    Lift Station    Sign    Well    Meter

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Temporary that is a:

Construction Trailer       Event Trailer       Sales Trailer       Tent       Power Pole

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Other \_\_\_\_\_ that is \_\_\_\_\_

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**Second Address** – provide Parcel ID in Section-Township-Range-Subdivision-Block-Lot format.

Parcel ID: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Structure that is a:

Shell       Residential       Commercial       Non-profit       Educational

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Non Habitable that is a:

Landmark       Gatehouse       Tower       Boat Dock       Barn       Recreation

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Utility that is a:

Cable Box    Phone Box    Traffic Control    Electrical Box    Lift Station    Sign    Well    Meter

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Temporary that is a:

Construction Trailer       Event Trailer       Sales Trailer       Tent       Power Pole

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Other \_\_\_\_\_ that is \_\_\_\_\_

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