

Pikes Peak REGIONAL Building Department

REQUEST FOR ADDRESS ASSIGNMENT

TEMPORARY/PERMANENT ELECTRIC SERVICE

Addressing fee of \$30.00 for temporary service must be collected prior to release of the address to utility provider. Fee to be paid directly to the Enumerations Department; payable to Pikes Peak Regional Building Department.

SITE PLAN

- North arrow
- Show entire lot, parcel and/or tract
- El Paso County Tax Schedule number found on <https://property.spatalest.com/co/elpaso/>
- El Paso County Legal Description found on <https://property.spatalest.com/co/elpaso/>
- Location(s) of proposed meter and structure
- Location of access driveway into lot/parcel/tract
- E-mail request with the above information to Enumerations staff; Enumerations@pprbd.org

SECONDARY ADDRESSING (Suite Numbers)

FLOOR PLAN

- Vacant and existing addresses/secondary addressing
- North arrow
- Enumerations department will compare addresses against permit history for the location of the new address, to verify a certificate of occupancy (C.O.) has not previously been issued for the address in question. If the address does not exist with a C.O., you will be required to bring the occupied space up to current code, (see website for commercial plan review). For multiple tenants within an existing suite, an option would be to sublet the space inside the suite that has a C.O., however, mail would be delivered to the main address, not the sublet suite.
- E-mail request with the above information to Enumerations staff; Enumerations@pprbd.org.

PLAT ADDRESSES

PROVIDE A PDF COPY OF THE APPROVED DEVELOPMENT PLAN (DP)

- Large scale copy (entire DP on one sheet is preferred)
- El Paso County Tax Schedule number (or master number prior to plat)
- Location of all lots and tracts to be addressed as indicated with (xxxx). Indicate front door and garage door locations on rear loaded lots
- E-mail request with the above information to the Enumerations staff member that previously reviewed the project; Amy Vanderbeek: amy@pprbd.org, Brent Johnson: brent@pprbd.org, or Becky Allen: beckya@pprbd.org.

PLAT ADDRESSES (CONT)

Once received, the DP will be added to the queue to be addressed. A copy of the preliminary addresses will be returned with the understanding that the addresses are subject to change.

Plat fees are due prior to recordation of plat at \$10.00 per lot and tract. If no address is assigned to tracts, no fee is due. Two addresses per lot and tract will be addressed at a \$10.00 fee. For additional addresses, additional fee will apply. Example: for every third to fourth address assigned an additional \$10.00 fee will apply, and so on. Mylars will not be stamped off by the Enumerations Department if the addressing is missing.

CONTACTS FOR STREET NAME APPROVAL

Enumerations requires an approval confirmation of the street names in the form of an e-mail directly from that agency.

- **City of Colorado Springs** Planning Department
 - ⇒ Public Safety/Street Naming Department: Michelle.lavelle@coloradosprings.gov
- All other **El Paso County** jurisdictions street names
 - ⇒ El Paso/Teller 9-1-1 Authority: gishelpdesk@elpasoteller911.org

***SEE OTHER DOWNLOADS: SECONDARY ADDRESSING GUIDE AND REQUEST TO CHANGE OR VERIFY AN ADDRESS.**