



CITY OF OVIEDO IT/GIS
 400 ALEXANDRIA BLVD
 OVIEDO, FL 32765
 407-971-5517
 email:gis@cityofoviedo.net

**CITY OF OVIEDO
 ADDRESS APPLICATION FORM**

Assigned By: New Address Address Change

Index #

DATE: TYPE OF ADDRESS:

NAME: COMPANY NAME:

PHONE#: CELL#: EMAIL:

REASON FOR ADDRESS REQUEST / PURPOSE OF STRUCTURE :

TITLE (CHECK ALL THAT APPLY) PROPERTY OWNER DEVELOPER/BUILDER REALTOR ATTORNEY OTHER

PROPERTY OWNER NAME: PROPERTY OWNER PHONE:

LOCATION DESCRIPTION

THE FOLLOWING SUPPORTING DOCUMENTS ARE NEEDED TO REQUEST AN ADDRESS:

- LOCATION MAP AND SITE PLANS. PLEASE SHOW SURROUNDING STREETS AND SUITE SET-UPS IF APPLICABLE.
- PROPERTY APPRAISER SHEET (LISTING PROPERTY OWNER)

ADDRESS FEE SCHEDULE
A NON-REFUNDABLE APPLICATION PROCESSING FEE PER ADDRESS OR SUITE:
 1-10: \$25 EACH, 11-20: \$15 EACH, 21-50: \$10 EACH, 51+\$5 EACH AT THE TIME OF REQUEST
ADDRESS FEE CAN BE PAID AT 320 ALEXANDRIA BLVD, OVIEDO, FL 32765 ON THE 1ST FL BUILDING SERVICES COUNTER.
PAYABLE TO: THE CITY OF OVIEDO MONDAY-FRIDAY 8:00AM TO 5:00PM

DATE PAID: AMOUNT PAID: FORM OF PAYMENT:

NEW ADDRESS INFORMATION:

FOR OFFICE USE ONLY

LOCATION ID: PARCEL ID: SUBDIVISION NAME:

NUMBER: STREET NAME: SUITE: ZONING:

ADDITIONAL NEW ADDRESSES:

LOCATION ID: NUMBER: STREET NAME: SUITE:

PARCEL ID: SUBDIVISION NAME: ZONING:

LOCATION ID: NUMBER: STREET NAME: SUITE:

PARCEL ID: SUBDIVISION NAME: ZONING:

CHANGE OF ADDRESS INFORMATION:

EXISTING LOCATION ID: OLD ADDRESS:

OLD PARCEL ID#:

NOTIFICATION CHECK LIST

SEMINOLE COUNTY

- E911 ADMINISTRATION
- SEMINOLE COUNTY ADDRESSING
- SHERIFF'S OFFICE
- PROPERTY APPRAISER
- SCHOOL TRANSPORT
- SUPERVISOR OF ELECTIONS
- U.S. POST OFFICE

UTILITIES

- AT&T/BELLSOUTH
- CHARTER/BRIGHTHOUSE
- DUKE ENERGY
- FL POWER & LIGHT

OVIEDO

- BUILDING DEPT.
- DEVELOPMENT SERVICES
- FINANCE/UTILITY DEPT.
- FIRE & RESCUE
- POLICE
- PUBLIC WORKS
- PROPERTY OWNER

Disclaimer: The issuance of this address is for E-911 purposes only and does not validate the property or any structures to be in compliance with the City of Oviedo Building Code, Florida Building Code and/or Fire Code.

RESIDENTIAL PROPERTY

Attn. Property Owner/Contractor: To assist police, rescue, fire personnel or general deliveries locating your property without delay: Numbers are to be posted within 30 days or by final inspection in the following manner: Whether or not mail is delivered to your building, numbers are to be permanently affixed to the building front, viewable from the street. Additionally, should you have a mailbox; 4" numbers shall also be posted on both sides, viewable from both directions. If your mailbox is located across the street from your driveway, you are also required to post your number on the mailbox and on an address post or fence at your driveway entrance. For buildings set back from the street, address numbers are to be a minimum of 5" in height or larger posted on the structure and minimum 4" numbers shall also be posted on a sign, post, fence or mailbox, viewable from both directions, at the entrance of the driveway or street. Additionally, numbers are to be whole numbers, weather durable and a contrasting color from the immediate background.

COMMERCIAL PROPERTY

Attn. Property Owner/Contractor: To assist police, rescue, fire personnel or general deliveries locating your property without delay: Main building numbers are to be posted within 30 days or by final inspection in the following manner: Numbers are to be a minimum of 6" in height and ½" in width, posted on the structure and at the driveway entrance to the property on signage, viewable from both sides of the street it is addressed to and viewable upon approach. Numbers are to be weather durable and a contrasting color from the immediate background. Suite numbers shall be at least 3" in height and ½" in width. Larger numbers may be required to assist Public Safety emergency services. Suite or unit numbers shall be a minimum of 3" inches in height and ½" inches in width and are to be posted directly above or on the side of all means of ingress/egress. * For unit/suite numbers, it is recommended to add the name "unit" or "suite" before the number. There has been cases where 911 received calls and is given the address with the unit/suite number as the main building number. This causes delays when that same number is used elsewhere on the street, as a main building number.