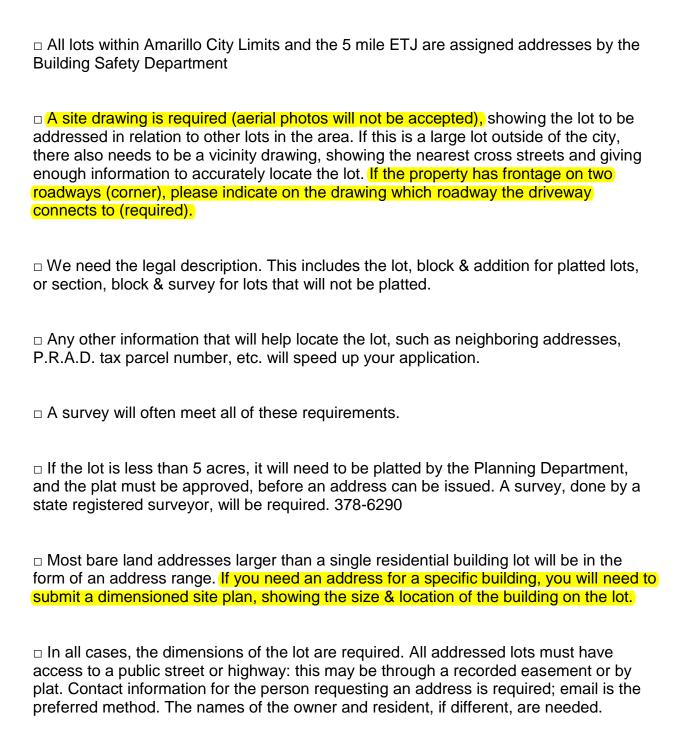
## **Address Request Checklist**



If you have any questions, please call 806-378-3041 and ask to speak with a Plans Examiner concerning addressing.

Please be advised of our intent to better serve our customer base with a more efficient means of processing addresses within the City of Amarillo and the 5-mile Extra Jurisdictional Territory (ETJ) for Metered Electrical Services.

Currently with **single family dwellings** we are providing addresses for each electric metered service regardless of the number of electric metered services at one address.

## **Example (existing process)**

1234 Polk St: single family dwelling, requests a second electrical metered service for a shop.
1234 Polk St, now changes to 1234 Polk St "A" and the Shop metered service is addressed as
1234 Polk St "B". This requires additional steps and creates oversight by contractors, homeowners.
Utilities, first responders, and City of Amarillo zoning.

The process creates multiple addresses on a single-family dwelling address. Multiple addresses on one lot of a block is reserved for multi-family dwelling zoning.

To lightly adjust the process, we will increase efficiency and output of City staff, save customers money, and remove substantial confusion of our zoning laws.

Multiple separate metering will still be accepted for our customers needs. One address will be assigned as per our zoning laws. The additional electric metering needs will simply have "a permit" to the address and tagged electric metering for "shop". The field labeling for this equipment will be inspected as it has been for decades as per the National Electrical Codes adopted by the City of Amarillo.

## Example (new process)

1234 Polk St: single family dwelling, requests a second electrical metered service for a shop.

1234 Polk St remains the same, the additional electric meter will be noted simply as "shop meter" in this case without assigning a 2<sup>nd</sup> address.

Again, field labeling is required by the National Electrical Codes. *The permit triggers the inspection, the inspection verifies compliance.* 

## **Address Request Application**

Name of property owner:		
Name of resident or business:		
Phone number:		
Email:		
Legal Description		
Lot: Block:	Addition:	
If the lot is not platted: # of acres	s NOTE: lots under 5 acres must b	e platted
Section: Block:	Survey:	
P.R.A.D. Tax Account Number: _		
Project description:		
Nearest cross street:		
Is the cross street to the:	NorthEastSouth	West
Signature of property owner/agent/tenant:		

Please Return the form via FAX to 806-378-3085 or EMAIL to building@amarillo.gov If you have questions please call 806-378-3041