

# Requesting an Address

Email the following information to Debbie Fann at [dfann@sccmo.org](mailto:dfann@sccmo.org) or fax it to 636-949-7328

**Person requesting address:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ Zip: \_\_\_\_\_

*The approval letter will be mailed to the above address.*

**Information for property not located within a subdivision:**

Is the property a newly created parcel? \_\_\_\_\_

If yes, the deed, a legal description or survey must be attached.

Describe the property location: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Information for property located within a subdivision:**

Subdivision name: \_\_\_\_\_

Plat number: \_\_\_\_\_ Lot number: \_\_\_\_\_

If the property is a corner lot, which street will the house face?

\_\_\_\_\_

Email the information above to Debbie Fann at [dfann@sccmo.org](mailto:dfann@sccmo.org) or fax it to 636-949-7328

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*The following is for office use only:*

**New Address:**

Address: \_\_\_\_\_

City/State/ Zip: \_\_\_\_\_

After assignment the form will be emailed back to the Building Division at [building@sccmo.org](mailto:building@sccmo.org)