



City of Winter Park
Building & Permitting Services Department
401 South Park Avenue • Winter Park, FL
32789 (407)-599-3237

Address Change/Addition Request

Check one: _____ Customer Request **Administrative/Research Required** _____ Utility Add Only
****For Administrative/research request please contact Code Compliance at 407-599-3600.**

SEC _____ TWP _____ RNG _____ SUB _____ BLK _____ LOT _____

Current address: _____

Requested address: _____

REASON FOR REQUEST: _____

Existing Utility Meter at site? Yes: __ No: __ Active Construction at time of application? Yes: __ No: __

NOTE: There is no guarantee that the requested address can be assigned: In addition submit Parcel Number/ Tax ID#, a copy of a map, and a diagram clearly depicting the location layout of the address change/ request with application
Orange County Address Yes: __ No: __

If approved, we will notify you, the owner, & the following agencies of the address change:

- Winter Park Post Office
- Embarq
- ENCO
- 911 Project
- Winter Park 911 Communication Dept.
- Winter Park Fire Dept.
- Carl Stidham, City Surveyor
- Delsia Margraf, Utility Billing Dept.
- Voter's Registration
- Orange County GIS Project
- Utilities – Meter Reading
- Teco Peoples Gas
- Engineering Dept.
- OCPA – Katherine Kiger

You, the owner, are responsible for ensuring all other users of your address are notified of the change. Please change your address as if you were moving to a new home. Examples: Family, friends, banks, insurance companies, magazines, newspapers, catalogs. It is your responsibility to notify the Orange County Property Appraiser in writing to change the owner information on the Orange County property assessment roll. The approval letter that we send to them ONLY changes the address of the parcel – NOT the Owner's Information.

Orange County Property Appraiser
Mapping and Records/Address Change
200 S Orange Ave. Suite 1700
Orlando, FL 32801
FAX: 407-836-2788

APPLICANT (OWNER): _____

ADDRESS: _____

TELEPHONE/EMAIL: _____

*****FOR OFFICE USE ONLY*****

Request Disapproved: _____ Approved _____ Staff Initials: _____

Approved Addresses # _____

Fees: \$15.00 for 1st request and \$5.00 for each additional